



City of St. Helena
Regular City Council Meeting
Tuesday, April 11, 2023 @ 6:00 PM
Vintage Hall Board Room - Second Floor
465 Main Street, St. Helena

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

The City Council meeting will be live-streamed on Comcast Channel 28 and on the City's website. Public comment for City Council meetings will be accepted via email to publiccomment@cityofsthelelena.org. All public comments must be emailed three hours 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.

The schedule of upcoming meetings and published meeting agendas can be found on the City of St. Helena website at <https://sthelelena.civicweb.net/portal/>.

Simultaneous Spanish interpretation services during meetings can be scheduled upon request. To ensure interpreters are available, requests must be made at least 72 hours in advance by calling the Office of the City Clerk at (707) 968-2640 or emailing cityclerk@cityofsthelelena.org. The schedule of upcoming meetings and published meeting agendas can be found on the City of St. Helena website at <https://sthelelena.civicweb.net/portal/>.

Servicios de interpretación en español durante la reunión pueden ser solicitados por el público. Para asegurar que los intérpretes estén disponibles, los servicios tienen que ser solicitados al menos 72 horas antes de la reunión llamando a la oficina de la Secretaria de la Ciudad al (707) 968-2640 o por correo electrónico a cityclerk@cityofsthelelena.org.

El horario de las reuniones publicadas y próximas puede ser localizado en el sitio de web de la Ciudad en <https://sthelelena.civicweb.net/portal/>.

Page

1. CALL TO ORDER
2. ROLL CALL
Mayor: Paul Dohring, Vice Mayor Eric Hall:, City Council Members: Anna Chouteau, Lester Hardy, Billy Summers
3. PLEDGE OF ALLEGIANCE
4. ADOPTION OF THE AGENDA
5. PUBLIC FORUM:
Members of the public are entitled to speak on matters of municipal concern not on the agenda during Public Forum. Each person's comments shall be limited to 4 minutes. Each person is entitled to speak on any non-agendized item only once at any meeting. Brief questions by Council Members for clarifications may be posed and answered, and Council Members may make requests that items be placed on future agendas, but in accordance with state law, no substantive

discussion or action may take place unless and until the matter properly appears on the agenda.

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

Reports by staff and/or Council Members on items of general interest. Brief questions for clarification may be posed and answered, and Council Members may request that items be placed on a future agenda. Except under certain circumstances, the Brown Act prohibits any other discussion or action by the City Council.

7. PRESENTATIONS AND PUBLIC RECOGNITIONS

7.1. Sexual Assault Awareness Month April 2023 7 - 8
[Proclamation](#)

7.2. April is Arts Month 2023 9
[Proclamation](#)

8. STAFF BRIEFING

None

9. CONSENT ITEMS

Members of the Council or the public may ask that any items be considered individually for purposes of considering alternative action, for extended discussion, or for public comment. Unless that is done, one motion may be used to adopt all recommended actions. (Roll Call Vote)

9.1. Informational Item: Main Street Sidewalk Improvement Project (R18-81 Downtown Sidewalk Project) Progress Report. 11 - 12

CEQA Determination: Categorically Exempt, Section 15323
Prepared By: Eric Janzen, Assistant Public Works Director
Recommendation:
None. This is an information item only.
[Staff Report - Pdf](#)

9.2. Recommended approval of a resolution authorizing the City Manager to execute Amendment #2 to the Professional Services Agreement with Raftelis Financial Consultants to provide services associated with a Water and Wastewater Rate Study in the amount of \$39,000 for a total contract not to exceed amount of \$230,310 and a budget increase to 561-43-00-21-45 in the amount of \$19,500 utilizing water enterprise fund balance and a budget increase to 571-43-00-21-45 in the amount of \$19,500 utilizing wastewater enterprise fund balance. 13 - 22

CEQA Determination: Not a CEQA project
Prepared By: Mandy Kellogg, Administrative Services Director
Recommendation:
Staff recommends adoption of the attached resolution.
[Staff Report - Pdf](#)

9.3. Consideration and proposed approval of a resolution approving: 23 - 38
(1) a temporary closure of Adams Street and Library Lane from

Friday, May 5, 2023, at 6:00 p.m. to Sunday, May 7, 2023, at 6:00 p.m.; and (2) authorizing possession of open alcoholic beverages on those public streets for the Neighborhood Community Table Event scheduled for Saturday, May 6, 2023, from approximately 5:00 p.m. to 9:00 p.m.

CEQA Determination: Categorically Exempt, Section 15323

Prepared By: Chantel Delay, Administrative Assistant

Recommendation:

Staff recommends approval of the attached resolution.

[Staff Report - Pdf](#)

[Public Comment.Tracy McBride](#)

- 9.4. Proposed Approval of a Resolution Authorizing Staffing Recommendation to Reallocate Funding from the Vacant Public Works Management Analyst Position to Fund an Additional Assistant to the City Manager Position. 39 - 43

CEQA Determination: Not a CEQA project

Prepared By: Mandy Kellogg, Administrative Services Director

Recommendation:

Approve the attached resolution.

[Staff Report - Pdf](#)

10. OLD BUSINESS

10.1. None

11. NEW BUSINESS

None

- 11.1. St. Helena - Who are We? Discussion and Direction 45 - 47

CEQA Determination: Not a CEQA project

Prepared By: Anil Comelo, City Manager

Recommendation:

Staff recommends City Council discuss and provide direction to staff.

[Staff Report - Pdf](#)

12. CITY COUNCIL REPORTS:

- 12.1. A. Association of Bay Area Governments (ABAG) - Executive Board
B. Association of Bay Area Governments (ABAG) - General Assembly
C. Napa Valley Tourism Corporation (Umbrella for Napa County)
D. League of California Cities – North Bay Division
E. Napa County City Selection Committee
F. Napa County Flood Control and Water Conservation District
G. Youth Opportunities Commission
H. Napa County Local Agency Formation Commission (LAFCO)
I. Napa Valley Transportation Authority (NVTa)

- J. Napa County Watershed Information Center & Conservancy (WICC)
- K. Upper Valley Waste Management Agency
- L. Napa County Groundwater Sustainability Plan Advisory Committee
- M. Napa County Regional Climate Action Committee
- N. Council Ad Hoc and Standing Committee Reports

13. ADJOURNMENT

The next Regular City Council meeting is scheduled for April 25, 2023, at 6:00 p.m.

This agenda was posted at City Hall, 1088 College Avenue, and at Vintage Hall, 465 Main Street, St. Helena, California on April 7, 2023.



Cindy Tzaopoulos, City Clerk

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

CHALLENGING DECISIONS OF CITY ENTITIES

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

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

SUPPLEMENTAL MATERIAL RECEIVED AFTER THE POSTING OF THE AGENDA

Any supplemental writings or documents distributed to a majority of the City Council regarding any item on this Agenda, after the posting of the Agenda, will be available for public review in the City Clerk's Office located at 1572 Railroad Avenue, St. Helena, California, during normal business hours and by appointment. 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.

City of St. Helena
PROCLAMATION
Sexual Assault Awareness Month
April 2023

WHEREAS, NEWS, Domestic Violence and Sexual Abuse Services is commemorating 41 years of service to survivors of domestic violence and sexual abuse in Napa County, and having opened as the county’s Rape Crisis Center in 2010 to provide safety to those experiencing sexual abuse; and

WHEREAS, in 2001 the National Sexual Violence Resource Center launched the first Sexual Assault Awareness Month campaign and in 2009 the Obama Administration officially recognized April as National Sexual Assault Awareness Month, enshrining our Country’s commitment to promoting education of sexual violence, promoting consent, ending victim-blaming, and showing support for victims and survivors; and

WHEREAS, Sexual Assault Awareness Month is about promoting safety, respect and equality, and standing up and speaking out against harmful cultural norms and attitudes that allow sexual violence to persist. This year’s national campaign of “**Drawing Connections: Prevention Demands Equity**” calls on all individuals, communities, organizations, and institutions to change ourselves and the systems surrounding us to build racial equity and respect.

WHEREAS, rape, sexual assault, and sexual harassment harm our community. Statistics from the U.S. Center of Disease Control shows that over half of women and almost 1 in 3 men have experienced sexual violence involving physical contact during their lifetimes; and, that 1 in 4 women and about 1 in 26 men have experienced completed or attempted rape. Sexual violence disproportionately affects women, minors, and racial and ethnic minority groups who experience a higher incidence of sexual violence; and

WHEREAS, by observing April as Sexual Assault Awareness Month we show that our community is committed to supporting survivors and working toward the prevention of sexual violence across generations; and

WHEREAS, in Fiscal Year 2021/2022 NEWS provided services to over 1,700 of our Napa County community members—of which 232 were survivors of sexual abuse, and half of those were minors—including 24-hour response and crisis intervention, financial aid, and advocacy, accompaniment and assistance of civil and criminal justice proceedings, referrals, and support completing victim compensation applications; and

WHEREAS, in Fiscal Year 2021/2022, NEWS served 54 clients from the city of St. Helena, including children, 9 of which experienced sexual assault. The NEWS Help Line received 25 calls for assistance from St. Helena residents. Clients from St. Helena received emergency assistance and crisis intervention services; court advocacy and accompaniment, including help preparing and filing restraining orders; and support from our Sexual Assault Victim Services (SAVS) program.

NOW, THEREFORE I, Paul Jamison Dohring, Mayor of the City of St. Helena, on behalf of the St. Helena City Council, join NEWS, advocates, and communities across the country in taking action to prevent sexual violence. I do hereby proclaim **April 2023 as Sexual Assault Awareness Month, in St. Helena**, and I ask the entire community to join in their effort, not only in April, but all year long, to be part of the effort to end sexual violence.

Dated: April 11, 2023

Paul Jamison Dohring, Mayor
City of St. Helena

**CITY OF ST. HELENA
APRIL ARTS MONTH
APRIL 2023**

Whereas, the month of April has been recognized as a countywide celebration of the arts and local culture, known as Arts in April Napa Valley, by dozens of arts and cultural organizations, hundreds of individuals, and businesses across the county, as well as by Arts Council Napa Valley for 13 years;

Whereas, the arts and culture embody much of the accumulated wisdom, intellect, and imagination of humankind;

Whereas, the arts and culture enhance and enrich the lives of every resident;

Whereas, hundreds of residents from each town and city came together in the creation of the County of Napa's adopted Community Cultural Plan, which has been in place since 2008, and endorsed the following cultural core values for all of Napa County:

Self-expression is everyone's birthright;

The arts serve as a common language;

The arts are critical to a healthy economy;

The arts allow us access to our past, to ourselves, and to each other;

And, the arts give us a sense of place and of home.

NOW, THEREFORE, BE IT RESOLVED, that I, Paul Jamison Dohring, Mayor of St. Helena and the members of the City Council do hereby proclaim April as Arts Month in St. Helena and call upon our citizens to celebrate and promote arts and culture in our county and to specifically encourage the greater participation by those said citizens in taking action for arts and culture in their City.

Dated: April 11, 2023

Paul Jamison Dohring, Mayor
City of St. Helena



Report to the City Council
Regular City Council - 11 Apr 2023

Agenda Section: CONSENT ITEMS

Subject: Informational Item: Main Street Sidewalk Improvement Project (R18-81 Downtown Sidewalk Project) Progress Report.

CEQA Determination: Categorically Exempt, Section 15323

Prepared By: Eric Janzen, Assistant Public Works Director

Reviewed By: Joseph Leach, Public Works Director and City Engineer

Approved By: Anil Comelo, City Manager

BACKGROUND

On May 23, 2017, the St. Helena City Council approved Resolution 2017-63 and authorized City Staff to seek funding for the Main Street Sidewalk Improvement Project (the Project) from the One Bay Area Grant (OBAG) program in the amount of \$1,206,000. The City was later awarded this funding under OBAG (Round 2). In 2022 and at the request of the Napa Valley Transportation Authority (NVTa), the City relinquished this funding and the award of \$1,206,000 was moved to OBAG (Round 3). Approval for OBAG (Round 3) funding was granted on January 11, 2023.

Since 2017, the project has received robust public comment and multiple revisions for scope. The project scope attributable to the OBAG program now plans to replace sidewalks, street trees, curb ramps and private sewer laterals in the public right-of-way along Main Street (SR 29) between the intersection with Adams Street and Pine Street. This represents the northern 1/3 of the original project and was selected to accommodate the approved funding and the city's ability to provide match funding.

DISCUSSION

The OBAG program is managed by Caltrans and all projects undergo multiple reviews by Caltrans Staff before the awarded funds are obligated (made available for payment) and the project authorized to proceed to the bidding phase for construction.

Caltrans has approved the City's Preliminary Environmental Study (PES), found the project to be in compliance with both NEPA and CEQA, and issued a Categorical Exclusion (CE) certificate. Caltrans is currently reviewing the City's Right-of-Way Certification application and appears to be almost ready to issue approval. City Staff have prepared the Authorization to Construct application (E-76 application) and are prepared to submit this application as soon as the Right-of-Way Certification is issued.

Currently, the project is listed in the 2022/2023 funding year. City Staff have tentatively scheduled construction for Summer 2023 pending Caltrans approval. Due to recent staffing changes at Caltrans, review of applications at all stages of the approval process is taking more time than is typical. Since the 2023 construction season has started, delays in review may push the start of construction to late Fall 2023 or Spring 2024. This does not jeopardize funding. It will simply necessitate shifting the obligation date to the 2023/2024 funding year.

It should be noted that extensive prior stakeholder engagement attempted to resolve rehabilitation of sewer laterals within the project limits. While a future agenda item will include a proposed ordinance to memorialize the current practice of property ownership/responsibility for sewer lateral maintenance, staff will also be proposing a policy to include private lateral rehabilitation absorbed by the costs associated with a Capital Improvement Program project delivery wherein the rehabilitation of sewer laterals would be a general benefit to the long-term success of the project.

FISCAL IMPACT

None. This is an informational item only.

RECOMMENDED ACTION

None. This is an information item only.



Report to the City Council
Regular City Council - 11 Apr 2023

Agenda Section: CONSENT ITEMS

Subject: Recommended approval of a resolution authorizing the City Manager to execute Amendment #2 to the Professional Services Agreement with Raftelis Financial Consultants to provide services associated with a Water and Wastewater Rate Study in the amount of \$39,000 for a total contract not to exceed amount of \$230,310 and a budget increase to 561-43-00-21-45 in the amount of \$19,500 utilizing water enterprise fund balance and a budget increase to 571-43-00-21-45 in the amount of \$19,500 utilizing wastewater enterprise fund balance.

CEQA Determination: Not a CEQA project

Prepared By: Mandy Kellogg, Administrative Services Director

Reviewed By: April Mitts, Assistant City Manager

Approved By: Anil Comelo, City Manager

BACKGROUND

The purpose of a water and wastewater rate study is to determine the level of funding required over the next five years to ensure that each utility is meeting financial obligations for ongoing operations and maintenance, debt service, and capital improvements while maintaining prudent reserves. Updating the water and wastewater rates to keep up with the rising costs of providing safe and high-quality drinking water and wastewater services is a key component of maintaining the financial viability of the utilities, including maintaining healthy fund balances/reserves for emergencies and applicable bond covenants, and debt coverage ratios for bond covenants, and strong credit ratings. Updates to the rate study are also necessary to fund investments in infrastructure maintenance and improvements which are mandated or otherwise necessary for safe and efficient operation of the utilities.

California's Proposition 218 requires that rates be equitably apportioned and proportional to the cost of providing services. The water and wastewater rate study conducts a Cost of-Service analysis, which evaluates the cost of providing water and wastewater and allocates those costs to rate structure components to ensure the proposed rates are aligned with the costs to provide service and that all customer classes are subject to the equitable cost recovery whether they are located inside or outside of City limits.

On March 25, 2022, the City Council approved a resolution authorizing the City Manager to execute a Professional Services Agreement with Raftelis Financial Consultants to provide services associated with a Water and Wastewater Rate Study for a total not to exceed amount of \$146,310.

The scope of service for Water and Wastewater Rate Study project included the following tasks:

- Task 1: Project Initiation, Management, and Data Collection. Public input and engagement will be sought at this initial stage, as well as throughout the rate study process during public outreach and workshops identified in the project tasks.
- Task 2: Financial Plan Development for Water and Wastewater Services - This will include creation of a model to examine the utilities' 10-year financial plan to determine additional revenue required to ensure the financial integrity of the City's water and wastewater enterprise funds.
- Task 3: Cost-of-Service Analysis - This analysis will determine updated cost allocations to the City's utility systems to ensure costs are fairly recovered across user classes.
- Task 4: Rate Survey - This survey will provide a comparative rate analysis of comparable communities.
- Task 5: Rate Design - Rate models will be developed with flexibility to compare the current rate structures with proposed alternatives.
- Task 6: Capital Renewal & Replacement (R&R) Considerations and Scenarios - Alternative capital financing strategies will be developed to allow the City to best meet its fiscal and public policy objectives.
- Task 7: Rate Study Report - This report will document the methodology used to calculate the City's water rates and demonstrate conformance with cost-of-service principles, developed with the legal requirements of Proposition 218, and guidance from the City's legal counsel.
- Task 8: Customer Impacts and Sensitivity Analysis - The customer impact analysis will include data that shows projected rate impacts by customer class at various levels of usage.
- Task 9: City Council Workshops - This task will include three Rate Workshops.
- Task 10: Proposition 218 Noticing and Public Hearing
- Task 11: Community Engagement and Stakeholder Information Sessions - This task will include four community meetings conducted in an Open House format and one virtual community meeting.

As part of the rate study, the City engaged a Water and Wastewater Rate Study Advisory Committee to engage in the following:

- Reviewing and confirming financing assumptions and options presented by staff and the consultant for CIP projects in the first five years of the Rate Study, giving due consideration to project prioritization (immediate need, number, and estimated cost) and the proper balance of using cash versus debt.
- Reviewing and confirming significant financial assumptions in the Study, such as reserves, adequacy of sinking funds, and designated and undesignated fund balances in accordance with generally accepted municipal financial principles.
- Review findings and recommendations to ensure equitable allocation of costs related to industrial, commercial, and residential users, rate models, and recommend appropriate rates and changes with consideration given to location, setting, special demands or unique conditions.

As a result of tasks that required additional efforts, tasks beyond the original scope of service, and for additional meetings necessary to complete the rate study a contract amendment in the amount \$45,000 for a total contract not to exceed amount of \$191,310 was approved by City Council on December 13, 2022.

DISCUSSION

The original scope of service provided for a total of five community engagement and stakeholder information sessions, which included four meetings with the Water and Wastewater Rate Study Advisory Committee and one Community Open House. The scope of service for Amendment No. 1 included five additional meetings. Due to the complexities surrounding the Water and Wastewater Capital Improvement Program and the impacts that they have on the utility rates it was necessary to add three additional meetings with the Rate Study Advisory Committee (RSAC).

The completed meetings are summarized below:

Meeting	Date
Water & Wastewater Rate Study Advisory Committee Meeting	Jun. 14, 2022
Water & Wastewater Rate Study Advisory Committee Meeting	Jun. 28, 2022
Water & Wastewater Rate Study Advisory Committee Meeting	Aug. 25, 2022
Community Open House	Sept. 12, 2022
Water & Wastewater Rate Study Advisory Committee Meeting	Sept. 13, 2022
Water & Wastewater Rate Study Advisory Committee Meeting	Nov. 9, 2022
Water & Wastewater Rate Study Advisory Committee Meeting	Dec. 8, 2022
Water & Wastewater Rate Study Advisory Committee Meeting	Dec. 29, 2022
Water & Wastewater Rate Study Advisory Committee Meeting	Jan. 12, 2023
Water & Wastewater Rate Study Advisory Committee Meeting	Feb. 9, 2023
Water & Wastewater Rate Study Advisory Committee Meeting	Feb. 16, 2023
City Council Meeting: Update on Rate Study	Feb. 28, 2023

Community Open House	March 6, 2023
Water & Wastewater Rate Study Advisory Committee Meeting	March 7, 2023
City Council Meeting: Final Rate Study Presentation	March 14, 2023

Raftelis has requested an amendment to the agreement budget in the amount of \$39,000 as a result of tasks that required additional efforts, tasks beyond the original scope of service, and for additional meetings necessary to complete the rate study. The additional hours required for the amendments scope of service is estimated to be 100 hours for the rate study items and 75 hours for additional communication materials and outreach support. This represents an approximate 27% increase and 30% increase from the original scope of service.

These items include but are not limited to:

- Three additional meetings with the Rate Study Advisory Committee (RSAC)
- Alternative water rate modeling requested by the RSAC
- Baseline water demand analysis with City staff and the RSAC
- Written responses to a series of rate study questions and comments
- Additional data review and reconciliation in conjunction with preliminary water and wastewater rates
- Additional communication materials and outreach support
- Communications collateral development and design
- Additional rate study explainer video production

The remaining tasks outstanding are to prepare the Rate Study Report, provide customer outreach support, and participate in scheduled City Council meeting. The updated timeline for the outstanding tasks to complete the rate study is as follows:

Task	Purpose	Date
Draft Rate Study Report	Complete Rate Study Report for Presentation	04/17/2023
City Council Meeting	Rate Authorization/Prop 218 Notice	04/25//2023
Customer Noticing	Mail Prop 218 Notices to Customers	04/28/2023
City Council Meeting	First Hearing Approving Rates	06/13/2023
City Council Meeting	Second Hearing and Adoption of Rates	06/27/2023
Customer Outreach	Customer Education, Conservation, and Compliance	April - July 2023
Implementation	Effective Date of Adopted Rates	08/01/2023

FISCAL IMPACT

The total fiscal impact is \$39,000, which will utilize \$19,500 from Fund 561 - Water Enterprise and \$19,500 from Fund 571 - Wastewater Enterprise fund balances. The updated estimated Water fund balance will be 30% and the estimated Wastewater fund balance will be 87%.

RECOMMENDED ACTION

Staff recommends adoption of the attached resolution.

ATTACHMENTS

[Attachment 1: Resolution](#)

[Attachment 2: Amendment No. 2 STH Contract FY2022-72](#)

CITY OF ST. HELENA

RESOLUTION NO. 2023-__

Resolution approving Amendment #2 to the Professional Services Agreement with Raftelis Financial Consultants to provide services associated with a Water and Wastewater Rate Study in the amount of \$39,000 for a total not to exceed amount of \$230,310.00 and a budget increase to 561-43-00-21-45 in the amount of \$19,500 utilizing water enterprise fund balance and a budget increase to 571-43-00-21-45 in the amount of \$19,500 utilizing wastewater enterprise fund balance.

RECITALS

- A. The purpose of a water and wastewater rate study is to determine the level of funding required over the next five years to ensure that each utility is meeting financial obligations for ongoing operations and maintenance, debt service, and capital improvements while maintaining prudent reserves; and
- B. Updating the water and wastewater rates to keep up with the rising costs of providing safe and high-quality drinking water and wastewater services is a key component of maintaining the financial viability of the utilities, including maintaining healthy fund balances/reserves for emergencies and applicable bond covenants, and debt coverage ratios for bond covenants, and strong credit ratings; and
- C. Updates to the rate study are also necessary to fund investments in infrastructure maintenance and improvements which are mandated or otherwise necessary for safe and efficient operation of the utilities; and
- D. On March 25, 2022, The City executed a Professional Services Agreement with Raftelis Financial Consultants to provide services associated with a Water and Wastewater Rate Study for a total not to exceed amount of \$146,310; and
- E. On December 13, 2022, City Council approved Amendment #1 to Professional Services Agreement with Raftelis Financial Consultants; STH Contract No: 2022-072 for Services Associated with a Water and Wastewater Rate Study for an Additional \$45,000 for a Total Not-To-Exceed Amount of \$191,310; and
- F. Due to the complexities surrounding the Water and Wastewater Capital Improvement Program and the impacts that they have on the utility rates it was necessary to add three additional meetings and include additional communication materials and outreach support; and
- G. Raftelis has requested an amendment to the agreement budget in the amount of \$39,000 as a result of tasks that required additional efforts, tasks beyond the original

scope of service, and for additional meetings necessary to complete the rate study;
and

H. The City and consultant desire to amend STH Contract: FY2022-72 with Raftelis Financial Consultants for services associated with a Water and Wastewater Rate Study in the amount of \$39,000 for a total not to exceed amount of \$230,310.

RESOLUTION

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

1. Authorize the City Manager to execute Amendment #2 Professional Services Agreement with Raftelis Financial Consultants for services associated with a Water and Wastewater Rate Study in the amount of \$39,000 for a total not to exceed amount of \$230,310.00; and
2. Authorize a Water Fund budget increase of \$19,500 to 561-43-00-21-45; and
3. Authorize use of Water Operations Fund balance of \$19,500; and
4. Authorize a Wastewater Fund budget increase of \$19,500 to 571-43-00-21-45; and
5. Authorize use of Wastewater Fund Balance in the amount of \$19,500.

Approved at a Regular Meeting of the St. Helena City Council on April 11, 2023, by the following vote:

Mayor Paul Dohring:	_____
Vice Mayor Eric Hall:	_____
Councilmember Anna Chouteau:	_____
Councilmember Lester Hardy:	_____
Councilmember Billy Summers:	_____

APPROVED:

ATTEST:

Paul Jamison Dohring, Mayor

Cindy Tzafopoulos, City Clerk

AMENDMENT NO. 2

TO PROFESSIONAL SERVICES AGREEMENT WITH RAFTELIS FINANCIAL CONSULTANTS; STH CONTRACT NO: 2022-072 FOR SERVICES ASSOCIATED WITH A WATER AND WASTEWATER RATE STUDY FOR AN ADDITIONAL \$39,000 FOR A TOTAL NOT-TO-EXCEED AMOUNT OF \$230,310.

This Amendment No. 2 to Professional Services Agreement City of St. Helena STH Contract: FY 2022-072 is made effective on April 11, 2023, by and between the City of St. Helena, a municipal corporation ("City"), and Raftelis Financial Consultants ("Consultant").

RECITALS

- A. On March 25, 2022, the City of St. Helena and Raftelis Financial Consultants entered into an agreement for services associated with a Water and Wastewater Rate Study; and
- B. On December 13, 2022, City Council approved Amendment No. 1 to Professional Services Agreement with Raftelis Financial Consultants; STH Contract No: 2022-072 for Services Associated with a Water and Wastewater Rate Study for an Additional \$45,000 for a Total Not-To-Exceed Amount of \$191,310; and
- C. Raftelis has requested an amendment to the agreement budget in the amount of \$39,000 because of tasks that required additional efforts, tasks beyond the original scope of service, and for additional meetings necessary to complete the rate study; and
- D. The City of St. Helena desires to continue utilizing Raftelis to provide these services as they are critical to the completion of the Water and Wastewater Rate Study; and
- E. The City of St. Helena and Raftelis now desire to amend the Agreement for an additional \$39,000 for a total not to exceed of \$230,310.

AGREEMENT

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

1. Section 4.A. Compensation, is amended to read as follows:

"Total compensation shall not exceed \$230,310..."

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

Entered as of the day and year first above stated.

CONSULTANT:

Signature of Authorized Persons:

By: _____

Print Name: _____

Title: _____

CITY OF ST. HELENA

a Municipal Corporation

By: _____

Print Name: Anil Comelo

Title: City Manager

APPROVED AS TO FORM:

Ethan Walsh, City Attorney St. Helena

ATTEST:

City of St. Helena City Clerk
Cindy Tzafopolous



Report to the City Council
Regular City Council - 11 Apr 2023

Agenda Section: CONSENT ITEMS

Subject: Consideration and proposed approval of a resolution approving: (1) a temporary closure of Adams Street and Library Lane from Friday, May 5, 2023, at 6:00 p.m. to Sunday, May 7, 2023, at 6:00 p.m.; and (2) authorizing possession of open alcoholic beverages on those public streets for the Neighborhood Community Table Event scheduled for Saturday, May 6, 2023, from approximately 5:00 p.m. to 9:00 p.m.

CEQA Determination: Categorically Exempt, Section 15323

Prepared By: Chantel Delay, Administrative Assistant

Reviewed By: Joseph Leach, Public Works Director and City Engineer

Approved By: April Mitts, Assistant City Manager

BACKGROUND

The Neighborhood Table is presented by St. Helena Hospital Foundation to bring the community together in the spirit of health and connection, while bringing awareness to the Hospital's mission and animating downtown St. Helena. This project is a collaboration to highlight the work being done by dynamic health and community visionaries who are committed to investing in each of us and our wellbeing, so that we may heal and create our most vital and connected lives.

The event will require the temporary closure of Adams Street, east of Library Lane to the dead end. The closure would occur from May 5, 2023, at 6:00 p.m. to May 7, 2023, at 6:00 p.m. with some local access to allow for set-up and tear down with the actual dinner taking place on May 6, 2023, from approximately 5:00 p.m. to 9:00 p.m. The closure would allow for the event and authorization for possession of open alcoholic beverages on those public streets would be for the duration of the meal event only. The event

organizers would be responsible for securing an ABC license for providing alcohol at the event.

DISCUSSION

The St. Helena Hospital Foundation will be taking the lead on communicating and coordinating with all adjacent businesses on the south side of Adams Street once an encroachment permit is approved to ensure alternate access for any commercial driveways affected by the road closure throughout the event.

The event will include large rentals such as executive restrooms, dining tables, and chairs that will begin set up on Friday evening and Saturday morning. There will be a barricade equivalent to K-rail that will prevent errant vehicles driving through the actual dinner event. The event itself will be a family style dinner catered by Tre Posti and wine will be served. While the ticket price has not been finalized yet, there will be two tiers to make the event accessible to the entire community. The clean-up and pick-up will be completed on Sunday, May 7, 2023, by 6:00 p.m. The event organizers will be utilizing their own staff and volunteers for the entirety of the event.

The event will require a permit from the Police Department if amplified music is being utilized and will require security should the gathering be planned for an excess of 250 people.

The event organizers will continue to coordinate and update City staff members from the Police and Public Works Departments and follow through with any additional requirements that staff may have for the actual event.

At the regular City Council meeting on March 14, 2023, public comment was heard from an adjacent property owner concerned with the amount of noise produced by the generators and the mobile kitchens used during the 2022 Neighborhood Table event and the lack of notification to the residents about the event.

At the direction of the City Council, the permittee was asked to collaborate with the adjacent property owner to address the noise and notification concerns.

In response to the public comment, the permittee has agreed to place the generators and mobile kitchens on the south side of Adams Street and to use whispering generators that operate at 64dB (A) which is below the 65 dB (A) allowed in the City's municipal code. The applicant has also agreed to include all residences on the even numbered side of the 900 block of Hunt Avenue in the mid-April notification which will remind the businesses and residents of the event set-up, the event day, and the tear down.

FISCAL IMPACT

The applicant has submitted a Request for Fee Waiver for the encroachment permits and banner permit associated with this event totaling \$500.00.

RECOMMENDED ACTION

Staff recommends approval of the attached resolution.

ATTACHMENTS

[2023 Neighborhood Table Resolution](#)

[Road Closure Request Form Neighborhood Table
Site Plan](#)

[Encroachment Permit Application](#)

[Public Comment Noise Concern Response](#)

CITY OF ST. HELENA

RESOLUTION NO. 2023-

APPROVING: (1) A TEMPORARY CLOSURE OF ADAMS STREET AND LIBRARY LANE FROM FRIDAY, MAY 5, 2023, AT 6:00 P.M. TO SUNDAY, MAY 7, 2023, AT 6:00 P.M. FOR THE MAY 6, 2023, NEIGHBORHOOD COMMUNITY TABLE EVENT AND (2) AUTHORIZING POSSESSION OF OPEN ALCOHOLIC BEVERAGES ON THOSE PUBLIC STREETS FOR THE NEIGHBORHOOD COMMUNITY EVENT SCHEDULED FOR SATURDAY, MAY 6, 2023, FROM APPROXIMATELY 5:00 P.M. TO 9:00 P.M.

RECITALS

- A. The St. Helena Hospital Foundation, Nimbus Arts, and St. Helena Chamber of Commerce are planning the Neighborhood Community Table event to bring the community together in the spirit of health and connection;
- B. The Neighborhood Community Table Event is anticipated to continue to be an annual event;
- C. The St. Helena Public Works Department has requested temporary closure of Adams Street from East of Library Lane to the dead end of Adams Street for the event;
- D. Closure of the City street in the area will provide space for event activities;
- E. Vendors will request authorization to sell beer and/or wine at the event. St. Helena Municipal Code Section 9.04.010 authorizes the Council, by permit, to allow possession of open alcoholic beverages on public streets or any private or public off-street parking lot;
- F. Section 21101(e) of the California Vehicle Code provides the local authorities may, by resolutions, temporarily close a portion of any

street for celebrations, parades, local special events, and other purposes when, in the opinion of local authorities having jurisdiction or a public officer or employee that the local authority designated by resolution, the closing is necessary for the safety and protection of persons who are to use that portion of the street during the temporary closing;

RESOLUTION

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

1. The City Council finds that the benefits derived from the temporary closing of the City street for the Neighborhood Community Table Event outweigh the anticipated inconvenience to the neighborhood and citizens, and authorize closure of:
 - Adams Street from East of Library Lane to the dead end of Adams Street from May 5, 2023, at 6:00 p.m. to May 7, 2023, at 6:00 p.m. with some local access to allow for set-up and tear down with the actual dinner taking place on May 6, 2023.
2. The possession of open container of beer and/or wine is permitted on public streets and parking lots encompassed by this event.
3. Temporarily closing a portion of the subject street is necessary for the safety and protection of persons who are to use that portion of the street during the temporary closing.
4. The City Manager is directed to provide reasonable levels of City staff support to accomplish closure of streets and related activities.

Approved at a Regular Meeting of the St. Helena City Council on April 11, 2023, by the following vote:

Mayor Paul Dohring: _____
Vice Mayor Eric Hall: _____
Council Member Anna Chouteau: _____
Council Member Lester Hardy: _____
Council Member Billy Summers: _____

APPROVED:

ATTEST:

Paul Jamison Dohring, Mayor
Tzafoopoulos, City Clerk

Cindy



ROAD CLOSURE REQUEST FORM

City of St. Helena – Department of Public Works
1572 Railroad Avenue, St. Helena, CA 94574
Phone: (707) 968-2658 | Email: cdelay@cityofsthelelena.org

RELATE TO
ENCROACHMENT PERMIT NUMBER

SITE ADDRESS 899 Adams Street to 999 Adams Street		SCOPE OF WORK Load in rentals/set event/event/strike event	
JUSTIFICATION FOR ROAD CLOSURE A Community Event-The Neighborhodd Table-538 folks gathering for dinner			
ROAD CLOSURE DATE(S) May 5th, 2023 through May 7th. 2023		ROAD CLOSURE TIMES (SEE NOTE 1) 6pm thru 6pm-3 days	
APPLICANT		CONTRACTOR	
Name St. Helena Hospital Foundation		Company Name Susan M Duryea-on behalf of SHHF	
Phone 707-287-5176	Email susanmduryea@comcast.net	Emergency Contact Name susan m duryea	Emergency Phone 707-287-5176

This form is a supplemental document to the City issued Encroachment permit. By signing, I agree to accept and abide by the provisions of the applicable ordinances of the City of St. Helena and this form:

susan m duryea

Signature of Applicant

February 8th, 2023

Date

CONDITIONS OF APPROVAL

- 1.) Road closure hours are permitted on residential roads between 9:00 am and 4:00 pm, weekdays only and excluding holidays, unless otherwise noted. Road closures on arterials and collectors, if approved, are subject to stricter requirements.
- 2.) A site-specific traffic control plan and pedestrian control plan must be submitted
- 3.) 12-day written notice to the City Manager, Director of Public Works/City Engineer, Fire Chief, and Police Chief for review and approval.
- 4.) 10-day written notification of affected residents and businesses within a 1000' radius of the proposed work.
- 5.) 72-hour phone notification to the affected residents and businesses
- 6.) Contractor shall contact the following emergency services 72-hours (3 days) prior to street closure.
 - ☐ St. Helena Police Department: (707) 967-2850
 - ☐ St. Helena Fire Department: (707) 967-2880 ext. 638 or (707) 312-3321
 - ☐ Upper Valley Disposal: (707) 963-7988 (If closure is on Tuesday or Wednesday)
 - ☐ AMR: (707) 501-5280
 - ☐ Napa County Roads: Stephen.stangland@countyofnapa.org
 - ☐ Napa Sheriff: (707) 253-4440
 - ☐ CHP: (707) 253-4906
 - ☐ Caltrans: (707) 253-4919
 - ☐ CalFire: (707) 967-1490
 - ☐ SHUSD Superintendent (if work being performed is within a block of any school): (707) 967-2708
- 7.) Contractor shall notify Public Works at the commencement of the road closure at cdelay@cityofsthelelena.org or (707) 968-2658.
- 8.) Contractor shall provide access for emergency vehicles at all times.

Revised 10/2021

9.) Contractor shall use Nixle and place SMS boards one in each direction of travel at the two closest intersections, 72-hours in advance for notification of work as follow:

<u>(INSERT STREET NAME)</u> WILL BE CLOSED FOR <u>(INSERT PURPOSE)</u> ON THESE DATES: <u>(INSERT APPROVED DATES)</u> FROM <u>(INSERT APPROVED WORK HOURS)</u> <u>(INSERT CONTRACTOR’S NAME AND PHONE#)</u>
--

Director of Public Works/City Engineer Approval Signature:	Date:
Public Works Operations Approval Signature:	Date:
Police Chief Approval Signature:	Date:
Fire Chief Approval Signature:	Date:



ENCROACHMENT PERMIT APPLICATION

Public Works Department
1572 Railroad Ave.
St. Helena, CA 94574
(707)968-2658



OFFICE USE ONLY

Encroachment Permit #: _____

Expiration Date: _____

For Additional Information, or Forms and Documents Please Visit the Public Works Website @ <http://www.cityofstheleena.org/publicworks>

Property and Work Description

Site Address: 999 Adams Street to 899 Adams Street

Related Building Permit Number _____ Work/Event Description: The Neighborhood Table Annual Community Gathering and Dining event- St Helena Hospital Foundation

DIAGRAM OF PROPOSED ACTIVITY *attach additional sheet if necessary*

Estimated Start Date May 5th, 6pm

Estimated Completion Date May 7th, 6pm

Property Owner

Owner Name: City of St Helena

Address: 148 Main Street

City: St. Helena

State: Ca

Zip: 94574

Email: cdelay@cityofstheleena.org

Phone #: 707-968-2658 x 545

Contractor/Applicant

All communication from our office will be made to this person via email

Company Name: St Helena Hospital Foundation

Contact Name: Susan M Duryea

Contractor License#: _____

Expires: _____

City of St. Helena Business License #: _____

Expires: _____

Address: 10 Woodland Road

City: St. Helena

State: Ca

Zip: 94574

Email: susanmduryea@comcast.net

Phone #: 707-287-5176

Applicant Check Off List Permit fees are due at the time of application and are **NON REFUNDABLE**.

Incomplete submittals will not be accepted. Encroachment Permit applications are reviewed on a weekly basis. Please allow up to TWO (2) weeks for approval.

Check Off Major

\$500.00 fee paid

Proof of Insurance Coverage

Copy of Civil Plans for Related Building Permit

Traffic Control Plans

Site Plans

USA Tag #

Conditions: _____

Standards Attached: _____

Street Supervisor Approval Signature: _____ Date: _____

Water Supervisor Approval Signature: _____ Date: _____

Check Off Minor

\$200.00 fee paid

Proof of Insurance Coverage

Copy of Civil Plans for Related Building Permit

Traffic Control Plans

Site Plans

Minimum Insurance Requirements;**General Liability**

Major Permit 2 Million General Liability/4 million Aggregate

Minor Permit 1 Million General Liability/2 million Aggregate

Auto Liability

Major/Minor Permit 2 Million or Greater per Accident, Bodily Injury or Property Damage

Workers Comp

Major/Minor Permit 2 Million per Injury

Special Circumstances May Arise Which Could Cause Changes to These Guidelines

Attach Certificate of Insurance (COI) **AND** Endorsements

The language in the Description section (bottom middle) must state the following: "The City of St. Helena, its agents, officers, officials, employees and volunteers" are named as additionally insured."

Disclosure Statement

NOTICE: This application will expire in 180 days from the date of submission if the permit is not pursued in good faith. The permit will expire if work is not started in 180 days or if work is abandoned for more than 180 days. A request for an extension of time must be submitted, in writing, to the Public Works Department within 180 days of issuance, or 180 days from the last approvable inspection.

Permit fees are due at the time of application and are **NON REFUNDABLE**. Incomplete submittals will not be accepted.

I CERTIFY THAT IN THE PERFORMANCE OF THE WORK FOR WHICH THE PERMIT IS ISSUED WILL ADHERE TO THE CITY OF ST. HELENA CITY STANDARDS.

I (We) agree to save, indemnify, and hold harmless the City of St. Helena, its Agents, Officers, Officials, Employees, and Volunteers against judgments, costs and expenses which may in any way accrue against said City in consequence of the granting of this permit.

Signature: _____ Date: January 12th, 2023

☐ Owner ☐ Contractor

GENERAL PERMIT REGULATIONS

NOTE: ALL REQUIRED DOCUMENTS MUST BE SUBMITTED PRIOR TO APPROVAL

1. Work done under this Permit shall be in accordance with the City Standards of the Department of Public Works, State of California, Division of Highways, the Municipal Code and specifications and the provisions enumerated herein.
2. Applicants must obtain all other permits required by other public or private agencies or individuals necessary in order to perform the intended work. If this provision is not complied with, this Permit/Contract shall be null and void.
3. Authorizations for any installation granted by virtue of this permit/contract are revocable at any time.
4. Maintenance of the encroachment is strictly the responsibility of the Permittee.
5. Should construction, reconstruction or maintenance work on the highway be required, any installation authorized by this Permit shall, upon order of the Director of Public Works, be promptly removed or relocated by and at the expense of the Permittee.
6. The Permittee shall provide, erect and maintain all warning signs, lights, barriers or other devices necessary for the protection of the public.
7. During work on city streets at least one 12-foot wide traffic lane shall be open at all times unless otherwise specifically authorized.
8. Existing drainage conditions must be provided for in every instance. Nothing contained herein shall be construed as relieving the Permittee of responsibility.
9. There shall be a minimum of thirty (30) inches of cover over all pipes or conduits installed except as may be specifically authorized by the Permit.
10. Permittee shall notify the Department of Public Works three (3) days prior to the commencement of any work authorized by this Permit.
11. Insurance is required as set forth in the attached document.
12. The Permittee shall obtain a special permission from the Public Works Director if working or operating machinery outside the standard construction hours of 8:00 AM to 5:00 PM, or Sundays and Holidays.



March 21st, 2023

**May 6th, 2023
Downtown St. Helena**

St. Helena Hospital Foundation

BOARD OF DIRECTORS

Daphne Araujo, Chair
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Elaine Jones, Secretary
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St. Helena Hospital Foundation

Steven Herber, MD
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Adventist Health St. Helena

To :

Chantel DeLay

**Administrative Assistant to Joseph Leach, Director of Public Works
City of St. Helena | 1088 College Avenue | St. Helena CA 94574**

**Re: The Neighborhood Table event on May 6th, 2023 on Adams Street
In response to concerned citizen Tracy McBride's comments and requests for
The May 6th event submitted to City Council.**

**In direct response to Ms. McBride's concerns about the generator noise on the
day of our setup for the event last year:**

**After speaking on the phone with Ms. McBride we quickly moved some hedge
walls in front of the generator to block and minimize the noise level which was
the only quick remedy we were able to accommodate due to timing-our event
began at 5:30pm.**

**When we launched our event in 2019 we were not aware of any sound issues
with our mobile kitchens or clearly we would have addressed it for 2022.
In our planning for this year's event I made certain my vendor is only bringing
whispering generators for our 2 mobile kitchens which are located on the south
side of Adams Street. This again was in direct response to Ms McBride's concerns.**

I am providing the model # and sound decibels for these 2 generators below:

DCA15SPXU4F14 kW

Sound: 64 dB (A)

**I will also include an updated letter to those residences on the 900 block of Hunt
on the even number side to make certain they are reminded of the set up-event
day-& strike as we do for our businesses on Adams Street in mid April.**

**Our goal for this community event is to bring our locals together to celebrate and
enjoy a wonderful evening together. We want to make certain this includes all
our neighbors in the immediate surrounding areas.**

On behalf of the St Helena Hospital Foundation -Thank you .

Susan M Duryea

The Neighborhood Table benefits St. Helena Hospital Foundation, a 501(c)3 organization • Tax ID #20-1384250

10 Woodland Road, St. Helena, CA 94574 • 707.963.6208 • Fax: 707.967.5620 • www.shhfoundation.org
[ADVENTISTHEALTH:INTERNAL]

Cindy Tzaopoulos

From: Tracy McBride <tracymcbride22@gmail.com>
Sent: Friday, March 31, 2023 1:38 PM
To: Chantel Delay
Cc: Cindy Tzaopoulos
Subject: Re: [External] Response To Public Comment (The Neighborhood Table)

Dear Ms. Delay and Mr. Leach, City of St Helena Public Works Dept,

Thank you, I have received Ms. Duryea's letter of 3/21/23 that you forwarded to me.

Confirming per Ms. Dureya's letter:

1. The generators will be located on the south side of Adams Street. The mobile kitchens will be located on the south side of Adams Street.
2. The Neighborhood Table will notify residences in the 900 block of Hunt Ave (even side) of the event
3. The new generators have a noise level of 64 dB.

Please note:

1. I greatly appreciate **moving the generators to Adams Street**, because the previous year the generators were located close to our back fence in the parking lot of the office building at 999 Adams Street. This is confirming that there will not be kitchens nor generators in the parking lot next to our back fence. I greatly hope that by putting the generators and mobile kitchens on Adams Street, the noise will be blocked by the office buildings on Adams Street. While I certainly am no sound expert, it makes sense that it takes a large structure like a building to block noise, and that anything else like a vehicle or potted plants will not block noise. This also would fit into what the City Council is actually approving, which is blocking Adams Street for the event, not further use of side properties to conduct noise generating activities. Since the generators are "whisper quiet" this is a good solution to put the generators at the event site.
2. I greatly appreciate **written notification to nearby residents** so that we are not surprised by droning noises, event set up and break down and amplified music, which run the course from Friday through Sunday.
3. The 64 dB is just below 65 dB, which is considered the maximum noise threshold per Ms. DiRosa's comment at the 3/14/23 City Council meeting.

Additionally:

1. The City and those who have events here should make efforts to use electrical options instead of generators. St Helena has moved to ban gas powered leaf blowers, mostly due to noise complaints as well as green-house gas emissions. It makes sense that non-essential gas power generators should also be phased out.
2. Previously, a noise permit was given for the amplified music. I strongly recommend requiring a noise permit for constant generator use (not related to emergency purposes). I sincerely hope that the letter to residents outlines both the expected noise levels (from music and generators), and the timeframe for setup and break down of the event.
3. Efforts should be made to create a more complete event application process with the City of St Helena to identify noise levels of all kinds, approximate number of attendees, and consider notifying nearby residential properties that can be impacted. I expect a peaceful environment in and around my residential property.

As a resident, it is an unpleasant surprise when there is a lack of foresight regarding the impact from a neighboring commercial event. There is a shortcoming in the current application process for an event of this nature; the City Council is unaware of the full scope of this type of event such as clearly identifying the number of people, the number of generators, how nearby residential properties are impacted, etc.

Thank you for your consideration.

Tracy McBride,
Phone: 510-517-6202
email: tracymcbride22@gmail.com

cc: City of St Helena City Council

On Thu, Mar 23, 2023 at 12:25 PM Chantel Delay <CDelay@cityofsthelelena.org> wrote:
Ms. McBride,

Attached is a copy of the letter from Susan Duryea, the event coordinator of the Neighborhood Table. The letter outlines how she plans to address your concerns regarding the generator noise and resident notification. Please let me know if you have any questions.

Thank you,

Chantel DeLay
Administrative Assistant to Joseph Leach, Director of Public Works
City of St. Helena | 1088 College Avenue | St. Helena CA 94574
Direct: (707) 968-2658 ext. 545 | Mobile: (707) 312-2230
cdelay@cityofsthelelena.org | www.cityofsthelelena.org



****Please note that City Hall is closed to the public and will not answer calls from 12:00 to 1:00 pm for lunch. Please phone individual departments to make an appointment for service.****



Report to the City Council
Regular City Council - 11 Apr 2023

Agenda Section: CONSENT ITEMS

Subject: Proposed Approval of a Resolution Authorizing Staffing Recommendation to Reallocate Funding from the Vacant Public Works Management Analyst Position to Fund an Additional Assistant to the City Manager Position.

CEQA Determination: Not a CEQA project

Prepared By: Mandy Kellogg, Administrative Services Director

Reviewed By: April Mitts, Assistant City Manager

Approved By: Anil Comelo, City Manager

BACKGROUND

The City Manager has the authority under the City of St. Helena Municipal Code Title 2 Administration and Personnel, section 2.12.060 Powers and Duties, sub-section B.2. Personnel and Organization to appoint competent, qualified officers and employees to all positions in city employment except the city attorney and the fire chief; to dismiss, suspend and discipline such officers and employees in accordance with such policies as may from time to time be set forth by the council; to transfer such employees from one department to another consistent with the policies of the council; to recommend to the council such reorganization of officers, departments or divisions as may be indicated in the interests of the efficient, effective and economical conduct of the City's business, and to effect such reorganization when authorized by appropriate ordinance, resolution or motion of the council.

The City requires a highly qualified team in place to pursue and implement the City Council's priorities and subsequently needs to attract and retain qualified staff members. Over the course of the last several years the City has experienced significant recruiting challenges. Staffing vacancies in turn have resulted in delays or lack of progress on key City Council priorities. The City is not alone in experiencing staffing difficulties. Private

and public organizations throughout the Napa Valley are experiencing similar impacts, which have resulted in a highly competitive labor market to attract talent.

DISCUSSION

The City has a need for highly qualified individuals to assist in the large scope of pending work. The City team and any new employees hired will be able to make a huge difference in the community on a number of fronts including economic development, revitalization of our downtown, massive investments in our Water and Wastewater infrastructure, and improved communication with our residents and businesses. With our small team, we are also engaged in creative exploration of ways in which we can contribute to a better environment, civic engagement, and the creation of an inclusive society. Therefore it is critical that we attract and retain talent that is suitably qualified to perform the necessary work. To that end, staff is proposing amendments to the following positions:

- Assistant to the City Manager
- Public Works Management Analyst

The current Public Works Management Analyst position has been vacant since July 2022. Since the position has been vacant the City has released three different recruitments. Despite multiple attempts, the City has had no viable candidates.

The City recently conducted a recruitment for the vacant Assistant to the City Manager position and received a great response with highly qualified candidates. Due to the success of the recruitment, there is an opportunity to hire more than one candidate to fulfill the Assistant to the City Manager role and address a number of growing priorities within the organization.

While Assistant to the City Manager would be budgeted in the City Manager's Office, the incumbents would assist with city-wide projects and thus provide high-level support to mission critical projects in several departments. Major responsibilities for this position include: conducting research and analysis on a variety of specialized topics; managing projects, responding to and resolving difficult and sensitive issues and inquiries, preparing, writing, and presenting reports and correspondence; and recommending change and improvements to programs, systems, procedures, and methods of operation.

The City has identified the need to increase a focus on revitalization and economic development and community engagement to support the City Council's goals. The additional Assistant to the City Manager position would support this ongoing demand. The table below provides a summary of the current total compensation (Salary and Benefits) for each of the above-described positions, the proposed total compensation, and the budget impact.

Position	Current Total Compensation	Proposed Total Compensation	Budget Impact
Assistant to the City Manager	\$ -	\$193,644	\$193,644

Public Works Management Analyst	\$161,562	\$ -	(\$161,562)
Net Annual Impact			\$32,082

* The fiscal impact to the remainder of the FY 23 budget is \$6,684.

- Increase to the General Fund of \$10,742
- Decrease to the Water Fund of \$3,378
- Decrease to the Wastewater Fund of \$680

FISCAL IMPACT

The annual financial impact of this change would be approximately \$32,000.

The impact in this Fiscal Year is \$6,684 as follows:

Due to salary savings, the additional salary expense can be absorbed in our existing FY23 Operating Budget.

RECOMMENDED ACTION

Approve the attached resolution.

ATTACHMENTS

[Resolution Staffing Recommendation Assistant to the City Manager](#)

**CITY OF ST. HELENA
RESOLUTION NO. 2023-**

**APPROVAL OF A RESOLUTION AUTHORIZING
STAFFING RECOMMENDATION TO REALLOCATE
FUNDING FROM THE VACANT PUBLIC WORKS
MANAGEMENT ANALYST POSITION TO FUND AN
ADDITIONAL ASSISTANT TO THE CITY MANAGER
POSITION.**

RECITALS

- A. The City requires a highly qualified team in place to pursue and implement the City Council's priorities and subsequently needs to attract and retain qualified staff members; and
- B. Over the course of the last several years the City has experienced significant recruiting challenges. Staffing vacancies in turn have resulted in delays or lack of progress on key City Council priorities; and
- C. The City currently has a vacant Public Works Management Analyst Position that remains vacant through three unsuccessful rounds of recruitments; and
- D. The City recently conducted a recruitment for the vacant Assistant to the City Manager position and received a great response with highly qualified candidates; and
- E. The City has an opportunity to hire two candidates to fulfill the Assistant to the City Manager role and address a number of growing priorities within the organization; and
- F. The City wishes to reallocate funding from the vacant Public Works Management Analyst position to fund an additional Assistant to the City Manager position; and

RESOLUTION

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

1. The Council hereby approves staffing recommendation as follows:

- a. Reallocate funding from the vacant Public Works Management Analyst Position and fund one additional Assistant to the City Manager Position.

Approved at a regular meeting of the St. Helena City Council on April 11, 2023 by the following vote:

Mayor Paul Dohring: _____

Vice Mayor Eric Hall: _____

Council Member Anna Chouteau: _____

Council Member Lester Hardy: _____

Council Member Billy Summers: _____

APPROVED:

ATTEST:

Paul Jamison Dohring, Mayor

Cindy Tzaopoulos, City Clerk



Report to the City Council
Regular City Council - 11 Apr 2023

Agenda Section: **NEW BUSINESS**

Subject: **St. Helena - Who are We? Discussion and Direction**

CEQA **Not a CEQA project**
Determination:

Prepared By: Anil Comelo, City Manager

Reviewed By: April Mitts, Assistant City Manager

Approved By: Anil Comelo, City Manager

BACKGROUND

Recently, in a discussion regarding the City's priorities, it was asked, "who are we?" Addressing the conflicts and contradictions among the various, competing narratives of community identity in St. Helena may be critical to successfully grappling with a number of important issues, such as how best to allocate the City's resources, both in terms of funding and in terms of assigning tasks to City staff. The presence or absence of a consensus regarding our community identity has significant consequences for the Council's ability to answer a number of important questions, such as:

- Does the City need to enhance its ability to provide services, or is it better to limit services in order to avoid the need for additional revenue?
- How will the City pay for existing needs and any additional services to the community?
- Should the City raise taxes and, if so, on whom?
- Should the City pursue hotel development as a revenue stream?
- Should businesses pay the same rate for water as residential users?
- Should the City support local businesses and/or those located outside the City?
- Should the City outsource some of its services?
- Should the city invest in traffic circulation improvements to enhance public safety, even if these improvements require or support additional growth?
- Should Main Street be "sanitized like Menlo Park"?

With the current fiscal constraints and limited staffing, answers to these questions and others take on great importance. This is because of the lack of resources requires that we be judicious in the use of those limited resources, and carefully determine what we do and how we do it.

DISCUSSION

The needs, wants, and expectations of the community are quite high relative to available resources. There is a direct conflict between the desire to receive high levels of service and the reluctance to support revenue-generating development. There is a significant gap between expectations and reality. Recently, City staff received calls and emails from some community members who demanded focus on the enforcement of the recent leaf blower ordinance. They seemed genuinely perplexed as to why City staff were unable to address their concerns promptly. The community members expected City staff to deploy immediately to the physical location of the objectionable noise to cite violators. With no dedicated code enforcement staff, meeting those expectations was impossible. In order to cope with the desire for prompt enforcement, the City had to resort to using fire department personnel for community outreach and education as well as police officers for citations. This is not a sustainable practice.

The problematic nature of community expectations becomes very clear when staff is not able to meet expectations of the community, whether the expectation is well kept parks, staff responsiveness to calls/emails, ability to complete critical capital improvement projects, or responding to code enforcement complaints - without having dedicated code enforcement personnel. While this is not an exhaustive list, it shows that not only is the public disappointed, staff is regularly disappointed and discouraged in their ability to respond to the needs of the community promptly and efficiently.

The answer to this issue is increased funding for improved technology, tools, equipment, and staffing levels appropriate to providing residents higher level of high-quality services.

There does appear to be a growing consensus that the City's needs are underfunded. According to the recent BakerTilly analysis and report, the City would need an additional \$6.5 million in revenue to have sufficient staffing and resources to address its identified needs. The underfunding has become apparent and visible. The condition of our roads and downtown sidewalks is a constant reminder of our ongoing inability to pay for all of the services, amenities, and infrastructure we are presently obligated to provide and maintain. Areas of underfunding include City staffing, City facilities and parks, the water and wastewater systems, and the stormwater system. As a consequence of high staff turnover in critical positions, parks and other facilities are lacking in maintenance and the water system infrastructure is in urgent need of investment. With greater visibility on these issues in recent years, there is better understanding of the issues, but the necessary (a) resolve to get things done and (b) clarity about solutions and priorities has been lagging. While the need for increased revenue to address these challenges has become increasingly clear, there are competing narratives that conspire to derail forward momentum. As an example, those opposed to hotels tend to minimize the fiscal issues

(‘we are a prosperous community’), while those who support hotels tend to understate the level of community opposition (‘we are a tourist destination’). At the heart of the conflict are different ideas about our community identity, and different visions for our collective future. Land development and revenue sourcing are but two examples of the areas that will benefit from a stronger, shared sense of community identity, addressing our housing needs (and state requirements) is certainly another.

In order to meet the expectations of the community, we need to know who we are which will lead into a rational process to determine how to proceed on a number of issues, including:

- Land Development
- Housing
- Revenue Options

To develop a stable consensus around the theme of community identity requires both a clear understanding and acknowledgment of our history and a general consensus on our current circumstances and future direction. To that end, staff recommends the following two step process:

1. Invitation to the community to have a facilitated dialogue on the question “who are we, where have we been, and where do we wish to go?”.
2. With the benefit of that input, and further public discussion, development of a statement about community identity that can serve as a source of guidance for a variety of decisions.

The proposed community dialogue should include representatives from diverse affinity and interest groups within the community. As an example, we might wish to include representatives from Vineyard Valley, the Upper Valley Family Center, Rianda House, and Chamber of Commerce, among others. If this approach is acceptable to the Council, the City Council could direct staff to select a facilitator and begin planning for the community involvement in this important discussion.

FISCAL IMPACT

The cost estimates for a facilitator is not expected to exceed \$5,000. Funding for this agreement can be absorbed in the current budget.

RECOMMENDED ACTION

Staff recommends City Council discuss and provide direction to staff.