



City of St. Helena
Special City Council Meeting
Thursday, April 1, 2021 @ 8:30 AM
Published: Monday, March 29, 2021 5:41 PM

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.

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.

In the event a quorum of the City Council loses electrical power or suffers an internet connection outage that is not corrected within 10 minutes, the meeting will automatically be adjourned. Any items noticed as public hearings will be continued to the next regularly scheduled evening meeting of the City Council. Any other items on the agenda that the Council has not taken action on will be placed on a future 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/82174957570>

Or One tap mobile :

US: +16699006833,,82174957570# or +12532158782,,82174957570#

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 +1 929 205 6099 or +1 301 715 8592 or +1 312 626 6799

Meeting ID: 821 7495 7570

International numbers available: <https://us02web.zoom.us/j/kclEeR1SWY>

Ciudad de Santa Helena Reunión Especial del Ayuntamiento Jueves, 1 de abril de 2021

@ 6:00 PM De acuerdo con las órdenes ejecutivas 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. 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 díasiguiente.

En el evento que el Ayuntamiento pierda la energía eléctrica o sufra un corte de conexión de internet que no pueda ser corregido en 10 minutos, la reunión se terminará automáticamente. Todos los artículos notificados como audiencias públicas continuarán a la próxima reunión regular programada del Concejo Municipal. Cualquier otro tema en la agenda sobre el que el Consejo no haya tomado acción se incluirá en una futura agenda.

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/82174957570>

O por iPhone one-tap: US: +16699006833,,82174957570# or
+12532158782,,82174957570#

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: 821 7495 7570

Números Internacionales Disponibles:

<https://us02web.zoom.us/j/kclEeR1SWY>

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. ROLL CALL
Mayor: Geoff Ellsworth, Vice Mayor: Paul Dohring, City Council Members: Anna Chouteau, Eric Hall and Lester Hardy.
3. ADOPTION OF THE AGENDA
4. PUBLIC COMMENT:
Under California law, public comments at special meetings are limited to subjects on the agenda only. Therefore public comment will take place during consideration of the item. Each person's comments shall be limited to 4 minutes.
 - 4.1. [Public Comment.Alan Galbraith](#) 11 - 18
[Public Comment.Rick Crebs](#)
[Public Comment.Anne Carr and Glenn Smith](#)
5. NEW BUSINESS:
 - 5.1. Review of City of St. Helena Vision and Mission Statements 19 - 22
Amendments
[Vision and Mission Statement \(PJD Revisions March 16 2021\) - CLEAN](#)
[Vision and Mission Statement \(PJD Revisions March 16 2021\) - REDLINE](#)
 - 5.2. Review of City of St. Helena Community Budget Survey Results (Results Forthcoming)
 - 5.3. Review of draft City Goals and Fiscal Year 2021/22 Council Workplan, 23 - 34
and Capital Improvement Program
[2021 Workplan Goals](#)
[Public Comment.Mary Stephenson](#)
6. ADJOURNMENT
The next Regular City Council meeting is scheduled for April 13, 2021, at 6:00 p.m.

I do hereby certify that a copy of the foregoing agenda was posted on the City website on March 29, 2021.



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

7. 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.

8 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 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

The easiest way to provide public comment is to email your public comment. Public comments may be emailed to publiccomment@cityofsthelena.org. Please include in the subject line "COMMENT TO COUNCIL and the AGENDA ITEM". Any public comment is required to be submitted no later than 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.**

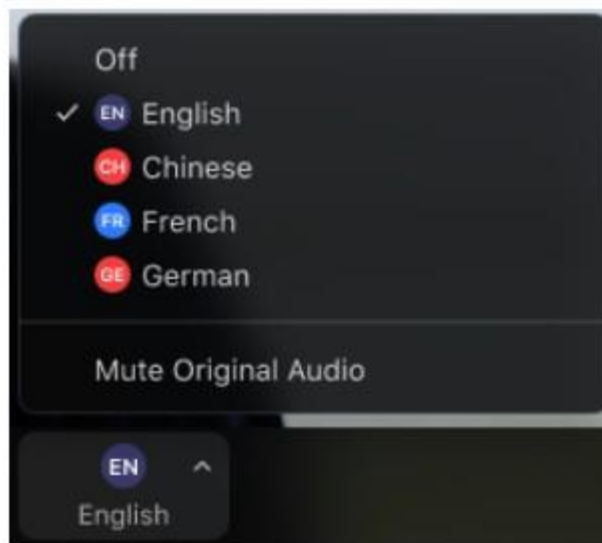
# Cómo escuchar la interpretación de un idioma



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



2. Haga clic en el idioma que desee escuchar.



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



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](https://zoom.us/signup) e ingrese su dirección de correo electrónico. Recibirá un correo electrónico de Zoom ([no-reply@zoom.us](mailto: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](mailto: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](mailto: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.

Public Comment for March 25 Special City Council Meeting  
(Goal Setting Meeting No. 2)

**Enterprise Rate Studies  
As A Potential FY 2021-22 Work Plan Addition**

At the time of the last round of rate increases for the Water and Wastewater Enterprises, the thinking was that the City would not need to initiate new rate studies for each Enterprise until the 2022-23 fiscal year. Circumstances have sufficiently changed since then that serious consideration should be given to undertaking a new rate study for each Enterprise in the 2021-22 fiscal year.

My suggestion is that the City Council direct Staff to prepare a financial report for both the Water and Wastewater Enterprises that addresses whether rate studies on both systems should be initiated sufficiently in advance of June 30, 2022 so that the Council can initiate new rates by that time (or before) if needed.

Let me begin with a sentence from City Financial Policy P-FI-0016, approved during my time as mayor. Policy III.J.6 begins: "Water and Wastewater Operating Fund Balances: The City should maintain balances in the Water and Wastewater Funds at a level sufficient to accommodate operating and *capital* needs." Italics added.

So let me address, first, the financial needs of the Water Enterprise, and, second, of the Wastewater Enterprise.

Water Enterprise: I was struck by a sentence in Council member Hall's thoughtful letter in the March 4 Saint Helena Star, with its focus on Water Enterprise needs: "Our checkbook is almost as dry as the river." This suggests that current water rates even in the near term are not sufficient to fund Water Enterprise needs.

In particular, the capital needs of the Water Enterprise are very large, with some long deferred to the point where there is a significant risk of unacceptable failure (as asterisked in the next paragraph).

To name some (with the capital costs in parenthesis from the City's latest 5-Year Capital Improvement Program (FY 2020-21 to FY 2024-25)): Bell Canyon Intake Tower Replacement (\$3.424M)\*, Bell House Valve Replacement (\$597K)\*, Spring Mountain Pressure Zone Improvements (\$3.038M), Bell Canyon Flow Measurement (\$493K)\*, Bell Canyon Reservoir Improvements (\$900K), Tank Two Rehabilitation (\$718K)\*, Rutherford Pump Upgrade (\$535K), Dwyer and Road Pump

Station Booster (\$2.488M), and new Meadowood Tanks and associated delivery infrastructure (\$950K)\*. There is also the expense of additional purchased water, if necessary and under study by the City. Finally (and not quantified in the City's latest 5-Year Capital Improvement Program) is the very large cost of replacing/refurbishing the City's crucial water line from its interconnection with the Napa system in Rutherford north up to St. Helena.

Wastewater Enterprise: from what I read the City acknowledges that it is significantly short of the funding needed to comply with the Regional Water Quality Control Board's Cease Desist Order concerning upgrades to the Wastewater Treatment Plant. There is no room for dalliance here: the RWQCB Order spells out the timeline that must be met for compliance.

Further problem for the Wastewater Enterprise: due to consultant error – and in rough numbers – the City will collect \$3 million or so less in the five-year period following the last rate increase, with \$1 million made up in a litigation settlement, leaving the City \$2 million or so short – and without consideration for what appears to be a significant escalation of Wastewater Enterprise regulatory compliance costs since the last rate study.

I might add a brief note about my own experience from substantial involvement in all City rate studies in the past decade. Certainly, the City has used its best information on project costs in rate studies but experience shows more often than not that the projects costs in the rate study work papers are an underestimate, sometimes materially, of actual construction and other costs. This was certainly true of Tank 1A at Bell Canyon, estimated to cost \$1,040,00 in the 2011 rate study work papers but was much more costly (subject to correction, my memory is around \$1.6 million). Inflation is no doubt a significant factor but there are also often other factors, not understood or foreseeable when estimating capital costs for rate studies, which can contribute to significant cost escalation. For example, back in 2011, the estimate for a new Intake Tower at Bell Canyon was \$293,000, while the current estimate is close to \$3.5 million, an increase far greater than can be accounted for by inflation.

Now, the hope was that the last round of rate increases would take us through FY 2022-23, but at this point that hope appears forlorn. The Council must ensure that we have water and sewer rates, including timely rate increases, so that our Enterprises address the needs of

residents, conform to State regulatory requirements, satisfy litigation commitments, and meet our utility bond covenants.

Also, let me be very frank: the 2011 rate increases (58% immediately for the Water Enterprise and 26% for the Wastewater side) were traumatic for our community. Our residents certainly understand that water and wastewater rates will rise, but large and immediate increases present a very serious credibility problem for City Government. Residents ask: "How could the City let that happen?" It is clearly preferable to stay on top of rate needs, with more gradual increases, than having no choice but to impose large and immediate increases as occurred in 2011.

So, I urge the Council to request that City Staff to present a careful *written* evaluation in the near future as to whether the City should start the rate study process in time for implementation of new rates if required in Fiscal Year 2021-22. If Staff's evaluation so shows, then the Council should amend its current Work Plan to allow for the initiation of such studies early in the next fiscal year.

Alan Galbraith  
St. Helena Mayor, 2014-18.  
Dated: March 14, 2021



## Saint Helena Housing Coalition, Inc.

### Public Comment for April 1, 2021 City Council Meeting

In addition to our 'aged out' infrastructure we are clearly facing at least one year of a drought and the possible requirement of a Phase 3 water rationing. As Tom Belt forcefully pointed out in last week's Star "we are currently losing **60.5 million gallons** of potable water because of old leaky pipes". In replacing the water, sewer, and storm drainpipes it would make sense to include a new Purple water lines offering all our residences tertiary water for landscaping. That holds the promise of *saving* an estimated 50 million additional gallons of potable water each year.

While we understand that there is a City long-term plan to address all of our aged-out infrastructure we will soon be out of water and desperately need an *immediate* solution. Councilmember Hall estimates that will occur by this November!

The solution is a very doable by placing \$40 million General Obligation Bond in a special election to be held this November. That amount is approximately 40% of the total necessary to completely up-date all of our infrastructure. The remainder should be funded by grants or low interest loans. Our bond expert calculated it would require a repayment of \$64MM over a 30-year period or \$2.1 MM per year. Given that there are 2,680 real property taxpayers that works out to \$783.00 *average* per year additional or \$2.14 per day -not even to cost of a decent cup of coffee. In comparison we approved a \$36.9M school bond in 2016. Isn't it time we take care of ourselves?

If successful, the \$40 million bond arguably eliminates the necessity of selling the Adams Street property, our towns "Crown Jewels" and leaves that irreplaceable parcel available for critically needed 'affordable' workforce & senior housing and a Cultural Campus including an amphitheater.

Alan Galbraith has raised the issue as to the legality of the City paying for its Water Enterprise subsidiaries needed improvements. Arguably, this can be accomplished by structuring the funding as a loan from the City to its Water & Wastewater Enterprise subsidiaries to be repaid over time. From my experience that should meet the Generally Accepted Accounting Rules.

Without an immediate "fix" the chances are greater than less that there will be **NO** water for any new hotels (including Farmstead) or for the RHNA demanded 'affordable' housing. And in our opinion, is unacceptable.

You may question whether or not 66.3% of those voting would support such a GO bond.? Given that we will have been living under draconian water rationing for many months -fewer and shorter shower -if at all and expensive landscaping dying for lack of water, I submit that the bonds will be overwhelming approved.

Respectfully submitted:

Rick Crebs  
SHHC  
707-580-0418



**Kamille Garcia**

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**From:** Cindy Tzaopoulos  
**Sent:** Thursday, April 1, 2021 1:26 PM  
**To:** Kamille Garcia  
**Subject:** FW: [External]

Thank you,

Cindy Tzaopoulos

City Clerk

City of St. Helena

\*1572 Railroad Avenue – NEW ADDRESS!

St. Helena, CA 94574

Direct 707-968-2742 | Cell 707-312-1257

Fax 707-963-7748

ctzaopoulos@cityofstheleena.org

www.cityofstheleena.org

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-----Original Message-----

From: 7073207612@vzwpix.com <7073207612@vzwpix.com>

Sent: Wednesday, March 31, 2021 6:28 PM

To: Cindy Tzaopoulos <ctzaopoulos@cityofsthenela.org>

Subject: [External]

Hi, Cindy. A message to the City Council for its upcoming planning session

We encourage the Council to thoroughly explore eliminating the elected position of Mayor. I first spoke to the Council on this issue in 2018 with follow up discussions with several Council members and a Star letter from my wife, Anne Carr. Our concerns are for the decisiveness it seems to engender, the unwarranted cost amounting to some \$40 per vote, and the risk the successful candidate will not be supported by other Council members and thus lack the ability to achieve concrete results so needed at this time. Please understand this has nothing to do with the current elected Mayor or the unsuccessful candidates in recent elections. We hold all of them in high regard for their commitment to our town. Thank you Anne Carr Glenn Smith

# City of St. Helena

## Council Vision

St. Helena is a diverse, inclusive, family-friendly, economically and environmentally sustainable community which prudently manages all of its resources, continues to improve its infrastructure, ensures its water security, provides a full range of housing, business, cultural and recreational opportunities and cherishes its historic, small-town character, beautiful natural environment and high quality of life.

## Council Mission

The City of St. Helena is dedicated to serving its citizens by:

- Promoting a culture of equity, diversity and inclusion
- Supporting thriving families and ensuring the health and wellbeing of our youth
- Ensuring our long-term economic sustainability and focusing on new and diverse sources of revenue
- Preventing, preparing for, and mitigating fire and other local emergencies
- Improving and maintaining City infrastructure
- Updating our water management policies and ensuring an adequate water supply
- Responding innovatively to climate change challenges and adopting environmentally sustainable best practices
- Preserving our historic, small-town, rural character
- Expanding recreational, active transportation and cultural opportunities
- Facilitating innovative, well-designed housing for residents of all backgrounds, ages and income levels
- Encouraging full civic participation and ongoing communication
- Strengthening regional collaboration with other public entities and building partnerships with local service providers and stakeholders

*Vision and Mission Statements adopted by the City of St. Helena City Council on April \_\_\_\_, 2021, Resolution No.*

\_\_\_\_\_.



# City of St. Helena

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## Council Vision Statement

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The City of St. Helena will strive to be a diverse, inclusive, family-friendly, economically and environmentally sustainable, and continue to be a family-friendly, diverse and safe community which prudently manages all of its financial and human resources, continues to upkeep and improve its infrastructure, ensures its water security, provides a full range of housing, business, cultural and recreational opportunities and embraces and retains cherishes its historic, small-town character, beautiful natural environment and high quality of life.

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## Council Mission Statement

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The City of St. Helena is dedicated to serving the needs and desires of our citizens by:

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- Promoting a culture of equity, diversity and inclusion
- Supporting thriving families and ensuring the health and wellbeing of our youth
- Maintaining and improving Ensuring our long-term short and long-term economic sustainability and focusing on new and diverse sources of revenue
- Offering excellent professional services to all customers Preventing, preparing for, and mitigating fire and other local emergencies
- Establishing, improving and maintaining City infrastructure
- Updating our water management policies and ensuring an adequate water supply
- Maintaining and encouraging an Responding innovatively to climate change challenges and adopting environmentally sustainable best community practices

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Vision and Mission Statements adopted by the City of St. Helena City Council on April 12, 2016 Resolution No. 2016-47.

- Preserving ~~and embracing the our~~ historic, small-town, rural character ~~of St Helena~~
- Expanding ~~and improving recreational, active transportation services and facilities~~ and cultural opportunities
- ~~Facilitating Encouraging a wide range of~~ innovative, well-designed housing ~~available~~ for residents of all ~~backgrounds,~~ ages and income levels
- ~~Encouraging Facilitating~~ full civic participation and ongoing communication
- Strengthening ~~regional collaboration with other public entities and building partnerships with the private, non profit and public sectors~~local service providers and stakeholders

*Vision and Mission Statements adopted by the City of St. Helena City Council on ~~April April 12~~, ~~2016~~2021, Resolution No. ~~2016 47~~\_\_\_\_\_.*

Council Approved Three-Year Goals and Draft 2020 Work Plan

|        | WHO                                                                                                                       | WHAT                                                                                                                            | NOTES                                                                                                                          | PROJECT STATUS |                        | FY 2021-22 TARGET COMPLETION |    |    |   | ESTIMATED STAFFING HOURS |
|--------|---------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------|----------------|------------------------|------------------------------|----|----|---|--------------------------|
|        |                                                                                                                           |                                                                                                                                 |                                                                                                                                | % Complete     | Q1                     | Q2                           | Q3 | Q4 |   |                          |
| GOAL 1 | Improve and Maintain Safe and Reliable City Infrastructure with a Commitment to Environmental Stewardship & Public Health |                                                                                                                                 |                                                                                                                                |                |                        |                              |    |    |   |                          |
| A      | Police Chief                                                                                                              | Complete Glass Fire After Action Report.                                                                                        | In Progress                                                                                                                    | 45%            | <div><div></div></div> | X                            |    |    |   | 240                      |
| B      | City Engineer                                                                                                             | Adoption of Integrated Utility Master Plan Findings/Recommendations.                                                            | Preliminary Council presentation held July 30, 2020.                                                                           | 95%            | <div><div></div></div> | X                            |    |    |   | 80                       |
| C      | City Engineer                                                                                                             | Complete analysis of St. Helena Vine Trail route options and facilitate Council decision making on preferred route.             | Discussed with ATSC in October 2020; Next discussion planned with City Council.                                                | 90%            | <div><div></div></div> | X                            |    |    |   | 40                       |
| D      | City Engineer + GHD                                                                                                       | Complete Phase I - Citywide Active Transportation Plan/Safe Routes to School Plan (Madrona/Spring St. Pedestrian Improvements). |                                                                                                                                | 5%             | <div><div></div></div> | X                            |    |    |   | 100                      |
| E      | City Engineer                                                                                                             | Construct Spring Street Bike Lanes.                                                                                             | Draft design completed October 2020; due to cooler seasonal weather striping is recommended to be delayed to spring 2021.      | 95%            | <div><div></div></div> | X                            |    |    |   | 20                       |
| F      | City Engineer + Acting PW Director                                                                                        | Create a Comprehensive Water Security Framework to manage initiatives                                                           |                                                                                                                                | 5%             | <div><div></div></div> |                              | X  |    |   | 160                      |
| G      | City Engineer + City Attorney                                                                                             | Complete conservation easement for Flood Control Project.                                                                       | Additional time necessary to complete Final Completion Report (Engineering) and new Agreement with CA Dept. of Water Resources | 50%            | <div><div></div></div> |                              | X  |    |   | 80                       |
| H      | City Attorney (Lead) + City Engineer                                                                                      | Prepare Draft Water Will Serve Policy for City Council Review.                                                                  |                                                                                                                                | 20%            | <div><div></div></div> |                              | X  |    |   | 160                      |
| I      | Business Liaison + City Manager + Council Member(s)                                                                       | Prepare and implement Business Continuity Plan for Phase 1 Downtown Streetscape Project.                                        |                                                                                                                                | 5%             | <div><div></div></div> |                              |    | X  |   | 60                       |
| J      | City Engineer + Operations Manager                                                                                        | Complete Public Works Standards Update.                                                                                         | Standards are developed; staff needs to conduct an internal review.                                                            | 75%            | <div><div></div></div> |                              |    |    | X | 180                      |
| K      | City Engineer + GHD                                                                                                       | Complete Phase II - Citywide Safe Routes to School (SR2S) analysis.                                                             |                                                                                                                                | 0%             | <div><div></div></div> |                              |    |    | X | 120                      |

|        | WHO                                               | WHAT                                                                                                                                                                            | NOTES                                                                                                            | PROJECT STATUS |    | FY 2021-22 TARGET COMPLETION |    |    |     | ESTIMATED STAFFING HOURS |
|--------|---------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------|----------------|----|------------------------------|----|----|-----|--------------------------|
|        |                                                   |                                                                                                                                                                                 |                                                                                                                  | % Complete     | Q1 | Q2                           | Q3 | Q4 |     |                          |
| GOAL 2 | Stabilize, Maintain and Improve Access to Housing |                                                                                                                                                                                 |                                                                                                                  |                |    |                              |    |    |     |                          |
| A      | Planning Director (Lead) + Stakeholders           | Develop and recommend short and long-term housing initiatives to the City Council, including advancing the use of one or more of our city-owned parcels for affordable housing. |                                                                                                                  | 0%             |    |                              | X  |    | 80  |                          |
| B      | Planning Director (Lead) + Lise Wise Consulting   | Complete Zoning Code update.                                                                                                                                                    | Schedule may be adjusted depending on scope of comments and revisions requested by the Zoning Code Subcommittee. | 40%            |    |                              | X  |    | 450 |                          |
| C      | Planning Director (Lead) + Finance Director       | Update Housing Impact Fees for workforce housing and consider updates to inclusionary housing ordinance.                                                                        | Recommendations for updates to IHO ordinance will be folded into the zoning code update.                         | 0%             |    |                              | X  |    | 90  |                          |
| D      | Planning Director (Lead) + Mintier Harnish        | Advance work on General Plan Housing Element Update                                                                                                                             |                                                                                                                  | 0%             |    |                              |    | X  | 500 |                          |

|        |                                                                                                                              |                                                                                                                                       |                                                                                                                                              |     |  |   |   |   |     |
|--------|------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------|-----|--|---|---|---|-----|
| GOAL 3 | Enhance Organizational Performance and Commit to Full Public Participation, Ongoing Communication and Regional Collaboration |                                                                                                                                       |                                                                                                                                              |     |  |   |   |   |     |
| A      | City Manager + Assistant to the City Manager                                                                                 | Consider recommendations to governing language presented by Parks & Recreation Commission and ATSC.                                   | Both ATSC and the PRC have created subcommittees to evaluate governing language.                                                             | 20% |  | X |   |   | 160 |
| C      | City Manager + Assistant to the City Manager                                                                                 | Identify and advance internal and community social justice, diversity and inclusion initiatives.                                      | Staff is currently reviewing an action framework.                                                                                            | 10% |  | X |   |   | 160 |
| B      | Chief of Police                                                                                                              | Develop emergency evacuation plan and procedures.                                                                                     | Working with Napa County / County funded Program                                                                                             | 10% |  |   | X |   | 160 |
| E      | HR/IT Director + City Manager                                                                                                | Prepare/present to the City Council an employee succession plan and/or strategy to help retain employees and minimize turnover costs. | Next steps include reviewing draft succession plan with City Manager                                                                         | 75% |  | X |   |   | 16  |
| D      | Planning Director (Lead) + Vice Mayor Dohring                                                                                | Prepare/present citywide design guidelines to the Planning Commission for adoption.                                                   | The new draft zoning code includes some design illustrations and multi-family objective standards have been drafted as part of the new code. | 60% |  |   |   | X | 350 |
| F      | Chief of Police                                                                                                              | Implement State and Federal DOJ mandated reporting system, radio encryption system, and software/training.                            | Napa County agencies implementing at same time. Currently waiting on all agencies to catch up.                                               | 75% |  |   |   | X |     |

|        | WHO                                                                                                       | WHAT                                                                                                                                                                                                                            | NOTES                                                                                                                                        | PROJECT STATUS | FY 2021-22 TARGET COMPLETION |    |    |    | ESTIMATED STAFFING HOURS |
|--------|-----------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------|----------------|------------------------------|----|----|----|--------------------------|
|        |                                                                                                           |                                                                                                                                                                                                                                 |                                                                                                                                              | % Complete     | Q1                           | Q2 | Q3 | Q4 |                          |
| GOAL 4 | Ensure Long-Term Economic Sustainability while Safeguarding St. Helena's Unique Culture & Quality of Life |                                                                                                                                                                                                                                 |                                                                                                                                              |                |                              |    |    |    |                          |
| A      | Finance Director                                                                                          | Complete Impact Fee Study and Cost Allocation Plan (including inclusionary fees and housing fees) for City Council adoption.                                                                                                    |                                                                                                                                              | 90%            | <div><div></div></div>       | X  |    |    | 60                       |
| B      | City Manager + Finance Director                                                                           | Prepare financing and revenue options for City Council review and consideration to address City Infrastructure deficiencies.                                                                                                    |                                                                                                                                              | 0%             |                              | X  |    |    | 30                       |
| H      | Planning Director (Lead) + Parks & Recreation Commission + City Engineer                                  | Advance progress on development of walking trails                                                                                                                                                                               | The Trails Committee meets monthly and is making progress towards developing a draft trails/ pedestrian plan for City Council consideration. | 15%            | <div><div></div></div>       |    | X  |    | 150                      |
| E      | TBD                                                                                                       | Develop Business Recovery Initiatives to enhance post-COVID-19 economic vitality/Develop measure business recovery program for downtown core                                                                                    |                                                                                                                                              | 0%             |                              | X  |    |    |                          |
| C      | Planning Director (Lead) + Assistant to the City Manager + Council Member(s)                              | Develop marketing collateral for prospective tenants and prioritize targeted business types.                                                                                                                                    |                                                                                                                                              | 5%             | <div><div></div></div>       | X  |    |    |                          |
| D      | Parks & 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. | Ad Hoc Subcommittee is currently reviewing                                                                                                   | 50%            | <div><div></div></div>       |    |    | X  |                          |
| F      | Planning Director (Lead) + City Engineer                                                                  | Develop Parklet's Policy for City Council review and consideration.                                                                                                                                                             | Time has been focused on other public space activation opportunities as directed by City Council in March 2021                               | 0%             |                              |    | X  |    | 60                       |
| G      | TBD                                                                                                       | Initiate pedestrian activation of Money Way beginning with garbage/recycling consolidation.                                                                                                                                     | Next steps include a site visit and agreement with the County to get reimbursed for items as part of the scope of the grant.                 | 0%             |                              |    |    | X  | 120                      |

|        | WHO                                                                                                | WHAT                                                                                                                                                                                                                                                                                              | NOTES                                                       | PROJECT STATUS |                        | FY 2021-22 TARGET COMPLETION |    |    |   | ESTIMATED STAFFING HOURS |
|--------|----------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------|----------------|------------------------|------------------------------|----|----|---|--------------------------|
|        |                                                                                                    |                                                                                                                                                                                                                                                                                                   |                                                             | % Complete     | Q1                     | Q2                           | Q3 | Q4 |   |                          |
| GOAL 5 | Support Thriving Families and Enhance the Safety, Well-Being, and Healthy Development of our Youth |                                                                                                                                                                                                                                                                                                   |                                                             |                |                        |                              |    |    |   |                          |
| A      | Assistant to the City Manager + Vice Mayor Dohring and Council Member Chouteau                     | Redwood Forest Expansion: In coordination with Paul Asmuth, determine opportunities to include youth during the planting of the redwood trees. Connect with Biology teacher Lisa Luhn to tie in an educational component.                                                                         |                                                             | 0%             |                        | X                            |    |    |   | 20                       |
| B      | Assistant to the Manager City + Vice Mayor Dohring and Council Member Chouteau                     | The Council will designate two to three Youth Representatives to speak once every two months at City Council meetings. These individuals would a) provide an update on youth related issues in the community and b) act as a liaison to youth when feedback is requested on City Council matters. |                                                             | 0%             |                        | X                            |    |    |   | 60                       |
| D      | Assistant to the City Manager + Vice Mayor Dohring and Council Member Chouteau                     | Distribute Youth Survey to High School and Middle School to receive direct feedback from the youth. Potential date of distribution is March 16, 2021 during English Class.                                                                                                                        | The survey has been created; ad hoc committee is reviewing. | 10%            | <div><div></div></div> | X                            |    |    |   | 20                       |
| C      | Assistant to the City Manager + Vice Mayor Dohring and Council Member Chouteau                     | Consider appointing a high school (voting or non voting member) to sit on the Active Transportation and Sustainability Committee, Parks and Recreation Committee and Library Board of Trustees. Work with the school district for recruitment.                                                    |                                                             | 0%             |                        |                              | X  |    |   |                          |
| F      | Assistant to the Manager City + Vice Mayor Dohring and Council Member Chouteau                     | Create a Diversity, Equity and Inclusion Committee with a seat for a youth member to identify recommendations to ensure a more socially diverse and inclusive community.                                                                                                                          |                                                             | 0%             |                        |                              |    | X  |   | 200                      |
| G      | Assistant to the Manager City + Vice Mayor Dohring and Council Member Chouteau                     | Consider refining the Nonprofit Grant Criteria to specifically state that a grant will be awarded to a nonprofit that supports thriving families and enhances the safety, wellbeing and healthy development of youth and related issues.                                                          |                                                             | 0%             |                        |                              |    | X  |   | 10                       |
| E      | Assistant to the Manager City + Vice Mayor Dohring and Council Member Chouteau                     | Launch a “This is St. Helena” campaign from the eyes of the youth. Challenge the students at the high school to create a 30 second video showing what St. Helena is to them. Acknowledgments and recognition for participating youth. Explore partnerships with the Cameo Theater.                |                                                             | 0%             |                        |                              |    |    | X | 160                      |

|  | WHO | WHAT | NOTES | PROJECT STATUS | FY 2021-22 TARGET COMPLETION |    |    |    | ESTIMATED STAFFING HOURS |
|--|-----|------|-------|----------------|------------------------------|----|----|----|--------------------------|
|  |     |      |       | % Complete     | Q1                           | Q2 | Q3 | Q4 |                          |

| GOAL 6 SUPPORT INITIATIVES THAT RESPOND TO AND PLAN FOR CLIMATE CHANGE |                                                                |                                                                                                                                                                                                        |                                                                                                                                                      |     |  |   |   |  |     |
|------------------------------------------------------------------------|----------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------|-----|--|---|---|--|-----|
| A                                                                      | 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. | ATSC has reviewed these items. Next step is to bring forward at a future City Council meeting                                                        | 0%  |  | X |   |  | 60  |
| B                                                                      | Assistant to the City Manager + PW Operations Manager          | Development of an Integrated Pest Management Policy.                                                                                                                                                   | Staff is currently drafting a policy and anticipates bringing this to ATSC at a future meeting in Spring 2021.                                       | 10% |  | X |   |  | 60  |
| C                                                                      | Assistant to the City Manager + City Engineer + City Attorney  | Coordinate expansion of Redwood Forest at Waste Water Treatment Plant.                                                                                                                                 | Staff is working with the City Attorney to develop a short term agreement for work to begin and is concurrently researching a longer term agreement. | 5%  |  | X |   |  | 120 |
| D                                                                      | City Engineer + Water Consultant                               | Advance the City's public trust commitments to water and climate change.                                                                                                                               |                                                                                                                                                      | 0%  |  | X |   |  |     |
| E                                                                      | Assistant to the City Manager + Planning and Building Director | Consider joining countywide Joint Powers Authority (JPA) to support, coordinate, and advance regional climate action initiatives.                                                                      |                                                                                                                                                      | 0%  |  | X |   |  |     |
| F                                                                      | NVTA/Planning Director                                         | Implementation of VMT thresholds                                                                                                                                                                       | Staff continues to work closely with NVTA staff on this topic.                                                                                       | 0%  |  |   | X |  | 70  |

| OTHER |                                                                              |                                                                                                                              |  |    |  |   |  |   |  |
|-------|------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------|--|----|--|---|--|---|--|
| A     | Assistant to the City Manager (Lead) + Recreation Coordinator + City Manager | Coordinate tenant improvements and relocation of City Hall and Police operations to Napa Valley College Upper Valley Campus. |  | 0% |  | X |  |   |  |
| B     | City Manager                                                                 | Next steps discussion on City Hall replacement                                                                               |  | 0% |  |   |  | X |  |





March 31, 2021

RE: City's Housing Goals

Honorable Mayor and Members of the City Council,

The lack of breadth and detail in the four items under City Goal 2 -- Stabilize, Maintain and Improve Access to Housing -- is disappointing. Our Town St Helena would like to suggest three enhancements and/or addition to the City goals.

1. We need an organized meeting/communication process among the City and housing non-profits to keep housing top-of-mind and coordinated with other City activities.

**Recommended Goal:** Establish working group or task force and procedure for regular meetings to work on strategic housing goals starting in April 2021.

- The new emphasis on diversity and youth health is good but if we don't have housing suitable for a diverse population, we will never succeed in meeting these goals.
  - Only by keeping housing continually at the forefront of City-generated activity will we be able to keep our community from being inhabited by only the very rich and the very poor.
2. There is not a specific plan or timetable for providing sustainable funding for housing. For years, the City has been discussing a transfer tax, a bond issue or other forms of providing sustainable revenue for housing. The current housing fees are not adequate to develop housing projects.

**Recommended Goal:** In Q2, create an Ad Hoc Committee, led by knowledgeable consultants, to determine best strategies for developing a sustainable housing fund with a full report due in Q3.

- St Helena will not be able to reach their RHNA goals without more financial help from the City.

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- There is approximately a one-year lead time to get something on the ballot, so action is needed now.
  - Housing, Water and Infrastructure are intertwined and considering one funding bond for all three could make sense.
  - There is federal funding available for infrastructure improvements related to affordable housing, but without a plan and City support, access to these funds is limited.
3. If Planning staff time will be focused primarily on the important Zoning Code update and the required Housing Element, then additional staff is needed to deal with current housing opportunities and a long-term strategy.

**Recommended Goal:** Use Federal Relief Funding, grants and other creative funding to hire a Housing and Economic Development FTE by Q3.

- Understanding the crisis situations of 2019-20 and the time commitment for required work on the Housing Element and Zoning Update, there is a need for additional staffing to focus on current and shorter-term housing needs and opportunities.
- There are several sites in St Helena that are appropriate for mixed-used development (commercial and residential) that could be very advantageous to the City – currently there is not a strategy or staff to pursue these opportunities.
- There appears to be no bandwidth to develop an actionable housing development plan (the Housing Element does not provide this), a long-term funding strategy or other strategic thinking that will move our town from a reactive to a proactive mode in dealing with our housing crisis

Our Town St Helena respectfully requests that Goal 2 of the City's Annual Plan be expanded to include these items with actionable steps and timetables. We cannot wait for the paperwork of the Housing Element and Zoning Update to be completed to pursue actual housing development.

Attachment: OTSH's Goal-Setting Recommendations



February 16, 2021

Sent to Mark Prestwich

TO: Honorable Mayor and City Councilmembers, City of St. Helena

FROM: Our Town St. Helena Board of Directors

SUBJECT: Recommended City Housing Goals and Implementation Strategies

Our Town St. Helena (OTSH) has been working with the City on addressing housing needs in our city for over a decade. During that time, the need for housing that is affordable to our local workforce, young families, seniors and general population is growing at a rapid pace. With the average median income for a four-person household at \$100,000 (rounded) and a median home price of \$1.5 million, the ever-widening affordability gap is becoming a gulf so pronounced and difficult to overcome. This is compounded by the loss of over 100 homes in Deer Park due to wildfires; the pandemic's impact on workers' employment; single-family homes being converted to vacation rentals or second homes; apartment buildings being acquired and flipped, resulting in increased rents; and so forth.

OTSH has been successful in delivering affordable housing to St. Helena, but nowhere near the scale that is necessary to make a significant impact. We appreciate the support the City has provided to make our efforts feasible, including loans at favorable terms from the Housing Trust Fund, fee waivers, and staff support to obtain grants. As a small organization with a small operating budget, it is challenging to assemble land, process entitlements, package financing, and facilitate development, thus partnerships with local government and other housing developers are vital to our success.

OTSH is asking the City Council to set concrete housing goals and allocate the required resources to make those goals a reality. The attachment to this memo outlines the items OTSH would like the City to undertake over time. In fact, we took the recent RHNA cycle and mandate into consideration. Also, we understand the City is kicking off its Housing Element Update shortly, and there is an intent to include a working implementation plan with concrete deliverables and timeframes. That is a positive step, but it will take two years to complete.

Collectively, we need to start working on identifying what can and should be accomplished sooner than later. OTSH recommends the City Council create a staff position that is focused solely

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on housing and economic development, which we believe can be instrumental in helping the City and community work strategically to counter the negative pressures we are experiencing. Next we would encourage this staff person to work with OTSH, Housing Authority staff and other interested housing groups to identify near-term priorities that can be achieved while the Housing Element update is being processed. This effort would likely also inform the Housing Element as it is running on a parallel track. Longer term, the City may wish to form a standing housing committee or commission, but we feel an informal group can work well to bring near-term recommendations to you for consideration.

**Goal #1: Commit to Longer-Term Housing Goals**

- Create 254 new income-qualified dwelling units by 2030 to meet RHNA requirements
- Set implementation plan on how to reach this goal
  - Specify types of housing, desired density
  - Identify locations; develop criteria for assessing property
  - Assure zoning and codes are aligned with goals
  - Develop and implement funding strategy
  - Partner with others to secure, fund and build (see Goal #2)
  - Include housing goals in strategies for economic development, environmental sustainability, infrastructure, water, traffic, etc.

The proposed goals below will help the City achieve Goal #1.

**Goal #2: Create and Implement a Plan to Build One Additional Large Income-qualified Rental Housing Complex (i.e., another Stonebridge – 80 units)**

- Fewer than a dozen sites identified day – work toward securing a 5+ acre property
- Gain consensus among the community this is needed
- Partner with others to secure land and funding
- Develop plan and timeline for completed project by 2031

**Goal #3: Develop a Long-Term Sustainable Source of Funding for Affordable Housing**

- If the City funded 25% of the cost of the above affordable housing goal, it would cost \$25.4M over ten years in today's dollars (Average unit cost: \$400K x 254 units less 75%)
- Evaluate combination of choices – in lieu or impact fees; transfer tax; dedicated sales tax and/or property tax; industry involvement; grants; others - to generate an average of \$2M per year for housing
- Set one or more Action Plans to obtain financing
- Timeline to make March 2022 election cycle for any proposed new tax



**Goal #4: Work with Commercial Property Owners to Develop a Vertical Mixed-use Project**

- Identify downtown properties that are suitable for redevelopment (i.e. Sunshine Plaza; Bank of America; City's Adams Street property)
- Use planning/community development staff and ad hoc community committee to analyze need, feasibility and cost
- Partner with others to develop at least one vertical mixed-use development to include some combination of retail, office and housing by 2031

**Goal #5: Set up a Plan to Preserve Some Percentage of Existing Housing that is Affordable for Our Local Workforce**

- Approximately 25% to 35% of single-family residences have been converted to weekender homes in the last 10 years.
- Set a goal of retaining at least 10% a year of existing housing at affordable for moderate-to-low income households
- Provide incentives for homeowners to donate or execute Charitable Sales on their property
- Explore Community Preserve – purchase at market rate; resale to nonprofits at a lower cost. (A \$1M purchase resold at \$700K for a deed restricted dwelling. \$300K to preserve a home rather than having it become an expensive second home and have to rebuild a \$1M replacement house.)

**Goal #6: Adopt City of Napa ADU Housing Program**

- Maximize the use of ADUs as income-restricted affordable housing
- Work with Housing Authority staff to develop program, obtain training, provide technical assistance (City has a contract with HA)
- Obtain/allocate funds to staff appropriately to administer the program (grant funds, HCD Permanent Local Housing Allocation, etc?)
- Set yearly goals for ADU additions and monitor

**Goal #7: Develop a Plan for Senior Housing at All Income Levels**

- We have lost the housing ladder that brings people up one side from apartments to family houses and then down-sizing on the other side of the ladder making room for others to climb
- Providing housing alternatives to seniors frees up family housing

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- Seniors of all income categories need suitable housing

**Goal #8: Explore Scenarios to Rebuild and Increase Density of Deer Park**

- Work with county and nonprofits to determine need/desire of Deer Park fire victims
- Explore annexation and/or other scenarios (annexation may help with RHNA requirements long term)
- Determine infrastructure and fire safety need to make Deer Park a working-class neighborhood that serves St. Helena and Calistoga

**Below is an illustrative example of how the City could accomplish its RHNA requirements by employing the above goals:**

| Potential Site(s)                         | Unit #     | Potential Housing Type                  |
|-------------------------------------------|------------|-----------------------------------------|
| Pope Street                               | 10         | Rental apartments (5 approved in 2020)  |
| Phelps Property                           | 36         | Rental apartments                       |
| Railroad (City owned)                     | 12         | Ownership townhomes, self-help or other |
| TBD (5+ acres site)                       | 80         | Rental apartments                       |
| TBD 6 infill projects                     | 30 (5 ea)  | Rental / ownership                      |
| New hotel housing                         | 30         | Rental apartments/SRO/micro housing     |
| Adams St. (City-owned, mixed use project) | 56         | Market rate ownership                   |
| <b>RHNA requirement</b>                   | <b>256</b> |                                         |