



City of St. Helena
Regular City Council Meeting
Tuesday, January 14, 2025 @ 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 Mayor may reduce the four minute time limit for all speakers in circumstances where a large number of citizens intend to make public comment.

Public comment for meetings will be accepted via email to publiccomment@cityofstheleena.org. All public comments must be received three hours prior to the meeting. All other public comments received after the deadline will be attached to the item the next business day or soon thereafter. Public comments will not be read out loud but will be publicly available and attached to the on-line agenda.

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

Page

1. CALL TO ORDER
2. ROLL CALL
Mayor: Paul Dohring, City Council Members: Aaron Barak, Michelle Deasy, Billy Summers
3. PLEDGE OF ALLEGIANCE
4. ADOPTION OF THE AGENDA
5. APPROVAL OF THE MINUTES

Estimated start time: 6:05 p.m.

- 5.1. Consideration and proposed approval of Special Meeting Minutes of December 11, 2024 and Regular Meeting Minutes of December 10, 2024 7 - 18
[12-10-2024 Regular City Council - Minutes](#)
[12-11-24 Special City Council - Minutes](#)
6. 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.

Estimated start time: 6:10 p.m.

7. 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.

Estimated start time: 6:20 p.m.

8. PRESENTATIONS AND PUBLIC RECOGNITIONS

None

9. STAFF BRIEFING

None

10. CONSENT ITEMS

Members of the Council or the public (present at the meeting) 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)

Estimated start time: 6:20 p.m.

- 10.1. Adoption and second reading of an Ordinance approving Zoning Ordinance Amendment (ZOA 2024-001) to amend Chapter 17.30 of Title 17 of the St. Helena Municipal Code regarding the calculation of housing in-lieu fees.

19 - 23

CEQA Determination: Exempt from the requirements of CEQA under the "General Rule", Section 15061 (b)(3), in that it can be seen with certainty that the proposed action will have no impact on the environment.

Prepared By: Maya DeRosa, Community Development Director

Recommendation:

Adoption by title only and waive the second reading of the proposed Ordinance to:

1. Find that the proposed changes to Chapter 17.30 of the Zoning Code are exempt from CEQA Guideline 15061 (b)(3); and
2. Approve and adopt Zoning Ordinance Amendment (ZOA 2024-001) to amend Chapter 17.30 of Title 17 of the St. Helena Municipal Code regarding the calculation of housing in-lieu fees.

[Staff Report - Pdf](#)

- 10.2. Consideration and proposed adoption of a Resolution authorizing the execution of a reimbursement agreement with the property owner of 1601 Voorhees Circle, APN 009-591-002-000, for the replacement of the shared fence at Mary Fryer Park for a not-to-exceed amount of

25 - 36

\$11,850.

CEQA Determination: Not a CEQA project
Prepared By: Rebecca White, Administrative Assistant
Recommendation:
Approve the attached resolution.

[Staff Report - Pdf](#)

11. PUBLIC HEARINGS

None

12. OLD BUSINESS

None

13. NEW BUSINESS

- 13.1. Consideration and proposed approval of a resolution for the City Council appointment of an applicant to fill the vacancy created by the resignation of Council Member Anna Chouteau, and direct the City Clerk to administer the Oath of Office to the New Council Member 37 - 76

CEQA Determination: Not a CEQA project
Prepared By: Cindy Tzafopoulos, City Clerk
Recommendation:
Any Council Member can nominate an applicant for approval by the majority of Council. Direct the City Clerk to administer the oath of office and the newly appointed Council Member will be seated at the dais.

[Staff Report - Pdf](#)

[Public Comment. Elaine de Man](#)

[Public Comment. Lana Ivanoff](#)

[Public Comment. Sharon Dellamonica](#)

[Public Comment. Stephanie Smithers](#)

[Public Comment. Thomas Allen](#)

[Public Comment. Michael Caldarola](#)

[Public Comment. Alan Galbraith](#)

[Public Comment. Alan Galbraith 2](#)

- 13.2. City Council discussion and direction on water penalty appeal by Dr. Dante Bini. 77 - 94

CEQA Determination: Not a CEQA project
Prepared By: April Mitts, Assistant City Manager
Recommendation:
Staff recommends reducing water penalties incurred during the Phase II Water Emergency to \$5,825.08 as noted in the discussion section.

[Staff Report - Pdf](#)

- 13.3. Consideration and Proposed Approval of the Formation of a Water/Wastewater Advisory Committee 95 - 103

CEQA Determination: Not a CEQA project

Prepared By: April Mitts, Assistant City Manager

Recommendation:

Adopt a Resolution Establishing a Water/Wastewater Advisory Committee and Begin the Recruitment Process.

[Staff Report - Pdf](#)

[Public Comment. Garry Rose](#)

- 13.4. Approval of a resolution appointing four applicants to the Finance Committee and one to the ATSC 105 - 134

CEQA Determination: Not a CEQA project

Prepared By: Cindy Tzafopoulos, City Clerk

Recommendation:

Staff recommends adopting a resolution appointing applicants to the Finance Advisory Committee and ATSC.

[Staff Report - Pdf](#)

- 13.5. Establishment of 2025 City Council assignments to various City and regional Committees, Boards, and Commissions. 135 - 171

CEQA Determination: Not a CEQA project

Prepared By: Cindy Tzafopoulos, City Clerk

Recommendation:

1. Discuss and provide feedback on no longer having a City Council liaison to the Parks & Recreation Commission, ATSC, and Library Board of Trustees.
2. Discontinue five City Council Ad Hoc Committees due to inactivity or conclusion.
3. Recommend a City Council Member to the City Selection Committee to represent Napa County on the MTC Board.
4. City Council review and provide affirmation or recommended changes to appointments.

[Staff Report - Pdf](#)

- 13.6. 2025 City Council Meeting Calendar 173 - 175

CEQA Determination: Not a CEQA project

Prepared By: Cindy Tzafopoulos, City Clerk

Recommendation:

Review the 2025 calendar and provide direction in regards to City Council meeting dates.

[Staff Report - Pdf](#)

14. CITY COUNCIL REPORTS:

- 14.1. 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

15. ADJOURNMENT

The next Regular City Council meeting is scheduled for January 28, 2025, 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 January 9, 2025.



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 1088 College 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.

MINUTES
City of St. Helena
Regular City Council Meeting
Tuesday, December 10, 2024 @ 6:00 PM
Vintage Hall Board Room - Second Floor
465 Main Street, St. Helena

A complete video recording of this meeting, except for closed session, can be found at <https://sthelena.civicweb.net/Portal/> or by calling the City Clerk at (707) 968-2742. The City Council video is the official record of the Council meeting.

Present: Mayor Paul Dohring, Vice Mayor Eric Hall, Council Member Anna Chouteau, Council Member Patrick Kenealy, and Council Member Billy Summers

Absent: None

1. CALL TO ORDER

2. ROLL CALL

3. PLEDGE OF ALLEGIANCE

4. ADOPTION OF THE AGENDA

City Clerk Tzaopoulos announced that the public hearings would be heard prior to the consent calendar.

4.1

Council Member Patrick Kenealy moved to adopt the agenda as amended by City Clerk Tzaopoulos. The motion was seconded by Vice Mayor Eric Hall and on roll call carried by the following vote:

AYES: Mayor Paul Dohring, Vice Mayor Eric Hall, Council Member Anna Chouteau, Council Member Patrick Kenealy, and Council Member Billy Summers

NOES: None

ABSENT: None

ABSTAIN: None

RECUSE: None

5. APPROVAL OF MINUTES

5.1 Consideration and proposed approval of Regular Meeting Minutes of November 12, 2024 and Special Meeting Minutes of November 12, 2024

Vice Mayor Eric Hall moved to approve the Regular Meeting Minutes of November 12, 2024 and the Special Meeting Minutes of November 12, 2024. The motion was seconded by Council Member Anna Chouteau and on roll call

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carried by the following vote:

AYES: Mayor Paul Dohring, Vice Mayor Eric Hall, Council Member Anna Chouteau, Council Member Patrick Kenealy, and Council Member Billy Summers

NOES: None

ABSENT: None

ABSTAIN: None

RECUSE: None

6. PUBLIC FORUM:

No public comment was received.

Mayor Dohring called on Lester Hardy to report to the Council regarding the Technical Advisory Group to Groundwater Sustainability Agency.

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

Cindy Tzaopoulos, City Clerk invited the community to apply for the Library Board vacancy.

8. PRESENTATIONS AND PUBLIC RECOGNITIONS

- 8.1 Recognition of Laurie Furlani, Community Service Officer, Property and Evidence Technician's 35 years of service to the City of St. Helena and upcoming retirement.

Police Chief Hartley read a statement regarding Laurie's career with the St. Helena Police Department.

- 8.2 Arbor Day Proclamation presented to Victor Neri, Superintendent Parks & Trees

The proclamation was accepted by Deputy City Manager Lesley Milton.

9. STAFF BRIEFING

- 9.1 Downtown sidewalk project update
Prepared By: Joseph Leach, Public Works Director and City Engineer

Public Works Director, Joe Leach gave brief update on the Downtown sidewalk project.

- 9.2 Status Report on the process to sell City properties on Main Street and

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Railroad Ave
Prepared By: Anil Comelo, City Manager

City Manager Comelo reported on the item.

10. 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)

- 10.1 Receive and File FY 2023-24 Annual AB 1600 Report on Development Impact Fees.

CEQA Determination: Not a CEQA project
Prepared By: Mandy Kellogg, Administrative Services Director
Recommendation:
Receive and file Annual AB 1600 Development Fee Report for Fiscal Year Ending June 30, 2024.

- 10.2 Water Supply and Forecasting - October 2024

CEQA Determination: Not a CEQA project
Prepared By: Ian Dale, Environmental Services Tech
Recommendation:
Receive and file.

- 10.3 Adoption of a resolution certifying the Measure T Maintenance of Effort (MOE) for Fiscal Year 2023-24 and a resolution certifying of 6.67% Equivalent Fund expenditures for Fiscal Year 2023-24 under Measure T Program.

CEQA Determination: Not a CEQA project
Prepared By: Mandy Kellogg, Administrative Services Director
Recommendation:
Staff recommends approval of the attached resolutions.

- 10.4 Approval of a Resolution Authorizing execution of a Professional Services Agreement with Haley & Aldrich for Owner's Representative Services for Capital Improvement Project (CIP) W25-02 Water Treatment Plant Transmission Main Replacement Project for a not to exceed cost of \$37,073.

CEQA Determination: Not a CEQA project
Prepared By: Stephanie Killingsworth, Public Works Financial Analyst
Recommendation:
Staff recommends that the City Council authorize the City Manager to execute a Professional Services Agreement for Owner's Representative Services with Haley & Aldrich for the Water Treatment Plant Transmission Main

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Replacement (W25-02) for a total not-to-exceed \$37,073.

- 10.5 Consideration and adoption of a Resolution authorizing Amendment #2 to STH Contract FY2023-050 with Kosmont Companies for continued real estate advisory and asset management consulting support, including services related to the sale of surplus city properties on Main Street and Railroad Avenue, for an additional \$50,000 for a total contract amount not to exceed \$125,000.

CEQA Determination: Not a CEQA project

Prepared By: Maya DeRosa, Community Development Director

Recommendation:

Staff recommends the City Council adopt the attached resolution.

- 10.6 Consideration and proposed approval of a Resolution accepting the certification of the vote for the November 5, 2024 St. Helena General Municipal Election

CEQA Determination: Not a CEQA project

Prepared By: Cindy Tzaferopoulos, City Clerk

Recommendation:

Adopt the resolution accepting the certification of the vote for Mayor and Council Members.

Council Member Anna Chouteau moved to approve 10.1 through 10.6. The motion was seconded by Vice Mayor Eric Hall and on roll call carried by the following vote:

AYES: Mayor Paul Dohring, Vice Mayor Eric Hall, Council Member Anna Chouteau, Council Member Patrick Kenealy, and Council Member Billy Summers

NOES: None

ABSENT: None

ABSTAIN: None

RECUSE: None

- 10.7 This item was pulled.

~~*12/09/2024 Staff report was updated.~~

~~Consideration of Adding 12 Level 3 electric vehicle chargers to the Oak Avenue / Money Way Public Parking Lot in Downtown St. Helena and approval of a license agreement with Tesla Inc for Installation and On-Going Maintenance of Chargers at No Cost to City and Agreement Review~~

- 10.7 *12/09/2024 Staff report was updated.

Consideration of Adding 12 Level 3 electric vehicle chargers to the Oak

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Avenue / Money Way Public Parking Lot in Downtown St. Helena and approval of a license agreement with Tesla Inc for Installation and On-Going Maintenance of Chargers at No Cost to City and Agreement Review

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

Prepared By: Andrew Bradley, Program Manager

Recommendation:

Recommend that the City Council approve and authorize the City Manager to execute the enclosed Supercharger License Agreement with Tesla Inc., so that the City of St. Helena can move forward with Tesla, Inc. to review plans and begin the permitting and approval process for adding 12 Level 3 Chargers to the City owned parking lot at Oak Avenue / Money Way.

City Manager Comelo and City Attorney Walsh reported on the item.

Public Comment was received by Chris Warner.

Council Member Anna Chouteau moved to approve item 10.7. The motion was seconded by Council Member Patrick Kenealy and on roll call carried by the following vote:

AYES: Mayor Paul Dohring, Vice Mayor Eric Hall, Council Member Anna Chouteau, Council Member Patrick Kenealy, and Council Member Billy Summers

NOES: None

ABSENT: None

ABSTAIN: None

RECUSE: None

11. PUBLIC HEARINGS

- 11.1 Introduction and waive first reading of an Ordinance approving Zoning Ordinance Amendment (ZOA 2024-001) to amend Chapter 17.30 of Title 17 of the St. Helena Municipal Code regarding the calculation of housing in-lieu fees.

CEQA Determination: Exempt from the requirements of CEQA under the "General Rule", Section 15061 (b)(3), in that it can be seen with certainty that the proposed action will have no impact on the environment.

Prepared By: Maya DeRosa, Community Development Director

Recommendation:

Introduction and waive the first reading of the proposed Ordinance to:

1. Find that the proposed changes to Chapter 17.30 of the Zoning Code are exempt from CEQA Guideline 15061 (b)(3); and
2. Approve and adopt Zoning Ordinance Amendment (ZOA 2024-001) to

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amend Chapter 17.30 of Title 17 of the St. Helena Municipal Code regarding the calculation of housing in-lieu fees.

This item was heard out of order, prior to the Consent calendar.

Director of Community Development, Maya DeRosa made a presentation.

Mayor Dohring opened the public hearing.

No public comment was received.

Mayor Dohring closed the public hearing.

Council Member Anna Chouteau moved to waive the first reading of the proposed Ordinance. The motion was seconded by Council Member Billy Summers and on roll call carried by the following vote:

AYES: Mayor Paul Dohring, Council Member Anna Chouteau, and Council Member Billy Summers

NOES: Vice Mayor Eric Hall and Council Member Patrick Kenealy

ABSENT: None

ABSTAIN: None

RECUSE: None

11.2 *12/09/2024 Staff report was updated.

Review of the City's Affordable Housing In-Lieu Fees and Nonresidential/Commercial Linkage Fee Options and provide guidance to staff regarding the appropriate fees.

CEQA Determination: Not a CEQA project

Prepared By: Mandy Kellogg, Administrative Services Director

Recommendation:

Staff recommends approval of the attached resolutions adopting the affordable housing in-lieu fees and the nonresidential/commercial linkage or housing impact fees, which will take effect after the ordinance is in effect.

Administrative Services Director, Mandy Kellogg reported on the item.

No public comment was received.

Vice Mayor Eric Hall moved to approve a resolution adopting housing in-lieu fees for residential development projects pursuant to Chapter 17.30 of the Municipal Code. The motion was seconded by Council Member Anna Chouteau and on roll call carried by the following vote:

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AYES: Mayor Paul Dohring, Vice Mayor Eric Hall, Council Member Anna Chouteau, Council Member Patrick Kenealy, and Council Member Billy Summers

NOES: None

ABSENT: None

ABSTAIN: None

RECUSE: None

Vice Mayor Eric Hall moved to approve adopting housing impact fees for non-residential development projects and conversions pursuant to Chapter 17.30 of the Municipal Code with an amendment to the hotel fee to make fee \$28,000 per room. The motion was seconded by Council Member Patrick Kenealy and on roll call carried by the following vote:

AYES: Mayor Paul Dohring, Vice Mayor Eric Hall, Council Member Patrick Kenealy, and Council Member Billy Summers

NOES: Council Member Anna Chouteau

ABSENT: None

ABSTAIN: None

RECUSE: None

12. OLD BUSINESS

None

13. NEW BUSINESS

- 13.1 Recognition of Outgoing Vice Mayor Eric Hall and Council Members Chouteau and Kenealy by Anil Comelo, City Manager

Estimated start time: 7:10 p.m.

City Manager Comelo recognized outgoing Vice Mayor Eric Hall and Council Members Chouteau and Kenealy.

Public Comment was received by Hector Marroquin, Loraine Stewart, Chris Warner and Oliver Caldwell.

- 13.2 Oath of Office administered by City Clerk Cindy Tzafopoulos to Mayor-Elect Paul Dohring, Council Member-Elect Aaron Barak and Council Member-Elect Michelle Deasy
(A brief recess for the City Clerk to reorganize the dais and all attendees enjoy refreshments)

City Clerk Tzafopoulos administered oaths of office.

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Mayor Dohring called for brief recess for the City Clerk to reorganize the dais.

13.3 New Mayor and Council Members are seated.

13.4 Consideration of Process for Appointment to Fill City Council Vacancy

CEQA Determination: Not a CEQA project

Prepared By: Cindy Tzaopoulos, City Clerk

Recommendation:

Fill the vacancy via an appointment (as opposed to an election) to fill the vacancy left by Council Member Chouteau's resignation. Utilize the proposed process and timeline for the appointment of a new City Council Member.

City Clerk Tzaopoulos reported on the item.

Public Comment was received from Oliver Caldwell, Anthony Micheli and Elaine de Man.

Council Member Deasy moved to proceed with the appointment of the new Council Member at the Regular City Council Meeting of January 14, 2025. The timeline will reflect a deadline for applications to be Monday, January 6, 2025 with interviews held on Friday, January 10, 2025 prior to appointment. The motion was seconded by Council Member Barak and on roll call carried by the following vote:

AYES: Mayor Paul Dohring, Council Member Michelle Deasy, Aaron Barak and Council Member Billy Summers

NOES: None

ABSENT: None

ABSTAIN: None

RECUSE: None

13.5 1. Designate a regular member and alternate City Council Member to represent the City of St. Helena on the Upper Valley Waste Management Agency (UVWMA) and;

2. Designate a regular member to the Napa Valley Transportation Authority (NVTa).

CEQA Determination: Not a CEQA project

Prepared By: Cindy Tzaopoulos, City Clerk

Recommendation:

Designate a regular member and alternate City Council Member to represent the City of St. Helena on the UVWMA. Designate a regular member to represent the City of St. Helena on the NVTa.

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City Clerk Tzafopoulos reported on item.

No public comment was received.

Council designated Council Member Barak to the Upper Valley Waste Management Agency with Council Member Deasy as the alternate member.

Council designated Council Member Deasy to the Napa Valley Transportation Authority with Council Member Barak as the alternate member.

14. CITY COUNCIL REPORTS:

- 14.1 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

15. ADJOURNMENT

Mayor Dohring adjourned the meeting at 8:37 p.m.

APPROVED:

ATTEST:

Regular City Council
December 10, 2024

Geoff Ellsworth, Mayor

Cindy Tzaopoulos, City Clerk

MINUTES
City of St. Helena
Special City Council Meeting
Wednesday, December 11, 2024 @ 5:00 PM
City Hall Main Conference Room, 1088 College
Avenue, St. Helena

A complete video recording of this meeting, except for closed session, can be found at <https://sthelena.civicweb.net/Portal/> or by calling the City Clerk at (707) 968-2742. The City Council video is the official record of the Council meeting.

Present: Mayor Paul Dohring, Council Member Anna Chouteau, Council Member Michelle Deasy, Council Member Aaron Barak and Council Member Billy Summers

Absent: None

1. CALL TO ORDER

2. ROLL CALL

Mayor: Paul Dohring, City Council Members: Anna Chouteau, Aaron Barak, Michelle Deasy, Billy Summers

3. ADOPTION OF THE AGENDA

3.1

Council Member Billy Summers moved to adopt the agenda. The motion was seconded by Council Member Aaron Barak and on roll call carried by the following vote:

AYES: Mayor Paul Dohring, Council Member Anna Chouteau, Council Member Michelle Deasy, Council Member Aaron Barak and Council Member Billy Summers

NOES: None

ABSENT: None

ABSTAIN: None

RECUSE: None

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.

5. NEW BUSINESS:

5.1 Streets Master Plan, City Council Work Session

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Public Works Director Joseph Leach provided a presentation.

Public comment was received by Carlotta Sainato from Bike Coalition.

6. ADJOURNMENT

Mayor Dohring adjourned the meeting at 6:01 p.m.

APPROVED:

ATTEST:

Paul Jamison Dohring, Mayor

Cindy Tzaopoulos, City Clerk



Agenda Report to the City Council

Agenda Section: CONSENT ITEMS

Department: Planning

DATE:	January 14, 2025
FROM:	Maya DeRosa, Community Development Director
SUBJECT:	Adoption and second reading of an Ordinance approving Zoning Ordinance Amendment (ZOA 2024-001) to amend Chapter 17.30 of Title 17 of the St. Helena Municipal Code regarding the calculation of housing in-lieu fees.
RECOMMENDED ACTION:	Adoption by title only and waive the second reading of the proposed Ordinance to: 1. Find that the proposed changes to Chapter 17.30 of the Zoning Code are exempt from CEQA Guideline 15061 (b)(3); and 2. Approve and adopt Zoning Ordinance Amendment (ZOA 2024-001) to amend Chapter 17.30 of Title 17 of the St. Helena Municipal Code regarding the calculation of housing in-lieu fees.
PREVIOUS COUNCIL ACTION:	The City Council held the first reading at their June 25, 2024 regular City Council meeting.
STATEMENT OF THE PURPOSE:	To amend the St. Helena Municipal Code zoning ordinance Chapter 17.30 in order to update the methodology for calculation of housing impact fees.
FINANCIAL IMPACT:	The fiscal impact cannot be quantified, however, it is anticipated this updated methodology of housing impact fee calculation will yield more revenue to the Affordable Housing Impact fund.

BACKGROUND:

The City Council will be considering the approval of updated Housing Impact fees on June 25, 2024. The recommended impact fee is different than how the City currently calculates Housing Impact Fees as noted in the the zoning code Section 17.30.030E. In order to ensure the zoning code is not in conflict, on May 21, 2024, the Planning Commission considered an amendment to the zoning ordinance (ZOA 2024-001) and recommended the City Council approve the ordinance amendment (see attached ordinance).

DISCUSSION:

St. Helena Municipal Code Section 17.30.030 E provides a methodology for housing impact fee calculation which is a percentage basis of the projected construction cost of the market rate dwelling unit. After review by consultant Wildan who has been retained by the City to update all impact fees, it was recommended that the methodology be

revised to charge the fee based on the new square foot floor area. The attached ordinance with noted amendments reflects the updated in- lieu fee methodology policy and is consistent with how other cities calculate housing in-lieu fees.

ENVIRONMENTAL REVIEW:

This ordinance is exempt from review under CEQA under Section 15061(b)(3) of the State CEQA Guidelines because it can be seen with certainty that the provisions contained herein would not have the potential for causing a significant effect on the environment.

GOAL:

Goal 1: Strengthen Financial Sustainability
Miscellaneous/Other

DOCUMENTS ATTACHMENTS:

[Ordinance - Housing In-Lieu Fee Calculation](#)

ORDINANCE NO. _____

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF ST. HELENA
AMENDING SECTION 17.30.030.E OF CHAPTER 17.30 (AFFORDABLE HOUSING
PROGRAM) OF TITLE 17 OF THE ST. HELENA MUNICIPAL CODE REGARDING
THE CALCULATION OF HOUSING IN-LIEU FEES**

WHEREAS, Chapter 17.30 (Affordable Housing Program) of the St. Helena Municipal Code (SHMC) establishes an affordable housing program, housing impact fees on developers of nonresidential development projects in the City, inclusionary housing requirements and alternative means of compliance, requirements for inclusionary units, and administration and enforcement measured for the program; and

WHEREAS, SHMC section 17.30.030 authorizes the City Council to adopt by resolution housing in-lieu fees that would be paid by residential developers as an alternative means of compliance with the inclusionary housing requirements of SHMC Chapter 17.30; and

WHEREAS, SHMC section 17.30.030.E (Calculation of Housing In-Lieu Fee) provides that the housing in-lieu fee shall be charged on a percentage basis of the projected construction costs of market rate dwelling units, as established by resolution of the City Council; and

WHEREAS, the City engaged with Willdan Financial Services (“Consultant”) to perform a nexus study of affordable housing impact fees needed to fund new development’s share of affordable housing induced by the household spending associated with new market rate development, and commercial linkage fees to quantify the connection between the development of commercial, office, industrial and hotel, development projects and the demand for affordable housing units; and

WHEREAS, Consultant completed an “Affordable Housing and Commercial Linkage Impact Fee Study” dated May 22, 2024 (“Fee Study Report”), which studies support the adoption of said fees; and

WHEREAS, the affordable housing impact fees supported by the Fee Study Report are calculated on a per square foot basis, as opposed to a percentage basis of the projected construction costs of market rate dwelling units; and

WHEREAS, the City desires to amend SHMC section 17.30.030.E to ensure consistency with the methodology supporting the adoption of the housing in-lieu fee as set forth in the Fee Study Report, and as authorized by SHMC section 17.30.030; and

WHEREAS, the Planning Commission held a duly noticed public hearing at a Regular Meeting on May 21, 2024, on the proposed Ordinance during which public hearing the Planning Commission received comments from City staff and members of

the general public and recommended approval to the City Council through Resolution No. ____; and

WHEREAS, the City Council held a duly noticed public hearing on December 10, 2024 on the proposed Ordinance, during which public hearing the City Council received comments from City staff and members of the general public; and

WHEREAS, the City Council desires to approve the requested amendments to Section 17.30.030.E of the St. Helena Municipal Code through approval of this Ordinance.

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

Section 1. Recitals. The above recitals are incorporated as though set forth in this section.

Section 2. Amendment. Subsection E of Section 17.30.030 of the St. Helena Municipal Code is hereby amended to read as follows (new language is underlined, deletions are in ~~strikeout~~):

“E. Calculation of Housing In-Lieu Fee. The housing in-lieu fee shall be charged on a per square foot basis for net new floor area ~~percentage basis of the projected construction costs of market rate dwelling units~~. The amount and calculation of the housing in-lieu fee shall be established by resolution of the City Council. ~~Construction costs of market rate dwelling units is determined in accordance with the definition in Section 17.32, Definitions of Terms. Construction costs shall be separately calculated for each dwelling unit in attached single-family residential and rental residential development projects, and the appropriate fee paid for each unit within the residential project.~~ The housing in-lieu fee required by this Section may be satisfied either by cash payment or, upon the recommendation of the Community Development Director and approval of the City Council, by an alternative which will provide the City with a value equal to or greater than the amount of the required in-lieu fee.”

Section 3. Severability. If any section, subsection, phrase, or clause of this ordinance is for any reason held to be unconstitutional, such decision shall not affect the validity of the remaining portions of this ordinance. The City Council would have passed this ordinance and each and every section, subsection, sentence, clause, or phrase not declared invalid or unconstitutional without regard to whether any portion of the ordinance would be subsequently declared invalid or unconstitutional.

Section 4. CEQA. This ordinance was assessed in accordance with the authority and criteria contained in the California Environmental Quality Act (CEQA), the State

CEQA Guidelines (the Guidelines), and the environmental regulations of the City. The City Council hereby finds that this ordinance is exempt from review under CEQA under Section 15061(b)(3) of the State CEQA Guidelines because it can be seen with certainty that the provisions contained herein would not have the potential for causing a significant effect on the environment.

Section 5. Effective Date. This Ordinance shall take effect and be enforced within thirty (30) days from and after the date of its adoption by the City Council at a second reading and shall be posted and published in accordance with the California Government Code.

THE FOREGOING ORDINANCE was introduced at a regular meeting of the St. Helena City Council on the 25th day of June, 2024, and was adopted at a regular meeting of the St. Helena City Council on the 14th day of January, 2025, by the following vote:

Mayor Dohring: _____
Council Member Barak: _____
Council Member Deasy: _____
Council Member Summers: _____

ATTEST: _____
Cindy Tzafoopoulos, City Clerk

APPROVED: _____
Paul Dohring, Mayor



Agenda Report to the City Council

Agenda Section: CONSENT ITEMS

Department: Public Works

DATE:	January 14, 2025
FROM:	Rebecca White, Administrative Assistant
SUBJECT:	Consideration and proposed adoption of a Resolution authorizing the execution of a reimbursement agreement with the property owner of 1601 Voorhees Circle, APN 009-591-002-000, for the replacement of the shared fence at Mary Fryer Park for a not-to-exceed amount of \$11,850.
RECOMMENDED ACTION:	Approve the attached resolution.
PREVIOUS COUNCIL ACTION:	None.
STATEMENT OF THE PURPOSE:	Authorize a reimbursement agreement between the City and the property owner of 1601 Voorhees Circle for the replacement of the shared fence at Mary Fryer Park.
FINANCIAL IMPACT:	The fiscal impact is a not-to-exceed amount of \$11,850 which funding is available in GL account 101-50-27-23-30.

BACKGROUND:

Mary Fryer Park, located off of Mitchell Drive, has a fence approximately 300' feet in length which separates the park from property owners on Voorhees Circle. A property owner who shares this fence line with the park contacted the City in regard to its condition. City staff evaluated the fence and determined it is in poor condition and beginning to fail. Records indicate this is the original fence built when the park was established, around 1994. While sections of the fence have been mended, it has not been fully replaced in the approximate 30 years since its original construction.

The Good Neighbor Fence Act of 2013 establishes that landowners benefit equally from a fence dividing their properties, and that all parties are presumed to be equally responsible for the reasonable costs of constructing, maintaining, and replacing the fence.

DISCUSSION:

The property owner of 1601 Voorhees Circle sought quotes for cost of the replacement of the fence and found Calistoga Landscapes to be competitive in pricing while meeting the necessary specifications and quality standards for the work. Calistoga Landscapes has provided a quote of \$23,700 for the total cost of the replacement of the fence, including labor and materials. The total cost of the materials is estimated at \$13,500, which includes removal and disposal of the fence, and the purchase of treated posts, concrete mix, nails & screws, and all other wood required for the construction of the

fence. The total cost of the labor is estimated at \$10,200 which includes up to 5 full-time staff working 8 hours/day for 10 working days.

The City's 50% contribution is a not-to-exceed amount of \$11,850. Per the reimbursement agreement, upon completion of the work to the satisfaction of the City, the Public Works Director shall accept the work if it meets all requirements outlined in the agreement, and the City shall reimburse the property owner within 30 days of the owner providing documentation of the costs to the City.

ENVIRONMENTAL REVIEW: Exempt.

GOAL:

Goal 5: Enhance Quality of Life

DOCUMENTS ATTACHMENTS:

[Calistoga Landscapes Quote](#)
[Resolution Authorizing Reimbursement Agreement](#)
[Shared Fence Exhibit](#)
[Reimbursement Agreement](#)

Hello Ben and Neighbors,

Apologies for the delay. Here is my updated bid for the fence for you property located at 1601 Voorhees Circle, City of St. Helena, and neighbors along Mary Elizabeth Fryer Park.

We hereby propose to furnish the materials & perform the labor necessary for the completion of the project:

- On the fence between your property, neighbors, and Mary Elizabeth Fryer Park (property of the City of St Helena)
- The project involving the demolition/remove, disposal & installation of approximately 300' linear feet of boards fence overlap based on redwood boards 1" thick X 6' tall & 8" wide
- 2"X4" studs (2) top & bottom
- 6" X 6" thick pressure treated post 8' on center of the property line seated on concrete 24" to 30" deep in center of the properties line (As shown in the picture)

Here's my breakdown of materials and labor necessary for the completion of this project, my apologies for my late response but I had to adjust some numbers.

Total: \$23,700.00 (Twenty-three thousand seven hundred dollars and zero cents)

Materials estimated: \$13,500

- ~35 Pcs 4"X 6" X 8' pressure treated posts
- Concrete mix @80 bags
- 70 Pcs 2" X4"X 8'
- 140 Pcs 1'X1"X 8'
- 660 Pcs 1" X 8" X 6' flat top
- Redwood rough boards, giving @ 1" overlapping each side
- Nails & Screws
- Remove & disposal of the existing fence

Labor Estimated: \$10,200

- 3-5 full-time team members working 8 hours per day (weather permitting)
- 5 days of the week
- Project may take up to 10 working days to be complete.

Please let me know if you have any questions or concerns about this proposal and looking forward to work with you in this and future projects.

All material is guaranteed to be as specified, and the above work to be performed in accordance with the drawings and the specifications submitted for the above work and completed in a substantial workmanlike manner.

Any alterations or deviation from the above specifications involving extra costs will be provided in writing order and would be an extra change over and above the initial above estimate.



***** Notes *****

- My estimate is good for only 60 days after you received this message.
- Depending on the availability of the materials.
- Payments specifications upon approval of the estimate from owners and City of St. Helena.
- Lattice is not included as part of this bid.

Please let me know if you have any questions or concerns about this proposal.

Thank you for the opportunity to Bid on this project and looking forward to work with you in this and future projects

Sincerely,

Jose Espinoza CEO
Calistoga Landscapes
16 Miriam Dr Calistoga Ca 94515
(707) 294 0391

jlespinoza7013@gmail.com

Notes**** This message has information that concerns only to the intended neighbors along the park property of the City of St Helena & Voorhees circle if you received this information by mistake please disregard & don't share any information involved for the privacy of the interested.

CITY OF ST. HELENA

RESOLUTION No. 2025-

APPROVAL OF A RESOLUTION AUTHORIZING THE EXECUTION OF A REIMBURSEMENT AGREEMENT WITH THE PROPERTY OWNER OF 1601 VOORHEES CIRCLE, APN 009-591-002-000, FOR THE REPLACEMENT OF THE SHARED FENCE AT MARY FRYER PARK FOR A NOT-TO-EXCEED AMOUNT OF \$11,850 FROM 101-50-27-23-30.

RECITALS

- A. The fence at Mary Fryer Park is in poor condition and has not been replaced since its original construction; and
- B. The fence line is shared between the City of St. Helena and property owners on Voorhees Circle; and
- C. The Good Neighbor Act of 2013 establishes that all parties are presumed to be equally responsible for the reasonable costs of constructing, maintaining, and replacing the fence; and
- D. The property owner of 1601 Voorhees Circle sought quotes for the replacement of the fence and selected Calistoga Landscapes who provided a quote for \$23,700 for the total cost of the fence replacement; and
- E. The City's 50% contribution to this project is a not-to-exceed amount of \$11,850.

RESOLUTION

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

- 1. The above recitals are true and correct and are incorporated herein by this reference; and
- 2. Authorizing the City Manager to execute a Reimbursement Agreement between the property owner of 1601 Voorhees Circle and the City for a not-to-exceed amount of \$11,850; and
- 3. Funding is provided as follows:

Funding Details	Fund	GL Account	Amount
Funded is Available in the FY25 Operating Budget.	General Fund	101-50-27-23-30	11,850
Total			11,850

Approved at a Regular Meeting of the St. Helena City Council on January 14, 2025 by the following vote:

Mayor Dohring:	_____
Councilmember Barak:	_____
Councilmember Deasy:	_____
Councilmember Summers:	_____

APPROVED:

ATTEST:

Paul Jamison Dohring, Mayor

Cindy Tzaopoulos, City Clerk



REIMBURSEMENT AGREEMENT

THIS REIMBURSEMENT AGREEMENT (the “**Agreement**”) is made and entered into this 14th day of January 2025, by and between Benjamin Rhodes (“**Owner**”), and the CITY OF ST. HELENA, a California Municipal Corporation (“**City**” and collectively with Owner, the “**Parties**”).

RECITALS

A. Owner is the owner of real property in the City, located at 1601 Voorhees Circle, APN 009-591-002-000, City of St. Helena, Napa County, California (the “**Owner’s Property**”).

B. On January 14, 2025, Owner obtained from City an approval to replace the existing fence. Under the Good Neighbor Fence Act of 2013, the City would reimburse Owner fifty percent of actual costs to replace existing fence. The work includes the replacement of 295 linear feet 6’ tall board on board fence, and the removal and disposal of the existing fence.

C. Owner has represented to City that its contractor performing the work on the fence replacement and who would perform the Work operates in compliance with the California Prevailing Wage Law (Labor Code §§ 1720 et seq.), and this compliance was a material inducement to City agreeing to allow Owner to complete the Work without any additional investigation by City.

D. Owner has submitted documentation to the City from Owner’s contractor estimating the cost of the Work, including both labor and materials, at twenty-three thousand, seven hundred Dollars and No Cents (\$23,700.00). Owner has agreed to advance to its contractor the actual costs of the Work.

E. The City has concluded that it would be fair and reasonable for Owner to be reimbursed fifty percent of actual costs of the Work up to a total sum of eleven thousand, eight hundred fifty Dollars and No Cents (\$11,850.00), adhering to California Civil Code 841, also known as the Good Neighbor Fence Act 2013.

F. In the event that the cost of the Work exceeds twenty-three thousand, seven hundred Dollars and No Cents (\$23,700.00), the excess cost will be borne entirely by Owner.

G. The Parties acknowledge that due to the need to proceed expeditiously with the replacement of the fence, some or all of the Work may have been completed prior to the execution of this Agreement.

NOW THEREFORE, FOR VALUABLE CONSIDERATION, the Parties hereto agree as follows:

AGREEMENT

1. **Owner’s Right to Reimbursement.** City shall reimburse to Owner Fifty percent of the actual costs of the Work, up to a total sum of eleven-thousand, eight hundred fifty Dollars and No Cents (\$11,850.00).

2. **Method and Timing of Payment.** City shall make said reimbursement to Owner based on the documented costs of the Work and within thirty (30) days of Owner providing documentation of costs to City. Owner agrees that such documentation shall at minimum include:

- (a) Proof of all materials cost incurred by Owner causing its contractor to perform the Work;
- (b) Proof of all labor costs paid by Owner to its contractor arising out of the performance of the Work;
- (c) Proof that Owner's contractor is complying with the California Prevailing Wage Law (Labor Code §§ 1720 et seq.); and
- (d) Notwithstanding the above, no payment shall be made until the Work is completed and accepted by the City.

3. **Term.** This Agreement shall be effective upon execution by Owner and approval by the City Council and shall remain in effect until Owner has been reimbursed for the actual costs of the Work, up to a total sum of eleven thousand, eight hundred fifty Dollars and No Cents (\$11,850.00).

4. **Bonding / Construction of Improvement.** Owner shall be solely responsible for the design, financing and construction of the Work, which shall be to the satisfaction of the City in the City's sole discretion. Further, Owner shall only contract for work with a contractor that is fully and adequately bonded, registered, and insured for the type of work requested.

5. **Indemnity and Insurance.** Owner shall defend, indemnify and hold City, its elected officials, officers, employees, and agents free and harmless from any and all liability from loss, damage, or injury to or death of persons or property in any manner arising out of or incident to Owner's performance under this Agreement, including without limitation all attorney's fees and court costs, whether or not resulting from the negligence of Owner or Owner's agents. This indemnity shall extend to any legal action commenced by any third party against City challenging the application of the California Prevailing Wage Law to the Work. City shall defend, indemnify and hold Owner and its employees, contractors, and agents free and harmless from any and all liability arising from any legal action commenced by any third party against City and/or Owner challenging the application of the California Public Contract Code to the Work.

6. **Acceptance of Work.** Upon completion of the Work to the satisfaction of City, it shall be presented to the City Public Works Director for acceptance and for authorization to file a Notice of Completion. The City Public Works Director shall accept the Work if it determines that the improvements were constructed in accordance with the approved plans, specifications and contract documents, that it operates satisfactorily, and that all other requirements of this Agreement have been satisfied. City agrees that it will act in good faith in making the determination whether the improvements were constructed in accordance with the approved plans, specifications and contract documents, that they operate satisfactorily, and City will not unreasonably withhold acceptance of the Work. Until the City Public Works Director has

formally accepted the Work, Owner shall be solely responsible for all damage to the Work, regardless of cause, except damage due to the sole negligence of City or its employees. From and after acceptance of the Work by the City Public Works Director, ownership and responsibility shall be vested exclusively in City.

7. **Binding Upon Successors.** This Agreement and all of the rights, duties, and liabilities contained herein shall inure to the benefit of, and is binding upon, the heirs, personal representatives and successors of the parties hereto.

8. Interpretation. This Agreement is entered into under, and shall be construed and interpreted according to, the laws of the State of California.

9. Attorney's Fees. Should any legal action be brought by any party because of breach of the Agreement or to enforce any provision of this Agreement, the prevailing party in such action shall be entitled to all reasonable attorney's fees, court costs and necessary disbursements in connection with such litigation.

10. Integrated Agreement. This Agreement contains all of the agreements of all of the parties and supersedes all negotiations, previous agreements and conditions of development approval by and between the parties with respect to the parties' rights and obligations concerning the Work and the payment for the Work, but does not supersede the terms of the Permit other than the requirement to install the insertion valves. This Agreement cannot be amended or modified except in writing signed by all parties.

11. Severability. The enforceability or validity or illegality of any provision of the Agreement shall not render the other provisions unenforceable, invalid or illegal.

12. Cooperation; Further Acts. The Parties shall fully cooperate with one another, and shall take any additional acts or sign any additional documents as may be necessary, appropriate, or convenient to attain the purposes of this Agreement.

13. Recitals. The above recitals are true and correct and are incorporated herein, in their entirety, by this reference.

14. Notice. Any demand or notice which any party hereto desires or may be required to make or deliver to the others shall be in writing and shall be deemed delivered when personally served or when deposited, prepaid in the United States mail, registered or certified, return receipt requested, addressed as follows:

City: City Manager
City of St. Helena
1088 College Avenue
St. Helena, CA 94574

Owner: Benjamin Rhodes
1601 Voorhees Circle
St. Helena, CA 94574

This Reimbursement Agreement is executed on the 14th day of January, 2025, at St. Helena, California.

CITY OF ST. HELENA

OWNER

By _____
Anil Comelo
City Manager, St. Helena

By _____
Benjamin Rhodes, as
Owner

APPROVED AS TO FORM:

By _____
Ethan Walsh,
City Attorney, St. Helena



Agenda Report to the City Council

Agenda Section: NEW BUSINESS

Department: Administration

DATE:	January 14, 2025
FROM:	Cindy Tzaopoulos, City Clerk
SUBJECT:	Consideration and proposed approval of a resolution for the City Council appointment of an applicant to fill the vacancy created by the resignation of Council Member Anna Chouteau, and direct the City Clerk to administer the Oath of Office to the New Council Member
RECOMMENDED ACTION:	Any Council Member can nominate an applicant for approval by the majority of Council. Direct the City Clerk to administer the oath of office and the newly appointed Council Member will be seated at the dais.
PREVIOUS COUNCIL ACTION:	On December 10, 2024, the City Council established a process for the appointment of a new City Council Member to fill the vacancy created by Council Member Chouteau's resignation.
STATEMENT OF THE PURPOSE:	Appoint an applicant to the vacant City Council position.
FINANCIAL IMPACT:	Not applicable.

BACKGROUND:

Council Member Chouteau announced a resignation effective December 15, 2024.

At the December 10, 2024 City Council meeting, the City Council chose to conduct a recruitment and appoint a member from the community to fill the remainder of the term of Council Member Chouteau. The City Council invited interested individuals to submit an application for consideration. The applications were accepted through January 6, 2025 and candidate interviews are scheduled for January 10, 2025 at a Special Council meeting.

DISCUSSION:

The City held a recruitment for City Council applicants from December 11, 2024 through January 6, 2025. The City received three applications for consideration and interviews are scheduled for Friday, January 10, 2025.

The applicants are:

1. Kate Spadarotto
2. Hector Marroquin
3. Sharon Crull

At the City Council meeting on January 14, 2025, it is anticipated that the City Council will appoint one of the above applicants to fill the vacant City Council seat. The applicant will fulfill the remaining term of Council Member Chouteau ending November 2026.

GOAL:

Miscellaneous/Other

DOCUMENTS ATTACHMENTS:

[Attachment - Resolution](#)

[Kate Spadarotto City-Council-Application---December-2024-PDF](#)

[Kate Spadarotto City Council Application Questions](#)

[Kate Spadarotto Resume](#)

[Sharon Crull](#)

[Hector R. Marroquin St. Helena City Council Appointment Application 01.01.2025](#)

[Hector R. Marroquin St. Helena City Council Appointment Application](#)

CITY OF ST. HELENA

RESOLUTION NO. 2025-

APPOINTING A COMMUNITY MEMBER TO A VACANT CITY COUNCIL POSITION

RECITALS

- A. The City of St. Helena announced on December 2, 2024 via a press release that Council Member Chouteau is resigning from the City Council, effective December 15, 2024; and
- B. At the December 10, 2024 City Council meeting, the City Council chose to conduct a recruitment and appoint a member from the community to fill the remainder of the vacant term of office. The City Council invited interested individuals to submit an application for consideration. The applications were accepted from December 10, 2024 through January 6, 2025; and
- C. Candidate interviews are scheduled for January 10, 2025 at a Special City Council meeting.

RESOLUTION

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

- 1. The City Council appoints _____ to the vacant City Council term of office.

Approved at a Regular Meeting of the St. Helena City Council on January 14, 2025, by the following vote:

Mayor Dohring: _____
Council Member Barak: _____
Council Member Deasy: _____
Council Member Summers: _____

APPROVED:

ATTEST:

Paul Jamison Dohring, Mayor

Cindy Tzafoopoulos, City Clerk



DATE AND TIME RECEIVED:

NOTE: THIS COMPLETED AND SIGNED APPLICATION MUST BE FILED WITH THE ST. HELENA CITY CLERK BY JANUARY 6, 2025, AT 5:00 P.M.

**Please note that a League of California Cities Mayors and Council Members Academy registration (January 22 to 24 in Sacramento) has been made for the individual chosen to replace Council Member Chouteau.*

APPLICATION FOR APPOINTMENT TO THE ST. HELENA CITY COUNCIL

This application is to fill a vacancy on the St. Helena City Council. The St. Helena City Council will publicly-review all submitted applications where the applicants meet the qualifications. The Council will hold a public interview process for each candidate on Friday, January 10, 2025, and the appointment at the regular City Council meeting Tuesday, January 14, 2025. The applicant interviews will take place at City Hall main conference room, 1088 College Avenue, St. Helena. The term of office will be from January 14, 2025, through November 2026.

This application is a public document, although your personal information will be redacted. Your application will be compiled with other applications and considered by the St. Helena City Council as a part of a noticed public meeting.

Only St. Helena residents who are registered voters in St. Helena will be eligible for appointment.

Name: Kate Jones Spadarotto

Residence Address: 2649 Chablis Ct, St. Helena, CA 94574

Mailing Address (if different): _____

E-mail: katespadarotto@gmail.com

Best Phone Number to Reach You: 707-321-6231

Are you currently a registered voter and a resident of the City of St. Helena, or will be at the time of an appointment? yes (yes or no)

- Please include your resume and answer the following questions on a separate sheet(s) of paper.

(continued on next page)

1088 College Ave. | St. Helena, CA 94574
(707) 967-2792 | cityofstheleena.gov

Reasons for Applying

1. Why do you want to be appointed to the Council?
2. Service as a City Council Member easily could require 10 or more hours per week reviewing council agenda packets, responding to citizen communications, meeting with constituents, and attending various regional and local subcommittee meetings, and council meetings. How much time per week do you have to devote to City Council service?
3. If appointed, do you plan on running for election in November 2026?

Experience, Qualifications, Education

4. What qualifications, life experiences, and educational background do you have that will enable you to make sound decisions in the best long-term interest of the community?
5. Please describe your community service and government participation in St. Helena or elsewhere.

Issues, Priorities, Concerns

6. What do you believe are the most important issues facing the City?
7. If you were appointed to the Council, what would be your top three priorities?
8. What strategies can be undertaken to address the City's fiscal challenges, improve the City's economic health, and maintain and enhance quality of life?

Values, Vision, Approach

9. What vision do you have for the future of St. Helena?
10. How would you resolve a situation where your personal philosophy may be considered at odds with the majority view regarding what is best for the City?

You may also provide any additional information or comments you feel would assist City Council in considering your application.

Please note: At the time you would be named to the St. Helena City Council, you must be:

- At least 18 years of age,
- A registered voter in St. Helena; and
- A resident residing within the City limits of St. Helena.

You must maintain St. Helena residency and registered voter status throughout your term of office.

(continued on next page)

1088 College Ave. | St. Helena, CA 94574
(707) 967-2792 | cityofsthenana.gov

Also, at the time of appointment (and annually as well as at the completion of your service), you will be required to complete and file a public Form 700 Statement with the California Fair Political Practices Commission. Form 700 filings allow the public to know of any potential conflicts of interest related to your public service. These conflicts can relate to employment, property ownership, loans and gifts, stock ownership, and more. You are also required to disclose certain financial interests of your spouse (if applicable).

During your term on the City Council, you will be required to identify any potential conflicts (often with the assistance of the City Attorney) and to recuse yourself from voting on or otherwise influencing any action that might cause a financial or other conflict.

Please sign and return this form with the questions answered via an email to Cindy Tzaopoulos, St. Helena City Clerk, at cityclerk@cityofsthelena.gov. The City Clerk will confirm receiving your emailed application, if you do not receive confirmation, please call the City Clerk at (707) 312-1257. You may also drop off the form and questions at St. Helena City Hall, 1088 College Avenue, St. Helena, California. Please address the envelope to the City Clerk.

Please do not mail the form, as it may not get to the City by the deadline. If you have any questions about this application, please call Ms. Tzaopoulos at (707) 312-1257.

I, Kate Spadarotto (print name) swear/affirm that the foregoing information is true and correct.

Applicant's Signature:  Date: 12/30/2024

Reasons for Applying

1. Why do you want to be appointed to the Council?

I would like to be part of the City Council to help find ways to make our city better and more efficient for all of the citizens and visitors in St. Helena. Specifically, I would like to help with finding solutions to the revenue shortfall, ways to improve the city infrastructure and improve the quality of Life for the St. Helena residents.

2. Service as a City Council Member easily could require 10 or more hours per week reviewing council agenda packets, responding to citizen communications, meeting with constituents, and attending various regional and local subcommittee meetings, and council meetings. How much time per week do you have to devote to City Council service?

I have as much time as is needed. I make my own hours as a Realtor and Wine Business Owner.

3. If appointed, do you plan on running for election in November 2026?

Yes.

Experience, Qualifications, Education

4. What qualifications, life experiences, and educational background do you have that will enable you to make sound decisions in the best long-term interest of the community?

Education: I graduated in Psychology with a minor in Education from the University of Delaware. I have a certification in Winemaking from UC Davis.

Life Experiences: I have been a teacher for the Catholic Church in St. Helena for 10 years (I have been teaching since 1996 though). I have been a Realtor in St. Helena for 8 years. I have a successful wine business that I started in 2012.

Qualifications: I am 45 years old and have lived in St. Helena for 10 years. My background is in finance and accounting. I have been on the North Bay Association Board of Directors for 5 years (I was president in 2024). I have been on the California Association Board of Directors for 3.5 years and have served on various committees (Local Government, Public Policy, Environment, Finance, Taxation, Transaction & Regulatory and Federal). I have been on the Napa County Local Government Committee for 7 years.

5. Please describe your community service and government participation in St. Helena or elsewhere.

I have been a teacher for the Catholic Church in St. Helena for 10 years. I have been on the North Bay Association Board of Directors for 5 years (I was president in 2024). I have been on the California Association Board of Directors for 3.5 years and have served on various committees (Local Government, Public Policy, Environment, Finance, Taxation, Transaction & Regulatory and Federal). I have been on the Napa County Local Government Committee for 7 years.

Issues, Priorities, Concerns

6. What do you believe are the most important issues facing the City?

Water quality, retention and cost. Aging infrastructure. Weak revenue. Overspending. Balancing the Budget.

7. If you were appointed to the Council, what would be your top three priorities?

Balancing the budget. Improving the infrastructure. Fixing the water situation.

8. What strategies can be undertaken to address the City's fiscal challenges, improve the City's economic health, and maintain and enhance quality of life?

If I was a part of City Council, I would want to review the Balance Sheet, do a deep dive into each expense account, determining where we can cut costs. I would discuss with the council options to increase revenue like a small increase to the city sales tax, increasing number of short term rentals and other ways to increase tot tax. Another conversation and action item would be ways to bring the water rates down while also increasing the quality.

Values, Vision, Approach

9. What vision do you have for the future of St. Helena?

I envision a St. Helena where all of the store fronts are occupied, the town is profitable, the citizens are financially comfortable and proud of our town and young families can afford to live here.

10. How would you resolve a situation where your personal philosophy may be considered at odds with the majority view regarding what is best for the City?

I would do my best to diplomatically explain and educate details behind the issues while keeping in mind their perspective. If the majority still did not agree with me and we could not come to a compromise, I would agree to disagree and leave it at that.

KATE JONES SPADAROTTO

St. Helena, CA | 707-321-6231 | katespadarotto@gmail.com

PROFESSIONAL PROFILE: An organized, highly motivated, determined, goal-oriented self-starter who is looking to utilize my education and experience to further my career.

AREAS OF EXPERTISE

- Strategic Planning
- Leadership
- Management
- Financial Analysis & Reporting
- Direct-to-Consumer Sales
- Accounting & Finance
- Business Development

TECHNICAL SKILLS

MO Suite: Excel, Power Point, Word, and Access, MicroJPlus, Oracle, SAP, Comet, Business Warehouse (BW), Hyperion Essbase, Admarc, Business Objects, AS400, TNVT, KEA

EDUCATION

BA, Psychology & Education | University of Delaware | May 2001
Certificate in Winemaking | UC Davis | December 2023

WORK EXPERIENCE

Sotheby's International Realty

Realtor ® | October 2016 to Present

License # 02014569

- Analyzed the market to become an expert in northern Napa Valley.
- President of North Bay Association of Realtors 2024
- Director of the California Association of Realtors since April 2020
- Member Local Government Relations Committee since 2016

Blue Oasis Wines

Proprietor | August 2014 to Present

- Responsible for all sales, book keeping, maintaining accounts, gaining new accounts, website production, updating social media, creating all POS, delivering wine and budgeting/forecasting.
- Received Editors' Choice and 94 points on the 2014 Docker Hill Pinot Noir and 92 points on the 2014 Costa Vineyards from Wine Enthusiast.
- Received Double Gold for 2014 Docker Hill Pinot Noir from San Francisco Chronicle.
- Received 93 points for 2014 Docker Hill Pinot Noir and 91 points for 2014 Costa Vineyard.

Jamieson Ranch Vineyards, Napa, CA

Direct To Consumer, Regional, and Culinary Manager | September 2013 to August 2014

- Creating a presence in new states with new distributors/brokers.
- Doubling traffic and sales within 2 months through training of staff and instillation of better customer experience.
- Providing structure and solid communication to create a more efficient and productive work environment.
- Improving front and back end to sales and reporting through consolidation of operating systems and fulfillment house as well as new reporting strategies.

Hahn Family Wines, Napa, CA

Direct To Consumer Manager | May 2012 to August 2013

- Responsible for doubling sales in the tasting room in Lodi.
- Increased sales by 15% year over year in the tasting room in Soledad.
- Improved number of members, online sales, and tasting room sales through personal creation and analysis of a dashboard.
- Instilled better internal communication to increase efficiency and moral.
- Created training manual for all Consumer related responsibilities.

Robert Half Finance & Accounting, San Jose, CA

Recruiting Manager | June 2011 to March 2012

- Increased client and candidate satisfaction by matching the right candidates with the positions in an efficient manner.
- Created new and continued business through building great relationships and referrals from companies and candidates.
- Created new business through the addition of 4 new clients.
- Promoted from the temporary/temporary-to-hire division to the permanent/direct-hire division.

Al-Razaq Computing Services at NASA Ames Research Center, Mountain View, CA

Budget Analyst | December 2010 to June 2011

- Improved efficiency and better tracking of funding through the creation of more efficient spreadsheets.
- Tracked and recorded costs in SAP and Business Warehouse.
- Ensured enough funding available to cover costs.
- Phased and allocated budgets for multiple contracts.

Newsday a division of Cablevision, Melville, NY

Circulation Revenue Financial Analyst | March 2007 to November 2009

Revenue Advertising Financial Analyst

- Responsible for gathering, analyzing and reporting data to accurately build 2010 advertising and circulation revenue budget.
- Created budget and projection for all categories within revenue advertising.
- Improved sales through daily analysis of revenue in Business Objects and reported prior year/projection variances by category and client.
- Ensured client satisfaction through the handling of all contracts prior to system input.
- Engaged in direct contact with the president, vice president, directors, and managers daily to discuss anything that may have a major impact on the revenue for the week and tracked accounts to analyze any trends.
- Managed the incentive program for National sales force.

Purolator, Jericho, NY

Financial Analyst | October 2006 to March 2007

- Saved company over \$10,000 by researching and analyzing client profitability.
- Analyzed expense and revenue for specific regions of the company to ensure accurate reporting.
- Helped growing company ensure correct regional reporting by creating and updating contract allocation table in Microsoft Access.
- Researched client freight movement and rates to ensure accurate margins.
- Analyzed client profitability and participated in discussions to change current processes in order to increase margin.

Accenture, Wilmington, DE

Financial Analyst | January 2003 to October 2006

- Saved company \$13,000 by instituting new process of ensuring invoices paid on time.
- Analyzed and resolved reasons for changes between Plan and Actuals.
- Increased productivity by investigating any variances between the different accounting/financial software programs and reached out to necessary resources to fix the problem.
- Engaged in direct client contact for invoice discrepancies.
- Researched and applied any unapplied cash for the entire engagement.
- Determined over/under recognition of revenue by keeping the revenue recognition and inventory reconciliation spreadsheets up to date with current information.
- Promoted from Processing Lead/Subject Matter expert to Executive Assistant and then to Financial Analyst.

Aramark/University of Delaware Blue and Gold Club, Newark, DE

Assistant Director | May 2001 to January 2003

Office Manager

- Insured proper usage of the Cash Fund & Petty Cash by doing weekly reconciliations of the cash and receipts.
- Oversaw a staff of fifteen servers and office help.
- Increased customer care through better customer service.
- Implemented improvements based on member and department feedback.
- Composed and implemented an Office Training Manual.
- Created better communication with high executives.

DATE AND TIME RECEIVED:

NOTE: THIS COMPLETED AND SIGNED APPLICATION MUST
JANUARY 6, 2025, AT 5:00 P.M.

APPLICATION FOR APPOINTMENT TO THE ST. HELENA CITY COUNCIL

This application is to fill a vacancy on the St. Helena City Council. The St. Helena City Council will publicly-review all submitted applications where the applicants meet the qualifications. The Council will hold a public interview process for each candidate on Friday, January 10, 2025 and the appointment at the regular City Council meeting Tuesday, January 14, 2025. The applicant interviews will take place at City Hall main conference room, 1088 College Avenue, St. Helena. The term of office will be from January 14, 2025 through November 2026.

This application is a public document, although your personal information will be redacted. Your application will be compiled with other applications and considered by the St. Helena City Council as a part of a noticed public meeting.

Only St. Helena residents who are registered voters in St. Helena will be eligible for appointment.

Name: Sharon Crull

Residence Address: 1703 Doris Avenue

Mailing Address (if different):

E-mail: sharon@terraceswine.com

Best Phone Number to Reach You: 415-519-0106

Are you currently a registered voter and a resident of the City of St. Helena, or will be at the time of an appointment? yes (yes or no)

- Please include your resume and answer the following questions on a separate sheet(s) of paper.

(continued on next page)

1088 College Ave. | St. Helena, CA 94574
(707) 967-2792 | cityofsthelena.org

Reasons for Applying

1. Why do you want to be appointed to the Council?
2. Service as a City Council Member easily could require 10 or more hours per week reviewing council agenda packets, responding to citizen communications, meeting with constituents, and attending various regional and local subcommittee meetings, and council meetings. How much time per week do you have to devote to City Council service?
3. If appointed, do you plan on running for election in November 2026?

Experience, Qualifications, Education

4. What qualifications, life experiences, and educational background do you have that will enable you to make sound decisions in the best long-term interest of the community?
5. Please describe your community service and government participation in St. Helena or elsewhere.

Issues, Priorities, Concerns

6. What do you believe are the most important issues facing the City?
7. If you were appointed to the Council, what would be your top three priorities?
8. What strategies can be undertaken to address the City's fiscal challenges, improve the City's economic health, and maintain and enhance quality of life?

Values, Vision, Approach

9. What vision do you have for the future of St. Helena?
10. How would you resolve a situation where your personal philosophy may be considered at odds with the majority view regarding what is best for the City?

You may also provide any additional information or comments you feel would assist City Council in considering your application.

Please note: At the time you would be named to the St. Helena City Council, you must be:

- At least 18 years of age,
- A registered voter in St. Helena; and
- A resident residing within the City limits of St. Helena.

You must maintain St. Helena residency and registered voter status throughout your term of office.

(continued on next page)

Also, at the time of appointment (and annually as well as at the completion of your service), you will be

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(707) 967-2792 | cityofsthenana.org

required to complete and file a public Form 700 Statement with the California Fair Political Practices Commission. Form 700 filings allow the public to know of any potential conflicts of interest related to your public service. These conflicts can relate to employment, property ownership, loans and gifts, stock ownership, and more. You are also required to disclose certain financial interests of your spouse (if applicable).

During your term on the City Council, you will be required to identify any potential conflicts (often with the assistance of the City Attorney) and to recuse yourself from voting on or otherwise influencing any action that might cause a financial or other conflict.

Please sign and return this form with the questions answered via an email to Cindy Tzafopoulos, St. Helena City Clerk, at cityclerk@cityofsthelena.org. The City Clerk will confirm receiving your emailed application, if you do not receive confirmation, please call the City Clerk at (707) 312-1257. You may also drop off the form and questions at St. Helena City Hall, 1088 College Avenue, St. Helena, California. Please address the envelope to the City Clerk.

Please do not mail the form, as it may not get to the City by the deadline. If you have any questions about this application, please call Ms. Tzafopoulos at (707) 312-1257.

I Sharon Crull
information is true and correct.

(print name) swear/affirm that the foregoing

Applicant's Signature: *Sharon Crull*

Date: January 6, 2025

Application for Appointment to the St.Helena City Council

Reasons for Applying

1. St. Helena is facing some very challenging times as well as some urgent fiscal issues that will require experienced leadership to surmount, and I am concerned about the impact of having three brand new councilmembers understandably needing to get up to speed. Having served on the Council from 2008 to 2016, and as a former attorney and current business owner, I believe I have the knowledge and experience to guide the City through these rough waters over the next two years.
2. I served on the Council for eight years so I am well aware of the time commitment involved. I have as much time as needed.
3. I do not plan to run for re-election in November 2026.

Experience, Qualifications, Education

4. As discussed above, I have an eight year track record on the council of making sound decisions in the best interest of the community. Also, as an attorney, I can help the council make decisions that will avoid expensive litigation. I also believe it is important to have someone involved in the wine community such as myself on the council to provide knowledge and input as the wine industry is the most significant industry in this Valley.
5. I served on the St.Helena City Council for eight years, two of those as Vice-Mayor. During that time, I also served for various terms on the Upper Valley Waste Management Board, The Napa Valley Transportation Authority Board, The St. Helena Tourism Improvement District, and St. Helena's Climate Protection Task Force. I worked closely with staff both at the City and County level in connection with these Boards. I was also the President of the St. Helena Montessori Parents' Guild for three years, and a volunteer Coach and Team Mom for multiple youth sport teams as my children were growing up here.

Issues, Priorities, Concerns

6. St.Helena has had a revenue problem since at least 2008. The City can solve most of its other issues with revenue; without it, all the current problems will continue to get worse.
7. My top three priorities would be: 1) Economic viability; 2) Infrastructure viability; 3) Affordable/Workforce housing..
8. The most important strategy the City can take to address its fiscal challenges is to increase the Transit Occupancy Tax as this is our best source of revenue. To do this I would take the following actions: 1) reach out to the Noble House group and convince them to continue to pursue their hotel project at the Charles Krug site but through the "regular" process; 2) fast track the Farmstead hotel project in any way possible; and 3) reach out to underperforming hotels

(i.e. The St. Helena hotel) to facilitate higher occupancy rates. While annexation of the Meadowood property would be ideal, unfortunately, I am not optimistic that it will ever happen as the decision makers on the LAFCO board want to keep the revenue with the County. While I am not opposed to a transfer tax, clearly the residents of the City do not want it, at least at the level proposed. I think the outgoing council has done a great job keeping our Main St. vibrant but we need to ensure these businesses can continue to thrive.

Values, Vision, Approach

9. In the future, I hope St. Helena will be a vibrant, fiscally sound, safe small town, retaining all its historic charm but able to provide all the services its residents expect and deserve.

10. I have, and will always, make decisions that I believe are in the best interests of the City, regardless of my personal philosophy. Several times over the eight years I was on the Council I made decisions that did not make me popular with everyone (including my friends), believing that was what was right for St. Helena.

Sharon Shaw Crull

1703 Doris Avenue
St. Helena, CA 94574
(415) 519-0106
sharon@terraceswine.com

EXPERIENCE

The Terraces Winery, Rutherford, CA — *Proprietor*

January 2001 - PRESENT

Involved in all aspects of running a small winery and vineyard: viticulture, winemaking, direct to consumer and wholesale sales, compliance, hospitality, marketing, ecommerce, social media, customer service, and fulfillment.

St. Helena City Council, St. Helena, Ca — *Councilmember*

November 2008-November 2016

Served as both a councilmember (six years) and vice-mayor (two years). Also served on the Upper Valley Waste Management District Board, the St. Helena Tourism Improvement District Board, the Napa Valley Transportation Authority Board, and St. Helena's Climate Protection Task Force.

Gordon and Rees, San Francisco, CA — *Associate/Partner*

October 1989-December 1998

Practiced commercial litigation in the areas of product liability, employment, civil rights, and general business litigation. This included depositions, arbitrations, and trials in both California State courts and Federal Court.

EDUCATION

University of California, Hastings College of the Law, San Francisco, CA—Juris Doctor

August 1986-May 1989

University of California, Berkeley, CA — *B.A. History*

August 1980- June 1984

Cover Letter

Greetings,

I have been in the mortgage finance industry and project management for general contracting a total of 18 years combined. Both positions are multi-faceted, and draw upon various skill sets like marketing, promotions, customer relations, service, sales, finance analysis, risk management, and project management, just to name a few. I have a degree in Communication from the University of Colorado at Boulder, a discipline and education that teaches the many aspect of desired qualifications such as strong presentation skills, interpersonal communication skills both written and verbal. I'm also very active in the Napa Valley local business community, in addition to extensive nonprofit leadership involvement. My work in the mortgage finance and the general contracting industry have not only developed my administrative abilities, but has taught me to be adaptable, absorb new information quickly, problem solve on the fly, and work under pressure to meet or exceed deadlines. I'm very grateful for my experience in these professional fields of work and am ready to expand my career, taking what I've refined toward a new set of challenges.

Thank you for your time and consideration.

Hector R. Marroquin

HECTOR R. MARROQUIN
 1318 Mitchell Drive, St. Helena, California 94574
 Phone: (720) 841-7340 Email: hectortko@msn.com

EDUCATION

UNIVERSITY OF COLORADO AT BOULDER
Bachelor of Arts in Communication

Boulder, Colorado
 2010

PROJECT MANAGEMENT EXPERIENCE

PROJECT MANAGER

Frank Borges Jr. General Contracting

St. Helena, California
 September/2018 – Present

- Successfully manage, track, and deliver projects on time and on budget
- Provide in-field direct personnel supervision and logistical oversight on residential and commercial construction projects
- Manage and estimate budgets ranging from \$10,000 to \$4,000,000 in overall scope. Track and create change orders
- Coordinate, schedule and collaborate with designers, vendors and subcontractors on daily tasks as dictated by the construction schedule
- Support daily office operations, review contracts, set construction schedules, analyze proposed scope and construction plans
- Communicate and maintain client relations on all projects

PRESIDENT AND BOARD DIRECTOR

St. Helena Masonic Temple Association, Non-Profit 501c2 Company
Construction and Facilities Manager

St. Helena, California
 December/ 2016 – Present

As President and Facilities Manager, I direct, manage, and am responsible for all business operations, monthly budget maintenance, tenant negotiations, including all required building construction. As Construction Project Manager, I've successfully completed on time and on budget the following projects Year to Date:

- **1331 Main Street, St. Helena, CA 94574; Project Manager** for complete remodel/renovation of retail tenant space. 4,200 square feet. Total Budget Cost \$1,100,000. Maintained and coordinated the following: Budget Tracking and allocation, partnered with General Contractor on sub-contractor management for all, new plumbing, new electrical, new HVAC, new sprinkler system installation, masonry/foundation work, painting, flooring, excavation contractor, and general construction framing. Also, coordinated project with City inspection officials and planning department director.
- **1327 Main Street, St. Helena, CA 94574; Project Manager** for Tenant Improvement Remodel of Retail Space. 2,250 square feet. Total Budge Cost \$50,000. Organized leasing negotiations with outgoing and incoming tenant for space. Negotiated and allocated budget costs with new tenant. Maintained and managed construction oversight with the various vendors and sub-contractors needed to complete the improvement project. Successfully completed project on time and on budget with little to no change orders.
- **1335 Main Street, St. Helena, CA 94574:** Maintain and manage all building related improvements and renovations. Other projects coordinated include but are not limited to new building HVAC systems, plumbing and electrical updates, painting and masonry work throughout the building.

FINANCIAL SERVICES EXPERIENCE since 2002

HOME MORTGAGE CONSULTANT

Wells Fargo Bank, N.A.

Wells Fargo Home Mortgage Division

Napa, California
December/2015 – June/2018

- Maintained knowledge of company products, policies and procedures, and underwriting requirements
- Coordinated and provided oversight for real estate appraisals, title reports, and real estate transactions
- Educated prospective and existing customers of WFHM programs, rates, policies, underwriting requirements, and loan procedures. Maintained customer relations and customer service with current and future prospects.
- Performed detailed analysis of financials, credit data, collateral, and modeling while matching customer needs with appropriate loan programs matched against levels of risk as approved by WFHM underwriting.
- Managed customer applications from origination to funding with complete follow up activities and coordination with vendors, in addition to processing fulfillment sites. Performed daily problem solving tasks
- Developed and maintained a high degree of visibility for WFHM in the finance and real estate marketplace

Additional Finance Experience

Stearns Lending, LLC

Retail Division - MORTGAGE LOAN ORIGINATOR

Danville, California
August/2014 - November/2015

Citibank, N.A.

Banking Retail Mortgage Division - HOME LOAN CONSULTANT

Napa Branch, California
November / 2012 – July / 2014

Green Point Mortgage Bank

Retail Operations- Corporate Loan Retention Center - LOAN ANALYST AND SALES

Novato, California
April / 2006 – April / 2007



DATE AND TIME RECEIVED:

NOTE: THIS COMPLETED AND SIGNED APPLICATION MUST BE FILED WITH THE ST. HELENA CITY CLERK BY JANUARY 6, 2025, AT 5:00 P.M.

APPLICATION FOR APPOINTMENT TO THE ST. HELENA CITY COUNCIL

This application is to fill a vacancy on the St. Helena City Council. The St. Helena City Council will publicly-review all submitted applications where the applicants meet the qualifications. The Council will hold a public interview process for each candidate on Friday, January 10, 2025 and the appointment at the regular City Council meeting Tuesday, January 14, 2025. The applicant interviews will take place at City Hall main conference room, 1088 College Avenue, St. Helena. The term of office will be from January 14, 2025 through November 2026.

This application is a public document, although your personal information will be redacted. Your application will be compiled with other applications and considered by the St. Helena City Council as a part of a noticed public meeting.

Only St. Helena residents who are registered voters in St. Helena will be eligible for appointment.

Name: Hector R. Marroquin

Residence Address: 1318 Mitchell Drive, St. Helena, CA 94574

Mailing Address (if different): _____

E-mail: hectortko@msn.com

Best Phone Number to Reach You: 720-841-7340

Are you currently a registered voter and a resident of the City of St. Helena, or will be at the time of an appointment? YES (yes or no)

- Please include your resume and answer the following questions on a separate sheet(s) of paper.

(continued on next page)

1088 College Ave. | St. Helena, CA 94574
(707) 967-2792 | cityofstheleena.org

Reasons for Applying

1. Why do you want to be appointed to the Council? **For the simple fact that St. Helena and Napa Valley's long-term success is important to me. So, I'm deeply invested in our city's future, not only for my family, but for my friends and neighbors.**
2. Service as a City Council Member easily could require 10 or more hours per week reviewing council agenda packets, responding to citizen communications, meeting with constituents, and attending various regional and local subcommittee meetings, and council meetings. How much time per week do you have to devote to City Council service? **As much time as needed. Being self-employed gives me some flexibility.**
3. If appointed, do you plan on running for election in November 2026? **YES**

Experience, Qualifications, Education

4. What qualifications, life experiences, and educational background do you have that will enable you to make sound decisions in the best long-term interest of the community? **In my lifetime residency in the Napa Valley, I have witnessed various cultural and economic evolutions. My education, personal connections in this community and professional career in hospitality, finance real estate and management, provide me with a unique skill set to help lead on our St. Helena City Council. This experience grants me the ability to make informed judgments with historical insight and cultural context into the important issues that face our town**
5. Please describe your community service and government participation in St. Helena or elsewhere. **I joined one of St. Helena's many community organizations and presently lead the local Masonic Lodge. A historical nonprofit fraternity where I continue my advocacy for quality public education and local causes, partnering with our school district, city leaders, and business owners. I've participated in various ad hoc citizen committees put on by the City Staff and had participated in our local St. Helena School District on parent committees as well.**

Issues, Priorities, Concerns

6. What do you believe are the most important issues facing the City? **Long Term Financial Health for the City, maintaining a high quality of life for all residents, and working closely with local organizations for affordable housing development, water security, safety and cost reduction for residents.**
7. If you were appointed to the Council, what would be your top three priorities? **Identifying possible ways to garner more revenue for the budget and look where we can strategically sequence our**

payouts. Continue to encourage the affordable housing projects to move forward, and review how we are progressing on the Councils goals as directed to the City Staff.

8. What strategies can be undertaken to address the City's fiscal challenges, improve the City's economic health, and maintain and enhance quality of life? **Review our income streams and see if there are any holes that need to be shored up. Such as making sure the city is receiving ALL its sales tax revenue from the downtown merchants as well as reviewing the possibility of annexing Meadowood resort.**

Values, Vision, Approach

9. What vision do you have for the future of St. Helena? **My vision for our city is built on a foundation of practical government, embracing creative, efficient and effective solutions that work. While some community goals, given the inherent limitations of government, might not always be achievable in a reasonable time frame, it's important to maintain this vision for St. Helena's future.**
10. How would you resolve a situation where your personal philosophy may be considered at odds with the majority view regarding what is best for the City? **As a leader, success is all about relationships and improving communication between parties and partners. My goal is always to discover where we agree and compromise on our differences. I'm always searching for that win/win scenario.**

You may also provide any additional information or comments you feel would assist City Council in considering your application.

Please note: At the time you would be named to the St. Helena City Council, you must be:

- At least 18 years of age,
- A registered voter in St. Helena; and
- A resident residing within the City limits of St. Helena.

You must maintain St. Helena residency and registered voter status throughout your term of office.

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Also, at the time of appointment (and annually as well as at the completion of your service), you will be required to complete and file a public Form 700 Statement with the California Fair Political Practices Commission. Form 700 filings allow the public to know of any potential conflicts of interest related to your public service. These conflicts can relate to employment, property ownership, loans and gifts, stock ownership, and more. You are also required to disclose certain financial interests of your spouse (if applicable).

During your term on the City Council, you will be required to identify any potential conflicts (often with the assistance of the City Attorney) and to recuse yourself from voting on or otherwise influencing any action that might cause a financial or other conflict.

Please sign and return this form with the questions answered via an email to Cindy Tzaopoulos, St. Helena City Clerk, at cityclerk@cityofsthelena.org. The City Clerk will confirm receiving your emailed application, if you do not receive confirmation, please call the City Clerk at (707) 312-1257. You may also drop off the form and questions at St. Helena City Hall, 1088 College Avenue, St. Helena, California. Please address the envelope to the City Clerk.

Please do not mail the form, as it may not get to the City by the deadline. If you have any questions about this application, please call Ms. Tzaopoulos at (707) 312-1257.

I **Hector Marroquin** (print name) swear/affirm that the foregoing information is true and correct.

Applicant's Signature: HECTOR MARROQUIN

Date: 01/01/2025

From: [Elaine de Man](#)
To: [cityclerk](#)
Subject: [External] Comment for New Council Seat Selection
Date: Thursday, January 9, 2025 5:58:46 PM

Mayor Dohring and City Council Members,

Kudos to everyone who stepped up to fill the city council seat vacated by Anna Chouteau, creating the first really tough decision the new city council will need to make. But, I think that the voters made it very clear during the last election that *their* major concern was fiscal responsibility and accountability. Of all the candidates for the vacant seat, I think Kate Spadorotto is the best candidate for that position and that she will work collaboratively with the rest of the city council to help achieve those goals.

I have now met with Kate three times and continue to be impressed by her experience in local and regional governing bodies, as well as her background in the wine industry, real estate, finance *and* accounting. She brings loads of experience and expertise in areas that will be important to the future success of the city and the work of the city council over the next two years. She is very approachable and receptive to ideas and opinions that might differ from her own and I get the distinct feeling that she is actually listening to what the speaker is saying. Equally, if not more, important, Kate knows what questions to ask. I think she will be a great collaborator with the other members of the council, and this will go a long way to achieving the goals the voters so clearly would like to see met. She exhibits a true concern for the long-term health of our community in *all* aspects. She also has a long history of volunteering and giving back to the community.

I am sure Hector Maroquin is a very nice man, but I honestly don't see what he will bring to the hard work that the city council must do over the next term. On top of that, the voters spoke loud and clear when they did not elect him. An appointment to the city council should *not* be a consolation prize. Having said that, I am sure he will find other productive ways to serve the city of St. Helena.

As to Sharon Crull, I applaud her previous service. However, as I recall, she lost a re-election bid to the city council even though she ran as an incumbent! (I believe she was a member of the council when many--what have since turned out to be--problematic, decisions were made, including the placement of the flood levee and land dealings with the Hunter project.) In reading her application, I am also very concerned that her

solution to everything that ails us is to increase revenue through more development, while ignoring the potential impacts to overall water security *and* any cost-saving measures that should be taken at the same time. Again, this is in clear opposition to the message the voters sent in the last election. Among other things, this tells me Sharon Crull is intent on coming to the council with a set agenda and will not necessarily work well with the newly elected members. That will certainly impede progress. I am also very concerned that Sharon thinks the newly elected city council *needs* her experience. I find this problematic and shows a great deal of disrespect to Mayor Paul Dohring (and the people who re-elected him) and his many years of service to the community and the experience gained as a member of the city council, his terms as Vice Mayor, and his just being re-elected to serve another term as mayor.

There are going to be some tough years ahead for St. Helena. But, the newly elected city council members have already shown their commitment to knuckling down and getting the work done. I sincerely believe that Kate Spadoratto is best suited to work *with* them, Billy, and Paul to achieve the goals that the voters so clearly demonstrated were important to them.

Thank you,

Elaine de Man

Cindy Tzaopoulos

From: lana ivanoff <lanaivanoff@att.net>
Sent: Wednesday, January 8, 2025 1:23 PM
To: Cindy Tzaopoulos
Subject: [External] Letter to SHCC

St Helena City Council Members

I would very much like to encourage you to appoint Kate Spadarotto, to the open seat on the City Council.

Her passion for this town, and her vast experience in finance is something we really need right now here in St Helena.

I know she applied for the Finance Committee also. I would hope that wouldn't discourage you from appointing her to the council. She could serve as the representative from the council on that committee, as well as serving as a council member. You'd get more "bang for your buck".

I am very impressed with her credentials, enthusiasm, ability to articulate her feelings, and background.

Please seriously consider her joining you. I think she would be a GREAT asset to the St Helena City Council.

Lana Ivanoff
1533 Pine St
St Helena

From: [sharon dellamonica](#)
To: [cityclerk](#)
Subject: [External] Nominate Kate Spadarotto
Date: Thursday, January 9, 2025 2:57:17 PM

After reviewing the statements and resumes of all four people who have applied for the vacant St. Helena City Council seat, I would like to urge you to nominate Kate Spadarotto. Out of all the four, Kate brings a valuable set of skills, an open mind, and loyalty to the voters - something sorely lacking in our former City Council.

Please make this decision wisely and with the residents in mind.

Sharon Dellamonica

Cindy Tzafopoulos

From: Stephanie Smithers <stephasmithers@gmail.com>
Sent: Wednesday, January 8, 2025 1:04 PM
To: CityCouncil
Subject: [External] Council appointment letter of support

Good morning council members,

I wanted to send a note of support for Sharon Crull's application for the appointed council seat. I think her experience as a previous council member is important, and previously Sharon did not seem swayed by popular opinion or was very biased in her council decisions. Her understanding of the time commitment is vital, as you all know that this is no small task. In addition, I think her goals of working with hotels would be a great balance.

Lastly, I had done some work with Hector previously who had touted about his close personal relationship with the city manager. I don't know the legitimacy of this, but it is something to consider. I think this could go both ways, but in my opinion it would hinder a council member from having the oversight and management required.

Thank you for your careful consideration as you make your appointment.

Best,
Stephanie Smithers

Sent from my iPhone

From: Thomas <tallen@northbaymgt.com>

Sent: Monday, January 13, 2025 9:52 AM

To: Paul Dohring <pdohring@cityofsthelena.gov>; Aaron Barak <abarak@cityofsthelena.gov>; Michelle Deasy <mdeasy@cityofsthelena.gov>; Billy Summers <bsummers@cityofsthelena.gov>

Cc: Cindy Tzaopoulos <ctzaopoulos@cityofsthelena.gov>; Anil Comelo <AComelo@cityofsthelena.gov>

Subject: [External] Opportunity to Appoint Sharon Crull - Please Take It !

To Mayor Dohring and Councilmembers:

I am thrilled to read in the *St. Helena Star* that Sharon Crull has offered her name for appointment to the vacant Council seat and that she intends to not pursue a second term if appointed.

This is an exciting and wonderful opportunity for the City to take advantage of Sharon's extensive experience and knowledge gained as former councilperson and a long time St Helena winery owner and businessperson.

The City Council's top priority is as follows:

1: Strengthen Fiscal Resilience

It would be my expectation that Sharon would focus much of her energy and analytical thinking on this goal, and therefore be of inestimable help to the Council in pursuing its most important objective.

Only Sharon can hit the ground running with virtually no start-up time to focus in on this goal. The other very worthy candidates for this open seat will be well positioned to run for the next open seat, while Sharon "gets the job done" during her single term.

The City is currently considering the sale of two "surplus properties," is pursuing important civic improvements through the Downtown Specific Plan (DSP), and will be addressing the current financial crisis with the assistance of a new citizen-led Finance Committee. Sharon will be able to coalesce the thinking of these and other disparate efforts into one coherent and logical financial plan for the City going forward. Her leadership will bring along the majority of citizens who respect Sharon's insights and will follow her lead toward common sense solutions.

Please take this great opportunity to make a significant and immediately meaningful contribution to the fiscal health and vibrancy of our town.


Thomas W. Allen

1703 Madrona Avenue
St. Helena, CA 94574
Mobile 415-990-0240
tallen@northbaymgt.com

From: [Cindy Tzafopoulos](#)
To: [Erika Opp](#)
Subject: FW: [External] Appointment of Sharon Crull
Date: Monday, January 13, 2025 11:37:45 AM

Public comment

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

From: Mimmo524 Vineyard <mimmo524@gmail.com>

Sent: Monday, January 13, 2025 10:52 AM

To: Paul Dohring <pdohring@cityofsthelena.gov>; Aaron Barak <abarak@cityofsthelena.gov>; Michelle Deasy <mdeasy@cityofsthelena.gov>; Billy Summers <bsummers@cityofsthelena.gov>; Cindy Tzafopoulos <ctzafopoulos@cityofsthelena.gov>; Anil Comelo <AComelo@cityofsthelena.gov>

Subject: [External] Appointment of Sharon Crull

Mayor Dohring and City Council Members:

Please appoint Sharon Crull to fill the vacancy on the Council.

We cannot afford to have 3 completely inexperienced council members deciding the fate of St. Helena. Sharon brings experience both as a long-time resident and previous member of the Council.

Thank you.

Michael Caldarola
Resident
Vineyard Avenu

From: [Cindy Tzafopoulos](#)
To: [Erika Opp](#)
Subject: Fwd: [External] Second Public Comment, Agenda Item 13.1, City Council Meeting, January 14, 2024
Date: Tuesday, January 14, 2025 9:39:08 AM

Sent from my iPhone

Begin forwarded message:

From: Alan Galbraith <agalbraith94574@gmail.com>
Date: January 13, 2025 at 9:01:47 PM PST
To: Cindy Tzafopoulos <ctzafopoulos@cityofsthelena.gov>
Subject: [External] Second Public Comment, Agenda Item 13.1, City Council Meeting, January 14, 2024

I take no position on the appointment before the Council. I do wish, however, to make known my reaction to Ms. De Man's comments about Ms. Crull. There is no merit whatsoever in her assertion that Ms. Crull participated in prior "problematic" decisions while serving on the Council. To the contrary, in my considerable experience, she was a valued and collegial Council member who studied the issues and cast her votes after thoughtful consideration. She had no special "agenda" — other than to serve the overall interests of the City to the best of her ability, as we all sought to do.

Alan Galbraith
St. Helena Mayor, 2014-18.
Sent from my iPad

From: [Cindy Tzafopoulos](#)
To: [Bella-Jane](#)
Subject: [Fwd: \[External\] Public Comment, Agenda Item 13.1, City Council Meeting, January 14, 2024](#)
Date: [Tuesday, January 14, 2025 9:40:03 AM](#)
Attachments: [FWD: \[External\] Public Comment, Agenda Item 13.1, City Council Meeting, January 14, 2024](#)

Sent from my iPhone

Begin forwarded message:

From: [agalbraith94574@gmail.com](#)
Date: January 13, 2025 at 4:16:01 PM PST
To: [Cindy Tzafopoulos <ctzafopoulos@cityofsthelema.gov>](#)
Subject: [External] Public Comment, Agenda Item 13.1, City Council Meeting, January 14, 2024

> Please review below, published in the St. Helena Star last fall. Of special relevance is Ms. Spadarotto's claim of "years of their runaway spending." What are its components? And when did the "years" begin?

Alan Galbraith
St. Helena Mayor, 2014-18
>

A14 | THURSDAY, OCTOBER 10, 2024

ST. HELENA STAR

A CALL TO ACTION FROM NEIGHBOR TO NEIGHBOR

Dear Neighbor,

Something terribly wrong is happening in St. Helena and you should know about it.

Our City Council is attempting to pass a **MASSIVE** new tax to pay for years of their runaway spending. Since 2018, while the cost of living has increased 24.9%, city spending has ballooned a whopping 91.2%!!!¹

The tax, and a change to make St. Helena a charter city, are contained in Measures A1 and A2 on your election ballot. We urge you to vote "NO" on A1 & A2.

Their "transfer tax" would tax St. Helena residents, on average, over \$28,000 per household² when you sell your home. This tax will add another cost that makes housing even less affordable and home ownership even further out of reach.

My fellow REALTORS® and I, who know the effects fees and taxes have on homebuying, are fighting this tax because we know it hurts homeownership, especially for seniors wanting to downsize. We see our friends and neighbors priced out of buying their first home, and the housing crisis keeps getting worse. Policies like this are why.

To learn more about Measures A1 and A2, the tax they impose, and the other new powers they give to the City Council, please visit [opposeA1A2.com](#).

Thank you and please feel free to reach me at kate@northbayrealtors.org if you have any questions.

Sincerely,



Kate Spadarotto

St. Helena Resident & Local REALTOR®

VOTE NO
ON MEASURES
A1 + A2

1. Source: St. Helena city budgets 2. Source: St. Helena Measure A2 tax calculator

PAID FOR BY ST. HELENA FRIENDS & NEIGHBORS AGAINST TAX INCREASES OPPOSING MEASURES A1 & A2, ID# 1474341



Agenda Report to the City Council

Agenda Section: NEW BUSINESS

Department: Administration

DATE:	January 14, 2025
FROM:	April Mitts, Assistant City Manager
SUBJECT:	City Council discussion and direction on water penalty appeal by Dr. Dante Bini.
RECOMMENDED ACTION:	Staff recommends reducing water penalties incurred during the Phase II Water Emergency to \$5,825.08 as noted in the discussion section.
PREVIOUS COUNCIL ACTION:	None
STATEMENT OF THE PURPOSE:	Make a determination on water penalty appeal by Dr. Bini.
FINANCIAL IMPACT:	The Bini's were assessed a total of \$41,642.08 in penalties received during June, July, August, September, and October 2021. City Council may choose to waive all, a portion, or none of the penalties being appealed. The total fiscal impact is dependent on City Council direction.

BACKGROUND:

On October 27, 2020, the City Council established Phase II Water Regulations in accordance with St. Helena Municipal Code (SHMC) Section 13.04.240. Establishment of a Phase II Water Emergency is a means to protect the City's water supply by imposing mandatory water conservation measures. In June 2021, as a way to incentivize water conservation and adherence to Phase II water allocations, the City began charging penalties for water use exceeding allocations prescribed by the Municipal Code.

The City of St. Helena is committed to preventing water waste but also understands that water leaks may occur and recognized that during the Phase II water emergency, penalties may have been incurred as a result of a leak. As a result on July 27, 2021, the City Council adopted a resolution designating that the Water Advisory Board can hear/make a determination for reduction of penalties for those customers who receive a penalty as a result of a water leak.

On August 6, 2021, the Water Advisory Board adopted policy - P-FI-0022 *Leak Adjustment Policy – Phase II and Phase III Water Penalties* and the applicable *Application Form*, to assist those customers who incurred penalties because of a water leak.

Per the established policy, the following criteria must be met:

1. The customer must have not received a leak letter for 2 or more consecutive months or can demonstrate there is a good faith effort to actively locate and fix leaks.
2. All leak(s) must be beyond the control of the owner, agents, tenants, contractors, or anyone occupying the property or using the property that could have reasonably foreseen such a possible leak.
3. The leak(s) cannot be the result of negligent, willful nor neglectful behavior.
4. Proof that the repairs were completed must be included with all requests for a penalty leak adjustment. Examples include a copy of the plumber's invoice or hardware store receipts showing items purchased or proof provided by the City that water use had returned to normal levels during subsequent months.

Over the course of several months, the Water Advisory Board considered penalty leak adjustment amounts on a case-by-case basis. Additionally, the City Council authorized penalty leak adjustments up to \$50,000 can be made at the administrative level if the criteria above have been met.

DISCUSSION:

Dr. Bini has filed a request for fee waiver for penalties incurred in June, July, August, September, and October 2021 totaling \$41,642.08 (Attachment 2, 3, and 4).

While the penalties were incurred in 2021, staff have researched the correspondence with Dr. Bini, Lisandro Gallegos (Mr. Bini's assistant), and various City staff and found there were many attempts by all parties to have this situation resolved. The initial correspondence by Dr. Bini was received on October 11, 2021 (Attachment 1) followed by a more detailed correspondence received on October 25, 2021 (Attachment 2). Additional correspondence (not included as attachments) continued between Dr. Bini, Lisandro Gallegos, and City staff through April 26, 2022.

Following the emails noted above, and based on the information provided by Dr. Bini and his staff, the City took the following actions:

- Updated the allocation based on people living at the home. The initial household survey received from Dr. Bini stated there were 2-3 people during the week at the home and 10 during the weekends. The initial allocation, based on the City's Municipal Code, is 65 gallons per day per person living at the home (not including guests staying for less than 30 days). After receiving updated information from Dr. Bini stating there were 10 people living at the house from June 16, 2021 to September 30, 2021, the allocation during that time period was updated.
- Granted an additional allocation based on the large lot size in accordance with the City's Municipal Code which allows for an additional 20 gallons per day for each 1,000 square feet that the property exceeds 7,000 square feet up to an additional 250 gallons per day (approximately 7,500 gallons per month).

- Inspected the water meter and verified the meter is working correctly and recording accurately.
- Clarified and provided information to Dr. Bini and his staff on how to read the water meter.

The two actions above increased the monthly water allocation for the property during the Phase II Water Emergency, resulting in a reduction in penalties of \$36,311 (from \$77,853 to \$41,642).

Table 1 provides a summary of the reduced penalties.

Table 1 - Reduced Penalties Based on Occupants in the Home and Large Lot Size

Month	Initial Penalty	Penalty Reduction	Remaining Penalty
June 2021	\$20,136.08	(\$4,864.98)	\$15,271.10
July 2021	\$22,770.04	(\$12,471.39)	\$10,298.65
August 2021	\$24,646.55	(\$12,471.40)	\$12,175.15
September 2021	\$8,854.95	(\$4,718.80)	\$3,836.15
October 2021	\$1,745.15	(\$1,684.12)	\$61.03
TOTALS	\$77,852.77	(\$36,210.69)	\$41,642.08

Following the update in allocations and penalty reductions noted in Table 1, staff reviewed information provided by the applicant to waive/reduce fees due to a leak on an administrative level in accordance with the establish policy.

On June 3, 2022, staff administratively denied the water penalty appeal for the remaining amount (Attachment 5). The specific reason cited for the denial was that there was no indication that the additional water use was a result of a leak. This determination was based on the following:

1. Mr. Bini had only received one leak letter in March 2021 (a leak letter is triggered when the meter shows 24 hours of constant use).
2. Email received from Dr. Bini on 10/25/21 states, *"To make sure that all leaks were taken care of, the water meter was inspected to make sure that there was no leaking. Upon our return, we re-inspected the irrigation to confirm that there was no new leaks. Today, we inspected again, and took a video (included in this email) to prove that there are no leaks."*

The next step for Dr. Bini would have been to file an appeal to the Water Advisory Board. The administrative denial was issued on June 3, 2022, with the next known correspondence on March 22, 2023, at which point the Water Advisory Board had disbanded. As a result, Dr. Bini is making an appeal to the City Council to waive the

remaining penalties assessed on his account based on the following (as noted in Attachments 2, 3, and 4):

1. Reduced water consumption by 70%.
2. Historical water use is lower than their allocated water units for the period.
3. Installed a Flume device to monitor water use.
4. Gardener and assistant have verified that there are no leaks on the property and that appropriate measures have been taken to conserve water.
5. Discontinued use of pool since the beginning of September 2021.
6. Have done everything in their power to reduce water use as much as possible and have adhered to the drought guidelines provided by the City.

For Council consideration, Table 2 provides a summary of historical water use during the timeframe in which penalties were incurred compared to the allocation and the 7-year average. Attachment 6 provides the full 8-year history.

Table 2 - Historical Water Use Summary*

Water Use	June	July	August	Sept	Oct
2021 Actual	102	111	118	55	26
2021 Allocation	23.247	39.376	39.376	22.543	20.433
7-Yr. Average**	49.86	58.43	42.86	52.57	65.43

* Water use is shown in Hundred Cubit Feet (HCF). One HCF = 748.05 Gallons

**7-year average uses 2017-2024 actual use and excludes 2021 when penalties were imposed.

In preparing this appeal, staff re-evaluated the correspondence, information provided, and current water use and can see the applicant has made efforts to decrease their consumption. Table 3 provides a summary of 2021 actual use compared to other timeframes (the fully summary is included in Attachment 6).

Table 3 - Summary of Use

Year(s)	Average Annual Use	% Decrease from 2021
2021*	584	
8-year	397	-47%
7-year*	370	-37%
2017 - 2020	427	-27%
2022 - 2024	294	-50%

*2021 reflects actual use

** 7-year average uses 2017-2024 and excludes 2021

Staff Recommendation:

As stated in the background section, penalties were implemented as a way to incentivize water conservation and adherence to Phase II water allocations. Because there is an overall decrease in consumption and an unusual spike in June and August 2021, staff is recommending further reducing the penalties; however, staff is not recommending the total amount of penalties be waived. The reason the full amount is not being recommended is because the average use, while reduced, is still more than the Phase II allocations.

Staff is recommending utilizing the 7-year average water use (excluding 2021) for calculation of penalties. Utilizing this methodology, penalties will be assessed on the difference between the 7-year average the monthly allocations. Table 4 is a summary of the current penalties imposed, Table 5 is a summary of the recommended penalties, and Table 6 is a summary of the impacts of the recommendation.

Table 4 - Current Overages/Penalties Accessed

	June	July	August	September	October
2021 Use	102	111	118	55	26
Allocation	23.247	39.376	39.376	22.543	20.433
Overage	78.753	71.624	78.624	32.457	5.567
Penalty	\$15,271.10	\$10,298.65	\$12,175.15	\$3,836.15	\$61.03

Table 5 - Recommended Penalties Accessed based on 7-year Average

	June	July	August	September	October*
7-year Avg.	50	58	43	53	26
Allocation	23.247	39.376	39.376	22.543	20.433
Overage	26.61	19.05	3.48	30.03	5.567
New Penalty	\$2,206.35	\$328.50	\$34.80	\$3,194.40	\$61.03

*7-year average is higher than October 2021 actual use. Recommend using actual use to calculate penalty.

Table 6 - Summary of Impacts of Penalty Reduction Recommendation

Month	Current Penalty	Penalty Reduction Recommendation	Remaining Penalty
June 2021	\$15,271.10	(\$13,064.75)	\$2,206.35
July 2021	\$10,298.65	(\$9,970.15)	\$1,328.50
August 2021	\$12,175.15	(\$12,140.35)	\$34.80
September 2021	\$3,836.15	(\$641.75)	\$3,194.40
October 2021	\$61.03	(\$0)	\$61.03
TOTALS	\$41,642.08	(\$35,817.00)	\$5,825.08

ENVIRONMENTAL REVIEW: N/A

GOAL:

Goal 3: Pursue Water Security & Sustainable Management of Water Resources
Miscellaneous/Other

DOCUMENTS ATTACHMENTS:

[Attachment 1 - 10.11.21 Bini Email](#)

[Attachment 2 - 10.25.21 Bini Email](#)

[Attachment 3 - 005210-000 Bini Household Survey](#)

[Attachment 4 - 10.7.24 Water Penalty Appeal Letter - Dante Bini](#)

[Attachment 5 - 06.03.22 Administrative Denial](#)

[Attachment 6 - Historical Use](#)

[Resolution - Water Penalty Appeal Dante Bini](#)

From: Dante Bini <dantebinisystems@gmail.com>
Sent: Monday, October 11, 2021 5:09 PM
To: Mark Prestwich <MPrestwich@cityofsthelena.org>
Subject: [External] WaterPenalty Leack Adjustment Department

Dear Mr. Prestwich:

Upon my 3 months Italian visit to parents and relatives, I received huge charges with penalties, for water usage.

Because I am paying my duties automatically, by Bank, I have immediately requested to the City of St. Helena Administrative services an explanation.

Dr. Dante Bini, Architect

www.binisystems.com

<https://www.domusweb.it/en/architecture/gallery/2019/07/25/dante-bini-and-the-moon.html>

From: Dante Bini <dantebinisystems@gmail.com>
Sent: Monday, October 25, 2021 4:44 PM
To: Water <water@cityofsthelena.org>
Cc: Mark Prestwich <MPrestwich@cityofsthelena.org>
Subject: [External] Water Penalties and Request to inspect Water Meter

To Whom it May Concern,

I have repeatedly attempted to get some sort of resolution or assistance with our problem and have not been successful.

I have received a new letter today that was dated October 1st, 2021 in relation to the September water use. We were not in the country during the month of September (I have flight itineraries as proof if needed) and the house was completely empty. In regards to leaks, our gardener inspected our irrigation system and made any and all repairs, including removing irrigation lines to reduce consumption (he is available to confirm this if needed). To make sure that all leaks were taken care of, the water meter was inspected to make sure that there was no leaking. Upon our return, we re-inspected the irrigation to confirm that there was no new leaks. Today, we inspected again, and took a video (included in this email) to prove that there are no leaks. My assistant has calculated the amount of water that my irrigation system consumes, and there is a huge disparity between the calculated use, and the reported consumption. Your letter today, states that an empty house consumed 32,381 gallons of water and I am being charged a penalty of \$8,554.95 in addition to already excessive penalties for two previous months (\$38,031.13), which is not only ridiculous, but also unacceptable. For the past 30 years we were paying automatically, but upon receiving the first penalty letter, we cancelled the automatic payment. My assistant has also gone through our last 2 years of water use and confirmed that the readings are excessively higher than our historical use. I am still waiting to get an appointment for a technician to come inspect our water meter, so that we can find out what the issue is. I would like to request to get a daily consumption report to see when the water use is spiking, and to see if there is in fact any water being used during the reported hours of use. We are attempting to get the penalties forgiven by meeting our target water allocations, but this is impossible with a meter that is reporting more water consumption than is actually being demonstrated.

Please, contact me or my assistant as soon as humanly possible!

Assitant (Lisandro) (707) 363-1962

Dante

(707) 637-3570

Dr. Dante Bini, Architect

www.binisystems.com

<https://www.domusweb.it/en/architecture/gallery/2019/07/25/dante-bini-and-the-moon.html>



St. Helena Water Emergency Household Survey

DATE SUBMITTED:	_____
RECEIVED BY:	_____
DATE:	_____

To comply with the City's current Water Emergency, the City is asking for you to complete the survey below to update your residential allocation.

The City is requesting that all responses to this survey are received as soon as possible.

ACCOUNT INFORMATION	
Account Name Dr. Dante Bini	
Service Address 240 Pope Street	
How many full-time household members currently live at this address? See attached. This does not include any guests that are staying less than 30 days.	
Please provide a brief statement for your change in allocation: Dr. Bini's family was out of the country from 6/16 - 9/30/2021. We rented the property was rented through VRBO & AirB&B for 10 people.	
Do you have a well or cistern you can use for landscape irrigation: ☐ Yes ☐ No	Do you have a swimming pool: ☐ Yes ☐ No
Enter your email address to receive City emails and newsletters:	
PLEASE SUBMIT APPLICATIONS TO:	
City of St. Helena: Utility Billing 1572 Railroad Avenue St. Helena, CA 95404	Email: water@cityofstheleena.org Website: www.cityofstheleena.org/water Phone: 707-968-2745
I am aware of and agree to comply with the Water Conservation Rules and Regulations identified in the St. Helena Municipal Code. By signing this form, I certify the information provided is true and accurate.	
Print Name	Signature
	Date

Updated 8/1/2021



Water Penalty Leak Adjustment Application

DATE SUBMITTED: _____
RECEIVED BY: _____

PROPERTY & BILLING INFORMATION			
Date Applying September 9, 2021		Customer or Company Name Dante Bini	
Account Number 005210-000	Phone Number (707)963-0769	Email Address dantebinisystems@gmail.com	
Mailing Address 240 Pope Street	City St. Helena	State CA	Zip Code 94574
WATER LEAK INFORMATION (in addition to Water Leak Application)			
Month Penalties Occurred: July and August 2021		Amount of Penalties Assessed: 38,031.13	
Please list any additional information for the Water Advisory Board consideration: *Our family was out of the country from June 16, 2021 to September 30, 2021. *We rented the property for the legally correct amount of time through VRBO and AirB&B effectively increasing our occupancy to up to 10 people. We also have many witnesses to the increase of occupancy of the home and their water use. We also notified the proper department of our expected departure and absence from our home. *Our historical water use is lower than our allotted water units for the period. *Our gardener and our assistant have verified that there are no leaks on our property and that appropriate measures are taken to conserve water. *We have discontinued use of our pool since the beginning of September 2021. (Photos available) *Since our return we have done everything in our power to reduce our water use as much as possible and have adhered to the drought guidelines provided by the city.			
PLEASE READ AND SIGN THE FOLLOWING STATEMENTS AS ACKNOWLEDGED AND REQUIRED BY THIS AGREEMENT			
- I have read and will adhere to all specific requirements of <i>P-FI-0022 Leak Adjustment Policy – Phase II and Phase III Water Penalties</i> and to any other specified conditions as determined by the City of St. Helena or Water Advisory Board. - I am aware of and agree to comply with the Water and Wastewater System Rules and Regulations identified in the St. Helena Municipal Code: http://www.codepublishing.com/CA/StHelena. - I certify that the leak was not the result of neglect, willful or neglectful behavior. - By signing below, applicant acknowledges and consents to the Water Advisory Board's review and use of applicant's customer records for the purpose of making a decision related to this application, and understands that such information, including historical water use, leak information, and other water use related information may be discussed and disclosed at a public meeting. - I am requesting relief under <i>P-FI-0022 Leak Adjustment Policy – Phase II and Phase III Water Penalties</i>. - By signing this form, I certify the information provided is accurate and true, and agree to comply with all requirements set forth in the policy. Failure to comply with Water and Wastewater System Rules and Regulations or falsifying information subjects water/waste water service to termination and possible criminal prosecution.			
Name: Dante Bini		Signature:	Date: 10/9/2021
PLEASE SUBMIT APPLICATIONS TO:		QUESTIONS?	
City of St. Helena: Administrative Services Department – Finance Division 1572 Railroad Avenue St. Helena, CA 94574		Email: water@cityofstheleena.org Phone: 707-968-2745	

Updated 08/07/2021

STAFF USE ONLY	
Leak Application attached	☐
Has Customer Received a Leak Notification: ☐ Yes ☐ No If yes, list all leak notifications sent and date of leak notification:	
Date item to be heard by Water Advisory Board:	
Date customer notified via email the item will be heard by the Water Advisory Board:	
Water use exception is hereby: ☐ Approved ☐ Denied	
Percentage of Penalty to be Adjusted (up to 100% for first leak and up to 50% for subsequent leaks): _____ % of Penalty to be Adjusted _____ Amount of Penalty to be Adjusted	
If denied, reason for denial:	
Date Approved by Water Advisory Board:	
Date notification of Approval/Denial emailed to customer:	
Date adjustment made to customer account:	

From: [Lisandro Gallegos](#)
To: [Yosselyn Valencia](#)
Subject: Re: [External] City of St. Helena- Water
Date: Monday, October 7, 2024 1:48:48 PM
Attachments: [image001.png](#)

Dear Manager of the City of St. Helena:

My name is Dr. Dante Bini; I am 92 years old and my family has been part of our Community since 1982. We have automatically paid our water bill for about 40 years until August 2021, when I received a letter difficult to understand because serious penalties were on that bill. We were given a very large fine for exceeding our water use, and while we knew that there would be a need to conserve water, we were not ready for the fine or the reported water use. The number of units that were reported to be used were unbelievable, and we did not receive a notice warning us of a potential leak, and my personal assistant and our gardener constantly checked our irrigation system. My assistant, Lisandro Gallegos, has been assisting me with this problem for the last three years, and he has been constantly attempting to help me resolve this problem.

We submitted a waiver form soon after we received the penalty, and made sure we adhered to the requirements to have our penalties removed. Our water consumption was reduced by over 70 percent, we installed a Flume to make sure that we kept a close eye on water use. We also submitted a change of occupancy, and corrected an error in our water allotment, updating the size and occupancy of our property as it was very incorrect.

Many attempts were made to have a meeting with someone who could help us understand why we were not getting the fee removed as many of our friends and neighbors did. This was followed by a huge credit that was never explained to us, but was soon reverted to a fee, over a year after we spent months letting the city know about the unexplained credit. We never got a response, and even sent a letter via certified mail to try to get someone to reach out to us to get a meeting.

Last year, we were in Italy while we rented our home (Our source of income) and we were told by our assistant that he received a letter stating that we would have to pay 10,000 dollars to not have our water shut off, and having no other option, we paid the amount. We put our account back on automatic payments, and we have been paying for our water use while the fee was figured out or we got a meeting. It took us nearly 3 years to get a meeting, and to have someone look at our account in earnest. We are thankful someone was finally able to guide us but now we need to see what we can do about having our fees forgiven.

We ask that you please consider removing our penalties, we did everything that was required of us, and even reported, to our potential detriment, a large and unexplained credit. We constantly and promptly replied and acted on any requests from the city

due to these penalties, and we hope that this helps us now that we need your help to resolve this.

Respectfully,

Dr. Dante Bini, Architect

On Fri, Oct 4, 2024 at 4:33 PM Yosselyn Valencia <yvalencia@cityofsthelena.gov> wrote:

Hi Lisandro,

Thank you for meeting with me. Attached is the fee waiver form. Please fill out the form and email it back with the letter. Once I get the letter I will send it over to the City Manager for review.

Thank you,

YOSSELYN VALENCIA

FINANCE MANAGER

City of St. Helena | Administrative Services

1088 College Avenue | St. Helena, CA 94574

Direct: 707-968-2741 | Mobile: 707-312-0014 | yvalencia@cityofsthelena.gov | <http://cityofsthelena.gov/finance>



Water Penalties



April Mitts

To dantebinisystems@gmail.com

Reply Reply All Forward

Fri 6/3/2022 1:24 PM

Dr. Bini,

I hope you are doing well. I wanted to follow up with you and close out the request for a penalty waiver. After review of your account as well as the information provided for the number of people in the household as well as having a large lot exception, the City has applied a credit of \$24,138.09 to your account reducing the total penalties incurred.

Unfortunately I am unable approve the waiving of any other penalties as there is no indication the additional water use was a result of a leak. I have put together the table below so you can see your historical use each month since 2019 as I can see a large jump in use in May 2022. I hope this is helpful, please do not hesitate to reach out to me with any questions.

	January	February	March	April	May	June	July	August	Sept	Oct	Nov	Dec
2022	2	12	11	6	49							
2021	4	6	3	62	89	102	111	118	55	26	3	5
2020	6	22	34	55	55	87	111	51	91	92	44	12
2019	3	1	4	16	9	45	40	27	59	87	34	5

April Mitts
 Administrative Services Director
 1572 Railroad Avenue
 St. Helena, CA 94574
 707.968.2751
amitts@cityofstheleena.org

	January	Feb	March	April	May	June	July	August	Sept	Oct	Nov	Dec
2024	3	2	2	6	21	43	84	56	32	55	5	6
2023	4	3	3	8	35	38	27	36	59	21	19	5
2022	2	12	11	6	49	58	49	41	31	31	15	4
2021	4	6	3	62	89	102	111	118	55	26	3	5
2020	6	22	34	55	55	87	111	51	91	92	44	12
2019	3	1	4	16	9	45	40	27	59	87	34	5
2018	4	1	2	7	25	38	40	43	56	132	38	8
2017	1	3	8	13	35	40	58	46	40	40	29	10

Could not read September due to Tubbs Fire (2017) and Glass Fire (2020). Took the read done in October and divided it equally between the two months

Months Penalties were assessed

2021 Allocation for Months Penalties were Assessed 23.247 39.376 39.376 22.543 20.433

Years	January	Feb	March	April	May	June	July	August	Sept	Oct**	Nov	Dec	Avg. Use	% Decrease from 2021
2021 Actual	4.00	6.00	3.00	62.00	89.00	102.00	111.00	118.00	55.00	26.00	3.00	5.00	584	
8-year	3.38	6.25	8.38	21.63	39.75	56.38	65.00	52.25	52.88	60.50	23.38	6.88	397	-47%
7-year*	3.29	6.29	9.14	15.86	32.71	49.86	58.43	42.86	52.57	65.43	26.29	7.14	370	-37%
2017 - 2020	3.50	6.75	12.00	22.75	31.00	52.50	62.25	41.75	61.50	87.75	36.25	8.75	427	-27%
2022 - 2024	3.00	5.67	5.33	6.67	35.00	46.33	53.33	44.33	40.67	35.67	13.00	5.00	294	-50%

* Does not include 2021

** For penalty calculation recommends, use 2021 actual, since it is less than the average

CITY OF ST. HELENA

RESOLUTION NO. 2024-

**Resolution of the City Council of the City of St. Helena
Making Findings and Determinations Regarding the
Water Penalty Appeal of Dr. Dante Bini**

WHEREAS, On October 27, 2020, the City Council established Phase II Water Regulations and, in accordance with the St. Helena Municipal Code (SHMC), established the Water Advisory Board; and

WHEREAS, In June 2021, the City began charging penalties for water use which exceeded allocations as determined by the SHMC; and

WHEREAS, the City recognized that during a Phase II or Phase III water emergency, penalties may have been incurred as a result of a leak. On July 27, 2021, the City Council adopted a resolution designating that the Water Advisory Board can hear/make a determination for reduction of penalties for those customers who receive a penalty as a result of a water leak; and

WHEREAS, Dr. Bini filed a request for fee waiver for the penalties incurred on his water account in June, July, August, September, and October 2021 totaling \$41,642.08. An administrative denial to remove the penalties occurred on June 3, 2022, because, at that time, there was no indication that the additional water use was a result of a leak.

WHEREAS, The next step for Dr. Bini would have been an appeal to the Water Advisory Board (WAB); however, the WAB disbanded in 2022 prior to the appeal being made. Therefore, it is being presented to the City Council for consideration; and

WHEREAS, the City Council has reviewed the penalty appeal for Dr. Bini and has made the determination as noted below.

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

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

SECTION 2. The City Council has considered the circumstances of the appeal.

SECTION 3. The City Council has determined the following:

_____ Deny the appeal in its entirety

_____ Approve the appeal in its entirety for an amount of \$41,642.08

_____ Grant a portion of the appeal for an amount of \$_____

Approved at a Regular Meeting of the St. Helena City Council on January 14, 2025, by the following vote:

Mayor Paul Dohring: _____

Council Member Aaron Barak: _____

Council Member Michelle Deasy: _____

Council Member Billy Summers: _____

Council Member _____: _____

APPROVED:

ATTEST:

Paul Jamison Dohring, Mayor

Cindy Tzaopoulos, City Clerk



Agenda Report to the City Council

Agenda Section: NEW BUSINESS

Department: Administration

DATE:	January 14, 2025
FROM:	April Mitts, Assistant City Manager
SUBJECT:	Consideration and Proposed Approval of the Formation of a Water/Wastewater Advisory Committee
RECOMMENDED ACTION:	Adopt a Resolution Establishing a Water/Wastewater Advisory Committee and Begin the Recruitment Process.
PREVIOUS COUNCIL ACTION:	10/24/23 - City Council established Water/Wastewater Exploratory (WWE) Committee 11/28/23 - City Council appointed WWE Members 8/27/24 - City Council received WWE Recommendation and provided feedback to staff 10/22/24 - City Council received updated draft Recommendation and provided additional feedback to staff
STATEMENT OF THE PURPOSE:	Establish a Trial Water/Wastewater Advisory Committee
FINANCIAL IMPACT:	There is no need for allocation of monies for the establishment Water/Wastewater Advisory Committee. That said, this establishment will increase staff time required to prepare for meetings and follow-up on research and other tasks associated with the work of the committee.

BACKGROUND:

In accordance with several City Council Goals staff was directed to bring back a committee recommendation for consideration. The purpose of the committee align with the following Council Goals:

- Goal 2: Improve Infrastructure & Further Environmental Sustainability
- Goal 3: Pursue Water Security & Prudent Management of Water Resources

DISCUSSION:

Beginning in 2023, the City Council expressed an interest in establishing a finance committee and in October 2023 the City Council established a committee to explore the formation of a water/wastewater enterprise advisory group. On August 27, 2024, City Council provided direction for the Council Ad Hoc group comprised of Mayor Dohring and Council Member Summers to work with staff to refine specific tasks that could be assigned to a water/wastewater committee. This work was brought back to City Council on October 22, 2024, where additional feedback was received.

Following the October 27, 2024, City Council meeting, staff worked with Mayor Dohring and Council Member Summers to further refine the duties, composition, structure, and term of a Water/Wastewater Advisory Committee (WWAC). A summary is provided below with the full recommendation provided in Attachment A.

Purpose:

The Committee will be an added resource to City Council and staff by providing technical assistance, evaluating long-term needs, developing plans, and serving as an advisory body regarding selected Water and Wastewater Enterprises projects.

Trial Period:

24-month trial period starting in March 2025, meeting every two months (minimum of 10 meetings) with more frequent meetings initially.

Duties:

The Committee serves in an advisory capacity to the City Council on matters pertaining to the Water and Wastewater Enterprises, present and future, as approved by the City Council and aligned with City Council Goals and Objectives, City staff's workplan, and organizational capacity. These matters could include policy formation/updates related to:

1. Protecting and managing water resources.
2. Developing and implementing programs related to water supply, conservation, reuse, demand, and wastewater management.
3. Attendance and reports on relevant countywide commissions and committees.

The first actionable item will be for the Committee to collaborate with staff to develop a work plan for City Council consideration.

Evaluation of Trial Period

At the end of the 24-month trial period the City Council will assess the Committee's effectiveness at the trial's end, considering:

1. Value to Council, Committee members', the community, and staff.
2. Alignment with organizational capacity and productivity.
3. Advancement of community goals and objectives.

Timeline

The recommended timeline is as follows:

- January 14, 2025 - City Council establish the Water/Wastewater Advisory Committee
- January 15, 2025 - Application period begins
- February 7, 2025 - Application period closes
- February 11, 2025 - Candidate interviews and appointments

- March 2025 - First meetings of the new committees.

ENVIRONMENTAL REVIEW:

N/A

GOAL:

Goal 2: Improve Infrastructure & Further Environmental Sustainability

Goal 3: Pursue Water Security & Sustainable Management of Water Resources

DOCUMENTS ATTACHMENTS:

[Attachment A - Water Wastewater Committee Recommendation to Ad Hoc Update 01.03.25](#)

[Resolution - Establishing WWAC](#)

Water/Wastewater Enterprise Committee

Purpose:

The Committee will be an added resource to City Council and staff by providing technical assistance, evaluating long-term needs, developing plans, and serving as an advisory body regarding selected Water and Wastewater Enterprises projects.

Philosophy:

The Committee will look ahead and build a culture where engaged citizens can collaborate with and be supportive of staff. It is a forum to make recommendations to City Council in support of community priorities. The Committee will be forward-thinking in nature, with a focus on current policy issues and long-term planning through policy development that provides sustainability for our community.

Trial Period and Reasoning:

The Committee will operate on a 24-month trial period starting in March 2025, meeting every two months (minimum of 10 meetings) with more frequent meetings initially. This trial is intended to: allow rapport to be built with the Committee members, City Council, and City staff; for the Committee to gain a better understanding of Enterprise needs; and make recommendations on how this Committee can be utilized as a valuable and trusted resource for the City.

Composition, Structure, and Term:

Structure: Brown Act-compliant with five voting members and one alternate. One member may be a ratepayer residing outside City limits.

Qualifications: Members must have experience in technical or business disciplines.

Term: Four-year staggered terms.

Continuation: City Council will evaluate the Committee's effectiveness and may extend or convert it to a standing committee post-trial.

Duties:

The Committee serves in an advisory capacity to the City Council on matters pertaining to the Water and Wastewater Enterprises, present and future, as approved by the City Council and aligned with City Council Goals and Objectives, City staff's workplan, and organizational capacity. These matters could include policy formation/updates related to:

1. Protecting and managing water resources.

2. Developing and implementing programs related to water supply, conservation, reuse, demand, and wastewater management.
3. Attendance and reports on relevant countywide commissions and committees.

Initial focus areas may include, but are not limited to:

- Water supplies and distribution.
- Water demand and conservation.
- Wastewater treatment and collection.
- Water conservation/consumption/reuse.
- Water quality.
- Customer education and input.

The first actionable item will be for the Committee to collaborate with staff to develop a work plan for City Council consideration¹.

Evaluation of Trial Period

City Council will assess the Committee's effectiveness at the trial's end, considering:

1. Value to Council, Committee members', the community, and staff.
2. Alignment with organizational capacity and productivity.
3. Advancement of community goals and objectives.

¹ The Duty and Topic Matric developed during the Water/Wastewater Exploratory Committee meeting may be used as a resource for the development of the workplan (Attachment 1).

Attachment 1

	Duties/Topic
1	Annually, the City Council reviews and updates the taskforce assignments
2	Advise on enterprise operations including: financials, budgets, CIP, rates, and operational issues
3	Pursue opportunities for grants and funding
4	Advise on Water and Wastewater rates during rate study process
5	Provide additional resources for financial advice to staff
6	Technical Guidance - Develop a streamlined process for evaluation of technical details and inputs from suppliers regarding proposed solutions. - Evaluation for merit, projects and proposals meet their intended performance targets (both financially and technically)
7	Recommend to the City Council acquisition, disposition, or repair of facilities, equipment, and supplies related to the Water and Wastewater systems
8	Help structure the process for reporting CIP project and project status/updates
9	Recommend to the City Council plans, rules, and regulations pertaining to the above, including fixing rates, charges, or other payments
10	At the direction of Council, make studies of long-range plans such as: (1) securing sources of domestic water supply that can include all water sources, water reclamation, storage, and conservation; (2) water issues such as recapture and conservation; and (3) infrastructure to accommodate #1 and #2. Take the long term view and make recommendations to City Council
11	Provide a forum for Rate payers to ask questions and voice concerns
12	Advisory Board to the City Council on all matters pertaining to the Water and Wastewater Enterprises
13	Stormwater - someone to look at how to recapture stormwater and find a solution and better ways of doing things
14	Be another set of eyes that are more focused on a particular issue - allows a filter and allows the City Council to let the committee look at the issue and go through a process for recommendation.
15	Review and provide feedback on the City's Cost Allocation Plan which allocates compensation percentages of key staff to the water and wastewater enterprise funds.
16	Work with other Napa County and City organizations to look at best practices for the conservation of water
	POTENTIAL SPECIFIC TASKS BASED ON COUNCIL GOALS AND STAFF WORKPLAN (IDENTIFIED BY STAFF)
17	2.300 Exploration of solar on water/wastewater infrastructure
18	2.614 Develop Recycled Water Master Plan
19	2.615 Explore use of tertiary water (resulting from treatment at the WW plant) to expand the amount of potable water by further treatment and/or mission with water as the reservoir
20	2.1100 Explore limits on City's capacity to provide water to City residents beyond the existing RHNA cycle (part of Safe Yield and Water Neutrality?)
21	3.110 Update Water Neutrality Policy and Safe Yield Analysis
22	3.500 Review Current Water Allocations During Phase II and Phase III Water Emergencies for Recommended Changes
23	3.600 Review Current Penalty Structure for the Phase II and Phase III Water Emergency
24	3.700 Develop and Refine Incentive Programs (Leak Repair, Gray Water, Customer Assessment Services, other rebates/incentives (enhancements and help for low income and/or seniors)
25	3.810 Evaluate and pursue additional water sources (e.g. alternative municipal well, Sites Reservoir in Colusa County, Adventist Health Wells, Rector Dam surplus water, etc.)
26	3.900 Investigate feasibility of using recycled/reclaimed wastewater for either groundwater recharge or for mixing with our domestic water supplies.

CITY OF ST. HELENA

RESOLUTION NO. 2025-

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ST. HELENA ESTABLISHING A WATER AND WASTEWATER ADVISORY COMMITTEE.

RECITALS

- A. In accordance with several City Council goals, the Council directed staff to bring a water and wastewater advisory committee recommendation to City Council for consideration.
- B. The purposes set out for the committees align with the following established City Council Goals:

Goal 2: Improve Infrastructure & Further Environmental Sustainability

Goal 3: Pursue Water Security & Prudent Management of Water Resources.

- C. The City Council desires to establish the following Advisory committee:
 - 1. Water/Wastewater Advisory Committee (WWAC).

RESOLUTION

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

- 1. The Council hereby establishes a Water/Wastewater Advisory Committee, on a 24-month trial basis, commencing on the date of appointment of members to the Advisory Committee for the purposes identified in the Water/Wastewater Advisory Committee Summary (Attachment 1); and
- 2. The City Clerk is directed to provide notice to applicants seeking to participate in the Water/Wastewater Advisory Committee; and
- 3. Applications will be accepted from January 15, 2025 through February 7, 2025; and
- 4. Candidate interviews and appointments are scheduled for February 11, 2025.

Approved at a Regular Meeting of the St. Helena City Council on January 14, 2025,
by the following vote:

Mayor Paul Dohring: _____

Council Member Aaron Barak: _____

Council Member Michelle Deasy: _____

Council Member Billy Summers: _____

Council Member _____: _____

APPROVED:

ATTEST:

Paul Jamison Dohring, Mayor

Cindy Tzaopoulos, City Clerk

Garry Rose
Vineyard Avenue
St. Helena

01/12/2025

Re: January 14, 2025 Regular City Council Meeting

Item 13.3 Adopt a Resolution Establishing a Water/Wastewater Advisory Committee...

Honorable Mayor and City Council Members

Members of the community have worked for over 3 years to establish a Water/Wastewater Advisory Committee. Along with the work of an Ad Hoc exploratory committee and the additional support from Mayor Dohring, this item is now on the agenda.

Attachment 1 of this agenda item is a 26 item list of Duties/Topic and is referenced in the Resolution to be adopted. I would suggest that item 12 of this list "Advisory Board to the City Council on all matters pertaining to the Water and Wastewater Enterprises", renders the other 25 items redundant.

I would suggest the title of this list be "Example Duties/Topics", and paragraph 1 of the Resolution 2025- revised to read *"1. The Council hereby establishes a Water/Wastewater Advisory Committee, on a twenty four (24) month trial basis, commencing on the date of appointment of members to the Advisory Committee for all matters pertaining to the Water and Wastewater Enterprises; and"*.

This will reduce the number of duties/topics from the list of 26 to a single item number 12, simplify the resolution and still provide the committee members with a list of example or suggested topics to consider.

I would like to thank Mayor Dohring for his support and the staff for preparing this very important resolution. I would encourage the city council members to approve this resolution and officially establish a St. Helena Water and Wastewater Advisory Committee.

Thank you,

Respectfully submitted

Garry L. Rose



Agenda Report to the City Council

Agenda Section: NEW BUSINESS

Department: Administration

DATE:	January 14, 2025
FROM:	Cindy Tzaopoulos, City Clerk
SUBJECT:	Approval of a resolution appointing four applicants to the Finance Committee and ATSC
RECOMMENDED ACTION:	Staff recommends adopting a resolution appointing applicants to the Finance Advisory Committee and ATSC.
PREVIOUS COUNCIL ACTION:	8/24/24 - City Council indicated interest in establishing a Finance Committee. 10/2/24 - Staff presented to City Council a draft Finance Committee recommendation and Council provided direction to bring a refined recommendation back on 11/12/24. 11/12/24 - City Council approved a resolution authorizing the establishment of a Finance Committee
STATEMENT OF THE PURPOSE:	To fill positions in the recently created committee and appoint someone to the ATSC.
FINANCIAL IMPACT:	None

BACKGROUND:

On November 12, 2024, City Council authorized the formation of a new Finance Advisory Committee. On November 13, 2024, the City Clerk advertised a recruitment seeking applicants from the community to fill positions in the newly created committee.

The City Clerk didn't receive sufficient ATSC applications in June 2024 and two alternate positions were left vacant.

DISCUSSION:

The recruitment seeking applicants from the community to fill the terms of office concluded on January 6, 2025 for the Finance Advisory Committee. The City received a total of seven applications.

The committee will be comprised of 1 member of the City Council and 4 residents. The five voting members will serve 2-year staggering terms. Because the committee is being established mid-year, the initial terms will be as follows:

- Three committee members (1 council member and 2 residents) will serve an initial 2-year term expiring June 30, 2027; and
- Two committee members (2 residents) will serve an initial 1-year term expiring June 30, 2026.

Per City Council Rules of Procedures appointments shall be made by interview and the Mayor shall nominate applicants with the appointments subject to approval by the majority of Council. The City Council convened an applicant interview meeting on January 14, 2025 at 4:30 p.m. in the Vintage Hall Wellness Center.

Finance Ad Hoc Committee

Four openings:

1. 2-year term expiring June 30, 2027
2. 2-year term expiring June 30, 2027
3. 1-year term expiring June 30, 2026
4. 1-year term expiring June 30, 2026

Applications were received from Arlene Corsetti, Chris Warner, Garry Rose, George Schisler, Kate Spadarotto, Mark Smithers and Richard Garber.

The City received one application from Tony Rabin for the ATSC.

Should Council decide not to appoint all four positions from the current applicants, staff would re-advertise the recruitment.

ENVIRONMENTAL REVIEW: N/A

GOAL:

Goal 1: Strengthen Financial Sustainability

Goal 2: Improve Infrastructure & Further Environmental Sustainability

Goal 3: Pursue Water Security & Sustainable Management of Water Resources

Goal 4: Provide Effective Community Information & Opportunities for Engagement

Goal 7: Enhance Organizational Effectiveness

Goal 8: Implement Capital Improvement Plans (CIP) Projects Miscellaneous/Other

DOCUMENTS ATTACHMENTS:

[Finance Committee Application - Mark Smithers](#)

[Finance Committee Application - Richard Garber](#)

[Finance Committee Application - Garry Rose](#)

[Finance Committee Application - George Schisler](#)

[Finance Committee Application - Kate Spadarotto](#)

[Finance Committee - Gregg Dawley](#)

[Finance Committee Application - Christopher Warner](#)

[Finance Committee Application - Arlene Corsetti](#)

[Attachment - Finance Advisory Committee Resolution](#)

[Active Transportation and Sustainability Committee Alternate Application - Tony Rabin](#)

[ATSC Appointments Resolution](#)



City of St. Helena

CA-24-039

COMMISSION/COMMITTEE APPLICATION

Received Date: December 30, 2024

Application Type: Finance Committee

NAME: Mark Smithers

ADDRESS: 1819 Vallejo Street, St Helena, CA, 94574

PHONE: 7072904508

EMAIL ADDRESS: mstahoe75@outlook.com

LENGTH OF RESIDENCY: 35 years

EMPLOYMENT STATUS: Retired

REASON FOR APPLYING: I think it is important to give back to our community where we have the expertise and interest that will benefit everyone including the city council and local government.

EDUCATIONAL BACKGROUND: BS in Business majoring in both Accounting and Finance.
California licensed Certified Public Accountant.

OTHER RELEVANT EXPERIENCE: 1981 - 1989 Senior Manager KPMG International San Francisco
1989 - 1994 Chief Financial Officer Joseph Phelps Vineyards
1995 - 2025 Chief Financial Officer and Family Financial Advisor Trinchero Family Estates

COMMUNITY INVOLVEMENT: Board member Roger Trinchero Family Foundation
Napa RCD stream watch monitor
Assist with NV Land Trust monitoring
Previous Boy Scout Troop One supporting parent
Years of soccer coaching
Years of baseball coaching

REFERENCE 1: Name: Roger Trinchero
Address: St Helena
Phone Number(s): 707 963 3104
Email: rtrinchero@tfewines.com

REFERENCE 2: Name: Joel Gott
Address: St Helena
Phone Number(s): 707 963 3365
Email: jg@gottwines.com

REFERENCE 3: Name: Dr April Mitts
Address: City Hall
Phone Number(s): 707 967 2792
Email: amitts@cityofstheleena.org

GENERAL QUESTIONS:

Have you ever attended a meeting of the Commission to which you are applying?

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No, the committee did not previously exist

What is your understanding of the role and responsibility of this Commission?

Our role is to help the city council and city government review financial and budget areas to develop areas of monetary efficiency consistent with our city's strategic goals and needs while supporting the community with a better understanding of the current financial situation

What would be your goal(s) as a Commissioner?

To ensure fair and balanced review of our budgets and spending priorities while advising city government and the community of ways to improve our current financial situation in a manner that is thoughtful and transparent while ultimately accepted by our community so that we can all rally around specific proposals.

Have you previously served, or do you currently serve, on a St. Helena Commission or Committee? If yes, which one(s) and for what period of time?

2022-2023 Water and Wastewater Rate Study Advisory Committee

2017-2018 SHAPE Committee

Adhoc Water and Wastewater rate review committee

Is there anything else you would like us to consider when reviewing your application?

It is my hope you will select community members that have the financial expertise and / or analytical skills to delve into and understand significant amounts of financial information. This is an extremely important committee.

I agree that all of the information contained in my responses to the questions on this application are true and accurate to the best of my knowledge. I further agree that, by checking the box below and submitting this application, online or otherwise, I am affixing my digital signature to this form as of the date submitted. I also agree that if appointed, I will serve on the Commission/Committee for which I have submitted this application.

☒ I AGREE

Mark B Smithers

December 30, 2024

THIS DOCUMENT AND ALL ATTACHMENTS ARE AVAILABLE FOR PUBLIC INSPECTION



City of St. Helena

CA-24-035

COMMISSION/COMMITTEE APPLICATION

Received Date: November 17, 2024

Application Type: Finance Committee

NAME: Richard Garber

ADDRESS: 1635 Stockton ST, Saint Helena, CA, 94574

PHONE: 4045134205

EMAIL ADDRESS: ragarber@me.com

LENGTH OF RESIDENCY: Saint Helena

EMPLOYER: Ashton Thomas Private Wealth

EMPLOYMENT STATUS: Employed

REASON FOR APPLYING: I hope to bring my 35 years of experience in wealth management and financial planning to bear in shaping Saint Helena's financially sustainable future

EDUCATIONAL BACKGROUND: BBA in Economics

Certified Private Wealth Advisor designation from The Investments and Wealth Institute/The Univ of Chicago Booth school of Business

COMMUNITY INVOLVEMENT: Board Chairman, Cinema Napa Valley
Board Treasurer, Nimbus Arts

REFERENCE 1: Name: Chris Phelps
Address:
Phone Number(s): +1 (707) 486-9779
Email: cphelps.sthelena@gmail.com

REFERENCE 2: Name: Dana Johnson
Address:
Phone Number(s): 1 (707) 738-8942
Email: danaelisejohnson@gmail.com

REFERENCE 3: Name: Elyse Walker
Address:
Phone Number(s): +1 (310) 729-3843
Email: ew@elysewalker.com

GENERAL QUESTIONS:

Have you ever attended a meeting of the Commission to which you are applying?

No

What is your understanding of the role and responsibility of this Commission?

To assess the current financial situation and make recommendations to City Council for a fiscally prudent and sustainable community.

What would be your goal(s) as a Commissioner?

No necessarily

THIS DOCUMENT AND ALL ATTACHMENTS ARE AVAILABLE FOR PUBLIC INSPECTION

Have you previously served, or do you currently serve, on a St. Helena Commission or Committee? If yes, which one(s) and for what period of time?

No

I agree that all of the information contained in my responses to the questions on this application are true and accurate to the best of my knowledge. I further agree that, by checking the box below and submitting this application, online or otherwise, I am affixing my digital signature to this form as of the date submitted. I also agree that if appointed, I will serve on the Commission/Committee for which I have submitted this application.

☒ I AGREE

Richard A. Garber

November 16, 2024



City of St. Helena

CA-24-038

COMMISSION/COMMITTEE APPLICATION

Received Date: December 28, 2024

Application Type: Finance Committee

NAME: Garry Rose

ADDRESS: 1753 Vineyard Avenue, St. Helena, CA, 94574

PHONE: (707) 963-3834

ALTERNATIVE PHONE: (916) 626-0275

EMAIL ADDRESS: garry547@mail.com

LENGTH OF RESIDENCY: 34 years

EMPLOYMENT STATUS: Retired

REASON FOR APPLYING: Add my expertise and apply my experience to strengthening the financial well being of the City of St. Helena

EDUCATIONAL BACKGROUND: Boise High School, Boise Idaho. Graduated spring of 1965.
Bachelor of Science Mechanical Engineering (BSME), University of Idaho, Moscow, ID. 05/31/1970
Master of Science Mechanical Engineering (MSME), University of Idaho, Moscow, ID. 12/20/1974

OTHER RELEVANT EXPERIENCE: Registered Professional Engineer, State of CA license number M 25240.
Member ASTM International (American Society for Testing and Materials). Member of committee B05, Copper and Copper Alloys.
Past Principal and Co-Owner of Mechanical/Electrical consulting firm.

REFERENCE 1: Name: Mark Smithers
Address: 1819 Vallejo St., St. Helena, CA 94574
Phone Number(s): (707) 290-4508
Email: msmithers@tfewines.com

REFERENCE 2: Name: David Knudsen
Address: 1721 Pine Street, St. Helena, CA 94574
Phone Number(s): (415) 613-5242
Email: dknudsen@gmail.com

REFERENCE 3: Name: John (Jack) Dugan
Address: 1720 Vineyard Avenue, St. Helena, CA 94574
Phone Number(s): (619) 987-9050
Email: jdugan915@gmail.com

GENERAL QUESTIONS:

Have you ever attended a meeting of the Commission to which you are applying?

No

What is your understanding of the role and responsibility of this Commission?

Assist the City Council with decisions regarding alignment of the expectations of the citizens, city

THIS DOCUMENT AND ALL ATTACHMENTS ARE AVAILABLE FOR PUBLIC INSPECTION

council, and city staff. With common expectations, assist the city council with decisions that will allow for maintaining the services desired for the City of St. Helena with the revenue available.

What would be your goal(s) as a Commissioner?

1. Assist citizens, city council and city staff to agree on the expectations for how St. Helena spends available revenue.
2. Assist in the development of a plan to eliminate future budget shortfalls.

Have you previously served, or do you currently serve, on a St. Helena Commission or Committee? If yes, which one(s) and for what period of time?

Latest Utility Rate Study Committee for full term.

Is there anything else you would like us to consider when reviewing your application?

I am extremely interested in the financial condition of the City of St. Helena and will devote whatever time is necessary as a member of this committee to help strengthen the Cities finances.

I agree that all of the information contained in my responses to the questions on this application are true and accurate to the best of my knowledge. I further agree that, by checking the box below and submitting this application, online or otherwise, I am affixing my digital signature to this form as of the date submitted. I also agree that if appointed, I will serve on the Commission/Committee for which I have submitted this application.

☒ I AGREE

Garry L. Rose

December 28, 2024

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City of St. Helena

CA-24-037

COMMISSION/COMMITTEE APPLICATION

Received Date: December 20, 2024

Application Type: Finance Committee

NAME: George Schisler
ADDRESS: 1240 Stockton St, St Helena, California, 94574
PHONE: 5103900216
EMAIL ADDRESS: g_schisler@yahoo.com
LENGTH OF RESIDENCY: 6 years
EMPLOYER: Self
EMPLOYMENT STATUS: Part-time
REASON FOR APPLYING: Interested in helping the community. I previously served on the St. Helena Water Advisory Board.
EDUCATIONAL BACKGROUND: B.S.E Economics, Wharton Business School, University of Pennsylvania
 JD. University of Michigan Law School,

OTHER RELEVANT EXPERIENCE: For the last 26 years, I worked at Lam Research Corporation, a publicly traded semiconductor equipment company in Fremont. In my last role, as interim CLO, I managed a legal group with approximately 100 employees and a budget exceeding \$50M a year.

COMMUNITY INVOLVEMENT: City of St. Helena Water Advisory Board, 2021-2013
REFERENCE 1: Name: Lester Hardy
 Address:
 Phone Number(s): 707-967-9610
 Email:

REFERENCE 2: Name: Oliver Caldwell
 Address:
 Phone Number(s): 415-999-9272
 Email:

REFERENCE 3: Name: Tom Allen
 Address:
 Phone Number(s): 415-990-0240
 Email:

GENERAL QUESTIONS:

Have you ever attended a meeting of the Commission to which you are applying?

No

What is your understanding of the role and responsibility of this Commission?

Very limited. I assume from the title and description that the Commission will review the City's financial condition and make recommendations for adjustments that might be needed.

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What would be your goal(s) as a Commissioner?

To provide for the long term welfare of the city of St. Helena and its citizens.

Have you previously served, or do you currently serve, on a St. Helena Commission or Committee? If yes, which one(s) and for what period of time?

Yes. Water Advisory Board. 2021-2023. See, for example:
<https://sthelena.civicweb.net/document/61211/>

Is there anything else you would like us to consider when reviewing your application?

If there's anything I can do to help, just let me know.

I agree that all of the information contained in my responses to the questions on this application are true and accurate to the best of my knowledge. I further agree that, by checking the box below and submitting this application, online or otherwise, I am affixing my digital signature to this form as of the date submitted. I also agree that if appointed, I will serve on the Commission/Committee for which I have submitted this application.

☒ I AGREE

George M Schisler

December 20, 2024



City of St. Helena

CA-24-034

COMMISSION/COMMITTEE APPLICATION

Received Date: November 15, 2024

Application Type: Finance Committee

NAME: Kate Spadarotto

ADDRESS: 2649 CHABLIS CT, Saint Helena, CA, 94574

PHONE: 7073216231

EMAIL ADDRESS: katespadarotto@gmail.com

LENGTH OF RESIDENCY: Saint Helena

EMPLOYER: Self - Realtor - Owner of Blue Oasis Wines

EMPLOYMENT STATUS: Employed

REASON FOR APPLYING: I would like to provide my experience and knowledge to help better the town of St. Helena for all of its residents.

EDUCATIONAL BACKGROUND: BA, Psychology & Education | University of Delaware | May 2001
Certificate in Winemaking | UC Davis | December 2023

OTHER RELEVANT EXPERIENCE: Blue Oasis Wines
Proprietor | August 2014 to Present

Al-Razaq Computing Services at NASA Ames Research Center, Mountain View, CA
Budget Analyst | December 2010 to June 2011

Newsday a division of Cablevision, Melville, NY

Purolator, Jericho, NY
Financial Analyst | October 2006 to March 2007

Circulation Revenue Financial Analyst | March 2007 to November 2009
Revenue Advertising Financial Analyst

Accenture, Wilmington, DE
Financial Analyst | January 2003 to October 2006

Aramark/University of Delaware Blue and Gold Club, Newark, DE
Assistant Director | May 2001 to January 2003
Office Manager

COMMUNITY INVOLVEMENT: I have been teaching CCD (specifically the sacraments of Reconciliation and First Communion) for 10 years at the St. Helena Catholic Church. I am also a Eucharistic Minister at the Church.

REFERENCE 1: Name: Steve Spadarotto - husband

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Address: 2649 Chablis Ct., St. Helena, CA 94574
 Phone Number(s): 707-205-7385
 Email: spadarotto@aol.com

REFERENCE 2:

Name: Father Manuel Chavez
 Address: St. Helena Catholic Church
 Phone Number(s): 707-963-1228
 Email: chams59@yahoo.com

REFERENCE 3:

Name: Bill Leigon - was President of Hahn Family Wines and longtime friend
 Address:
 Phone Number(s): 707-738-1072
 Email: williamlleigon@gmail.com

GENERAL QUESTIONS:

Have you ever attended a meeting of the Commission to which you are applying?

No

What is your understanding of the role and responsibility of this Commission?

To help with determining short and long-term financial issues and cost-cutting within the city of St. Helena

What would be your goal(s) as a Commissioner?

To balance the budget.

Have you previously served, or do you currently serve, on a St. Helena Commission or Committee? If yes, which one(s) and for what period of time?

No

Is there anything else you would like us to consider when reviewing your application?

I have run my businesses and helped other businesses run theirs with success. I have noteworthy analytical skills and am very detail oriented.

I agree that all of the information contained in my responses to the questions on this application are true and accurate to the best of my knowledge. I further agree that, by checking the box below and submitting this application, online or otherwise, I am affixing my digital signature to this form as of the date submitted. I also agree that if appointed, I will serve on the Commission/Committee for which I have submitted this application.

☒ I AGREE

Kate Spadarotto

November 15, 2024

THIS DOCUMENT AND ALL ATTACHMENTS ARE AVAILABLE FOR PUBLIC INSPECTION

KATE JONES SPADAROTTO

St. Helena, CA | 707-321-6231 | katespadarotto@gmail.com

PROFESSIONAL PROFILE: An organized, highly motivated, determined, goal-oriented self-starter who is looking to utilize my education and experience to further my career.

AREAS OF EXPERTISE

- Strategic Planning
- Leadership
- Management
- Financial Analysis & Reporting
- Direct-to-Consumer Sales
- Accounting & Finance
- Business Development

TECHNICAL SKILLS

MO Suite: Excel, Power Point, Word, and Access, MicroJPlus, Oracle, SAP, Comet, Business Warehouse (BW), Hyperion Essbase, Admarc, Business Objects, AS400, TNVT, KEA

EDUCATION

BA, Psychology & Education | University of Delaware | May 2001
Certificate in Winemaking | UC Davis | December 2023

WORK EXPERIENCE

Sotheby's International Realty

Realtor ® | October 2016 to Present

License # 02014569

- Analyzed the market to become an expert in northern Napa Valley.
- President of North Bay Association of Realtors 2024
- Director of the California Association of Realtors since April 2020
- Member Local Government Relations Committee since 2016

Blue Oasis Wines

Proprietor | August 2014 to Present

- Responsible for all sales, book keeping, maintaining accounts, gaining new accounts, website production, updating social media, creating all POS, delivering wine and budgeting/forecasting.
- Received Editors' Choice and 94 points on the 2014 Docker Hill Pinot Noir and 92 points on the 2014 Costa Vineyards from Wine Enthusiast.
- Received Double Gold for 2014 Docker Hill Pinot Noir from San Francisco Chronicle.
- Received 93 points for 2014 Docker Hill Pinot Noir and 91 points for 2014 Costa Vineyard.

Jamieson Ranch Vineyards, Napa, CA

Direct To Consumer, Regional, and Culinary Manager | September 2013 to August 2014

- Creating a presence in new states with new distributors/brokers.
- Doubling traffic and sales within 2 months through training of staff and instillation of better customer experience.
- Providing structure and solid communication to create a more efficient and productive work environment.
- Improving front and back end to sales and reporting through consolidation of operating systems and fulfillment house as well as new reporting strategies.

Hahn Family Wines, Napa, CA

Direct To Consumer Manager | May 2012 to August 2013

- Responsible for doubling sales in the tasting room in Lodi.
- Increased sales by 15% year over year in the tasting room in Soledad.
- Improved number of members, online sales, and tasting room sales through personal creation and analysis of a dashboard.
- Instilled better internal communication to increase efficiency and moral.
- Created training manual for all Consumer related responsibilities.

Robert Half Finance & Accounting, San Jose, CA

Recruiting Manager | June 2011 to March 2012

- Increased client and candidate satisfaction by matching the right candidates with the positions in an efficient manner.
- Created new and continued business through building great relationships and referrals from companies and candidates.
- Created new business through the addition of 4 new clients.
- Promoted from the temporary/temporary-to-hire division to the permanent/direct-hire division.

Al-Razaq Computing Services at NASA Ames Research Center, Mountain View, CA

Budget Analyst | December 2010 to June 2011

- Improved efficiency and better tracking of funding through the creation of more efficient spreadsheets.
- Tracked and recorded costs in SAP and Business Warehouse.
- Ensured enough funding available to cover costs.
- Phased and allocated budgets for multiple contracts.

Newsday a division of Cablevision, Melville, NY

Circulation Revenue Financial Analyst | March 2007 to November 2009

Revenue Advertising Financial Analyst

- Responsible for gathering, analyzing and reporting data to accurately build 2010 advertising and circulation revenue budget.
- Created budget and projection for all categories within revenue advertising.
- Improved sales through daily analysis of revenue in Business Objects and reported prior year/projection variances by category and client.
- Ensured client satisfaction through the handling of all contracts prior to system input.
- Engaged in direct contact with the president, vice president, directors, and managers daily to discuss anything that may have a major impact on the revenue for the week and tracked accounts to analyze any trends.
- Managed the incentive program for National sales force.

Purolator, Jericho, NY

Financial Analyst | October 2006 to March 2007

- Saved company over \$10,000 by researching and analyzing client profitability.
- Analyzed expense and revenue for specific regions of the company to ensure accurate reporting.
- Helped growing company ensure correct regional reporting by creating and updating contract allocation table in Microsoft Access.
- Researched client freight movement and rates to ensure accurate margins.
- Analyzed client profitability and participated in discussions to change current processes in order to increase margin.

Accenture, Wilmington, DE

Financial Analyst | January 2003 to October 2006

- Saved company \$13,000 by instituting new process of ensuring invoices paid on time.
- Analyzed and resolved reasons for changes between Plan and Actuals.
- Increased productivity by investigating any variances between the different accounting/financial software programs and reached out to necessary resources to fix the problem.
- Engaged in direct client contact for invoice discrepancies.
- Researched and applied any unapplied cash for the entire engagement.
- Determined over/under recognition of revenue by keeping the revenue recognition and inventory reconciliation spreadsheets up to date with current information.
- Promoted from Processing Lead/Subject Matter expert to Executive Assistant and then to Financial Analyst.

Aramark/University of Delaware Blue and Gold Club, Newark, DE

Assistant Director | May 2001 to January 2003

Office Manager

- Insured proper usage of the Cash Fund & Petty Cash by doing weekly reconciliations of the cash and receipts.
- Oversaw a staff of fifteen servers and office help.
- Increased customer care through better customer service.
- Implemented improvements based on member and department feedback.
- Composed and implemented an Office Training Manual.
- Created better communication with high executives.



City of St. Helena

CA-25-004

COMMISSION/COMMITTEE APPLICATION

Received Date: January 9, 2025

Application Type: Finance Committee

NAME: Gregg Dawley
 ADDRESS: 2700 Spring Street, St Helena, CA, 94574
 PHONE: 310-614-6325
 EMAIL ADDRESS: godawley@gmail.com
 LENGTH OF RESIDENCY: 3+ Years
 EMPLOYMENT STATUS: Retired
 REASON FOR APPLYING: In three short years, my wife and I have determined St.Helena is the place we want to live out our retirement, and I think my background and personality lend themselves to making a positive contribution to the finance committee.
 EDUCATIONAL BACKGROUND: Eisenhower High School, Yakima, WA (1971 - 1973)
 Lawrence University - BA in Economics (1973 - 1977)
 University of Southern California - MBA - Finance (1977 - 1979)
 OTHER RELEVANT EXPERIENCE: Lawrence University - Investment Committee overseeing the \$450M endowment (2021 - present)
 Lawrence University - Real Estate Working Group overseeing 2 major on-campus developments and 1 significant land acquisition (2022 - present)
 REFERENCE 1: Name: Will Densberger/Pavi Micheli
 Address: 1111 Main St, Suite A, St Helena, CA 94574
 Phone Number(s): 707-483-7889/707-738-2219
 Email: will@nvwineestates.com/pavi.micheli@engelvoelkers.com
 REFERENCE 2: Name: Everett Dowling
 Address: 2005 Main Street, Wailuku, HI 96793
 Phone Number(s): 808-280-5600
 Email: everett@dowlingco.com
 REFERENCE 3: Name:
 Address:
 Phone Number(s):
 Email:

GENERAL QUESTIONS:

Have you ever attended a meeting of the Commission to which you are applying?

No

What is your understanding of the role and responsibility of this Commission?

Act in an advisory capacity, providing City Council members clear and concise analysis and materials to help (1) formulate and prioritize public policy and (2) communicate more effectively with the residents of the City.

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What would be your goal(s) as a Commissioner?

Provide meaningful analysis and strategic input having a positive impact on the future health and vitality of this great town.

Is there anything else you would like us to consider when reviewing your application?

You will see below a pdf containing a brief review of my employment history.

I would like to include as a reference Jeff Dritley, President of Kearny Real Estate Company as a recent partner and colleague. Unfortunately, he and his family have been impacted by the fires in Pacific Palisades and will need to wait to contact him.

I agree that all of the information contained in my responses to the questions on this application are true and accurate to the best of my knowledge. I further agree that, by checking the box below and submitting this application, online or otherwise, I am affixing my digital signature to this form as of the date submitted. I also agree that if appointed, I will serve on the Commission/Committee for which I have submitted this application.

☒ I AGREE

Gregg Dawley

January 9, 2025

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Gregg O. Dawley

Gregg's career spans three decades in corporate real estate positions, including roughly 10 years each at CBRE, AEW Capital Management, and Morgan Stanley. At CBRE, he performed asset and development management services across multiple markets and property types, including a large specialty retail development in Georgetown. At AEW, Gregg performed both investing and asset management services focused in the southwest markets, and was instrumental opening a west coast presence in LA. As a managing director at MS, he served as co-head of real estate operations for investing activity on the west coast, Hawaii, and Mexico. During his time at MS, Gregg specialized overseeing large master plan community and resort property investments.

Since leaving MS in 2009, Gregg established his own investment and advisory business, Dawley & Co. During the period 2010-2014, he collaborated with Kearny Real Estate Co acquiring and successfully working out nearly \$500mm of non-performing loans across three discrete portfolios. More recently, and for nearly five years, Gregg provided direct oversight of a \$300mm industrial portfolio for a high net worth family based in LA, with assets concentrated mostly in Austin and Dallas.

Gregg received a bachelor's degree from Lawrence University (Appleton, Wi) and an MBA from the University of Southern California. He currently sits on an investment committee overseeing a \$500mm endowment fund for his undergraduate alma mater.



City of St. Helena

CA-25-002

COMMISSION/COMMITTEE APPLICATION

Received Date: January 2, 2025

Application Type: Finance Committee

NAME: Christopher Warner

ADDRESS: 1434 Grayson Avenue, Saint Helena, California, 94574

PHONE: 4153099572

ALTERNATIVE PHONE: 4153099572

EMAIL ADDRESS: chrisjwarner52@gmail.com

LENGTH OF RESIDENCY: Saint Helena

EMPLOYMENT STATUS: Retired

REASON FOR APPLYING: Provide professional and collaborative advice and support for the City's financial, budget and cost-saving goals and initiatives under the direction of the City Council and City staff

EDUCATIONAL BACKGROUND: J.D, Ohio State University College of Law, 1977
 Natural Resources Program, Univ. Denver Law School, 1976- 1977
 A.B. with honors, Denison University, 1974
 Junior Semester abroad, Wroxton College, Near Banbury, England
 Active member of California State Bar, 1988 to present

OTHER RELEVANT EXPERIENCE: Vice Chair, St. Helena Planning Commission
 Chair, St. Helena Measure H Advisory Committee
 Member, St. Helena Parks and Recreation Commission
 47 years professional legal advice and counsel to corporate clients, including re. accounting, financial, and public utility ratemaking issues and implementation
 Member of board and counsel, Napa Firewise Communities Association
 Co-leader, St. Helena Fire Safe Council
 Commissioner, Bay Conservation & Development Commission
 Counsel, United States Senate & House of Representatives
 Deputy Assistant Secretary, U.S. Department of Energy
 Director, cabinet level Delaware State Energy Office

COMMUNITY INVOLVEMENT: See above re. City of St. Helena Planning Commission, Parks and Recreation & Measure H Advisory Committee; also co-leader, St. Helena Fire Safe Council and Board member, Napa Communities Firewise Foundation

REFERENCE 1: Name: Paul Dohring
 Address:, Mayor
 Phone Number(s):
 Email:

REFERENCE 2: Name: Aaron Barak, City Council Member
 Address:

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Phone Number(s):

Email:

REFERENCE 3:

Name: Lester Hardy

Address: Former City Council Member

Phone Number(s):

Email:

GENERAL QUESTIONS:

Have you ever attended a meeting of the Commission to which you are applying?

Committee is new, no meetings yet. I have attended and testified at numerous meetings of the St. Helena City Council; St. Helena Planning Commission and St. Helena Measure H. Advisory Committee

What is your understanding of the role and responsibility of this Commission?

Provide professional and expert advice and support to City Council and City staff on key financial, fiscal, budget and revenue issues assigned to the Committee by the City Council and City staff per the Committee charter and resolution

What would be your goal(s) as a Commissioner?

Provide timely professional, technical, collegial and collaborative support, advice and counsel to the City Council and City staff on issues assigned to the Committee by the City Council and City staff.

Have you previously served, or do you currently serve, on a St. Helena Commission or Committee? If yes, which one(s) and for what period of time?

See above: St. Helena Planning Commission, Measure H Advisory Committee, Parks and Recreation Commission

Is there anything else you would like us to consider when reviewing your application?

I have extensive legal and technical experience in advising on public financial, fiscal and financial matters, including administering and understanding public agency budgets and financial reports, in a collegial and consensus-building manner.

I agree that all of the information contained in my responses to the questions on this application are true and accurate to the best of my knowledge. I further agree that, by checking the box below and submitting this application, online or otherwise, I am affixing my digital signature to this form as of the date submitted. I also agree that if appointed, I will serve on the Commission/Committee for which I have submitted this application.

☒ I AGREE

Christopher James Warner

January 2, 2025

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City of St. Helena

CA-25-003

COMMISSION/COMMITTEE APPLICATION

Received Date: January 2, 2025

Application Type: Finance Committee

NAME: Arlene Corsetti

ADDRESS: 1401 Spring Street, St Helena, CA, 94574

PHONE: 7079638526

ALTERNATIVE PHONE: 4158301291

EMAIL ADDRESS: arlenecorsetti07@comcast.net

LENGTH OF RESIDENCY: St Helena

EMPLOYMENT STATUS: Retired

REASON FOR APPLYING: I have a significant background in Finance and have studied the St Helena financials as part of the Napa County Grand Jury . I have also kept abreast of the financials of the city on a yearly basis.

EDUCATIONAL BACKGROUND: UC Berkeley BA in Political Economics, McGill University MA in Political Economics,

OTHER RELEVANT EXPERIENCE: In the business arena have run budgets from \$million dollars to \$600 million. In all cases we were able to meet budgetary objectives.

COMMUNITY INVOLVEMENT: St Helena Water Rate committee, Board member March of Dimes, Board member La Rabida Childrens Hospital, Board Member Ascension Health, WASH water committee President.

REFERENCE 1: Name: Billy Summers
Address:
Phone Number(s): 310-625-7242
Email:

REFERENCE 2: Name: Annie Offord
Address:
Phone Number(s): 707-294-4109
Email: anneofford@hotmail.com

REFERENCE 3: Name: Gary Rose
Address:
Phone Number(s): 916-626-0275
Email:

GENERAL QUESTIONS:

Have you ever attended a meeting of the Commission to which you are applying?

This commission has not been active.

What is your understanding of the role and responsibility of this Commission?

To work to understand our current financials and make recommendations to the City Council

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What would be your goal(s) as a Commissioner?

For the Council and citizens to have a full understanding of the current budget, to recommend changes if needed to meet city objectives and to be forward thinking to match budget to revenue objectives

Have you previously served, or do you currently serve, on a St. Helena Commission or Committee? If yes, which one(s) and for what period of time?

Water Rate Study Commssion

Is there anything else you would like us to consider when reviewing your application?

I have lived full time in St Helena since 2013, have owned property since 1990 and have been active in the Water Enterprise issues

I agree that all of the information contained in my responses to the questions on this application are true and accurate to the best of my knowledge. I further agree that, by checking the box below and submitting this application, online or otherwise, I am affixing my digital signature to this form as of the date submitted. I also agree that if appointed, I will serve on the Commission/Committee for which I have submitted this application.

☒ I AGREE

Arlene B Corsetti

February 1, 2025

THIS DOCUMENT AND ALL ATTACHMENTS ARE AVAILABLE FOR PUBLIC INSPECTION

CITY OF ST. HELENA
RESOLUTION NO. 2025-
APPOINTING FOUR COMMUNITY MEMBERS TO THE
FINANCE AD HOC COMMITTEE

RECITALS

- A. On November 12, 2024, City Council authorized the formation of the new advisory Finance Ad Hoc Committee; and
- B. The City of St. Helena is committed to promoting transparent governance and maintaining sound financial practices. The creation of the Finance Advisory Committee will provide a structured forum for detailed review of financial matters and will assist the City Council by offering recommendations regarding budgeting, financial policies, and other fiscal issues. The establishment of this committee will help ensure that the City's financial resources are managed effectively and transparently. It will assist in long-term planning and strengthen public trust. Attachment A provides a summary of this committee; and
- C. Attachment A provides the purpose and structure of the Finance Advisory Committee; and
- D. On November 13, 2024, the City Clerk advertised a recruitment seeking applicants from the community to fill positions in the newly created committee; and
- E. Candidate interviews are scheduled for January 14, 2025, at a Special City Council meeting.

RESOLUTION

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

- 1. The City Council appoints _____, _____, _____, and _____, to the Finance Advisory Committee.

Approved at a Regular Meeting of the St. Helena City Council on January 14, 2025, by the following vote:

Mayor Dohring: _____
Council Member Barak: _____
Council Member Deasy: _____
Council Member Summers: _____

APPROVED:

ATTEST:

Paul Jamison Dohring, Mayor

Cindy Tzaopoulos, City Clerk

Attachment A

Finance Committee

As with other Council appointed committees, this Committee will serve in an advisory capacity to the City Council.

Purpose:

The purpose of the Committee is to ensure that public resources are allocated and used efficiently, effectively, transparently, and in alignment with the City's strategic priorities and policies.

Composition, Structure, and Term:

1. This Committee will be subject to the Brown Act.
2. The committee will be comprised of 2 members of the city council and 3 residents.
3. The Committee will have regularly scheduled meetings each quarter starting in February 2025.
4. The Committee will have five regular voting members serving 2-year staggering terms. Because the committee is being established mid-year, the initial terms will be as follows:
 - a. Three committee members (1 councilmembers and 2 residents) will serve an initial 2-year term expiring June 30, 2027; and
 - b. Two committee members (1 councilmember and 1 resident) will serve an initial 1-year term expiring June 30, 2026.

Scope of work:

Members of the Committee and the Committee as an entity serve in an advisory capacity to the City Council, and the scope of its work will be aligned with City Council Goals and City staff's workplan. The Committee's charge will include all fiscal and budgetary matters. The Committee will:

1. Collaborate with staff to develop a long-range financial plan:
 - a. Project revenue and expenditures for 20-years to assess fiscal sustainability.
 - a. Create a model which aligns the City's fiscal resources to strategic goals.
 - b. Incorporate reserve targets (assigned and unassigned).
 - c. Evaluate capital planning to ensure identified infrastructure projects are funded.
 - d. Recommend revenue offsets to meet the City's long-term needs.
 - e. Identify and provide a mitigation plan for key financial risks.
2. Collaborate with staff on operational efficiencies and cost reduction initiatives, including use of technology and shared services.

3. Evaluate the city's options to enhance revenue for specific purposes.
4. Provide input as part of the preparation of the two-year operating and capital budget in Spring 2025.
 - a. Prioritization of programs for funding and/or cuts depending on availability of resources.
5. Provide input on the prioritization and funding for the replacement of major equipment and vehicles.
6. Advise on actions related to pension liability.
7. Review options for various City facilities including a Parks & Recreation Office/Building and a permanent City Hall.



City of St. Helena

CA-25-001

COMMISSION/COMMITTEE APPLICATION

Received Date: January 1, 2025

Application Type: Active Transportation and Sustainability Committee

NAME: Tony Rabin

ADDRESS: 751 Chiles Avenue, Saint Helena, CA, 94574

PHONE: 7073639228

EMAIL ADDRESS: tonyrabin@earthlink.net

LENGTH OF RESIDENCY: 29 years

EMPLOYER: State of California

EMPLOYMENT STATUS: Retired

REASON FOR APPLYING: Interested in supporting the city of Saint Helena in sustainability and transportation. I have a long history in administration and program implementation, and want to use this experience to help my city.

EDUCATIONAL BACKGROUND: Doctor of Philosophy in Clinical Psychology. Received my Bachelor of Science at University of California, Los Angeles.

OTHER RELEVANT EXPERIENCE: I have led three different departments within the California Department of State Hospital. My duties have included program development and implementation, hiring, budget management, development of state proposals and reports. I have chaired over 10 government committees and workgroups, and have been a member of over 20 others.

COMMUNITY INVOLVEMENT: As a psychologist within the California Department of State Hospitals, I dedicated my career to helping the disadvantaged. As a psychologist in Saint Helena, I led numerous community events regarding depression awareness and understanding panic attacks. As a member of the Saint Helena High School Parents group, I worked to develop and implement projects to aid students. This included hosting a community event on teenage depression.

REFERENCE 1: Name: Steve Beck
Address: 741 Chiles Avenue, St. Helena
Phone Number(s): 415-302-0492
Email:

REFERENCE 2: Name: Lisa Pelosi
Address: 1110 Chiles Avenue, St. Helena
Phone Number(s): 415-602-9176
Email: lisapelosi@hotmail.com

REFERENCE 3: Name: Todd Devincenzi
Address: 838 Signorelli Circle, St. Helena
Phone Number(s): 707-688-6618
Email: Devincenzi@yahoo.com

THIS DOCUMENT AND ALL ATTACHMENTS ARE AVAILABLE FOR PUBLIC INSPECTION

GENERAL QUESTIONS:

Have you ever attended a meeting of the Commission to which you are applying?

No

What is your understanding of the role and responsibility of this Commission?

Aid the City of Saint Helena in addressing and considering issues related to transportation and sustainability, to help make the city both more efficient in transportation and be more environmentally sustainable.

What would be your goal(s) as a Commissioner?

Help make the city more efficient and aid the physical environment to reduce the impact of climate change.

Have you previously served, or do you currently serve, on a St. Helena Commission or Committee? If yes, which one(s) and for what period of time?

No

Is there anything else you would like us to consider when reviewing your application?

Please feel free to contact me at 707-363-9228 with any additional questions. I am greatly appreciative of being considered, and hope to do my part to make the City of Saint Helena a better place for everyone.

I agree that all of the information contained in my responses to the questions on this application are true and accurate to the best of my knowledge. I further agree that, by checking the box below and submitting this application, online or otherwise, I am affixing my digital signature to this form as of the date submitted. I also agree that if appointed, I will serve on the Commission/Committee for which I have submitted this application.

☒ I AGREE

Tony Rabin

January 1, 2025

CITY OF ST. HELENA

RESOLUTION NO. 2025-

Appointing an applicant to the Active Transportation & Sustainability Committee

RECITALS

- A. The City Clerk conducted a recruitment to fill expiring and vacant positions; and
- B. The City Clerk did not receive an adequate number of applications and the two vacant alternate seats were left open until filled; and
- C. One application was recently received by a community member.

RESOLUTION

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

Active Transportation & Sustainability Committee

- 1. _____ is appointed to the St. Helena Active Transportation & Sustainability Committee filling an alternate two year term expiring on June 30, 2026, and leaving the recruitment open until the vacant alternate positions are filled; and

Approved at a Regular Meeting of the St. Helena City Council on January 14, 2025, by the following vote:

Mayor Dohring: _____

Council Member Deasy: _____

Council Member Summers: _____

Council Member Barak: _____

APPROVED:

ATTEST:

Paul Jamison Dohring, Mayor

Cindy Tzaopoulos, City Clerk



Agenda Report to the City Council

Agenda Section: NEW BUSINESS

Department: Administration

DATE:	January 14, 2025
FROM:	Cindy Tzaopoulos, City Clerk
SUBJECT:	Establishment of 2025 City Council assignments to various City and regional Committees, Boards, and Commissions.
RECOMMENDED ACTION:	1. Discontinue the practice of having a City Council liaison to ATSC, Library Board of Trustees, and Parks & Recreation Commission. 2. Discontinue four City Council Ad Hoc Committees as noted in Table 2 and add one new committee which will consolidate several potential issues related to real estate/development. 3. Recommend a City Council Member to the City Selection Committee to represent Napa County on the MTC Board. 4. City Council review and provide affirmation or recommended changes to appointments.
PREVIOUS COUNCIL ACTION:	N/A
STATEMENT OF THE PURPOSE:	To discuss and assign City Council members to various regional and local committees.
FINANCIAL IMPACT:	No fiscal impact.

BACKGROUND:

In addition to their primary role as Elected Officials of the City of St. Helena, the City Council Members serve on a variety of committees that involve direct participation of its members in a host of local and regional issues and organizations.

The Council annually reviews the list of assignments to determine interest in serving as the City's representative to the various boards, commissions, and committees throughout the county.

Unless predetermined through bylaws and/or policy, the Council's practice has been to determine assignments (representatives and alternates) through a process of discussion and consensus.

Once appointments have been approved by the Council, the names of the Council representative will be submitted to the respective agencies. In addition to these assignments, Council can create additional assignments to external groups or form Council subcommittees on specific topics on an ad-hoc basis.

The City of St. Helena currently has a total of 32 committee assignments consisting of:

- External Committees
- Community Committees
- City Council Ad Hoc Committees

In addition, the Mayor and Vice Mayor work closely with staff on ongoing issues such as serving as the Agenda Setting Committee with bimonthly meetings just prior to the publishing of the agenda packet and annually as the Non-Profit Grant Application Review Committee. Also, the Mayor and Vice Mayor provide guidance on routine matters and special projects as needed. For example, the Mayor and Vice Mayor will be regularly consulted over the next few months as City staff and the City Attorney's Office conduct a review of the City's Municipal Code for a possible update.

DISCUSSION:

City staff has reviewed the current boards, commission, and committee assignments and is making the following recommendations for Council consideration:

City of St. Helena Community Committees, Commissions, and Board of Trustees

Currently the City has seven internal committees, citizen committees, commissions, or board of trustees. City Council involvement in these groups varies and is noted in Table 1.

Table 1 - City of St. Helena Internal Groups

Name	City Council Involvement		
	Liaison	Voting Member	None
Active Transportation and Sustainability (ATSC)	X		
Library Board of Trustees	X		
Parks & Recreation Commission	X		
Planning Commission			X
Measure H Oversight Committee			X
Finance Ad Hoc Committee		X	
Water/Wastewater Advisory Committee*			X

*Pending City Council Authorization

STAFF RECOMMENDATION 1: Discontinue the practice of having a City Council liaison to ATSC, Library Board of Trustees, and Parks & Recreation Commission. To ensure communication continues, at least once per year, the chair of each group will report to the City Council on its activities with more frequent updates to the City Council from the staff liaison.

City Council Ad Hoc Assignments

The City currently has nine City Council ad hoc committees that were established to address a specific issue or concern that arises within the City, allowing the Council to focus dedicated attention on a particular matter without creating a permanent committee that would be needed long-term. The nine committees are shown in Table 2.

City staff has reviewed the various committees and is making the recommendations noted in Table 2.

Table 2 - City Council Ad Hoc Committees

Ad Hoc Committee Name	Continue	Discontinue	Consolidate
Housing Solution Recommendations			X
Phase I Downtown Streetscape Project			X
Business Development			X
Designation of Youth Representatives		X	
Downtown Specific Plan Steering Committee			X
Water Ad Hoc	X		
Council Protocol Review		X	
Napa Valley Blue Zones Steering Committee		X	
Water/Wastewater Exploratory Committee		X	

STAFF RECOMMENDATION 2: Discontinue four City Council Ad Hoc Committees as noted in Table 2 and add one new committee which will consolidate several potential issues related to real estate/development.

The new proposed Housing and Economic Development Ad Hoc Committee would work with staff on Housing, Downtown Specific Plan, Downtown Sidewalks, Economic Development, Surplus Property Sales, etc.

City Selection Committee to represent the County on MTC

The County has requested the City agendaize recommending a Council Member to the City Selection Committee to represent the County on the Metropolitan Transportation Commission (MTC). With two new members joining the Board of Supervisors in January 2025, there will be a vacancy for someone to fill the unexpired term for the position of Napa County Representative on MTC. The term for this position began on February 10, 2023 and is slated to end on February 9, 2027.

The Commission typically meets on the fourth Wednesday of the month at the Bay Area Metro Center, Board Room - 375 Beal Street San Francisco, CA. The MTC is scheduled

to meet at 10:00 a.m. or immediately following the preceding meeting, whichever occurs later.

Per MTC Government Code § 66503(b), "The Napa County City Selection Committee (Committee) shall furnish to the Board of Supervisors the names of three nominees and the Board of Supervisors shall appoint one of the nominees to represent the County." This also applies to the filling of a vacancy. Before the Committee can discuss and vote on this matter, the County is required to reach out to each City and Town Clerk to advise of the expiring term or an upcoming vacancy.

The individual recommended shall be selected for their special familiarity with the problems and issues in the field of transportation.

STAFF RECOMMENDATION 3: Discuss, select, and recommend one City of St. Helena Council Member to the City Selection Committee to represent the County on MTC.

Appointments

City Council assignments are reviewed annually and reviewed when there has been a change in City Council.

Unless predetermined through bylaws and/or policy, the Council's practice has been to determine assignments (representatives and alternates) through a process of discussion and consensus. Attachment 1 is a list of all City Council assignments with the following notations:

- Highlighted in blue are the assignments previously held by former Council Members Chouteau, Hall, and Kenealy.
- Temporary assignments taken by Council Members Barak and Deasy at the December 10, 2024 Council meeting are noted.
- Staff recommendations (above) are highlighted in green and peach and, if authorized by Council, will be removed from the sheet.

Attachment 2 provides additional details for all existing advisory boards, committees, and commissions including, but not limited to: purpose and location, time, and frequency of meetings.

GOAL:

Miscellaneous/Other

DOCUMENTS ATTACHMENTS:

[Attachment 1 - 2025 Committee Assignments](#)

[Attachment 2 - City Council Summary of Committees Updated 01.06.25](#)

2025 ST. HELENA CITY COUNCIL ASSIGNMENTS

MAYOR/COUNCIL COMMITTEE ASSIGNMENTS:		Mayor Dohring	Vice Mayor Hall	Council Member Chouteau	Council Member Summers	Council Member Kenealy
External Assignments:						
1	City/SHUSD/Chamber/NVC (Monrovia)				Primary	
2	St. Helena Sewer District No. 1	Primary	Primary	Primary	Primary	Primary
3	Association of Bay Area Governments (ABAG) - Executive Board			Alternate		
4	Association of Bay Area Governments (ABAG) - General Assembly	Primary		Alternate		
5	Napa Valley Tourism Corporation (Umbrella for Napa County)	Primary				
6	St. Helena Tourism Improvement District (SHTID)		Primary			
7	League of California Cities – North Bay Division	Primary	Primary	Primary	Primary	Primary
8	Napa County City Selection Committee	*Primary			Alternate	
9	Napa County Flood Control and Water Conservation District	*Primary	Alternate			
10	Napa County League of Governments (NCLOG)	Primary	Primary	Primary	Primary	Primary
11	Napa County Local Agency Formation Commission (LAFCO)					
12	Napa Valley Transportation Authority (NVTa)	*Primary	Aaron (Temp) Alternate	Michelle (Temp) Primary		
13	Napa County Watershed Information Center & Conservancy (WICC)		Alternate			Primary
14	Upper Valley Waste Management Agency (UVWMA)			Alternate		Aaron (Temp) Primary
15	Napa County Regional Climate Action Committee		Alternate	Primary	Primary	
16	Napa County Ground Water Technical Advisory Group (TAG)	Former CC Member/Community Member Lester Hardy				
Community Assignments:						
17	Active Transportation & Sustainability Committee (ATSC)	X				
18	Library Board			X		
19	Parks & Rec Commission				X	
20	Planning Commission					
21	Measure H Oversight Committee					
22	Finance Ad Hoc Committee*					
23	Water/Wastewater Ad Hoc Advisory Committee **					
Council Ad Hoc Assignments:						
24	Water Ad Hoc Committee	X		X		
25	Housing and Economic Development Ad Hoc Committee***					

*New Committee - Need 1 City Council Member Representative

** If authorized by City Council

***Recommended Consolidation of #29-32 below. Need 2 Council Member Representatives

Staff Recommendation to Discontinue

Designation of Youth Representatives	X		X		
Council Protocol Review	X	X			
Napa Valley Blue Zones Steering and Leadership Committee				X	
Water/Wastewater Adhoc Exploratory Committee	X			X	

Staff Recommendation to Consolidate

Housing Solution Recommendations	X	X			
Phase 1 Downtown Streetscape Project.		X	X		
Business Development		X	X		
Downtown Specific Plan Steering Committee		X	X		

* Per Gov't Code, Bylaws or MOU the Mayor or Vice Mayor is automatically assigned.

1/14/25 - Designations Needed

ADVISORY BOARDS, COMMITTEES, & COMMISSIONS



CITY OF ST. HELENA
1088 COLLEGE AVENUE
ST. HELENA, CA 94574

Updated 01.06.25



Advisory Boards, Commissions, and Committees

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Advisory Boards, Commissions, and Committees

Purpose of Advisory Boards, Commissions, and Committees

Local government advisory boards, commissions, and committees play a crucial role in the functioning of local government by providing input, expertise, and recommendations on various issues and policies. The City of St. Helena is a diverse community with unique backgrounds. Their specific roles and functions may vary depending on the municipality or jurisdiction, but generally, they serve the following purposes:

1. **Expertise and Advice:** These bodies are typically composed of individuals with expertise in specific areas or community members who are knowledgeable about local issues. They advise elected officials and city or county staff on matters related to their designated areas, such as transportation, housing, the environment, or public health.
2. **Policy Recommendations:** They often research and develop policy recommendations that can inform decision-makers on how to address local challenges or opportunities. These recommendations can be based on best practices, data analysis, and public input.
3. **Public Engagement:** Local government advisory boards and committees are a means to engage with the community and ensure that diverse perspectives are considered in the decision-making process.
4. **Oversight:** Some boards and commissions may have oversight responsibilities, ensuring that local government agencies or departments are following established rules, regulations, and policies.
5. **Regulatory Decision-Making:** In some cases, these bodies such as the Planning Commission have decision-making authority in specific areas, such as zoning, land use, or historic preservation. They review applications, hear appeals, and make determinations in accordance with local ordinances and regulations.
6. **Long-Term Planning:** Advisory boards and commissions often contribute to long-term planning efforts, helping to shape the vision for the community's future. This might include creating comprehensive plans, sustainability strategies, or economic development plans.
7. **Community Representation:** These bodies ensure that the community's diverse interests and needs are represented, promoting inclusivity and equitable decision-making.
8. **Program Evaluation:** Some committees assess the effectiveness of existing programs and services, making recommendations for improvements or adjustments.

The specific structure, powers, and functions of advisory boards, commissions, and committees can vary significantly between local governments. They are typically created by local ordinances or resolutions, and their members will be appointed by elected officials through an open recruitment process. Their effectiveness depends on the commitment of their members, the City Council expects regular attendance, the support of local leadership, and their ability to gather and analyze relevant information to inform decision-making.



Advisory Boards, Commissions, and Committees

Active Transportation & Sustainability Committee (ATSC)

Committee Name:	Active Transportation & Sustainability Committee (ATSC)
Brown Act:	Yes
Committee Type:	Internal
Commencement of Committee:	Resolution 2013-72
Committee Term:	Permanent
Governing Document:	Bylaws
Council Representation:	Mayor
Committee Composition:	5 members 2 alternates appointed by City Council
Member Term:	2 years
Chair and Vice Chair:	Selected by the committee
Purpose:	An advisory committee for the City Council and Planning Commission. The Committee is focused to engage in the process of information sharing, stakeholder engagement, public input and consensus building in order to provide viable option and creative solutions to transportation and sustainability issues to the City of St. Helena City Council.
Meeting Dates:	1 st Wednesday of the month 5:00 p.m. – 7:00 p.m.
Meeting Location:	City Hall, Main Conference Room 1088 College Avenue St. Helena
Staff Liaison:	Public Works Director
Form 700 Required:	No



Advisory Boards, Commissions, and Committees

Agenda Review Committee

Committee Name:	Agenda Review Committee
Brown Act:	No
Committee Type:	Internal City Council Ad Hoc
Committee Term:	Permanent
Committee Composition:	Mayor and Vice Mayor
Purpose:	To review the topics scheduled for upcoming City Council meetings, allowing them to understand the items to ensure the meeting runs smoothly and efficiently by identifying potential areas of discussion, concerns, or necessary amendments before the full council session.
Meeting Dates:	1 st and 3 rd Wednesday of each month 4:00 p.m.
Meeting Location:	City Hall, Executive Conference Room 1088 College Avenue St. Helena
Staff Liaison:	City Manager
Form 700 Required:	No



Advisory Boards, Commissions, and Committees

Association of Bay Area Governments (ABAG) – Executive Board

Committee Name:	Association of Bay Area Governments (ABAG) Executive Board
Brown Act:	Yes
Committee Type:	External
Governing Document:	Bylaws
Council Representation:	Council Member - Appointed by the City Selection Committee
Committee Composition:	The Bay Area region encompasses Alameda, Contra Costa, Marin, Napa, San Francisco, San Mateo, Santa Clara, Solano and Sonoma counties.
Purpose:	To enhance the quality of life in the San Francisco Bay Area by leading the region in advocacy, collaboration, and excellence in planning, research and member services.
Background:	ABAG was formed in 1961 by local government leaders to address common issues from a regional perspective. ABAG is part regional planning agency and part local government service provider. ABAG accomplishes its goals by providing planning services and cost-effective ABAG member services to local governments struggling with rising costs and diminishing incomes. Today, ABAG and MTC share joint responsibility for the Plan Bay Area, which has a single staff that serve both the ABAG Executive Board and the MTC Commission.
Objectives:	To strengthen cooperation and collaboration across local governments to build healthier, stronger communities.
Meeting Dates:	5:00 p.m., 3rd Thursday of every other month
Meeting Location:	Bay Area metro Center Board Room, 1 st Floor 375 Beal Street San Francisco
Form 700 Required:	Yes
Staff Liaison:	City Clerk



Advisory Boards, Commissions, and Committees

Association of Bay Area Governments (ABAG) – General Assembly

Committee Name:	Association of Bay Area Governments (ABAG) General Assembly (GA)
Brown Act:	Yes
Committee Type:	External
Committee Term:	Permanent
Timeline:	N/A
Governing Document:	Formed in 1961
Council Representation:	St. Helena City Council appoints 1 delegate and 1 alternate
Committee Composition:	Bay Area Cities
Purpose:	To enhance the quality of life in the San Francisco Bay Area by leading the region in advocacy, collaboration, and excellence in planning, research and member services.
Background:	ABAG was formed in 1961 by local government leaders to address common issues from a regional perspective. ABAG is part regional planning agency and part local government service provider. ABAG accomplishes its goals by providing planning services and cost-effective ABAG member services to local governments struggling with rising costs and diminishing incomes. Today, ABAG and MTC share joint responsibility for the Plan Bay Area, which has a single staff that serve both the ABAG Executive Board and the MTC Commission.
Objectives:	ABAG's General Assembly, which meets at least once a year as part of the GA Conference, determines policy and adopts the annual budget and work program. In addition, the GA reviews policy recommendations from the ABAG Executive Board, establishes annual membership fees, and reviews the bylaws of the ABAG Association.
Meeting Dates:	Annually, typically in June
Meeting Location:	375 Beale Street San Francisco
Form 700 Required:	No
Staff Liaison:	City Clerk



Advisory Boards, Commissions, and Committees

Business Development Committee

Committee Name:	Business Development Committee
Brown Act:	No
Committee Type:	Internal City Council Ad Hoc
Committee Term:	Ad Hoc committee will disband at the conclusion of the purpose of the formed committee.
Council Representation:	Council Member
Committee Composition:	2 members appointed by City Council
Purpose:	Develop marketing collateral for prospective tenants and prioritize targeted business types.
Meeting Dates:	As needed
Meeting Location:	City Hall, Main Conference Room 1088 College Avenue St. Helena
Staff Liaison:	Community Development Director
Form 700 Required:	No



Advisory Boards, Commissions, and Committees

Downtown Streetscape Project Committee – Phase I

Committee Name:	Phase 1 Downtown Streetscape Project Committee
Brown Act:	No
Committee Type:	Internal City Council Ad Hoc
Committee Term:	Ad Hoc committee will disband at the conclusion of the purpose of the formed committee.
Council Representation:	Council Member
Committee Composition:	2 members appointed by City Council
Purpose:	Review and provide feedback on the planning and implementation of the improvements to the City's downtown area.
Meeting Dates:	As needed
Meeting Location:	City Hall, Main Conference Room 1088 College Avenue St. Helena
Staff Liaison:	Public Works Director
Form 700 Required:	No



Advisory Boards, Commissions, and Committees

Finance Committee

Committee Name:	Finance Committee
Brown Act:	No
Committee Type:	Internal
Committee Term:	Permanent
Governing Document:	Resolution 2024-154
Council Representation:	1 member
Committee Composition:	5 Members appointed by the City Council 1 of the 5 members is a Council Member.
Member Term:	2-year term
Purpose:	Serve in an advisory capacity to the City Council to ensure that public resources are allocated and used efficiently, effectively, transparently, and in alignment with the City's strategic priorities and policies.
Objective:	To provide a structured forum for detailed review of financial matters and will assist the City Council by offering recommendations regarding budgeting, financial policies, and other fiscal issues. The establishment of this Committee will help ensure that the City's financial resources are managed effectively, assist in long-term planning, and strengthen trust.
Meeting Dates:	As needed
Meeting Location:	City Hall, Executive Conference Room 1088 College Avenue St. Helena
Staff Liaison:	City Manager
Form 700 Required:	No



Advisory Boards, Commissions, and Committees

Housing Committee

Committee Name:	Housing Committee
Brown Act:	No
Committee Type:	Internal City Council Ad Hoc
Committee Term:	Ad Hoc committee will disband at the conclusion of the purpose of the formed committee.
Council Representation:	Council Member
Committee Composition:	2 members appointed by City Council
Purpose:	Consider and synthesize stakeholder housing recommendations and recommend short and long-term housing initiatives to the City Council, including advancing the use of one or more of city-owned parcels (including Adams Street) for affordable housing.
Meeting Dates:	As needed
Meeting Location:	City Hall, Main Conference Room 1088 College Avenue St. Helena
Staff Liaison:	City Manager
Form 700 Required:	No



Advisory Boards, Commissions, and Committees

League of California Cities – North Bay Division

Committee Name:	League of California Cities – North Bay Division
Brown Act:	No
Committee Type:	External
Committee Term:	Permanent
Timeline:	N/A
Governing Document:	Formed in 1898
Council Representation:	All members of the City Council
Purpose:	To maintain a central office of information and research for matters pertaining to City government and to influence legislation that affects cities
Background:	The North Bay Division includes 31 cities in Marin, Napa, Solano, and Sonoma counties, and provides members with the opportunity to exchange ideas and information and share the advantages of cooperative advocacy.
Objectives:	An organization where city officials can come together to share experiences and pass legislation at the state Capitol that benefits cities and their residents.
Meeting Dates:	Quarterly
Meeting Location:	Varies
Form 700 Required:	No
Staff Liaison:	City Clerk



Advisory Boards, Commissions, and Committees

Library Board of Trustees

Committee Name:	Library Board of Trustees
Brown Act:	Yes
Committee Type:	Internal
Commencement of Committee:	366 06-13-1950 CITY COUNCIL ORDINANCES 1950
Committee Term:	Permanent
Governing Document:	Bylaws
Council Representation:	Council Member
Committee Composition:	5 members appointed by City Council
Member Term:	2 years
Chair and Vice Chair:	Selected by the committee
Purpose:	The purpose of a library board is to govern and represent the library to the community, ensuring that the library is operating effectively and meeting the needs of the community.
Meeting Dates:	2nd Wednesday of the month 5:00 p.m.
Meeting Location:	St. Helena Public Library, Community Room 1492 Library Lane St. Helena
Staff Liaison:	Director of Community Services
Form 700 Required:	No



Advisory Boards, Commissions, and Committees

Measure H Oversight Committee

Committee Name:	Measure H Oversight Committee
Brown Act:	Yes
Committee Type:	Internal
Committee Term:	Until the expenditure of the bond proceeds is complete.
Governing Document	Ordinance 2022-3 and Resolution 2022-102
Council Representation:	N/A
Committee Composition:	5 Members appointed by the City Council
Chair and Vice Chair	Appointed by the City Council
Purpose:	Serve in an advisory role and review documentation as it relates to Measure H proceeds including informing the public concerning the City's expenditure of bond proceeds, review expenditures, and completing an annual report. Once the expenditure of the bond proceeds is complete a final report will be issued and the committee disbanded.
Meeting Dates:	2 times per year 3 rd Wednesday in the Months of August and February
Meeting Location:	City Hall, Executive Conference Room 1088 College Avenue St. Helena
Staff Liaison:	Administrative Services Director
Form 700 Required:	No



Advisory Boards, Commissions, and Committees

Monrovia Group

Committee Name:	Monrovia Group
Brown Act:	No
Committee Type:	External
Governing Document:	11-08-1964 Resolution 1964-597
Council Representation:	One Council Member
Committee Composition:	City of St. Helena St. Helena Unified School District St. Helena Chamber of Commerce Napa Valley College
Purpose:	Meet to discuss interests in common
Background:	Unknown
Meeting Dates:	Quarterly
Meeting Location:	Zoom
Form 700 Required:	No
Staff Liaison:	City Manager (or appointee) and Alternate



Advisory Boards, Commissions, and Committees

Napa County City Selection Committee

Committee Name:	Napa County City Selection Committee
Brown Act:	Yes
Committee Type:	External
Committee Term:	Permanent
Governing Document:	Napa County City Selection Committee Bylaws (Rules and Regulations) Government Code Section 50275
Council Representation:	Mayor
Committee Composition:	Mayors from Napa County
Purpose:	The City Selection Committee, which consists of locally elected mayors, appoints two regular and one alternate members from the councils of the five cities in Napa County.
Background:	In counties where 2 or more cities are incorporated, this Committee appoints city representatives to certain boards, commissions and agencies as prescribed by law (Section 50270, CA Govt Code)
Meeting Dates:	10:00 a.m., or immediately following the regularly-scheduled January, April, and June meetings of the Napa County Flood Control and Water Conservation District.
Meeting Location:	1195 Third Street, Room 305 Napa
Form 700 Required:	No
Staff Liaison:	City Clerk



Advisory Boards, Commissions, and Committees

Napa County Flood Control and Water Conservation District

Committee Name:	Napa County Flood Control and Water Conservation District (NCFCWCD)
Brown Act:	Yes
Committee Type:	External
Committee Term:	Permanent
Governing Document:	Bylaws
Council Representation:	Mayor
Committee Composition:	11 elected officials. The Board consists of the five Napa County Supervisors, the mayors of Napa, St. Helena, American Canyon, Yountville and Calistoga, and one Napa City Council member
Purpose:	The Napa County Flood Control and Water Conservation District is the local sponsor for the award-winning Napa River Flood Management Plan and administers Water Supply Contracts, Watershed Management, and Stormwater Management Programs throughout Napa County. The Napa County Flood Control and Water Conservation District's mission is the conservation and management of flood and storm waters to protect life and property; the maintenance of the County watershed using the highest level of environmentally sound practices; and to provide coordinated planning for water supply needs for the community.
Background:	Established in 1951 to protect the county from flooding and conserve water.
Objectives:	The Napa County Flood Control and Water Conservation District plans for flood protection, complies with state and federal requirements, and maintains the county's watershed. The Napa County Flood Control and Water Conservation District also responds to alerts about potential flooding and erosion issues.
Meeting Dates:	First Tuesday of every month in regular session 9:00 a.m.
Meeting Location:	1195 Third Street, Room 305 Napa
Form 700 Required:	Yes
Staff Liaison:	City Clerk



Advisory Boards, Commissions, and Committees

Napa County Groundwater Technical Advisory Group

Committee Name:	Napa County Ground Water Technical Advisory Group (TAG)
Brown Act:	Yes
Committee Type:	External
Governing Document:	Bylaws
Council Representation:	A subject matter expert should be appointed by the City Council. No formal request from Napa County to appoint a City liaison and the City liaison is not a formal voting member of the group.
Purpose:	The Napa County Ground Water Technical Advisory Group (TAG) is a group of independent experts that provide technical recommendations for various projects and workplans. The TAG is involved in helping to implement groundwater projects. For example, the TAG has received overviews of Napa County's groundwater monitoring networks and associated data gaps
Background:	The TAG was formed as a group of independent experts to make technical recommendations on the various projects and workplans to help implement the Groundwater Sustainability Plan.
Meeting Dates:	Meetings typically occur the second Thursday of each month
Meeting Location:	1195 Third Street, Suite 310 Napa
Form 700 Required:	No
Staff Liaison:	City Clerk



Advisory Boards, Commissions, and Committees

Napa County League of Governments (NGLOG)

Committee Name:	Napa County League of Governments (NCLOG)
Brown Act:	Yes
Committee Type:	External
Committee Term:	Permanent
Governing Document:	Bylaws
Council Representation:	All City Council Members
Committee Composition:	Napa County Board of Supervisors, City Council Members, and Governing Officials
Chair and Vice Chair:	Mayors of the City and County rotate the Chair position
Purpose:	• Serve as a mechanism to bring city/town/county officials/staff together periodically to discuss general governmental problems. • Develop and maintain a means of cooperative effort and understanding in matters of mutual interest. • Assemble information helpful in the consideration of problems peculiar to the various areas of the County. • Provide guidance for united action by their respective agencies in dealing with local governmental affairs. • Explore all practicable avenues of thought advanced in the interest of local public welfare and improved administrative policies. • Advocate the adoption of legislation deemed to be in the best interest of "NCLOG" members.
Background:	Created in the 1970's.
Meeting Dates:	Quarterly
Meeting Location:	Rotates throughout Napa County
Form 700 Required:	No
Staff Liaison:	City Clerk



Advisory Boards, Commissions, and Committees

Napa County Local Agency Formation Commission (LAFCO)

Committee Name:	Napa County Local Agency Formation Commission (LAFCO)
Brown Act:	Yes
Committee Type:	External
Committee Term:	Permanent
Governing Document:	Bylaws
Council Representation:	The Cities/Town of Calistoga, St. Helena, and Yountville share one permanent, four-year regular seat on LAFCO. Whenever the four-year term expires, the seat rotates to the next city/town in line. May 5, 2025, City of St. Helena will be the next rotation for seating.
Committee Composition:	LAFCO is comprised of five regular and three alternate members.
Chair and Vice Chair:	Mayors of the City and County rotate the Chair position
Purpose:	The California Legislature delegates its authority under the United States Constitution (10th Amendment) to regulate the formation and development of local governmental agencies to LAFCOs. Towards this end, LAFCOs are tasked by the Legislature to administer a section of State planning law now known as the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000. This legislation authorizes LAFCOs with regulatory and planning powers to coordinate the timely formation and development of local governmental agencies and their municipal services. Notable regulatory duties include approving or disapproving proposals involving (a) city incorporations or disincorporations, (b) special district formations, consolidations, and dissolutions, (c) city and special district annexations and detachments, and (d) city and special district outside service extensions. LAFCOs inform their regulatory duties through a series of planning activities, which includes establishing and updating spheres of influence for all local governmental agencies.
Background:	LAFCOs were created in 1963 by Assembly Bill 1662 (John Knox) with the initial tasks of reviewing and approving/disapproving proposals for the incorporation of new cities and creation of new special districts in all 58 counties in California.
Objectives:	LAFCOs' central objectives and responsibilities as prescribed by the Legislature are enumerated under Government Code Section 56301: "Among the purposes of the commission are discouraging urban sprawl, preserving open-space and prime agricultural lands, efficiently providing governmental services, and encouraging the orderly formation and development of local agencies based upon local conditions and circumstances. One of the objects of the



Advisory Boards, Commissions, and Committees

	commission is to make studies and to obtain and furnish information which will contribute to the logical and reasonable development of local agencies in each county and to shape the development of local agencies so as to advantageously provide for the present and future needs of each county and its communities." LAFCO decisions are legislative in nature and therefore are not subject to an outside appeal process. LAFCOs also have broad powers with respect to conditioning approvals so long as not establishing any terms that directly regulate land uses, densities, or subdivision requirements.
Meeting Dates:	1 st Monday of even-numbered months (February, June, August, October, and December) 2:00 p.m.
Meeting Location:	Napa County Board of Supervisors Chambers 1195 Third Street, 3 rd floor. Napa
Form 700 Required:	Yes
Staff Liaison:	City Clerk



Advisory Boards, Commissions, and Committees

Napa County Regional Climate Action Committee

Committee Name:	Napa County Regional Climate Action Committee
Brown Act:	Yes
Committee Type:	External
Governing Document:	Bylaws
Council Representation:	City Council makes two appointments to the Committee
Committee Composition:	Two representatives from each Napa County Jurisdictions
Background/Purpose:	In June 2019, the six jurisdictions in Napa County took action regarding the countywide commitment to address climate change and in 2020 formed the Napa County Climate Action Committee (CAC). The CAC consists of two elected officials from each of the six jurisdictions. The CAC is administered and staffed by Napa County.
Objectives:	The Napa County Climate Action Committee (CAC) is a collaborative group that aims to reduce greenhouse gas emissions and limit the negative effects of climate change in Napa County
Meeting Dates:	4 th Friday of each month 9:30 a.m.
Meeting Location	1195 Third Street, Suite 310 Napa
Form 700 Required:	No
Staff Liaison:	City Clerk



Advisory Boards, Commissions, and Committees

Napa County Watershed Information & Conservation Council

Committee Name:	Napa County Watershed Information & Conservation Council (WICC)
Brown Act:	Yes
Committee Type:	External
Committee Term:	Permanent
Governing Document:	BOS Resolution 02-202
Council Composition:	City Council makes appointment recommendation to the Board of Supervisors
Purpose:	The WICC improves the health of Napa County's watersheds by informing and engaging the community; coordinating with other local committees and agencies; and advising the Board of Supervisors.
Background:	Created in 2002 by the Napa County Board of Supervisors. The role of the WICC is to assist the Supervisors in their decision-making process and serve as a conduit for citizen input by gathering, analyzing, and recommending options related to the management of watershed resources countywide.
Objectives:	The Napa Countywide Stormwater Pollution Prevention Program is a joint effort of Napa County cities, towns and unincorporated areas to: Comply with State and Federal regulations. Preserve beneficial uses of local waterways. Prevent stormwater pollution.
Meeting Dates:	4th Thursday of January, April, July, and October 3:00 p.m.
Meeting Location:	1125 Third Street, 2 nd Floor Conference Room Napa
Form 700 Required:	No
Staff Liaison:	City Clerk



Advisory Boards, Commissions, and Committees

Napa Valley Tourism Corporation

Committee Name:	Napa Valley Tourism Corporation (Umbrella for Napa County)
Brown Act:	Yes
Committee Type:	External
Committee Term:	Permanent
Timeline:	N/A
Governing Document:	Management District Plan (MDP)
Council Representation:	Mayor, or their designee
Committee Composition:	7 Lodging Representative and 7 Governmental/Business Representatives
Purpose:	The TBID governance structure established the Napa Valley Tourism Corporation as the agent responsible to manage day-to-day decisions on the use of TBID funds
Background:	4/27/2010 BOS approved a resolution to establish the Napa Valley Tourism Business Improvement District (TBID) for St. Helena
Objectives:	The NVTID Management District Plan (MDP) calls for the NVTID to contract with an "owners association," which is the Napa Valley Tourism Corporation (NVTC), a non-profit corporation, to manage the overall non-local destination tourist promotion and marketing activities. Also, the MDP calls for Local Governance Committees to manage how the individual jurisdictions' 0.5% share of the assessment will be spent.
Meeting Dates:	Quarterly 8:30 a.m. – 10:30 a.m.
Meeting Location:	Rotates in Napa County
Form 700 Required:	No
Staff Liaison:	N/A



Advisory Boards, Commissions, and Committees

Napa Valley Transportation Authority (NVTa)

Committee Name:	Napa Valley Transportation Authority (NVTa)
Brown Act:	Yes
Committee Type:	External
Committee Term:	Permanent
Governing Document:	Bylaws
Council Representation:	2 Members and 1 alternate - 1 member being the mayor and the 2 nd Member and Alternate is appointed by City Council
Committee Composition:	13 Members consisting of the mayor and one councilmember from each of Napa County's five incorporated jurisdictions; two members of the Napa County Board of Supervisors; and one ex-officio representative from the Paratransit Coordinating Council.
Chair and Vice Chair:	Mayors of the City and County rotate the Chair position
Purpose:	To advocate for transportation and transit legislation at the local, regional, state, and federal levels. Work closely with policymakers in Sacramento and Washington, D.C. to influence legislation, appropriations, and other matters that will impact transit and transportation in Napa Valley and the North Bay. Monitors, analyzes, and responds to state and local legislation to ensure that transportation receives funding, projects, and programs to serve the needs of the public.
Background:	NVTa is a Congestion Management Agency formed in 1998 as a joint effort by the Cities of American Canyon, Calistoga, Napa, and St. Helena, the Town of Yountville, and the County of Napa. NVTa serves as the countywide transportation planning agency.
Objectives:	NVTa receives state transportation funds, federal Surface Transportation Program (STP) funds and other funds that are apportioned to Urbanized Areas. It is also able to enjoy certain benefits as well as comply with the additional requirements of being a designated federal Transportation Management Area. As the program manager for the Transportation Fund for Air Quality, NVTa helps promote air quality in the Napa region. We also work with the Metropolitan Transportation Commission to coordinate funds from the Transportation Development Act (TDA) for transit, paratransit, streets and roads, and bicycle projects. Additionally, NVTa serves as the Abandoned Vehicle Abatement Authority for the allocation of funds derived from vehicle registration fees.
Meeting Dates:	3rd Wednesday of the month 1:00 p.m.
Meeting Location:	625 Burnell Street, NVTa Board Room Napa
Form 700 Required:	Yes
Staff Liaison:	Public Works Director



Advisory Boards, Commissions, and Committees

Non-Profit Grant Review Ad Hoc Committee

Committee Name:	Non-Profit Grant Review Ad Hoc Committee
Brown Act:	No
Committee Type:	Internal City Council Ad Hoc
Committee Term:	Permanent
Council Representation:	Council Member
Committee Composition:	Mayor and Vice Mayor
Purpose:	To review grant proposals received each year through the City's Non-Profit Grant program and provide recommendations to the full Council on which applications should be awarded funding based on their merit and alignment with grant guidelines.
Background:	The City has historically supported local non-profits by providing annual funding. In 2015, the City Council formalized its practice of funding non-profits with the adoption of City Council Policy P-FI-0003.
Meeting Dates:	Annually, typically in February/March
Meeting Location:	City Hall, Main Conference Room 1088 College Avenue St. Helena
Staff Liaison:	Administrative Services Director
Form 700 Required:	No



Advisory Boards, Commissions, and Committees

Parks & Recreation Commission

Committee Name:	Parks & Recreation Commission
Brown Act:	Yes
Committee Type:	Internal
Commencement of Committee:	Muni Code 2.56 St Helena Parks and Recreation
Committee Term:	Permanent
Governing Document:	Muni Code
Council Representation:	Council Member
Committee Composition:	5 members appointed by City Council
Member Term:	2 year terms
Chair and Vice Chair:	Selected by the committee
Purpose:	The Parks and Recreation Commission acts in an advisory capacity to the City Council and Recreation and Public Works Departments in matters pertaining to public recreation and park development and management. The Commission advises the City Council on development of recreation areas, facilities and programs and aids in coordinating recreation services with programs offered by other governmental agencies and private organizations. The Commission reviews the annual budget and makes recommendations on long-term capital improvement.
Meeting Dates:	3rd Monday of the month 5:30 p.m. – 7:30 p.m.
Meeting Location:	Carnegie Building 1360 Oak Avenue St. Helena
Staff Liaison:	Director of Community Services
Form 700 Required:	No



Advisory Boards, Commissions, and Committees

Planning Commission

Committee Name:	Planning Commission
Brown Act:	Yes
Committee Type:	Internal
Commencement of Committee:	N/A
Committee Term:	Permanent
Timeline:	N/A
Governing Document:	State Statute Municipal Code Commission adopted Bylaws
Council Representation:	N/A
Committee Composition:	5 members appointed by City Council
Member Term:	4 years
Chair and Vice Chair:	Selected by Planning Commission
Purpose:	The Planning Commission conducts public meetings and makes decisions on various project applications including use permits, variances, parcel maps and design review for residential, commercial and industrial development.
Meeting Dates:	1 st and 3 rd Tuesdays of every month 6:00 p.m.
Meeting Location:	Vintage Hall Board Room – Second Floor 465 Main Street St. Helena
Staff Liaison:	Community Development Director
Form 700 Required:	Yes



Advisory Boards, Commissions, and Committees

St. Helena Sewer District No. 1

Committee Name:	St. Helena Sewer District No. 1
Brown Act:	Yes
Committee Type:	Internal
Governing Document:	Resolution 1964-598
Council Representation:	All Council Members
Committee Composition:	All City Council Members
Chair and Vice Chair:	Mayor and Vice Mayor
Purpose:	The City of St. Helena Municipal Sewer District No. 1 is considered a "community sanitary sewer" which is a sanitary sewer system owned and operated by the City of St. Helena. The municipal sewer district is not defined by a geographical boundary or city limit line, it is simply those properties that are connected to the public system and are considered users of the system. A property located within the city limits does not necessarily imply that the property has been annexed to the sewer district. A Tax Rate Area (TRA) on the Assessor's Tax Roll will indicate if the property is in or out of the district. A TRA 3002 indicates the property is located within the sewer district, a TRA 3000 indicates it is not part of the sewer district. Any project, property or person wishing to connect the municipal sewer district and become a user of the system is required to be annexed into the district if the property generating the wastewater is not already a part of the district as indicated by TRA 3000.
Meeting Dates:	Meets only as needed and incorporated into Regular Meetings of the City Council
Meeting Location:	Vintage Hall Board Room – Second Floor 465 Main Street St. Helena
Form 700 Required:	No
Staff Liaison:	City Clerk



Advisory Boards, Commissions, and Committees

St. Helena Tourism Improvement District

Committee Name:	St. Helena Tourism Improvement District (SHTID)
Brown Act:	Yes
Committee Type:	External
Committee Term:	Permanent
Timeline:	N/A
Governing Document:	Bylaws
City Representation:	Council Member - Appointed by the City Council City Manager, or their designee
Committee Composition:	7 Member Committee St. Helena Elected Official City Manager, or designee 4 Lodging Representatives Chamber of Commerce Representative
Purpose:	To support local activities and products that promote, support, and enhance locally based tourism and hospitality efforts.
Background:	The Napa Valley Tourism Improvement District was created in 2010 and is funded through an assessment on hotel room nights implemented and collected by lodging businesses throughout the Napa Valley.
Objectives:	Strategically market the local St. Helena community and its many wine, culinary, cultural, lodging and other hospitality destinations.
Meeting Dates:	Meets quarterly
Meeting Location:	Rotates location in St. Helena 9:00 a.m. – 11:00 a.m.
Form 700 Required:	No
Staff Liaison:	City Manager, or designee



Advisory Boards, Commissions, and Committees

Upper Valley Waste Management Agency

Committee Name:	Upper Valley Waste Management Agency
Brown Act:	Yes
Committee Type:	External
Governing Document:	Bylaws
Council Representation:	One Council Member and one alternate
Background/Purpose:	The Upper Valley Waste Management Agency (UVA) was formed for the purpose of providing coordination of economical, regional waste management services, and meeting the requirements of the California Integrated Waste Management Act - namely to reduce the amount of "waste" currently being landfilled and instead keep valuable materials and resources within the economic cycle.
Meeting Dates:	3rd Monday of the month 1:30 p.m.
Meeting Location	Yountville Town Council Chambers 6550 Yount St. Yountville
Form 700 Required:	Yes
Staff Liaison:	City Clerk



Advisory Boards, Commissions, and Committees

Water Ad Hoc Committee

Committee Name:	Water Ad Hoc Committee
Brown Act:	No
Committee Type:	Internal City Council Ad Hoc
Committee Term:	Ad Hoc committee will disband at the conclusion of the purpose of the formed committee.
Governing Document:	SHMC 13.04.215, Ordinance 2019-1
Council Representation:	Council Member
Committee Composition:	2 members appointed by City Council
Purpose:	To verify and ensure compliance with water agreements by designating a city council subcommittee to review customer water use data and documents. Council subcommittee members shall report their findings to the full city council, and, except as set forth in subsection B of SHMC 13.04.215, shall maintain the confidentiality of the water customers' usage data and information. To assist with the development of a will serve water policy and make recommendations on other water-related matters.
Background:	Established a 2 member Ad Hoc allowing for Ad Hoc member access to otherwise confidential water usage data for purposes of verifying customers' compliance with water use agreements and conditions imposed. Since that time, the 2-member Ad Hoc committee has additionally been used to assist with the development of a will serve water policy and make recommendations on other water matters.
Meeting Dates:	As needed
Meeting Location:	City Hall, Main Conference Room 1088 College Avenue St. Helena
Staff Liaison:	Public Works Director
Form 700 Required:	No



Agenda Report to the City Council

Agenda Section: NEW BUSINESS

Department: Administration

DATE:	January 14, 2025
FROM:	Cindy Tzaopoulos, City Clerk
SUBJECT:	2025 City Council Meeting Calendar
RECOMMENDED ACTION:	Review the 2025 calendar and provide direction in regards to City Council meeting dates.
PREVIOUS COUNCIL ACTION:	N/A
STATEMENT OF THE PURPOSE:	Annual review of the City Council regular meeting calendar.
FINANCIAL IMPACT:	None

BACKGROUND:

Annually, staff provides the City Council with a proposed meeting calendar for review.

DISCUSSION:

Regular City Council meetings are scheduled on the second and fourth Tuesday of each month. Meetings are not scheduled on legal holidays. The City Council has traditionally cancelled the first meeting in July and its second meeting in November and December.

In planning the 2025 calendar (attached), the following is list of meeting cancellations based on past practice and holidays:

- July 8, 2025 - Cancellation of first meeting in July
- November 11, 2025 - Cancellation of meeting due to Holiday
- November 25, 2025 - Cancellation of second meeting in November
- December 23, 2025 - Cancellation of the second meeting in December

Due to both November regular meetings cancelled a special meeting is being recommended for Tuesday, November 18, 2025.

It should be noted that special meetings and workshops may be called if time sensitive City business occurs around cancelled meetings. The City council may also amend the regular meeting schedule throughout the year when necessary.

GOAL:

Miscellaneous/Other

DOCUMENTS ATTACHMENTS:

[Calendar 2025 CC PC and Holiday](#)

CITY OF ST. HELENA
PLANNING/COUNCIL/HOLIDAY
CALENDAR

*City Council Mtg cancelled 7/8, 11/11, 11/25
and 12/23. Add November 18, 2025 as a
special City Council meeting.

2025

1st	2nd	Planning Commission
1st	2nd	Council Mtg
		Holiday

JANUARY

Sun	Mon	Tue	Wed	Thur	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

FEBRUARY

Sun	Mon	Tue	Wed	Thur	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

MARCH

Sun	Mon	Tue	Wed	Thur	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

APRIL

Sun	Mon	Tue	Wed	Thur	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
28	29	30				

MAY

Sun	Mon	Tue	Wed	Thur	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	30	31	

JUNE

Sun	Mon	Tue	Wed	Thur	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	30	

JULY

Sun	Mon	Tue	Wed	Thur	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	29	30	31			

AUGUST

Sun	Mon	Tue	Wed	Thur	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	30	31

SEPTEMBER

Sun	Mon	Tue	Wed	Thur	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

OCTOBER

Sun	Mon	Tue	Wed	Thur	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

NOVEMBER

Sun	Mon	Tue	Wed	Thur	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	29	30

DECEMBER

Sun	Mon	Tue	Wed	Thur	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			