

ESTIMATED NET FISCAL IMPACT

Fiscal Year 2022 Net Impacts	TOTAL SALARY AND BENEFITS			EXPENSES BY FUNDING SOURCE		
	Salary (1)(2)	Benefits	Total Annual Salary & Benefits	General Fund	Water Fund	Wastewater Fund
HR/IT/Finance - Current						
HR/IT Director	(156,092)	(58,368)	(214,460)	(139,399)	(42,892)	(32,169)
Finance Director	(157,914)	(38,494)	(196,408)	(108,024)	(49,102)	(39,282)
Finance Manager (1)	(126,796)	(52,895)	(179,691)	(89,846)	(53,907)	(35,938)
Administrative Services - Recommended						
Administrative Services Director	165,809	39,644	205,453	112,999	51,363	41,091
Assistant Admin. Services Director (1)	136,626	54,732	191,358	95,679	57,407	38,272
HR Manager (1)	126,796	55,378	182,174	118,413	36,435	27,326
Net Impact Administrative Services	(11,571)	(3)	(11,574)	(10,178)	(696)	(700)
Public Works - Current						
Senior Civil Engineer	(124,848)	(57,458)	(182,306)	(109,384)	(36,461)	(36,461)
Public Works - Recommended						
Assistant Public Works Director	147,597	61,189	208,786	125,272	41,757	41,757
Net Impact Public Works	22,749	3,731	26,480	15,888	5,296	5,296
TOTAL NET IMPACT	11,178	3,728	14,906	5,710	4,600	4,596

(1) Includes 3% Confidential Pay

(2) Based on restoration of FY 2021 Labor Concessions

CITY OF ST. HELENA
ADMINISTRATIVE SERVICES DIRECTOR

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

DEFINITION:

Under general administrative direction, plans, organizes, administers, coordinates, and supervises multiple programmatic areas within the Administrative Services Department which includes the following divisions: Finance, Human Resources, and Information Technology. Performs highly complex professional, technical, and analytical work involved in the implementation of the City's Administrative Services Department and the implementation of City Council adopted goals and policies. Coordinates activities with other City officials, departments, outside agencies, organizations, and the public. Provides responsible and complex staff support to the City Council and City Manager and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS:

The **Administrative Services Director** reports to the City Manager and is responsible for establishing, interpreting, and carrying out overall City and departmental policies and programs; is expected to independently perform the full scope of administrative, analytical, and management duties for the Administrative Services Department which is composed of the following divisions: Finance, Human Resources, and Information Technology; is expected to participate in assigned administrative processes, procedures, and programs; and will provide information and assistance regarding assigned programs and services. This classification is distinguished from the next higher classification of City Manager in that the latter has overall responsibility for administering the City's operations.

SUPERVISION RECEIVED/EXERCISED:

Receives direction and supervision from the City Manager and policy direction from the City Council. Exercises direct and indirect supervision over professional, technical, and office support staff.

ESSENTIAL FUNCTIONS: *(include but are not limited to the following)*

Overall Responsibilities

- Accept full responsibility of the three Administrative Services Department divisions: Finance, Human Resources, and Information Technology; exercise direct and indirect supervision over professional and technical support personnel, as assigned; manage the development and implementation of goals, objectives, and priorities for each assigned

Administrative Services Director 

Administrative Services Department division; recommend and administer policies and procedures.

- Conduct special studies and analyses on difficult operational and administrative issues for the City Manager; conduct organization and management reviews; formulate recommendations and prepare reports.
- Assist the City Manager with administrative responsibilities, as assigned; prepare and present staff reports; review department staff reports; and other necessary correspondence.
- Participate in the development of City goals, objectives, policies, and priorities; provide input into goals and objectives for City Manager and City Council approval; develop new policies in consultation with the City Manager; confer with Department Directors and employees regarding significant policy and procedural changes.
- Assess and monitor workload, administrative and support systems, and internal reporting relationships for assigned areas of responsibility; identify opportunities for improvement; direct and implement changes.
- Plan, direct, coordinate, and implement work plans for assigned divisions; assign projects and programmatic areas of responsibility; review and evaluate work methods and procedures; meet with key City staff to identify and resolve problems.
- Select, train, motivate, and evaluate assigned personnel; provide and coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.
- Oversee and participate in the development and administration of assigned department budgets; approve the forecast of funds needed for staffing, equipment, materials, and supplies; approve expenditure and implement budgetary adjustments as appropriate and necessary.
- Oversee administration of the City's risk management programs including processing, coordination, and record keeping of liability and workers' compensation claims; oversee the maintenance of all insurance and self-insurance policies; develop and implement risk management policies and procedures; service as the City representative to self-insurance joint power authorities.
- Conduct research and analyzes information and prepare reports, recommendations, and correspondence on a variety of personnel and risk management related subjects; identify opportunities for improvements in the personnel and risk management functions; develop, recommend, and implement policies and procedures.
- Represent the City's interests and positions before legislative and rule-making authorities at all levels of government.
- Review and analyze legislation for impact on the City.
- Monitor compliance with City policies, contracts, rules and ordinances, as well as applicable Federal and State statutes.
- Explain department programs, policies, and activities; negotiate and resolve sensitive and controversial issues.

Administrative Services Director 

- Attend and participate in professional group meetings; maintain awareness of new trends and developments in the fields of Finance, Human Resources, and Information Technology; incorporate new developments as appropriate.
- Establish positive working relationships with representatives of community organizations, state/local agencies and associations, City Council, City management and staff, and the public.
- Respond to and resolve difficult and sensitive citizen inquiries and complaints.
- Provide information to various City departments, employees, employee organizations, outside agencies, applicants, and the public regarding personnel and risk management policies, procedures, practices, and decisions; coordinate a variety of City-wide activities with other City departments and outside agencies.

Finance

- Provide administrative oversight for Finance activities and services including activities associated with treasury, general accounting, auditing, purchasing, payroll processing, utility billing, business licenses, grant administration, fixed assets and finance information systems; coordinate the City's investment portfolio as authorized; coordinate activities with other City officials, departments, outside agencies, organizations, and the public
- Oversee the preparation, coordination, and presentation of the City's annual budget, capital improvement budget, and internal fiscal control measures; develop and present quarterly financial reports, financial forecasts, and historical financial information.
- Coordinate the preparation and analysis of various financial statements, schedules, and reports; develop format for the preparation of financial reports of the City and its agencies; ensure financial statements are prepared on a timely basis in accordance with GAAP and GASB, and related governmental accounting regulations.
- Provide oversight of the City's process management functions, including citywide contract management and adherence to City procedures and policies.

Human Resources

- Provide administrative oversight for all Human Resources services and activities including, but not limited to, classification and compensation administration, workforce planning, recruitment and selection, retention, training and development, performance management, safety and wellness, leave administration, labor and employee relations, contract negotiations, collective bargaining agreement administration, records, workers' compensation, benefits administration, contract administration, discipline, separations, and grievances; coordinate activities with other City officials, departments, outside agencies, organizations, and the public.
- Recommend changes to the classification, pay plans, and allocation of positions; present recommendations to the City Manager and/or City Council; remain current on changing and complex legislative and case law applicable to general and specific employee groups.

Administrative Services Director 

- Oversee employee-employer relations activities, including contract negotiations with labor unions/groups, disciplinary actions, and grievance procedures, including those involving complex drug and alcohol policies, procedures and testing for various employee groups; negotiate and resolves sensitive, complex, and/or controversial personnel complaints and issues.
- Monitor and advise departments regarding temporary transitional work assignments/return to work policies and procedures.
- Ensure the City's human resource policies are properly maintained; investigate allegations filed under the City's Harassment Policy; recommend discipline where appropriate; and ensure compliance with City personnel rules and regulations, State, and Federal laws.

Information Technology

- Accept full responsibility for the management, strategy, and execution of information technology services, ensuring technical projects are in alignment with organizational goals; direct the effective delivery of networks, development and disaster recovery systems, and processes.
- Research and recommend new products by identifying new market opportunities; lead efforts to improve information technology processes.
- Respond to and resolve difficult and sensitive citizen inquiries and complaints.

WORKING CONDITIONS:

Position requires prolonged sitting, standing, walking, kneeling, squatting, and stooping in the performance of daily activities. The position also requires repetitive hand movement and fine coordination in data entry and preparing reports using a computer keyboard. Additionally, the position required near and far vision in reading written reports and work-related documents.

Acute hearing is required when providing phone and personal service. The position requires the need to lift, drag, and push files, paper, and documents weighing up to 25 pounds. This position may occasionally work evening hours to attend meetings.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

QUALIFICATIONS: *(The following are minimal qualifications necessary for entry into the classification.)*

Education and/or Experience:

Any combination of education and experience that has provided the required knowledge, skills, and abilities necessary for the **Administrative Services Director**. A typical way of obtaining the required qualifications is to possess the equivalent of five years of broad and increasingly responsible experience in public sector administration, finance, and human resources, including five years of supervisory/management responsibility, and a

Administrative Services Director 

Bachelor's degree from an accredited college or university with major course work in public administration, finance, human resources, or a related field. A Master's degree in a related field is desirable.

License/Certificate:

Possession of, or ability to obtain, a valid Class C California driver's license.

KNOWLEDGE/ABILITIES/SKILLS: *(The following are a representative sample of the KAS's necessary to perform essential duties of the position.)*

Knowledge of:

Advanced principles and practices of public administration, including organization, functions, and problems of municipal government; government, council, and legislative processes; operations, services, and activities of public sector Human Resources management; advanced principles and practices of public sector Human Resources administration including recruitment, selection, classification, compensation, benefits administration, and employee relations; principles and practices of wage and salary benefit administration, job analysis, labor negotiations, and conducting employee investigations; advanced principles and practices of municipal budget preparation and administration; advanced methods of report preparation and presentation; principles and practices of program development and administration; advanced principles and practices of organization, management, supervision, training, and performance evaluation; principles and practices of strategic planning; principles of effective public relations and interrelationships with community groups and agencies, private businesses and firms, and other levels of government; advanced methods and techniques of research and statistical analysis; English usage, spelling, grammar, punctuation at an advanced level; office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases; and pertinent Federal, State, and local laws, codes, and regulations.

Ability to:

Provide effective leadership and coordinate the activities of assigned municipal organization; develop and administer City-wide and departmental goals, objectives, and procedures; analyze and define problems, identify and evaluate alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals; manage and direct a comprehensive public sector Human Resources management program; analyze and assess programs, policies, and operational needs and make appropriate adjustments; identify and respond to sensitive community and organizational issues, concerns, and needs; plan, organize, direct, and coordinate the work of assigned staff; delegate authority and responsibility; select, supervise, train, and evaluate staff; research, analyze, and evaluate new service delivery methods and

Administrative Services Director 

techniques; oversee and participate in classification and compensation functions and apply classification and compensation principles to the organization and staffing of the agency; develop and implement an efficient employee recruitment, selection, and retention program; review and resolve employee grievances in accordance with labor agreements; administer contract services; negotiate and resolve complex issues; make effective public presentations; participate effectively in labor negotiations; interpret and present City personnel programs and policies to employees and the public; prepare clear and concise administrative and financial reports; prepare and administer large and complex budgets; interpret and apply applicable Federal, State, and local policies, laws, and regulations; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships with those contacted in the course of work.

Skill to:

Operate an office computer and a variety of word processing, spreadsheet and other software applications.

CITY OF ST. HELENA
ASSISTANT ADMINISTRATIVE SERVICES DIRECTOR

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DEFINITION:

Under direction of the Administrative Services Director (ASD), the Assistant Administrative Services Director (AASD) plans, organizes, administers, coordinates, and supervises multiple programmatic areas within the Administrative Services Department which includes the following divisions: Finance, Human Resources, and Information Technology. Performs highly complex professional, technical, and analytical work involved in the implementation of the City's Administrative Services Department. Coordinates assigned activities with other departments and outside agencies, responsible for grant management, and provides advanced management support to the ASD.

DISTINGUISHING CHARACTERISTICS:

The **Assistant Administrative Services Director** reports to the Administrative Services Director and is responsible for establishing, interpreting, and carrying out overall City and departmental policies and programs; is expected to independently perform the full scope of administrative, analytical, and management duties for the Administrative Services Department; is expected to participate in assigned administrative processes, procedures, and programs; and will provide information and assistance regarding assigned programs and services. This classification is distinguished from the next higher classification of Administrative Services Director in that the latter has overall responsibility for the Administrative Services Department and reports to the City Manager.

SUPERVISION RECEIVED/EXERCISED:

Receives direction and supervision from the Administrative Services Director. Responsibilities include direct and indirect supervision over assigned staff.

ESSENTIAL FUNCTIONS: *(include but are not limited to the following)*

- Provide administrative oversight to the three Administrative Services Department divisions: Finance, Human Resources, and Information Technology; exercises direct and indirect supervision over professional and technical support personnel, as assigned.
- Serve as acting Department director in the director's absence and representing the department at department meetings, City Council meetings, and other public forums as needed.

Assistant Administrative Services Director 

- Serve as the City liaison to external agencies for funded projects; performs City grant management, preparation, tracking, reporting, and administration.
- Attend City Council, committee meetings, and other various meetings as needed.
- Establish positive working relationships with representatives of community organizations, state and local agencies, and associations, City management and staff, and the public.
- Coordinate and participate in the preparation and analysis of various financial statements, schedules, and reports; develop format for the preparation of financial reports of the City and its agencies; ensure financial statements are prepared on a timely basis in accordance with GAAP and GASB, and related governmental accounting regulations; assist in the preparation of the Quarterly Financial report.
- Oversee the review of bi-weekly payroll, payroll records, and the preparation of year-end payroll reports.
- Prepare highly analytical financial and statistical reports and monitor budget expenditures for operations of the departments to ensure a continuing cost control effort and responsible management of City resources.
- Oversee the administration of all Finance Department activities, including general ledger maintenance, account reconciliation, accounts receivable, accounts payable, utility billing, and payroll processing.
- Oversee the maintenance and operation of financial software; serve as liaison to staff and other departments regarding financial software system applications; assist with finance information system projects as needed; analyze, recommend, and assist in installing new or modified fiscal and management systems, forms, procedures, and other financial and accounting matters.
- Carry out supervisory responsibility in accordance with City policies, procedures, and applicable law; work with the ASD to develop department goals, objectives, and systems and in the overall management of staff including selection, training, development, motivation, supervision, discipline, and evaluation.
- Provide support to the ASD in their representative duties which includes the following:
 - Development and implementation of goals, objectives, priorities, and programs for each assigned Administrative Services Department divisions; recommend and administer policies and procedures.
 - Plan, direct, coordinate, and implement, work plans for assigned divisions; assign projects and programmatic areas of responsibility; review and evaluate work methods and procedures; meet with key City staff to identify and resolve problems.
 - Coordinate the preparation and presentation of the City's annual budget, capital improvement budget, and internal fiscal control measures; participate in the development and presentation of financial forecasts and historical information.
 - Assess and monitor workload, administrative and support systems, and internal reporting relationships for assigned areas of responsibility; identify opportunities for improvement; direct and implement changes.
 - Prepare and present staff reports; and other necessary correspondence.

Assistant Administrative Services Director 

- Select, train, motivate, and evaluate assigned personnel; provide and coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.
- Oversee and participate in the development and administration of assigned department budgets; approve the forecast of funds needed for staffing, equipment, materials, and supplies; approve expenditure and implement budgetary adjustments as appropriate and necessary.
- Assist in the management of human resources services and activities including, but not limited to, classification and compensation administration, workforce planning, recruitment and selection, retention, training and development, performance management, safety and wellness, leave administration, labor and employee relations, contract negotiations, collective bargaining agreement administration, records, workers' compensation, benefits administration, contract administration, discipline, separations, and grievances; coordinate activities with other City officials, departments, outside agencies, organizations, and the public.
- Assist in the administration of the City's risk management programs including processing, coordination, and record keeping of liability and workers' compensation claims; oversee the maintenance of all insurance and self-insurance policies; develop and implement risk management policies and procedures; serves as the City representative to self-insurance joint power authorities.
- Assist in the development of City goals, objectives, policies, and priorities; provide input into goals and objectives for City Manager and City Council approval; develop new policies in consultation with the City Manager; confer with Department Directors and employees regarding significant policy and procedural changes.
- Review and analyze legislation for impact on the City.
- Monitor for compliance with City policies, contracts, rules and ordinances, as well as applicable Federal and State statutes.
- Explain department programs, policies, and activities; negotiate and resolve sensitive and controversial issues.
- Attend and participate in professional group meetings; maintain awareness of new trends and developments in the fields of Finance, Human Resources, and Information Technology; incorporate new developments as appropriate.
- Respond to and resolve difficult and sensitive citizen inquiries and complaints.

WORKING CONDITIONS:

Position requires prolonged sitting, standing, walking, kneeling, squatting, and stooping in the performance of daily activities. The position also requires repetitive hand movement and fine coordination in data entry and preparing reports using a computer keyboard. Additionally, the position required near and far vision in reading written reports and work-related documents.

Assistant Administrative Services Director 

Acute hearing is required when providing phone and personal service. The position requires the need to lift, drag, and push files, paper, and documents weighing up to 25 pounds. This position may occasionally work evening hours to attend meetings.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

QUALIFICATIONS: *(The following are minimal qualifications necessary for entry into the classification.)*

Education and/or Experience:

Any combination of education and experience that has provided the required knowledge, skills, and abilities necessary for the **Assistant Administrative Services Director**. A typical way of obtaining the required qualifications is to possess the equivalent of five years of broad and increasingly responsible experience in public sector administration, finance, and human resources, including four years of supervisory/management responsibility, and a Bachelor's degree from an accredited college or university with major course work in public administration, finance, human resources, or a related field. A Master's degree in a related field is desirable.

License/Certificate:

Possession of, or ability to obtain, a valid Class C California driver's license.

KNOWLEDGE/ABILITIES/SKILLS: *(The following are a representative sample of the KAS's necessary to perform essential duties of the position.)*

Knowledge of:

Principles and practices of public administration, including organization, functions, and problems of municipal government; government, council, and legislative processes; operations, services, and activities of public sector human resources programs including recruitment, selection, classification, compensation, benefits administration and employee relations; principles and practices of wage and salary benefit administration, job analysis, and labor negotiations; advanced principles and practices of municipal budget preparation and administration; methods of report preparation and presentation; principles and practices of program development and administration; principles and practices of organization, management, supervision, training, and performance evaluation; principles and practices of strategic planning; principles of effective public relations and interrelationships with community groups and agencies, private businesses and firms, and other levels of government; methods and techniques of research, statistical analysis, and report presentations; English usage, spelling, grammar, punctuation at an advanced level; office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases; and pertinent Federal, State, and local laws, codes, and regulations.

Assistant Administrative Services Director **Ability to:**

Provide effective leadership and coordinate the activities of assigned municipal organization; analyze and define problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals; analyze and assess department programs, policies, and operational needs and make appropriate recommendations and adjustments; identify and respond to sensitive community and organizational issues, concerns, and needs; plan, organize, direct, and coordinate the work of assigned staff in conjunction with the ASD; delegate authority and responsibility; select, supervise, train, and evaluate staff; research, analyze, and evaluate new service delivery methods and techniques; oversee and participate in classification and compensation functions and apply classification and compensation principles to the organization and staffing of the agency; administer contract services; negotiate and resolve complex issues; make effective public presentations; participate effectively in labor negotiations; interpret and present City personnel programs and policies to employees and the public; prepare clear and concise administrative and financial reports; prepare and administer large and complex budgets; interpret and apply applicable Federal, State, and local policies, laws, and regulations; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships with those contacted in the course of work.

Skill to:

Operate an office computer and a variety of word processing, spreadsheet and other software applications.

CITY OF ST. HELENA

HUMAN RESOURCES MANAGER

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DEFINITION:

Under administrative direction, the Human Resources Manager plans, organizes, administers, coordinates, and supervises multiple programmatic areas within the Human Resources Division of the Administrative Services Department. Performs highly complex professional, technical, and analytical work involved in the implementation of the City's Human Resources programs including safety, wellness, leave administration, workers' compensation, classification and compensation, recruitment and selection, training, career development, workforce planning, performance management, employee relations, discipline and grievances. The Human Resources Manager delivers high quality, customer focused human resource services, manages Human Resource staff in carrying out programmatic functions, and maintains compliance City, state, and federal laws and regulations.

DISTINGUISHING CHARACTERISTICS:

The **Human Resources Manager** is the mid-management level class which oversees all functions of the Human Resources Division and who reports to the Administrative Services Director. The Human Resources Manager is responsible for originating, carrying out, reviewing, interpreting, and coordinating policies; is expected to independently perform the full scope of administrative, analytical, and management duties for Human Resource operations; is expected to participate in assigned administrative processes, procedures, and programs, and will provide information and assistance regarding assigned programs and services.

SUPERVISION RECEIVED/EXERCISED:

Receives direction and supervision from the Administrative Services Director and/or the Assistant Administrative Services Director. Overall decision making for the Human Resources division is directed by the Administrative Services Director. The Human Resources Manager exercises direct supervision of Human Resources staff.

ESSENTIAL FUNCTIONS: *(include but are not limited to the following)*

- Manages the human resources lifecycle of recruitment, onboarding, enablement, development, retention, and separation.
- Performs administrative and supervisory tasks for the Human Resources division.
- Plans, oversees, and conducts City recruitments, including the announcement and advertising of job opportunities; development and execution of written, oral, and

Human Resources Manager

performance tests, including public safety personnel performance testing; reviews and screens employment applications; monitors the establishment, maintenance, and use of employment lists; conducts new employee orientations.

- Oversees the maintenance and operation of human resource related software; serves as liaison to staff and other departments regarding human resource system applications; assists with human resource information system projects as needed; analyzes, recommends, and assists in installing new or modified human resource systems, forms, procedures.
- Supervises, trains, coaches, and evaluates assigned staff, and addresses job performance issues; recommends the hiring of department staff; monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures for all human resources programs and projects.
- Implements and processes employee benefit programs including, but not limited to, health, dental, life and long-term disability insurance, workers' compensation, and retirement.
- Maintains, improves, develops, and recommends policies and procedures as it relates to human resources program areas such as safety, wellness, leave administration, workers compensation, classification and compensation, recruitment and selection, training, career development, workforce planning, performance management, employee relations, discipline, and grievances.
- Oversees the administration of the employee performance evaluation process and all personnel transactions to ensure compliance with City personnel rules and regulations and state and federal laws; oversees the maintenance and proper handling of personnel files.
- Participates in employee-employer relations activities, including contract negotiations with multiple labor unions, disciplinary actions and grievance procedures, including those involving drug and alcohol policies, procedures, and testing for various employee groups; negotiates and resolves personnel complaints and issues in a sensitive manner.
- Conducts periodic formal and informal organizational compensation and classification studies; recommends changes to the classification and pay plans and the allocation of positions; presents recommendations to the Administrative Services Director, City Manager, and/or City Council.
- Conducts research and analyzes information and prepares reports, recommendations, and correspondence on a variety of personnel related subjects; identifies opportunities for improvements.
- Provides information to various City departments, employees, employee organizations, outside agencies, applicants, and the public regarding personnel policies, procedures, practices, and decisions; coordinates a variety of City-wide activities with other City departments and outside agencies.
- Selects, trains, motivates, and evaluates assigned personnel; works with employees to improve skills and correct deficiencies, especially in highly charged areas such as discrimination, hostile work environments, ADA accommodation, and harassment.

Human Resources Manager 

- Ensures the City's EEO/AA policies are properly maintained; conducts investigations such as: grievances, employee misconduct, and claims of discrimination and sexual harassment; works with departments, Administrative Service Director, City Manager, City Attorney, and bargaining units on disciplinary and grievance matters.
- Develops, recommends, and monitors the Human Resources budget.
- Develops goals, objectives, and performance measures to manage assigned programs; assesses the effectiveness of programs and services provided, and seeks ways to improve services and programs; advises Administrative Services Director and managers using sound human resources strategies, practices, and techniques to solve complex employee and organizational issues, and effectively plan for and manage the City's workforce.

WORKING CONDITIONS:

Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement, and fine coordination in preparing statistical reports and data using a computer keyboard. Additionally, the position requires near and far vision in reading correspondence and statistical data and using a computer. Acute hearing is required when providing phone and personal service, and speech sufficient to communicate in group settings without the aid of a microphone. The position requires the need to lift, drag and push files, paper and documents weighing up to 25 pounds.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

QUALIFICATIONS: *(The following are minimal qualifications necessary for entry into the classification.)*

Education and/or Experience:

Any combination of education and experience that has provided the required knowledge, skills, and abilities necessary for a **Human Resources Manager**. A typical way of obtaining the required qualifications is to possess the equivalent of five years of broad and increasingly responsible experience in human resources including two years of supervisory/management responsibility, and a Bachelor's degree from an accredited college or university with major course work in public administration, human resources, or a related field. A Master's degree in a related field and municipal experience is desirable.

License/Certificate:

Possession of, or ability to obtain, a valid Class C California driver's license.

KNOWLEDGE/ABILITIES/SKILLS: *(The following are a representative sample of the KAS's necessary to perform essential duties of the position.)*

Knowledge of:

Modern principles and practices of public human resources administration; Federal, State, and local laws, rules, and regulations regarding local government operations related to human resources; current trends in human resources administration, including recent court decisions and legislative developments/updates; structure and organization of public sector agencies; health and safety program management, performance management, training and development, employee and labor relations, salary and benefits administration; principles and practices of recruitment, interviewing, test construction and administration, and personnel selection; analytical, statistical, and research methods; office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases; budget development and administration; insurance principles and practices; workers' compensation laws of California; applicable Federal, State, and local laws and regulations including, but not limited to Fair Labor Standards Act (FLSA), Family Medical Leave Act (FMLA), Public Employees Retirement System (CalPERS), Police Officer's Bill of Rights (POBR), Pregnancy Disability Act (PDA), Meyers-Milias-Brown Act, Health Insurance Portability and Accountability Act (HIPAA), California Family Rights Act (CRFA), Fair Employment & Housing Act, Americans with Disabilities Act (ADA), Consolidated Omnibus Reconciliation Act (COBRA), Title VII of the Civil Rights Act of 1964, and OSH Act/Cal OSHA.

Ability to:

Provide effective leadership and coordinate the activities of assigned program areas; develop and administer division goals, objectives, and procedures; utilizing critical thinking skills analyze and define problems, identify and evaluate alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals; manage and direct a comprehensive public sector Human Resources management program; analyze and assess programs, policies, and operational needs and make appropriate adjustments; identify and respond to sensitive community and organizational issues, concerns, and needs; plan, organize, direct, and coordinate the work of assigned staff; delegate authority and responsibility; select, supervise, train, and evaluate staff; research, analyze, and evaluate new service delivery methods and techniques; oversee and participate in classification and compensation studies and apply classification and compensation principles to the organization and staffing of the agency; develop and implement an efficient employee recruitment, selection, and retention program; review and resolve employee grievances in accordance with labor agreements; administer contract services; negotiate and resolve complex situations and issues; make effective public presentations; participate effectively in labor negotiations; interpret and present City personnel programs and policies to employees and the public; interpret and apply applicable Federal, State, and local policies, laws, and regulations;

Human Resources Manager 

communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships with those contacted in the course of work.

Skill to:

Operate an office computer and a variety of word processing, spreadsheet and other software applications.

CITY OF ST. HELENA PUBLICLY AVAILABLE SALARY SCHEDULE

Mid-Management Exempt

Approved and Adopted February 9, 2021

Includes a temporary 5% decrease effective July 1, 2020 through June 30, 2021

^Denotes new position and/or salary adjustment

FY 2020-2021

Position	Time base*	Steps				
		A	B	C	D	E
Management Analyst	Annual	75,457	79,229	83,191	87,350	91,718
	Monthly	6,288	6,602	6,933	7,279	7,643
	Hourly	36.28	38.09	40.00	42.00	44.09
Senior Management Analyst	Annual	82,509	86,635	90,967	95,515	100,291
	Monthly	6,876	7,220	7,581	7,960	8,358
	Hourly	39.67	41.65	43.73	45.92	48.22
Public Works Assistant Operations Manager	Annual	87,625	92,006	96,607	101,437	106,509
	Monthly	7,302	7,667	8,051	8,453	8,876
	Hourly	42.13	44.23	46.45	48.77	51.21
Senior Planner	Annual	89,796	94,286	99,000	103,950	109,147
	Monthly	7,483	7,857	8,250	8,663	9,096
	Hourly	43.17	45.33	47.60	49.98	52.47
Public Works Operations Manager	Annual	96,213	101,024	106,075	111,379	116,948
	Monthly	8,018	8,419	8,840	9,282	9,746
	Hourly	46.26	48.57	51.00	53.55	56.23
Senior Civil Engineer	Annual	97,577	102,456	107,579	112,958	118,606
	Monthly	8,131	8,538	8,965	9,413	9,884
	Hourly	46.91	49.26	51.72	54.31	57.02
Lieutenant	Annual	101,651	106,733	112,070	117,674	123,557
	Monthly	8,471	8,894	9,339	9,806	10,296
	Hourly	48.87	51.31	53.88	56.57	59.40
Chief Building Official	Annual	105,622	110,903	116,448	122,271	128,384
	Monthly	8,802	9,242	9,704	10,189	10,699
	Hourly	50.78	53.32	55.98	58.78	61.72
Assistant Public Works Director^	Annual	115,357	121,125	127,181	133,540	140,217
	Monthly	9,613	10,094	10,598	11,128	11,685
	Hourly	55.46	58.23	61.14	64.20	67.41
<u>Confidential Positions</u>						
Finance Manager ⁽¹⁾	Annual	96,213	101,024	106,075	111,379	116,948
	Monthly	8,018	8,419	8,840	9,282	9,746
	Hourly	46.26	48.57	51.00	53.55	56.23
Human Resources Manager^ (1)	Annual	96,213	101,024	106,075	111,379	116,948
	Monthly	8,018	8,419	8,840	9,282	9,746
	Hourly	46.26	48.57	51.00	53.55	56.23
Assistant to City Manager ⁽¹⁾	Annual	96,213	101,024	106,075	111,379	116,948
	Monthly	8,018	8,419	8,840	9,282	9,746
	Hourly	46.26	48.57	51.00	53.55	56.23
Assistant Administrative Services Director^ (1) (2)	Annual	103,678	108,874	114,304	120,032	126,015
	Monthly	8,640	9,073	9,525	10,003	10,501
	Hourly	49.85	52.34	54.95	57.71	60.58

⁽¹⁾ Confidential Positions receive a 3% pay differential that is added to the employee's base salary. Confidential as defined is an employee having access in the course of his/her duties to confidential information on the employer's labor relations and consequently excludable from holding Association office and/or divulging confidential employer information to the Association.

⁽²⁾ Addition of new position is effective July 1, 2021 or upon the retirement of the Human Resources/IT Director, whichever comes first.

*Annual time base payrate is rounded up to the nearest whole dollar, while all other time base payrates are rounded to the nearest cent.

CITY OF ST. HELENA PUBLICLY AVAILABLE SALARY SCHEDULE
Executive Management - Department Heads
 Approved and Adopted February 9, 2021
 Includes a temporary 5% decrease effective July 1, 2020 through June 30, 2021
 ^Denotes new position and/or salary adjustment
 FY 2020-2021

Position	Time base*	A	B	Steps C	D	E
Fire Chief ⁽¹⁾	Annual	(1560 hours)				125,970
	Monthly					10,498
	Hourly					80.75
City Clerk	Annual	98,677	103,611	108,791	114,231	119,943
	Monthly	8,223	8,634	9,066	9,519	9,995
	Hourly	47.44	49.81	52.30	54.92	57.66
Library Director	Annual	118,591	124,521	130,747	137,284	144,148
	Monthly	9,883	10,377	10,896	11,440	12,012
	Hourly	57.01	59.87	62.86	66.00	69.30
Parks & Recreation Director	Annual	120,105	126,110	132,416	139,037	145,988
	Monthly	10,009	10,509	11,035	11,586	12,166
	Hourly	57.74	60.63	63.66	66.84	70.19
Human Resources/IT Director	Annual	121,996	128,096	134,501	141,226	148,287
	Monthly	10,166	10,675	11,208	11,769	12,357
	Hourly	58.65	61.58	64.66	67.90	71.29
Finance Director	Annual	123,420	129,591	136,071	142,874	150,018
	Monthly	10,285	10,799	11,339	11,906	12,501
	Hourly	59.34	62.30	65.42	68.69	72.12
Administrative Services Director ⁽²⁾	Annual	129,591	136,071	142,874	150,018	157,519
	Monthly	10,799	11,339	11,906	12,501	13,127
	Hourly	62.30	65.42	68.69	72.12	75.73
Planning & Building Director	Annual	132,914	139,560	146,538	153,865	161,558
	Monthly	11,076	11,630	12,211	12,822	13,463
	Hourly	63.90	67.10	70.45	73.97	77.67
Police Chief	Annual	141,347	148,414	155,835	163,627	171,808
	Monthly	11,779	12,368	12,986	13,636	14,317
	Hourly	67.96	71.35	74.92	78.67	82.60
Public Works Director	Annual	144,202	151,412	158,983	166,932	175,278
	Monthly	12,017	12,618	13,249	13,911	14,607
	Hourly	69.33	72.79	76.43	80.26	84.27
City Manager ⁽¹⁾	Annual					186,700
	Monthly					15,558
	Hourly					89.76

⁽¹⁾ Positions do not have a pay range

⁽²⁾ Addition of new position is effective July 1, 2021 or upon the retirement of the Human Resources/IT Director, whichever comes first.

Amendment No. 2

EMPLOYMENT AGREEMENT FOR ADMINISTRATIVE SERVICES DIRECTOR

Between

CITY OF ST. HELENA AND DR. APRIL MITTS

As authorized by the City Council through Resolution 2021-___, approved on February 9, 2021, this Amendment No. 2 to the Employment Agreement Dated November 4, 2014 is made and effective July 1, 2021, or upon the retirement of the Human Resources/IT Director, whichever comes first, between the City of St. Helena ("City"), a municipal corporation (City) and DR. APRIL MITTS ("Dr. Mitts" or "Employee") collective "the Parties."

RECITALS

WHEREAS, the City is consolidating the Human Resources/Information Technology Department and Finance Department into one Administrative Services Department that will consist of the following divisions: Human Resources, Information Technology, and Finance; and

WHEREAS, the Human Resources/Information Technology and Finance Director positions are being combined under one director, Administrative Services Director; and

WHEREAS, Dr. Mitts has served as the City's Finance Director since November 5, 2014, and will assume the title and responsibilities of Administrative Services Director; and

WHEREAS, Dr. Mitts has the necessary education, experience, skills, and expertise to serve as the City's Administrative Services Director; and

WHEREAS, the City Manager, as appointing power, and Dr. Mitts desire to agree in writing to the terms and conditions of Dr. Mitts' employment as Administrative Services Director; and

WHEREAS, Employee's employment agreement dated November 4, 2014 ("the Employment Agreement") is one such agreement to be amended to reflect the title of Administrative Services Director; and

NOW, THEREFORE, inconsideration of the mutual premises, covenants and conditions herein contained, the Parties agree to amend the Employment Agreement as of July 1, 2021, or upon the retirement of the Human Resources/IT Director, whichever comes first as follows:

Section 1. Power and Duties of the Finance Director

Title is amended to reflect, **Section 1. Power and Duties of the Administrative Services Director.**

Subsection (d) is amended to replace Finance Director with **Administrative Services Director.**

Section 3. At-Will Employment

Subsection (b) is amended to replace Director of Finance with **Administrative Services Director.**

Section 4. Termination of Agreement

Subsection (c) Severance is amended to replace Finance Director with **Administrative Services Director**.

Subsection (c) Resignation by Director is amended to replace Finance Director with **Administrative Services Director**.

Section 5. Compensation and Benefits

Subsection (a) upon the effective date of the agreement, July 1, 2021, or upon retirement of the Human Resources/Information Technology Director, whichever comes first, Section 5, subsection (a) is amended to increase the Employee's salary by 5%. If the effective date is after July 1, 2021 the salary will be \$165,395 (Step E), if the effective date is prior to July 1, 2021, the salary will be \$157,519 (Step E) which includes a temporary 5% pay decrease effective July 1, 2020 through June 30, 2021 which shall be restored to \$165,395 effective July 1, 2021 in accordance with Amendment #1 of Employee Agreement.

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

IN WITNESS WHEREOF, the Parties hereto have accepted, made, and executed this Agreement upon the terms, conditions, and provision above stated, the day and year first written above.

CITY OF ST. HELENA
A Municipal Corporation

By: _____
Mark T. Prestwich
City Manager

By: _____
Dr. April Mitts
Administrative Services Director

Approved as to Form:

By: _____
Ethan Walsh, City Attorney

Eighth Amendment to Unrepresented Compensation Program

Between

CITY OF ST. HELENA AND MID-MANAGER AND DEPARTMENT HEADS

As authorized by the City Council through Resolution 2021-__, approved on February 9, 2021, this Eighth Amendment to the Unrepresented Compensation Program Dated October 22, 2019 is made and effective February 20, 2021 between the City of St. Helena ("City"), a municipal corporation (City) and Mid-Managers and Department Heads ("Employee"), collectively "the Parties."

RECITALS

WHEREAS, on March 8, 2016, City Council approved Resolution 2016-36 establishing a new Unrepresented Compensation Program for Mid-Managers and Department Heads with an effective date from March 8, 2016 through December 31, 2016; and

WHEREAS, on June 14, 2016, City Council approved Resolution 2016-75 Amendment No. 1 to the Unrepresented Compensation Program for Mid-Managers and Department Heads authorizing at-will executive staff up to an additional 40 hours of executive leave annually; and

WHEREAS, on September 13, 2016, City Council approved Resolution 2016-124 Amendment No. 2 to the Unrepresented Compensation Program for Mid-Managers and Department Heads to amend Section 8 to include the Assistant Public Works Director position as an eligible position to receive 40 additional hours of executive leave per the same conditions as at-will executive positions; and

WHEREAS, on June 27, 2017, City Council approved Resolution 2017-93 Amendment No. 3 to the Unrepresented Compensation Program for Mid-Managers and Department Heads: (1) extending the term of the program to end on December 31, 2017 and (2) updating Section 1.3.B. to include the Utilities Operations Manager as an eligible position; and

WHEREAS, on May 8, 2018, City Council approved Resolution 2018-57 Amendment No. 4 to the Unrepresented Compensation Program for Mid-Managers and Department Heads: (1) covering the period of January 1, 2018 through June 30, 2020, (2) adding Section 3.5 Out-of-Class Pay, (3) amending Section 7.2 Vacation Accrual and Section 7.3 Vacation Usage, (4) updating Section 11.1 Vehicle Reimbursement to \$200 per month in accordance with the change to bi-weekly pay schedule, (5) updating section 11.2 Deferred Compensation Plan match to \$200 per month in accordance with the change to bi-weekly pay schedule, (6) amending Section 11.4 Sick Leave Payout, and (7) addition of Section 11.6 Uniform Allowance; and

WHEREAS, on October 8, 2019, City Council approved Resolution 2019-119 Amendment No. 5 to the Unrepresented Compensation Program for Mid-Managers and Department Heads to amend Section 8 to include the Assistant to the City Manager position as an eligible position to receive 40 additional hours of executive leave per the same conditions as at-will executive positions and to amend Section 1.3.C. to include the Assistant to the City Manager; and

WHEREAS, on October 22, 2019, City Council approved Resolution 2019-126 Amendment No. 6 to the Unrepresented Compensation Program for Mid-Managers and Department Heads to update Section 1.3 Covered Employees with new classification recommendations based on a classification and compensation study; and

WHEREAS, on July 14, 2020, as a result of the COVID-19 pandemic's impact on the City's finances, City Council approved Resolution 2020-79 Amendment No. 7 to the Unrepresented Compensation Program for Mid-Managers and Department Heads temporarily amending Section 3, Section 7.2, Section 10.3, Section 11.2, Section 11.5, and Section 11.5, adding Section 13, and extending the term of the Program to June 30, 2022; and

WHEREAS, upon the Retirement of the Human Resources/Information Technology Director, the City is consolidating the Human Resources/Information Technology Department and Finance Department into one Administrative Services Department that will consist of the following divisions: Human Resources, Information Technology, and Finance; and

WHEREAS, the Human Resources/Information Technology and Finance Director positions are being combined under one director, Administrative Services Director; and

WHEREAS, the present Finance Manager is being reclassified as Assistant Administrative Services Director; and

WHEREAS, the classification of Human Resources Manager is being added to the Program; and

WHEREAS, the classification of Assistant Administrative Services Director is being added as an eligible position to receive 40 additional hours of executive leave per the same conditions as at-will executive positions; and

WHEREAS, per City Council Resolution 2016-124, the Assistant Public Works Director classification was added as an eligible position to receive 40 additional hours of executive leave per the same conditions as at-will executive positions; however, the language was not administratively added to the Program.

NOW, THEREFORE, inconsideration of the mutual premises, covenants and conditions herein contained, the Parties agree to amend the Unrepresented Compensation Program as follows:

Section 1.3 Employees Covered

Effective immediately is amended to include the Human Resources Manager classification as a covered employee under Section 1.3(C).

Effective July 1, 2021, or upon retirement of the Human Resources/Information (HR/IT) Director, whichever comes first, Section 1.3(A) is amended to remove the HR/IT Director and Finance Director classifications as covered employees and replaced with the Administrative Services Director classification.

Effective July 1, 2021, or upon retirement of the Human Resources/Information (HR/IT) Director, whichever comes first, Section 1.3(C) is amended to include the Assistant Administrative Services Director classification.

Section 8. Executive Leave

Effective immediately is amended to include the Assistant Public Works Director and the Assistant Administrative Services Director as eligible positions to receive 40 additional hours of executive leave per the same conditions as at-will executive positions.

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

IN WITNESS WHEREOF, the Parties hereto have accepted, made, and executed this Agreement upon the terms, conditions, and provision above stated, the day and year first written above.

CITY OF ST. HELENA
A Municipal Corporation

By: _____
Mark T. Prestwich
City Manager

By: _____
Cindy Tzafopoulos
City Clerk

Approved as to Form:

By: _____
Ethan Walsh, City Attorney

CITY OF ST. HELENA
RESOLUTION NO. 2021-_____

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ST. HELENA AUTHORIZING:

(A) THE CITY MANAGER'S RECOMMENDATION OF A REORGANIZATION OF PERSONNEL POSITIONS, ROLES, AND RESPONSIBILITIES WITHIN HUMAN RESOURCES/INFORMATION TECHNOLOGY (HR/IT) AND FINANCE DEPARTMENTS BY CONSOLIDATING THE HR/IT AND FINANCE DEPARTMENTS INTO A NEW ADMINISTRATIVE SERVICES DEPARTMENT WITH THE ADMINISTRATIVE SERVICES DIRECTOR ASSUMING RESPONSIBILITIES PRESCRIBED IN SHMC CHAPTER 2.24 DIRECTOR OF FINANCE/TREASURER; and

(B) APPROVING THE EIGHTH AMENDMENT TO THE UNREPRESENTED COMPENSATION PROGRAM FOR MID-MANAGERS AND DEPARTMENT HEADS TO: (1) EFFECTIVE IMMEDIATELY INCLUDE THE HUMAN RESOURCES MANAGER CLASSIFICATION AS A COVERED EMPLOYEE UNDER SECTION 1.3; (2) EFFECTIVE JULY 1, 2021, OR UPON RETIREMENT OF THE HR/IT DIRECTOR WHICHEVER COMES FIRST, REMOVE THE HR/IT DIRECTOR AND FINANCE DIRECTOR CLASSIFICATIONS AS COVERED EMPLOYEES AND INCLUDE THE ADMINISTRATIVE SERVICES DIRECTOR AND ASSISTANT ADMINISTRATIVE SERVICES DIRECTOR AS COVERED EMPLOYEES UNDER SECTION 1.3; AND (3) UPDATE SECTION 8 TO INCLUDE THE ASSISTANT PUBLIC WORKS DIRECTOR, AS AUTHORIZED THROUGH RESOLUTION 2016-124, AND ASSISTANT ADMINISTRATIVE SERVICES DIRECTOR AS ELIGIBLE TO RECEIVE UP TO ANOTHER FIVE DAYS EXECUTIVE LEAVE ANNUALLY AT THE DISCRETION OF THE CITY MANAGER PROVIDED ON JULY 1ST OF EACH YEAR; and

(C) DULY ADOPTING AND APPROVING PUBLICLY AVAILABLE PAY SCHEDULES IN ACCORDANCE WITH THE REQUIREMENT OF CALIFORNIA CODE OF REGULATIONS TITLE 2 WITH THREE NEW CLASSIFICATIONS AND A CHANGE IN PAY SCHEDULE FOR THE ASSISTANT PUBLIC WORKS DIRECTOR CLASSIFICATION. ALL SALARIES INCLUDE A TEMPORARY 5% DECREASE EFFECTIVE JULY 1, 2020 WHICH, IN

ACCORDANCE WITH THE UNREPRESENTED COMPENSATION PROGRAM BETWEEN CITY OF ST. HELENA AND MID-MANAGER AND DEPARTMENTS, WILL BE RESTORED NO LATER THAN JULY 1, 2021: (1) HUMAN RESOURCES MANAGER WITH A SALARY RANGE OF \$96,213-\$116,948; (2) ASSISTANT ADMINISTRATIVE SERVICES DIRECTOR WITH A SALARY RANGE OF \$103,678-\$126,015; (3) ADMINISTRATIVE SERVICES DIRECTOR, IN ACCORDANCE WITH THE REQUIREMENT OF CALIFORNIA CODE SECTION 54953(c)(3) THE RECOMMENDED FINAL ACTION ON SALARY RELATED TO THE COMPENSATION FOR THE NEW ADMINISTRATIVE SERVICES DIRECTOR, WITH A SALARY RANGE OF \$129,591-\$157,519; AND (4) ASSISTANT PUBLIC WORKS DIRECTOR WITH A SALARY RANGE OF \$115,357-\$140,217; and

(D) APPROVING JOB DESCRIPTIONS FOR HUMAN RESOURCES MANAGER, ASSISTANT ADMINISTRATIVE SERVICES DIRECTOR, AND ADMINISTRATIVE SERVICES DIRECTOR; and

(E) APPROVING AMENDMENT #2 TO THE EMPLOYMENT CONTRACT FOR THE FINANCE DIRECTOR WITH THE NEW TITLE OF ADMINISTRATIVE SERVICES DIRECTOR EFFECTIVE JULY 1, 2021, OR UPON RETIREMENT OF THE HR/IT DIRECTOR, WHICHEVER COMES FIRST, AND IN ACCORDANCE WITH THE REQUIREMENT OF CALIFORNIA CODE SECTION 54953(c)(3) THE RECOMMENDED FINAL ACTION ON SALARY RELATED TO THE COMPENSATION FOR THE NEW ADMINISTRATIVE SERVICES DIRECTOR, WITH A SALARY RANGE OF \$129,591-\$157,519 (INCLUDES A TEMPORARY 5% DECREASE EFFECTIVE JULY 1, 2020 WHICH, IN ACCORDANCE WITH AMENDMENT NO. 7 TO THE UNREPRESENTED COMPENSATION PROGRAM BETWEEN CITY OF ST. HELENA AND MID-MANAGERS AND DEPARTMENT HEADS, WILL BE RESTORED NO LATER THAN JULY 1, 2021 WITH A RANGE OF \$136,071-\$165,809) WITH NO OTHER CHANGES IN BENEFITS; and

(F) APPROVING THE ACCELERATION TO RECRUIT FOR THE HUMAN RESOURCES MANAGER IN FY 2020-21 IN ADVANCE OF THE ANNOUNCED RETIREMENT OF THE HR/IT DIRECTOR; and

(G) APPROVING THE RECRUITMENT OF AN ASSISTANT PUBLIC WORKS DIRECTOR; and

(H) APPROVING A BUDGET INCREASE IN FY 2020-21 FOR: (1) THE GENERAL FUND IN AN AMOUNT NOT-TO-EXCEED \$28,000 AND USE OF GENERAL FUND RESERVES OF THE SAME; (2) THE WATER FUND IN AN AMOUNT NOT-TO-EXCEED \$8,800 AND USE OF WATER FUND BALANCE OF THE SAME; AND (3) THE WASTEWATER FUND IN AN AMOUNT NOT-TO-EXCEED \$6.600 AND USE OF WASTEWATER FUND BALANCE OF THE SAME.

RECITALS

WHEREAS, upon the Retirement of the Human Resources/Information Technology Director, the City is consolidating the Human Resources/Information Technology Department and Finance Department into one Administrative Services Department that will consist of the following divisions: Human Resources, Information Technology, and Finance; and

WHEREAS, the Human Resources/Information Technology and Finance Director positions are being combined under one director, Administrative Services Director; and

WHEREAS, the present Finance Manager is being reclassified as Assistant Administrative Services Director; and

WHEREAS, the classification of Human Resources Manager is being added to the Program; and

WHEREAS, the classification of Assistant Administrative Services Director is being added as an eligible position to receive 40 additional hours of executive leave per the same conditions as at-will executive positions; and

WHEREAS, per City Council Resolution 2016-124, the Assistant Public Works Director classification was added as an eligible position to receive 40 additional hours of executive leave per the same conditions as at-will executive positions; however, the language was not administratively added to the Program.

RESOLUTION

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

1. Approve the reorganization of personnel positions, roles, and responsibilities within Human Resources/Information Technology (HR/IT) and Finance Departments by consolidating the HR/IT and Finance Departments into a new Administrative Services Department with the Administrative Services Director assuming responsibilities prescribed in SHMC Chapter 2.24 Director of Finance/Treasurer; and
2. Approve the Eighth Amendment of the Unrepresented Compensation Program for Mid-Managers and Department Heads to:

- a. Effective immediately, include the Human Resources Manager classification as a covered employee under Section 1.3; and
 - b. Effective July 1, 2021, or upon retirement of the HR/IT Director whichever comes first, remove the HR/IT Director and Finance Director classifications and include the classifications of Administrative Services Director and Assistant Administrative Services Director as covered employees under Section 1.3; and
 - c. Update Section 8: Executive Leave to include the Assistant Public Works Director, as authorized through Resolution 2016-124, and Assistant Administrative Services Director as eligible to receive up to another five (5) days Executive Leave annually at the discretion of the City Manager provided on July 1st of each year; and
3. Approve publicly available pay schedules in accordance with the requirement of California Code of Regulations Title 2 with three new classifications and a change in pay schedule for the Assistant Public Works Director classification. All salaries include temporary 5% decrease effective July 1, 2020 which, in accordance with Amendment No. 7 to the Unpresented Compensation Program between the City of St. Helena and Mid-Managers and Department Heads, will be restored no later than July 1, 2021:
 - a. Human Resources Manager with a salary range of \$96,213-\$116,948, and
 - b. Assistant Administrative Services Director as a Confidential Position with a salary range of \$103,678-\$126,015; and
 - c. Administrative Services Director, in accordance with the requirement of California Code Section 54953(c)(3) the recommended final action on salary related to the compensation for the new Administrative Service Director, with a salary range of \$129,591-\$157,519; and
 - d. Assistant Public Works Director with a salary range of \$115,357-\$140,217.
4. Approve job descriptions for Human Resources Manager, Assistant Administrative Services Director, and Administrative Services Director; and
5. Approve Amendment #2 to the employment contract for the Finance Director with the new title of Administrative Services Director effective July 1, 2021, or upon retirement of the HR/IT Director whichever comes first, and in accordance with the requirement of California Code Section 54953(c)(3) the recommended final action on salary related to the compensation for the Administrative Services Director is a salary range of \$129,591-\$157,519 (includes a temporary 5% decrease effective July 1, 2020 which, in accordance with Amendment No. 7 to Unrepresented Compensation Program Between City of St. Helena and Mid-Managers and Department Heads, will be restored no later than July 1, 2021 with a range of \$136,071-\$165,809) with no other changes in benefits; and
6. Approve the acceleration to recruit for the Human Resources Manager in FY 2020-21 in advance of the announced Retirement of the HR/IT Director; and

7. Approve the recruitment of an Assistant Public Works Director; and
8. Approve a budget increase in FY 2020-21 for: (1) the General Fund in an amount not-to-exceed \$28,000 and use of General Fund reserves of the same; (2) the Water Fund in an amount not-to-exceed \$8,800 and use of Water Fund balance of the same; and (3) the Wastewater Fund in an amount not-to-exceed \$6,600 and use of Wastewater Fund balance of the same.

Approved at a Regular Meeting of the St. Helena City Council on February 9, 2021, by the following vote:

Mayor Ellsworth:	_____
Vice Mayor Dohring:	_____
Councilmember Chouteau:	_____
Councilmember Hall:	_____
Councilmember Hardy:	_____

APPROVED:

ATTEST:

Geoff Ellsworth, Mayor

Cindy Tzaopoulos, City Clerk



Report to the City Council
Regular City Council - 09 Feb 2021

Agenda Section: OLD BUSINESS

Subject: Discussion and review of the "Hunt Avenue Hub" Pop-Up Park and temporary street closure of Hunt Avenue from Main Street to Railroad Avenue

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: Stephanie Iacobacci, Recreation Supervisor

Reviewed By: April Mitts, Finance Director

Approved By: Mark T. Prestwich, City Manager

BACKGROUND

At the request of City Council, City staff developed a plan for a temporary pop-up park on Hunt Avenue to help aid in economic recovery by providing additional outdoor seating and a place for people to relax, increasing their dwell time in the St. Helena shopping district of Main Street. A staff report was brought to City Council on September 22nd, with preliminary plans as to how City staff could make this possible. Council adopted resolution 2020-98 for the temporary closure including an urgency ordinance for patrons to consume wine and beer in the pop-up park.

The Glass Fire began the Sunday following the September 22nd City Council meeting. All City resources were diverted to this local emergency, which delayed the Hunt Avenue pop-up park project. On October 7th, all evacuation orders and warning were lifted within City limits. On October 20th, Calfire reported the Glass Fire at 100% contained. Once able to do so, City staff continued with it's plans for the pop-up park. Branded as the "Hunt Avenue Hub", the temporary pop-up park opened on Friday afternoon, October 30th.

Staff closed Hunt Avenue between Main Street and Railroad Avenue for two days prior to its opening for the installation of safety barricades, temporary parking spaces, green scape, outdoor dining furniture, and sanitization equipment.

DISCUSSION

The Hunt Avenue Hub has been open since October 30, 2020. Throughout this time, City staff have engaged with the public and businesses to collect feedback. There is an anonymous feedback form on the City's webpage, and 38 comments have been submitted. Comments have been attached to staff report. In addition, City staff monitor social channels and encourage residents to provide their feedback through the online form or contacting their council members via email.

Napa County has been in Tier 1 "widespread/purple" since November 18, 2020. Governor Newsom issued the Regional Stay Home Order for the Bay Area on December 17, 2020 which limited restaurants to "take out" only, prohibiting indoor and outdoor dining. The Stay Home Order was in place for approximately five weeks and lifted on January 25, 2021. The Hunt Avenue Hub Pop-Up Park remained open, as did all parks, during the Stay Home Order. A number of tables were removed, along with holiday décor, to allow for additional social distancing.

Cleaning & Sanitation

The Hunt Avenue Hub has remained clean to very clean thus far, with City staff doing morning and afternoon rounds Monday through Friday, morning rounds on weekends, and a third party cleaning service cleaning evenings Thursday through Sunday. Weather related events have impacted the Hunt Avenue Hub at times, causing damage to furniture, puddling, and fallen trees. City staff have responded quickly during these times to clean up. The Hunt Avenue Hub continues to have both a hand washing station and hand sanitizer. Along with cleaning product and paper towels to disinfect tables. Cleaning supplies such as paper towels are impacted during weather events, although utilization is down during these times as well.

Signage & Restrooms

City staff have increased their signage to inform patrons on how to safely use the space and create a welcoming environment. Additional signage was placed during the Stay Home Order reminding visitors only to gather with their households. On December 3, 2020 the new downtown restroom opened to the public. Temporary signage directs visitors down Telegraph Alley for restroom use. The Hunt Avenue Hub table signs, which linked visitors to a list of nearby restaurants, has been temporarily removed due to weather.

Parking

The temporary closure of Hunt Avenue removed 12 on-site parking spaces at Hunt Avenue. City staff lined 3 temporary parking spaces on the east end of the Hunt Avenue closure. Additionally, the Chamber of Commerce and Joel Gott have loaned 4 total spaces on the east side of Railroad Avenue, with temporary signage "Public

Parking for St. Helena Customers. No Employee Parking". Our current net loss of on-site parking at Hunt Avenue is 4 parking spaces. On November 17, 2020 a neighboring landlord, with vacant space, allowed City staff to utilize eight tenant parking spaces for public parking. These spaces feature temporary signage labeled "Public Parking for St. Helena Customers. No Employee Parking". These spaces are next to the City parking lot, on Money Way.

Additional parking around the west side of St. Helena has been temporarily coned off to allow for safe truck traffic. Trucks are using the following streets in lieu of Hunt Avenue: Pope Street to Edwards Street, Adams Street, and Fulton Avenue. Residents in these areas were notified in advance of the temporary pop up park, and reduced on street parking. The initial notification was issued the week of October 19, 2020 notifying residents that Hunt Avenue would be closed to thru traffic beginning October 28th and street parking would be impacted through the holiday season. Residents have not been notified of the extended closure.

Residential parking loss was not included in the September 22nd staff report, as the proposed truck route was not yet completed. City staff have received complaints from two individuals regarding the loss of parking on residential streets, and one complaint about trucks using Edwards Street.

Entertainment & Amenities

Prior to the Regional Stay Home Order, the Hunt Avenue Hub featured two live performances with moderate attendance and positive reviews. The St. Helena "snowflake", holiday wine barrels, and "Gratitude Wall" public art project was set up at the Hunt Avenue Hub during the holiday season. These items were popular amongst the community, being photographed and visited often.

The Hunt Avenue Hub continues to be utilized most often on Saturdays and Sundays, when there is favorable weather. Weekday afternoons, around lunch, are the second most popular time for visitors. As it has been increasingly cold, evening utilization has dropped. City staff have not placed outdoor heaters due to the inability to lock the propane tanks nightly, safety, increased cost and potential for theft.

Due to inclement weather and the Regional Stay Home Order, staff have withheld from coordinating any additional socially distanced entertainment.

California Blueprint for a Safer Economy

California has a blueprint for reducing COVID-19 in the state with criteria for loosening and tightening restrictions on activities. Every county in California is assigned to a tier based on its test positivity and adjusted case rate for tier assignment. Currently, Napa County is assigned to the "Purple" Widespread Tier 1 which does not allow for any indoor dining. Once Napa County moves to the "Red" Substantial Tier 2, limited indoor dining will be allowed.

FISCAL IMPACT

No additional fiscal impact outside of the previously allocated \$20,000 to implement the pop-up park.

RECOMMENDED ACTION

Discuss and provide direction to the City Manager.

ATTACHMENTS

[hunt avenue hub feedback 1.28.21](#)

[Blueprint for a Safer Economy](#)

Hunt Avenue Hub Feedback

Submitted Time	Share your comments about the Hunt Avenue Hub!
11/3/2020 8:33	I would love to see this as a permanent spot. It's an area that residents can come and meet, eat, sit, converse, and sip. A gathering place, a piazza for our community.
11/6/2020 12:11	Love it! A good food truck would be great to have around. Anything Asian would be ideal!!
11/6/2020 12:18	Love it!!! Well done. Maybe rotating food truck...or on weekends wall of pop up vendors (Model, Station, Sunshine Deli, CIA, etc...)
11/6/2020 13:35	LOVE the addition of the HUB to downtown St. Helena. The vibe is amazing and adds some much needed energy to our Main Street. My only request would be for a strong Wifi connection open to the public as cell phone is sometimes spotty but otherwise, please more things like this in St. Helena!!
11/6/2020 18:59	What a fantastic way for people to get outside and support our local businesses. We've done this multiple times this week and can't wait to continue.
11/6/2020 19:13	Oak Avenue would be interested in setting up our food truck. Call Angela at 963-9278
11/6/2020 19:25	So it's not a "special event" This is by far dumbest thing St. Helena has ever done. If there is a petition to remove it please let me know. 1. Did it not occur to you that Hunt is a useful street to get around town. Vital really. It's already slow and cumbersome to get around town with the traffic. 2. Church Street is narrow and difficult to navigate a turn on/off Pope St. when there are other vehicles in/near that intersection. Did you do a traffic survey? No I'm sure, because you wouldn't have done this. 3. It's completely ill conceived and executed - and not needed when compared with the above. 4. I have not talked to a single person who thinks it's a good idea. 5. Why don't you put some tables/chairs at Lyman Park. It's already a park! I work down in the business park. Can we permanently block off through traffic on La Fata at the intersection of Vintage? Everyone in the park (who many pay property tax and business tax) would have a place to eat our lunches. On second thought, that's a really dumb idea. Stop trying to save St. Helena by trying dumb things that you think are hip. It won't work and you're only angering the people who live and work here.
11/7/2020 8:12	I saw some people asking to add food trucks; please please please do not do this. Our Resturant's and coffee shops are hurting enough please let's just encourage people to order from them and not add more competition.

11/7/2020 21:11	Love having the space and listening to music is a bonus!
11/8/2020 8:28	Taco trucks or any food trucks would be VERY popular!!
11/8/2020 11:08	We live on Pratt Ave and love the Hunt Ave addition. It offers the wholesome and consecutiveness of a "square" that our Main Street has long been missing. This undoubtedly should be a permanent placement in St. Helena.
11/11/2020 12:46	Great idea Thank you for creating this safe space to eat in town
11/11/2020 14:08	We found it perfect!!!!
11/12/2020 8:41	I think this is a wonderful idea. I really enjoyed the music last Friday evening. The only problem is that I saw people bringing their own wine rather than patronizing local businesses. I hope the City will continually emphasize that the purpose of this hub is not only for a safe community gathering place, but more importantly, a way to support our local restaurants. Also, heaters would be nice as the weather gets colder! Thank you.
11/19/2020 15:31	Enjoyed lunch at the Hunt Ave. Hub. and shopping nearby!
11/20/2020 13:52	Love it. It should be permanent. So many different things can be put up there. Love it
11/21/2020 22:35	The hub was a great idea, I hope the area is kept open year round.
11/22/2020 15:02	Thank you so much for providing an outdoor space fir visitors to sit and eat! Very much appreciated.
11/24/2020 14:10	Thx to the people of St Helen and Mayor Geoff. Pulled over on our drive from Calistoga. Having lunch @ table this afternoon. Look great, masks on - suerte a todos.
11/24/2020 15:11	Wonderful spot to relax along the Main Street stroll
11/29/2020 12:06	Love this town! St Helena is the best
12/4/2020 17:00	Love it! Make it permanent & encourage live music or other performances. Thank you!
12/4/2020 17:03	Love it!! The band is a great addition and something we have looked forward to all week! Maybe consider a food truck or pizza slices to buy. QR ordering from local restaurants that can delivery. Thank you!!
12/4/2020 17:03	Love it!! The band is a great addition and something we have looked forward to all week! Maybe consider a food truck or pizza slices to buy. QR ordering from local restaurants that can delivery. Thank you!!
12/4/2020 19:41	Love it!!!
12/12/2020 14:15	Ice cream stand

12/17/2020 20:17	This is the best spot to come during this season. We have been enjoying it twice a week and it had helped us to go through this difficult time. Our suggestion... heaters! Happy holiday!!!
12/18/2020 20:24	We love it. The city is on the right path. Would love to see this be permanent. Music (live or speakers) would enhance the experience. Happy holidays,
12/19/2020 15:04	Great, great idea!!! So nice to have a place to sit and eat. 5/5 stars!!
12/27/2020 17:09	Thank you for having this space available in St Helena!
1/11/2021 16:38	You may have someone with a broom come by a couple of times a day. Place looks pretty dirty. Nice work though.
1/19/2021 14:42	Wonderful idea! Thanks!
1/24/2021 16:16	Love love love seeing people outdoors enjoying a sit down for whatever. Covid safe, supporting downtown locals, visitors and businesses. It lifts my spirits seeing it being utilized. Hope it can continue if it makes sense. I don't mind the road being closed for that one block if it doesn't cause difficulty for local businesses. You ALL know what supports local businesses most.
1/24/2021 17:53	It is a wonderful addition to town, I love it and love that there are always people there enjoying the space. I hope it stays in place for the duration!
1/24/2021 21:12	Thank you for the trial street park. Please consider reopening Hunt St. to vehicle traffic.
1/25/2021 14:17	People sitting outdoors on Hunt are not staying with their family hub. There are couples there are groups of friends, I've seen up to six people, clearly about the same age, with mask off talking drinking and eating. This is a great idea if you're with one friend and can stay 6 feet apart. Otherwise it's dangerous OK
1/26/2021 8:19	Please keep it open year round! It is a great resource - people love it, I love it. Linda Alioto
1/27/2021 0:13	Love it! Hope it can stay as long as possible. Great idea.

Blueprint for a Safer Economy

Activity and Business Tiers

SECTORS	Widespread Tier 1	Substantial Tier 2	Moderate Tier 3	Minimal Tier 4
Critical Infrastructure	Open with modifications	Open with modifications	Open with modifications	Open with modifications
Gatherings*	Outdoor gatherings only with modifications Max 3 households	Indoor gatherings strongly discouraged, allowed with modifications Max 3 households	Indoor gatherings strongly discouraged, allowed with modifications Max 3 households	Indoor gatherings strongly discouraged, allowed with modifications Max 3 households
Limited Services	Open with modifications	Open with modifications	Open with modifications	Open with modifications
Outdoor Playgrounds & Outdoor Recreational Facilities **	Open with modifications	Open with modifications	Open with modifications	Open with modifications
Hair Salons & Barbershops	Open Indoors with modifications	Open indoors with modifications	Open indoors with modifications	Open indoors with modifications

SECTORS	Widespread Tier 1	Substantial Tier 2	Moderate Tier 3	Minimal Tier 4
All Retail (including critical infrastructure, except standalone grocers)	Open Indoors with modifications • Max 25% capacity	Open Indoors with modifications • Max 50% capacity	Open Indoors with modifications	Open Indoors with modifications
Shopping Centers (Malls, Destination Centers, Swap Meets)	Open Indoors with modifications • Max 25% capacity • Closed common areas • Closed food courts	Open indoors with modifications • Max 50% capacity • Closed common areas • Reduced capacity food courts (see restaurants)	Open indoors with modifications • Closed common areas • Reduced capacity food courts (see restaurants)	Open Indoors with modifications • Reduced capacity food courts (see restaurants)
Personal Care Services***	Open Indoors with modifications	Open indoors with modifications	Open indoors with modifications	Open indoors with modifications
Museums, Zoos, and Aquariums	Outdoor Only with modifications	Open indoors with modifications • Indoor activities max 25% capacity	Open indoors with modifications • Indoor activities max 50% capacity	Open indoors with modifications

SECTORS	Widespread Tier 1	Substantial Tier 2	Moderate Tier 3	Minimal Tier 4
Places of Worship	Outdoor Only with modifications	Open indoors with modifications • Max 25% capacity or 100 people, whichever is fewer	Open indoors with modifications • Max 50% capacity or 200 people, whichever is fewer	Open indoors with modifications • Max 50% capacity
Movie Theaters	Outdoor Only with modifications	Open Indoors with modifications • Max 25% capacity or 100 people, whichever is fewer	Open indoors with modifications • Max 50% capacity or 200 people, whichever is fewer	Open indoors with modifications • Max 50% capacity
Hotels and Lodging	Open with modifications	Open with modifications • +Fitness centers (+10%)	Open with modifications • +Fitness centers (+25%) • +Indoor pools	Open with modifications • +Fitness Centers (50%) • +Spa facilities etc.
Gyms and Fitness Centers	Outdoor Only with modifications	Open indoors with modifications • Max 10% capacity • +Climbing walls	Open indoors with modifications • Max 25% capacity • +Indoor pools	Open indoors with modifications • +Saunas • +Steam rooms • Max 50% capacity

SECTORS	Widespread Tier 1	Substantial Tier 2	Moderate Tier 3	Minimal Tier 4
Restaurants	Outdoor Only with modifications	Open indoors with modifications Max 25% capacity or 100 people, whichever is fewer	Open indoors with modifications Max 50% capacity or 200 people, whichever is fewer	Open indoors with modifications Max 50% capacity
Wineries	Outdoor Only with modifications	Outdoor Only with modifications	Open indoors with modifications Max 25% capacity indoors, or 100 people, whichever is fewer	Open indoors with modifications Max 50% capacity or 200 people indoors, whichever is fewer
Bars, Breweries, and Distilleries (where no meal provided) (follow restaurant guidance where meal is provided)	Closed	Closed	Open Outdoors with modifications	Open indoors with modifications Max 50% capacity
Family Entertainment Centers	Outdoor Only with modifications e.g. - Kart Racing - Mini Golf - Batting Cages	Outdoor Only with modifications e.g. - Kart Racing - Mini Golf - Batting Cages	Open Indoors for naturally distanced activities with modifications - Max 25% capacity - Bowling Alleys	Open indoors for activities with increased risk of proximity and mixing with modifications - Max 50% capacity - Arcade Games - Ice and roller skating - Indoor playgrounds

SECTORS	Widespread Tier 1	Substantial Tier 2	Moderate Tier 3	Minimal Tier 4
Cardrooms, Satellite Wagering	Outdoor Only with modifications	Outdoor Only with modifications	Open indoors with modifications • Max 25% capacity	Open indoors with modifications • Max 50% capacity
Offices	Remote	Remote	Open indoors with modifications • Encourage telework	Open indoors with modifications • Encourage telework
Professional Sports	Open • Without live audiences • With modifications	Open • Without live audiences • With modifications	Open • Without live audiences • With modifications	Open • Without live audiences • With modifications
Live Audience Sports***	Closed	Closed	Outdoors Only • Max 20% • Regional visitors (120 miles) • Advanced reservations only • Assigned seating only • In-seat concessions only (No concourse sales)	Outdoors Only • Max 25% • Regional visitors (120 miles) • Advanced reservations only • Assigned seating only • In-seat concessions only (No concourse sales)

SECTORS	Widespread Tier 1	Substantial Tier 2	Moderate Tier 3	Minimal Tier 4
Amusement Parks***	Closed	Closed	Smaller Parks Open • 25% capacity or 500 people, whichever is fewer • Outdoor attractions only • In-county visitors only • Advanced reservations only	Larger Parks Open • 25% capacity • Advanced reservations only

*Gatherings updated November 13, 2020

**Outdoor playgrounds and outdoor recreational facilities updated September 28, 2020

***Personal care services, live audience professional sports and amusement parks updated October 20, 2020

Cindy Tzaopoulos

From: Evelyn Pool <evelyn@crushwine.com>
Sent: Saturday, February 6, 2021 12:34 PM
To: Public Comment
Subject: [External] Hunt Street Parklet should move to Lyman Park

Hello-

I see that the parklet on Hunt Street is coming up at the City Council meeting. I have written my opinion to the City Council, but also would like my thoughts registered in the public comments.

I have not been pleased with traffic being routed down Edwards Street because of the closure of Hunt, as that has caused many semi trucks coming up and down a small residential street. I believe that if this were to continue or be revived next year, it would be best for it to be moved to Lyman Park which is designed to handle this sort of event. Not only was it difficult to have the increased flow of traffic (and size of trucks) on Edwards, it is only natural for the park that is designed for crowds to host this event. Not to mention the orange cones on Main make downtown St. Helena look like a construction zone. I am a strong believer in a better downtown, and I don't think the park helped restaurants, retailers or the look of downtown St. Helena.

Here's to a better downtown!

Regards-
Evelyn Pool

Cindy Tzaopoulos

From: Larry Heit <larry@reedsnapavalley.com>
Sent: Saturday, February 6, 2021 5:42 PM
To: Public Comment
Subject: [External] Hunt Ave Hub

Hello,

This will be our third public comment concerning the Hunt Ave Hub with its closure of Hunt Ave between Main St and Railroad Ave.

Our first two were before the closure took place. At that time we were in favor of helping the City's restaurants but were concerned how it would help without an actual restaurant in the closed area getting direct help and also being able to help monitor the area. Our main concerns were the area being kept clean and the loss of 12 parking spaces which we mentioned were as important to retailers as tables are to food businesses.

The staff report for the 9/22 City Council meeting mentioned the 12 parking spots being lost on Hunt Ave would be mitigated by 4 spots being painted at the end the of the closure and the Chamber of Commerce donating 4 of their spots reducing the loss to only 4 spots. The question of truck traffic was discussed by the Mayor and Council members and it was said that all trucks could use Adams Street.

The staff report made no mention of a truck study not being completed, let alone being done. I guess the truck study found that not all trucks could make the turn from Adams St onto Railroad Ave and the new plan had trucks directed to Fulton Ave or turning onto Pope Ave and then coming across Edwards St. To make room for these turns, approximately 10 parking spots were eliminated on Edwards and Railroad. Another approximately 10 spots were eliminated along the Fulton Railroad corner. Also, the reality is that only 3 spots were added at the end of Hunt Ave and only 2 Chamber spots have signs saying they are available, in conjunction with the 2 adjacent spots eliminated to make room for trucks to be able to make the turn from Hunt onto Railroad leaving a net loss of 9 spots in the Hub area and almost 30 spots in town.

That all being said, the Hub was overall well maintained and fairly well used, especially during the 12/5- 1/25 Stay at Home order and food establishments had only take out. But now it looks tired and the restaurants have outdoor seating with the potential for indoor dining in the near future. The current staff report mentions the City received 38 public mostly positive comments. The majority of the comments are dated within the first weeks of the Huub's opening. Our business Reeds, being on the corner of Main and Hunt has made us available to many comments. Most thought the Hub a good idea but didn't think it would be there so long. The almost unanimous negative statement being the unwelcome look that the traffic cones and barriers presented for the City.

We would like to see Hunt Avenue open in time for Presidents weekend.

Thank you,
 Fran and Larry Heit

Cindy Tzaopoulos

From: Lawrence Papale <lgpapale@papaleproperties.com>
Sent: Sunday, February 7, 2021 2:27 PM
To: Cindy Tzaopoulos
Subject: [External] Hunt Street Mall Project

Hi Cindy,

If it is not too late would you please forward this comment on the Hunt Street Mall Project to members of the City Counsel.

Please add my voice in favor of the Hunt Street Mall Project. I believe that it has been a success, even though it has only been open during the rain and cold of the winter. Although there has been some inconvenience for those like myself who regularly used Hunt Street to access Safeway and the homes and apartments on the East Side, there does not seem to have been a significant impact on traffic flow - which is a surprise. With the advent the nicer Spring and Summer weather, I believe that the mall could be even more of an asset to the local stores and businesses. I don't believe that non-local food trucks should be permitted, however, since it seems to me that the purpose of the mall as originally conceived was to help jump start business for local restaurants. I think an art installation on the side of the 1234 Main Street Building could enhance the experience.

If you decide that the mall should continue, some thought should be given to removing the unsightly orange barriers and cones that "protect" the Hunt Street crosswalk. Clearly these orange barriers serve no purpose since the large, burlap-covered concrete barriers already located at the foot of Hunt prevent auto access into the mall. The cones and rails only serve to detract from the ambience that I believe you are trying to encourage at the mall. Right now these unattractive barriers make the mall appear to be more of a construction zone than a haven for social gathering and unfortunately serve more to confuse people than instruct them not to turn into the mall.

Lawrence Papale

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