AMENDED 5-23-2020 at 10:45 AM
City of St. Helena
Regular City Council Meeting
Tuesday, May 26, 2020 @ 6:00 PM

In accordance with Executive Orders N-25-20, N-29-20, and guidance from the California Department of Public Health on gatherings, remote public participation is allowed. We will address the Order in the following ways: Members of the public may not physically attend meetings. The City Council meeting will be live-streamed on Comcast Channel 28 and on the City's website, barring technical difficulties. Those members of the public wishing to participate must do so remotely via Zoom electronic meetings in the following ways; by either logging onto the Zoom link located on the meeting agenda (please download the app to your computer or mobile device) and enter the meeting ID or by calling a listed number and enter the meeting ID. Public comment for City Council meetings will be accepted via email to publiccomment@cityofsthelena.org.

Please see the end of the agenda for detailed PUBLIC PARTICIPATION instructions.

Please click the link below to join the meeting:
https://us02web.zoom.us/j/85774112861

Or iPhone one-tap :
US: +16699006833,,88524364633# or +13462487799,,88524364633#

Or Telephone:
Dial(for higher quality, dial a number based on your current location):
US: +1 669 900 6833 or +1 346 248 7799 or +1 253 215 8782 or +1 929 205 6099 or +1 301 715 8592 or +1 312 626 6799

Meeting ID: 857 7411 2861
International numbers available: https://us02web.zoom.us/u/kRhZRGCYA

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 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 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 4 minutes. Each person is entitled to speak on any non-agendized

item only once at any meeting. Brief questions by Council Members for clarifications may be posed and answered, and Council Members may make requests that items be placed on future agendas, but in accordance with state law, no substantive discussion or action may take place unless and until the matter properly appears on the agenda.

5. REPORTS BY STAFF AND CITY COUNCIL, FUTURE AGENDA ITEMS, AND AB 1234 REPORTS:
Reports by staff and/or Council Members on items of general interest. Brief questions for clarification may be posed and answered, and Council Members 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. None

7. STAFF BRIEFING

   7.1. Update on Waste Water Treatment Plant Upgrade Project by Erica Ahmann Smithies, Public Works Director and City Engineer

   7.2. Upper York Creek Dam Project Update by Erica Ahmann Smithies, Public Works Director and City Engineer

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 Regular Meeting Minutes of: 9 - 73
   08-13-2019 Regular City Council - Minutes
   11-04-2020 Special City Council Civic Improvements Decision Process Workshop - Minutes
   11-12-2019 Regular City Council - Minutes
   11-26-2020 Regular City Council - Minutes
   12-10-19 Regular City Council - Minutes
   12-12-2019 Special City Council - Minutes
   01-06-2020 Special City Council - Minutes
   01-14-2020 Regular City Council - Minutes
   01-17-2020 Special City Council - Minutes
   12-10-19 Regular City Council - Minutes
   11-12-2019 Regular City Council - Minutes
   11-26-2020 Regular City Council - Minutes
   11-04-2020 Special City Council Civic Improvements Decision Process Workshop - Minutes
   08-13-2019 Regular City Council - Minutes
   01-17-2020 Special City Council - Minutes
   01-06-2020 Special City Council - Minutes
   12-12-2019 Special City Council - Minutes AMENDED
   01-14-2020 Regular City Council - Minutes AMENDED

   8.2. Consideration and proposed approval of a resolution for accepting the 75 - 83 donation of a memorial bench for public use to be located in Baldwin Park near the Spring Street entrance and a second memorial bench for public use to be installed near the northwest corner of Pope Street and Chiles Avenue in St Helena.

CEQA Determination: Not a CEQA project
Prepared By: Erica Ahmann Smithies, Public Works Director and City Engineer
Recommendation:
Accept the donation of a memorial bench for public use to be located in Baldwin Park near the Spring Street entrance and a second memorial bench for public use to be installed near the northwest corner of Pope Street and Chiles Avenue in St Helena.

Staff Report - Pdf

8.3. Consideration of a resolution authorizing staff to file and administer a Local Early Action Planning (LEAP) Grant application in the amount of $65,000. 85 - 88

CEQA Determination: Not a CEQA project
Prepared By: Aaron Hecock, Senior Planner
Recommendation:
It is recommended the City Council review and approve the proposed resolution authorizing staff to file and administer a LEAP Grant application.

Staff Report - Pdf

8.4. Consideration and approval of a Resolution approving a two year agreement with Housing Authority of the City of Napa to provide contract Housing Authority services in an amount not to exceed $109,000 for FY 2020-21 and FY 2021-22. 89 - 105

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: Maya DeRosa, Planning & Building Director
Recommendation:
Staff recommends City Council approve the Resolution authorizing a two-year agreement with Housing Authority of the City of Napa in an amount not to exceed $109,000 to continue their services as the contract housing authority for the City of St. Helena.

Staff Report - Pdf

8.5. Resolution in Support of Fair, Direct Federal Emergency Support to Reopen and Rebuild Local American Economies; Authorize the Mayor to support federal and state legislative efforts to offset COVID-19 related revenue losses on behalf of the St. Helena City Council 107 - 110

CEQA Determination: Not a CEQA project
Prepared By: Mark T. Prestwich, City Manager
Recommendation:
Consideration and approval of a Resolution in Support of Fair, Direct

Federal Emergency Support to Reopen and Rebuild Local American Economies and authorize the Mayor to support federal and state legislative efforts to offset COVID-19 related revenue losses on behalf of the St. Helena City Council.

[Staff Report - Pdf]

9. PUBLIC HEARINGS

9.1. Discussion of Potential Activity and Project for Inclusion in the 2020 Community Development Block Grant (CDBG) Application; and Consideration of Approval of a Resolution Approving (1) Application for Economic Development Business Assistance Funding to provide working capital to small businesses for retention of jobs in an amount not-to-exceed $750,000, and (2) the Execution of a Grant Agreement and any Amendments thereto from the 2019-2020 Funding Year of the CDBG Program. 111 - 117

CEQA Determination: Exempt from the requirements of CEQA for sections 15332, 15301, and 15303
Prepared By: Mandy Kellogg, Finance Manager
Recommendation:
Affirm direction on the activities and projects for inclusion in the 2020 State Community Development Block Grant (CDBG) applications; and approve a resolution approving; (1) applications for funding, and (2) the execution of a grant agreement and any amendments thereto from the 2019-2020 funding year of the CDBG Program.

[Staff Report - Pdf]

10. OLD BUSINESS

10.1. City Manager Update on COVID-19 Emergency; Discussion and Direction Regarding Anticipated Reopening of City Amenities and Associated Protocols (Oral Report) 119 - 124

CEQA Determination: Not a CEQA project
Prepared By: Mark T. Prestwich, City Manager
Recommendation:
Discussion and direction to the City Manager.

[Staff Report - Pdf]
[Library reopening protocol]

10.2. *NEW ITEM ADDED 5-23-2020

Discussion and direction regarding St. Helena business recovery support

- Business recovery coordination
- Regulatory flexibility
- Business assistance

CEQA Determination: Not a CEQA project
Prepared By: Mark T. Prestwich, City Manager

11. NEW BUSINESS

11.1. Discussion and Direction Regarding Short Term Rental Permit Renewal Fees — 125 - 126

CEQA Determination: Not a CEQA project
Prepared By: April Mitts, Finance Director
Recommendation:
Discussion and direction to staff with regards to STR permit renewal fee deferment.
Staff Report - Pdf

11.2. Discussion and Direction to Staff Regarding Wastewater Winter Average Billing Adjustments for Residential Customers for the January/February Bi-Monthly Billing Cycle — 127 - 128

CEQA Determination: Not a CEQA project
Prepared By: April Mitts, Finance Director
Recommendation:
Staff is seeking City Council direction on which option for repayment is preferred.
Staff Report - Pdf

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

12.1.

June City Council Meetings: **6/9 (staff reports due 5/22)** **6/23 (staff reports due 6/5)**
Upper York Creek Dam Project Update by Erica Ahmann Smithies, Public Works Director and City Engineer
Update on Waste Water Treatment Plant Upgrade Project by Erica Ahmann Smithies, Public Works Director and City Engineer
6/9 2020 City of St. Helena Water Storage Projections Update by Erica Ahmann Smithies, Public Works Director and City Engineer
CONSENT:
6/9 City conflict of Interest Code Update
6/23 Upvalley Diversion Program Contract Amendment
6/23 Award of Upper York Creek Construction Contract
6/23 Award of CEQA/NEPA PSA for S-52 WWTRP Upgrades
6/23 Spring Mountain Vineyard Sediment Disposal Agreement in conjunction with Upper York Creek
6/9 Cell Tower Lease Renewal
6/23 St. Helena Chamber of Commerce Contract
6/23 Request to amend local Caregiver Permit Ordinance - not public
6/9 St. Helena School District Contract extension
OLD BUSINESS:
6/23 Vaping Ordinance Discussion
July - First reading for Vaping Ordinance
6/9 and 6/23 Budget adoption
6/23 Will Serve Policy Discussion
PH or NEW BUSINESS:
6/23 Utility Master Plan

6/23 First reading ADU ordinance

13. ADJOURNMENT

The next Regular City Council meeting is scheduled for June 9, 2020, at 6:00 p.m.

I do hereby certify that a copy of the foregoing agenda was posted on the City website on ~~Thursday, May 21, 2020~~. Reposted May 23, 2020 at 10:45 AM.

Cindy Tzafopoulos

Cindy Tzafopoulos, 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.

THE CITY OF ST. HELENA ENCOURAGES ONLINE PUBLIC PARTICIPATION IN VIRTUAL CITY COUNCIL MEETINGS

St. Helena, CA– The City of St. Helena is committed to public participation in City government in a manner that is consistent with guidance provided by the Napa County Public Health Official and Governor Newsom's Executive Order N-25-20. These guidelines relate to social distancing, and are intended to protect everyone by limiting the spread of COVID-19 in our community. In adherence to these guidelines, the St. Helena City Council will host a Virtual Council Meeting on Zoom; a free teleconferencing tool that enables users to watch and/or call into the meeting from their computers or phones. This meeting will be open to public and allows for live public comment. The meeting will also be recorded, livestreamed, and posted on the City's website after the adjournment of the meeting if technical difficulties occur: https://sthelena.civicweb.net/Portal/

The ZOOM web link, meeting ID, and phone number will be listed at the top of the City Council Meeting Agenda. You will be required to enter the meeting ID, but there will be no password or participant ID.

How to Watch or Listen to Council Meetings:

1. Watch on Comcast Channel 28
2. Watch the livestreaming video on the City's website
3. Watch and Listen on Zoom.us by clicking on the link in the Council Agenda
4. Listen only by calling the Zoom number listed on the Council Agenda

Watch Council Meeting by Joining the Zoom Meeting:

1. **By Computer, Tablet, or Smart Phone:**
    a. Before joining the virtual City Council Meeting, it is highly encouraged that you download the Zoom App. To sign up for your own free account, visit zoom.us/signup and enter your email address. You will receive an email from Zoom (no-reply@zoom.us). In this email, click Activate Account.
    b. If you are logged into your account, Enter the **Meeting ID** listed on the City Council Agenda. If you have not created an account go to: https://zoom.us/join and enter the **Meeting ID**
    c. Select if you would like to connect audio and/or video and tap **Join Meeting**.
    d. For specific instructions for your device, go to: https://support.zoom.us/hc/en-us/articles/201362193-Joining-a-Meeting
2. **Listen Only by Telephone:**
    a. **Dial** the number listed on the Council Agenda.
    b. At the prompt, enter the **Meeting ID** provided on the top of the City Council Meeting Agenda and **Press #. A participate ID is not required.**
    c. To disconnect from the meeting, hang up the phone.

Ways to Provide Public Comment:

While attending the virtual City Council Meeting, the public will have the opportunity to provide live public comment during Public Forum and after each agenda item. When it is the appropriate time for public comment the Mayor will verbally open public comment. At this time each individual is permitted 4 minutes to speak.

1. **Send a Public Comment in Advance to** publiccomment@cityofsthelena.org

The easiest way to provide public comment is to email your public comment. Public comments may be emailed to publiccomment@cityofsthelena.org. Please include in the subject line "COMMENT TO COUNCIL and the AGENDA ITEM". Any public comment is required to be submitted no later than 1 hour before the scheduled meeting and will be included as an attachment to the agenda.

2. **Provide Comment through Zoom meeting from a computer, tablet, or smart phone**

This option allows the public to virtually attend the meeting as a muted 'attendee' with no video or screen sharing capabilities. You will be able to see and hear those participating in the meeting, but they will not be able to hear you until the host unmutes you.

If you wish to provide public comment during a specific agenda item or during public forum, you can use the **"raise hand"** feature located in the control panel at the bottom of your screen. The icon is a small blue hand. In Windows you can also use the Alt+Y keyboard shortcut to raise or lower your hand. In Mac you can also use the Option+Y keyboard shortcut to raise or lower your hand.

The host will be notified that you've raised your hand and you will be placed in a queue with all incoming requests.

When it is your turn to speak, you will be notified that the host has unmuted you. To be removed from the queue, just click the '**raise hand'** button again.

3. **Call in to the ZOOM meeting from a cell phone or landline phone only**

This option allows the member of the public with the opportunity to verbally participate in public comment.

If you wish to speak during public comment time dial ***9** on your telephone.

The host will be notified that you would like to speak and you will be placed in a queue with all incoming requests.

When it is your turn to speak, you will be notified that the host has unmuted you. You may press ***9** again if you wish to be removed from the queue.

You will be notified at the end of your statement that you have been muted.

MINUTES
City of St. Helena
Regular City Council Meeting
Tuesday, December 10, 2019 @ 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 Geoff Ellsworth, Vice Mayor Paul Dohring, Council Member Anna Chouteau, Council Member David Knudsen, and Council Member Mary Koberstein

Absent: None

1. CALL TO ORDER

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL

4. PUBLIC FORUM:

Stephanie Iacobacci, Amy Carabba, Anthony Micheli, Craig Bond, Mike Griffin and Nancy Dervan addressed the City Council.

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

Reports by Staff and City Council Members were made.

6. PRESENTATIONS AND PUBLIC RECOGNITIONS

6.1 None

7. STAFF BRIEFING

7.1 Upper York Creek Dam Project Update by Erica Ahmann Smithies, Public Works Director and City Engineer

Public Works Director and City Engineer Erica Ahmann Smithies reported on the item.

7.2 Update on Waste Water Treatment Plant Upgrade Project by Erica Ahmann Smithies, Public Works Director and City Engineer

Regular City Council
December 10, 2019

Public Works Director and City Engineer Erica Ahmann Smithies reported on the item.

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 City Council Meeting Minutes of October 31, 2019

8.2 Consideration and Approval of a Resolution Terminating the Local Emergency Declared by the City Council on October 31, 2019

CEQA Determination: Not a CEQA project
Prepared By: Cindy Tzafopoulos, City Clerk
Recommendation:
Approve Resolution declaring the termination of a local emergency related to the October 29, 2019 PG&E public safety power shut down.

8.3 Consideration and proposed approval of a resolution approving temporary closure of Adams Street and Library Lane between Friday, May 29 at 6:00 p.m. and Sunday, May 31, at 6:00 p.m.; and authorizing possession of open alcoholic beverages on those public streets for the Neighborhood Community Table Event scheduled for Saturday, May 30, 2020, from approximately 5:00 p.m. to 9:00 p.m.

CEQA Determination: Categorically Exempt, Section 15323
Prepared By: Erica Ahmann Smithies, Public Works Director and City Engineer
Recommendation:
Approve Resolution authorizing temporary closure of Adams Street, east of Library Lane from Friday, May 29, 2020 at 6:00 p.m. to Sunday, May 31, 2020 at 6:00 p.m.

8.4 Consideration and proposed Resolution (1) accepting the FEMA Hazard Mitigation Grant in the amount of $485,391.75 for emergency back-up power to the City Library, Madrone Knoll Pump Station, Stonebridge Wells, and Flood Control Levee Site; (2) amending the Fiscal Year 2019-2020 adopted Capital Improvement Program Budget to include CIP Project C20-06 Emergency Back-up Power and authorizing a budget of $647,189 for C20-06; (3) authorizing the closure of CIP Project C20-05 Library Emergency Power with funds being reallocated to C20-06; (4) authorizing a budget decrease of $432,500 from CIP Project W-106 Pump Station Upgrades with funds being reallocated to C20-06 (5) authorizing the use General Fund reserves and authorizing a budget transfer in an amount not-to-exceed $36,672 to C20-06 for the 25% local match for the Flood Control Site generator; and (6) authorizing the City Manager to execute all grant related documents pertaining to CIP Project C20-06.

CEQA Determination: Exempt from the requirements of CEQA pursuant to Section 15301, Class 1, which exempts the operation, leasing, or minor alteration of existing facilities

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

Recommendation:

Adopt a resolution (1) accepting the FEMA Hazard Mitigation Grant in the amount of $485,391.75 for emergency back-up power to the Library, Madrone Knoll Pump Station, Stonebridge Wells, and Flood Control Site; (2) amending the Fiscal Year 2019-2020 adopted Capital Improvement Program Budget to include CIP Project C20-06 Emergency Back-up Power and authorizing a budget of $647,189 for C20-06; (3) authorizing the closure of CIP Project C20-05 Library Emergency Power with funds being reallocated to C20-06; (4) authorizing a budget decrease of $432,500 from CIP Project W-106 Pump Station Upgrades with funds being reallocated to C20-06 (5) authorizing the use General Fund reserves and authorizing a budget transfer in an amount not-to-exceed $36,672 to C20-06 for the 25% local match for the Flood Control Site generator; and (6) authorizing the City Manager to execute all grant related documents pertaining to CIP Project C20-06.

8.5 Consideration of approval of a Resolution approving out-of-state travel for Outreach Services Librarian Mariah McGuire to attend the Public Library Association (PLA) Conference in Nashville, Tennessee from February 26-29, 2020

CEQA Determination: Not a CEQA project

Prepared By: Chris Kreiden, Library Director

Recommendation:

City Staff recommends City Council approve a resolution authorizing out-of-state travel for Outreach Services Librarian Mariah McGuire to attend the Public Library Association (PLA) Conference in Nashville, Tennessee from February 26-29, 2020.

8.6 Consideration and proposed approval of a resolution: (1) authorizing and approving classification and compensation study recommendations for St. Helena Employee Association (SHEA); (2) approving classification changes for those miscellaneous members recommended for a reclassification as noted on the publicly available salary schedules; (3) authorizing and approving implementation of compensation adjustments for all SHEA employees to be within 7.5% of the market median study, effective July 1, 2019; and a 2% salary adjustment for all SHEA members effective January 1, 2020; (4) duly approving and adopting publicly available compensation schedules in accordance with California Code Section 570.5; and (5) approving the amendments to the SHEA Memorandum of Understanding; and (6) adopting all job descriptions for all City employees

CEQA Determination: Not a CEQA project
Prepared By: Kathy Robinson, Human Resources & IT Director, Mandy Kellogg, Finance Manager
Recommendation:
Consideration and approval of a resolution (1) authorizing and approving classification and compensation study recommendations for St. Helena Employee Association (SHEA); (2) approving classification changes for those miscellaneous members recommended for a reclassification as noted on the publicly available salary schedules; (3) authorizing and approving implementation of compensation adjustments for all SHEA employees to be within 7.5% of the market median study, effective July 1, 2019; and a 2% salary adjustment for all SHEA members effective January 1, 2020; (4) duly approving and adopting publicly available compensation schedules in accordance with California Code Section 570.5; and (6) approving the sixth amendment to the Unrepresented Compensation Program to update Section 1.3 Covered Employees with the new classification recommendations; and (5) adopting all job descriptions for all City employees found in Attachment C

8.7 Consideration and Proposed Approval of a Resolution approving an Employment Agreement with Christopher Hartley and Ratifying the City Manager’s Appointment to serve as the Police Chief; and in accordance with California Code Section 54953(c)(3) the recommended final action for Police Chief beginning December 10, 2019 provides for an annual base salary of $145,869 with the following benefits, use of a City vehicle, Deferred Compensation City match of up to $200 per month, health benefits consistent with the benefits offered to other employees of the City, and will receive retirement benefits at a Classic Member formula of 3% at 50, final compensation based on highest 12-month period.

CEQA Determination: Not a CEQA project
Prepared By: Mark T. Prestwich, City Manager
Recommendation:
Staff recommends the City Council adopt the resolution approving the Employment Agreement with Christopher Hartley and ratifying the City Manager’s Police Chief appointment.

8.8 Consideration and Proposed Approval of a Resolution approving an Employment Agreement with Maya DeRosa and Ratifying the City Manager’s Appointment to serve as the Planning & Building Director; and in accordance with California Code Section 54953(c)(3) the recommended final action for Planning & Building Director beginning January 13, 2020 provides for an annual base salary of $170,061 with the following benefits, vehicle allowance of $200 per month, Deferred Compensation City match of up to $200 per month, health benefits consistent with the benefits offered to other employees of the City, and will receive retirement benefits at a New Member (PEPRA) formula of 2% at 62, final compensation based on highest average during a 36 consecutive months period.

CEQA Determination: Not a CEQA project
Prepared By: Mark T. Prestwich, City Manager
Recommendation:
Staff recommends the City Council adopt the resolution approving the Employment Agreement with Maya DeRosa ratifying the City Manager's Planning and Building Director appointment.

8.9 Consideration and proposed approval of a resolution (1) authorizing the City Manager to execute Amendment No. 1 to STH Contract: 2017-059 in the amount of $54,000 with Mead and Hunt for CIP Projects: W-108 Lower Reservoir Rehabilitation and W18-119 Bell Canyon Spillway Assessment for a total not-to-exceed amount of $124,000; (2) amending the CIP budget to include Project W18-119 Bell Canyon Spillway Assessment; (3) and authorizing a budget of $27,000 to design in CIP Project W18-119 with funding available in Fund 763, Water Capital Improvement

CEQA Determination: Class I Categorical Exemption under Section 15301 of CEQA
Prepared By: Martin Beltran, Management Analyst
Recommendation:
Staff recommends City Council approve a resolution (1) authorizing the City Manager to execute Amendment No. 1 to STH Contract: 2017-059 in the amount of $54,000 with Mead and Hunt for CIP Projects: W-108 Lower Reservoir Rehabilitation and W18-119 Bell Canyon Spillway Assessment for a total not-to-exceed amount of $124,000; (2) amending the CIP budget to include Project W18-119 Bell Canyon Spillway Assessment; (3) and authorizing a budget of $27,000 to design in CIP Project W18-119 from Fund 763, Water Capital Improvement.

Item 8.10 was pulled from Consent.

8.10 ~~Consideration and proposed adoption of a resolution approving a Professional Services Agreement with Britton Tree Services Inc. for partial tree removal for the Upper York Creek Ecosystem Restoration and Aquatic Habitat Enhancement Project, CIP No. W-26 for an amount not to exceed $101,300 and authorizing the City Manager to execute the agreement~~

CEQA Determination: Final Environmental Impact Report (SCH. No. 2006092096); Addendum to Final EIR
Prepared By: Erica Ahmann Smithies, Public Works Director and City Engineer
Recommendation:
~~Staff recommends City Council adopt a resolution approving a Professional Services Agreement with Britton Tree Services Inc. for partial tree removal for~~

~~the Upper York Creek Ecosystem Restoration and Aquatic Habitat Enhancement Project, CIP No. W-26 for an amount not to exceed $101,300 and authorizing the City Manager to execute the agreement.~~

8.11 *UPDATED STAFF REPORT AND ATTACHMENTS 12-6-19
Consideration and Approval of a Resolution of the City Council of the City of St. Helena Approving and Authorizing a Solicitation of Request for Pre-Qualification of Bidders for the Upper York Creek Ecosystem Restoration and Aquatic Habitat Enhancement Project - W-26

CEQA Determination: Not a "project" as defined in Section 15378(a) subject to CEQA; further, even if deemed a "projeect" subject to CEQA, exempt from CEQA under the common sense exemption set forth in 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: Michael G. Biddle, Special Counsel
Recommendation:
Staff recommends the City Council adopt the enclosed Resolution approving and authorizing solicitation of Request for Pre-Qualification of Bidders for the Upper York Creek Ecosystem Restoration and Aquatic Habitat Enhancement Project - W-26.

8.12 The applicant is requesting adoption of a resolution authorizing the City to enter into a Williamson Act Contract with owners of the 127.84-acre parcel (#009-120-065) located at 493 Dowdell Lane in the Twenty-Acre Agriculture (A-20) district.

CEQA Determination: Exempt
Prepared By: Aaron Hecock, Senior Planner
Recommendation:
For the reasons described above, staff recommends that the City Council:
1. Find the project exempt from the requirements of CEQA pursuant to CEQA Guidelines Section 15317; and
2. Adopt a resolution establishing an agricultural preserve and authorizing the City to enter into a Williamson Act Contract with owners of the 127.4-acre parcel (#009-120-065) located at 493 Dowdell Lane in the Twenty-Acre Agriculture (A-20) district.

Vice Mayor Paul Dohring moved to approve items 8.1 through 8.9, 8.11 and 8.12 on the Consent Calendar. The motion was seconded by Council Member Anna Chouteau and on roll call carried by the following vote:

AYES: Mayor Geoff Ellsworth, Vice Mayor Paul Dohring, Council Member Anna Chouteau, Council Member David Knudsen, and Council Member Mary Koberstein
NOES: None

ABSENT: None
ABSTAIN: None
RECUSE: None

8.10 Consideration and proposed adoption of a resolution approving a Professional Services Agreement with Britton Tree Services Inc. for partial tree removal for the Upper York Creek Ecosystem Restoration and Aquatic Habitat Enhancement Project, CIP No. W-26 for an amount not to exceed $101,300 and authorizing the City Manager to execute the agreement

CEQA Determination: Environmental Impact Report (SCH. No. 2006092096)
Prepared By: Erica Ahmann Smithies, Public Works Director and City Engineer
Recommendation:
Staff recommends City Council adopt a resolution approving a Professional Services Agreement with Britton Tree Services Inc. for partial tree removal for the Upper York Creek Ecosystem Restoration and Aquatic Habitat Enhancement Project, CIP No. W-26 for an amount not to exceed $101,300 and authorizing the City Manager to execute the agreement.

Public Works Director and City Engineer Erica Ahmann Smithies reported on the item.

No public comment was received.

Council Member Mary Koberstein moved to approve item 8.10 as presented. The motion was seconded by Vice Mayor Paul Dohring and on roll call carried by the following vote:

AYES: Mayor Geoff Ellsworth, Vice Mayor Paul Dohring, Council Member Anna Chouteau, Council Member David Knudsen, and Council Member Mary Koberstein
NOES: None
ABSENT: None
ABSTAIN: None
RECUSE: None

9. PUBLIC HEARINGS

9.1 Consideration and proposed approval of the Annexation of Territory into the St Helena Municipal Sewer District No. 1 MSD Annexation No. 137, 1057 Pratt Avenue, St Helena, CA. 94574 (APN) 009-142-003.

CEQA Determination: It is determined that the Ordinance is exempt from CEQA pursuant to Guidelines Sections 15061(b)(1), 15061(b)(2), and specifically, the “General Rule” Section 15061(b)(3), where is can be seen with certainty that the proposed action will have no significant effect on the

environment.
Prepared By: Erica Ahmann Smithies, Public Works Director and City Engineer
Recommendation:
Adopt a Resolution approving the Annexation of Territory into the St Helena Municipal Sewer District No. 1 MSD Annexation No. 137, 1057 Pratt Avenue, St. Helena, CA. 94574 (APN) 009-142-003.

Public Works Director and City Engineer Erica Ahmann Smithies reported on the item.

Mayor Ellsworth opened the public comment.

Mike Griffin and Anthony Micheli addressed the City Council.

Mayor Ellsworth closed the public comment.

Council Member Anna Chouteau moved to approve the item as amended by Council Member Koberstein to bring back future sewer annexations for further discussion at a future meeting. The motion was seconded by Council Member Mary Koberstein and on roll call carried by the following vote:

AYES: Mayor Geoff Ellsworth, Vice Mayor Paul Dohring, Council Member Anna Chouteau, Council Member David Knudsen, and Council Member Mary Koberstein
NOES: None
ABSENT: None
ABSTAIN: None
RECUSE: None

9.2 Consideration and proposed adoption of a resolution approving the Five-Year Measure T Expenditure Plan for Fiscal Year 2020-21 through Fiscal Year 2024-25 and certifying the Maintenance of Effort (MOE) amount of $379,189 as required by Measure T Ordinance and Agreement (Napa Countywide Road Maintenance Act).

CEQA Determination: Class I Categorical Exemption under Section 15301 of CEQA
Prepared By: Erica Ahmann Smithies, Public Works Director and City Engineer
Recommendation:
Adopt a resolution approving the Five-Year Measure T Expenditure Plan for Fiscal Year 2020-21 through Fiscal Year 2024-25 and certifying the Maintenance of Effort (MOE) amount of $379,189 as required by Measure T Ordinance and Agreement (Napa Countywide Road Maintenance Act).

Public Works Director and City Engineer Erica Ahmann Smithies reported on the item.

Mayor Ellsworth opened the public comment.

Roberta Oswald addressed the City Council.

Mayor Ellsworth closed the public comment.

Vice Mayor Paul Dohring moved to approve the item as presented. The motion was seconded by Council Member Anna Chouteau and on roll call carried by the following vote:

AYES: Mayor Geoff Ellsworth, Vice Mayor Paul Dohring, Council Member Anna Chouteau, Council Member David Knudsen, and Council Member Mary Koberstein
NOES: None
ABSENT: None
ABSTAIN: None
RECUSE: None

Per the City Managers request, Mayor Ellsworth asked to move all New Business items prior to Old Business.

10. OLD BUSINESS

10.1 Consideration and approval of a resolution affirming City Council action to make additional lump sum contributions annually to the CalPERS unfunded liability to emulate a 15-year amortization schedule

CEQA Determination: Not a CEQA project
Prepared By: Mandy Kellogg, Finance Manager
Recommendation:
Approve a Resolution affirming City Council action to make additional lump sum contributions annually to the CalPERS unfunded liability to emulate a 15-year amortization schedule.

Finance Director April Mitts reported on the item.

No public comment was received.

Council Member Anna Chouteau moved to approve item as presented. The motion was seconded by Vice Mayor Paul Dohring and on roll call carried by the following vote:

AYES: Mayor Geoff Ellsworth, Vice Mayor Paul Dohring, Council Member Anna Chouteau, Council Member David Knudsen, and Council Member Mary Koberstein

NOES: None
ABSENT: None
ABSTAIN: None
RECUSE: None

10.2 Discussion and Direction on Possible Fiscal Year 2019-20 Budget Add-Back Options

CEQA Determination: Not a CEQA project
Prepared By: April Mitts, Finance Director
Recommendation:
Staff recommends City Council discuss the various options on the add-back list and provide direction to staff. Any necessary implementing actions (e.g. budget appropriations) would be brought back to the City Council at a future meeting.

City Manager Mark Prestwich reported on the item.

No public comment was received.

City Council provided direction to move forward with all the items listed on Chart 1 of the staff report except for City Branding. Additional information regarding the item will be included in a staff report for the City Council to review at the January 14, 2020 meeting.

10.3 1) Consideration of a Resolution Establishing the Financing Civic Institutions Task Force to Review and Analyze the Financing Options for the Possible Construction of New or Remodeled Civic Institutions in St. Helena as well as other Infrastructure such as Storm Drains and Downtown Streetscape, and Provide Recommendations to the City Council; 2) Discussion and Direction Regarding Draft Civic Institutions Evaluation Criteria/Principles; and 3) Next Steps Related to Review of November 12, 2019 Noll & Tam Presentation

CEQA Determination: Not a CEQA project
Prepared By: Mark T. Prestwich, City Manager
Recommendation:
1) Review, discuss, and adopt Resolution establishing Financing Civic Institutions Task Force to Review and Analyze the Financing Options for the Possible Construction of New or Remodeled Civic Institutions in St. Helena as well as other Infrastructure such as Storm Drains and Downtown Streetscape, and Provide Recommendations to the City Council; 2) Discuss and Provide Direction Regarding Draft Civic Institutions Evaluation Criteria/Principles; and 3) Discuss and provide direction regarding next steps related to review of November 12, 2019 Noll & Tam presentation.

City Manager Mark Prestwich reported on the item.

Vice Mayor Paul Dohring moved to extend the meeting to 9:15 p.m. The motion was seconded by Council Member Mary Koberstein and on roll call carried by the following vote:

AYES: Mayor Geoff Ellsworth, Vice Mayor Paul Dohring, Council Member Anna Chouteau, Council Member David Knudsen, and Council Member Mary Koberstein
NOES: None
ABSENT: None
ABSTAIN: None
RECUSE: None

Vice Mayor Paul Dohring moved to approve the item as amended. The motion was seconded by Mayor Geoff Ellsworth and on roll call carried by the following vote:

AYES: Mayor Geoff Ellsworth, Vice Mayor Paul Dohring, Council Member Anna Chouteau, Council Member David Knudsen, and Council Member Mary Koberstein
NOES: None
ABSENT: None
ABSTAIN: None
RECUSE: None

10.4 Update on City Council Goals and 2019 Workplan

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

This item was receive and file only.

11. NEW BUSINESS

11.1 Notice of intent to sell affordable housing unit at 1636 Voorhees Circle and direction as to whether the City desires to exercise its option to purchase said property

CEQA Determination: Not a CEQA project
Prepared By: Mandy Kellogg, Finance Manager
Recommendation:
Discuss and provide direction to staff regarding the option or the Owner's attempt to sell.

Acting Planning and Building Director Aaron Hecock reported on the item.

Mayor Ellsworth opened the public comment.

Andrea Clark addressed the City Council.

Mayor Ellsworth closed the public comment.

Direction was provided by the City Council to waive the option to purchase said property at 1636 Voorhees Circle.

11.2 Consideration and approval of a Resolution approving an application for a minimum of $200,000 through the Parks and Water Bond Act of 2018 (Proposition 68) for Per Capita Grant funds.

CEQA Determination: Not a CEQA project
Prepared By: Andre Pichly, Parks & Recreation Director, Mandy Kellogg, Finance Manager
Recommendation:
Staff recommends the City Council approve a Resolution approving an application for a minimum of $200,000 through the Parks and Water Bond Act of 2018 (Proposition 68) for Per Capita Grant funds.

City Manager Mark Prestwich reported on the item.

No public comment was received.

Vice Mayor Paul Dohring moved
to approve item as presented. The motion was seconded by Council Member Mary Koberstein and on roll call carried by the following vote:

AYES: Mayor Geoff Ellsworth, Vice Mayor Paul Dohring, Council Member Anna Chouteau, Council Member David Knudsen, and Council Member Mary Koberstein
NOES: None
ABSENT: None
ABSTAIN: None
RECUSE: None

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

12.1 **December City Council Meetings:**

Regular City Council
December 10, 2019

12/16 Special Boards, Committees **12/24 Cancelled** **The City of St. Helena is changing the frequency of the utility billing cycle from monthly to bi-monthly starting January 1, 2020**
<u>January City Council Meetings</u>: **1/14 (staff reports due 12/27)** **1/28 (staff reports due 1/10)** **TBD Joint CC/PC Affordable Housing** **1/14 Special Mtg – Interview Task Force Applicants** **TBD 4pm Special Mtg to appoint Task Force** **TBD Joint P&R\ATSC\City Council Mtg** **TBD Workshop - Fire Chief contract amendment andAmendment to unrepresented resolution regarding fire staffing** **The City of St. Helena is changing the frequency of the utility billing cycle from monthly to bi-monthly starting January 1, 2020**
PROCLAMATIONS/PUBLIC RECOGNITION/STAFF BRIEFING:
1/14 Oath of Office Chief Hartley
1/28 Honor and recognize committees
STAFF BRIEFING:
Upper York Creek Dam Project Update by Erica Ahmann Smithies, Public Works Director and City Engineer
Update on Waste Water Treatment Plant Upgrade Project by Erica Ahmann Smithies, Public Works Director and City Engineer
CONSENT:
1/28 Joint use agreement with SHUSD for the use of Vintage Hall (Expires February 2020)
1/14 NOC (R19-02)
1/14 Message Boards
1/14 NOC Paving (R19-79)
1/28 Grayson South Crane PSA Design
OLD BUSINESS:
1/14 TDA 3 Grant Award
1/28 Main Street red curb
1/28 Downtown Streetscape
1/14 City calendar discussion
1/28 Spring Street bike lane
1/14 WWTP concept and financial plan

PH or NEW BUSINESS:
1/28 Vaping discussion
1/14 First reading ADU ordinance
1/14 City Council Members assignments to various City and Napa County Committees, Boards and Commissions
<u>February City Council Meetings</u>: **2/11 (staff reports due 1/24)** **2/25 (staff reports due 2/7)**
STAFF BRIEFING:
Upper York Creek Dam Project Update by Erica Ahmann Smithies, Public Works Director and City Engineer
Update on Waste Water Treatment Plant Upgrade Project by Erica Ahmann Smithies, Public Works Director and City Engineer
CONSENT:
2/25 Award of fireworks RFP
OLD BUSINESS:
2/11 Mid-Year Budget Adjustment
2/11 CAFR
Master Utility Plan
PH or NEW BUSINESS:
2/11 Scout Hall community partnership
2/11 Budget calendar discussion
2/11 Nimbus Arts mural discussion

13. ADJOURNMENT

Mayor Ellsworth adjourned the meeting at 9:15 p.m.

The regular City Council meeting minutes of December 10, 2019 was approved at the regular City Council meeting of May 26, 2020.

APPROVED: **ATTEST:**

Geoff Ellsworth, Mayor

Cindy Tzafopoulos, City Clerk

MINUTES
City of St. Helena
Regular City Council Meeting
Tuesday, November 12, 2019 @ 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 Geoff Ellsworth, Vice Mayor Paul Dohring, Council Member Anna Chouteau, Council Member David Knudsen, and Council Member Mary Koberstein

Absent:

1. CALL TO ORDER

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL

4. PUBLIC FORUM:
Anthony Micheli, Barbara Carton and Tom Belt addressed the City Council.

5. REPORTS BY STAFF AND CITY COUNCIL, FUTURE AGENDA ITEMS, and AB 1234 REPORTS:
Reports by Staff and City Council Members were made.

Council Member Mary Koberstein asked if the Council would like to address the issue of vaping at a future meeting. Mayor Ellsworth expressed support.

6. PRESENTATIONS AND PUBLIC RECOGNITIONS

6.1. Robert Louis Stevenson Day in St. Helena Proclamation

6.2. Arbor Day Proclamation

7. STAFF BRIEFING

7.1. Upper York Creek Dam Project Update by Public Works Director and City Engineer Erica Ahmann Smithies

Public Works Director and City Engineer Erica Ahmann Smithies provided an update.

7.2. Waste Water Treatment Plant Upgrade Project Update by Public Works Director and City Engineer Erica Ahmann Smithies

Public Works Director and City Engineer Erica Ahmann Smithies provided an update.

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 Regular Meeting Minutes of September 10, 2019, Special Meeting Minutes of September 24, 2019 and Regular Meeting Minutes of September 24, 2019.

Item 8.2 was pulled from consent

8.2. ~~Consideration and adoption of a Resolution: (1) Awarding the St. Helena Library Roof Replacement Project, Capital Improvement Project C20-01 to Central Roofing Inc. in the amount of $186,141.00; (2) Authorizing the City Manager to execute the Construction Contract with Central Roofing Inc; and (3) Authorizing the Director of Public Works to approve Change Orders not to exceed 10% of the contract amount.~~

8.3. Consideration and approval of a Resolution 2019-133 (1) Approving temporary closure of Oak Avenue between Adams Street and Tainter Street for the December 6, 2019, "Home for the Holidays" community holiday social (2) Authorizing possession of open alcoholic beverages on the designated public street for this event, and (3) Approving the waiving of the encroachment fee.

CEQA Determination: Not a CEQA project
Prepared By: Andre Pichly, Parks & Recreation Director
Recommendation:
Staff recommends the City Council of the City of St. Helena adopt the attached resolution: (1) approving temporary closure of Oak Avenue between Adams Street and Tainter Street for the December 6, 2019, Home for the Holidays City community social, (2) authorizing possession of open alcoholic beverages on the designated public street, and (3) approving the waiving of the encroachment fee.

8.4. Consideration and adoption of a Resolution 2019-134 awarding a Professional Services Agreement to Lisa Wise Consulting, Inc. for the City of St. Helena Zoning Code Update in an Amount Not-to-Exceed $319,990.

CEQA Determination: Categorically Exempt, Section 15323
Prepared By: April Mitts, Finance Director
Recommendation:
Staff is recommending City Council approve Resolution Awarding a Professional Services Agreement to Lisa Wise Consulting, Inc. for the City of St. Helena Zoning Code Update in an Amount Not-to-Exceed $319,990.

8.5. Consideration and proposed approval of a Resolution 2019-135 rescinding Resolution 2017-18 and approval of a Resolution updating Policy P-FI-0009

Low Income Water and Wastewater Subsidy program.

CEQA Determination: Categorically Exempt, Section 15323
Prepared By: April Mitts, Finance Director
Recommendation:
Staff recommends City Council adopt a Resolution rescinding Resolution 2017-18 and approval of a Resolution updating Policy P-FI-0009 Low Income Water and Wastewater Subsidy program.

Council Member Anna Chouteau moved to approve items 8.1 and 8.3 through 8.5. The motion was seconded by Council Member Mary Koberstein and on roll call carried by the following vote:

AYES: Mayor Geoff Ellsworth, Vice Mayor Paul Dohring, Council Member Anna Chouteau, Council Member David Knudsen, and Council Member Mary Koberstein
NOES: None
ABSENT: None
ABSTAIN: None
RECUSE: None

8.2. Consideration and adoption of a Resolution 2019-131 (1) Awarding the St. Helena Library Roof Replacement Project, Capital Improvement Project C20-01 to Central Roofing Inc. in the amount of $186,141.00; (2) Authorizing the City Manager to execute the Construction Contract with Central Roofing Inc; and (3) Authorizing the Director of Public Works to approve Change Orders not to exceed 10% of the contract amount.

CEQA Determination: Categorically Exempt, Section 15323
Prepared By: Edrees Argand, Junior Assistant Engineer
Recommendation:
Adopt a Resolution: (1) Awarding the St. Helena Library Roof Replacement, Capital Improvement Project C20-01 to Central Roofing Inc. in the amount of $186,141; (2) Authorizing the City Manager to execute the Construction Contract with Central Roofing Inc.; and (3) Authorizing the Director of Public Works to approve Change Orders not to exceed 10% of the contract amount.

Public Works Director Erica Ahmann Smithies reported on this item.

Anthony Micheli addressed the City Council.

Council Member Mary Koberstein moved to approve item 8.2. The motion was seconded by Council Member Anna Chouteau and on roll call carried by the following vote:

AYES: Mayor Geoff Ellsworth, Vice Mayor Paul Dohring, Council Member Anna Chouteau, Council Member David Knudsen, and Council Member Mary

Koberstein
NOES: None
ABSENT: None
ABSTAIN: None
RECUSE: None

9. PUBLIC HEARINGS

9.1 None

10. OLD BUSINESS

10.1. Receive and Discuss Presentation on Civic Institutions Massing Concepts and Cost Estimates, and Provide Direction Regarding Optimal Timing and Focus of Next Steps

CEQA Determination: Exempt
Prepared By: Mark T. Prestwich, City Manager
Recommendation:
Receive and discuss presentation on Civic Institutions Massing Concepts and Cost Estimates and provide direction regarding optimal timing and focus of next steps.

City Manager Mark Prestwich reported on this item.

Janet Tam and Trina Goodwin with Noll & Tam Architects provided a presentation.

Susanne Salvestrin, Helen Nelson, Anthony Micheli, Ed Smith, Tom Faherty, Phil Murphy, Leslie Stanton, Peter Scott, Tom Belt, Jack Stuart, Oliver Caldwell addressed the City Council.

It was the consensus of the City Council to support the creation of a Financing Committee. City Manager Mark Prestwich will come back at a future date with a report of options including process on task force, policy choice on options and public engagement.

Mayor Ellsworth called for a break at 8:25 pm.

Mayor Ellsworth reconvened the meeting at 8:30 pm.

10.2. *UPDATED ATTACHMENTS 11-8-19
Consideration and discussion of the existing no parking zone on Main Street affecting the residences at 1820, 1830, 1846, 1856, 1862, and 1872 Main Street

CEQA Determination: Exempt from the requirements of CEQA pursuant to Section 15301, Class 1, which exempts the operation, leasing, or minor alteration of existing facilities

Prepared By: Erica Ahmann Smithies, Public Works Director and City Engineer
Recommendation:
City staff is recommending City Council receive the report, discuss, and provide further direction to staff on the options provided.

Public Works Director Erica Ahmann Smithies and Consultant Jeremy Sill with RSA+ reported on this item.

Matt Wilson and John Marshall addressed the City Council.

Council Member Mary Koberstein moved to continue the City Council meeting beyond 9:00 pm. The motion was seconded by Council Member Anna Chouteau and on roll call carried by the following vote:

AYES: Mayor Geoff Ellsworth, Vice Mayor Paul Dohring, Council Member Anna Chouteau, Council Member David Knudsen, and Council Member Mary Koberstein
NOES: None
ABSENT: None
ABSTAIN: None
RECUSE: None

It was the consensus of the City Council to continue the item for additional discussion and have a Caltrans representative at the December 10, 2019 meeting.

10.3. *NEW ITEM 11-8-19
Consideration and proposed approval of a Resolution 2019-136 authorizing the City Manager to execute an amendment to the Affordable Housing Agreement that permits the existing residential unit at 963 Pope Street to be rented to a moderate income household and the future units to be rented by low income households, changes the definition of Affordable Rent for low and moderate income households to be consistent with the City's Municipal Code, and to take all actions necessary to rerecord the agreement and otherwise effectuate the Affordable Housing Agreement.

CEQA Determination: Not a CEQA project
Prepared By: Kara Ueda, City Attorney
Recommendation:
Staff recommends the City Council adopt the attached resolution authorizing the City Manager to execute an amendment to the Affordable Housing Agreement that permits the existing residential unit at 963 Pope Street to be rented to a moderate income household and the future units to be rented by low income households, changes the definition of Affordable Rent for low and moderate income households to be consistent with the City's Municipal Code, and to take all actions necessary to rerecord the

agreement and otherwise effectuate the Affordable Housing Agreement.

City Attorney Kara Ueda reported on this item.

No public comment was received.

Council Member Anna Chouteau moved to approve staff's recommendation. The motion was seconded by Council Member Mary Koberstein and on roll call carried by the following vote:

AYES: Mayor Geoff Ellsworth, Vice Mayor Paul Dohring, Council Member Anna Chouteau, Council Member David Knudsen, and Council Member Mary Koberstein
NOES: None
ABSENT: None
ABSTAIN: None
RECUSE: None

10.4. Discussion and Direction Regarding Saint Helena Municipal Code Chapter 9.12 (Curfew) to Continue Suspension, Alter, or Repeal Ordinance, and Possible Rescission of Resolution 2018-175.

CEQA Determination: Exempt
Prepared By: Chris Hartley, Acting Chief of Police
Recommendation:
Staff is seeking Council direction regarding whether to continue suspension of the Curfew Ordinance, alter, or repeal Chapter 9.12 of the Municipal Code, and possible rescission of Resolution 2018-175.

Acting Chief of Police Chris Hartley reported on this item.

No public comment was received.

It was the consensus of the City Council to support repealing the Ordinance.

Council Member Mary Koberstein moved to continue the City Council meeting beyond 9:30 pm. The motion was seconded by Council Member Anna Chouteau and on roll call carried by the following vote:

AYES: Mayor Geoff Ellsworth, Vice Mayor Paul Dohring, Council Member Anna Chouteau, Council Member David Knudsen, and Council Member Mary Koberstein
NOES: None
ABSENT: None
ABSTAIN: None
RECUSE: None

11. NEW BUSINESS

11.1. Introduction and first reading of an ordinance amending Title 15, Buildings and Construction of the St. Helena Municipal Code, adopt and amend in full the 2019 California Building Standards Code, Title 24.

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: Philip Henry, Chief Building Official
Recommendation:
The Planning and Building Department recommends the City Council:

1. Find the proposed amendments to the Building Code are exempt from CEQA under Section 15061 (b) (3) the 'General Rule'; and
2. Introduce and conduct a first reading of the draft Ordinance (Attachment 1), by title only and waive further reading.

Senior Planner Aaron Hecock reported on this item.

No public comment was received.

Vice Mayor Paul Dohring moved to approve staff's recommendation. The motion was seconded by Council Member Anna Chouteau and on roll call carried by the following vote:

AYES: Mayor Geoff Ellsworth, Vice Mayor Paul Dohring, Council Member Anna Chouteau, Council Member David Knudsen, and Council Member Mary Koberstein
NOES: None
ABSENT: None
ABSTAIN: None
RECUSE: None

11.2. Fiscal Year 2019-20 First Quarter Finance Report and Proposed approval to adopt a resolution authorizing:

1. Budget increase of $5,000 to 101-4000-2145 Other Contract Services from General Fund Reserves for the FY 2018-19 NVTA Capital Contribution; and
2. Budget increase of $18,000 to 101-4300-2145 Other Contract Services from General Fund Reserves for sales tax services by MuniServices; and
3. Budget transfer of $6,500 from General Fund Reserves to the Fourth of July Fund Operating Transfers In - 288-4728-2142; and
4. Budget increase of $15,000 to 101-5027-2215 from General Fund Reserves to purchase additional holiday lights for Main Street; and

5. Budget increase of $10,000 to 751-4400-2130 Affordable Housing Trust Fund for attorney services.

Additionally, staff recommends City Council receive and file the Q1 FY 2019-20 financial report.

CEQA Determination: Not a CEQA project
Prepared By: April Mitts, Finance Director
Recommendation:
Staff recommends the City Council adopt a resolution authorizing:

1. Budget increase of $5,000 to 101-4000-2145 Other Contract Services from General Fund Reserves for the FY 2018-19 NVTA Capital Contribution; and
2. Budget increase of $18,000 to 101-4300-2145 Other Contract Services from General Fund Reserves for sales tax services by MuniServices; and
3. Budget transfer of $6,500 from General Fund Reserves to the Fourth of July Fund Operating Transfers In - 288-4728-2142; and
4. Budget increase of $15,000 to 101-5027-2215 from General Fund Reserves to purchase additional holiday lights for Main Street; and
5. Budget increase of $10,000 to 751-4400-2130 Affordable Housing Trust Fund for attorney services.

Additionally, staff recommends City Council receive and file the Q1 FY 2019-20 financial report.

Finance Director April Mitts reported on this item.

No public comment was received.

Vice Mayor Paul Dohring moved to approve staff's recommendation. The motion was seconded by Council Member Anna Chouteau and on roll call carried by the following vote:

AYES: Mayor Geoff Ellsworth, Vice Mayor Paul Dohring, Council Member Anna Chouteau, Council Member David Knudsen, and Council Member Mary Koberstein
NOES: None
ABSENT: None
ABSTAIN: None
RECUSE: None

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

12.1. **November City Council Meetings:**
11/26 (staff reports due 11/8)
TBD Joint P&R\ATSC\City Council Mtg (Nov or Dec)

The City of St. Helena is changing the frequency of the utility billing cycle from monthly to bi-monthly starting January 1, 2020
CONSENT:
11/12 Napa RCD Amendment
11/26 Two NOC's (R19-79 and Hunt)
11/26 Mead & Hunt PSA Amendment
11/26 SHEA MOU
11/ 26 Purchase two Public Works vehicles
11/26 Dudek Contract amendment
11/26 Message Boards
11/26 Fuel station at the corp yard
OLD BUSINESS:
11/26 Pratt and Main
PH or NEW BUSINESS:
11/26 Measure T Project List
11/26 PH Sewer Annexation 1057 Pratt Avenue
11/26 MCC Clean Energy
December City Council Meetings: **12/10 (staff reports due 10/25)** **12/24 Cancelled** **The City of St. Helena is changing the frequency of the utility billing cycle from monthly to bi-monthly starting January 1, 2020**
PROCLAMATIONS/PUBLIC RECOGNITION/STAFF BRIEFING:
SB - Elm Tunnel Update
Honor and recognize committees
CONSENT:
Purchase two Public Works vehicles
Joint use agreement with SHUSD for the use of Vintage Hall (Expires February 2020)
NOC for paving projects
Two NOC's (R19-79 and Hunt)
OLD BUSINESS:
Park light improvement light study
Add back list (Paying down PERS- Prefunding medical)
PH or NEW BUSINESS:
Williamson Act

13. ADJOURNMENT

Mayor Ellsworth adjourned the meeting at 9:38 p.m.

The regular City Council meeting minutes of November 12, 2019 were adopted at the regular City Council meeting of May 26, 2020.

APPROVED:	**ATTEST:**
______________________________	______________________________
Geoff Ellsworth, Mayor	Cindy Tzafopoulos, City Clerk

MINUTES
City of St. Helena
Regular City Council Meeting
Tuesday, November 26, 2019 @ 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 Geoff Ellsworth, Vice Mayor Paul Dohring, Council Member Anna Chouteau, and Council Member Mary Koberstein

Absent: Council Member David Knudsen (arrived during Public Forum)

1. CALL TO ORDER

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL

4. PUBLIC FORUM:

Michael Merriman, Susan Kenward and Anthony Micheli addressed the City Council.

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

Reports by Staff and City Council Members were made.

Council Member David Knudsen asked that City Council agendize a Pratt Avenue Bridge discussion with a draft resolution to the Napa County Board of Supervisors. Mayor Geoff Ellsworth and Vice Mayor Paul Dohring expressed support.

Council Member Mary Koberstein suggested a Dog Park update. Council Member Anna Chouteau expressed support. Council Member Koberstein also suggested agendizing the issue of vaping.

6. PRESENTATIONS AND PUBLIC RECOGNITIONS

6.1. None

7. STAFF BRIEFING

7.1. Upper York Creek Dam Project Update by Public Works Director and City Engineer Erica Ahmann Smithies

Public Works Director Erica Ahmann Smithies provided an update.

7.2. Waste Water Treatment Plant Upgrade Project Update by Public Works Director and City Engineer Erica Ahmann Smithies

Public Works Director Erica Ahmann Smithies provided an update.

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 Regular Meeting Minutes of October 8, 2019 and October 22, 2019.

Item 8.2 was pulled from consent.

8.2. ~~Consideration and approval of a Resolution adopting rental fees for use of the Crane Park Baseball Fields in the amount of $100 per use for residents and $200 per use for non-residents.~~

Item 8.3 was pulled from consent.

8.3. ~~Consideration and approval of a resolution authorizing: (1) the lease-purchase of a Ford F-450 in an amount not-to-exceed $100,100 financed over a five-year period with Enterprise Fleet Management; (2) the lease-purchase of a Ford F-550 in an amount not-to-exceed $141,530 financed over a five-year period with Enterprise Fleet Management; and (3) authorizing the City Manager to execute all documents necessary for the lease-purchase of both vehicles.~~

Item 8.4 was pulled from consent.

8.4. ~~Consideration and proposed approval of Amendment No. 1 in the amount of $12,200 to Professional Services Agreement with Napa County Resource Conservation District STH Contract: 2019-036 for Mitigation Monitoring on the Upper York Creek Dam Removal Project for a new not-to-exceed amount of $30,000.~~

Item 8.5 was pulled from consent.

8.5. ~~Consideration of proposed approval of a resolution authorizing Amendment #1 to the professional services agreement with Dudek for an additional $78,650 for a total not-to-exceed contract amount of $313,161 in order to complete the Hunter Subdivision Environmental Impact Report (EIR).~~

Council Member Mary Koberstein moved to approve item 8.1. The motion was seconded by Council Member Anna Chouteau and on roll call carried by the following vote:

AYES: Mayor Geoff Ellsworth, Vice Mayor Paul Dohring, Council Member Anna Chouteau, Council Member David Knudsen, and Council Member Mary Koberstein
NOES: None
ABSENT: None
ABSTAIN: None
RECUSE: None

8.2. Consideration and approval of a Resolution 2019-138 adopting rental fees for use of the Crane Park Baseball Fields in the amount of $100 per use for residents and $200 per use for non-residents.

CEQA Determination: Not a CEQA project
Prepared By: Andre Pichly, Parks & Recreation Director
Recommendation:
Staff recommends the City Council adopt the resolution authorizing rental fees for use of the Crane Park Baseball Fields in the amount of $100 per use for residents and $200 per use for non-residents.

Parks & Recreation Director Andre Pichly reported on this item.

Resolution contains typo: should read January 31st instead of August.

No public comment was received.

Vice Mayor Paul Dohring moved to approve staff's recommendation. The motion was seconded by Council Member Anna Chouteau and on roll call carried by the following vote:

AYES: Mayor Geoff Ellsworth, Vice Mayor Paul Dohring, Council Member Anna Chouteau, Council Member David Knudsen, and Council Member Mary Koberstein
NOES: None
ABSENT: None
ABSTAIN: None
RECUSE: None

8.3. Consideration and approval of a Resolution 2019-139 authorizing: (1) the lease-purchase of a Ford F-450 in an amount not-to-exceed $100,100 financed over a five-year period with Enterprise Fleet Management; (2) the lease-purchase of a Ford F-550 in an amount not-to-exceed $141,530 financed over a five-year period with Enterprise Fleet Management; and (3) authorizing the City Manager to execute all documents necessary for the lease-purchase of both vehicles.

CEQA Determination: Not a CEQA project
Prepared By: April Mitts, Finance Director
Recommendation:
Staff recommends City Council approve a resolution authorizing: (1) the lease-purchase of a Ford F-450 in an amount not-to-exceed $100,100 financed over a five-year period with Enterprise Fleet Management; (2) the lease-purchase of a Ford F-550 in an amount not-to-exceed $141,530 financed over a five-year period with Enterprise Fleet Management; and (3) authorizing the City Manager to execute all documents necessary for the lease-purchase of both vehicles.

Maintenance Manager Carlos Uribe reported on this item.

Anthony Micheli addressed the City Council.

Council Member Mary Koberstein moved to approve staff's recommendation. The motion was seconded by Vice Mayor Paul Dohring and on roll call carried by the following vote:

AYES: Mayor Geoff Ellsworth, Vice Mayor Paul Dohring, Council Member Anna Chouteau, Council Member David Knudsen, and Council Member Mary Koberstein
NOES: None
ABSENT: None
ABSTAIN: None
RECUSE: None

8.4. Consideration and proposed approval of Resolution 2019-158 Amendment No. 1 in the amount of $12,200 to Professional Services Agreement with Napa County Resource Conservation District STH Contract: 2019-036 for Mitigation Monitoring on the Upper York Creek Dam Removal Project for a new not-to-exceed amount of $30,000.

CEQA Determination: Environmental Impact Report (SCH. No. 2006092096)
Prepared By: Erica Ahmann Smithies, Public Works Director and City Engineer
Recommendation:
Staff recommends the City Council approve a resolution authorizing Amendment No. 1 to the professional services agreement with Napa County Resource Conservation District STH Contract: 2019-036 for an additional $12,200 for a total not-to-exceed contract amount of $30,000.

Public Works Director Erica Ahmann Smithies reported on this item.

Tom Belt addressed the City Council.

Council Member Anna Chouteau moved to approve staff's recommendation. The motion was seconded by Council Member Mary Koberstein and on roll call carried by the following vote:

AYES: Mayor Geoff Ellsworth, Vice Mayor Paul Dohring, Council Member Anna Chouteau, Council Member David Knudsen, and Council Member Mary Koberstein
NOES: None
ABSENT: None
ABSTAIN: None
RECUSE: None

8.5. Consideration of proposed approval of a Resolution 2019-140 authorizing Amendment #1 to the professional services agreement with Dudek for an additional $78,650 for a total not-to-exceed contract amount of $313,161 in order to complete the Hunter Subdivision Environmental Impact Report (EIR).

CEQA Determination: Categorically Exempt, Section 15323

Prepared By: Aaron Hecock, Acting Planning & Building Director
Recommendation:
Staff recommends the City Council approve a resolution authorizing Amendment #1 to the professional services agreement with Dudek for an additional $78,650 for a total not-to-exceed contract amount of $313,161.

No report given.

John Miliken addressed the City Council.

Council Member Mary Koberstein moved to approve item with the condition that the developer put up a deposit for the estimated cost of the additional work. The motion was seconded by Council Member Anna Chouteau and on roll call carried by the following vote:

AYES: Mayor Geoff Ellsworth, Council Member Anna Chouteau, Council Member David Knudsen, and Council Member Mary Koberstein
NOES: Vice Mayor Paul Dohring
ABSENT: None
ABSTAIN: None
RECUSE: None

9. PUBLIC HEARINGS

9.1. Proposed adoption and second reading of an Ordinance 2019-10 amending Title 15, Buildings and Construction of the St. Helena Municipal Code, adopt and amend in full the 2019 California Building Standards Code, Title 24.

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: Philip Henry, Chief Building Official
Recommendation:
The Planning and Building Department recommends the City Council:

1. Find the proposed amendments to the Building Code are exempt from CEQA under Section 15061 (b) (3) the ‘General Rule’; and
2. Conduct a second reading of the draft Ordinance (Attachment 1), adopt by title only and waive further reading.

City Manager Mark Prestwich reported on this item.

Tom Belt addressed the City Council.

Vice Mayor Paul Dohring asked that fire resistant material be considered in a code update.

Vice Mayor Paul Dohring moved to approve staff’s recommendation. The motion was seconded by Council Member Anna Chouteau and on roll call carried by the following vote:

AYES: Mayor Geoff Ellsworth, Vice Mayor Paul Dohring, Council Member Anna Chouteau, Council Member David Knudsen, and Council Member

Mary Koberstein
NOES: None
ABSENT: None
ABSTAIN: None
RECUSE: None

New Business item 11.1 was heard after public hearings.

11.1. Consideration to adopt a resolution 2019-141 authorizing the City to enroll in the 100% renewable energy option with Marin Clean Energy and authorizing use of reserves and fund balances for: (1) General Fund Utilities of $5,570, (2) Water Fund Utilities of $5,125, and (3) Wastewater Fund Utilities of $2,645 to cover the additional energy costs for the remainder of Fiscal Year 2019-20.

City Manager Mark Prestwich reported on this item.

Gopal Shanker and Henry Gundling, Gasser Foundation Board Chair, addressed the City Council.

Vice Mayor Paul Dohring asked for an MCE update from the Napa County representative.

Vice Mayor Paul Dohring moved to approve staff's recommendation. The motion was seconded by Council Member Anna Chouteau and on roll call carried by the following vote:

AYES: Mayor Geoff Ellsworth, Vice Mayor Paul Dohring, Council Member Anna Chouteau, Council Member David Knudsen, and Council Member Mary Koberstein
NOES: None
ABSENT: None
ABSTAIN: None
RECUSE: None

10. OLD BUSINESS

10.1. Annual Elm Tree Tunnel Update and Presentation of Tree Risk Assessment and Review of existing Elm Tree Management Plan by consultant HortScience, a division of Bartlett Consulting

CEQA Determination: Exempt
Prepared By: Carlos Uribe, Maintenance Manager
Recommendation:
Review and provide direction to staff.

Maintenance Manager Carlos Uribe reported on this item.

Arborist John Leffingwell of HortScience presented on this item.

No public comment was received.

Direction from Council to staff: (1) Coordinate with CalTrans (2) Further assessment (3) Create plan, and (4) Recommendation with next steps.

10.2. Discussion and Direction Regarding Structure on Conceptual Civic Institutions/Infrastructure Taskforce Process for Decisions Related to Civic Building Site Selection, Construction, and Financing Options including Unfunded Stormwater and Streetscape Improvements and Other Considerations (staff report to be provided prior to the meeting)
Prepared By: Mark T. Prestwich, City Manager

City Manager Mark Prestwich reported on this item.

Tom Allen and Dan Hale addressed the City Council.

Council Member Mary Koberstein moved to continue the City Council meeting beyond 9:00 pm to 9:15 pm. The motion was seconded by Council Member Anna Chouteau and on roll call carried by the following vote:

AYES: Mayor Geoff Ellsworth, Vice Mayor Paul Dohring, Council Member Anna Chouteau, Council Member David Knudsen, and Council Member Mary Koberstein
NOES: None
ABSENT: None
ABSTAIN: None
RECUSE: None

It was the consensus of the City Council that the focus of the task force is to be financial.

Council Member Anna Chouteau moved to continue the City Council meeting to 9:30 pm. The motion was seconded by Council Member Mark Koberstein and on roll call carried by the following vote:

AYES: Mayor Geoff Ellsworth, Council Member Anna Chouteau, and Council Member Mary Koberstein
NOES: Vice Mayor Paul Dohring and Council Member David Knudsen
ABSENT: None
ABSTAIN: None
RECUSE: None

Direction given by City Council to staff would be reflected in an updated staff report and resolution to be agendized for the December 10, 2019 City Council meeting.

It was the consensus of the City Council that a discussion of Noll & Tam's last presentation be agendized for the meeting on January 14, 2020.

11. NEW BUSINESS

11.1. Item 11.2 was heard after public hearings.

~~Consideration to adopt a resolution 2019-141 authorizing the City to enroll in the 100% renewable energy option with Marin Clean Energy and authorizing use of reserves and fund balances for: (1) General Fund Utilities of $5,570, (2) Water Fund Utilities of $5,125, and (3) Wastewater Fund Utilities of $2,645 to cover the additional energy costs for the remainder of Fiscal Year 2019-20.~~

CEQA Determination: Not a "project" as defined by State CEQA Guidelines Section 15378(a); Further, even if deemed a "project", otherwise exempt from CEQA under the common sense exemption set forth in Section 15061(b)(3).
Prepared By: Erica Ahmann Smithies, Public Works Director and City Engineer
Recommendation:
Staff recommends the City Council adopt a resolution authorizing the City to enroll in the 100% renewable energy option with Marin Clean Energy and authorizing use of reserves and fund balances for: (1) General Fund Utilities of $5,570, (2) Water Fund Utilities of $5,125, and (3) Wastewater Fund Utilities of $2,645 to cover the additional energy costs for the remainder of Fiscal Year 2019-20.

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

12.1.

December City Council Meetings: **12/10 (staff reports due 10/25)** **12/24 Cancelled** **TBD Joint P&R\ATSC\City Council Mtg (Dec)** **The City of St. Helena is changing the frequency of the utility billing cycle from monthly to bi-monthly starting January 1, 2020**
PROCLAMATIONS/PUBLIC RECOGNITION/STAFF BRIEFING:
Honor and recognize committees (December or January)
SB - Upper York Creek Dam Project Update by Erica Ahmann Smithies, Public Works Director and City Engineer
SB - Update on Waste Water Treatment Plant Upgrade Project by Erica Ahmann Smithies, Public Works Director and City Engineer
CONSENT:
Declare end of emergency
Joint use agreement with SHUSD for the use of Vintage Hall (Expires February 2020)
NOC for paving projects
NOC (R19-79)
NOC (Hunt)
Out of state travel for library staff member
Mead & Hunt PSA Amendment
OLD BUSINESS:
Park light improvement light study
Add back list (Paying down PERS- Prefunding medical)
PH or NEW BUSINESS:
Williamson Act (493 Dowdell Lane)
Prop 68 per capita program

PH - Measure T Project List
PH Sewer Annexation 1057 Pratt Avenue

13. ADJOURNMENT

Mayor Ellsworth adjourned the meeting at 9:19 p.m.

The regular City Council meeting minutes of November 26, 2019 were adopted at the regular City Council meeting of May 26, 2020.

APPROVED: **ATTEST:**

_______________________________ _______________________________

Geoff Ellsworth, Mayor Cindy Tzafopoulos, City Clerk

MINUTES
City of St. Helena
Special City Council Meeting
Monday, November 4, 2019 @ 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 Geoff Ellsworth, Vice Mayor Paul Dohring, Council Member Anna Chouteau, Council Member David Knudsen, and Council Member Mary Koberstein

Absent: None

1. CALL TO ORDER

2. ROLL CALL

3. PUBLIC COMMENT:

4. OLD BUSINESS:

4.1 Discussion and Direction Regarding 1) Evaluation Criteria, Principles, and Process to Guide and Prioritize City Council Decisions Related to Civic Building Site Selection, Renovation and/or New Construction; and 2) Framework for Evaluation of Financing Options to Fund Desired Civic Buildings and Infrastructure, including Unfunded Stormwater and Streetscape Improvements

CEQA Determination: Not a CEQA project
Prepared By: Mark T. Prestwich, City Manager
Recommendation:
Provide direction to the City Manager.

City Manager Mark Prestwich reported on this item.

Mayor Ellsworth called for public comment.

Anthony Micheli, Tom Belt, Dan Hale, Elaine Honig, Leslie Stanton, Tim Niemen, Jason Kelperis, Peter Scott, Philippa Ward, Lowell Smith, Oliver Caldwell, Ann Nevero, Susanne Salvestrin, Tom Allen and Phil Murphy addressed the City Council.

Mayor Ellsworth closed public comment.

Staff was directed to compile a list of evaluation criteria, principles, and process that was discussed by the City Council and agendize the results for a future City Council workshop for further discussion and direction. The City Manager will work with the City Attorney on process for forming a funding committee and discuss the selection criteria of the members with the City Council at a future meeting.

5. ADJOURNMENT

Mayor Ellsworth adjourned the meeting at 7:44 p.m.

The November 4, 2019 special City Council meeting minutes were adopted at the May 26, 2020 regular City Council meeting.

APPROVED:	**ATTEST:**
______________________________	_________________________
Geoff Ellsworth, Mayor	Cindy Tzafopoulos, City Clerk

MINUTES
City of St. Helena
Regular City Council Meeting
Tuesday, August 13, 2019 @ 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 Geoff Ellsworth, Vice Mayor Paul Dohring, Council Member Anna Chouteau, Council Member David Knudsen, and Council Member Mary Koberstein

Absent: None

1. CALL TO ORDER

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL

4. PUBLIC FORUM:

Mike Hacket, Esther Akersloot, Nancy Dervan and Hallie Rogers addressed the City Council.

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

City Attorney Michael Biddle noted there was no reportable action taken at the August 13, 2019 special City Council closed session meeting.

Reports by Staff and City Council Members were made.

6. PRESENTATIONS AND PUBLIC RECOGNITIONS

6.1 None

7. STAFF BRIEFING

7.1 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 Regular Meeting Minutes of:

1. April 23, 2019 Regular City Council Meeting Minutes
2. April 24, 2019 Special City Council Meeting Minutes
3. May 9, 2019 Special City Council Meeting Minutes
4. May 14, 2019 Regular City Council Meeting Minutes
5. May 28, 2019 Regular City Council Meeting Minutes

(~~Minutes are forthcoming~~) Provided 8-9-19
Prepared By: Cindy Tzafopoulos, City Clerk

8.2 Consideration and proposed approval of a resolution: (1) approving temporary closure of Oak Avenue, Adams Street, Tainter Street, and the Oak Avenue City Parking Lot, for the October 19, 2019, Hometown Harvest Festival festivities, (2) authorizing possession of open alcoholic beverages on those public streets, and (3) approving the waiving of the encroachment fee.

CEQA Determination: Categorically Exempt, Section 15323
Prepared By: Andre Pichly, Parks & Recreation Director
Recommendation:
Staff recommends the City Council of the City of St. Helena adopt the attached resolution: (1) approving temporary closure of Oak Avenue, Adams Street, Tainter Street, and the Oak Avenue City Parking Lot, for the October 19, 2019, Hometown Harvest Festival festivities, (2) authorizing possession of open alcoholic beverages on those public streets, and (3) approving the waiving of the encroachment fee.

Item 8.3 was removed from consent.

8.3 ~~Consideration and proposed approval of a resolution approving the the Italian flag to be flown on the City's ceremonial flag pole during the month of October for Italian Heritage Month~~

8.4 Consideration and proposed approval of a resolution approving Amendment #2 to STH Contract: FY2019-013 with Dash Data, Inc for document imaging and quality control services for an additional $20,000 for a total not to exceed amount of $150,000

CEQA Determination: Not a CEQA project
Prepared By: Cindy Tzafopoulos, City Clerk
Recommendation:
Staff recommends City Council approve the resolution approving Amendment #2 to STH Contract: FY2019-013 with Dash Data, Inc for document imaging and quality control services for an additional $20,000 for a total not to exceed amount of $150,000 for the completion of the document imaging project.

8.5 The applicant is requesting adoption of a resolution authorizing the City of St. Helena to enter into a Williamson Act Contract with owners of the 13.63 acre parcel (#009-050-009) located at 601 Fulton Lane in the Twenty-Acre

Agriculture (A-20) district.

CEQA Determination: Exempt
Prepared By: Aaron Hecock, Senior Planner
Recommendation:
For the reasons described above, staff recommends that the City Council:

1. Find the project exempt from the requirements of CEQA pursuant to CEQA Guidelines Section 15317; and
2. Adopt a resolution establishing an agricultural preserve and authorizing the City to enter into a Williamson Act Contract with owners of the 13.63 acre parcel (#009-050-009) located at 601 Fulton Lane in the Twenty-Acre Agriculture (A-20) district.

Item 8.6 was removed from consent.

8.6 ~~Consideration and proposed adoption of a Resolution approving a Professional Service Agreement with Coastland Civil Engineering, Inc (Coastland) for the R19-79 Pavement Restoration project in an amount not to exceed $85,954.00 and authorizing the City Manager to execute the agreement.~~

Item 8.7 was removed from consent.

8.7 ~~*NEW ITEM 8/6/19~~
~~Consideration and proposed adoption of Resolution approving the project plans and specifications and authorizing advertisement for the Library Roof Replacement, Capital Improvement Project C20-01~~

Council Member Anna Chouteau moved to approve items 8.1, 8.2, 8.4 and 8.5. The motion was seconded by Council Member Mary Koberstein and on roll call carried by the following vote:

AYES: Mayor Geoff Ellsworth, Vice Mayor Paul Dohring, Council Member Anna Chouteau, Council Member David Knudsen, and Council Member Mary Koberstein
NOES: None
ABSENT: None
ABSTAIN: None
RECUSE: None

8.3 Consideration and proposed approval of a resolution approving the the Italian flag to be flown on the City's ceremonial flag pole during the month of October for Italian Heritage Month

CEQA Determination: Not a CEQA project
Prepared By: Cindy Tzafopoulos, City Clerk
Recommendation:
Approve Resolution authorizing the Italian flag to be flown on the City's

ceremonial flag pole during the month of October for Italian Heritage Month.

Anthony Micheli addressed the City Council.

Council Member Anna Chouteau moved to approve item 8.3. The motion was seconded by Council Member David Knudsen and on roll call carried by the following vote:

AYES: Mayor Geoff Ellsworth, Vice Mayor Paul Dohring, Council Member Anna Chouteau, Council Member David Knudsen, and Council Member Mary Koberstein
NOES: None
ABSENT: None
ABSTAIN: None
RECUSE: None

8.6 Consideration and proposed adoption of a Resolution approving a Professional Service Agreement with Coastland Civil Engineering, Inc (Coastland) for the R19-79 Pavement Restoration project in an amount not to exceed $85,954.00 and authorizing the City Manager to execute the agreement.

CEQA Determination: Exempt from the requirements of CEQA pursuant to Section 15301, Class 1, which exempts the operation, leasing, or minor alteration of existing facilities
Prepared By: Edrees Argand, Assistant Engineer
Recommendation:
Staff recommends City Council adopt a Resolution approving a Professional Services Agreement with Coastland Civil Engineering, Inc for the R19-79 Pavement Restoration Project in an amount not to exceed $85,954.00 and authorizing the City Manager to execute the agreement.

Public Works Director Erica Ahmann Smithies reported on this item.

Anthony Micheli addressed the City Council.

Council Member Mary Koberstein moved to approve item 8.6. The motion was seconded by Council Member Anna Chouteau and on roll call carried by the following vote:

AYES: Mayor Geoff Ellsworth, Vice Mayor Paul Dohring, Council Member Anna Chouteau, Council Member David Knudsen, and Council Member Mary Koberstein
NOES: None
ABSENT: None
ABSTAIN: None
RECUSE: None

Regular City Council
August 13, 2019

8.7 *NEW ITEM 8/6/19
Consideration and proposed adoption of Resolution approving the project plans and specifications and authorizing advertisement for the Library Roof Replacement, Capital Improvement Project C20-01

CEQA Determination: Categorically Exempt, Section 15323
Prepared By: Tobias Barr, Project Manager
Recommendation:
Staff recommends City Council adopt the attached Resolution approving the project plans and specifications and authorizing advertisement for the Library Roof Replacement, Capital Improvement Project C20-01.

City Manager Mark Prestwich reported on this item.

No public comment was received.

Council Member Anna Chouteau moved to approve items 8.7 The motion was seconded by Council Member Mary Koberstein and on roll call carried by the following vote:

AYES: Mayor Geoff Ellsworth, Vice Mayor Paul Dohring, Council Member Anna Chouteau, Council Member David Knudsen, and Council Member Mary Koberstein
NOES: None
ABSENT: None
ABSTAIN: None
RECUSE: None

11.1 11. NEW BUSINESS Item 11.1 was heard after 8. CONSENT ITEMS

Consideration and proposed approval of a resolution appointing one applicant to the Active Transportation & Sustainability Committee (ATSC) and the Parks & Recreation Commission

CEQA Determination: Not a CEQA project
Prepared By: Cindy Tzafopoulos, City Clerk
Recommendation:
Per resolution 2019-16 Council Rules of Procedure appointments shall be made by interview, ballot process and the Mayor shall nominate applicants with the appointments subject to approval by the majority of Council.

Active Transportation & Sustainability Committee (ATSC)

1. Appoint one applicant to fill:
    a. Alternate term expiring June 30, 2021.

Parks & Recreation Commission

1. Appoint one applicant to fill:
   a. Term expiring June 30, 2020.

City Clerk Cindy Tzafopoulos reported on this item.

No public was received.

Mayor Geoff Ellsworth moved to appoint Madelyn Chandler to the Active Transportation & Sustainability Committee (ATSC) filling a term expiring on June 30, 2021 and appoint Tye Taylor to the Parks & Recreation Commission filling a term expiring on June 30, 2020. The motion was seconded by Council Member Anna Chouteau and on roll call carried by the following vote:

AYES: Mayor Geoff Ellsworth, Vice Mayor Paul Dohring, Council Member Anna Chouteau, Council Member David Knudsen, and Council Member Mary Koberstein
NOES: None
ABSENT: None
ABSTAIN: None
RECUSE: None

Mayor Ellsworth called for a recess at 6:36 pm and reconvened at 6:41 pm.

9. PUBLIC HEARINGS

9.1 *NEW ATTACHMENT - Supplemental Staff Report and Ordinance
Introduction and first reading of an ordinance amending Section 17.08.060 and adding Section 17.08.200 to Chapter 17.08 of Title 17 of the St. Helena Municipal Code Authorizing Refunds of City's Defense Costs on Appeal to Residential Projects.

CEQA Determination: Not a CEQA project
Prepared By: Michael G. Biddle, Special Counsel
Recommendation:
Staff recommends the City Council review the draft Ordinance amending Section 17.08.060 and adding Section 17.08.200 to Chapter 17.08 of Title 17 of The St. Helena Municipal Code Authorizing Refunds of City's Defense Costs on Appeal to Residential Projects and:

1. Approve the amendments as described in Exhibit A; and
2. Introduce and conduct a first reading of the Ordinance, by title only and waive further reading.

City Attorney Michael Biddle reported on this item.

Mayor Ellsworth opened the public hearing and called for public comment.

No public comment was received.

Mayor Ellsworth closed the public hearing.

Council Member Mary Koberstein moved to introduce and conduct a first reading of the Ordinance amending Section 17.08.060 and adding Section 17.08.200 to Chapter 17.08 of Title 17 of the St. Helena Municipal Code Authorizing Refunds of City's Defense Costs on Appeal to Residential Projects, by title only and waive further reading. The motion was seconded by Council Member Anna Chouteau and on roll call carried by the following vote:

AYES: Mayor Geoff Ellsworth, Vice Mayor Paul Dohring, Council Member Anna Chouteau, Council Member David Knudsen, and Council Member Mary Koberstein
NOES: None
ABSENT: None
ABSTAIN: None
RECUSE: None

11. NEW BUSINESS Item 11.1 was heard after 8. CONSENT ITEMS

10. OLD BUSINESS

10.1 Presentation of CalPERS Actuarial Review Conducted By Bartel Associates, LLC.

CEQA Determination: Not a CEQA project
Prepared By: Mandy Kellogg, Finance Manager
Recommendation:
Review, discuss and provide direction to City Manager.

Bartel Associates Actuary Doug Pryor provided a presentation.

No public comment was received.

The City Council directed staff to bring back a resolution and policy for consideration supporting option 3 (Option 3: Additional Lump Sum Contributions) with options to pay at a 10-year or 15-year amortization schedule.

10.2 Consideration of approval of a Resolution approving the purchase of a Exeloo Jupiter Platinum Twin Toilet in the amount of $171,200 from Exeloo Corporation and authorizing the City Manager to execute all necessary documents.

Regular City Council
August 13, 2019

CEQA Determination: 15303 New Construction or Conversion of Small Structures
Prepared By: Erica Ahmann Smithies, Public Works Director and City Engineer
Recommendation:
Staff recommends City Council approve the Resolution for the purchase of a Exeloo Jupiter Platinum Twin Toilet in the amount of $171,200 from Exeloo Corporation and authorizing the City Manager to execute all necessary documents.

Public Works Director Erica Ahmann Smithies reported on this item.

Anthony Micheli addressed the City Council.

Council Member Mary Koberstein moved to approve a resolution approving the purchase of a Exeloo Jupiter Platinum Twin Toilet and adding an additional amount of $12,400 for a total not to exceed $183,600 from Exeloo Corporation and authorizing the City Manager to execute all necessary documents. Also, refer the project with the wrap option design to the Planning Commission for design review. The motion was seconded by Vice Mayor Paul Dohring and on roll call carried by the following vote:

AYES: Vice Mayor Paul Dohring, Council Member Mary Koberstein, Mayor Geoff Ellsworth, Council Member Anna Chouteau, and Council Member David Knudsen
NOES: None
ABSENT: None
ABSTAIN: None
RECUSE: None

11. NEW BUSINESS

11.1 11. NEW BUSINESS Item 11.1 was heard after 8. CONSENT ITEMS

~~Consideration and proposed approval of a resolution appointing one applicant to the Active Transportation & Sustainability Committee (ATSC) and the Parks & Recreation Commission~~

11.2 *8-8-19 UPDATED ATTACHMENT
Consideration of Request by Our Town St. Helena for $450,000 loan from City of St. Helena Housing Funds to facilitate purchase of 963 Pope Street for Subsequent Workforce Housing Project

CEQA Determination: Not a CEQA project
Prepared By: Mark T. Prestwich, City Manager
Recommendation:
Provide direction to staff.

City Manager Mark Prestwich reported on this item.

Our Town St. Helena Operations Manager Erica Sklar provided a presentation.

Marisol Vargas, Larry Newlan, Anthony Micheli, Jim Hasler, Oliver Crebs and Steve Goldfarb addressed the City Council.

Council Member Mary Koberstein moved to continue the meeting beyond 9:00 pm. The motion was seconded by Council Member Anna Chouteau and on roll call carried by the following vote:

AYES: Mayor Geoff Ellsworth, Vice Mayor Paul Dohring, Council Member Anna Chouteau, Council Member David Knudsen, and Council Member Mary Koberstein
NOES: None
ABSENT: None
ABSTAIN: None
RECUSE: None

Council Member Anna Chouteau moved to direct the City Manager to move forward with the preparation of the loan agreement for up to $450,000 and bring the item back for consideration at the next available City Council meeting. The motion was seconded by Council Member Mary Koberstein and on roll call carried by the following vote:

AYES: Council Member Anna Chouteau, Council Member Mary Koberstein, Mayor Geoff Ellsworth, Vice Mayor Paul Dohring, and Council Member David Knudsen
NOES: None
ABSENT: None
ABSTAIN: None
RECUSE: None

Items 11.3 and 11.4 are continued to the August 27, 2019 regular City Council meeting.

11.3 Discuss and provide direction on Council Liaisons to Meadowood Water Tanks Discussions and 2019 Workplan Housing Goal Objectives

CEQA Determination: Not a CEQA project
Prepared By: Mark T. Prestwich, City Manager
Recommendation:
Provide direction to the City Manager.

11.4 Authorize the Mayor to sign a letter of support for SB5, (as amended, Beale) which would establish an Affordable Housing and Community Development

Investment Program in California

CEQA Determination: Not a CEQA project
Prepared By: Jessica Deakyne, Asst. to the City Manager
Recommendation:
Staff recommends that the City Council authorize the Mayor to sign a letter of support on behalf of the City Council regarding pending State legislation in support of the official position of the League of California Cities regarding support for SB5, The Affordable Housing and Community Development Investment Program.

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

12.1 **August City Council Meetings:**
8/27 (staff reports due 8/9)
8/26 Special CC Mtg Reimagine (Vintage Hall 6pm)

PROCLAMATIONS AND PUBLIC RECOGNITION:
8/27 Retirement of Dan Brunetti
8/27 Police Presentation

CONSENT:
8/27 NVTA MOU
8/27 Homecoming Parade
8/27 Offer of dedication (McCorkle and Vallejo)
Award of contract for phase 1 of Upper York Creek
8/27 Investment Policy
8/27 EKI Agreement (Upper York Creek)

OLD BUSINESS:
8/27 Pratt/Main
Pratt/Silverado Discussion
8/27 Pratt Ave. speed control and bridge
Assign Council Members to Housing Goal
Hotel at Freemark Abbey discussion

PH or NEW BUSINESS:
Calistoga Police shared services
Calistoga Police study
8/27 Hydroscience WWTP Phase 1 Conceptual Design Presentation
8/27 Grand Jury response - Water
8/27 Grand Jury response - Finance
8/27LOCC annual conference voting delegate and resolutions
8/27 Beautification Foundation art
Mid Managers, Exec Staff and SHEA Mou's
Generator Fees (Planning and Finance)

September City Council Meetings:

9/10 (staff reports due 8/23)
9/24 (staff reports due 9/6)
9/24 5pm (Tentative) Special CC Mtg Antonio's Project
9/18/19 (NVTA) Transportation Summit 2019
OLD BUSINESS:
(9/24 or October)Legal Services RFP award
PH or NEW BUSINESS:
9/24 Adopt speed survey - PW
Elm Tunnel Update
October City Council Meetings:
10/8 (staff reports due 9/20)
10/22 (staff reports due 10/4)
CONSENT:
Cell tower lease renewal - Finance

13. ADJOURNMENT
Mayor Ellsworth adjourned the meeting at 9:27 p.m.

The August 13, 2019 regular City Council meeting minutes were adopted at the October 8, 2019 regular meeting

APPROVED:	ATTEST:
______________________________	______________________________
Geoff Ellsworth, Mayor	Cindy Tzafopoulos, City Clerk

MINUTES
City of St. Helena
Special City Council Meeting
Friday, January 17, 2020 @ 3:30 PM
Fire Department Training Room (Entrance on Railroad Avenue
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 Geoff Ellsworth, Vice Mayor Paul Dohring, Council Member Anna Chouteau, Council Member David Knudsen, and Council Member Mary Koberstein

Absent: None

1. CALL TO ORDER

2. ROLL CALL

Mayor Geoff Ellsworth teleconferencing from Double Tree Rohnert Park Lobby, 1 DOUBLETREE DR , ROHNERT PARK, CALIFORNIA 94928

3. PUBLIC COMMENT:

4. NEW BUSINESS:

4.1 Interview applicants and subject matter experts for the Financing Civic Infrastructure Task Force

CEQA Determination: Not a CEQA project
Prepared By: Cindy Tzafopoulos, City Clerk
Recommendation:
Interview applicants and subject matter experts.

The City Council interviewed the applicants and subject matter experts.

Oliver Caldwell addressed the City Council.

4.2 ***Staff Report Posted 1-17-20 11:00 am**
Consideration and Proposed Resolution: (1) Amending the Fiscal Year 2019-2020 adopted Capital Improvement Program Budget to include C20-07, 1572 Railroad Avenue Repair Project; (2) Authorizing a budget of $150,000 for C20-07; (3) Authorizing a Transfer from General Fund Reserves for Civic CIP Fund 733 in an amount up to $150,000 for the Emergency Repairs and relocation

expenses; and Discussion and Direction of Possible Relocation of Police and Parks and Recreation Department Offices. (~~Staff report forthcoming~~)

CEQA Determination: Exempt from the requirements of CEQA pursuant to Section 15301, Class 1, which exempts the operation, leasing, or minor alteration of existing facilities

Prepared By: April Mitts, Finance Director

Recommendation:

Staff recommends City Council adopt a Resolution: (1) Amending the Fiscal Year 2019-2020 adopted Capital Improvement Program Budget to include C20-07, 1572 Railroad Avenue Repair Project; (2) Authorizing a budget of $150,000 for C20-07; (3) Authorizing a Transfer from General Fund Reserves for Civic CIP Fund 733 in an amount up to $150,000 for the Emergency Repairs and relocation expenses; and Discussion and Direction of Possible Relocation of Police and Parks and Recreation Department Offices.

City Manager Mark Prestwich reported on this item.

Vice Mayor Paul Dohring moved to adopt the resolution as amended: (1) Amending the Fiscal Year 2019-2020 adopted Capital Improvement Program Budget to include C20-07, 1572 Railroad Avenue Repair Project; (2) Authorizing a budget of $50,000 for C20-07; and (3) Authorizing a Transfer from General Fund Reserves and Civic Impact Fees (if applicable) to Civic CIP Fund 733 in an amount up to $50,000 for CIP C20-07 Repairs; (4) Providing direction to the City Manager to move forward with obtaining cost estimates to relocate the Police Department; and (5) Providing direction to the City Manager to continue discussions with Napa Valley College if there is mutually agreeable willingness to negotiate. The motion was seconded by Council Member Anna Chouteau and on roll call carried by the following vote:

AYES: Mayor Geoff Ellsworth, Vice Mayor Paul Dohring, Council Member Anna Chouteau, Council Member David Knudsen, and Council Member Mary Koberstein

NOES: None

ABSENT: None

ABSTAIN: None

RECUSE: None

5. ADJOURNMENT

Mayor Ellsworth adjourned the meeting at 5:57 pm.

The special City Council meeting minutes of January 17, 2020, was approved at the regular meeting of May 26, 2020.

APPROVED: **ATTEST:**

Special City Council
January 17, 2020

Geoff Ellsworth, Mayor

Cindy Tzafopoulos, City Clerk

MINUTES
City of St. Helena
Special City Council Meeting
Monday, January 6, 2020 @ 9:00 AM
1500 Main Street (St. Helena Fire House Training Room - ENTRANCE ON RAILROAD AVENUE)
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 Geoff Ellsworth, Vice Mayor Paul Dohring, Council Member Anna Chouteau, Council Member David Knudsen, and Council Member Mary Koberstein

Absent: None

1. CALL TO ORDER

2. ROLL CALL

3. PUBLIC COMMENT:

4. NEW BUSINESS

4.1 Discussion of Cost and Anticipated Timing of Repairs Necessary for City Hall (1480 Main Street) and City's Public Works Administration Building (1572 Railroad Avenue); and Direction to the City Manager Regarding Whether to Repair One or Both Assets, and/or Consider Other Alternatives Including Lease of a Portion of Napa Valley College Upper Valley Campus at 1088 College Avenue.

CEQA Determination: Categorically Exempt, Section 15323
Prepared By: Mark T. Prestwich, City Manager
Recommendation:
Staff is seeking direction from City Council regarding whether to repair one or both assets, and/or consider other alternatives including lease of a portion of Napa Valley College Upper Valley Campus at 1088 College Avenue.

City Manager Mark Prestwich reported on this item.

Richard Walloch, Alan Galbraith, Anthony Micheli and Mike Griffen addressed the City Council.

It was the consensus of the City Council to not repair the City Hall building located at 1480 Main Street, pause of repairs to 1572 Railroad Avenue for potential phasing of the repairs and consider negotiations with Napa Valley College for a temporary City Hall relocation site.

The City Council went into closed session at the conclusion of item 4.1.

5. CLOSED SESSION:

5.1 CONFERENCE WITH REAL PROPERTY NEGOTIATORS (Gov. Code section 54956.8). Property location: 1088 College Avenue, St. Helena, CA 94574, commonly know as Napa Valley College Upper Valley Campus (UVC). Negotiating Parties: Napa Valley College. Agency negotiators: Mark Prestwich, April Mitts, and Erica Ahmann Smithies. Instructions to the negotiator(s) will concern the price and terms for the lease of property.

6. ADJOURNMENT

Mayor Ellsworth adjourned the meeting at 9:27 a.m.

The special City Council meeting minutes of January 6, 2020, was approved at the regular meeting of May 26, 2020.

APPROVED:	**ATTEST:**
______________________________	______________________________
Geoff Ellsworth, Mayor	Cindy Tzafopoulos, City Clerk

AMENDED MINUTES
City of St. Helena
Special City Council Meeting
Thursday, December 12, 2019 @ 8:30 AM
City Hall Conference Room
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 Geoff Ellsworth, Council Member Anna Chouteau, Council Member David Knudsen and Council Member Mary Koberstein

Absent: Vice Mayor Paul Dohring

1. CALL TO ORDER

2. ROLL CALL

3. OLD BUSINESS

3.1 ***UPDATED TITLE 12/11/19 8:28 AM**
***UPDATED STAFF REPORT 12/11/19 5:10 PM**

Consideration and Approval of a Resolution expressing City Council safety recommendations to the Napa County Board of Supervisors related to the Pratt Bridge Re-opening

CEQA Determination: Exempt from the requirements of CEQA pursuant to Section 15301, Class 1, which exempts the operation, leasing, or minor alteration of existing facilities
Prepared By: Erica Ahmann Smithies, Public Works Director and City Engineer
Recommendation:
Adopt a Resolution expressing City Council safety recommendations to the Napa County Board of Supervisors related to the Pratt Bridge Re-opening

Public Works Director Erica Ahmann Smithies reported on this item.

Napa County Public Works Director Steve Lederer, Rocco Fazio and Sharon Crull addressed the City Council.

Council Member Mary Koberstein moved to adopt a resolution expressing City Council safety recommendations to the Napa County Board of Supervisors related to the Pratt Bridge Re-opening. The motion was seconded by Council Member Anna Chouteau and on roll call carried by the following vote:

AYES: Mayor Geoff Ellsworth, Council Member Anna Chouteau, Council Member David Knudsen and Council Member Mary Koberstein
NOES: None
ABSENT: Vice Mayor Paul Dohring
ABSTAIN: None
RECUSE: None

4. ADJOURNMENT

Mayor Ellsworth adjourned the meeting at 9:15 a.m.

The December 12, 2019 special City Council meeting minutes were adopted at the May 26, 2020 regular City Council meeting.

APPROVED:	**ATTEST:**
______________________________	_________________________
Geoff Ellsworth, Mayor	Cindy Tzafopoulos, City Clerk

AMENDED MINUTES
City of St. Helena
Regular City Council Meeting
Tuesday, January 14, 2020 @ 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 Geoff Ellsworth, Vice Mayor Paul Dohring, Council Member Anna Chouteau, Council Member David Knudsen, and Council Member Mary Koberstein

Absent: None

1. **CALL TO ORDER**

2. **PLEDGE OF ALLEGIANCE**

3. **ROLL CALL**

Presentation and Public Recognition item 6.1 was heard after roll call.

6.1 Oath of Office for Chief of Police Chris Harley

Mayor Ellsworth called for a recess at 6:14 pm.

Mayor Ellsworth reconvened the meeting at 6:19 pm.

4. **PUBLIC FORUM:**
No public comment was received.

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

City Attorney Kara Ueda reported that the City Council met in closed session and no reportable actions were taken.

City Manager Mark Prestwich reported that at the Special City Council Meeting held January 6, 2020, City Council designated Vice Mayor Paul Dohring and Council Member Mary Koberstein to work with staff to speak with Napa Valley College about a possible lease.

Reports by Staff and City Council Members were made.

6. PRESENTATIONS AND PUBLIC RECOGNITIONS

6.1. Item 6.1 was heard after roll call.

Oath of Office for Chief of Police Chris Hartley

7. STAFF BRIEFING

7.1. Waste Water Treatment Plant Upgrade Project Update by Erica Ahmann Smithies, Public Works Director and City Engineer

Public Works Director Erica Ahmann Smithies provided an update.

7.2. Upper York Creek Dam Project Update by Erica Ahmann Smithies, Public Works Director and City Engineer

Public Works Director Erica Ahmann Smithies provided an update.

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. Item 8.1 was pulled from consent and not heard.

~~Consideration and proposed adoption of a Resolution accepting the work and final project construction costs of $836,856.15 and directing the filing of the Notice of Completion for CIP Project R19-79 Year 1 Pavement Restoration~~

~~CEQA Determination: Class I Categorical Exemption under Section 15301 of CEQA~~
~~Prepared By: Edrees Argand, Junior Assistant Engineer~~
~~Recommendation: Adopt the attached Resolution accepting the work and final project construction costs of $836,856.15 and directing the filing of the Notice of Completion for CIP Project R19-79 Year 1 Pavement Restoration.~~

8.2. Consideration and approval of a Resolution 2020-1 authorizing submittal of a $500,000 grant application to the California Department of Housing and Community Development for funding under the HOME Investment Partnership Program.

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: Mandy Kellogg, Finance Manager
Recommendation:

Staff recommends that the City Council adopt a resolution authorizing the City Manager to submit a grant application to the California Department of Housing and Community Development for the HOME Investment Partnership Program.

8.3. Consideration and approval of a Resolution 2020-2 duly approving and adopting publicly available pay schedules in accordance with the requirement of California Code of Regulations, Title 2, Section 570.5 which includes a revised salary schedule for part-time Casual Worker I classification

CEQA Determination: Not a CEQA project
Prepared By: Kathy Robinson, Human Resources & IT Director
Recommendation:
Staff recommends City Council duly approve and adopt publicly available pay schedules in accordance with the requirement of California Code of Regulations, Title 2, Section 570.5 which includes a revised salary schedule for the part-time Casual Worker I classification, and make no other changes to the salary schedules for other classifications.

Vice Mayor Paul Dohring moved to approve items 8.2 and 8.3. The motion was seconded by Council Member Anna Chouteau and on roll call carried by the following vote:

AYES: Mayor Geoff Ellsworth, Vice Mayor Paul Dohring, Council Member Anna Chouteau, Council Member David Knudsen, and Council Member Mary Koberstein
NOES: None
ABSENT: None
ABSTAIN: None
RECUSE: None

9. PUBLIC HEARINGS

9.1 None

10. OLD BUSINESS

10.1. Item 10.1 was pulled and not heard.

~~* NEW ITEM 1-10-20~~
~~Consideration and proposed approval of a resolution appointing applicants to the Financing Civic Infrastructure Task Force~~

~~CEQA Determination: Not a CEQA project~~
~~Prepared By: Cindy Tzafopoulos, City Clerk~~
~~Recommendation: Per resolution 2019-16 Council Rules of Procedure appointments shall be made by interview, ballot process and the Mayor shall nominate applicants with the appointments subject to approval by the majority of Council.~~

~~Per resolution 2019-137 the membership will consist of five to seven members.~~

10.2. Consideration and approval of a Resolution 2020-3 authorizing the City Manager to execute Work Order #3 in the amount of $581,900 for design, project management, and permitting services and $664,654 for construction management services for a total work order amount of $1,246,554 to the Master Professional Services Agreement with EKI Environment & Water, Inc. - STH Contract: FY 2020-024 - for the Upper York Creek Habitat Restoration Project, CIP Project No. W-26 for a total not-to-exceed amount of $1,543,297.

CEQA Determination: Final Environmental Impact Report (SCH. No. 2006092096); Addendum to Final EIR
Prepared By: Erica Ahmann Smithies, Public Works Director and City Engineer
Recommendation:
Consideration and proposed resolution authorizing the City Manager to execute Work Order #3 in the amount of $581,900 for design, project management, and permitting services and $664,654 for construction management services for a total work order amount of $1,246,554 to the Master Professional Services Agreement with EKI Environment & Water, Inc. - STH Contract: FY 2020-024 - to provide professional consulting services for the Upper York Creek Habitat Restoration Project, CIP Project No. W-26 for a total not-to-exceed amount of $1,543,297.

Public Works Director Erica Ahmann Smithies introduced this item.

Jenn Hyman, Director of Engineering with EKI Environment & Water, Inc., reported on this item.

Tom Belt addressed the City Council.

Council Member Mary Koberstein requested that staff respond to Tom Belt's questions concerning project expenses.

Council Member Anna Chouteau moved to approve staff's recommendation. The motion was seconded by Council Member Mary Koberstein and on roll call carried by the following vote:

AYES: Mayor Geoff Ellsworth, Vice Mayor Paul Dohring, Council Member Anna Chouteau, Council Member David Knudsen, and Council Member Mary Koberstein
NOES: None
ABSENT: None
ABSTAIN: None
RECUSE: None

10.3. Receive Presentation on the City of St. Helena WWTRP Phase I Upgrade

Conceptual Design Report and the Recommended Tertiary Membrane Bioreactor Project, Draft Plan of Finance, and Provide Direction/Comments to Staff.

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:
Receive Presentation on the City of St. Helena WWTRP Phase I Upgrade Conceptual Design Report and the Recommended Tertiary Membrane Bioreactor Project, Draft Plan of Finance, and Provide Direction/Comments to Staff.

Public Works Director Erica Ahmann Smithies introduced this item.

Curtis Lam, President of HydroScience Engineers, reported on this item.

Ron Rosenbrand, Richard Walloch, and Jackie Rosenbrand addressed the City Council.

It was the consensus of the City Council to move forward with the submittal for review.

11. NEW BUSINESS

11.1. Consideration and approval of a Resolution 2020-4 authorizing submittal of a grant application to the California Department of Housing and Community Development for up to $1,028,000 under the HOME Investment Partnership Program Project Funds to advance construction of housing units at 963 Pope Street.

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: Mandy Kellogg, Finance Manager
Recommendation:
Staff recommends the City Council adopt a resolution authorizing the City Manager to develop and submit a grant application for up to $1,028,000 to the California Department of Housing and Community Development for the HOME Investment Partnership Program Project Funds.

City Manager Mark Prestwich introduced this item.

Housing consultant Erica Sklar reported on this item.

Marisol Vargas with Our Town St. Helena and manager of the Hunt's Grove

Apartments addressed the City Council.

Council Member Mary Koberstein moved to approve staff's recommendation. The motion was seconded by Council Member Anna Chouteau and on roll call carried by the following vote:

AYES: Mayor Geoff Ellsworth, Vice Mayor Paul Dohring, Council Member Anna Chouteau, Council Member David Knudsen, and Council Member Mary Koberstein
NOES: None
ABSENT: None
ABSTAIN: None
RECUSE: None

11.2. Council Requested Presentation by Anthony Micheli of Conceptual Amphitheatre on City-owned Adams Street Property

CEQA Determination: Exempt
Prepared By: Mark T. Prestwich, City Manager
Recommendation:
Receive and file.

Anthony Micheli, Tom Faherty and Richard Grace presented on this item.

Mary Stephenson, President of Our Town St. Helena, Nancy Dervin, John Sales, and Leslie Stanton addressed the City Council.

It was the consensus of the City Council to receive and file.

11.3. 2020 City Council assignments to various City and Napa County Committees, Boards and Commissions

CEQA Determination: Not a CEQA project
Prepared By: Cindy Tzafopoulos, City Clerk
Recommendation:
1. Affirm or recommend City Council Liaisons to each committee:
   a. Active Transportation/Sustainability Committee
   b. Board of Library Trustees
   c. Parks and Recreation Commission

2. Affirm or recommend appointment to various City/County collaborative agency committees:
   a. One Alternate - City/SHUSD/Chamber/NVC (Monrovia)
   b. One Primary/One Alternate - Association of Bay Area Governments (ABAG) General Assembly
   c. One Primary - Napa Valley Tourism Corporation/ St. Helena Tourism Improvement District (SHTID)

d. One Alternate - Napa County City Selection Committee Alternate
e. Two Primary - Napa County Regional Climate Action Committee

3. Make recommendation to the Napa County Board of Supervisors to affirm or recommend new member:
   a. One Alternate - Napa County Flood Control and Water Conservation District
   b. One Primary - Napa County Youth Opportunities Commission
   c. One Primary and One Alternate - Napa Valley Transportation Authority (NVTA)
   d. One Primary and One Alternate - Napa County Watershed Information Center & Conservancy (WICC)
   e. One Primary and One Alternate - Upper Valley Waste Management Board

It was the consensus of the City Council to affirm the following City Council Liaisons to each City committee:

a. Vice Mayor Dohring - Active Transportation/Sustainability Committee
b. Council Member Chouteau - Board of Library Trustees
c. Council Member Knudsen - Parks and Recreation Commission

It was the consensus of the City Council to affirm the following appointments to various City/County collaborative agency committees:

a. Vice Mayor Dohring - City/SHUSD/Chamber/NVC (Monrovia)
b. Vice Mayor Dohring Primary and Council Member Knudsen Alternate - Association of Bay Area Governments (ABAG) General Assembly
c. Council Member Chouteau - Napa Valley Tourism Corporation/ St. Helena Tourism Improvement District (SHTID)
d. Vice Mayor Dohring - Napa County City Selection Committee Alternate
e. Mayor Ellsworth and Council Member Chouteau - Napa County Regional Climate Action Committee

It was the consensus of the City Council to recommend the following appoints to the Napa County Board of Supervisors:

a. Vice Mayor Dohring - Napa County Flood Control and Water Conservation District
b. Vice Mayor Dohring - Napa County Youth Opportunities Commission
c. Mayor Ellsworth and Vice Mayor Dohring are Primary and Council Member Chouteau Alternate - Napa Valley Transportation Authority (NVTA)
d. Mayor Ellsworth Primary and Council Member Koberstein Alternate - Napa County Watershed Information Center & Conservancy (WICC)
e. Council Member Koberstein Primary and Mayor Ellsworth Alternate -

Upper Valley Waste Management Board

11.4. 2020 City Council Meeting Calendar

CEQA Determination: Not a CEQA project
Prepared By: Mark T. Prestwich, City Manager
Recommendation:
Review the 2020 calendar and provide direction on Council meeting dates.

City Manager Mark Prestwich reported on this item.

It was the consensus of the City Council to cancel the July 28, 2020 and December 22, 2020 regular City Council meetings.

No public comment was received.

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

12.1.

<u>January City Council Meetings</u>: **1/14 (staff reports due 12/27)** **1/28 (staff reports due 1/10)** **1/21 Joint CC/PC at 6pm** **TBD Joint CC/PC Affordable Housing** **1/14 Special Mtg – Interview Task Force Applicants** **TBD 4pm Special Mtg to appoint Task Force** **TBD Joint P&R\ATSC\City Council Mtg** **TBD Workshop - Fire Chief contract amendment andAmendment to unrepresented resolution regarding fire staffing** **The City of St. Helena is changing the frequency of the utility billing cycle from monthly to bi-monthly starting January 1, 2020**
PROCLAMATIONS/PUBLIC RECOGNITION/STAFF BRIEFING:
STAFF BRIEFING:
Upper York Creek Dam Project Update by Erica Ahmann Smithies, Public Works Director and City Engineer
Update on Waste Water Treatment Plant Upgrade Project by Erica Ahmann Smithies, Public Works Director and City Engineer
CONSENT:
1/28 Joint use agreement with SHUSD for the use of Vintage Hall (Expires February 2020)
NOC (R19-02)
1/28 Message Boards

1/28 Grayson South Crane PSA Design
OLD BUSINESS:
TDA 3 Grant Award
1/28 Main Street red curb
1/28 Downtown Streetscape
1/28 Spring Street bike lane
PH or NEW BUSINESS:
1/28 Vaping discussion
First reading ADU ordinance
<u>February City Council Meetings</u>: **2/11 (staff reports due 1/24)** **2/25 (staff reports due 2/7)**
PROCLAMATIONS/PUBLIC RECOGNITION/STAFF BRIEFING:
STAFF BRIEFING:
Upper York Creek Dam Project Update by Erica Ahmann Smithies, Public Works Director and City Engineer
Update on Waste Water Treatment Plant Upgrade Project by Erica Ahmann Smithies, Public Works Director and City Engineer
CONSENT:
2/25 Award of fireworks RFP
OLD BUSINESS:
2/11 Mid-Year Budget Adjustment
2/11 CAFR
Master Utility Plan
PH or NEW BUSINESS:
2/11 Scout Hall community partnership
2/11 Budget calendar discussion
2/11 Nimbus Arts mural discussion

13. ADJOURNMENT

Mayor Ellsworth adjourned the meeting at 8:31 p.m.

The regular City Council meeting minutes of January14, 2020 were adopted at the regular City Council meeting of May 26, 2020.

APPROVED: **ATTEST:**

______________________________ ______________________________

Geoff Ellsworth, Mayor

Cindy Tzafopoulos, City Clerk

Report to the City Council
Regular City Council - 26 May 2020

Agenda Section: **CONSENT ITEMS**

Subject: **Consideration and proposed approval of a resolution for accepting the donation of a memorial bench for public use to be located in Baldwin Park near the Spring Street entrance and a second memorial bench for public use to be installed near the northwest corner of Pope Street and Chiles Avenue in St Helena.**

CEQA Determination: **Not a CEQA project**

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

Reviewed By: April Mitts, Finance Director

Approved By: Mark T. Prestwich, City Manager

BACKGROUND
Two residents have submitted separate requests for the donation and installation of two benches for public use that include memorial inscriptions in memory of Walter Fuller and Rudy Hovanesian. The donating parties will cover the full cost of the benches and the inscriptions that will be purchased by the Beautification Committee on their behalf.

DISCUSSION
It was requested by the donors that the benches be located along popular pedestrian routes in St Helena that could serve as a place to sit and rest during a person's walk about town.

Locations of Benches: The first memorial bench (Fuller) is proposed to be placed in Baldwin Park near the Spring Street entrance. The second memorial bench (Hovanesian) is proposed to be placed along the City sidewalk near the northwest corner of Pope Street and Chiles Avenue (opposite the Signorelli Barn).

Memorial Inscriptions:

The inscription for the Baldwin Park bench will read:

May you enjoy a rest
and the view from this bench
In memory of Walter Fuller 1926-2016

The inscription for the Pope Street bench will read:
Rudy Hovanesian
St. Helena Public Worker 1958-1977
Far from home he found a new life here

On April 20, 2020, the Parks and Recreation Commission discussed the donation of the two memorial benches and endorsed the request.

City staff recommends the City Council accept the donation of the two benches with the proposed memorial inscriptions.

Life Span of Memorial Bench: The memorial bench will remain the property of the City. The City will maintain the bench, inscription and/or plaque in proper working order for a period of five years. If after five years the memorial bench becomes inoperable or unsafe, the City, at its discretion, may remove or replace the bench. Donors will have the option of purchasing a new memorial bench at that time.

FISCAL IMPACT

By adopting this resolution the City commits to the cost of installing two benches. The Public Works Department estimates two staff at 1.5 hours per person per bench, and 4 bags of cement per bench, at a cost not to exceed $500. The cost of the two benches, including fabrication, inscription, tax and shipping, will be covered by local residents and not the City.

RECOMMENDED ACTION

Accept the donation of a memorial bench for public use to be located in Baldwin Park near the Spring Street entrance and a second memorial bench for public use to be installed near the northwest corner of Pope Street and Chiles Avenue in St Helena.

ATTACHMENTS

Attachment 1: Memorial Bench Resolution
Attachment 2: Donor bench location in Baldwin Park
Attachment 3: Photo of existing bench location at Baldwin Park
Attachment 4: Donor Bench location Pope Street Sidewalk
Attachment 5: Bright Idea benches sales order
Attachment 6: Sample contour bench with engraving

CITY OF ST. HELENA

RESOLUTION NO. 2020-

Accept the donation of a memorial bench for public use to be located in Baldwin Park near the Spring Street entrance and a second memorial bench for public use to be installed near the northwest corner of Pope Street and Chiles Avenue in St Helena

RECITALS

A. Two City residents have submitted separate requests for the donation and installation of two benches for public use along popular pedestrian routes that include individual memorial inscriptions in memory of Walter Fuller and Rudy Hovanesian; and

B. The donating parties will cover the full cost of the benches and the inscriptions that will be purchased by the Beautification Committee on their behalf; and

C. The first memorial bench (Fuller) is proposed to be placed in Baldwin Park near the Spring Street entrance; and

D. The second memorial bench (Hovanesian) will be placed along the City sidewalk near the northwest corner of Pope Street and Chiles Avenue (opposite the Signorelli Barn); and

E. The two public benches will include memorial inscriptions that read as follows:

May you enjoy a rest
and the view from this bench
In memory of Walter Fuller 1926-2016

and

Rudy Hovanesian
St. Helena Public Worker 1958-1977
Far from home he found a new life here ;and

F. On April 20, 2020, the Parks and Recreation Commission discussed the donation of the two memorial benches and endorsed the request; and

G. The Public Works department will receive the delivery of the two benches and install them at the cost to the City not to exceed $500.

RESOLUTION

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

1. Accepts the donation of two inscribed memorial benches, with one to be placed in Baldwin Park near the Spring Street entrance and the second memorial bench to be placed along the pedestrian path near the northwest corner of Pope Street and Chiles Avenue (opposite the Signorelli Barn).

Approved at a Regular Meeting of the St. Helena City Council on May 26, 2020, by the following vote:

Mayor Ellsworth: ___________

Vice Mayor Dohring: ___________

Councilmember Koberstein: ___________

Councilmember Chouteau: ___________

Councilmember Knudsen: ___________

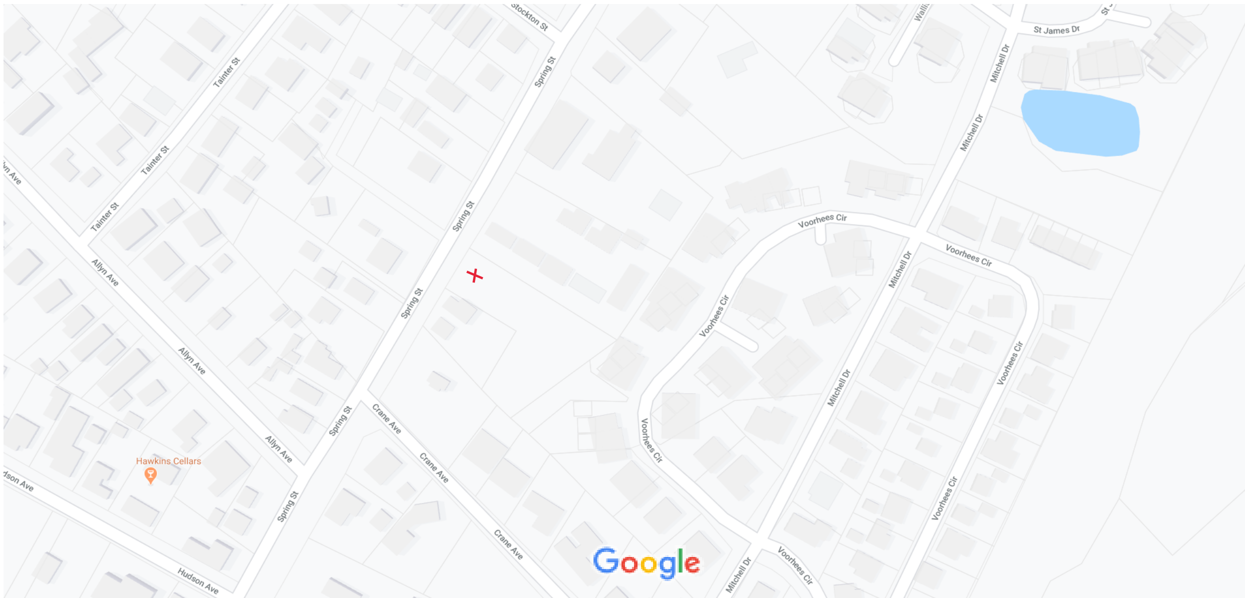
APPROVED: ATTEST:

Geoff Ellsworth, Mayor

Cindy Tzafopoulos, City Clerk

5/13/2020 Google Maps

Google Maps



Map data ©2020 100 ft


Temporarily closed
Chiles Ave
Signorelli Cir
Chiles Ave
Hunt Ave
Edwards St
Edwards St
Chiles Ave
Signorelli Cir
Pope St
C Beck Winery
Edwards St
Chiles Ave
Pope St
Allison Ave
55 Degrees Napa Valley
Pope St
Allison Ave
Karl Lawrence Cellars
Edwards St
Church St
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Sales Order

Date	S.O. No.
4/20/2020	6023

Sold To

The St. Helena Beautification Foundation
Attention : Helen Dake
P.O. Box 454
St. Helena CA 94574

Ship To

Maintenance Building
1405 Charter Oak
St. Helena, CA 94574
Carlos Uribe 707-486-6144

Phone: (707) 339-2954

Fax: (707) 963-7966

Ship Via	Est. Ship Date	P.O. No.	Project
LTL FREIGHT	6/1/2020		

Item	Description	Color	Qty	Price	Amount
FP2045	6' Contour Bench In Ground	Cedar-Black	2	1,028.00	2,056.00
Setup	Charge for Design and Layout		2	38.50	77.00
Routing	Routing Charge per Board Rudy Hovanesian Far from home he found a new life here St. Helena Public Worker 1958-1977		3	38.50	115.50
Routing	Routing Charge per Board - Engraving (no color) May you enjoy a rest and the view from this bench In memory of Walter Fuller 1926-2016		3	38.50	115.50
Shipping	LTL Freight - standard shipping, no special services added		1	860.00	860.00

Subtotal	**$3,224.00**
Sales Tax (6.75%)	**$0.00**
Total	**$3,224.00**

Net 30

Please sign, date and return to proceed.

X____________________________ Date_____________

Fax 1-800-762-4721 or
jradosevic@brightideashops.com


Put-in-Bay Township Park District
Preserving the heritage

Report to the City Council
Regular City Council - 26 May 2020

Agenda Section: **CONSENT ITEMS**

Subject: **Consideration of a resolution authorizing staff to file and administer a Local Early Action Planning (LEAP) Grant application in the amount of $65,000.**

CEQA Determination: **Not a CEQA project**

Prepared By: Aaron Hecock, Senior Planner

Reviewed By: Maya DeRosa, Planning & Building Director

Approved By: Mark T. Prestwich, City Manager

BACKGROUND

On January 27, 2020, The California Department of Housing and Community Development (HCD) released a Notice of Funding Availability (NOFA) for approximately $119 million as part of the Local Early Action Planning (LEAP) Grants Program. LEAP is made available as a portion of the Local Government Planning Support Grants Program pursuant to Chapter 3.1 of Health and Safety Code (Sections 50515 to 50515.05) (Chapter 159, Statutes of 2019). LEAP provides funding to jurisdictions for the preparation and adoption of planning documents, process improvements that accelerate housing production, and facilitate compliance in implementing the sixth cycle of the regional housing need assessment (RHNA).

In order to be eligible for grant funding, an applicant must submit a completed, signed original application and an electronic copy by July 1, 2020. The application must also include a signed resolution of the City Council. Maximum award amounts are based on population estimates as of January 1, 2019; cities with a population under 20,000 are eligible for up to $65,000.

DISCUSSION

Staff will submit a LEAP Grant application following City Council support and authorization of the application, by resolution.

FISCAL IMPACT

If awarded, the City could receive up to $65,000 in grant funds to assist in updating the Housing Element to implement the sixth cycle of the regional housing need assessment to support the development of housing within St. Helena.

RECOMMENDED ACTION

It is recommended the City Council review and approve the proposed resolution authorizing staff to file and administer a LEAP Grant application.

ATTACHMENTS

LEAP Grant Resolution

CITY OF ST. HELENA

RESOLUTION NO. 2020-___

A Resolution of the City Council of the City of St. Helena Authorizing Application for, and Receipt of, Local Government Planning Support Grant Program Funds in the Amount of $65,000.

RECITALS

A. WHEREAS, pursuant to Health and Safety Code 50515 et. Seq, the Department of Housing and Community Development (Department) is authorized to issue a Notice of Funding Availability (NOFA) as part of the Local Government Planning Support Grants Program (hereinafter referred to by the Department as the Local Early Action Planning Grants program or LEAP); and

B. WHEREAS, the City Council of the City of St. Helena desires to submit a LEAP grant application package ("Application"), on the forms provided by the Department, for approval of grant funding for projects that assist in the preparation and adoption of planning documents and process improvements that accelerate housing production and facilitate compliance to implement the sixth cycle of the regional housing need assessment; and

C. WHEREAS, the Department has issued a NOFA and Application on January 27, 2020 in the amount of $119,040,000 for assistance to all California Jurisdictions.

RESOLUTION

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

1. The City Manager is hereby authorized and directed to apply for and submit to the Department the Application package; and
2. In connection with the LEAP grant, if the Application is approved by the Department, the City Manager of the City of St. Helena is authorized to submit the Application, enter into, execute, and deliver on behalf of the City, a State of California Agreement (Standard Agreement) for the amount of $65,000, and any and all other documents required or deemed necessary or appropriate to evidence and secure the LEAP grant, the City's obligations related thereto, and all amendments thereto; and
3. The City shall be subject to the terms and conditions as specified in the NOFA, and the Standard Agreement provided by the Department after approval. The Application and any and all accompanying documents are incorporated in full as

part of the Standard Agreement. Any and all activities funded, information provided, and timelines represented in the Application will be enforceable through the fully executed Standard Agreement. Pursuant to the NOFA and in conjunction with the terms of the Standard Agreement, the City hereby agrees to use the funds for eligible uses and allowable expenditures in the manner presented and specifically identified in the approved Application.

Approved at a Regular Meeting of the St. Helena City Council on May 26, 2020, by the following vote:

Mayor Ellsworth: _____
Vice Mayor Dohring: _____
Councilmember Koberstein: _____
Councilmember Chouteau: _____
Councilmember Knudsen: _____

APPROVED: ATTEST:

______________________ ______________________
Geoff Ellsworth, Mayor Cindy Tzafopoulos, City Clerk

Report to the City Council
Regular City Council - 26 May 2020

Agenda Section: **CONSENT ITEMS**

Subject: **Consideration and approval of a Resolution approving a two year agreement with Housing Authority of the City of Napa to provide contract Housing Authority services in an amount not to exceed $109,000 for FY 2020-21 and FY 2021-22.**

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: Maya DeRosa, Planning & Building Director

Reviewed By: Mark T. Prestwich, City Manager

Approved By: Mark T. Prestwich, City Manager

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

DISCUSSION
The Housing Authority has prepared a new two-year agreement to continue the provision of Housing Authority and related services for the City. These services currently include management of Section 8 housing and continuum of care services; regulatory agreement monitoring, review of development projects, and proposed affordable housing regulatory agreements; and additional services that are mutually

agreed upon. In addition, the HACN will continue to manage and administer the HOME grant loan program for the City. The proposed cost for FY 2020-21 is $54,000 and for FY 2021-22 is $55,000 for a total two year cost of $109,000. This is an approximate 28% increase over the current contract amount of $78,267 and is being requested to cover increased costs experienced by the HACN.

FISCAL IMPACT

Funds in an amount totaling $54,000 are included in the proposed FY 2020-21 budget. If the contract is approved, an additional $55,000 will be budgeted for FY 2021-22.

RECOMMENDED ACTION

Staff recommends City Council approve the Resolution authorizing a two-year agreement with Housing Authority of the City of Napa in an amount not to exceed $109,000 to continue their services as the contract housing authority for the City of St. Helena.

ATTACHMENTS

Resolution for Contract renewal 5-26-2020
St Helena - Housing Services Contract - Final
St Helena Annual Report - Housing Services 2019-20
cover letter - 2019-20 annual report

CITY OF ST. HELENA

RESOLUTION NO. 2020-

Resolution authorizing a two-year agreement with Housing Authority of the City of Napa in an amount not to exceed $109,000 to continue their services as the contract housing authority for the City of St. Helena.

RECITALS

A. The City of St. Helena desires to obtain housing services from the Authority during the Fiscal Year 2020-21 and Fiscal Year 2021-22; and

B. The Authority is willing to provide such services to the City subject to the terms and conditions set forth herein.

RESOLUTION

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

1. Authorize the City to enter into a two-year agreement with Housing Authority of the City of Napa to continue their services as the contract housing authority for the City of St. Helena in an amount not to exceed $54,000 in FY 2020-21 and $55,000 in FY 2021-22.

Approved at a Regular Meeting of the St. Helena City Council on May 26, 2020, by the following vote:

Mayor Ellsworth:

Vice Mayor Dohring:

Councilmember Koberstein:

Councilmember Knudsen:

Councilmember Chouteau:

APPROVED:	ATTEST:
Geoff Ellsworth, Mayor	Cindy Tzafopoulos, City Clerk

INTERGOVERNMENTAL AGREEMENT FOR SERVICES BY AND BETWEEN THE HOUSING AUTHORITY OF THE CITY OF NAPA AND THE CITY OF ST. HELENA

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

THIS AGREEMENT FOR SERVICES (this "Agreement") is made and entered into as of July 1, 2020 ("Effective Date"), by and between the HOUSING AUTHORITY OF THE CITY OF NAPA, a public body, corporate and politic (the "Authority"), and the CITY OF ST. HELENA, a municipal corporation (the "City") under the joint exercise of powers provisions of the Government Code of the State of California, California Government Code Section 6500-6536. City and Authority are public entities organized and operating under the laws of the State of California and each is a public entity as defined in California Government Code Section 6500. The Authority and City are hereinafter collectively referred to as the "Parties."

RECITALS

WHEREAS, the City desires to obtain housing services from the Authority during the Fiscal Year 2020 – 2021 and Fiscal Year 2021 – 2022, and the Authority is willing to provide such services to the City subject to the terms and conditions set forth herein.

TERMS

NOW, THEREFORE, City and Authority agree as follows:

1. **Term of the Agreement.** The term of this Agreement shall commence on the Effective Date and shall expire on June 30, 2022 (the "Term") unless earlier terminated in accordance with Paragraphs 7 or 8 of this Agreement.

2. **Scope of Services.** Authority shall perform the services described in the *Scope of Services* in Exhibit "A", attached hereto and incorporated by reference herein (the "Services").

3. **Compensation.**

(a) Baseline Rates. In consideration of Authority's performance of the Services, the City shall pay to Authority the baseline rate ("Baseline Rate") of Fifty Thousand Dollars ($50,000.00) for fiscal year 2020–2021 and Fifty-One Thousand Dollars ($51,000.00) for fiscal year 2021–2022

(b) Pass-Through Rate. In addition to the Baseline Rate, City shall pay to Authority the pass-through rate ("Pass-Through Rate") of Four Thousand Dollars ($4,000) per fiscal year, of which Two Thousand Dollars ($2,000) per fiscal year will be paid by Authority to Abode Services ("Abode") for County wide rental assistance services provided by Abode and Two Thousand Dollars ($2,000) per fiscal year will be paid by Authority to Fair Housing Napa Valley ("Fair Housing") for Countywide fair housing, general housing and counseling services provided by Fair Housing.

(c) Maximum Annual Compensation. The total compensation for the Services provided by Authority to the City under this Agreement, including the Baseline Rate and the Pass-Through Rate, shall not exceed $54,000.00 for fiscal year 2020-2021 or $55,000.00 for fiscal year 2021-2022 as detailed in the following table:

COMPENSATION BREAKDOWN			
Service Provided	**FY2020-21 Cost**	**FY2021-22 Cost**	**Total Cost**
HACN Baseline Housing Services (Baseline Rate)	$50,000	$51,000	$101,000
Abode Services - Rental Assistance (Pass-Through Rate)	$2,000	$2,000	$4,000
Fair Housing Napa Valley - Fair Housing, General Housing and Counseling Services (Pass-Through Rate)	$2,000	$2,000	$4,000
Total Service Cost	$54,000	$55,000	$109,000

(d) Rate for Additional Services. If the City authorizes Authority to perform services that are not included in the *Scope of Services* set forth in Exhibit "A" ("Additional Services"), Authority will be compensated for the Additional Services on a time and materials basis. The rate for Authority's time for the Additional Services shall be the then-current fully burdened overhead rate (the "Fully Burdened Overhead Rate") for the employee performing the Additional Services. The Fully Burdened Overhead Rate is an hourly billable rate that captures all Authority costs (direct and indirect) associated with an employee, over and above gross compensation or payroll costs. Typical costs associated with the Fully Burdened Overhead Rate include payroll taxes, worker's compensation, health insurance, paid time off, pension contributions, other benefits, and indirect costs including departmental and citywide administrative overhead allocations. The applicable Fully Burdened Overhead Rate will depend on the Authority employee performing the Additional Services as each employee has a different Fully Burdened Overhead Rate that is calculated based on that particular employee's salary and benefits.

(e) Invoices for Additional Services. Authority will submit a monthly itemized invoice to the City for any Additional Services provided by the Authority during the preceding month. The City will pay the Authority within 30 days after approval of each invoice.

4. **Method of Payment.** The Authority shall provide to City an invoice for payment for the Services on the following dates and in the following amounts:

(a) On July 1, 2020, an invoice equal to 50% of the Baseline Rate for fiscal year 2020-2021 in the amount of $25,000.00 plus the Pass-Through Rate for fiscal year 2020-2021 of $4,000.00 for a total of $29,000.00; and

(b) On January 1, 2021, a second invoice for the remaining 50% of the Baseline Rate for fiscal year 2020-2021 in the amount of $25,000.00.

(c) On July 1, 2021, a third invoice for 50% of the Baseline Rate for fiscal year 2021-2022 in the amount of $25,500.00 plus the Pass-Through Rate for fiscal year 2021-2022 in the amount of $4,000.00 for a total of $29,500.00; and

(d) On January 1, 2022, a fourth invoice for the remaining 50% of the Baseline Rate for fiscal year 2021-2022 in the amount of $25,500.00.

City shall pay the Authority within thirty (30) days following receipt of an invoice.

5. **Independent Contractor.** The Authority shall perform the Services under this Agreement as an independent contractor. The Authority and the officers, agents and employees of Authority are not, and shall not be deemed, City employees for any purpose, including workers' compensation. The Authority shall determine the method and manner by which the Services shall be performed. The Authority and its officers, employees and agents shall not be entitled to any of the benefits accorded to a City employee. City shall not deduct or withhold any amounts whatsoever from the compensation paid to the Authority, including, but not limited to amounts required to be withheld for state and federal taxes. The Authority shall be solely responsible for all such payments.

6. **Indemnification.** To the fullest extent permitted by law, City shall defend, indemnify and hold harmless the Authority and its elected and appointed officials, officers, agents and employees from and against any and all liability or claims (including actions, demands, damages, injuries, settlements, losses, or costs [including legal costs and attorney's fees]) (collectively, "Liability") of any nature, arising out of, pertaining to, or relating to City's acts or omissions under this Agreement. Consistent with Civil Code Section 2782, City will not be obligated to indemnify Authority for the proportionate share of the Liability caused by the Authority's active negligence, sole negligence, or willful misconduct. City's indemnification obligations under this Agreement are not limited by any limitations of any insurance held by City, including, but not limited to, workers' compensation insurance.

To the fullest extent permitted by law, Authority shall defend, indemnify and hold harmless City and its elected and appointed officials, officers, agents and employees from and against any Liability of any nature, arising out of, pertaining to, or relating to the Authority's acts or omissions under this Agreement. Consistent with Civil Code Section 2782, Authority will not be obligated to indemnify City for the proportionate share of the Liability caused by the City's active negligence, sole negligence, or willful misconduct. Authority's indemnification obligations under this Agreement are not limited by any limitations of any insurance held by Authority, including, but not limited to, workers' compensation insurance.

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

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

9. **Payment for Work upon Expiration or Termination.** In the event of termination for cause under Paragraph 7 or termination for the convenience of a party under Paragraph 8, Authority shall be entitled to receive compensation for any satisfactory Services and/or Additional Services provided by the Authority prior to the effective date of the notice subject to the maximum amount set forth in Paragraph 3(b). In the event the termination results in the Authority receiving payment in an amount that exceeds the amount due to Authority for the Services provided under this Agreement, City shall be entitled to receive reimbursement for any overpayment from Authority.

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

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

AUTHORITY	CITY OF ST. HELENA
Lark Ferrell, Housing Manager	Mark Prestwich, City Manager
Housing Authority of the City of Napa	City of St. Helena
P.O. Box 660	1572 Railroad Avenue
Napa, CA 94559	St. Helena, CA 94574

12. **Confidentiality.** Confidential information is defined as all information disclosed to the Authority which relates to City past, present, and future activities, as well as activities under this Agreement. Except as otherwise provided in Paragraph 15, as directed by the City Manager or designee thereof, or when required by the California Public Records Act, a subpoena or by court order, the Authority shall hold all such information as the Authority may receive, if any, in trust and confidence.

13. **Amendment/Modification.** Except as specifically provided herein, this Agreement may be modified or amended only in a writing signed by the Parties.

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

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

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

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

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

19. **Entirety of Contract.** This Agreement, together with "Exhibits A and B" attached hereto and incorporated herein, constitutes the entire agreement between the Parties relating to the subject of this Agreement and supersedes all previous agreements, promises, representations, understandings and negotiations, whether written or oral, among the Parties with respect to the subject matter hereof.

20. **Counterparts.** This Agreement may be executed in counterparts, each one of which is deemed an original, but all of which together constitute a single instrument.

21. **Privileges and Immunities.** In accordance with California Government Code section 6513, all of the privileges and immunities from liability, all exemptions from laws, ordinances and rules, and all pension, relief, disability, workmen's compensation, and other benefits which apply to the activity of the trustees, officers, employees or agents of the Parties when performing their functions within the territorial limits of their respective public agencies, shall apply to them to the same degree and extent while engaged in the performance of any of their functions and duties associated with performance of this Agreement.

This Agreement continues on the following page.

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

CITY:
CITY OF ST. HELENA, a municipal corporation

By: ____
GEOFF ELLSWORTH, Mayor, City Council

ATTEST:

By: ____
CINDY TZAFOPOULOS, City Clerk

APPROVED AS TO FORM:

By: ____
, City Attorney

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

By: ____
VINCENT SMITH, Deputy Director

ATTEST:

By: ____
TIFFANY CARRANZA, Deputy Authority Secretary

COUNTERSIGNED:

By: _______________________________________
JOY RIESENBERG, Deputy City Auditor

APPROVED AS TO FORM:

By: ____
MICHAEL BARRETT, Authority General Counsel

EXHIBIT "A"

Scope of Services

WORK PROGRAM	DESCRIPTION
A. COUNTYWIDE ACTIVITIES	
1. Section 8 Housing Services	Administer HUD-funded very low income rental housing assistance program in the City of Napa (88%) and countywide (12%).
2. Continuum of Care	Participate in Countywide Continuum of Care for delivery of homeless services & projects.
B. STANDARD HOUSING SERVICES	
1. Regulatory Agreement Monitoring	Provide annual monitoring of affordable units listed in Exhibit B for compliance with City regulatory agreements.
2. Review development projects	Provide technical assistance reviewing proposed housing developments to maximize affordability and number of affordable housing units.
3. Loan Servicing	Provide loan servicing and owner-occupancy monitoring for HOME rehab loans.
4. Affordable Housing Regulatory Agreements	Review affordable housing agreements & make recommendations on improvements to the agreement.
5. Annual Meeting with Staff and Council	Report on housing activities provided under this Agreement each year.
C. ADDITIONAL HOUSING SERVICES	
1. Additional Services	Additional Services are not covered by this Scope of Work. Authority shall be compensated for any Additional Services mutually agreed to by the parties in accordance with paragraph 3(d).

EXHIBIT B - MONITORING DETAIL

Project	Type	Affordable Units	Task	Description
Single Family-Ownership				
Marietta Townhomes	BMR	10	Annually	Mail out owner occupancy certification, verify insurance & taxes paid. Follow-up when necessary. Update owner database
Wallis	BMR	20	Annually	Mail out owner occupancy certification, verify insurance & taxes paid. Follow-up when necessary. Update owner database
Magnolia Oaks	BMR	2	Annually	Mail out owner occupancy certification, verify insurance & taxes paid. Follow-up when necessary. Update owner database
Sherwin Project	BMR	1	Annually	Mail out owner occupancy certification, verify insurance & taxes paid. Follow-up when necessary. Update owner database
HOME Loans	Rehab	15*	Annually	Loan servicing & owner occupancy certification, verify insurance and taxes or HCD registration paid. Follow-up when necessary. Update Rehab database.
RENTAL HOUSING				
957 Hunt Street	Studio	2	Annually	Review Property Owners annual report and tenant certification forms for compliance with Regulatory Agreement. Update database.
1421 Railroad Avenue	Apt.	1	Annually	Review Property Owners annual report and tenant certification forms for compliance with Regulatory Agreement. Update database.
Magnolia Oaks	Apt.	10	Annually	Review Property Owners annual report and tenant certification forms for compliance with Regulatory Agreement. Update database.
Magnolia Oaks	2nd units	6	Annually	Mail out project compliance report and review tenant information for compliance with Regulatory Agreement. Update project database.
Turley Flats	Apt.	8	Annually	Mail out project compliance report and review tenant information for compliance with Regulatory Agreement. Update project database.
Grayson	Apt.	2	Annually	Mail out project compliance report and review tenant information for compliance with Regulatory Agreement. Update project database.

Stonebridge Apts.	Apt.	80	Annually	Mail out project compliance report and review tenant information for compliance with Regulatory Agreement. Update project database.
Additional affordable housing units	TBD	up to 16**	Annually	Lease up certification. Mail out project compliance report and review tenant information for compliance with Regulatory Agreement. Update project database.

*Number of loans may increase or decrease over the term of the contract
**Affordable units beyond number identified above shall be billed on a time and material basis in accordance with paragraph 3(d)

BMR: Below Market Rate

HOUSING AUTHORITY'S
ANNUAL REPORT
HOUSING SERVICES AGREEMENT
FY 2019 - 2020

CITY OF ST. HELENA

WORK PROGRAM ITEM	DESCRIPTION	WORK PRODUCED
A. COUNTYWIDE ACTIVITIES		
1. Section 8 Housing Services	HUD funded very low income rental housing assistance program administer Countywide – 84% City of Napa and 16% Countywide.	The Housing Authority of the City of Napa administers a $12.525 million Section 8 Housing Choice Voucher program providing 1124 rental assistance vouchers throughout the County of Napa. It is anticipated that the Housing Authority will be issuing 140 new vouchers this coming year countywide. There are currently 10 households receiving rental assistance in the City of St. Helena.
		There is currently one St. Helena household that receives assistance under the Non-Elderly Disabled Persons Voucher Program (NEDS). These special vouchers provide rental assistance to non-elderly persons with disabilities and can be used to rent any market rate unit within Napa County.
		One household in St. Helena is receiving rental assistance through the Family Unification Program. HACN works in collaboration with the Napa County Child Welfare Services to assist families whose lack of housing places their children outside the home or delays the return of the children to the home. This program also provides transitional housing for youth coming out of foster care to secure appropriate and safe housing.
		Each household receiving rental assistance vouchers meets annually with a Housing Specialist to re-certify income eligibility and to review program guidelines and regulations. Each housing unit assisted undergoes an annual or a biennial Housing Quality Standards inspection by the Housing Inspector.

HOUSING AUTHORITY'S
ANNUAL REPORT
HOUSING SERVICES AGREEMENT
FY 2019 - 2020

WORK PROGRAM ITEM	DESCRIPTION	WORK PRODUCED
2. Continuum of Care	Act as lead agency for the Countywide Continuum of Care plan for delivery of Homelessness services and projects.	Attended monthly Continuum of Care Committee meetings to represent the City of St. Helena to secure funding from the Federal Department of Housing and Urban Development for the purposes of supporting homeless services and housing programs. This past year the Committee applied for and was awarded $732,447 in HUD Continue of Care Grants to assist the homeless population with case management and rental assistance. This was a 5.4% increase over the previous year.
B. STANDARD HOUSING SERVICES		
1. Regulatory Agreement Monitoring	Provide required annual monitoring of regulatory agreement units.	Mailed out annual owner occupancy certifications to homeowners in the Wallis, Marietta, Magnolia Oaks, and Sherwin affordable housing units. Verified fire insurance placement and coverage and verified the payment of property taxes on each property. Updated database to reflect any changes.
Regulatory Agreement Monitoring-Cont'd		Provided annual monitoring on the City's affordable rental housing agreements. Mailed out project compliance reports to owners and reviewed household information for compliance to regulatory agreements.
		One below market rate home in the Wallis subdivision re-sold during this reporting period. Assisted with the marketing of the property and determining eligibility of the buyer. Additionally, Housing staff monitored change of ownership of one of the Magnolia Oaks market rate homes with the affordable granny units to secure new rental restriction agreement on the granny unit.
2. Review development projects	Technical assistance reviewing residential development plans to maximize affordable housing units.	Housing Staff provided technical assistance with the affordability and rent requirements for the Turley Flats project.
3. Affordable Housing Regulatory Agreements	Review affordable housing agreements and make recommendations	Housing Staff provided technical assistance on the affordability and rent requirements for the Grayson Avenue and Hunter Projects. And provided review of the McCorkle Avenue and Brenkle Court loan documents.

HOUSING AUTHORITY'S
ANNUAL REPORT
HOUSING SERVICES AGREEMENT
FY 2019 - 2020

WORK PROGRAM ITEM	DESCRIPTION	WORK PRODUCED
4. Annual Meeting with Staff and Council	Report on year's activities	Housing staff has reported and discussed various housing topics and issues with the City staff throughout the year.
C. ADDITIONAL HOUSING SERVICES		
1. Other services as mutually agreed upon	HOME Grant Services Agreement - Homeowner Repair P	The 2015 HOME Program Grant expired August 31, 2019. Over the term of the grant, Housing Staff processed 31 applications to determine program eligibility for the homeowner repair program. 20 applications were approved, 8 rejected, and 3 applications were incomplete.
		Since the expiration of the grant, the City received one loan repayment in the amount of $46,248. One new loan and repair project is currently in process during this reporting period.
Other Services - cont'd		All required quarterly and annual reporting was submitted to HCD on behalf of the City consistent with the requirements of the HOME grant program. Annual owner-occupancy monitoring was conducted to confirm assisted units are being owner-occupied and HCD registration is paid current and homeowner's insurance is being maintained.

CITY OF NAPA

Housing Authority

May 13, 2020

Mark Prestwich, City Manager
City of St. Helena
1480 Main Street
St. Helena, CA 94574

Re: FY 2019 - 2020 Housing Services Agreement Annual Report

Dear Mark:

Attached please find the annual summary report of services provided under the Housing Services Agreement for FY 2019 – 2020.

During the contract period, the Housing Authority has provided regulatory agreement monitoring on for-sale and rental affordable housing units to ensure compliance with the City's affordable housing agreements.

The Housing Authority has also provided rental assistance to ten very-low income households funded through our Section 8 Housing Choice Voucher Program. One household received rental assistance under the Non-Elderly Disabled Program and one household is receiving rental assistance through the Family Unification Program.

Additionally, Housing staff provided technical assistance with the affordability and rent requirements for the Turley Flats, Grayson Avenue, and Hunter affordable rental housing projects. The McCorkle Avenue and the Brenkle Court loan documents were reviewed. The 2015 HOME Grant expired on August 31, 2019 and a total of 18 homeowner repair projects were completed with the grant funds and all required reporting to the State was been submitted in a timely manner.

Housing Authority: 1115 Seminary Street, Napa CA 94559 | Mailing Address: P.O. Box 660, Napa CA 94559 | (707) 257-9543 phone
(707) 257-9239 fax | TTY: 711 (Telecommunication Relay Service | www.cityofnapa.org/housing

EQUAL HOUSING OPPORTUNITY

We look forward to working with you and your staff in the coming year. If you have any questions or concerns, please feel free to contact me at 257-9254.

Sincerely,

Andrea Clark

Andrea Clark
Affordable Housing Representative

cc: Maya DeRosa

Report to the City Council
Regular City Council - 26 May 2020

Agenda Section: **CONSENT ITEMS**

Subject: **Resolution in Support of Fair, Direct Federal Emergency Support to Reopen and Rebuild Local American Economies; Authorize the Mayor to support federal and state legislative efforts to offset COVID-19 related revenue losses on behalf of the St. Helena City Council**

CEQA Determination: **Not a CEQA project**

Prepared By: Mark T. Prestwich, City Manager

Reviewed By: April Mitts, Finance Director

Approved By: Mark T. Prestwich, City Manager

BACKGROUND

The COVID-19 pandemic and associated California Shelter-at-Home orders are projected to result in a $2.5 million General Fund revenue decline in the current fiscal year (FY) ending June 30, 2020. Additionally, the City is forecasting a $4.7 million revenue reduction in FY 2020-21, resulting in an unprecedented General Fund revenue loss in excess of $7.2 million over 15 months.

Uncertainty posed by the possibility that Shelter-at-Home Orders may be imposed again presents additional General Fund risk if there is a second surge of COVID-19 infections. For example, if a second Shelter-at-Home Order was introduced next April through June, the FY 2020-21 revenue forecast would be reduced by an additional $1.3 million based on the assumptions presented to the City Council on May 14, 2020.

The National League of Cities (NLC) estimates America's towns, cities, and villages face budgetary shortfalls of up to $134 billion in fiscal year 2020 alone.

DISCUSSION

Without federal assistance to offset this revenue loss, the City will experience service level reductions, postponement of capital projects, and a material reduction to the City's General Fund reserve.

The NLC has developed a Resolution in support of fair, direct federal emergency support to reopen and rebuild local American economies. Staff is recommending approval of the proposed Resolution, which includes authorization for the Mayor to participate in federal and state advocacy efforts to offset COVID-19 related revenue losses on behalf of the St. Helena City Council.

FISCAL IMPACT

Any federal and/or state assistance provided to local governments impacted by the COVID-19 pandemic will be used to reduce budget cuts and preserve services.

RECOMMENDED ACTION

Consideration and approval of a Resolution in Support of Fair, Direct Federal Emergency Support to Reopen and Rebuild Local American Economies and authorize the Mayor to support federal and state legislative efforts to offset COVID-19 related revenue losses on behalf of the St. Helena City Council.

ATTACHMENTS

RESO COVID-19 Support

CITY OF ST. HELENA

RESOLUTION NO. 2020-XX

Resolution in support of fair, direct federal emergency support to reopen and rebuild local American economies; authorize Mayor of City of St. Helena to support federal and state legislative efforts to offset COVID-19 related revenue losses on behalf of the City of St. Helena City Council.

RECITALS

A. America's cities, towns and villages face unprecedented threats due to the ongoing COVID-19 pandemic emergency; and

B. Municipalities are essential to America's economic recovery and without funding support for local governments, municipalities may go from being a critical part of the economic solution, to becoming a major obstacle to long-term stabilization and recovery; and

C. America's cities, towns and villages will experience budgetary shortfalls of up $134 billion in fiscal year 2020 alone, and the negative effects of the pandemic emergency on local communities will continue long after this year; and

D. Three million critical municipal worker jobs are at risk, threatening cuts to basic community services, including 9-1-1 response, sanitation, and maintenance; and

E. Communities have taken extraordinary measures to protect health, safety, and the continuation of essential services throughout the emergency; and

F. The City of St. Helena anticipates COVID-19 related revenue loss of $2.5 million in Fiscal Year 2019-20, and an additional $4.7 million loss in Fiscal Year 2020-21 which will result in service level reductions, postponement of capital projects, and a material reduction to the City's General Fund reserve; and

G. America's rural communities and small towns are struggling just as much as big cities and risk being left behind or wiped out entirely.

RESOLUTION

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

1. The City of St. Helena calls on Congress to allocate fair and direct federal support to all of America's communities, regardless of population size; and

2. This funding must be flexible and address not only the additional expenses incurred by communities to respond to the pandemic emergency, but also the dramatic budgetary shortfalls resulting from pauses in commerce, tourism, other economic engines; and

3. Local governments will ensure federal funds are immediately used to rebuild and reopen the national economy; and

4. Funding will keep middle class workers employed and critical services operating; and

5. The City of St. Helena has been part of the emergency response and now calls on Congress to build a united national partnership for a safe, healthy, prosperous life; and

6. The Mayor of the City of St. Helena is authorized to support federal and state legislative efforts to offset COVID-19 related revenue losses on behalf of the City of St. Helena City Council.

Approved at a Regular Meeting of the St. Helena City Council on May 26, 2020, by the following vote:

Mayor Ellsworth: ___
Vice Mayor Dohring: ___
Councilmember Koberstein: ___
Councilmember Chouteau: ___
Councilmember Knudsen: ___

APPROVED:

____
Geoff Ellsworth, Mayor

ATTEST:

____
Cindy Tzafopoulos, City Clerk

Report to the City Council
Regular City Council - 26 May 2020 - Amended
May 23, 2020 at 10:45 AM

Agenda Section: **PUBLIC HEARINGS**

Subject: **Discussion of Potential Activity and Project for Inclusion in the 2020 Community Development Block Grant (CDBG) Application; and Consideration of Approval of a Resolution Approving (1) Application for Economic Development Business Assistance Funding to provide working capital to small businesses for retention of jobs in an amount not-to-exceed $750,000, and (2) the Execution of a Grant Agreement and any Amendments thereto from the 2019-2020 Funding Year of the CDBG Program.**

CEQA Determination: **Exempt from the requirements of CEQA for sections 15332, 15301, and 15303**

Prepared By: Mandy Kellogg, Finance Manager

Reviewed By: April Mitts, Finance Director

Approved By: Mark T. Prestwich, City Manager

BACKGROUND

The U.S. Department of Housing and Urban Development (HUD) Community Development Block Grant (CDBG) program authorizes the use of funds to assist low- and moderate-income families or aid in the prevention or elimination of slums or blight.

Due to the State of California's low expenditure rate of CDBG funds, the State's Department of Housing and Community Development (HCD) has worked over the past two years redesigning the CDBG program as required by HUD direction. Due to this major concern, many changes have occurred and have been implemented under the 2020 Notice of Funding Availability (NOFA) process as described in this staff report. The City is required to conduct public outreach regarding potential CDBG projects/activities that could be considered for the current application period including holding a public hearing to discuss the potential application(s) and allow for public input.

Therefore, staff requests that the Council review potential CDBG projects/activities and provide direction on the projects/activities to include in the application.

Project/Activity Selection

In order to be considered eligible, a suggested project/activity must meet one or more of the three National Objectives listed in CDBG Federal Statutes:

- Benefit to low- and moderate-income persons;
- Prevention or elimination of slums and blight; or
- Meeting an urgent community need which poses an immediate threat to the health and welfare of the community (State designates when the "urgent need" objective is allowed for a NOFA).

The benefit to low- and moderate-income persons is the most predominately used National Objective. In order to benefit low- or moderate-income persons, the project/activity must either benefit an area that is comprised of at least 51% low- or moderate-income households, or the program benefits individually qualified households (i.e., each participating household is income certified).

The 2020 State NOFA, involving approximately $60 million in 2019 and 2020 CDBG funds, was recently released. The total grant award may not exceed $3,500,000 for Housing & Community Development Applications and $6,000,000 for Economic Development Over the Counter (OTC) applications. Beginning on February 14, 2020, eligible jurisdictions may apply for a maximum of six applications, with one project or program per application with total funding not to exceed $3,500,000, excluding the Economic Development OTC program. In addition to meeting one of the three National Objectives, the project/activity must also fall under one of the categories listed below and will be either a competitive or over the counter (OTC) application. OTC applications will be accepted between February and September 2020 and will be reviewed on a first-come, first-served basis.

Public Improvements (maximum grant of $3,500,000). Project must be located in and serve a predominantly residential area within the city. Examples include water and sewer facilities, flood and drainage facilities, accessibility related street improvements (i.e., curb ramps), and utilities.

Public Facility (maximum grant of $3,500,000). Examples include acquisition, rehabilitation or new construction of buildings used for public purposes such as training, health services, education, senior and recreation centers, nutrition, shelter, day care, temporary housing and fire protection.

Project Predevelopment (maximum grant up to $500,000). Predevelopment activities such as the completion of plans and environmental review for a public improvement or public facility project.

Public Service (maximum grant of $500,000). Examples include subsistence payments, security deposits, childcare, health care, recreation programs, fair housing counseling, drug and alcohol abuse counseling and testing, homeless services, senior services, and nutrition services benefiting low- and moderate-income persons.

Planning and Technical Assistance (maximum grant of $250,000). The product must show a connection to assisting with an eligible CDBG activity that, if implemented, meets a National Objective. Product(s) are submitted to the State at the time of completion. The grant requires a five percent cash match to be expended prior to expenditure of CDBG funds. Examples include studies, analysis, and data gathering.

Housing Assistance Activities:

- Home-ownership Assistance Program (maximum grant of $1 million): assistance with loans for down-payment or closing costs.
- Housing Rehabilitation Program for Single Family Homes. (maximum grant of $1 million): loans for repairs and improvements of owner-occupied units.
- Multi-Family (five or more units at a specific site) Housing Rental Rehabilitation Project (with or without acquisition) (maximum grant of $3.5 million): loan for repairs and improvements of renter-occupied units for sites where all of the tenants qualify as low- or moderate-income households.
- Acquisition of Real Property for Multi-Family Projects (maximum grant of $3.5 million): acquisition of a site where all of the tenants qualify as low- or moderate-income households.
- Public Improvements in Support of New Housing (maximum grant of $3.5 million).

Business Assistance (maximum grant of $750,000). Examples include financing of working capital, furniture, equipment, and property repairs/improvements.

Microenterprise Assistance (maximum grant of $500,000). Examples include business training, financing of working capital, furniture, equipment, and property repairs/improvements.

St. Helena Housing Needs The City of St. Helena is within the Association of Bay Area Governments (ABAG) region and ABAG is responsible for conducting the Bay Area's Regional Housing Needs Allocation (RHNA) process in conjunction with the local elected officials and staff. Following State law, every eight years the State determines the total number of new homes the Bay Area needs to build and then ABAG distributes a share of the region's housing need to each City, Town, and County in the region. During the planning period of 2014-2022, the City of St. Helena's Housing Element RHNA allocation noted the 31 units needed within the following income categories: Very Low 8; Low 5; Moderate 5; and Above Moderate 13.

DISCUSSION

Potential CDBG Projects
Staff reviewed the eligibility criteria of CDBG funds and proposed the following list of potential projects eligible for OTC applications. The following list of potential projects was presented during the March 10, 2020 City Council meeting:

- *Multifamily Single Family Housing Acquisition and Rehabilitation*: Our Town St. Helena (OTSH) has identified an opportunity to acquire, through a Charitable Sale, an existing 4-unit rental property at 723 Hunt Avenue in St. Helena. The estimated Charitable Sale price is between $1,500,00 to $1,700,000.
- *Public Improvement Project – Crinella Pump Station Upgrade*: The project consists of removing the existing pump station structure and updating both the external structure as well as addressing internal operations and odor control. The estimated cost of this project is $1,000,000.
- *Housing Rehabilitation Program – Single Family Residential*: CDBG funds can be used to continue the Owner-Occupied Rehabilitation (OOR) Program, which meets the national objectives by serving low-income (at or below 80% AMI) and very low-income (at or below 50% of AMI) households. The estimated cost of this program is $300,000.

Subsequently the City conducted an income survey of the community that is directly served by the Crinella Pump Station. Unfortunately the income survey results concluded that the city does not meet the low- to moderate-income requirements to pursue CDBG funds for the Public Improvement Project - Crinella Pump Station Upgrade.

During the May 12, 2020 City Council meeting the following potential project was presented:

- *CDBG-Non-Housing-OTC – Hunts Grove Parking Lot Project:* Expand and improve parking for Hunt's Grove Apartments to create space for an additional 12 parked cars. The estimated cost of this project is $200,000.

City staff is continuing to research other CDBG funding opportunities. Based on the previously stated criteria, the City has the ability to apply for additional CDBG funds under the Economic Development - Business Assistance activity for a maximum grant amount of $750,000. Due to significant financial impacts to local businesses as a result of COVID-19 it is recommended the City pursue an opportunity to apply for funding under this activity to provide short-term working capital assistance to local small businesses for the retention of jobs.

In order to be an eligible activity the specific project must meet the national objective of low- to moderate-income jobs where the activity is one which creates or retains permanent jobs, at least 51 percent of which, on a full time equivalent (FTE) basis, are either held by low- to moderate-income persons or considered to be available to low- to moderate-income persons. In addition, the project must meet the public benefit standards in which it creates or retains at least one full-time equivalent, permanent job per $35,000 of CDBG funds used and adheres to the CDBG program and underwriting guidelines.

The orginal NOFA categorized the Economic Development - Business Assistance activity as a competitive application with a deadline of June 1, 2020. HCD recently announced that they will be amending NOFA and revising the Economic Development allocation from a competitive application to an OTC application with a deadline of September 15, 2020.

FISCAL IMPACT

If awarded, an approved CDBG application is 100% grant funded, including costs to administer the grant.

RECOMMENDED ACTION

Affirm direction on the activities and projects for inclusion in the 2020 State Community Development Block Grant (CDBG) applications; and approve a resolution approving; (1) applications for funding, and (2) the execution of a grant agreement and any amendments thereto from the 2019-2020 funding year of the CDBG Program.

ATTACHMENTS

Resolution 2020- Authorizing Submittal of CDBG Grant Application

Attachment 1

CITY OF ST. HELENA

RESOLUTION NO. 2020-

A Resolution Approving an Application for Funding and the Execution of a Grant Agreement and any Amendments thereto from the 2019-2020 Funding Year of the State Community Development Block Grant (CDBG) Program.

RECITALS

A. The California Department of Housing and Community Development (the "Department") is authorized to allocate Community Development Block Grant (CDBG) Program funds made available from the U.S. Department of Housing and Urban Development ("HUD"); and

B. On January 21, 2020 the Department issued a Notice of Funding Availability announcing the availability of 2019 and 2020 funds under the CDBG program (the "NOFA"); and

C. The City Council conducted a public hearing on May 26, 2020 to allow for public comments on the proposed CDBG application; and

D. In response to the 2019-2020 NOFA, the City of St. Helena (the "Applicant"), wishes to apply to the Department for, and receive an allocation of, CDBG funds for ; and

E. The City of St. Helena will apply for an Economic Development – Business Assistance allocation to provide short-term working capital assistance to local businesses for the retention of jobs.

RESOLUTION

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

1. The City Council of St. Helena has reviewed and hereby approves the following application in the amount not to exceed $750,000 for the following CDBG activity, pursuant to the January 2020 CDBG NOFA:

Economic Development – Business Assistance	$ 750,000

2. The City acknowledges compliance with state and federal public participation requirements in the development of this application.
3. The City hereby authorizes and directs the City Manager to sign this application and act on the City's behalf in all matters pertaining to this application.
4. If the application is approved, the City Manager is authorized to enter into and sign the grant agreement and any subsequent amendments thereto with the State of California for the purposes of this grant.
5. If the application is approved, the City Manager is authorized to sign Funds Requests and other required reporting forms.

Approved at a Regular Meeting of the St. Helena City Council on May 26, 2020, by the following vote:

Mayor Ellsworth:

Vice Mayor Dohring:

Councilmember Koberstein:

Councilmember Chouteau:

Councilmember Knudsen:

APPROVED:	ATTEST:
______________________	______________________
Geoff Ellsworth, Mayor	Cindy Tzafopoulos, City Clerk

Report to the City Council
Regular City Council - 26 May 2020

Agenda Section: **OLD BUSINESS**

Subject: **City Manager Update on COVID-19 Emergency; Discussion and Direction Regarding Anticipated Reopening of City Amenities and Associated Protocols (Oral Report)**

CEQA Determination: **Not a CEQA project**

Prepared By: Mark T. Prestwich, City Manager

Reviewed By: Mark T. Prestwich, City Manager

Approved By: Mark T. Prestwich, City Manager

RECOMMENDED ACTION

Discussion and direction to the City Manager.

St. Helena Public Library:
DRAFT THREE PHASE RE-OPENING

BACKGROUND:

In an effort to help reduce the spread of COVID-19, the City of St. Helena suspended operations at the St. Helena Public Library on March 19th. In doing so the City was exercising social responsibility as part of its efforts to help keep its residents and employees safe during this pandemic.

Over the last several weeks, the California State Library has worked with other state departments and the Governor's Office to incorporate the unique activities undertaken by libraries into California's Resiliency Roadmap (https://covid19.ca.gov/roadmap/). Library curbside pick-up is now included as a permissible Stage 2 activity. Specific guidance for library curbside pick-up is included as part of the Industry Guide for Retail (https://covid19.ca.gov/pdf/guidance-retail.pdf). The California State Library will be posting further guidance and emerging best practices related to libraries and Stage 3 activities soon, which could modify elements below.

The following draft three-phase reopening plan is prepared for City Council discussion/feedback. No specific dates are identified as conditions remain fluid.

PHASE 1: No Contact - Curbside and Delivery/ Building Closed to the Public

Once implemented operations may be modified to adapt to evolving circumstances and needs.

Staff Safety:

1. Library continues to be cleaned daily.
2. Ensure library has an adequate supply of cleaning supplies, face masks, and gloves on hand. Hand sanitizer available at all staff workstations and in areas.
3. Employee work hours/schedules may be adjusted to ensure social distancing can occur and to meet staffing needs.

4. Follow all City of St. Helena safety protocols, including temperature and well-being checks at the beginning and end of shifts.

5. Staff will not share equipment, workspaces, restrooms, and breakroom spaces, except when necessary. Equipment and surfaces must be wiped clean between use by different individuals.

6. Staff work areas will be rearranged as needed to ensure social distancing. Staff will perform duties as needed while using social distancing guidelines. These duties may include things like assisting patrons, shelving books, working on staff computers, processing new materials, answering or making phone calls, pulling and preparing library holds, and virtual programming and services.

7. Staff will remove materials from book return twice a day and must follow safety protocols including being sure to wash hands or use hand sanitizer after completing the task. Items will be quarantined on carts for at least 72 hours in the Community Room. Carts will have the date and time collected noted on them. After three days items will then be checked in.

8. Deliveries will be left outside the staff entrance. Bins will be wiped down before being brought into the library and unpacked. These materials will have been quarantined for at least 72 hours before being checked in and routed to the library.

Library Service to the Public:

9. Hours of curbside service are planned for Monday through Friday 10am to 5:30pm and Saturday 12pm to 5:30pm. Delivery service is planned for Tuesdays, Wednesdays, and Thursdays. Library hours of service could be adjusted due to inadequate staffing or resources.

10. Patrons can request materials online, over the phone, or through the Library's new website chat feature. Items for pickup will be checked out to the patron and placed in a bag with the last name and first initial. At a set time the bag will be placed on a table in the parking lot area of the library for pickup.

11. The doors to the library will be kept closed and locked.

12. Patrons must return materials to the library. Library staff who make deliveries will not pickup materials when making deliveries. Items must be returned through the exterior book return.

13. No donations of materials will be accepted.

14. Ensure press, publicity, signs, policies, and public information is prepared, posted, and disseminated regarding services as needed. Materials should be available in Spanish and English whenever possible, and signage should use pictures to illustrate procedures whenever possible.

15. Continue to promote the digital and virtual content. Publicity should also be sure to make patrons aware of the three-day quarantine of materials before they are checked in and should expect this delay before items are removed from their records.

PHASE 2: Limited Entry into the Building

Continue Phase 1 activities.

16. Still adhere to three-day quarantine of returned library materials.

17. Patrons must return materials through exterior return only.

18. The doors to the library will be kept closed and locked.

19. Within specific guidelines and limitations, patrons may come into the building:

    a. **Phase 2A**: Entry into building will be by appointment for personal librarian services, public computer, and to use printer, copier, or scanner.

    b. **Phase 2B**: Entry into building by patrons will be limited to a maximum capacity – details and safety measures to be determined before moving to this phase.

20. Staff service available only from the main service desk. Staff members are responsible for wiping down the counter after each patron transaction.

21. Hand sanitizer stations will be made available near equipment and at service points.

22. Use of self-checkout will be encouraged. Staff will sanitize after each use.

23. Internet computers will be by appointment with staff responsible for cleaning between patron users.

24. Restroom facilities will not be available for members of the public.

PHASE 3: Back to "Normal" Operation

Keep all relevant activities from previous phases and *reimplement Phase 1 or Phase 2 if COVID-19 reemerges.*

1. Interior book return bins are opened.
2. Encourage use of self-checkout.
3. Full implementation of all library services, programs, outreach, and meetings. However, social distancing is implemented whenever possible, including spacing at service desks, and arranging library computers and seating six feet apart whenever possible. Meetings and programs may be limited in size.
4. Library staff will continue to maintain online storytimes and other virtual programming as needed and desired to meet community demand for such services and will determine need for programs in person or in the virtual environment based on demand.
5. Internet computers, copier, printing services reopened, with staff responsible for regular cleaning protocols throughout the day.
6. Restrooms for public are made available.
7. Volunteer activities can resume.
8. Donations of materials will again be accepted.

Report to the City Council
Regular City Council - 26 May 2020

Agenda Section: **NEW BUSINESS**

Subject: **Discussion and Direction Regarding Short Term Rental Permit Renewal Fees**

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

Chapter 17.134 of the St. Helena Municipal Code established a permitting process and appropriate restrictions and standards for short-term rental of single-family dwellings. No person shall use or maintain, nor shall any person authorize, aid, facilitate or advertise the use of, any single-family dwelling on any parcel in any zoning district for short-term rental without a short-term rental permit.

All owner-applicants of a STR must apply for a STR permit through the Planning Department. Chapter 17.134.050.B states, "The application shall be accompanied by a fee in an amount to be fixed from time to time by resolution to cover the administrative costs of issuing a STR permit..." Additionally, Chapter 17.134.065.A. states, "prior to the expiration of a current STR permit, the permit holder shall submit a STR permit renewal application and pay applicable fees to the city".

The current fee for new permits and renewal permits is $2,250 established by City Council via Resolution No. 2016-152.

DISCUSSION

STR Permit renewals are based on the month they are issued; therefore, the renewal period will stagger throughout the year. There are a total of 12 STR permits to be renewed this year. Three renewals were completed prior to May 2020 (which includes payment and issuance of STR renewal) while the remaining nine are due by May 31, 2020. Of the nine, five have already submitted and paid for their renewal.

Recently staff was asked by a current permit holder who must renew by May 31, 2020 if there was an ability to defer or reduce payment of the renewal until a time where STRs are able to accept guests. Due to the continued effects of COVID-19, including the inability of a STR to conduct business since March 20, 2020, staff if seeking City Council direction regarding the collection of STR permit renewal fees. An option to consider is to defer collection of the STR renewal fees for a designated time frame such as 60 or 90 days, or up to six months. If the fee is deferred, the City would continue to process the renewal application as usual, with the exception of payment.

FISCAL IMPACT

There is minimal fiscal impact for the deferment of STR permit renewal fees. All revenues will be recorded in the current fiscal year, regardless of when they are received. If a current STR rental does not pay the required renewal fee, the City has the ability to revoke their permit.

RECOMMENDED ACTION

Discussion and direction to staff with regards to STR permit renewal fee deferment.

Report to the City Council
Regular City Council - 26 May 2020

Agenda Section: **NEW BUSINESS**

Subject: **Discussion and Direction to Staff Regarding Wastewater Winter Average Billing Adjustments for Residential Customers for the January/February Bi-Monthly Billing Cycle**

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
On October 8, 2019, City Council adopted Ordinance No. 2019-9 amending the St. Helena Municipal Code changing the utility billing cycle for water and wastewater service from monthly billing to bi-monthly billing. These changes were effective January 1, 2020 with the first bi-monthly bill for January and February 2020 issued mid-March 2020.

DISCUSSION
Billing for residential wastewater consumption (use) is based off of the water use winter average. As staff prepared the second bi-monthly utility invoices, it was discovered that during the transition to the bi-monthly billing, the City's software system did not charge residential customers correctly for the winter average for the first billing cycle. When customers received their January/February 2020 utility statement (invoiced in March 2020), the wastewater use should have been for two months; however, the actual amount charged was for only one month of wastewater use. Residential customers are the only customers who are charged based on winter average and, therefore, the only category affected. The winter average calculations have been updated in the City's financial software system and the most recent billing for March/April 2020 (invoiced in May 2020) reflect the correct amount to be charged for winter average for residential accounts.

The billing calculation error affected 1,309 accounts. The average winter average is five units per household per month which equates to an average under-billed amount of $25.85 per individual residential account (5 units x $5.17 per unit = $25.85). The cumulative fiscal impact for the one month period is $50,443.69. The error does not affect individual Vineyard Valley residents as the billing was already reset at the beginning of the calendar year via their two primary accounts.

If a billing error occurs, staff would typically administratively make the adjustment to the affected account(s) and the adjustment would be reflected on the next billing statement. However, due to the abnormality of COVID-19 and the financial implications it may be having on St. Helena residents, staff is seeking City Council direction for the preferred option for reimbursement of the under-billed amounts. Two options are presented below:

1. Make adjustments to all affected accounts with the adjustment reflected on the next bi-monthly bill that will be received in July 2020 (for May and June 2020 use); or
2. Equally spread the additional amount due over 3 bi-monthly billing periods for each account

FISCAL IMPACT

Revenues associated with the options presented will be realized in the current Fiscal Year regardless of the repayment timeline.

RECOMMENDED ACTION

Staff is seeking City Council direction on which option for repayment is preferred.