



**City of St. Helena
Regular City Council Meeting
Tuesday, November 10, 2020 @ 6:00 PM**

In accordance with Executive Order 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. All public comments must be emailed by 4:00 PM prior to the meeting. Emailed public comments will not be read out loud but will be publicly available and attached to the on-line City Council agenda.

Please see the end of the agenda for detailed PUBLIC PARTICIPATION instructions. Spanish translation for this meeting will be offered. To access Spanish translation, you will need to join the meeting using the Zoom app from a computer, iPad or Iphone. You will see an icon on the screen that will allow you to choose Spanish translation. To learn how to use Zoom, please see the instructions below.

Please click the link below to join the meeting: <https://us02web.zoom.us/j/82899935720>

Or iPhone one-tap: US: +16699006833,,82899935720# or +12532158782,,82899935720#

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

Meeting ID: 828 9993 5720

International numbers available: <https://us02web.zoom.us/j/82899935720>

PLEASE NOTE: Any person who wishes to speak regarding an item on the agenda or make a comment under the "public comment" portion of the agenda may do so, but please observe the time limit of four minutes.

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Ciudad de Santa Helena Reunión Especial del Ayuntamiento Jueves, 10 de November 2020  
@ 6:00 PM

De acuerdo con las órdenes ejecutivas N-25-20, N-29-20, y la orientación del Departamento de Salud Pública de California sobre reuniones, se permite la participación pública virtual. Seguiremos la Orden de la siguiente manera: Los miembros del público no pueden asistir físicamente a las reuniones. La reunión del Ayuntamiento de la Ciudad se transmitirá en vivo

por el Canal 28 de Comcast y en el sitio web de la Ciudad, salvo dificultades técnicas. Aquellos miembros del público que deseen participar deben hacerlo de forma virtual a través de las reuniones electrónicas de Zoom de las siguientes maneras; iniciando sesión en el enlace Zoom ubicado en la agenda de la reunión (descargue la aplicación en su computadora o dispositivo móvil) e ingrese la ID de la reunión o llamando al número ubicado en la agenda e ingrese la ID de la reunión. Se aceptarán comentarios públicos para la reunión del Ayuntamiento por correo electrónico a [publiccomment@cityofsthelena.org](mailto:publiccomment@cityofsthelena.org). Todos los comentarios públicos se harán públicos y se adjuntarán a la agenda y no se leerán en voz alta. Todos los comentarios públicos que se reciban después de las 4:00 PM se adjuntarán a la

agenda al día siguiente.

Consulte el final de la agenda para obtener instrucciones detalladas de PARTICIPACIÓN PÚBLICA. Se ofrecerá traducción al español para esta reunión. Para acceder a la traducción al español, deberá unirse a la reunión utilizando la aplicación Zoom desde una computadora, iPad o iPhone. Verá un icono en la pantalla que le permitirá elegir la traducción al español. Para aprender a utilizar Zoom, consulte las instrucciones a continuación.

Habrà traducción en español durante la junta

Haga clic en el enlace a continuación para participar en la reunión:

<https://us02web.zoom.us/j/82899935720>

O por iPhone one-tap: US: +16699006833,,89590375822# or +12532158782,,89590375822#

O por Teléfono: Marque(para mejor calidad, marque número basado en su ubicación actual):

US: +1 669 900 6833 or +1 253 215 8782 or +1 346 248 7799 or +1 929 205 6099 or +1 301 715 8592 or +1 312 626 6799

ID de la Reunión: ID: 828 9993 5720

Números Internacionales Disponibles:

<https://us02web.zoom.us/j/k9lyB8K0V>

TENGA EN CUENTA: Cualquier persona que desee hablar sobre un tema en la agenda o hacer un comentario en la sección de "comentario público" de la agenda puede hacerlo, pero por favor observe el límite de tiempo de cuarto minutos.

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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.

4.1. [Public Comment.Laura Rafaty](#)

13 - 14

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. Special Congressional Resolution Presentation to the City Council & Staff by Congressman Mike Thompson

7. STAFF BRIEFING

7.1. City Manager COVID-19 Emergency Update (Oral Report)

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 13, 2020 and October 27, 2020 and Special Meeting Minutes of October 22, 2020. (Minutes forthcoming)

15 - 34

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

[10-13-2020 Regular City Council - Minutes](#)

[10-22-2020 Special City Council - Minutes](#)

[10-27-2020 Regular City Council - Minutes](#)

8.2. Consideration and proposed approval of a resolution (1) ratifying an emergency public project without public bidding relating to the Glass Fire and (2) ratifying Amendment #1 to Professional Services Agreement STH Contract: FY2021-030 with Envirocheck, Inc. in an amount of \$7,150 adding Pre and Post Combustion By-Product Survey Testing for the Robert Louis Stevenson Museum located at 1428 Library Lane and ratifying Amendment #2 in an amount of \$3,895 for pre and post combustion air quality survey for 11 City-owned facilities for a total not-to-exceed amount of \$104,340.

35 - 49

CEQA Determination: Exempt from CEQA pursuant to Sections 21080(b)(3) and (4)

Prepared By: April Mitts, Finance Director

Recommendation:

Approval of a resolution: (1) ratifying an emergency public project without public bidding relating to the Glass Fire and (2) ratifying Amendment #1 to Professional Services Agreement STH Contract: FY2021-030 with Envirocheck, Inc. in an amount of \$7,150 adding Pre and Post Combustion By-Product Survey Testing for the Robert Louis Stevenson Museum located at 1428 Library Lane and ratifying Amendment #2 in an amount of \$3,895 for pre and post combustion air

quality survey for 11 City-owned facilities for a total not-to-exceed amount of \$104,340.

[Staff Report - Pdf](#)

9. PUBLIC HEARINGS

9.1. None

10. OLD BUSINESS

- 10.1. Consideration and proposed approval of a Resolution authorizing: (1) the payment of in-lieu fees to achieve water neutrality to accommodate a 5 unit affordable housing project at 963 Pope Street; (2) use of Affordable Housing Trust Funds in an amount not-to-exceed \$109,002 to fulfill a request from Our Town St. Helena (OTSH) to waive planning application fees, to waive in-lieu fees to achieve water neutrality, and to waive building permit/development impact fees in order to accommodate a 5 unit affordable housing project at 963 Pope Street in the Medium Density Residential district; and (3) a budget increase of \$109,002 to 751-4000-2412. 51 - 62

CEQA Determination: Exempt

Prepared By: Aaron Hecock, Senior Planner

Recommendation:

Approval of a Resolution authorizing: (1) the payment of in-lieu fees to achieve water neutrality to accommodate a 5 unit affordable housing project at 963 Pope Street; (2) use of Affordable Housing Trust Funds in an amount not-to-exceed \$109,002 to fulfill a request from OTSH to waive planning application fees, to waive in-lieu fees to achieve water neutrality, and to waive building permit/development impact fees in order to accommodate a 5 unit affordable housing project at 963 Pope Street in the Medium Density Residential district; and (3) a budget increase of \$109,002 to 751-4000-2412.

[Staff Report - Pdf](#)

- 10.2. Discussion and direction on the construction schedule for Capital Improvement Project R18-81 Downtown Sidewalk Improvements 63 - 67

CEQA Determination: CEQA will be completed as part of project design

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

Recommendation:

Discussion and direction by City Council .

[Staff Report - Pdf](#)

- 10.3. Review and Discussion of City Council Three Year Goals and 2020 Workplan 69 - 81

CEQA Determination: Not a CEQA project

Prepared By: Mark T. Prestwich, City Manager

Recommendation:

Discuss and provide direction to the City Manager.

11. NEW BUSINESS

11.1. None

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

12.1.

**November City Council Meetings:**  
**11/24 (staff reports due 10/6)**

**STAFF BRIEFING:**

11/24 Upper York Creek Dam Project Update by Erica Ahmann Smithies, Public Works Director and City Engineer

11/24 Update on Waste Water Treatment Plant Upgrade Project by Erica Ahmann Smithies, Public Works Director and City Engineer

**CONSENT:**

11/24 BKF Amendment 1(Crane & Grayson street rehab)

11/24 PSPS Grant purchase of generators

11/24 HMGP Generator Purchase and installation

11/24 NOC tennis courts rehab

11/24 Amendment to Oscar Larson Contract

11/24 Ratification of emergency contract – McCullough

**PH or OLD / NEW BUSINESS:**

11/24 Donation policy

11/24 CDBG Grant discussion-planning technical assistance

11/24 CDBG Grant request from OTSH

**December City Council Meetings:**  
**12/8 (Staff reports due 11/20)**  
**12/22 Cancelled**

**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

12/8 Monthly Water Update

12/8 City Manager COVID-19 update

**CONSENT:**

12/8 Fire Department - Approving Sale of Surplus Apparatus (Rescue-17)

12/8 NOC of Upper York Creek

Glass fire termination of emergency

12/8 Approve resolution supporting merger of PARSAC and REMIF into one JPA called CIRA (California Intergovernmental Risk Agency)

**PH or OLD / NEW BUSINESS:**

12/8 Hunt Avenue Check in

12/8 - CDBG Grant discussion-planning technical assistance

12/8 - CDBG Grant request from OTSH

### 13. ADJOURNMENT

The next Regular City Council meeting is scheduled for November 24, 2020, at 6:00 p.m.

I do hereby certify that a copy of the foregoing agenda was posted on the City website on November 3, 2020



Cindy Tzaopoulos, City Clerk

In Compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please call the City Clerk's Office (707) 967-2792. Notification 72 hours prior to the meeting as required by Section 202 of the Americans with Disabilities Act will enable the City to make reasonable arrangements to ensure accessibility to this meeting

#### CHALLENGING DECISIONS OF CITY ENTITIES

The time limit within which to commence any lawsuit or legal challenge to any quasi-adjudicative decision made by the City of St. Helena is governed by Section 1094.6 of the Code of Civil Procedure, unless a shorter limitation period is specified by any other provision, including without limitation Government Code section 65009 applicable to many land use and zoning decisions, Government Code section 66499.37 applicable to the Subdivision Map Act, and Public Resources Code section 21167 applicable to the California Environmental Quality Act (CEQA). Under Section 1094.6, any lawsuit or legal challenge to any quasi-adjudicative decision made by the City must be filed no later than the 90th day following the date on which such decision becomes final. Any lawsuit or legal challenge, which is not filed within that 90-day period, will be barred. Government Code section 65009 and 66499.37, and Public Resources Code section 21167, impose shorter limitations periods and requirements, including timely service in addition to filing.

If a person wishes to challenge the above actions in court, they may be limited to raising only those issues they or someone else raised at the meeting described in this notice, or in written correspondence delivered to the City of St. Helena, at or prior to the meeting. In addition, judicial challenge may be limited or barred where the interested party has not sought and exhausted all available administrative remedies.

#### SUPPLEMENTAL MATERIAL RECEIVED AFTER THE POSTING OF THE AGENDA

Any supplemental writings or documents distributed to a majority of the City Council regarding any item on this Agenda, after the posting of the Agenda, will be available for public review in the City Clerk's Office located at 1480 Main Street, St. Helena, California, during normal business hours. In addition, such writings or documents will be made available on the City's web site at <https://sthelena.civicweb.net> and will be available for public review at the respective meeting.

**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:**

1. 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](https://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.
2. 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**
3. Select if you would like to connect audio and/or video and tap **Join Meeting**.
4. For specific instructions for your device, go to: <https://support.zoom.us/hc/en-us/articles/201362193-Joining-a-Meeting>

#### 1. **Listen Only by Telephone:**

1. **Dial** the number listed on the Council Agenda.
2. 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.**
3. 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 by 4:00 PM Prior to the Meeting to:** [publiccomment@cityofsthelena.org](mailto: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](mailto: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 2 hours before the scheduled meeting and will be included as an attachment to the agenda. All public comments will be made publicly available and attached to the agenda item and will not be read out loud. All public comments that are received after 4:00 PM will be attached to the agenda the following day.

## **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.

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En cumplimiento de la Ley de Estadounidenses con Discapacidades, si necesita asistencia especial para participar en esta reunión, llame a la Oficina del Secretaría de la Ciudad (707) 967-2792. La notificación 72 horas antes de la reunión, como lo requiere la Sección 202 de la Ley de Estadounidenses con Discapacidades, permitirá a la Ciudad hacer arreglos razonables para garantizar la accesibilidad a esta reunión.

LA CIUDAD DE ST. HELENA ALIENTA LA PARTICIPACIÓN PÚBLICA EN LÍNEA EN REUNIONES VIRTUALES DEL CONSEJO DE LA CIUDAD

St. Helena, CA— La Ciudad de St. Helena está comprometida con la participación pública en el gobierno de la Ciudad de manera que sea consistente con la guía proporcionada por el Oficial de Salud Pública del Condado de Napa y la Orden Ejecutiva N-25-20 del Gobernador Newsom. Estas pautas se relacionan con el distanciamiento social y están destinadas a proteger a todos al limitar la propagación de COVID-19 en nuestra comunidad. En cumplimiento de estas pautas, el

Ayuntamiento de St. Helena organizará una Reunión del Consejo Virtual sobre Zoom; Una herramienta de teleconferencia gratuita que permite a los usuarios mirar y / o llamar a la reunión desde sus computadoras o teléfonos. Esta reunión estará abierta al público y permite comentarios públicos en vivo. La reunión también se grabará, se transmitirá en vivo y se publicará en el sitio web de la Ciudad después de la clausura de la reunión si se presentan dificultades técnicas: <https://sthelena.civicweb.net/Portal/>

El enlace web de ZOOM, la identificación de la reunión y el número de teléfono se enumerarán en la parte superior de la Agenda de la reunión del Ayuntamiento. Se le pedirá que ingrese la ID de la reunión, pero no habrá contraseña ni ID de participante.

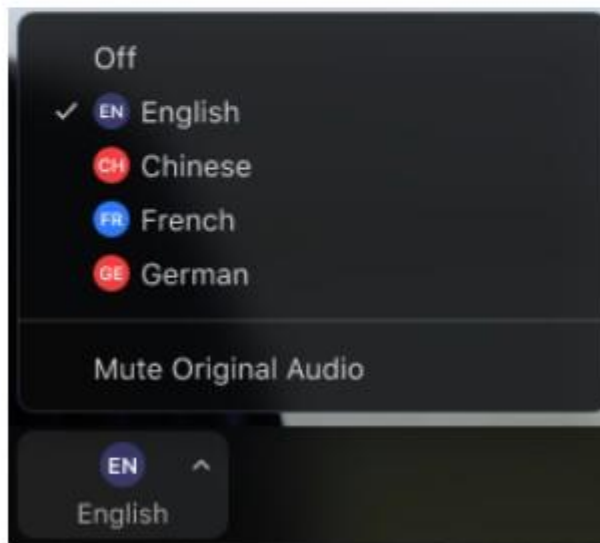
Cómo escuchar la interpretación de un idioma



1. En los controles de la reunión o el seminario web, haga clic en **Interpret**



2. Haga clic en el idioma que desee escuchar.



3. (Opcional) Para escuchar solo el idioma interpretado, haga clic en **Silenc**



1. En los controles de la reunión, toque ... Más.



2. Toque **Interpretación de idiomas**.

3. Toque el idioma que desee escuchar.



4. (Opcional) Toque el botón de alternancia **Silenciar audio original**.



5. Haga clic en **Finalizado**.

Cómo ver o escuchar las reuniones del Consejo:

1. Vea a través del canal 28 de Comcast
2. Vea el video de transmisión en vivo en el sitio web de la ciudad
3. Mire y escuche en Zoom.us haciendo clic en el enlace en la Agenda del Consejo
4. Escuche llamando al número de Zoom listado en la Agenda del Consejo

Vea la reunión del Consejo uniéndose a la reunión Zoom:

1. **Por computadora, tableta o teléfono:**
 - a. Antes de unirse a la reunión virtual del Ayuntamiento, le recomendamos que descargue la aplicación Zoom. Para registrarse en su propia cuenta gratuita, visite zoom.us/signup e ingrese su dirección de correo electrónico. Recibirá un correo electrónico de Zoom (no-reply@zoom.us). En este correo electrónico, haga clic en Activar cuenta.
 - b. Si ha iniciado sesión en su cuenta, ingrese la ID de la reunión que figura en la Agenda del Ayuntamiento. Si no ha creado una cuenta, vaya a: <https://zoom.us/join> e ingrese la ID de la reunión
 - c. Seleccione si desea conectar audio y / o video y toque Unirse a la reunión. re. Para

obtener instrucciones específicas para su dispositivo, vaya a:
<https://support.zoom.us/hc/en-us/articles/201362193-Joining-a-Meeting>

2. Escuche solo por teléfono:

- a. **Marque** el número que figura en la Agenda del Consejo.
- b. Cuando se le solicite, ingrese la **ID de la reunión** provista en la parte superior de la Agenda de la reunión del Concejo Municipal **y presione #. No se requiere una identificación de participación.**
- c. Para desconectarse de la reunión, cuelgue el teléfono

Formas de proporcionar comentarios públicos:

Mientras asiste a la reunión virtual del Ayuntamiento, el público tendrá la oportunidad de proporcionar comentarios públicos en vivo durante el Foro Público y después de cada tema de la agenda. Cuando sea el momento apropiado para comentarios públicos, el Alcalde abrirá verbalmente los comentarios públicos. En este momento, cada individuo tiene permitido 4 minutos parahablar.

1. Envíe un comentario público por adelantado a publiccomment@cityofsthelena.org

La forma más fácil de proporcionar comentarios públicos es enviar su comentario público por correo electrónico. Los comentarios públicos pueden enviarse por correo electrónico a publiccomment@cityofsthelena.org. Incluya en la línea de asunto "COMENTARIO AL CONSEJO y el PUNTO DEL PROGRAMA". Cualquier comentario público debe presentarse a más tardar 2 horas antes de la reunión programada y se incluirá como un archivo adjunto a la agenda. Todos los comentarios públicos se harán públicos y se adjuntarán al artículo de la agenda y no se leerán en voz alta. Todos los comentarios públicos que se reciban después de las 4:00 PM se adjuntarán a la agenda al día siguiente.

- 2. Proporcione comentarios a través de la reunión Zoom desde una computadora, tableta o teléfono inteligente

Esta opción permite que el público asista virtualmente a la reunión como un "asistente" silenciado sin capacidades de video o pantalla compartida. Podrá ver y escuchar a los participantes en la reunión, pero no podrán escucharlo hasta que el anfitrión de permiso.

Si desea proporcionar comentarios públicos durante un elemento específico de la agenda o durante un foro público, puede usar la función "levantar la mano" ubicada en el panel de control en la parte inferior de la pantalla. El icono es una pequeña mano azul. En Windows también puede usar el atajo de teclado Alt + Y para subir o bajar la mano. En Mac también puedes usar el atajo de teclado Alt + Y para subir o bajar la mano.

Se le notificará al anfitrión que ha levantado la mano y se lo colocará en fila con todas las solicitudes entrantes

Cuando sea su turno de hablar, se le notificará que el anfitrión le ha dado permiso de hablar. Para ser retirado de la fila, simplemente haga clic de nuevo el botón "levantar la mano".

3. Llame a la reunión de ZOOM desde un teléfono fijo o móvil solamente

Esta opción le permite al miembro del público la oportunidad de participar verbalmente en comentarios públicos.

Si desea hablar durante el tiempo de comentarios públicos, marque * 9 en su teléfono.

Se le notificará al anfitrión que le gustaría hablar y se colocará en fila con todas las solicitudes entrantes.

Cuando sea su turno de hablar, se le notificará que el anfitrión le ha dado permiso de hablar. Puede presionar * 9 nuevamente si desea ser eliminado de la fila.

Cindy Tzaopoulos

From: LAURA RAFATY
Sent: Thursday, October 29, 2020 10:03 PM
To: Cindy Tzaopoulos
Subject: Fwd: [External] How to turn this water shortage into an opportunity

Hi Cindy

David Knudsen suggested that I send this to you so that it could be added to public comment. He also encouraged me to attend "the next council meeting when this is on the agenda." Can you please tell me when that is?

Thank you!

Laura

Laura Rafaty

Begin forwarded message:

From: LAURA RAFATY
Subject: How to turn this water shortage into an opportunity
Date: October 28, 2020 at 10:14:18 AM PDT
To: Jennifer Weeks <JWeeks@cityofsthelena.org>, Geoff Ellsworth <geoffellsworth@yahoo.com>
Cc: esmithies@cityofsthelena.org, pdohring@cityofsthelena.org, Mary Koberstein <mbksthelena@gmail.com>, achouteau@gmail.com, dknudsen@cityofsthelena.org

Hi Geoff and Jennifer

Like a lot of people, I read the article about the water rationing, and I know we are all facing a challenging time ahead. So I went to the website to see what my usage has been, and how it will relate to the 65 gallons per person, per day limit. There are charts and graphs on the site, but they don't tell you whether these are daily or monthly figures and whether this is number of gallons (the maximum on the graph is 25), presumably per household, not per person. The two recent years are displayed in purple which - on my screen at least - are almost impossible to tell apart. This could be a great opportunity to tweak the tool so that it is more usable by customers and they are reminded of the 65 gallon limit (per day). Something that would let people track the progress they are making in reducing their water consumption would be even better.

And rather than always stressing fines, what about incentives for those who reduce their consumption by x % - more of a carrot than a stick? And rather than focusing on just individual/corporate consumption, a campaign that brings the community together to set a collective goal and let us know how we are doing toward achieving it. Local businesses could share the news of what they've done to contribute to that collective goal - give them a certification as a 2020 Water-Wise St Helena Business. Give homeowners tools - what if everyone could buy a rain barrel for irrigation water at some discount

from Central Valley or Steves, and volunteers could help set them up if people need it? I think this could be a great opportunity for positive community-building, which we could really use.

Thanks for listening!

Laura

Laura Rafaty

MINUTES
City of St. Helena
Regular City Council Meeting
Tuesday, October 13, 2020 @ 6:00 PM

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:**

Bryce Howard, Chris Malan, Alan Galbraith and Nancy Dervin 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 Koberstein noted in the wake of the Glass Fire she recommends that the City Council recognize the City's public employees and first responders for the countless unending hours of long shifts and hard work that was undertaken for the City of St. Helena. Council Member Koberstein also requested a proclamation be presented at the October 27, 2020, City Council meeting recognizing St. Helena's public employees and first responders during the Glass Fire and to agendaize a discussion for the City Council to discuss and consider other distinguishing recognition ideas. Mayor Ellsworth agreed with Council Member Koberstein's recommendations.

Council Member Koberstein requested to agendaize a public hearing in December for Community Development Block Grant (CDBG) Notice of Funding Availability (NOFA) and Vice Mayor Dohring agreed.

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Council Member Chouteau requested to agendize at a future meeting a housing challenges discussion for City residents impacted by the Glass Fire and Mayor Ellsworth agreed.

6. PRESENTATIONS AND PUBLIC RECOGNITIONS

- 6.1 Safely Voting in the November 3, 2020 General Municipal Election by John Tuteur, Registrar of Voters

John Tuteur, Registrar of Voters provided his presentation prior to 5. REPORTS BY STAFF AND CITY COUNCIL, FUTURE AGENDA ITEMS, and AB 1234 REPORTS.

7. STAFF BRIEFING

- 7.1 Monthly Water Update by Erica Ahmann Smithies, Public Works Director and City Engineer

Public Works Director Erica Ahmann Smithies provided an update.

- 7.2 City Manager Update Fire Emergency and COVID-19 Emergency (Oral Report)

City Manager Mark Prestwich provided a Fire Emergency and COVID-19 update which also included the upcoming Public Power Safety Shutoff (PSPS) and Racial Equality Special City Council meeting scheduled for October 22, 2020.

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 8, 2020 and Special Meeting Minutes of September 8, 2020.
- 8.2 Consideration and proposed approval of a resolution authorizing A) a new Senior Civil Engineer position classification for the Public Works Department and approving the job description, B) approving the Eighth Amendment of the Unrepresented Compensation Program for Mid-Managers and Department Heads effective July 1, 2020 to include the Senior Civil Engineer classification as a covered employee under Section 1.3, C) duly adopting and approving publicly available pay schedules in accordance with the requirement of California Code of Regulations Title 2, section 570.5 to include the Senior Civil Engineer classification with a salary range of \$97,577-\$118,606 which includes a temporary 5% decrease effective July 1, 2020, and D) approving the addition of one (1) FTE Engineer position in Public Works Administration to be filled by either an Associate or Senior Civil Engineer (Staff report forthcoming Provided 10-5-20)

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CEQA Determination: Not a CEQA project

Prepared By: Kathy Robinson, Human Resources & IT Director

Recommendation:

Consideration and approval of a resolution approving: A) a new Senior Civil Engineer position classification for the Public Works Department and approving the job description, B) approving the Eighth Amendment of the Unrepresented Compensation Program for Mid-Managers and Department Heads effective July 1, 2020 to include the Senior Civil Engineer classification as a covered employee under Section 1.3, C) duly adopting and approving publicly available pay schedules in accordance with the requirement of California Code of Regulations Title 2, section 570.5 to include the Senior Civil Engineer classification with a salary range of \$97,577-\$118,606 which includes a temporary 5% decrease effective July 1, 2020, and D) approving the addition of one (1) FTE Associate or Senior Civil Engineer position in Public Works Administration.

- 8.3 Consideration and approval of a resolution approving a Subrecipient Agreement with Community Resources for Children for a total amount not-to-exceed \$74,487 and authorizing the City Manager to execute a subrecipient agreement upon award of CDBG-CV1 grant.

CEQA Determination: Not a CEQA project

Prepared By: Mandy Kellogg, Finance Manager

Recommendation:

Consideration and approval of a resolution approving a subrecipient agreement with Community Resources for Children for a total amount not-to-exceed \$74,487 and authorizing the City Manager to execute the subrecipient agreement upon award of CDBG-CV1 grant.

Vice Mayor Paul Dohring moved to approve Consent items 8.1 through 8.3. 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

Item 8.4 was removed from consent.

- 8.4 *NEW ITEM 10-9-20

Consideration and proposed approval of a resolution (1) ratifying an emergency public project without public bidding relating to the Glass Fire and (2) ratifying the following Professional Services Agreements/Construction

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Contracts: (a) Professional Services Agreement (PSA) with HydroScience Engineers STH Contract: FY2021-024 and STH Contract: FY2021-024-01A in an amount not-to-exceed \$50,000 for Glass Fire Preliminary Damage and Water Quality Assessments for Meadowood Tanks and Bell Canyon; (b) PSA with EKI Environmental, Inc. STH Contract: FY2021-025 and STH Contract: FY2021-025-01A in an amount not-to-exceed \$92,000 for design permanent water infrastructure for the Meadowood Tanks; (c) Construction Contract with McCullough Construction, Inc. STH Contract: FY2021-026 in an amount not-to-exceed \$100,000 for emergency fire clearing and debris removal at Tank 1A, Tank 2, Bell Canyon Access Roads, and LSWTP; (d) Rental Agreement with Rain for Rent STH Contract: FY2021-027 in an amount not-to exceed \$29,987.34 for procurement of three temporary water tanks for the Meadowood area; (e) Construction Contract with Taylor Bailey, Inc. STH Contract: FY2021-028 and STH Contract: FY2021-028-01A in an amount not-to-exceed \$100,000 for emergency fire clearing and debris removal at Meadowood tanks; and (f) PSA with Britton Tree Services, Inc. STH Contract: FY2021-029 and STH Contract: FY2021-029-01A for a not-to-exceed amount of \$75,000 for emergency tree removal for road access and debris clearance systemwide.

CEQA Determination: Exempt from CEQA pursuant to Sections 21080(b)(3) and (4)

Prepared By: April Mitts, Finance Director

Recommendation:

Approval of a resolution (1) ratifying an emergency public project without public bidding relating to the Glass Fire and (2) ratifying the following Professional Services Agreements/Construction Contracts: (a) Professional Services Agreement (PSA) with HydroScience Engineers STH Contract: FY2021-024 and STH Contract: FY2021-024-01A in an amount not-to-exceed \$50,000 for Glass Fire Preliminary Damage and Water Quality Assessments for Meadowood Tanks and Bell Canyon; (b) PSA with EKI Environmental, Inc. STH Contract: FY2021-025 and STH Contract: FY2021-025-01A in an amount not-to-exceed \$92,000 for design permanent water infrastructure for the Meadowood Tanks; (c) Construction Contract with McCullough Construction, Inc. STH Contract: FY2021-026 in an amount not-to-exceed \$100,000 for emergency fire clearing and debris removal at Tank 1A, Tank 2, Bell Canyon Access Roads, and LSWTP; (d) Rental Agreement with Rain for Rent STH Contract: FY2021-027 in an amount not-to exceed \$29,987.34 for procurement of three temporary water tanks for the Meadowood area; (e) Construction Contract with Taylor Bailey, Inc. STH Contract: FY2021-028 and STH Contract: FY2021-028-01A in an amount not-to-exceed \$100,000 for emergency fire clearing and debris removal at Meadowood tanks; and (f) PSA with Britton Tree Services, Inc. STH Contract: FY2021-029 and STH Contract: FY2021-029-01A for a not-to-exceed amount of \$75,000 for emergency tree removal for road access and debris clearance systemwide.

Finance Director April Mitts reported on this item.

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Tom Belt addressed the City Council. Mr. Belt requested the City Council agendaize an item over the next 30 days or so requiring the City to contract with a California legal expert specializing in water law to review the City's utility rate structure and provide expertise on whether or not St. Helena is in compliance with the state of California's Constitution. Council Member Knudsen and Mayor Ellsworth agreed with Mr. Belt's request.

Council Member Anna Chouteau moved to approve item 8.4. 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. PUBLIC HEARINGS

Mayor Ellsworth called for a break at 7:32 pm and reconvened the meeting at 7:41 pm.

- 9.1 Introduction and first reading of an ordinance amending Chapter 17.48, Chapter 17.52, Appendix I, and Appendix II of the City of St. Helena Municipal Code relating to restaurant seat and hotel room limitations and determining the Ordinance to be exempt from CEQA.

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: Aaron Hecock, Senior Planner

Recommendation:

It is recommended by the Planning Commission of the City of St. Helena that the City Council review the draft ordinance and:

1. Determine that the ordinance is exempt from the requirements of CEQA pursuant to CEQA Guidelines Section 15061(b)(3); and
2. Adopt an ordinance amending Chapter 17.48, Chapter 17.52, Appendix I, and Appendix II of the City of St. Helena Municipal Code relating to restaurant seat and hotel room limitations; and
3. Introduce and conduct a first reading of the ordinance by title only and waive further reading.

Senior Planner Aaron Hecock reported on this item.

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No public comment was received.

Council Member Mary Koberstein moved to adopt staff 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

- 9.2 Request by Ted Hall on behalf of Long Meadow Ranch LLC for Use Permit Amendment and Design Review approval in order to make operational, including additional events, and minor physical changes to the existing Farmstead property at 738 Main Street in the Service Commercial (SC) zoning district. The applicant is also requesting Use Permit, Design Review, Lot Merger, Lot Line Adjustment, Variance, Water Agreement and Development Agreement approval in order to construct a new 65 room hotel with ancillary structures including a multi-purpose building, fitness center, utility building, and agricultural barns totaling approximately 53,200-sf of building area on the property located at 1000 Mills Lane in the Service Commercial (SC) and Twenty-acre Agriculture (A-20) districts. In accordance with Article 6 of the CEQA Guidelines, a Mitigated Negative Declaration and Mitigation Monitoring and Reporting Program has been prepared for the proposed project.

CEQA Determination: Mitigated Negative Declaration

Prepared By: Aaron Hecock, Senior Planner

Recommendation:

After considering the project, staff report, supporting documents, technical studies and all testimony, written and spoken, the Planning Commission of the City of St. Helena recommends that the City Council:

1. Adopt a resolution approving the Mitigated Negative Declaration / Mitigation Monitoring and Reporting Program for the project, make the required findings and approve a Use Permit Amendment and Design Review for the Farmstead at Long Meadow Ranch project at 738 Main Street; and
2. Adopt a resolution approving the Mitigated Negative Declaration / Mitigation Monitoring and Reporting Program for the project, make the required findings and approve a Lot Merger, Lot Line Adjustment, Use Permit, Design Review, Variance, and Water Agreement for the Long Meadow Ranch LLC lodging project at 1000 Mills Lane; and
3. Adopt an Ordinance approving a Development Agreement between the applicant and the City of St. Helena for the Long Meadow Ranch LLC lodging project at 1000 Mills Lane.

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Senior Planner Aaron Hecock reported on this item.

Ted Hall on behalf of Long Meadow Ranch LLC provided a presentation.

Mary Stephenson addressed the City Council.

Council Member Anna Chouteau moved to:

1. Adopt a resolution approving the Mitigated Negative Declaration / Mitigation Monitoring and Reporting Program for the project, make the required findings and approve a Use Permit Amendment and Design Review for the Farmstead at Long Meadow Ranch project at 738 Main Street as amended, amending condition of approval #18 to require that the applicant notify the City in writing should the off-site parking lot lease expire or otherwise be terminated; and
2. Adopt a resolution approving the Mitigated Negative Declaration / Mitigation Monitoring and Reporting Program for the project, make the required findings and approve a Lot Merger, Lot Line Adjustment, Use Permit, Design Review, Variance, and Water Agreement for the Long Meadow Ranch LLC lodging project at 1000 Mills Lane as amended to include:
 - Identify compliance with the Highway 29 Specific Plan in the findings; and
 - Condition of Approval #21 has been amended to required that the applicant notify the City in writing should the off-site parking lot lease expire or otherwise be terminated; and
3. Approve the first reading, by title only and waive further reading of an Ordinance approving a Development Agreement between the applicant and the City of St. Helena for the Long Meadow Ranch LLC lodging project at 1000 Mills Lane.

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

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10. OLD BUSINESS

10.1 None

11. NEW BUSINESS

11.1 None

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

12.1	<u>October City Council Meetings:</u>
	10/27 (staff reports due 10/9)
	<i>Presentation</i>
	10/27 National Friends of the Library Week – Library (send Chris last year's proc)
	<i>STAFF BRIEFING:</i>
	10/27 Upper York Creek Dam Project Update by Erica Ahmann Smithies, Public Works Director and City Engineer
	10/27 Update on Waste Water Treatment Plant Upgrade Project by Erica Ahmann Smithies, Public Works Director and City Engineer
	10/13 & 10/27 City Manager Fire and COVID-19 update
	<i>CONSENT:</i>
	10/27 Movember - PD
	10/27 Cell Tower Lease Renewal
	10/27 NOC tennis courts rehab
	10/27 Amendment to Oscar Larson Contract
	10/27 Policy update on regulation of flavored tobacco - schedule as TBD (tentatively 10/27)
	10/27 Downtown streetscape update
	10/27 Finance grant report
	10/13 termination of the LNU emergency that was ratified on 8/25
	10/27 Fire Department - Approving Sale of Surplus Apparatus (Rescue-17)
	10/15 6pm Racial equality resolution – Special Meeting
	<i>PH or NEW BUSINESS:</i>
	OLD BUSINESS -10/27 Phase II Water Emergency
	10/27 4pm User fee and impact fee study discussion/Discussion of Council cost recovery policy
	10/27 Scout Hall Discussion
	10/27 1484 & 1486 Sulphur Springs Road Measure E discussion
	10/27 Finance Qtrly report
	<u>November City Council Meetings:</u>
	11/10 (Staff reports due 10/23)
	11/24 (staff reports due 10/6)

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STAFF BRIEFING:
11/24 Upper York Creek Dam Project Update by Erica Ahmann Smithies, Public Works Director and City Engineer
11/24 Update on Waste Water Treatment Plant Upgrade Project by Erica Ahmann Smithies, Public Works Director and City Engineer
11/10 Monthly Water Update
11/10 & 11/24 City Manager COVID-19 update
CONSENT:
Surplus property policy
Donation policy
PH or NEW BUSINESS:
City Hall discussion

13. ADJOURNMENT

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

The regular meeting minutes of October 13, 2020 was adopted at the November 10, 2020 regular City Council meeting.

APPROVED:

ATTEST:

Geoff Ellsworth, Mayor

Cindy Tzaopoulos, City Clerk

MINUTES
City of St. Helena
Special City Council Meeting
Thursday, October 22, 2020 @ 6:00 PM

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:

Under California law, public comments at special meetings are limited to subjects on the agenda only. Therefore public comment will take place during consideration of the item.

4. NEW BUSINESS:

- 4.1 Affirming as a Public Health Threat Discrimination and Systematic Racism and Reaffirming the City's Commitment to Advancing Justice, Equity, Diversity, And Inclusion

CEQA Determination: Exempt

Prepared By: Preya Nixon, Asst. to the City Manager

Recommendation:

Discuss and provide direction to the City Manager.

City Manager Mark Prestwich and Assistant to the City Manager Preya Nixon reported on this item.

Tyrone Botelho, Circle Up Education Co-Founder provided a presentation.

Beth Lincoln, Nancy Dervin, Rosaura Segura, Norma Ferriz and Lester Hardy addressed the City Council.

It was the consensus of the City Council to support staff's recommendation of

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the following actions:

Immediate Action:

- In addition to adopting a Resolution declaring racism as a public health threat, host a series of listening sessions with trained facilitators to advance an effective dialogue on race-related issues. Staff has identified a facilitator to host a community digital roundtable to begin to understand the community.
- Convene a Digital Community Roundtable: A Conversation About Diversity, Equity, and Inclusion in St. Helena
 - The dialogue would begin by hosting small (fewer than 12 people) groups to listen to the community with community ambassadors. Based on feedback from these groups, convene a larger meeting with a facilitator.
- Have City Council and Planning Commission meetings be available with Spanish translation. Translation services will be available for those on the Zoom platform for the City Council meeting on October 22, 2020.
- Standardize all City communication to be translated in Spanish.
- Update the City website to acknowledge and celebrate indigenous peoples that lived in the area predating City incorporation.
- Consider commissioning a Diversity and Inclusion Audit to review policies and create a citywide Diversity and Inclusion strategy, and designate an employee to serve as the City's Inclusion Manager to work in partnership with the City Manager to roll out this strategy.
- Consider marketing efforts to enhance the City's commitment to diversity and inclusion. This relates to how the City promotes and writes job announcements, media releases, and outward facing communications.

Longer Term:

- Review policies that other cities have adopted which include, but are not limited to, policies to increase representation on boards and commissions, best practices in inclusive recruitment and onboarding, revisiting police use of force policies on an annual basis, and access to affordable housing opportunities in the City.
- Consider creating a Social Justice Community Committee that reflects

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the demographics of the City, including a youth member, to provide recommendations to the City Council.

- 4.2 Consideration and Proposed Approval of a Resolution of the City Council of the City of Saint Helena, State Of California, Affirming that Discrimination and Systemic Racism Constitute A Public Health Crisis Causing Disparities in Mental Wellbeing, Language Access, Housing, Economic Development, Health, and Criminal Justice Experience, and Reaffirming Its Commitment to Advancing Justice, Equity, Diversity, and Inclusion in the City

CEQA Determination: Exempt

Prepared By: Preya Nixon, Asst. to the City Manager

Recommendation:

Consideration and approval of a Resolution Affirming that Discrimination and Systemic Racism Constitute A Public Health Crisis Causing Disparities in Mental Wellbeing, Language Access, Housing, Economic Development, Health, and Criminal Justice Experience, and Reaffirming Its Commitment to Advancing Justice, Equity, Diversity, and Inclusion in the City

City Manager Mark Prestwich and Assistant to the City Manager Preya Nixon reported on this item.

Nancy Dervin and Beth Lincoln addressed the City Council.

Vice Mayor Paul Dohring moved to adopt a Resolution of the City Council of the City of Saint Helena, State Of California, Affirming that Discrimination and Systemic Racism Constitute A Public Health Crisis Causing Disparities in Mental Wellbeing, Language Access, Housing, Economic Development, Health, and Criminal Justice Experience, and Reaffirming Its Commitment to Advancing Justice, Equity, Diversity, and Inclusion in the City. 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 7:19 p.m.

The special meeting minutes of October 22, 2020 was adopted at the November 10, 2020 regular City Council meeting.

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APPROVED:

Geoff Ellsworth, Mayor

ATTEST:

Cindy Tzaopoulos, City Clerk

MINUTES
City of St. Helena
Regular City Council Meeting
Tuesday, October 27, 2020 @ 6:00 PM

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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:

Nancy Dervin and Sophia Tsilimigras addressed the City Council.

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

6. PRESENTATIONS AND PUBLIC RECOGNITIONS

- 6.1 *NEW ITEM 10-23-20
Proclamation Acknowledging and Appreciation for the City's Public Employees and First Responders during the Glass Fire Emergency (Proclamation forthcoming Provided 10-26-20)
- 6.2 National Friends of Libraries Week Proclamation presented to Maria Criscione Stel, St. Helena Public Library Friends & Foundation Executive Director
- 6.3 Fifth Annual Saint Helena Movember Mens' Health Month November 1st – November 30th, 2019 presented to Chris Hartley, Police Chief

7. STAFF BRIEFING

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

Public Works Director Erica Ahmann Smithies provided an update.

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- 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.

- 7.3 City Manager Glass Fire and COVID-19 update

City Manager Mark Prestwich 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)

Item 8.1 was removed from consent and not heard.

- 8.1 Consideration and proposed approval of Regular Meeting Minutes of October 13, 2020. (Minutes are forthcoming)
- 8.2 Second reading and proposed adoption by title only and waive further reading of an ordinance amending Chapter 17.48, Chapter 17.52, Appendix I, and Appendix II of the City of St. Helena Municipal Code relating to restaurant seat and hotel room limitations and determining the Ordinance to be exempt from CEQA.

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: Aaron Hecock, Senior Planner

Recommendation:

It is recommended that the City Council review the draft ordinance and:

1. Determine that the ordinance is exempt from the requirements of CEQA pursuant to CEQA Guidelines Section 15061(b)(3); and
 2. Hold second reading and adopt an ordinance by title only and waiving further reading of an ordinance amending Chapter 17.48, Chapter 17.52, Appendix I, and Appendix II of the City of St. Helena Municipal Code relating to restaurant seat and hotel room limitations.
- 8.3 Second reading and proposed adoption of an Ordinance approving a Development Agreement between the applicant and the City of St. Helena for the LMR Destinations LLC lodging project at 1000 Mills Lane.

CEQA Determination: Mitigated Negative Declaration

Prepared By: Aaron Hecock, Senior Planner

Recommendation:

It is recommended that the City Council review the draft ordinance and:

1. Waive second reading and adopt the ordinance approving a Development

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Agreement between the applicant and the City of St. Helena for the LMR Destinations LLC lodging project at 1000 Mills Lane.

8.4 *UPDATED 10-23-20

Consideration and proposed approval of a resolution (1) ratifying an emergency public project without public bidding relating to the Glass Fire and (2) ratifying Professional Services Agreement STH Contract: FY2021-030 with Envirocheck, Inc. in an amount to-to-exceed \$93,295 for pre and post combustion by-product survey testing at ten City facilities and Phase 2 project engineering, management, sampling, oversight, and required reporting for fire debris at the Water Treatment Plant.

CEQA Determination: Exempt from CEQA pursuant to Sections 21080(b)(3) and (4)

Prepared By: April Mitts, Finance Director

Recommendation:

Approval of a resolution: (1) ratifying an emergency public project without public bidding relating to the Glass Fire and (2) ratifying Professional Services Agreement STH Contract: FY2021-030 with Envirocheck, Inc. in an amount to-to-exceed \$93,295 for pre and post combustion by-product survey testing at ten City facilities and Phase 2 project engineering, management, sampling, oversight, and required reporting for fire debris at the Water Treatment Plant.

Council Member Mary Koberstein moved to approve Consent items 8.2 through 8.4. 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

9. PUBLIC HEARINGS

9.1 None

10. OLD BUSINESS

Item 10.1 was not heard.

10.1 Consideration of Approval of Property Use Agreement Between the City of St. Helena and The Boy Scouts of America Regarding Scout Hall at 1515 Railroad Avenue (APN 009-192-009-000)

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CEQA Determination: This project is deemed exempt from the requirements of CEQA under Section 15301, Existing Facilities; and Section 15061(b) (3), which identifies that a rulemaking activity which does not have the potential for causing a significant effect on the environment is therefore, exempt per the general rule that CEQA applies only to projects which have the potential for causing a significant impact on the environment.

Prepared By: Mark T. Prestwich, City Manager

Recommendation:

Approve Property Use Agreement Between the City of St. Helena and The Boy Scouts of America Regarding Scout Hall at 1515 Railroad Avenue (APN 009-192-009-000).

10.2 Discussion and direction on the construction schedule for Capital Improvement Project R18-81 Downtown Sidewalk Improvements

CEQA Determination: CEQA will be completed as part of project design

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

Recommendation:

Discussion and direction by City Council .

City Manager Mark Prestwich and Public Works Director Erica Ahmann Smithies reported on this item.

No public comment was received.

It was the consensus of the City Council to proceed with the current downtown sidewalk improvements timeline and directed staff to report back after communicating with the twenty seven downtown building owners.

10.3 Discussion of the City of St. Helena Water Supply and consideration and possible direction establishing a Water Shortage Emergency condition requiring the implementation of Phase II Water Regulations and formation of a Water Advisory Board

CEQA Determination: Not a CEQA project

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

Recommendation:

Discussion of the City of St. Helena Water Supply and consideration and possible direction of establishing a Water Shortage Emergency condition requiring the implementation of Phase II Water Regulations and formation of a Water Advisory Board

Public Works Director Erica Ahmann Smithies and Finance Director April Mitts reported on this item.

Richard Walloch addressed the City Council.

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Vice Mayor Paul Dohring moved to adopt a resolution establishing a water shortage emergency condition requiring the implementation of Phase II Water Regulations. 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 items 11.1 and 11.2 were heard prior to item 10.4.

10.4 *NEW ITEM 10-23-20

City Council Discussion and Direction Regarding Acknowledgement and Appreciation of the City's Public Employees and First Responders for their Long Hours and Hard Work Undertaken During the Glass Fire Emergency

CEQA Determination: Not a CEQA project

Prepared By: Cindy Tzaopoulos, City Clerk

Recommendation:

Discuss and provide direction.

Mayor Ellsworth introduced this item.

No public comment was received.

It was the consensus of the City council for Mayor Ellsworth, Council Member Koberstein and City Manager Mark Prestwich to work on acknowledgment and appreciation efforts for City staff and first responders during the Glass Fire.

11. NEW BUSINESS

11.1 Quarterly Grant Report for FY 2021 Q1, for the period ending September 30, 2020

CEQA Determination: Not a CEQA project

Prepared By: Mandy Kellogg, Finance Manager

Recommendation:

Receive and file report.

Finance Manager Mandy Kellogg reported on this item and provided a presentation.

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No public comment was received.

11.2 Fiscal Year 2020-21 First Quarter Finance Report

CEQA Determination: Not a CEQA project

Prepared By: April Mitts, Finance Director

Recommendation:

Staff recommends the City Council receive and file the Q1 FY 2020-21 financial report.

Finance Director April Mitts reported on this item and provided a presentation.

No public comment was received.

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

13. ADJOURNMENT

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

The regular meeting minutes of October 27, 2020 was adopted at the November 10, 2020 regular City Council meeting.

APPROVED:

ATTEST:

Geoff Ellsworth, Mayor

Cindy Tzaopoulos, City Clerk



Report to the City Council
Regular City Council - 10 Nov 2020

Agenda Section: CONSENT ITEMS

Subject: Consideration and proposed approval of a resolution (1) ratifying an emergency public project without public bidding relating to the Glass Fire and (2) ratifying Amendment #1 to Professional Services Agreement STH Contract: FY2021-030 with Envirocheck, Inc. in an amount of \$7,150 adding Pre and Post Combustion By-Product Survey Testing for the Robert Louis Stevenson Museum located at 1428 Library Lane and ratifying Amendment #2 in an amount of \$3,895 for pre and post combustion air quality survey for 11 City-owned facilities for a total not-to-exceed amount of \$104,340.

CEQA Determination: Exempt from CEQA pursuant to Sections 21080(b)(3) and (4)

Prepared By: April Mitts, Finance Director

Reviewed By: April Mitts, Finance Director

Approved By: Mark T. Prestwich, City Manager

BACKGROUND

On September 27, 2020, the City of St. Helena ("City") proclaimed the existence of a local emergency due to the rapid and continuing progression of the Glass Fire which was affecting both Napa and Sonoma Counties.

As a result of the Glass Fire, the City of St. Helena had an urgent need for emergency work due to the impacts of this fire to critical City structures. In order to provide for a safe work environment it was necessary to conduct testing for impacts from fire and smoke exposure to determine necessary remediation. Additionally, it was necessary to conduct Phase 2 engineering, management, sampling, oversight, and required reporting for the fire debris removal planned to occur for each claim wherein a structure was destroyed by the 2020 Glass Fire. This plan will be performed according to the Napa

County Department of Planning, Building, and Environmental Services (PBES) requirements.

As such, the City had to take immediate action and the City Manager took such action by procuring a Professional Services Agreement STH Contract: FY 2021-030 with Envirocheck, Inc. on October 12, 2020, which was ratified by the City Council on October 27, 2020.

On October 27, 2020, Amendment #1 was executed adding Pre and Post Combustion By-Product Survey Testing for the Robert Louis Stevenson Museum located at 1428 Library Lane for an additional \$7,150.

On October 29, 2020, Amendment #2 was executed adding Pre and Post Combustion Air Quality Survey for 11 City-owned facilities for an additional \$3,895 bringing the total not-to-exceed amount to \$104,340.

DISCUSSION

Public Contract Code section 1102 defines an emergency as "a sudden unexpected occurrence that poses a clear and imminent danger, requiring immediate action to prevent or mitigate the loss or impairment of life, health, property, or essential public services."

Public Contract Code section 22035 authorizes the City Council, in cases of emergency when repair or replacements are necessary, to proceed at once to replace or repair any public facility without adopting plans, specifications, strain sheets, or working details, or giving notice for bids to let contracts, and if notice for bids to let contracts will not be given, the City shall comply with Public Contract Code section 22050. Public Contract Code section 22050(a) authorizes the City to proceed with awarding a public works contract to perform emergency work without giving notice for bids to let contracts upon adoption by the City Council by a four-fifths vote of a resolution finding that the emergency will not permit a delay resulting from a competitive solicitation for bids and that the action is necessary to respond to the emergency.

Pursuant to Section 3.04.290 and Section 3.04.170 of the City's Municipal Code and Public Contract Code section 22050(b), the City Council delegated authority to make an emergency determination and award a contract to perform emergency work to the City Manager.

The City Manager determined the Glass Fire constituted an emergency that did not permit undergoing the formal competitive bidding process because there is an imminent need to take immediate action to conduct pre and post testing for impacts from fire and smoke exposure to critical City facilities and to determine necessary remediation. Additionally, it was necessary to perform Phase 2 project engineering, management, sampling, oversight, and required reporting for the fire debris removal planned to occur

at the Water Treatment Plant for each claim wherein a structure was destroyed by the Glass Fire.

With that in mind, the City Manager executed the following Amendments to Professional Services Agreement STH Contract: FY2021-030 with Envirocheck, Inc:

- On October 27, 2020, Amendment #1 was executed adding Pre and Post Combustion By-Product Survey Testing for the Robert Louis Stevenson Museum located at 1428 Library Lane for an additional \$7,150.
- On October 29, 2020, Amendment #2 was executed adding Pre and Post Combustion Air Quality Survey for 11 City-owned facilities for an additional \$3,895 bringing the total not-to-exceed amount to \$104,340.

Now, pursuant to Public Contract Code section 22050(b)(3), the City Manager must report to the City Council the reasons justifying why the emergency will not permit a delay resulting from a competitive solicitation for bids and why the action is necessary to respond to the emergency. In turn, pursuant to Public Contract Code section 22050(c)(2), the City Council must review the emergency action by the City Manager and determine, by a four-fifths vote, there is a need the continue the action.

Pursuant to Section 3.04.170 and 3.04.175 of the St. Helena Municipal Code, the City Manager's authority is subject to confirmation by the City Council at its next meeting for any purchase in excess of \$25,000.

FISCAL IMPACT

The fiscal impact of Amendment #1 and Amendment #2 to STH Contract: FY2021-030 is a total not-to-exceed \$104,340. Ratification of the two amendments, the agreements ratified on October 13, 2020 and October 27, 2020, and agreements which were below the \$25,000 threshold total a not-to-exceed amount of \$720,422.69. The City is working with FEMA, CalOES, and REMIF for reimbursement of these expenses. The deductible for REMIF is \$100,000.

RECOMMENDED ACTION

Approval of a resolution: (1) ratifying an emergency public project without public bidding relating to the Glass Fire and (2) ratifying Amendment #1 to Professional Services Agreement STH Contract: FY2021-030 with Envirocheck, Inc. in an amount of \$7,150 adding Pre and Post Combustion By-Product Survey Testing for the Robert Louis Stevenson Museum located at 1428 Library Lane and ratifying Amendment #2 in an amount of \$3,895 for pre and post combustion air quality survey for 11 City-owned facilities for a total not-to-exceed amount of \$104,340.

ATTACHMENTS

[Attachment 1 - Amendment #1 STH Contract FY2021-030 Envirocheck, Inc.](#)

[Attachment 2 - Amendment #2 STH Contract FY2021-030 Envirocheck, Inc.](#)

[Attachment 3 - St. Helena Resolution Ratification of Emergency Action Envirocheck, Inc
Amendments #1 and #2](#)

STH Contract: FY2021-030-01A

AMENDMENT #1

TO PROFESSIONAL SERVICES AGREEMENT WITH ENVIROCHECK, INC; STH CONTRACT NO: FY2021-30 FOR EMERGENCY PRE AND POST COMBUSTION BY-PRODUCT SURVEY TESTING FOR CITY FACILITIES AND PHASE 2 PROJECT ENGINEERING, MANAGEMENT, SAMPLING, OVERSIGHT, AND REQUIRED REPORTING FOR FIRE DEBRIS REMOVAL AT THE WATER TREATMENT PLANT DUE TO GLASS FIRE INCIDENT, PROJECT NO. E21-06 FOR AN ADDITIONAL AMOUNT OF \$7,150 FOR PRE AND POST COMBUSTION BY-PRODUCT SURVEY FOR THE ROBERT LOUIS STEVENSON MUSEUM AT 1428 LIBRARY LANE FOR A TOTAL NOT-TO-EXCEED AMOUNT OF \$100,445.

This First Amendment to Professional Services Agreement City of St. Helena STH Contract: FY 2021-030 dated October 12, 2020 ("Agreement") is made as of this 27th day of October, 2020 by and between the City of St. Helena and Envirocheck, Inc. (Consultant).

RECITALS

- A. On October 12, 2020, The City of St. Helena and Envirocheck, Inc. entered into an agreement to provide Pre and Post Combustion By-Product Survey Testing for 10 City Facilities and Phase 2 Project Engineering, Management, Sampling, Oversight, and Required Reporting for Fire Debris Removal at the Water Treatment Plant due to Glass Fire Incident, City Project No. E21-06 in amount not-to-exceed \$93,295; and
- B. The agreement did not include Pre and Post Combustion By-Product Survey Testing for the Robert Louis Stevenson Museum located at 1428 Library Lane; and
- C. The City of St. Helena and Envirocheck, Inc. now desire to amend the Agreement to include the additional facility for an additional \$7,150.

AGREEMENT

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

- 1. Section 4. Compensation and Method of Payment, Subsection A, is amended as follows:

"Total compensation shall not exceed \$100,445 (one hundred thousand four hundred forty five dollars)..."

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

Entered as of the day and year first above stated.

Page 1 of 2

First Amendment to Professional Services Agreement City of St. Helena STH Contract: FY 2021-030 with Envirocheck, Inc.

STH Contract: FY2021-030-01A

CITY OF ST. HELENA
a Municipal Corporation

By: Mark T. Prestwich Digitally signed by Mark T. Prestwich
Date: 2020.10.28 10:34:45 -07'00'

Print Name: Mark T. Prestwich

Title: City Manager

APPROVED AS TO FORM:

Ethan Walsh Digitally signed by Ethan Walsh
DN: CN = Ethan Walsh email = ethan.walsh@bbklaw.com C = AD
Date: 2020.10.27 14:08:50 -07'00'

Ethan Walsh, City Attorney St. Helena

CITY OF ST. HELENA
a Municipal Corporation

By: 

Print Name: Geoff Ellsworth

Title: Mayor

ENVIROCHECK, INC.

By: John A. Meador Digitally signed by John A. Meador
Date: 2020.10.27 13:19:31 -07'00'

Print Name: John A. Meador

Title: President

Page 2 of 2

First Amendment to Professional Services Agreement City of St. Helena STH Contract: FY
2021-030 with Envirocheck, Inc.



Asbestos ■ Lead ■ Microbiology ■ Bacteria ■ Smoke & Soot ■ Industrial Hygiene ■ Laboratory ■ Project Management

Proposal - Pre testing

October 26, 2020

Attn:

Mandy Kellogg
Finance Manager
City of St. Helena

Subject Properties:

Robert Louis Stevenson Museum
1428 Library Lane
St Helena, CA 94574

Purpose and Scope of Work:

Combustion By-Product Survey

ENVIROCHECK, INC. proposes to supply all necessary materials and labor to perform a limited Combustion By-Product (CBP) survey at and provide scope of work for cleaning for the above subject properties prior to planned remediation. The assessment will be limited and representative in nature. Wipe sample methodology will be utilized for Combustion By-Products (Black Carbon, Carbonized Material, and Carbon Black) testing. The laboratory methods and equipment used for determining the concentration of Combustion By-Products is Polarized Light Microscopy (PLM), epi-Reflected Light Microscopy (RLM), Transmission Electron Microscopy (TEM), and Energy-dispersive X-Ray Spectrometry (EDX). Sample locations shall be chosen to be representative. The ultimate number of samples is left to the discretion of the inspector.

Project Description:

- Property reportedly affected by smoke resulting from the nearby Glass Fire.
- Areas of Concern are representative HVAC & Interior.
- Conduct wipe/microvac sampling for Combustion By-Products
- Provide a General Scope of Work for Remediation of Smoke Particulate (as applicable)
- Schedule:
 - 1 Business Days for Inspection
 - 7 Business Days for Lab Results & Scope Confirmation
 - 14 Business Days for Formal Survey Reports

Project Cost Estimate:

CBP Survey	\$495.00
CBP Samples (est. 8 @ \$385.00 each)	\$3,080.00
Estimated Total Cost	\$3,575.00*

*Pricing above does not include costs for any additional insurance requirements, insurance endorsements, etc.

Feel free to contact me if you have any questions at (510) 364-0607 or via email at james@envirocheck.com.

Sincerely,

James Tower
James Tower
Branch Manager

26240 Industrial Blvd ■ Hayward, CA 94545 ■ Tel: 510.487.1630 ■ Fax: 510.487.1631
www.envirocheck.com



Asbestos ■ Lead ■ Microbiology ■ Bacteria ■ Smoke & Soot ■ Industrial Hygiene ■ Laboratory ■ Project Management

Proposal - Post testing

October 26, 2020

Attn:

Mandy Kellogg
Finance Manager
City of St. Helena

Subject Properties:

Robert Louis Stevenson Museum
1428 Library Lane
St Helena, CA 94574

Purpose and Scope of Work:

Combustion By-Product Survey

ENVIROCHECK, INC. proposes to supply all necessary materials and labor to perform a limited Combustion By-Product (CBP) survey at the above subject properties following planned remediation. The assessment will be limited and representative in nature. Wipe sample methodology will be utilized for Combustion By-Products (Black Carbon, Carbonized Material, and Carbon Black) testing. The laboratory methods and equipment used for determining the concentration of Combustion By-Products is Polarized Light Microscopy (PLM), epi-Reflected Light Microscopy (RLM), Transmission Electron Microscopy (TEM), and Energy-dispersive X-Ray Spectrometry (EDX). Sample locations shall be chosen to be representative. The ultimate number of samples is left to the discretion of the inspector.

Project Description:

- Testing to occur following planned remediation.
- Areas of Concern are TBD at this time (pending results of initial investigation) but may include representative HVAC & Interior
- Conduct wipe/microvac sampling for Combustion By-Products
- Provide a General Scope of Work for Remediation of Smoke Particulate (as applicable)
- Schedule:
 - 1 Business Days for Inspection
 - 7 Business Days for Lab Results & Scope Confirmation
 - 14 Business Days for Formal Survey Reports

Project Cost Estimate:

CBP Survey	\$495.00
CBP Samples (NTE 8 @ \$385.00 each)	\$3,080.00
Total Cost NOT TO EXCEED	\$3,575.00*

*Pricing above does not include costs for any additional insurance requirements, insurance endorsements, etc.

Feel free to contact me if you have any questions at (510) 364-0607 or via email at james@envirocheck.com.

Sincerely,

James Tower
Branch Manager

26240 Industrial Blvd ■ Hayward, CA 94545 ■ Tel: 510.487.1630 ■ Fax: 510.487.1631
www.envirocheck.com

STH Contract: FY2021-030-02A

AMENDMENT #2

TO PROFESSIONAL SERVICES AGREEMENT WITH ENVIROCHECK, INC; STH CONTRACT NO: FY2021-30 FOR EMERGENCY PRE AND POST COMBUSTION BY-PRODUCT SURVEY TESTING FOR CITY FACILITIES AND PHASE 2 PROJECT ENGINEERING, MANAGEMENT, SAMPLING, OVERSIGHT, AND REQUIRED REPORTING FOR FIRE DEBRIS REMOVAL AT THE WATER TREATMENT PLANT DUE TO GLASS FIRE INCIDENT, PROJECT NO. E21-06 FOR AN ADDITIONAL AMOUNT OF \$3,895 FOR PRE AND POST COMBUSTION AIR QUALITY SURVEY FOR 11 CITY-OWNED FACILITIES FOR A TOTAL NOT-TO-EXCEED AMOUNT OF \$104,340.

This Second Amendment to Professional Services Agreement City of St. Helena STH Contract: FY 2021-030 dated October 12, 2020 ("Agreement") is made as of this 29th day of October 2020 by and between the City of St. Helena and Envirocheck, Inc. (Consultant).

RECITALS

- A. On October 12, 2020, The City of St. Helena and Envirocheck, Inc. entered into an agreement to provide Pre and Post Combustion By-Product Survey Testing for 10 City Facilities and Phase 2 Project Engineering, Management, Sampling, Oversight, and Required Reporting for Fire Debris Removal at the Water Treatment Plant due to Glass Fire Incident, City Project No. E21-06 in amount not-to-exceed \$93,295; and
- B. On October 27, 2020, Amendment #1 was executed adding Pre and Post Combustion By-Product Survey Testing for the Robert Louis Stevenson Museum located at 1428 Library Lane for an additional \$7,150; and
- C. It is necessary to conduct indoor air quality surveys for eleven City facilities for an additional \$3,895; and
- D. The City of St. Helena and Envirocheck, Inc. now desire to amend the Agreement to include indoor air quality surveys for eleven City facilities for an additional \$3,895.

AGREEMENT

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

- 1. Section 4. Compensation and Method of Payment, Subsection A, is amended as follows:

"Total compensation shall not exceed \$104,340 (one hundred thousand four hundred forty five dollars)..."

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

Page 1 of 2

Second Amendment to Professional Services Agreement City of St. Helena STH Contract: FY 2021-030 with Envirocheck, Inc.

STH Contract: FY2021-030-02A

Entered as of the day and year first above stated.

CITY OF ST. HELENA
a Municipal Corporation

By: Mark T. Prestwich Digitally signed by Mark T. Prestwich
Date: 2020.10.29 13:57:39 -07'00'

Print Name: Mark T. Prestwich

Title: City Manager

APPROVED AS TO FORM:

Ethan Walsh, City Attorney St. Helena

CITY OF ST. HELENA
a Municipal Corporation

By: 

Print Name: Geoff Ellsworth

Title: Mayor

ENVIROCHECK, INC.

By: John A. Meador Digitally signed by John A. Meador
Date: 2020.10.29 13:20:42 -07'00'

Print Name: John A. Meador

Title: President

Page 2 of 2

Second Amendment to Professional Services Agreement City of St. Helena STH Contract: FY 2021-030 with Envirocheck, Inc.



Asbestos ■ Lead ■ Microbiology ■ Bacteria ■ Smoke & Soot ■ Industrial Hygiene ■ Laboratory ■ Project Management

Proposal

October 29, 2020

Attn:

Mandy Kellogg
Finance Manager
City of St. Helena

Subject Properties:

(Multiple)
St Helena, CA 94574

Purpose and Scope of Work:

Particulate Indoor Air Quality Survey

ENVIROCHECK, INC. proposes to supply all necessary materials and labor to perform a limited Particulate Indoor Air Quality survey at the above subject properties. Direct-reading instrumentation will be utilized to monitor PM2.5 which is atmospheric particulate matter (PM) that have a diameter of less than 2.5 micrometers. The instrumentation shall be a DustTrack II 8530 or similar. Collected data shall be referenced against levels of health concern as described in Cal OSHA §5141.1. Sample locations shall be chosen to be representative. The ultimate number of monitoring locations is left to the discretion of the inspector.

Project Description:

- Specified City Buildings
- Property reportedly affected by smoke resulting from the nearby Glass Fire.
- Areas of Concern are representative interior for the following buildings:

City Facility	Address	Approximate SF
Carnegie Building	1360 Oak Ave	6,327
Corporation Yard	1405 Charter Oak Ave	1,700 (office space)
Fire Department	1480 Main Street	19,550
City Hall	1572 Railroad Ave	4,224
Library	1492 Library Ln	15,930
Parks & Recreation	1574 Railroad Ave	3,180
Police Department	1480 Main Street	3,500
Scout Hall	1515 Railroad Ave	1,700
WWTP Office	1 Chaix Lane	500
Water Treatment Plant Office	410 Crystal Spring Rd.	1,200
Robert Louis Stevenson Museum	1428 Library Ln	1,515

- Collect data for particulate indoor air quality
- Schedule:
 - 1 Business Days for Inspection
 - 1 Business Days for Lab Results & Scope Confirmation
 - 10 Business Days for Formal Survey Reports

26240 Industrial Blvd ■ Hayward, CA 94545 ■ Tel: 510.487.1630 ■ Fax: 510.487.1631
www.envirocheck.com

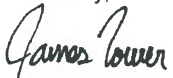
Project Cost Estimate:

CBP Survey for 1st Building (incl. inspection & report)	\$895.00
CBP Survey for Each Additional Building (est. 10 @ \$200.00 each)	\$2,000.00
DustTrak Particulate Monitor	\$1,000.00
Estimated Total Cost	\$3,895.00*

*Pricing above does not include costs for any additional insurance requirements, insurance endorsements, etc.

Feel free to contact me if you have any questions at (510) 364-0607 or via email at james@envirocheck.com.

Sincerely,



James Tower
Branch Manager

RESOLUTION NO. _____

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ST. HELENA: (1) RATIFYING EMERGENCY PUBLIC PROJECT WITHOUT PUBLIC BIDDING RELATING TO THE GLASS FIRE AND (2) RATIFYING AMENDMENT #1 to PROFESSIONAL SERVICES AGREEMENT STH CONTRACT: FY2021-030 WITH ENVIROCHECK, INC. IN AN AMOUNT OF \$7,150 ADDING PRE AND POST COMBUSTION BY-PRODUCT SURVEY TESTING FOR THE ROBERT LOUIS STEVENSON MUSEUM LOCATED AT 1428 LIBRARY LANE AND RATIFYING AMENDMENT #2 IN THE AMOUNT OF \$3,895 FOR PRE AND POST COMBUSTION AIR QUALITY SURVEY FOR 11 CITY-OWNED FACILITIES FOR A TOTAL NOT-TO-EXCEED AMOUNT OF \$104,340.

WHEREAS, Public Contract Code section 1102 defines an emergency as “a sudden unexpected occurrence that poses a clear and imminent danger, requiring immediate action to prevent or mitigate the loss or impairment of life, health, property, or essential public services”; and

WHEREAS, Public Contract Code section 22035 authorizes the City Council of the City of St. Helena (“City”), in cases of emergency when repair or replacements are necessary, to proceed at once to replace or repair any public facility without adopting plans, specifications, strain sheets, or working details, or giving notice for bids to let contracts, and if notice for bids to let contracts will not be given, the City shall comply with Public Contract Code section 22050; and

WHEREAS, Public Contract Code section 22050(a) authorizes the City to proceed with awarding a public works contract to perform emergency work without giving notice for bids to let contracts upon adoption by the City Council by a four-fifths vote of a resolution finding that the emergency will not permit a delay resulting from a competitive solicitation for bids and that the action is necessary to respond to the emergency; and

WHEREAS, pursuant to Section 3.04.290 and 3.04.170 of the City’s Municipal Code and Public Contract Code section 22050(b), the City Council delegated authority to make an emergency determination and award a contract to perform emergency work to the City Manager; and

WHEREAS, on September 27, 2020, the City proclaimed the existence of a local emergency due to the rapid and continuing progression of the Glass Fire which is affecting both Napa and Sonoma Counties; and

WHEREAS, as a result of the Glass Fire, the City of St. Helena has an urgent need for emergency work due to the impacts of this fire to critical City structures and it is necessary to conduct pre and post testing for impacts from fire and smoke exposure to determine necessary remediation; and

WHEREAS, as a result of the Glass Fire, it is necessary to conduct Phase 2 engineering, management, sampling, oversight, and required reporting for the fire debris removal that is planned to occur for each claim where in a structure was destroyed in by the Glass Fire and it is necessary this plan be performed according to the Napa County Department of Planning, Building, and Environmental Services (PBES) requirements; and

WHEREAS, the City Manager determined the Glass Fire constituted an emergency that did not permit undergoing the formal competitive bidding process because there is an imminent need to take immediate action remove test all critical City facilities for smoke damage and for Phase 2 engineering, management, sampling, oversight, and required reporting for the fire debris removal; and

WHEREAS, the City Manager procured a Professional Services Agreement with Envirocheck, Inc. on October 12, 2020 in an amount not-to-exceed \$93,295 for such work; and

WHEREAS, pursuant to Public Contract Code section 22050(b)(3), the City Manager must report to the City Council the reasons justifying why the emergency will not permit a delay resulting from a competitive solicitation for bids and why the action is necessary to respond to the emergency; and

WHEREAS, pursuant to Public Contract Code section 22050(c)(2), the City Council must review the emergency action by the City Manager and determine, by a four-fifths vote, there is a need the continue the action; and

WHEREAS, pursuant to St. Helena Municipal Code Section 3.04.170 and 3.04.175, the City Manager's authority is subject to confirmation by the City Council at its next meeting for any purchase in excess of \$25,000.

NOW, THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ST. HELENA AS FOLLOWS:

SECTION 1. The above recitals are true and correct and are incorporated herein by this reference.

SECTION 2. That the public interest and necessity demand the immediate expenditure of public funds for emergency work related to the Glass Fire in order to prevent or mitigate the loss or impairment of life, health, property, or essential public services.

SECTION 3. That the emergency would not permit a delay that would have resulted from a competitive solicitation for bids and that action was necessary to respond to the emergency related to the Glass Fire.

SECTION 4. That the City Manager's emergency determination and Amendment #1 and Amendment #2 to STH Contract FY2021-030 emergency agreement with Envirocheck, Inc. is hereby ratified.

SECTION 5. That the City Manager, or his or her designee, is hereby authorized to continue taking any directly related and immediate action required by the emergency condition related to the Glass Fire and directed to report back to the City Council regarding the status of the emergency condition and need to continue the emergency action at every regularly scheduled meeting until the emergency action is terminated.

SECTION 6. That the approvals herein authorized are necessary to protect the public health, safety, and welfare.

SECTION 7. This Resolution shall become effective immediately.

Approved at a Regular Meeting of the St. Helena City Council on November 10, 2020, by the following vote:

Mayor Ellsworth:

Vice Mayor Dohring:

Council Member Chouteau:

Council Member Knudsen:

Council Member Koberstein:

APPROVED:

ATTEST:

Geoff Ellsworth, Mayor

Cindy Tzafopoulos, City Clerk



Report to the City Council
Regular City Council - 10 Nov 2020

Agenda Section: OLD BUSINESS

Subject: Consideration and proposed approval of a Resolution authorizing: (1) the payment of in-lieu fees to achieve water neutrality to accommodate a 5 unit affordable housing project at 963 Pope Street; (2) use of Affordable Housing Trust Funds in an amount not-to-exceed \$109,002 to fulfill a request from Our Town St. Helena (OTSH) to waive planning application fees, to waive in-lieu fees to achieve water neutrality, and to waive building permit/development impact fees in order to accommodate a 5 unit affordable housing project at 963 Pope Street in the Medium Density Residential district; and (3) a budget increase of \$109,002 to 751-4000-2412.

**CEQA Exempt
Determination:**

Prepared By: Aaron Hecock, Senior Planner

Reviewed By: Maya DeRosa, Planning & Building Director

Approved By: Mark T. Prestwich, City Manager

BACKGROUND

On August 27, 2019 the City Council authorized entering into a loan agreement with OTSH in an amount not to exceed \$450,000 from the Affordable Housing Trust Fund and Measure E Funds for OTSH to acquire the property located at 963 Pope Street (both parcels) in order to facilitate additional affordable housing in the City (Attachment 1).

On May 27, 2020 the applicant submitted planning applications for a use permit, design review, and a lot merger in order to construct 4 new affordable units (1 unit is existing) on the property located at 963 Pope Street (Planning File No. PL20-015).

DISCUSSION

The applicant is requesting the City Council approve the payment of in-lieu fees to achieve water neutrality, waive planning application fees, waive in-lieu fees to achieve water neutrality, and waive building permit/development impact fees in an amount not-to-exceed \$109,002 (Attachment 2). If the City Council makes the determination to grant the request, staff recommends the use of Affordable Housing Trust Funds to pay the application fees, in-lieu fees to achieve water neutrality, and building permit/development fees.

Planning Application Fees

This request has been brought before the City Council for consideration and action given that St. Helena Municipal Code (SHMC) Section 17.08.190 (below) requires any development application be accompanied with the requisite fee, unless the fee has been waived by action of the Council.

17.08.190 D. Payment of Processing Fees.

1. *No application for a development project may be filed without a deposit in an amount estimated to cover processing costs unless payment of processing fees have been waived by action of the council, or the applicant is a public entity exempted from payment of such fees. The city shall make subsequent periodic invoices to ensure that the balance in the project account remains sufficient to cover anticipated processing costs, and it shall be the responsibility of those liable for payment to make such payments.*
2. *Each applicant for or operator of a development project, as well as the owner of the subject property, if different, shall be liable for payment of all processing fees associated with the development project.*

Total planning application fees requested to be waived:

Use Permit	\$5,200
Design Review	\$3,700
Lot Merger	\$1,400
Public Hearing Notice	\$400
Mailing Labels	\$200
TOTAL	\$10,900

Water Neutrality In-lieu Fee

Additionally, SHMC Section 13.12 sets forth minimum water efficiency requirements for new development. Amongst these provisions is the requirement that any "new development" (i.e. construction that would introduce any freestanding building that contains water-using fixtures; any floor area additions to existing nonresidential structures; or any residential additions or remodeling that increases the number of independent living units) offset new demand by an amount of water equal to the new demand on the city water system. However, SHMC Section 13.12.030(B) states that if the City Council determines that retrofitting of existing residential or nonresidential buildings is impractical or constitutes an unusual hardship on an applicant, it may

authorize the payment to the city of an in-lieu retrofit fee in lieu of complying with the water neutrality requirements. The in-lieu fee shall be the equivalent of the cost of retrofitting a sufficient number of existing homes with the ULF toilets and other required water-saving devices.

The applicant has provided a water demand analysis (Attachment 3) that shows the project's estimated water demand and associated retrofitting costs which is \$6,101.74.

Building/Impact Fees

Development impact fees are imposed on new development or conversions within the City to pay for public improvements related to civic improvement projects, public safety, sewer projects, water projects, traffic mitigation, parks, and storm drainage. SHMC Section 3.32.120(A) states that a developer of any project, including any new building or addition to or conversion of any existing building, subject to the fees described in SHMC Sections 3.32.050 through 3.32.100 may apply to the City Council for a reduction or adjustment of the fee(s), or a waiver of the fee(s), based upon the absence of any reasonable relationship between the nature of the impact of the development and either the amount of the fee charged or the type of facilities to be financed.

The applicant is requesting that building/impact fees up to \$92,000 be waived. After conferring with the Building Department, staff believes this is a reasonable estimate.

Affordable Housing Trust Fund

Per St. Helena Municipal Code Section 17.146.030, monies deposited in the housing fund along with any interest earnings on such monies shall be used solely to increase and improve the supply of housing affordable to households of moderate, low and very low income households, including, but not limited to acquisition of property and property rights; cost of construction including costs associated with planning, administration, and design, as well as actual building or installation, as well as any other costs associated with the construction or financing of affordable housing. Monies in the housing fund may be disbursed, hypothecated, collateralized or otherwise employed for these purposes from time to time as the housing director and City Council determine is appropriate to accomplish the purposes of the housing fund.

Utilization of the Affordable Housing Trust fund would be appropriate to pay for the requested fee waivers.

CEQA

Staff has conducted the requisite analysis and concluded that the project is exempt from the requirements of CEQA pursuant to CEQA Guidelines Section 15194, which exempts Affordable Housing Projects that meet certain criteria. Additionally, the project is categorically exempt from the requirements of CEQA pursuant to CEQA Guidelines Section 15301, which exempts the demolition and removal of small structures including accessory structures and Section 15303, which exempts the construction of small structures including multi-family residential structures four units or less. The proposed

project is not subject to any of the exceptions to the use of a categorical exemption as outlined in CEQA Section 15300.2. The project site is not located on or near an environmentally sensitive area, is not visible from a scenic highway, is not included on a hazardous waste site, and will not impact historic resources or otherwise generate or contribute to any potentially significant impacts.

FISCAL IMPACT

The fiscal impacts of granting a fee waiver for the planning application fees is \$10,900, waiver of the water neutrality in-lieu fee is estimated to be \$6,102, and waiver of development impact fees is estimated to be \$92,000. Waiver of water neutrality in-lieu and development impact fees will result in a direct loss of funds for civic improvements.

If City Council grants the request and because of the loss of funds for civic improvements in granting a fee waiver, staff recommends use of Affordable Housing Trust Fund monies in an amount not-to-exceed \$109,002 to cover the identified costs. The current balance of the Affordable Housing Trust Fund is \$502,768.

RECOMMENDED ACTION

Approval of a Resolution authorizing: (1) the payment of in-lieu fees to achieve water neutrality to accommodate a 5 unit affordable housing project at 963 Pope Street; (2) use of Affordable Housing Trust Funds in an amount not-to-exceed \$109,002 to fulfill a request from OTSH to waive planning application fees, to waive in-lieu fees to achieve water neutrality, and to waive building permit/development impact fees in order to accommodate a 5 unit affordable housing project at 963 Pope Street in the Medium Density Residential district; and (3) a budget increase of \$109,002 to 751-4000-2412.

ATTACHMENTS

[Attachment 1 - Resolution #2019-106 otsh loan](#)

[Attachment 2 - OTSH Pope Waiver Request Rev 102720](#)

[Attachment 3 - Water Use & InLieu Fee Calcs.Revised\(9-3-2020\)](#)

[Attachment 4 - Resolution OTSH](#)

CITY OF ST. HELENA

RESOLUTION NO. 2019-106

Resolution of the City Council of the City of St. Helena approving and authorizing the City Manager to execute, enter into and carry out the terms of a Loan Agreement between the City of St. Helena and Our Town St. Helena in an amount not to exceed \$450,000 from the Affordable Housing Trust Fund (751) and Measure E Fund (752) for the acquisition of property located at 963 Pope Street, St. Helena, California (APN 009-090-012-000; 009-090-013-000)

- A. On August 13, 2019, the City Council considered the request of Our Town St. Helena, a California non-profit public benefit corporation ("OTSH"), for a loan of four hundred fifty thousand and 00/100 dollars (\$450,000.00)(the "Loan") from the City's Housing Trust Fund (751) and Measure E Fund (752) to assist with the acquisition of real property located at 963 Pope Street, St. Helena, California (APN 009-090-012-000; 009-090-013-000)("Property"); and
- B. After considerable discussion regarding OTSH's request, and in recognition of the representation by OTSH that the date for close of the transaction related to the purchase and sale of the Property was set for September 3, 2019, the City Council directed staff to return to the City Council at its next regular meeting of August 27, 2019, with documentation for its consideration that would provide OTSH with the requested Loan for acquisition of the Property; now, therefore

RESOLUTION

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

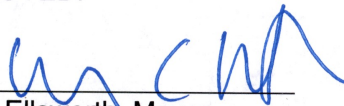
- 1. Authorizing the Loan Agreement for the acquisition of 963 Pope Street is governed by Section 15310 of State CEQA Guidelines which exempts the approval of mortgages for the purchase of existing structures where the loan will not be used for new construction. As provided in the Loan Agreement the monies advanced by the City may only be used for the acquisition of the Property and may not be used for any development activity. Accordingly, the approval of the Loan Agreement is exempt from the requirements of the California Environmental Quality Act (CEQA), pursuant to State CEQA Guidelines Section 15310, which exempts "mortgages for the purchase of existing structures where the loan will not be used for new construction".
- 2. The City Council hereby authorizes the City Manager to execute, enter into and carry out the terms of the Loan Agreement, and all documents appended thereto, between the City of St. Helena and Our Town St. Helena in an amount not to exceed \$450,000 from the Affordable Housing Trust Fund (751) and Measure E Fund (752) for the acquisition of property located at 963 Pope Street, St. Helena, California (APN 009-090-012-000; 009-090-013-000), inclusive of such revisions

and corrections thereto as may be approved by the City Manager and City Attorney which do not increase the obligations nor impair the rights of the City thereunder.

Approved at a Regular Meeting of the St. Helena City Council on August 27, 2019 by the following vote:

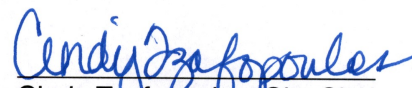
Mayor Ellsworth:	<u>Yes</u>
Vice Mayor Dohring:	<u>Yes</u>
Councilmember Chouteau:	<u>Yes</u>
Councilmember Knudsen:	<u>Yes</u>
Councilmember Koberstein:	<u>Yes</u>

APPROVED:



Geoff Ellsworth, Mayor

ATTEST:



Cindy Tzafopoulos, City Clerk





REVISED October 22, 2020

~~REVISED September 1, 2020.~~

~~June 1, 2020~~

Mark Prestwich
City of St. Helena
1572 Railroad Ave
St. Helena, CA 94574

Dear Mark,

I am writing on behalf of Our Town St. Helena ("Our Town") to express our appreciation for the cooperation of the City of St. Helena with regard to our 963 Pope Street Rental Project.

In our efforts to make these 5 housing units affordable to Moderate and Low-Income families – thereby helping to satisfy a critical need in this community – it is imperative that we keep our expenses to a minimum. Towards that end, I am writing to request that the City Council consider the waiver of certain "Planning Application" fees for this particular project. This request is similar to fee waivers obtained by Brenkle Court, an 8 unit Mutual Self Help Homeownership project sponsored by OTSH (\$66,700) and Turley Flat, an 8 unit affordable rental project sponsored by CAH (\$158,500 as reported in the St Helena Star in October 2014)

We believe that the Affordable Housing mitigation fees should automatically be waived due to the nature of this Project (i.e. providing 5 affordable units). We also understand that we must approach the St. Helena Unified School District regarding any requests to waive their Impact Fees.

Our Town is respectfully requesting that some or all of the following fees be waived, as well:

Use Permit	\$5,200
Design Review	\$3,700
Lot Line Merger	\$1,400
Public Hearing Notice	\$400
Mailing Label Prep	\$200
TOTAL	\$10,900

In addition, we are asking that you consider waiving the Impact Fees which could total over \$98,102 (including approximately \$6,101.74 in water neutrality in-lieu fees) **Therefore, the total request of our fee waiver would be an estimated \$109,002.** Please note that these figures are based upon our understanding of your Fee Schedule and other communication that we've had in recent months.

We would be happy to review our Project budget with you to emphasize how critical these waivers would be in allowing us to move forward and help to satisfy this urgent need for our community.

Our Town greatly appreciates what the City is doing to assist us in our endeavors to make a dent in our affordable housing situation.

Sincerely,

A handwritten signature in black ink, appearing to read "Mary Stephenson". The signature is fluid and cursive, with the first name "Mary" being more prominent than the last name "Stephenson".

Mary Stephenson,
Board President, OTSH
mary@ourtownsthelena.org

963 Pope Street
Water Use In-Lieu Fee Calculations

963 Pope Street Domestic Water Use Estimate

FIXTURE TYPE	FLOWRATE (gpm)	DURATION	DAILY USES	OCCUPANTS	GALLONS PER DAY
Showerheads	2	5 min	1	4	40
Lavatory faucets	0.5	.25 min.	3	4	1.5
Kitchen faucets	1.8	4 min.	1	4	28.8
Toilet	1.28	1 flush	3	4	15.36
Washing machine	18	1 wash	0.18	4	12.96
Total Water Use Per Unit Per Day (gallons)					98.6
Total Water Use Per Unit Per Month (gallons)					2959
Total Water Use Per Unit Per Year (gallons)					35503
Total Water Use Per Month (5 units) (gallons)					14793
Total Water Use Per Year (5 units) (gallons)					177516

*Domestic Water Use Estimated Following California Green Building Code Guidelines

963 Pope Street Proposed Irrigation Water Demand

Landscape Area	Estimate Annual Water Use	Estimate Monthly Water Use
3,460 sf	39,700 gal	3,308 gal

TOTAL 963 Pope Street Domestic & Landscape Water Use Estimate

Total Demand (Gallons Per Year) =	217,216
Net Demand per year (Estimate - Previous) =	73,600
Total Demand (Gallons Per Month) =	18,101
Net Demand per month (Estimate - Previous) =	6,133

*Landscape Water Use Estimated per St Helena Water Efficient Landscape Worksheet (see attached)

Original Sqft of landscape: 3,900
Rehab landscape: 900

New landscape: 400
Gross new sqft of landscape: 3,460

963 Pope Street
Water Use In-Lieu Fee Calculations

Water In-Lieu Fee Calculations		
1.6 gpf		
Retrofit		
1.28 gpf		
DIF		
	0.32 gpf	savings
	3.84 gallons/unit/day	
25.68229167 toilets		
\$209	Material cost/toilet retrofit**	
\$191	Labor cost/toilet retrofit**	
\$6,101.74	Estimated Total In-Lieu Fee	

**2020 Costs

Low Flow - Water Sense

Toilet - Kohler Cimarron 2-piece Complete Solution 1.28 GPF Single Flush Round Toilet in White @

\$209/ea, Home Depot

Retrofit Labor - quote from local contractor, K.Horowitz

CITY OF ST. HELENA

RESOLUTION NO.

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ST. HELENA
AUTHORIZING: (1) THE PAYMENT OF IN-LIEU FEES IN ORDER TO ACHIEVE
WATER NUETRALITY; (2) AUTHORIZING THE USE OF AFFORDABLE HOUSING
TRUST FUNDS TO PAY PLANNING APPLICATION FEES, WATER NEUTRALITY IN-
LIEU FEES, AND BUILDING DEVELOPMENT IMPACT FEES IN AN AMOUNT NOT TO
EXCEED \$109,002 IN ORDER TO ACCOMMODATE THE CONSTRUCTION OF FOUR
(4) NEW AFFORDABLE UNITS AT 963 POPE STREET IN THE CITY OF ST.HELENA,
CALIFORNIA; AND (3) AUTHORIZING A BUDGET INCREASE OF \$109,002 TO 751-
4000-2412.**

Recitals

1. The City of St. Helena requires all development projects to pay application fees in an amount necessary to cover the costs associated with the review of those projects; and
2. St. Helena Municipal Code Section 17.08.190(D) authorizes the City Council to waive application fees; and
3. St. Helena Municipal Code Section 13.12.030(B) gives the City Council the authority to authorize the payment of an in-lieu retrofit fee in lieu of complying with water neutrality requirements; and
4. St. Helena Municipal Code Section 3.32.120(A) authorizes the City Council to waive the fees described in SHMC Sections 3.32.050 through 3.32.100; and
5. Per St. Helena Municipal Code Section 17.146.030, monies deposited in the housing fund along with any interest earnings on such monies shall be used solely to increase and improve the supply of housing affordable to households of moderate, low and very low income households, including, but not limited to acquisition of property and property rights; cost of construction including costs associated with planning, administration, and design, as well as actual building or installation, as well as any other costs associated with the construction or financing of affordable housing.

Resolution

- A. The City Council of the City of St. Helena hereby resolves as follows:
 1. To approve the requested payment of in-lieu fees to achieve water neutrality; and
 2. Authorize the use of Affordable Housing Trust Funds to pay the planning application fees, water neutrality in-lieu fees, and building development impact fees in an amount not to exceed \$109,002 in order to accommodate the construction of four (4) new affordable units at 963 Pope Street in the City of St. Helena; and

3. Authorize a budget increase of \$109,002 to 751-4000-2412.

I HEREBY CERTIFY that the City of St. Helena City Council approved the foregoing at a Regular Meeting of the St. Helena City Council on November 10, 2020, by the following vote:

Mayor Ellsworth: _____

Vice Mayor Dohring: _____

Councilmember Koberstein: _____

Councilmember Chouteau: _____

Councilmember Knudsen: _____

APPROVED:

ATTEST:

Geoff Ellsworth, Mayor

Cindy Tzaopoulos, City Clerk



Report to the City Council
Regular City Council - 10 Nov 2020

Agenda Section: OLD BUSINESS

Subject: Discussion and direction on the construction schedule for Capital Improvement Project R18-81 Downtown Sidewalk Improvements

CEQA Determination: CEQA will be completed as part of project design

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

BKF (engineering firm) and Gates and Associates (landscape architect) were selected by the City to assist with the Downtown Streetscape Plan and Main Street Sidewalk Improvement Project, Project No. R18-81. The City has received a \$1.2 million OBAG II construction grant to offset project costs. Design costs have been born by the City of St. Helena.

This project is consistent with City Council Goal 1: "Improve and Maintain Safe and Reliable City Infrastructure with a Commitment to Environmental Stewardship and Public Health." and 2019 Workplan Item F: "Initiate public engagement process and complete design of Downtown Streetscape Project." Completion of this project will enhance downtown public infrastructure, the pedestrian experience, and foster economic vitality through improved placemaking.

On March 12, 2019, City Council was provided an initial presentation by the consultant team on the community outreach kickoff for the Downtown Streetscape planning process. On June 4, 2019, Gates and Associates provided an updated presentation to the Planning Commission. After numerous public outreach meetings with stakeholders and the community, the design team reviewed concept designs with the City Council on June 11, 2019. Based on feedback from the City Council, the team progressed to

detailed design and refined cost estimates for the comprehensive Streetscape Plan and sidewalk improvements.

Feedback from the business community has consistently emphasized the importance of:

- Minimizing project duration
- Ensuring business access during construction
- Avoiding construction during the high pedestrian season
- Providing temporary parking/signage
- Reducing mobilization time

On January 28, 2020, a report was presented to City Council providing an update on the project costs, construction timeline, funding strategy, and business continuity plan. This report prioritized the project into three distinct phases with the core Main Street sidewalk replacement project advancing in Phase I.

Phase I - The Engineer's Estimate of Phase I Main Street sidewalk improvement, ADA ramps, and tree replacement totals \$3.6 million - \$2.4 million over the adopted CIP budget. At that time, to fund the \$2.4 million difference, staff recommended utilizing a portion of the Measure T funds anticipated in FYs 2020-21 and 2021-22 as well as utilizing the positive General Fund net position to provide a gap financing to be repaid from Measure T revenues received in future years. Under this proposed funding plan, CIP R18-81 would be utilizing multiple funding sources including One Bay Area Grant II program, Gas Tax, SB1 Funds, Measure T Funds, and General Funds.

Following the March 2020 COVID-19 shelter in place orders, members of the City Council expressed interest in determining whether it was feasible to expedite implementation of the Downtown Sidewalk Improvement Project. This was further analyzed with a Council subcommittee. While there were potentially some advantages of expediting the project, there were also concerns with an accelerated schedule. The subcommittee's primary concern with accelerating the project related to recommended repair or replacement of sewer laterals in the downtown area, which is the responsibility of property owners. It was determined that accelerating the project would not leave enough time for property owners to finance and complete the sewer lateral repair or replacement.

In an effort to continue forward progress on the downtown sidewalk project and to assist property owners in replacing/repairing sewer laterals, the City Council authorized on August 11, 2020 (Resolution 2020-83) an agreement for financing private sewer lateral improvements and made findings of public benefit in support of the program. The program allows property owners a maximum amount of \$7,500 each to repair or replace their sewer laterals in advance of the downtown streetscape project. Following the approval, City staff began working on noticing affected property owners; however, public outreach stalled with the August 2020 LNU Complex Fire and again stalled with the

Glass Fire in September 2020. It is anticipated that public outreach will begin again in early November 2020.

DISCUSSION

Per the grant requirements, the City was originally scheduled to submit a request for construction authorization to Caltrans on November 1, 2020. Due to COVID-19 impacting agency review timelines and local revenues, and the impact of the various wildfires across the State of California, the original submittal deadline has been extended by the Metropolitan Transportation Commission to June 30, 2021 with the possibility of extending to November 1, 2021.

Prior to COVID-19, the City was on track to request construction authorization from Caltrans on November 1, 2020 if not earlier. CEQA was completed in May 2020 with 90% plans and specifications completed by July 2020. However, the City has been concurrently waiting on federal environmental clearance (NEPA) and that is still in process with Caltrans overseeing multiple agency coordination for Section 106 consultation (cultural and historical review). The City anticipates receiving NEPA approval by November 2020.

Following NEPA clearance, the City can then finalize the bid package and submit to Caltrans for an encroachment permit to complete the work. Once encroachment has been approved, estimated review time is 45-60 days without holidays, the City can then submit a request to authorize for construction. The earliest the request for construction authorization would take place is March 2021 which is well beyond the original construction start date of January 2021. Request for authorizations from Caltrans can take as little as one month to four months for review and approval depending on their workload which would put the bid advertisement sometime in the summer of 2021. Upon construction authorization by Caltrans, the City will then have up to 6 months to advertise and award construction of contract.

With the above timeline under consideration, City staff recommends submitting for construction authorization by June 30, 2021. The extended deadline will provide the City time to complete all the necessary steps with Caltrans, allow property owners more time to work on sewer lateral repairs, and allow additional Measure T revenues to be collected in advance of the project. This revised project schedule will postpone the construction start date 12 months to January 2022. Additionally, the 2022 start date will allow PG&E the time to start, and potentially complete, their 2021 Gas Main project that posed a timing conflict with the original timelines of the Downtown Sidewalk project. The project extension does not prevent the City from submitting a request for authorization earlier if the necessary project approvals come sooner or if requested by the City Council.

FISCAL IMPACT

The estimated construction costs for Phase I is \$3.6 million. Funding for Phase I has been identified as follows:

1. \$1.2 million - One Bay Area Grant II funding
2. \$1.17 million - Measure T
3. \$1.3 million - unfunded with a recommendation of one of the following: (a) utilizing General Fund net position to provide a loan to fill the gap or (b) seek a short-term (1 to 5 years) capital loan (lease transaction) with an essential asset as collateral to fill the gap. Both options would utilize future Measure T funds for repayment of the loan.

Attachment 1 provides a summary of the adopted fiscal year 2020-21 budget for CIP R18-81.

RECOMMENDED ACTION

Discussion and direction by City Council .

ATTACHMENTS

[Attachment 1: R18-81 Downtown Streetscape CIP](#)

Downtown Sidewalk Improvements

Project No: 0201-R18-81

Category: Streets

Project Location: St. Helena, CA 94574



PROJECT PURPOSE & DESCRIPTION: This is a sidewalk improvement project funded by One Bay Area Grant II program and local funds. The project will replace sidewalks, trees, and implement traffic calming devices on Main Street between Mitchell Drive and Pine Street. Approximately 3,609 linear feet of sidewalk and 17 ADA curb ramps will be replaced.

NOTES:

Resolution 2018-176 - PSA with BKF for \$529,000, budget increase of \$234,000 to design with funding allocated from FY 20 SB1 and Gas Tax Funds

January 28, 2020 City Council - updated project costs:

Phase I - \$3.6 million (partially funded) - 1/28/20 initial estimates included a \$1.4 million loan from the General Fund (Pre COVID-19), possibility to get a short term capital loan.

Phase II - \$3.1 million (unfunded)

Phase III - \$8.4 million (unfunded)

FY 21 - removed \$100,000 allocated for R19-04 and reallocated to R18-81

EXPENDITURE ACCOUNTS:

Fund: 741 **Dept:** 5014

EXPENDITURES								PROJECT TOTAL
	Total YTD	Rollover Funds	2020-21	2021-22	2022-23	2023-24	2024-25	
3110 - Design	312,525	141,475						454,000
3140 - Legal Services		2,314						2,314
3150 - Construction Management			150,000	150,000				300,000
3160 - Construction Contract	186		1,500,000	1,500,000				3,000,186
3170 - Contingency			150,000	150,000				300,000
EXPENDITURE TOTALS	312,711	143,789	1,800,000	1,800,000				4,056,500
FUNDING SOURCES								
101-General Fund	64,500							64,500
101-General Fund - Measure T/RMRA (Prior Year)	75,000							75,000
230-Gas		134,000						134,000
230-Gas Tax - RMRA/SB1	98,211	9,789						108,000
240-Measure T	75,000		547,000	547,000				1,169,000
741-Streets Capital Improvement - G OBAG II			603,000	603,000				1,206,000
999-Unidentified			650,000	650,000				1,300,000
FUNDING TOTALS	312,711	143,789	1,800,000	1,800,000				4,056,500



Report to the City Council
Regular City Council - 10 Nov 2020

Agenda Section: **OLD BUSINESS**

Subject: **Review and Discussion of City Council Three Year Goals and 2020 Workplan**

CEQA **Not a CEQA project**
Determination:

Prepared By: Mark T. Prestwich, City Manager

Reviewed By: April Mitts, Finance Director

Approved By: Mark T. Prestwich, City Manager

BACKGROUND

The COVID-19 pandemic postponed initial discussion of the City Council's three-year goals and 2020 workplan until mid-year. On July 8, 2020, the City Council held a workshop to review and discuss three-year goals and organizational priorities for calendar year 2020. Feedback from the City Council included separating planned Capital Improvement Project (CIP) tasks from other elements of the workplace, adding a Climate/Environmental Goal, and reviewing goal dates/tasks to ensure a realistic timeframe. The Council formally adopted three-year goals and organizational priorities at their meeting of August 11, 2020.

Since August 2020, the City has experienced two additional federally declared disasters: the LNU Complex and the Glass Fire. Both fires resulted in the mandatory evacuation of portions of St. Helena. As a result of these emergencies, some initiatives have experienced delays that otherwise would have been anticipated to be completed earlier.

DISCUSSION

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

FISCAL IMPACT

Not applicable.

RECOMMENDED ACTION

Discuss and provide direction to the City Manager.

ATTACHMENTS

[2020 Workplan Update 11032020](#)

Council Approved Three-Year Goals and Draft 2020 Work Plan

GOAL DATE		WHO	WHAT	STATUS				NOTES
				Complete	On Schedule	On Hold	Revised Date	
GOAL 1		Improve and Maintain Safe and Reliable City Infrastructure with a Commitment to Environmental Stewardship & Public Health						
A	31-May-20	City Manager + Assistant to the City Manager + Consulting CPA	Support Financing Revenue Task Force Meetings to advance recommendations for replacement of City Hall, improving the Library, streetscape, and storm drain infrastructure.	X				
B	31-Oct-20	City Engineer + Mayor Ellsworth +Vice Mayor Dohring + Engineering Firm GHD	Prepare Pratt/Main intersection realignment design & study, including review with Caltrans to reevaluate intersection safety improvements. Sequencing of review will include ATSC followed by City Council.				X	A new contract was executed with GHD to assist with the crosswalk improvements at Pratt; Council update planned January 26, 2021
C	30-Jun-20	City Engineer + Council Member Knudsen	Secure necessary permits and initiate construction of the Upper York Creek Dam removal project.	X				
D	31-Jul-20	Public Works Operations Manager + Council Member Knudsen	Council Presentation of Integrated Utility Master Plan Findings/Recommendations.	X				Special Council Workshop held July 30, 2020.
E	15-Nov-20	City Engineer + Vice Mayor Dohring + Council Member Koberstein	Complete Caltrans permitting for Phase 1 Downtown Streetscape Project and complete RFP to advance project to construction in January 2020.		X			Council discussion held October 27, 2020. Follow-up discussion planned for November 10, 2020.
F	15-Oct-20	Assistant to the City Manager + Planning Director + City Manager + Chamber/business reps	Prepare and implement Business Continuity Plan for 2021 Sidewalk Project including parking/signage, business license fee waiver consideration, possible façade improvement program.				X	Postponed due to Covid and LNU/Glass Fires
G	15-Mar-20	Police Chief	Complete PG&E Public Safety Power Shutoff After Action Report.	X				
H	31-Oct-20	City Engineer	Complete installation of emergency fuel tank at Public Works Corporation Yard.	X				Completed week of October 26, 2020.
I	30-Sep-20	City Engineer	Complete analysis of St. Helena Vine Trail route options and facilitate Council decision making on preferred route.				X	Discussed with ATSC in October 2020; Next discussion planned with Planning Commission.
J	30-Sep-20	City Engineer + City Attorney - Councilmember Koberstein	Complete conservation easement for Flood Control Project				X	Draft language under legal review; additional time necessary.
K	31-Oct-20	City Engineer	Complete design of W-101 Tank 2 Rehabilitation.				X	Amendment with consultant planned for November 26, 2020 Council meeting.
L	30-Sep-20	City Engineer + DSOD review	Submit design of W-109 Bell Canyon Intake Tower to State.	X				Submitted to State in early October, 2020. May take six months for a response.

Council Approved Three-Year Goals and Draft 2020 Work Plan

GOAL DATE		WHO	WHAT	STATUS				NOTES
				Complete	On Schedule	On Hold	Revised Date	
M	30-Sep-20	City Engineer + DSOD review	Submit design of W-85 Bell House Valve Replacement to State.	X				Submitted to State in early October, 2020. May take six months for a response.
N	31-Oct-20	City Engineer + Operations	Complete Public Works Standards Update.				X	Postponed due to Covid-19. Plan to finalize after fire season.
O	31-Oct-20	City Attorney + City Engineer	Complete Water Will Serve Policy Draft for City Council Review.				X	Postponed due to City Attorney transition.
P	30-Oct-20	City Engineer	Complete design and implement Spring Street Bike Lanes.				X	Draft design completed October 2020; due to cooler seasonal weather striping is recommended to be delayed to spring 2021.
Q	15-Dec-20	City Engineer	Conduct and receive community input on York/Sulphur Bridges			X		On October 29, 2020, Caltrans sent an email stating due to local opposition, they are not planning to advance either project.
R	TBD	City Attorney + City Engineer + Mayor Ellsworth + Vice Mayor Dohring	Evaluate feasibility of modifications to existing agreements with large water users to establish firm caps in order to safeguard water supply.			X		
S	TBD	City Engineer + Operations	Complete W18-115 Remove Rutherford Pipe Restrictions				X	Delayed to to emergencies; revised goal is to tackle by mid-2021.
T	TBD	City Engineer + Fire Chief	Repaint C20-02 Fire Station No.1 (budget permitting).			X		Paused due to budget evaluation
U	TBD	City Engineer	Complete design of next two years of citywide paving projects			X		
V	TBD	City Engineer	Complete Dam Inundation Mapping & Emergency Action Plan				X	
W	TBD	Planning Director (Lead) + City Engineer + Mayor & Vice Mayor + 2 Recreation Commissions + Landscape architect	Develop a community supported plan and funding strategy to renovate Lyman Park.					
X	TBD	City Engineer (Lead)	Install wastewater meters for wineries and other users with unique characteristics to improve cost of service/fee nexus (Ad hoc Utility Rate Committee recommendation).					
Y	TBD	City Manager + Assistant to the City Manager + Consulting CPA	Assess baseline condition of sidewalks and develop approved program for long term maintenance and repair of City sidewalks.					

Council Approved Three-Year Goals and Draft 2020 Work Plan

GOAL DATE		WHO	WHAT	STATUS				NOTES
				Complete	On Schedule	On Hold	Revised Date	
GOAL 2		Stabilize, Maintain and Improve Access to Housing						
A	Mid-2021	Planning Director (Lead)	Facilitate update to Zoning Code		X			Under development; Project will continue into mid-2021.
B	30-Sep-20	Planning Director (Lead) + Assistant to the City Manager + Council Members Knudsen & Koberstein + Planning Commission Chair	Prioritize Housing White Paper and Housing Element recommendations into short (1-2 years) and long term (3-5 year) actionable implementation actions, and advance short-term actions.	X				City Council approved on September 8, 2020.
C	31-Dec-20	Planning Director (Lead) + Finance Director + Council Members Knudsen + Koberstein	Update Housing Impact Fees for workforce housing and consider updates to inclusionary housing ordinance.				X	LWC has submitted a proposal to update the Inclusionary Housing Ordinance and integrate into the Zoning Code Update.
D	31-Oct-20	Planning Director (Lead) + Council Members Knudsen + Koberstein	Advance to Planning Commission short-term housing regulatory options for consideration.				X	Planned for March 2021.
E	31-Aug-20	Planning Director	Prepare RFP for Housing Element Update	X				Complete. Released Octber 23, 2020 and proposals due November 23,2020. Anticipate bringing contract to City Council to hire consultant January 12, 2021.
F	1-Jul-20	Planning Director + Finance Manager	Facilitate submittal of CDBG grant	X				City Council authorized submittal on September 8, 2020 for Child Care Scholarship Program grant.
G	1-Jul-20	Planning Director + Finance Manager	Facilitate submittal of Early Action Planning Grant	X				Awarded \$65,000 grant for Housing Element Update.
H	31-Jul-20	Planning Director + City Attorney	Align City Accessory Dwelling Unit (ADU) ordinance with new State law.	X				Adopted and revised regulations are on website and submitted to Napa Sonoma ADU center.

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GOAL DATE		WHO	WHAT	STATUS				NOTES
				Complete	On Schedule	On Hold	Revised Date	
GOAL 3		Enhance Organizational Performance and Commit to Full Public Participation, Ongoing Communication and Regional Collaboration						
A	Mid 2021	Planning Director (Lead) + Vice Mayor Dohring + Council Member Knudsen	Draft and present citywide design guidelines to the Planning Commission for adoption.		X			
B	30-Nov-20	HR/IT Director + City Attorney	Complete comprehensive update to Employee Handbook in partnership with City bargaining units and present to the City Council for adoption.				X	Scheduled for Council review/approval on December 8, 2020
C	30-Sep-20	HR/IT Director + Assistant to the City Manager	Prepare/present to the City Council an employee succession plan and/or strategy to help retain employees and minimize turnover costs.				X	Posponed due to COVID and fire emergencies.
D	31-Aug-20	Planning Director + Planning Commission + City Manager	Conduct annual Governance Meeting with Planning Commission.			X		Postponed due to COVID
E	31-Aug-20	City Manager	Coordinate Council Workshop on review of Parks & Recreation Commission and ATSC responsibilities.				X	Parks & Recreation meeting held July 20, 2020; ATSC meeting held August 5, 2020. Ad hoc subcommittees were formed with P&R & ATSC to develop recommendations.
F	31-Aug-20	Police Chief (Lead) + City Manager	Evaluate potential for shared Police Department services with City of Calistoga.				X	This item requires additional time.
G	30-Nov-20	City Attorney	Complete review of City Legal Services Policy				X	Transition of new City Attorney will delay this item.
H	30-Nov-20	City Attorney	Review and recommend to the City Council updates to the Council Rules of Procedure.				X	Transition of new City Attorney will delay this item.
I	15-Dec-20	Chief of Police + City Manager + Assistant to the City Manager	Police Policy discussion calendar (3-6 meeting dates for policy discussion) and augmentation of citywide diversity and inclusion training				X	This item has been folded into the Diversity, Inclusion, and Equity directives as approved October 22, 2020.
J	TBD	Planning Director (Lead) + Mayor Ellsworth + Council Member Koberstein	Coordinate Council Study Session to analyze options related to developing a robust Code Enforcement Program that is efficient, readily understandable, and predictable.			X		
K	TBD	Planning Director + City Attorney	Review and document status and scale of two large existing non-conforming businesses.			X		
L	TBD	Planning Director (Lead) + City Manager	Complete Management Study of City development process to identify recommended improvements for consideration.			X		Suspended due to budget

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GOAL DATE		WHO	WHAT	STATUS				NOTES
				Complete	On Schedule	On Hold	Revised Date	
M	TBD	City Engineer + Police Chief	Conduct public workshop to solicit community feedback on comprehensive approaches to traffic and pedestrian safety.			X		

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GOAL DATE		WHO	WHAT	STATUS				NOTES
				Complete	On Schedule	On Hold	Revised Date	
GOAL 4		Ensure Long-Term Economic Sustainability while Safeguarding St. Helena's Unique Culture & Quality of Life						
A	30-Sep-20	Finance Director	Complete Impact Fee Study and Cost Allocation Plan (including inclusionary fees and housing fees) for City Council adoption.				X	Council Study Session Planned for January 26, 2021.
B	30-Nov-20	Finance Director (Lead) + City Attorney + Council Member Knudsen	Present for City Council consideration a policy and procedure to receive charitable gifts and endowments on behalf of the City.		X			Draft developed and under review. Council consideration planned for November 24, 2020.
C	30-Sep-20	Assistant to the City Manager (Lead) + Mayor Ellsworth + Council Member Chouteau + Chamber of Commerce	Intervene to assist in securing tenants for vacant buildings.				X	Additional time is needed due to COVID emergency and fires.
D	TBD	Planning Director (Lead) + City Engineer	Develop and recommend Parklet's Program and Policy.				X	Additional time is needed due to COVID emergency and fires.
E	31-Oct-20	Recreation Director (Lead) + Parks & Recreation Commission	Prioritize General Plan "Parks & Recreation" Chapter action items with appropriate staff and Parks & Recreation Commission feedback into short (1-2 years) and long-term (3-5 year) actionable tasks; advance short-term tasks.				X	Parks and Recreation Commission formed subcommittee on September 21, 2020 to prepare a recommendation for Commission review. Parks and Recreation Commission planned for November 16, 2020.
F	TBD	Assistant to the City Manager (Lead) + Mayor Ellsworth + Council Member Chouteau	Survey downtown businesses regarding their interest in Façade and Tenant Improvement Program				X	Postponed due to COVID-19
G	TBD	Finance Director (Lead) + City Manager + Council Member Knudsen	Evaluate and present options to increase City revenue for City Council consideration.				X	Postponed due to COVID-19
H	TBD	City Manager + Planning Director + Council Member Knudsen	Initiate conversation with existing hotels to discuss opportunities to grow/improve their businesses (e.g. hotel incentive program).				X	Postponed due to COVID-19

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GOAL DATE		WHO	WHAT	STATUS				NOTES
				Complete	On Schedule	On Hold	Revised Date	
GOAL 5		Support Thriving Families and Enhance the Safety, Well-Being, and Healthy Development of our Youth						
A	31-Aug-20	Assistant to the City Manager + Vice Mayor Dohring and Council Member Chouteau	Inventory current community-wide youth and family initiatives.				X	Adjusted due to COVID-19
B	31-Jan-21	Assistant to the City Manager + Vice Mayor Dohring and Council Member Chouteau	Convene stakeholders group to prioritize short-term actions that compliment existing youth and family initiatives.				X	Adjusted due to COVID-19
C	1-Mar-21	Assistant to the Manager City + Vice Mayor Dohring and Council Member Chouteau	Based on stakeholder group, determine and prioritize long term actions that compliment existing youth and family initiatives.				X	Adjusted due to COVID-19

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GOAL DATE		WHO	WHAT	STATUS				NOTES
				Complete	On Schedule	On Hold	Revised Date	
GOAL 6		SUPPORT INITIATIVES THAT RESPOND TO AND PLAN FOR CLIMATE CHANGE						
A	30-Nov-20	Planning Director (Lead) + ATSC + Planning Commission	Prioritize General Plan "Climate Action" Chapter action items with appropriate staff and Planning Commission/ATSC Committee feedback into short (1-2 years) and long-term (3-5 year) actionable tasks.				X	Adjusted due to COVID-19 and fire emergencies.

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GOAL DATE		WHO	WHAT	STATUS				NOTES
				Complete	On Schedule	On Hold	Revised Date	
CIP		Capital Improvement Projects						
A	30-Sep-20	City Engineer	Complete C-82 Downtown Bathroom project on Money Way.				X	Installed; Requires PG&E connection/inspection which is now rescheduled for November 23, 2020.
B	31-Jul-20	City Engineer	Complete C20-03 St. Helena Skate Park Fence Replacement, landscaping improvements and year 2020 Skate Park crack sealing.	X				
C	31-Jan-21	City Engineer	Complete S-52 WWTP Design and advance project to bid and Design CEQA/NEPA		X			On schedule so far with CEQA/NEPA being circulated as internal draft. Plan to get out to public by end of year. Design is running concurrently.
D	31-Mar-20	City Engineer	Complete C20-01 Library flat roof replacement project.	X				Complete
E	31-Dec-20	City Engineer	Complete R19-07 guardrail design for Silverado Trail improvements.				X	At 50% design; NEPA required to be completed by Caltrans before 100%.
F	31-Jul-20	City Engineer	Complete C19-02 tennis court resurfacing project.	X				Complete
G	30-Sep-20	City Engineer	Advance W-27 replacement of Meadowood water tanks to design.				X	Revised due to Glass Fire
H	30-Sep-20	City Engineer	Complete design of S18-71 Crinella Pump Station.	X				Complete
I	31-Dec-20	City Engineer	Secure Mills Lane right-of-way for R20-02 storm drain project.				X	Design and surveying is underway.
J	31-Dec-20	City Engineer	Advance C20-06 generator purchase/installation, replacement and acquisition for HMGP and PSPS Resiliency funded grants.		X			Equipment procurement contracts are planned for Council consideration on November 26, 2020.
K	31-Aug-20	City Engineer	Complete design of R19-03 Sulphur Creek Erosion Repair and permitting.				X	Delayed due to LNU and Glass fires; needs to wait until after April 15, 2020.
L	31-Dec-20	City Engineer	Complete design of R19-04 Sulphur Creek Sediment Removal and permitting.			X		Communication continues with the County Flood Control District on this site. Project movement was placed on hold with Covid emergency.
M	30-Nov-20	City Engineer	Complete design of W-106 Crystal Springs Booster Station Upgrades (generator power).				X	Equipment procurement contracts are planned for Council consideration on November 26, 2020.
N	30-Nov-20	City Engineer	Complete design of W-110 Rutherford Pump Station Upgrades.				X	Amendment with consultant planned for November 26, 2020 Council meeting.

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				Complete	On Schedule	On Hold	Revised Date	
O	15-Oct-20	City Engineer + Operations	Complete assessment and implement W20-01 Bell Canyon Spillway Repairs.				X	Surface repairs have been completed internally, but additional assessment still required by a consultant.
P	30-Apr-21	City Engineer	Complete design of R19-05 Grayson and South Crane Avenues Reconstruction Project		X			After initial delays due to LNU and Glass Fires, design remains on schedule with one public outreach meeting completed to date and meeting scheduled with ATSC for November 4, 2020. 75% design review with community and ATSC planned in early 2021.

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GOAL DATE		WHO	WHAT	STATUS				NOTES
				Complete	On Schedule	On Hold	Revised Date	
OTHER								
A	31-Aug-20	Planning	Follow-up to October 22, 2019 Generator Noise Ordinance discussion	X				Council discussion held September 8, 2020.
B	15-Dec-20	Planning	Consideration of 5G Ordinance			X		Recommended best practice
C	15-Dec-20	Public Works	Develop options for Money Way garbage/recycling consolidation				X	Grant award received
D	TBD	NVTA/Planning	Implementation of VMT thresholds				X	NVTA has hired a consultant to assist all County jurisdictions with compliance and we are awaiting invitation for first meeting.
E	11-Aug-20	Assistant to the City Manager + City Attorney	Flavored Tobacco Ordinance			X		State legislation adopted prohibiting sale of flavored tobacco
F	31-Dec-20	City Engineer	LAFCO - Water and Wastewater MSR: participate in the review and comments associated with the MSR	X				LAFCO approved Water and Wastewater MSR on November 2, 2020.
G	31-Jan-21	Assistant to the City Manager + Area Operations Manager	Development of an Integrated Pest Management Policy				X	Adjusted to due COVID-19/fire emergencies.
H	31-Dec-20	City Manager + Assistant to the City Manager	Next steps discussion on city hall replacement				X	
I	TBD	Parks & Recreation Commission + Public Works & Planning Directors	Advance progress on development of walking trails		X			Parks & Recreation Commission subcommittee held meeting on October 28, 2020 to advance initial recommendations.