



Mayor: Ann Nevero
Vice Mayor Sharon Crull
City Council: Greg Pitts
Mario Sculatti
Peter White

**REGULAR MEETING
ST. HELENA CITY COUNCIL
VINTAGE HALL BOARD ROOM – SECOND FLOOR
465 MAIN STREET, ST. HELENA
SEPTEMBER 9, 2014
5:30 PM CLOSED SESSION
6:00 PM REGULAR MEETING**

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 voluntarily complete a “Speaker Card” and submit it to the City Clerk BEFORE that portion of the agenda is called. Speaker cards are available on the table in back of the room. Please observe the time limit of three minutes.

- 1. PLEDGE OF ALLEGIANCE**
- 2. ROLL CALL**
- 3. PUBLIC COMMENTS PERTAINING TO THE CLOSED SESSION**
- 4. CLOSED SESSION**
 - a. CONFERENCE WITH LEGAL COUNSEL—SIGNIFICANT EXPOSURE pursuant to paragraph (2) of subdivision (d) of Section 54956.9; (One case.)
- 5. OPEN SESSION – COUNCIL WILL RETURN TO OPEN SESSION AND ANNOUNCE ACTIONS TAKEN IF ANY (6:00 P.M.)**
- 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 3 minutes. Each person is entitled to speak on any non-agendized item only once at any meeting. Brief questions by Councilmembers for clarifications may be posed and answered, and Councilmembers 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.
- 7. REPORTS BY STAFF AND CITY COUNCIL, FUTURE AGENDA ITEMS, and AB 1234 REPORTS:** Reports by staff and/or Councilmembers on items of general interest. Brief questions for clarification may be posed and answered, and Councilmembers 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.

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

8. Consideration of second reading Zoning Ordinance Text Amendment to Municipal Code Title 17; Chapter 17.124, Section 17.124.070 to provide for consistency in standards for driveways and access drives between Title 15, Building & Construction and Title 17, Zoning. The Planning Commission has recommended approval of the amendments to Chapter 17.08 and Chapter 17.124. (CEQA Exemption Section 15061 (b)(5))
Lead Staff: Victor Carniglia, Acting Planning Director
Recommended Action: Adopt
9. Consideration of second reading for an Ordinance amending the regulations set forth in Article II of Chapter 13.04 of Title 13 of the St. Helena Municipal Code governing Water Shortage Emergencies to incorporate newly state-mandated water use restrictions and related penalties.
Lead Staff: Jennifer Phillips, City Manager
Recommended Action: Adopt
10. Consideration of accepting the work and directing the Filing of the Notice of Completion for CIP Project W-42 Supervisory Control and Data System (SCADA)
Lead Staff: Steve Palmer, Interim Public Works Director
Recommended Action: Approve
11. Consideration of resolution finding an exemption from CEQA; approving and adopting the plans, specifications and working details; and authorizing the bid request for the Wastewater Treatment Plant Pond 1A repair project.
Lead Staff: Steve Palmer, Interim Public Works Director
Recommended Action: Approve
12. Consideration of resolution approving Amendment No. 1 for additional on-call consulting services with Bennett Engineering Services related to the Wastewater Treatment Plant Pond 1A regulatory assistance, technical expertise, field investigation and construction support; adding \$50,000 for a total amended amount not to exceed \$80,000.
Lead Staff: Steve Palmer, Interim Public Works Director
Recommended Action: Approve
13. Consideration/action regarding notice of intent to sell the affordable housing unit at 1641 Voorhees Circle and direction as to whether the City desires to exercise its option to purchase said property
Lead Staff: Jennifer Phillips, City Manager

SCHEDULED MATTERS

14. Consideration of Resolution appointing and filling expired terms to the Library Board of Trustees, Parks and Recreation Commission, Planning Commission and the Tree

Committee Lead Staff: Cindy Black, Interim City Clerk
Estimated time: 15 minutes

15. Preliminary review of Conceptual Plans submitted by Carl Doumani for a Resort Hotel (“The Inn at St Helena”) consisting of 84 Hotel Rooms, proposed to be located on a 5.93 Acre parcel, along with agricultural uses on adjacent parcels consisting of 4.11 Acres, for a total of 10.04 Acres. The Site is Located North of Mills Lane and East of Hwy 29
Lead Staff: Victor Carniglia, Acting Planning Director
Estimated time: 10 minutes

ADJOURNMENT The next Regular City Council meeting is scheduled for September 23, 2014, at 6:00 p.m. in the Vintage Hall Board Room located at 465 Main Street. This agenda was posted at City Hall, 1480 Main Street, and at Vintage Hall, 465 Main Street, St. Helena, California on September 4, 2014.

Kathy Robinson, Senior Management Analyst

CHALLENGING DECISIONS OF CITY ENTITIES

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

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

SUPPLEMENTAL MATERIAL RECEIVED AFTER THE POSTING OF THE AGENDA

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

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STAFF REPORT

DATE: September 9, 2014

TO: Mayor and City Council

FROM: Victor Carniglia, Interim Planning Director



Item No: 8

RE: Second reading of Zoning Ordinance Text Amendments to Municipal Code Title 17: Chapter 17.124, Section 17.124.070 to provide for consistency in standards for driveways and access drives between Title 15, Building & Construction and Title 17, Zoning.

CEQA Exemption Section 15061 (b)(5).

RECOMMENDATION:

Staff recommends that the City Council approve on a second reading, and thereby adopt the Zoning Ordinance Text Amendments to Municipal Code Title 17: Chapter 17.124, Section 17.124.070 to provide for consistency in standards for driveways and access drives between Title 15, Building & Construction and Title 17, Zoning.

The City Council introduced the proposed ordinance amendments on a first reading on August 26, 2014.

ATTACHMENTS

1. Chapter 17.124: Driveways and Access Drive Amendments.

ITEM 8 ATTACHMENT 1

CITY OF ST. HELENA
ORDINANCE NO. _____

AMENDING SECTION 17.124.070 OF CHAPTER 17.124 OF TITLE 17 OF THE ST. HELENA MUNICIPAL CODE TO PROVIDE FOR CONSISTENCY IN STANDARDS FOR DRIVEWAYS AND ACCESS DRIVES BETWEEN TITLE 15, BUILDING & CONSTRUCTION AND TITLE 17, ZONING.

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

SECTION 1: Amendment of Municipal Code Section 17.124.070. Title 17 (Zoning), Chapter 17.124 (Parking and Loading Requirements), Section 17.08.070 (Standards for driveways and access drives) is amended to read as follows (deletions shown by strikethrough and additions shown by underline):

17.124.070 Standards for driveways and access drives.

A. Residential Driveways. A residential driveway provides direct vehicular access from a public street, or a private street developed to city standards, to the required parking for an individual dwelling unit. That portion which connects a residential driveway to the street is a driveway approach and is typically located in the right-of-way. The intent of these standards is to provide for emergency vehicle and/or fire equipment access:

1. A residential driveway shall have a minimum length of twenty-four (24) feet (measured from the property line) which may be reduced to not less than twenty (20) feet in length if a roll-up garage door or carport is utilized. A residential driveway shall have a minimum width of ten (10) feet. The standard residential driveway approach shall be a minimum of ten (10) feet in width and a maximum of twenty (20) feet as shown in the city of St. Helena Street, Storm Drain and Sidewalk Standards.
2. Residential driveways in the woodlands and watershed zoning district, or elsewhere as deemed necessary by the fire chief/fire code official.
3. Providing access to a lot which does not have public street frontage or are greater than one hundred (100) feet in length shall meet the standards for an access drive as set forth in Chapter 15.36.100 of the City municipal code.

B. Standards for Access Drives.

1. An access drive is a way located outside of the public right-of-way that provides vehicular access between the public street and the required parking for more than one lot, or for one lot if the length of the drive is greater than one hundred (100) feet.
2. The design of all features relating to access drives is subject to review and approval of the public works director and fire chief/fire code official and may require a grading permit. The applicant shall submit a detailed, dimensioned plan with accurate topographic background

showing the layout of the proposed access drive, parking and other related features on the site being developed. These features may include curbs, gutters, sidewalks, drainage facilities, pavement structural section, traffic circulation signing and markings. The plan shall also include finished grades. The access drive shall be designed to serve traffic loads as specified in Chapter 15.36. Where the access is determined by the public works director to serve traffic loads equivalent to those typically encountered on public streets, the public works director shall require the design of the access drive to meet public street standards.

- a. All access drives shall be designed for two-way traffic, unless specific approval is obtained from the public works director and fire chief/fire code official to allow one-way access drives.
- b. Access drives in areas as deemed necessary by the fire chief/fire code official, shall be paved as noted in Chapter 15.36.
- c. To avoid congestion at the entrance of a property from the street or access drive, no on-site parking space or gate shall be allowed within the initial thirty (30) feet of the edge of pavement of the access drive, drive aisle or property line, or location as determined by the Public Works Director in conjunction with the Fire Chief.
- d. On-site turnarounds or circulation patterns meeting design criteria set forth in Chapter 15.36 shall be provided that will enable the access drives to function properly for traffic and emergency vehicles. Backing out of access drives shall not be allowed.
- e. The following widths are minimums that will allow for the safe passage of emergency vehicles. Width for required parking areas must be added to the access drives. Widths are also as specified in Chapter 15.36 and are applied based on length of the access drive.
- f. The minimum vertical clearance shall be fourteen (14) feet at all points across the required width of the access drive.
- g. Emergency vehicle turnouts shall be provided per Chapter 15.36.
- h. An adequately sized firefighting operational area shall be provided as required by Chapter 15.36.
- i. Access drives grades shall follow the requirements of Chapter 15.36
- j. Access drives shall be inspected annually by the fire chief/fire code official to ensure that landscaping or other obstructions do not hinder emergency vehicle access. (Ord. 05-4 § 1 (part); Ord. 02-6 § 10; prior code § 27.252)

SECTION 2: Purpose. The purpose of this amendment is to establish consistency between the recently adopted the 2013 California Building Code and Municipal Code Title 17 – Zoning, Chapter 17.124, Section 17.124.070. This section is specific to standards for access drives and driveways.

SECTION 3: Compliance with CEQA. The City Council hereby finds that the action to adopt this amendment to the Municipal Code Title 17 Chapter 17.124 to provide consistency in standards between title 15 (Building and Construction) and Title 17 (Zoning) is exempt from the provisions of the California Environmental Quality Act (Public Resources Code Section 21000, et seq.) (CEQA) because the action is exempt from environmental review pursuant to CEQA Guidelines Section 15061(b)(3). The activity is covered by the general rule which exempts activities that can be seen with certainty to have no possibility for causing a significant effect on the environment.

SECTION 4: Severability. The City Council hereby declares every section, paragraph, sentence, cause and phrase is severable. If any section, paragraph, sentence, clause or phrase of this ordinance is for any reason found to be invalid or unconstitutional, such invalidity, or unconstitutionality shall not affect the validity or constitutionality of the remaining sections, paragraphs, sentences, clauses or phrases.

SECTION 5: Inclusion in the St. Helena Municipal Code. It is the intention of the St. Helena City Council that the text in Sections 1 be made a part of the St. Helena Municipal Code and that the text may be renumbered or relettered and the word "Ordinance" may be changed to "Section," "Chapter," or such other appropriate word or phrase to accomplish this intention.

SECTION 6: Effective Date. This ordinance shall take effect and be in force 30 days after its adoption, and a summary of this ordinance shall be published once with the names of the members of the Council voting for and against the ordinance in the St. Helena Star, a newspaper of general circulation published in the city of St. Helena.

THE FOREGOING ORDINANCE was introduced at a regular meeting of the St. Helena City Council on the 26th day of August 2014 and was adopted at a regular meeting of the St. Helena City Council on the ____ day of _____ 2014 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

ATTEST:

Ann Nevero, Mayor

Cindy Black, Interim City Clerk

STAFF REPORT



DATE: September 9, 2014

TO: Mayor and City Council

Item No: 9

FROM: Jennifer Phillips, City Manager

RE: Second Reading of Ordinance Amending City of St. Helena Municipal Code Section 13.04.230B Phase I Water Regulations to add recently state-mandated water use restrictions

BACKGROUND

On October 25, 2011 City Council approved Ordinance No. 2011-7 AMENDING ARTICLE 2 OF CHAPTER 13.04 OF THE CITY CODE RELATING TO WATERSHORTAGE EMERGENCIES. In response to the severe drought in California, the State Water Resources Control Board has mandated certain water use restrictions for all water providers in the state by an emergency action revising Title 23 of the California Code of Regulations. The emergency action became effective July 28, 2014. Most of those restrictions are already in the City's Municipal Code Article 2, Chapter 13.04. A few items are not. On August 26, 2014 the City Council introduced and held the first reading to amend the Municipal Code to include the mandated items.

DISCUSSION/ANALYSIS

The Amendment to the City of St. Helena Municipal Code Section 13.04.230B Phase I Water Regulations removes paragraphs 13.04.230.B.4 and 13.04.230.B.5 and adds the following restrictions that are mandated by the state:

- 4. The application of potable water to any driveway or sidewalk is prohibited, unless conditions of public health hazard are documented.***
- 5. Using a hose that dispenses potable water to wash a motor vehicle is prohibited, unless the hose is fitted with a shut-off nozzle.***
- 8. Using potable water to water outdoor landscapes in a manner that causes runoff to adjacent property, non-irrigated areas, private and public walkways, roadways parking lots or structures is prohibited***
- 9. Using potable water in a fountain or decorative water feature is prohibited, unless the water is part of a recirculating system.***

10. The taking of any action prohibited in this section, in addition to any other applicable civil or criminal penalties, is an infraction, punishable by a fine of up to five hundred dollars (\$500) for each day in which the violation occurs.

It is imperative that the City adopt these regulations immediately to avoid incurring any penalties or fines from the State for non-compliance. In order to ensure immediate enforcement, staff is proposing that the City adopt the amendments on both an urgency and a regular basis. The basis for declaring the urgency are set forth below:

Pursuant to the police powers delegated to it by Article XI, Section 7 of the California Constitution, the City may make and enforce laws that promote the public health, safety and general welfare of its residents. The State of California is experiencing record dry conditions, with 2014 projected to become the driest year on record. The state's water supplies have dipped to alarming levels, indicated by: snowpack in California's mountains is approximately 20 percent of the normal average for this date; California's largest water reservoirs have very low water levels for this time of year; California's major river systems, including the Sacramento and San Joaquin rivers, have significantly reduced surface water flows; and groundwater levels throughout the state have dropped significantly.

Dry conditions and lack of precipitation present urgent problems: drinking water supplies are at risk in many California communities; fewer crops can be cultivated and farmers' long-term investments are put at risk; low-income communities heavily dependent on agricultural employment will suffer heightened unemployment and economic hardship; animals and plants that rely on California's rivers, including many species in danger of extinction, will be threatened; and the risk of wildfires across the state is greatly increased. Extremely dry conditions have persisted since 2012 and may continue beyond this year and more regularly into the future, based on scientific projections regarding the impact of climate change on California's snowpack.

On January 17, 2014, the Governor declared a State of Emergency exists in the State of California due to current drought conditions under the California Emergency Services Act. Said declaration, among other things, call for: (i) a statewide water conservation campaign; (ii) local water suppliers to implement water shortage contingency plans; (iii) state agencies to implement water use reduction plans, modifications of diversions and releases, and daily drought updates; and (iv) a voluntary twenty percent (20%) reduction in water use across the state. On April 25, 2014, the Governor issued a proclamation of a continued state of emergency under the California Emergency Services Act based on continued drought conditions and directed the State Water Resources Control Board ("State Board") to adopt emergency regulations to ensure that urban water suppliers

implement drought response plans to limit outdoor irrigation and other wasteful water practices.

The drought conditions that formed the basis for the Governor's proclamations continue to exist and worsen. The present year is critically dry and was immediately preceded by two or more consecutive below normal, dry, or critically dry years. The drought conditions will likely continue for the foreseeable future and additional action by both the State Water Resources Control Board ("State Board") and local water suppliers is necessary to further promote conservation and conserve California's limited water resources.

As directed by the Governor's April 25, 2014 proclamation, the State Board adopted emergency regulations pursuant to Water Code section 1058.5 (the "Emergency Regulations"). The Emergency Regulations took effect on July 28, 2014, and impose several affirmative duties on the City as a local water supplier. The City's existing water shortage emergency regulations are set forth in Chapter 13.04 of the St. Helena Municipal Code. While those regulations already include many of the requirements mandated by the Emergency Regulations, there are some additional requirements that the City must implement immediately.

The St. Helena Municipal Code is in need of revision to protect the public against potential negative health, safety, and welfare impacts and to address potential deficiencies in its Code associated with water shortage emergencies. Further, it is imperative that these revisions take effect immediately because of the State of Emergency that exists statewide due to the current drought conditions and to preserve and protect the City's dwindling water resources. Failure to adopt the revisions set forth in the urgency ordinance on an urgency basis would jeopardize the public health, safety, and general welfare by rendering the state adopted mandatory conservation measures meaningless—since there would be no enforcement mechanism to deter customers from violating the mandatory measures—and would expose the City to potential fines a further jeopardize the City's already dwindling water resources.

Staff believes the foregoing findings give the City Council the necessary basis to declare that there is a current and immediately threat to the public health, safety, and welfare that justifies adopting the state-mandated regulations on an urgency basis. The urgency ordinance must be adopted by a 4/5th vote of the Council. The regular ordinance will be enacted using the standard procedures, with Council holding first reading this evening, reading the title of the ordinance and waiving full reading, and introducing the regular ordinance. The regular ordinance will be brought back for second reading and adoption at a subsequent meeting.

FISCAL IMPACT

The City will incur minor costs associated with noticing water customers of the new regulations. The impact of additional enforcement can be partially offset by fines from violators of the regulations. Of note, the City has been able to achieve a high level of compliance in recent months with voluntary compliance. The taking of any action prohibited in subdivision (a) of this section, in addition to any other applicable civil or criminal penalties, is an infraction, punishable by a fine of up to five hundred dollars (\$500) for each day in which the violation occurs.

RECOMMENDED COUNCIL ACTION

Staff recommends that the Council:

1. Hold second reading and read the title of Ordinance No. ___ to amend Article 2 of Chapter 13.04 of the City of St. Helena Municipal Code by amending Section 13.04.220.B to remove existing paragraphs 4 and 5 and add new paragraphs 4, 5, 8, 9 and 10 relating to the State Mandated Water Regulation.

ATTACHMENTS/EXHIBITS

1. Regular Ordinance Amending St. Helena Municipal Code Chapter 13.04.

ITEM NO. 9 ATTACHMENT 1

CITY OF ST. HELENA, CA

ORDINANCE NO. 2014-___

**AMENDING ARTICLE 2 OF CHAPTER 13.04 OF TITLE
13 OF THE ST. HELENA MUNICIPAL CODE RELATING
TO WATER SHORTAGE EMERGENCIES**

SECTION 1: Findings. The City Council hereby determines that:

- A. Pursuant to the police powers delegated to it by Article XI, Section 7 of the California Constitution, the City of St. Helena (“City”) may make and enforce laws that promote the public health, safety and general welfare of its residents.
- B. The State of California is experiencing record dry conditions, with 2014 projected to become the driest year on record.
- C. The state’s water supplies have dipped to alarming levels, indicated by: snowpack in California’s mountains is approximately 20 percent of the normal average for this date; California’s largest water reservoirs have very low water levels for this time of year; California’s major river systems, including the Sacramento and San Joaquin rivers, have significantly reduced surface water flows; and groundwater levels throughout the state have dropped significantly.
- D. Dry conditions and lack of precipitation present urgent problems: drinking water supplies are at risk in many California communities; fewer crops can be cultivated and farmers’ long-term investments are put at risk; low-income communities heavily dependent on agricultural employment will suffer heightened unemployment and economic hardship; animals and plants that rely on California’s rivers, including many species in danger of extinction, will be threatened; and the risk of wildfires across the state is greatly increased.
- E. Extremely dry conditions have persisted since 2012 and may continue beyond this year and more regularly into the future, based on scientific projections regarding the impact of climate change on California’s snowpack.
- F. On January 17, 2014, the Governor declared a State of Emergency exists in the State of California due to current drought conditions UNDER THE California Emergency Services Act. Said declaration, among other things, call for: (i) a statewide water conservation campaign; (ii) local water suppliers to implement water shortage contingency plans; (iii) state agencies to implement water use reduction plans, modifications of diversions and releases, and daily drought updates; and (iv) a voluntary twenty percent (20%) reduction in water use across the state.
- G. On April 25, 2014, the Governor issued a proclamation of a continued state of emergency under the California Emergency Services Act based on continued drought conditions and

ITEM NO. 9 ATTACHMENT 1

directed the State Water Resources Control Board (“State Board”) to adopt emergency regulations to ensure that urban water suppliers implement drought response plans to limit outdoor irrigation and other wasteful water practices.

- H. The magnitude of the severe drought conditions presents threats beyond the control of the services, personnel, equipment and facilities of any single local government and require the combined forces of a mutual aid region or regions to combat.
- I. The drought conditions that formed the basis for the Governor’s proclamations continue to exist and worsen. The present year is critically dry and was immediately preceded by two or more consecutive below normal, dry, or critically dry years.
- J. The drought conditions will likely continue for the foreseeable future and additional action by both the State Water Resources Control Board (“State Board”) and local water suppliers is necessary to further promote conservation and conserve California’s limited water resources.
- K. As directed by the Governor’s April 25, 2014 proclamation, the State Board adopted emergency regulations pursuant to Water Code section 1058.5 (the “Emergency Regulations”). The Emergency Regulations took effect on July 28, 2014, and impose several affirmative duties on the City as a local water supplier.
- L. The City’s existing water shortage emergency regulations are set forth in Chapter 13.04 of the St. Helena Municipal Code. While those regulations already include many of the requirements mandated by the Emergency Regulations, there are some additional requirements that the City must implement immediately.
- M. The City Council hereby determines that the St. Helena Municipal Code is in need of revision to protect the public against potential negative health, safety, and welfare impacts and to address potential deficiencies in its Code associated with water shortage emergencies.

SECTION 2. Environmental Review. The City Council finds that this ordinance is not subject to the California Environmental Quality Act (CEQA) pursuant to Sections 15060(c)(2) (the activity will not result in a direct or reasonably foreseeable indirect physical change in the environment) and 15060(c)(3) (the activity is not a project as defined in Section 15378) of the CEQA Guidelines, California Code of Regulations, Title 14, Chapter 3, because it has no potential for resulting in physical change to the environment, directly or indirectly; rather it prevents changes in the environment by imposing mandatory conservation regulations and associated penalties to protect and preserve the City’s water resources during the current drought conditions. Further, the adoption of this ordinance is categorically exempt under CEQA Guidelines Section 15308 for actions taken by regulatory agencies to ensure the protection of the environment and Section 15061(b)(3) because the City Council can see with certainty that there is no possibility the adoption of this ordinance will have a significant effect on the environment.

ITEM NO. 9 ATTACHMENT 1

SECTION 3: Amendment to SHMC. Section 13.04.230 of Chapter 13.04 of Title 13 of the St. Helena Municipal Code is hereby amended as shown on Exhibit A, attached hereto and incorporated herein by this reference.

SECTION 4: Severability. If any section, subsection, sentence, clause, or phrase of this ordinance is for any reason held to be invalid or unconstitutional by a decision of any court of competent jurisdiction, such decision will not affect the validity of the remaining portions of this ordinance. The City Council hereby declares that it 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 5: Inclusion in the St. Helena Municipal Code. It is the intention of the St. Helena City Council that the text in Exhibit A of this ordinance be made a part of the St. Helena Municipal Code and that the text may be renumbered or re-lettered and the word "Ordinance" may be changed to "Section," "Chapter," or such other appropriate word or phrase to accomplish this intention.

SECTION 6: Effective Date. This ordinance will take effect 30 days after adoption.

SECTION 7: Publication. The City Clerk is directed to cause this ordinance to be published in the manner required by law

THE FOREGOING URGENCY ORDINANCE was introduced at a regular meeting on August 26, 2014 of the St. Helena City Council and adopted on the ___ day of September 9, 2014, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Ann Nevero, Mayor

ATTEST:

CITY OF ST. HELENA

Cindy Black, Interim City Clerk

ITEM NO. 9 ATTACHMENT 1

I, CINDY BLACK, INTERIM CITY CLERK of the City of St. Helena, California, do hereby certify that the foregoing Ordinance was duly introduced on August 26, 2014, and adopted at a regular meeting of the City Council on the ____ day of September, 2014 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Cindy Black, Interim City Clerk

APPROVED AS TO FORM:

Thomas B. Brown, City Attorney

ITEM NO. 9 ATTACHMENT 1

EXHIBIT A

Section 13.04.230 of Chapter 13.04 of the St. Helena Municipal Code is hereby amended to read in its entirety as set forth below (additions are shown in underline and deletions are shown in strikethrough:

13.04.230 Phase I Water Regulations

A. The criteria for establishing Phase I shall be that:

1. The Supply/Usage Balance, as calculated at the beginning of the fiscal year, is in Deficit.
2. The volume of water to be delivered by the City of Napa in any fiscal year will not exceed 400 AF.
3. The volume of water anticipated to be available prior to the next November 1, as determined by the Director of Public Works, is not sufficient to meet projected demand through November 1 without demand reduction measures being implemented; or
4. Conditions requiring the establishment of a Phase II water emergency, as determined by the Director of Public Works, appear to be imminent.

B. During the Phase I water emergency, the following mandatory conservation measures by customers of the department shall be enforced by the department and publicized by the city:

1. All customers must be in compliance with all water use efficiency requirements of Chapter 13.12 (Water Use Efficiency and Use Guidelines). If a customer is found to be out of compliance with any part of Chapter 13.12 or provisions of these water shortage emergency requirements, the customer must immediately install the appropriate water-saving devices in their plumbing, appliances, or improvements, or take other such actions to bring about full compliance.
2. All customers are prohibited from expanding or installing new water-using appliances, plumbing or improvements, such as lawns, gardens, landscaping, pools, sprinkler irrigation systems, wash-down equipment, larger washing machines or garbage disposal units where the installation may result in an increase in water use. Replacement of existing appliances, plumbing, or improvements shall be allowed only if the change can be documented to the satisfaction of the director of public works to result in more efficient water using fixtures or systems.
3. Any new water connection for new development must offset new demand by an amount of water equal to the new demand on the city water system using the methodology defined in

ITEM NO. 9 ATTACHMENT 1

Section [13.12.050](#). The offset must be clearly demonstrated, to the satisfaction of the director of public works.

4. *The application of potable water to any driveway or sidewalk is prohibited, unless conditions of public health hazard are documented.*

5. *Using a hose that dispenses potable water to wash a motor vehicle is prohibited, unless the hose is fitted with a shut-off nozzle.*

6. Customers shall install new landscaping in existing or new development that is water efficient within the meaning of the water efficient landscape ordinance.

7. Customers shall cease the operation of air-cooling outdoor misting systems using treated water supplied by the city, unless on a timer

8. *Using potable water to water outdoor landscapes in a manner that causes runoff to adjacent property, non-irrigated areas, private and public walkways, roadways parking lots or structures is prohibited*

9. *Using potable water in a fountain or decorative water feature is prohibited, unless the water is part of a recirculating system.*

10. *In accordance with Section 864 of Title 23 of the California Code of Regulations or any successor regulation, the taking of any action prohibited in this section, in addition to any other applicable civil or criminal penalties (including the penalties set forth in Sections 13.04.290 and 13.04.310 of this chapter), is an infraction, punishable by a fine of up to five hundreddollars (\$500) for each day in which the violation occurs.*

C. During the Phase I water emergency, the following actions shall be carried out by the city:

1. The city shall notify customers that one or more of the criteria for Phase I has been met, and shall identify and explain in sufficient detail each criterion that forms a basis for establishing a Phase I water emergency.
2. The city shall notify customers of the water usage allocation for each account that would be allowed under a Phase II water emergency if a Phase II water emergency appears to be imminent.
3. The city shall advise customers of the Phase I water shortage and of restrictions and opportunities for exception permits that are available under Section [13.04.280](#) of this chapter if a Phase II water emergency appears to be imminent.
4. Any applicant for, or holder of, a building permit for construction that may be affected by the existence of this or future water emergency phases shall be informed of the impact of such phases, but lack of such notice shall not permit a new water connection that is otherwise prohibited.

ITEM NO. 9 ATTACHMENT 1

5. The city shall not issue permits for construction of any new swimming pool unless the pool is to be supplied with water other than treated water supplied by the city. Customers are encouraged to fill existing pools from water other than treated water.
 6. The city shall make plans for implementation of a water shortage disaster plan, which shall include provisions for:
 - a. Emergency water stations;
 - b. Acquisition of private property under the right of eminent domain, with immediate possession to alleviate the emergency; and
 - c. Application for relief assistance from county, state, and federal sources.
 7. The city council shall give notice to any customer that has a terminable contract with the department (whereby the department is the supplier) that such contract will be terminated upon implementation of Phase III by the city council.
 8. If the declaration of a Phase II emergency appears reasonably imminent, the city council shall cause a Water Advisory Board to be formed consisting of one city council member, one planning commissioner, one winery customer, and two public members, one of whom shall be solely a residential customer. The Director of Public Works shall be an ex officio member of this board. Unless the city council otherwise directs, the board will disband when the water emergency is no longer in effect. The Water Advisory Board shall have access to all records in the possession of the Water Enterprise necessary in its judgment to perform its duties, including customer records. The Board shall maintain the confidentiality of individual customer records unless the Board determines by resolution that release of such information is necessary in the pursuit of its duties.
- D. In addition to the mandatory measures defined in Band C of this Section, customers of the department and members of the community are encouraged to do the following:
1. Reduce all indoor water use to not more than an average of seventy-five (75) gallons per person per day within the residence, including single-family residences, apartments, condominiums, townhomes, and mobile homes.
 2. Reduce indoor water use in the work places and commercial establishments by a minimum of ten percent (10%) from customary consumption.
 3. Eliminate or defer all non-essential water use such as topping-off swimming pools.
 4. All schools, social and professional groups, churches, etc., are encouraged to discuss water conservation as a regular agenda item and to forward worthwhile suggestions to the department for consideration.

ITEM NO. 9 ATTACHMENT 1

5. All sites with irrigated landscapes or gardens are encouraged to establish the following irrigation practices:

- a. Turn off irrigation systems during the non-irrigation season.

- b. Encourage customers to invest in SMART controllers or equivalent water-saving devices to control the operation of outdoor sprinkler systems.

STAFF REPORT

OFFICE OF THE DIRECTOR OF PUBLIC WORKS



DATE: September 9, 2014

TO: Mayor Nevero and City Council

FROM: Steve Palmer – Interim Public Works Director
Kathy Robinson – Senior Management Analyst

Item No. 10

RE: Accepting the Work and Directing the Filing of the Notice of Completion for CIP Project W-42 Supervisory Control and Data System (SCADA) Upgrade and Modifications

BACKGROUND

City Council adopted Capital Improvement Plan – Update 2011 on June 28, 2011, granting approval for W-42 Supervisory Control and Data Systems (SCADA) Upgrade and Modifications project. The scope of the project was to replace the existing remote telemetry units (RTU) and upgrade the telemetry system.

Per St. Helena Municipal Code 3.04.210 Bidding Procedures for various project amounts that shall be increased automatically as authorized pursuant to the adjustments made by the California Uniform Construction Cost Accounting Commission under Public Contracts Code Section 22020. (Ord. 01-14 (part): prior code § 2.92.020)22032 which states that public projects of \$175,000 or less may be let to contract by informal procedures as set forth in this article.

Under St. Helena Municipal Code 3.04.230 Section B 4. Proprietary Products or Services, a proposal was obtained and awarded to Glenmount Global Solutions given their proprietary expertise and familiarity of the Water Treatment Plant's existing SCADA system.

DISCUSSION/ANALYSIS

The City Engineer and Chief Water Treatment Plant Operator are satisfied as to the actual completion of the work. With the report, the City Engineer hereby advises the City Council that the work is completed and ready for acceptance and the City Council directs the City Clerk to file a Notice of Completion.

RECOMMENDED COUNCIL ACTION

Approve the resolution.

ATTACHMENTS/EXHIBITS

1. Resolution 2014-__ Accepting the Work and Directing the Filing of the Notice of Completion for CIP Project W-42 Supervisory Control and Data System (SCADA) Upgrade and Modifications.
2. Notice of completion.

CITY OF ST. HELENA

RESOLUTION NO. 2014-XX

**ACCEPTING THE WORK AND DIRECTING THE FILING
OF THE NOTICE OF COMPLETION FOR CIP PROJECT
W-42 SUPERVISORY CONTROL AND DATA SYSTEM
(SCADA) UPGRADE AND MODIFICATIONS**

RECITALS

- A. City Council adopted Capital Improvement Plan – Update 2011 on June 28, 2011, granting approval for W-42 Supervisory Control and Data Systems (SCADA) Upgrade and Modifications project; and
- B. Per St. Helena Municipal Code 3.04.210 Bidding Procedures for various project amounts that shall be increased automatically as authorized pursuant to the adjustments made by the California Uniform Construction Cost Accounting Commission under Public Contracts Code Section 22020. (Ord. 01-14 (part): prior code § 2.92.020)22032 which states that public projects of one hundred seventy-five thousand dollars or less may be let to contract by informal procedures as set forth in this article; and
- C. Under St. Helena Municipal Code 3.04.230 Section B4. Proprietary Products or Services, a proposal was obtained and awarded to Glenmount Global Solutions in the amount of \$101,635 given their proprietary expertise and familiarity of the Water Treatment Plant’s existing SCADA system; and
- D. Glenmount Global Systems has notified the City Engineer of the completion of the work, and the City Engineer is satisfied as to the actual completion of the work and advises the City Council that the work is completed and ready for acceptance.

RESOLUTION

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

- 1. The work performed by Glenmount Global Systems under the subject contract is accepted.
- 2. The City Clerk is directed to file the Notice of Completion for CIP Project W-42 Supervisory Control and Data system (SCADA) upgrade and modifications within ten (10) days after acceptance.

Approved at a Regular Meeting of the St. Helena City Council on September 9, 2014 by the following vote:

AYES: Councilmembers

NOES: None

ABSENT: None

APPROVED:

Ann Nevero
Mayor

ATTEST:

Cindy Drem
Interim City Clerk

Item No.10 Attachment 2

Recording Requested By:

City of St Helena
1480 Main Street
St Helena, CA 94574

**Exempt From Recording Fees Per
Government Code Sec. 27383**

When Recorded Mail To:

City Clerk
City of St. Helena
1480 Main Street
St. Helena, CA 94574

SPACE ABOVE THIS LINE FOR RECORDERS USE ONLY

NOTICE OF COMPLETION

NOTICE IS HEREBY GIVEN THAT:

- 1 The undersigned is an owner of an interest of estate in the hereinafter described real property, the nature of which interest or estate is: fee simple.
- 2 The full name and address of the undersigned owner and of any and all co-owners are:

Name	Street and No.	City	State
City of St Helena	1480 Main Street	St Helena	CA

3 On the _____ day of _____, 2014, there was completed upon the hereinafter described real property a work of improvement as a whole and described as follows: **CIP W-42 Supervisory Control and Data Systems (SCADA) Upgrade and Modifications.**

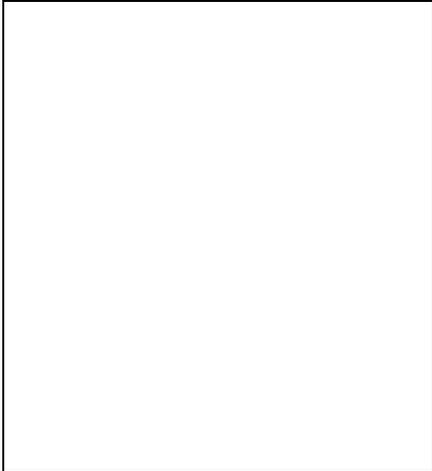
4 The name of the original contractor for the work of improvement as a whole was: **Glenmount Global Systems, 8925 Sterling St., Suite 265, Irvington, TX 75063.**

5 The real property herein referred to is situated in the City of St Helena, County of Napa, State of California, and described as follows: St. Helena Water Enterprise Water Treatment Plant.

6 The street address of the property is: 410 Crystal Springs Road, St. Helena, CA 94574.

By: _____
Owner's Authorized Agent's Signature – Sign Before Notary
Jennifer Phillips, City Manager

**STATE OF CALIFORNIA
COUNTY OF NAPA**



On _____, (date), before me, Cindy Black, Interim City Clerk (name and title of officer), personally appeared Jennifer Phillips, who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

Witness my hand and official seal.

Signature

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STAFF REPORT

OFFICE OF THE DIRECTOR OF PUBLIC WORKS



DATE: September 9, 2014

TO: Mayor and City Council

Item No: 11

FROM: Steve Palmer, Interim Director of Public Works
Kathy Robinson, Senior Management Analyst

RE: Approve Resolution Finding an Exemption from CEQA; Approving and Adopting the Plans, Specifications and Working Details; and Authorizing the Bid Request for Wastewater Treatment Plant Pond 1A Repair Project.

BACKGROUND

Per Order No. R2-2010-0105, Table 8, Task 1(a), the City was required to restore the treatment capacity of Pond 1A. On April 24, 2012, City Council approved Resolution No. 2012-29 authorizing Brelje & Race to prepare bid documents for the removal of biosolids at the wastewater treatment plant. On June 12, 2012, City Council approved Resolution No. 2012-41 finding the wastewater treatment plant biosolids removal project exempt from CEQA, approved the plans, specification and working details, and authorize the request for bids. On August 14, 2013 City Council approved Resolution No. 2012-66 rejecting all bids as it was brought to the City's attention by Upper Valley Waste Management (UVWM) that under the franchise agreement waste agreement sludge fell under the definition of waste, therefore UVWM could remove the biosolids. The City Attorney and Director of Public Works agreed with the assessment and under the existing franchise waste JPA contract, the work was completed by UVWM mid October 2012.

DISCUSSION/ANALYSIS

Wastewater staff working with engineering consultants determined that additional maintenance repairs are required to restore the integrity of the liner. Pond 1A is a primary treatment pond which had been in continuous service since its original construction in 1967. Pond 1A Repair Project includes minor improvements to the pond, removal of submerged baffle walls, and re-construction of the clay liner. The construction project is expected to take approximately 30-days to complete. City staff recommendation is to authorize the project for solicitation of bids and commence construction in advance of this year's wet weather season as provided for in the St. Helena Municipal Code, Chapter 3.04 Article 3, Public Works Projects.

The plans and specification are available for review on the City's website and a hard copy at City Hall.

ITEM NO. 11 ATTACHMENT 1

CITY OF ST. HELENA

RESOLUTION No. 2014-___

**FINDING THE PROJECT EXEMPT FROM CEQA;
ADOPTING THE PLANS, SPECIFICATIONS, AND
WORKING DETAILS; AND AUTHORIZING THE BID
REQUEST FOR WASTEWATER TREATMENT PLANT
POND 1A REPAIR PROJECT**

RECITALS

- A. On April 24, 2012, City Council approved Resolution No. 2012-29 authorizing Brelje & Race to prepare bid documents for the removal of biosolids at the wastewater treatment plant; and
- B. On June 12, 2012, City Council approved Resolution No. 2012-41 finding the wastewater treatment plant biosolids removal project exempt from CEQA, approved the plans, specification and working details, and authorize the request for bids; and
- C. On August 14, 2013 City Council approved Resolution No. 2012-66 rejecting all bids as it was brought to the City's attention by Upper Valley Waste Management (UVWM) that under the franchise agreement waste agreement sludge fell under the definition of waste, therefore UVWM could remove the biosolids. The City Attorney and Director of Public Works agreed with the assessment and under the existing franchise waste JPA contract, the work was completed by UVWM mid October 2012; and
- D. Wastewater staff working with engineering consultants determined that additional maintenance repairs are required to restore the integrity of the liner; and
- E. Pond 1A Repair Project includes minor improvements to the pond, removal of submerged baffle walls, and re-construction of the clay liner; and
- F. City staff has requested the authorization to solicit construction bids pursuant to Municipal Code, Chapter 3.04 Article 3, Public Works Projects.

RESOLUTION

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

- 1. The project is categorically exempt from the California Environmental Quality Act, pursuant to CEQA Guidelines section 15301, Existing Facilities Class 1 which exempts the operation, repair, maintenance, and permitting of existing facilities involving negligible or no expansion of use including publically owned utilities used to provide sewerage services; an
- 2. The plans, specifications and working details, available online and for viewing at City Hall, 1480 Main Street, are hereby approved; and
- 3. The City Engineer is authorized to solicit bids for the subject project.

Approved at a Regular Meeting of the St. Helena City Council on September 9, 2014 by the following vote:

AYES:
NOES:
ABSENT:

APPROVED:

Ann Nevero
Mayor

ATTEST:

Cindy Black
Interim City Clerk



NOTICE OF EXEMPTION

TO: Napa County Clerk-Recorder
P.O. Box 298
Napa, CA 94559-0298

FROM: City of St. Helena
Planning Department
1480 Main Street
St. Helena, CA 94574

Project Title: Pond 1A Repair Project

Project Location: 1 Chaix Lane, City of St. Helena, County of Napa

Description of Nature, Purpose, and Beneficiaries of Project: Pond 1A is a primary treatment pond at the City's wastewater treatment plant, which had been in continuous service since its original construction in 1967. The Pond 1A Repair Project includes minor improvements to the pond, removal of submerged baffle walls, and re-construction of the clay liner.

Name of Public Agency Approving Project: City of St. Helena

Name of Applicant: City of St. Helena

Exempt Status:

X **Categorical Exemption (Class 1, Section 15301. Existing Facilities)**

Reasons Why Project is Exempt:

The Project involves the repair, maintenance, and minor alteration of existing public sewer facilities, mechanical equipment, and topographical features, involving no expansion of use beyond the existing pond.

Contact Person:

Telephone Number: (707) 967-2792


Victor Carniglia, Interim Planning Director


Date

STAFF REPORT

OFFICE OF THE DIRECTOR OF PUBLIC WORKS



DATE: September 9, 2014

TO: Mayor Nevero and City Council

FROM: Steve Palmer – Interim Public Works Director
Kathy Robinson – Senior Management Analyst

Item No. 12

RE: Resolution Approving Amendment No. 1 for additional on-call consulting services with Bennett Engineering Services related to the Wastewater Treatment Plant Pond 1A regulatory assistance, field investigation and construction support.

BACKGROUND

Pond 1A is a primary treatment pond which had been in continuous service since its original construction in 1967. On June 10, 2014, under St. Helena Municipal Code Section 2.93 Professional Services, City Council approved Resolution 2014-3 authorizing a negotiated contract with Bennett Engineering Services for on-call consulting services to perform specialized engineering services for Pond 1A design improvements, regulatory assistance and technical expertise not to exceed \$30,000.

After the biosolids removal and piping improvements were made, Wastewater staff working with engineering consultants determined that additional maintenance repairs are required to restore the integrity of the liner.

DISCUSSION/ANALYSIS

In order to complete project design and construction, the City requires additional services for field investigation, regulatory compliance support and engineering support during construction. Bennett Engineering Services has submitted a proposal to amend their existing contract to include these services. Staff has reviewed and evaluated the proposal received and reaffirms that Bennett Engineering has the skills, expertise and qualifications to provide the desired on-call services.

RECOMMENDED COUNCIL ACTION

Approve the resolution.

FISCAL IMPACT

The amendment for additional on-call contracting services under this agreement will not exceed \$50,000 and will be funded by budgeted Wastewater Enterprise Funds for a total amended contract amount not to exceed \$80,000.

ATTACHMENTS/EXHIBITS

1. Resolution 2014-__ Approving Amendment No. 1 for additional on-call consulting services with Bennett Engineering Services related to the Wastewater Treatment Plant Pond 1A regulatory assistance, field investigation and construction support.

2. Scope of Services

Item No. 12 Attachment 1

CITY OF ST. HELENA

RESOLUTION NO. 2014-__

APPROVING AMENDMENT NO. 1 FOR ADDITIONAL ON-CALL CONSULTING SERVICES WITH BENNETT ENGINEERING RELATED TO THE WASTEWATER TREATMENT PLANT POND 1A REGULATORY ASSISTANCE, FIELD INVESTIGATION AND CONSTRUCTION SUPPORT

- A. Pursuant to the terms of the written Agreement between City and Consultant, approved by Resolution 2014-35 under St. Helena Municipal Code 2.93.030 Professional Services on June 10, 2014, the City entered into a Professional Services Agreement with Bennett Engineering Services, for on-call consulting services to perform specialized engineering services for Pond 1A design improvements, regulatory assistance and technical expertise not to exceed \$30,000; and
- B. After the biosolids removal and piping improvements were made, Wastewater staff working with engineering consultants determined that additional maintenance repairs are required to restore the integrity of the liner; and
- C. Staff determined that that additional services for field investigation, regulatory compliance support and engineering support during construction were needed. Staff requested and Bennett Engineering responded with a proposal for additional on-call services; and
- D. City and Consultant desire to amend the Agreement to provide additional on-call consulting services to perform specialized engineering services for Pond 1A design improvements, regulatory assistance and technical expertise.

RESOLUTION

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

- 1. Amendment No. 1 in the amount of \$50, 000 to the Agreement for Consultant Services with Bennett Engineering Services is hereby approved.
- 2. The total amended contract not to exceed \$80,000.

Approved at a Regular Meeting of the St. Helena City Council on September 9, 2014 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

APPROVED:

ATTEST:

Ann Nevero
Mayor

Cindy Black
Interim City Clerk

EXHIBIT B: Additional Scope of Services

To: Jennifer Phillips, City Manager
 Client: City of St. Helena
 Consultant: Bennett Engineering Services, Inc.
 Project: On Call Consulting Services – Resolution No. 2014-35
 Date: September 3, 2014



TRUSTED ENGINEERING ADVISORS

Bennett Engineering Services
1082 Sunrise Avenue, Suite 100
Roseville, California 95661

T 916.783.4100

F 916.783.4110

www.ben-en.com

In accordance with the On Call Consulting Services Agreement between the City of St. Helena (Client) and Bennett Engineering Services, Inc. (Consultant), dated June 10, 2014, Consultant is authorized to complete the additional work scope defined herein.

BACKGROUND

Recent work performed at the City of St. Helena’s wastewater treatment and reclamation facility (WWTRF) included draining a primary treatment pond (Pond 1A) for sludge removal, yard piping improvements, and re-commissioning of the treatment pond. Bennett Engineering Services (BEN|EN) was retained under an on-call consultant agreement to assist with design improvements to Pond 1A, regulatory permit assistance, and provide additional technical expertise for the wastewater treatment and disposal facilities.

As part of this process, the City has requested additional work as follows:

- Field investigative work in Pond 1A to determine the extents of liner damage and failure method.
- Construction Phase Engineering support services during the Pond 1A Repair Project
- Continued support in City’s correspondence with and compliance reporting to the RWQCB.

We have prepared this additional work scope and budget at the request of City staff.

WORK SCOPE

All work will be performed under the direction of the City Manager or acting Public Works Director.

Pond Liner Field Investigation

BEN|EN and its sub-consultants will perform field investigation work in the existing empty pond as part of the overall remediation work for Pond 1A. Services will include:

- Topographic survey of pond bottom and interior berms
- Soil testing (core sampling) to determine extent of original clay pond bottom and underlying strata

A report of findings will be provided upon completion of the field investigation and analysis.

INITIALS:

Construction Phase Engineering Support

BEN|EN will provide Construction Phase support services for the Pond 1A Repair Project, including:

- Respond to Contractor requests for information (RFIs)
- Conduct Pre-Bid meeting and job walk
- Review and respond to Contractor submittals
- Conduct construction Kickoff Meeting
- Conduct milestone inspections, final inspection, and prepare final punch list
- Prepare Record Drawings based on field as-built notes

BEN|EN will act as a resource to City administrative and operations staff for the Pond 1A Repair Project construction, testing, start-up, and re-commissioning.

RWQCB Correspondence and Compliance Reporting Support

BEN|EN will assist City staff and consultants during upcoming compliance reporting and correspondence with the Regional Water Quality Control Board (RWQCB) during and following the Pond 1A Repair activities.

UNDERSTANDINGS

Not to Exceed \$ 50,000

The costs for Consultant’s services will be billed on a time and materials basis according to the 2014 billing rate sheet attached. The labor and direct costs associated with this additional work shall not exceed \$50,000 without written authorization from the Client. If additional funds are required to complete requested services beyond this limit, Consultant shall notify Client in writing prior to reaching the authorized limit, and will not proceed with work in excess of the limit without written approval of the Client.

Attachments: 2014 Billing Rate Schedule

INITIALS:

BEN|EN

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STAFF REPORT



DATE: September 9, 2014

TO: Mayor and City Council

FROM: Jennifer Phillips, City Manager

ITEM No: 13

RE: Consideration/action regarding notice of intent to sell the affordable housing unit at 1641 Voorhees Circle and direction as to whether the City desires to exercise its option to purchase said property.

BACKGROUND:

On July 31, 2014, the City received notice from St. Helena's affordable housing agency, the Housing Authority of the City of Napa ("Housing Authority") that the home owners of 1641 Voorhees Circle in St. Helena intend to sell their home. The home is a single-family, owner-occupied affordable housing unit in the Wallis Subdivision. The owners, James and Brittany Eyer have lived in the home since 2009.

DISCUSSION / ANALYSIS:

As an owner-occupied affordable housing unit, 1641 Voorhees Circle was sold to the current owner ("Owner") subject to a Resale Restriction Agreement and Option to Purchase ("Agreement"). The Agreement provides that if Owner no longer wishes to occupy or own the home, the City of St. Helena has first option to purchase the property before the owner attempts to market and sell the home to an income-qualified buyer. If the City decides not to exercise this option, then the home must be sold to an income-qualified buyer at a price set by the Agreement at either fair market value or the restricted sales price, whichever is lower. The restricted sales price is \$319,114.00. The sale of the property would be subject to another agreement to continue restricting resale under similar terms, all intended to keep the home as an affordable housing unit.

In the attached letter dated July 31, 2014, the Housing Authority recommends that the City, consistent with past practice, not exercise its purchase option, and instruct the owner to proceed with marketing their home to an eligible buyer.

FISCAL IMPACT:

If the City exercises its option, the City will pay \$319,114.00, plus any costs associated with close of escrow according to the terms of the Agreement. Additional costs may be incurred with amending and recording the regulatory agreements to include the provisions of the Local Preference Policy and any costs associated with the resale to an income-qualified buyer identified through implementation of the preference policy. The City does not have uncommitted funds available to purchase the house.

RECOMMENDED COUNCIL ACTION:

Staff recommends that the City Council, consistent with the recommendation of the Housing Authority, not exercise its option to purchase the property and instruct the owner to proceed to market their home to an eligible purchaser.

ATTACHMENTS:

1. Letter from City of Napa Housing Authority dated July 31, 2014



CITY of NAPA

Housing Authority

Site Address: 1115 Seminary Street
Mailing Address: P.O. Box 660
Napa, CA 94559-0660
Phone: (707) 257-9543
TTY: 711 (Telecommunication Relay Service)
FAX: (707) 257-9239 •
www.cityofnapa.org

July 31, 2014

Toby Ross, Interim City Manager
City of St. Helena
1480 Main Street
St. Helena, CA 94574

Re: Notice of Intent to Sell
1641 Voorhees Circle, St. Helena
James and Brittany Eyer

Dear Toby:

The Housing Authority is in receipt of a letter from James Eyer dated July 6, 2014 and received in this office on July 7, 2014. The letter states that they intend to sell their below market rate affordable housing unit located at 1620 Voorhees Circle.

Under the Resale Restriction Agreement and Option to Purchase signed by James and Brittany Eyer and the City of St Helena (the City) on November 16, 2009, the City has "the first right to exercise its option to purchase the property. The City has 45 days from the time it received notification of intent to sell and/or 45 days from receipt of the pest control report to inform the owner in writing whether or not it intends to exercise its option to purchase. A copy of the pest control report was received in this office on July 29, 2014. Thus, the City must respond to the owner by **September 12, 2014.**

Should the City exercise its option, the City should be prepared to purchase the home at the fair market value or restricted sales price of \$319,114.00, whichever is lower. If the City elects to exercise its option to purchase it has 90 days from the receipt of Owner's notice of intent to sell to close the escrow. The 90-day period commenced when the City received the owner's notice to sell, which was July 7, 2014 with the period ending on **October 6, 2014.**



If the City does not want to exercise their option to purchase, the City may notify the Owner that it will not at this time exercise the option to purchase the residence and the owner may proceed to sell the residence to an eligible purchaser at a price not to exceed the restricted sales price. The owner shall then make a bonafide good faith effort to market the home for at least six months. If they are not able to locate an eligible buyer within the six month marketing period, the owner may then send a second notice to the City and allow an additional 30-day period to exercise the City option.

The pest control inspection report was reviewed and there is minor dry rot on some of the exterior wood siding and trim. According to the terms of the Resale Restriction Agreement, the owner must repair all damage noted in the report prior to close of escrow. The owner will be instructed to repair the items noted in the report and provide a pest inspection clearance.

Per the terms of the Resale Restriction Agreement, the home was inspected by the Housing Authority Inspector on July 28, 2014. The home was found to be in "sellable condition" and no further repairs were noted.

As we discussed in our telephone conversation, it has been the past practice of the City Council to waive their option to purchase the property and instruct the owner to sell the home to an eligible purchaser at the restricted sales price.

The Housing Authority therefore recommends that the City not exercise its option at this time and instruct the owner to proceed with marketing their home to an eligible purchaser. I am requesting that you place this item for consideration on the August 26, 2014 City Council Agenda.

Sincerely,



Andrea Clark
Affordable Housing Representative

Attachments: Copy of Resale Restriction Agreement
Eyer letter of July 6, 2014

cc: Lark Ferrell, Housing Manager



Report to the City Council
Council Meeting September 9, 2014

Agenda Section: Scheduled Matters

Subject: **Consideration of Resolution appointing and filling expired terms to the Library Board of Trustees, Parks and Recreation Commission, Planning Commission and the Tree Committee**

Prepared By: Cindy Black, Interim City Clerk

Authorized By: Jennifer Phillips, City Manager

Approved By: Jennifer Phillips, City Manager

BACKGROUND

Due to annual Boards and Commission term expirations and recent amendments to the terms and protocol, staff recently advertised to fill the June 30, 2014 expired seats. The expired terms were extended until the amendment and recruitment process was completed. The Boards and Commissions that have expired terms include the Library Board of Trustees, Parks and Recreation Commission, Planning Commission and the Tree Committee.

DISCUSSION

Library Board of Trustees

Library Board of Trustee members Norma Ferriz, Susan Swan and Bonnie Long's terms expired June 30, 2014. Appointments are made by the Mayor and subject to the City Council's approval. Applications were received from all incumbents as well from Lin Weber, Bob Dye, and Terry Wood.

Parks and Recreation Commission

Parks and Recreation Commission members Chris Cutler, Jeannie Kerr and Tracy Smith's terms expired June 30, 2014. Appointments are made by the Mayor and subject to the City Council's approval. Applications were received from incumbent Chris Cutler and Tracy Smith. Other applicants include Rebecca Martin, Matthew Demchuk, Kim Phinney, Christine Talley and Stephanie Iaconaco.

Planning Commission

Planning Commission member Grace Kistner's term expired June 30, 2014. Appointments are made by the Mayor and subject to the City Council's approval. Applications were received from the incumbent and Hector Lopez.

Tree Committee

Tree Committee members Susann Ortega and Kellie Carlin's terms expired June 30, 2014 plus an additional alternate vacancy. Appointments are made by the Mayor and subject to the City Council's approval. Applications were received from both incumbents and Joan Westgate.

FISCAL IMPACT

None9*

RECOMMENDED ACTION

Library Board of Trustees – There are three expired terms. Appoint two applicants to a one year term and one applicant to a two year term to fulfill the term staggering process.

Parks and Recreation Commission – There are three expired terms. Appoint one applicant to a one year term and two applicants to a two year term to fulfill the term staggering process.

Planning Commission - There is one expired term. Appoint one applicant to a four year term.

Tree Committee - There are three seats available which includes two expired terms and one alternate vacancy. Appoint two applicants to fill the expired terms and appoint one applicant to fill the vacant alternate position.

ATTACHMENTS

1. Resolution Appointing/Re-Appointing Members to expired and vacant terms
2. Applications for appointment

CITY OF ST. HELENA

RESOLUTION NO. 2014-

**APPOINTING MEMBERS TO THE
ST. HELENA BOARD OF LIBRARY TRUSTEES,
PARKS AND RECREATION COMMISSION,
TREE COMMITTEE AND PLANNING COMMISSION**

RECITALS

- A. Existing vacancies exists on the St. Helena Library Board of Trustee, Parks and Recreation Commission, Planning Commission and Tree Committee.
- B. Applications have been received from applicants for the various openings. Protocol calls for appointments to be made by the Mayor and approval by the City Council.

RESOLUTION

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

Library Board of Trustees

- 1. The Mayor hereby appoints _____ and _____ to the St. Helena Library Board of Trustee for a one year term expiring on June 30, 2015.
- 2. The Mayor hereby appoints _____ to the St. Helena Library Board of Trustee for a two year term expiring on June 30, 2016.

Parks and Recreation Commission

- 1. The Mayor hereby appoints _____ to the St. Helena Parks and Recreation Commission for a one year term expiring on June 30, 2015.
- 2. The Mayor hereby appoints _____ and _____ to the St. Helena Parks and Recreation Commission for a two year term expiring on June 30, 2016.

Planning Commission

- 1. The Mayor hereby appoints _____ to the St. Helena Planning Commission for a four year term expiring on June 30, 2018.

Tree Committee

- 1. The Mayor hereby appoints _____ and _____ to the St. Helena Tree Committee for a two year term expiring on June 30, 2016.
- 2. The Mayor hereby appoints _____ as an alternate to the St. Helena Tree Committee for a two year term expiring on June 30, 2016.

Approved at a Regular Meeting of the St. Helena City Council on September 9, 2014, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

APPROVED:

ATTEST:

Ann Nevero
Mayor

Cindy Black
Interim City Clerk

Library Board of Trustee Applicants
(Two available positions)

	Name	Contact Numbers		Comments
		Home	Business	
1.	Lin Weber	[REDACTED]	[REDACTED]	
2.	Bob Dye	[REDACTED]		
3.	Norma B. Ferriz de Massaro	[REDACTED]	[REDACTED]	
4.	Bonnie Long	[REDACTED]		
5.	Terry Wood	[REDACTED]		
6.	Susan Swan	[REDACTED]	[REDACTED]	

*Incumbent names are highlighted.



CITY CLERK
OFFICE OF
JUL 25 2014
ST. HELENA
CITY OF

CITY HALL, 1480 MAIN STREET
ST. HELENA, CALIFORNIA 94574
(707) 967-2792
www.sthelenacity.com

APPLICATION FOR APPOINTMENT

Note: Your application will be copied for the City Council and made available to the press and public.

Committee/Commission to which you are applying:

Library Board

Name: Lin Weber

Home Address: 1611 Doris Ct, St H

Mailing Address: (same)

Occupation: marriage & Family Therapist; historian - author; artist

Business Address: 999 Adams St, Suite 300, St H

Home Telephone: 963-7657 Business Telephone: 707-480-7008

E-mail: linweber@earthlink.net

Please indicate if above numbers can be made available to the public upon request: y

Are you a resident of St. Helena? y If yes, how long have you lived in St. Helena? 43 years

Current occupation (within last 12 months) marriage & family therapist, historian, artist

Business interests in last 12 months: Lin Weber, MFT

Previous Committee/Commission Experience:

Trustee, Napa valley Museum; Queen of the valley Hospital Institutional Review Board; Diocesan Review Board, Catholic Diocese of Santa Rosa; Sr. Warden, Grace Episcopal Church, St Helena

←
Current

Education/Experience: A resume may be attached containing this and any other information that would be helpful in evaluating your application.

please see attached resume

Professional and/or community service activities:

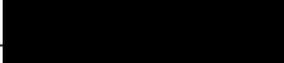
Numerous lectures at Library and other venues on Napa Valley history ; numerous newspaper articles on St Helena history ; 8 published books

Local government related experience: _____

Please explain your reasons for wishing to serve on this committee/commission and how you feel that you may contribute

I use the library frequently for historical research, am very positive about its high quality and want to contribute to/participate in its continued success as a community resource.

Names, addresses, and phone numbers of three individuals familiar with your background:

<u>Nancy Haynes</u>	<u>1290 Sylvaner Ave</u>	
<u>Kathleen Patterson</u>	<u>1450 Sylvaner Ave</u>	
<u>Inger Laidley</u>	<u>706 Hunt Ave</u>	

Appointments to this position may require you to file a Conflict of Interest Disclosure Statement, which is of public record.



Signature of Applicant

7-25-14

Date

If you have any questions regarding the appointment procedure, please telephone the City Clerk at (707) 967-2742.

Please return the completed application to:

City of St. Helena
City Clerk
1480 Main Street
St. Helena, CA, 94574

RECEIVED

Lin Weber, MFT

AUG 5 2014

Education

CITY OF ST.HELENA

- 1980-1983 Sonoma State University, Rohnert Park, CA MA in Counseling Psychology
1978-1980 Pacific Union College, Deer Park, CA Teaching Credential, Secondary
1963-1967 Wheaton College, Norton, MA. B.A., English (Cum Laude with Departmental Honors)

Experience

- 1986-present (2014)
Licensed Marriage and Family Therapist
Private counseling practices in Napa and St. Helena CA
1983-1986 Interning psychotherapist, Napa County Mental Health
Certification Review Hearing Officer, Napa County
Patients' Rights Advocate, Napa County
1980-1983 Executive Director, Napa County Mental Health Association
1968-1970 Associate Editor, "Grade Teacher" magazine, Greenwich, Connecticut

Community Work

- 2011-present Diocesan Review Board, Catholic Diocese of Santa Rosa
2002-2013 Member, Institutional Review Board, Queen of the Valley Hospital
2000-2002 Trustee, Napa Valley Museum
1998-1999 Senior Warden, Grace Episcopal Church, St. Helena

Historian and Author

- Author of *Old Napa Valley: The History to 1900*, Wine Ventures Publishing (1998)
Author of *Roots of the Present: Napa Valley 1900-1950*, Wine Ventures Publishing (2001)
Author of *Under the Vine and the Fig Tree: The Jews of the Napa Valley*, Wine Ventures Publishing (2003)
Author of *Napa Valley Wine Country*, Arcadia Publishing (2004)
Author of *Napa*, Arcadia Publishing, Images of America series (2004)
Author of *The Wine Cellar*, Wine Ventures Publishing (2006)
Author of *Queen of the Valley: 50 Years*, Wine Ventures Publishing (2007)
Author of *Prohibition in the Napa Valley*, The History Press (2013)
History Column, *St. Helena Star* (2004-2007)
Historical articles in "Napa Valley," "Destination" magazine; "Wheaton Alumnae Quarterly," others
Contributing author, *Napa Valley Impressions*, Jerry Alexander, Amarin Publishing (1999)
Contributing author, *Exploring St. Helena*, St. Helena Chamber of Commerce (2002)

Lin Weber, MFT

Experience

1986-present (2014)

Napa County, California

Licensed Marriage and Family Therapist

Private counseling practices in Napa and St. Helena CA

2011-present Diocesan Review Board, Catholic Diocese of Santa Rosa

2002-2013 Member, Institutional Review Board, Queen of the Valley Hospital

2000-2002 Trustee, Napa Valley Museum

1998-1999 Senior Warden, Grace Episcopal Church, St. Helena

1983-1986 Interning psychotherapist, Napa County Mental Health

Certification Review Hearing Officer, Napa County

Patients' Rights Advocate, Napa County

1980-1983 Executive Director, Napa County Mental Health Association

Historian and Author

Author of *Old Napa Valley: The History to 1900*, Wine Ventures Publishing (1998)

Author of *Roots of the Present: Napa Valley 1900-1950*, Wine Ventures Publishing (2001)

Author of *Under the Vine and the Fig Tree: The Jews of the Napa Valley*, Wine Ventures Publishing (2003)

Author of *Napa Valley Wine Country*, Arcadia Publishing (2004)

Author of *Napa*, Arcadia Publishing, Images of America series (2004)

Author of *The Wine Cellar*, Wine Ventures Publishing (2006)

Author of *Queen of the Valley: 50 Years*, Wine Ventures Publishing (2007)

History column, *St. Helena Star* (2004-2007)

Historical articles in "Napa Valley," "Destination" magazine; "Wheaton Alumnae Quarterly," others

Contributing author, *Napa Valley Impressions*. Jerry Alexander, Amarin Publishing (1999)

Contributing author, *Exploring St. Helena*, St. Helena Chamber of Commerce (2002)

1968-1970

Greenwich, Connecticut

Associate Editor, "Grade Teacher" magazine

Edited and wrote articles for national trade publication for teachers

Education

1963-1967 Wheaton College, Norton, MA. B.A., English (Cum Laude with Departmental Honors)

1978-1980 Pacific Union College, Deer Park, CA Teaching Credential, Secondary

1980-1983 Sonoma State University, Rohnert Park, CA MA in Counseling Psychology



RECEIVED

AUG 18 2014

CITY OF ST. HELENA

CITY HALL, 1480 MAIN STREET
ST. HELENA, CALIFORNIA 94574
(707) 967-2792
www.sthelenacity.com

APPLICATION FOR APPOINTMENT

Note: Your application will be copied for the City Council and made available to the press and public.

Committee/Commission to which you are applying:

LIBRARY BOARD

Name: BOB DYE

Home Address: 826 SIGNORELLI CIRCLE, ST. HELENA

Mailing Address: SAME

Occupation: WEB DESIGNER. HIGH-TECH MARKETING FOR MOST OF CAREER.

Business Address: SAME

Home Telephone: 707-738-9919 Business Telephone: ---

E-mail: BOBDYE@VINTAGEFACTOR.COM

Please indicate if above numbers can be made available to the public upon request: YES

Are you a resident of St. Helena? If yes, how long have you lived in St. Helena? 3 1/2 YRS. IN
10 YRS. JUST
OUTSIDE

Current occupation (within last 12 months) WEB DESIGNER; VINTNER

Business interests in last 12 months: CHARM W WERY (NOW CLOSED);
WINE COUNTRY WEB DESIGN

Previous Committee/Commission Experience:

Education/Experience: A resume may be attached containing this and any other information that would be helpful in evaluating your application.

BS UNIV. OF ARIZONA ; MBA UNIV. OF CHICAGO
35 YEARS IN HIGH-TECH , MOSTLY IN MARKETING.

Professional and/or community service activities:

FORMER PRESIDENT, TREASURER APPALACHIAN ST. HELENA
TREASURER, NAPA VALLEY WINE LIBRARY ; DESIGNED & BUILT CURRENT
ST. HELENA PUBLIC LIBRARY WEBSITE.

Local government related experience:

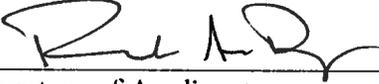
Please explain your reasons for wishing to serve on this committee/commission and how you feel that you may contribute

LONG ASSOCIATION WITH ST. HELENA PUBLIC LIBRARY AND
ASSOCIATED ORGANIZATIONS (NAPA VALLEY WINE LIBRARY).
EXTENSIVE KNOWLEDGE OF INTERNET AND CURRENT
APPROACHES TO INFORMATION RETRIEVAL.

Names, addresses, and phone numbers of three individuals familiar with your background:

JENNIFER BAKER, DIRECTOR, ST. HELENA PUBLIC LIBRARY, [REDACTED]
CAROLYN MARTINI, PRESIDENT, NAPA WINE LIBRARY, [REDACTED]
PAM SIMPSON, CEO, ST. HELENA CHAMBER OF COMMERCE, [REDACTED]

Appointments to this position may require you to file a Conflict of Interest Disclosure Statement, which is of public record.


Signature of Applicant

8/15/2014
Date

If you have any questions regarding the appointment procedure, please telephone the City Clerk at (707) 967-2742.

Please return the completed application to:
City of St. Helena
City Clerk
1480 Main Street
St. Helena, CA, 94574

CITY OF
ST. HELENA
AUG 11 2014

ST. HELENA, CALIFORNIA 94574
(707) 967-2792

www.sthelenacity.com

OFFICE OF
CITY CLERK

APPLICATION FOR APPOINTMENT

Note: Your application will be copied for the City Council and made available to the press and public.

Committee/Commission to which you are applying:

St. Helena Public Library Board

Name: Norma B. Ferriz de Massaro

Home Address: 1085 Crinella Ct. St. Helena, CA 94574

Mailing Address: 1085 Crinella Ct. St. Helena, CA 94574

Occupation: Operations Manager at Up Valley Family Centers and independent translator.

Business Address: 1085 Crinella Ct. St. Helena, CA 94574

Home Telephone: (707) 963-7218 Business Telephone: (707) 963-1919

E-mail: nferriz@hotmail.com and nferriz@upvalleyfamilycenters.org

Please indicate if above numbers can be made available to the public upon request: Y

Are you a resident of St. Helena? Y If yes, how long have you lived in St. Helena? 7 years

Current occupation (within last 12 months): Operations Manager at Up Valley Family Centers (formerly St. Helena Family Center) and independent translator.

Business interests in last 12 months: Social services, education, Hispanic community integration.

Previous Committee/Commission Experience: Current member of the St. Helena Public Library Board and of the Active Transportation Committee. In addition I sometimes attend as a guest sessions of the Multicultural Committee.

Education/Experience: A resume may be attached containing this and any other information that would be helpful in evaluating your application.

Bachelors in Biology (provided systematic approach, critical and logical thinking, data gathering and analysis) Masters in Public Administration (Budget and personnel management). 20 + years of experience working with non-profits (education programs, fundraising and administration) and with volunteer work (youth groups, educational and environmental organizations).

Professional and/or community service activities:

Current member of: Soroptimist, St. Helena Star Editorial Board, Girl Scouts – all operating in St. Helena. Additional volunteer involvement with other educational and nature conservation organizations.

Local government related experience: Previous Committee/Commission Experience:

Current member of the St. Helena Public Library Board and of the Active Transportation Committee. In addition I sometimes attend as a guest sessions of the Multicultural Committee. I sometimes attend City Council sessions.

Please explain your reasons for wishing to serve on this committee/commission and how you feel that you may contribute

I have been serving as a library trustee for the past three years and have enjoyed it very much. I provide a different cultural experience as I am the only Latino member of the board. I also provide a good perspective of what is happening in the community since both my work and my volunteer experiences expose to different sectors and interests of the community so I can bring a broad perspective to the library. I am very interested in language and the power of communication. I have experience with budget and personnel management and can offer that experience to the library director. I love our library and I am always promoting its services and its growth.

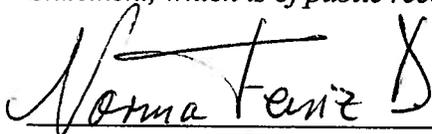
Names, addresses, and phone numbers of three individuals familiar with your background:

Sara Cakebread – (former boss and Girl Scout leader) – 990 Allison Ave. St. Helena, CA 94574. [REDACTED]

Cristina Avina – (co-worker) 1740 Adele Ave. Calistoga, CA 94515. [REDACTED]

Margaret Friedrich – (Soroptimist member) - P.O. Box 392, St. Helena, CA 94574 [REDACTED]

Appointments to this position may require you to file a Conflict of Interest Disclosure Statement, which is of public record.



Signature of Applicant

8/12/14

Date



CITY OF
ST. HELENA
AUG 11 2014
OFFICE OF
CITY CLERK

CITY HALL, 1480 MAIN STREET
ST. HELENA, CALIFORNIA 94574
(707) 967-2792
www.sthelenacity.com

APPLICATION FOR APPOINTMENT

Note: Your application will be copied for the City Council and made available to the press and public.

Committee/Commission to which you are applying:

St. Helena Public Library Board of Trustees

Name: Bonnie Long

Home Address: 2690 Pinot Way, St. Helena 94574

Mailing Address: Same

Occupation: Retired City Manager

Business Address: same as home

Home Telephone: 707- 967-8234

Business Telephone: none

E-mail: bonnie-long@att.net

Please indicate if above numbers can be made available to the public upon request: yes

Are you a resident of St. Helena? Yes If yes, how long have you lived in St. Helena? 18 yrs

Current occupation (within last 12 months) Writer. My poetry has been published in journals and anthologies, and I have a book forthcoming from Finishing Line Press

Business interests in last 12 months: None

Previous Committee/Commission Experience: St. Helena Library Board of Trustees; City of St. Helena General Plan Update Committee; Friends and Foundation, St. Helena Public Library (ex-officio member)

Education/Experience: A resume may be attached containing this and any other information that would be helpful in evaluating your application.

Please see attached

Professional and/or community service activities:

Please see attached

Local government related experience: _____

Please see attached

Please explain your reasons for wishing to serve on this committee/commission and how you feel that you may contribute

It has been my honor and privilege to play a part in overseeing and protecting our award-winning city library. Before Dr. Darter passed away, I promised I would apply for reappointment to the Board of Trustees and hopefully be able to continue the good work he did for so many years. I believe my experience on the board can help provide continuity and background. I assisted with formation of the Library Foundation and the merger of the Friends and Foundation. My professional local government experience spans 28 years.

I love St. Helena and want to continue giving back to my community.

Names, addresses, and phone numbers of three individuals familiar with your background:

Beclee Wilson P.O. Box 507, St. Helena [REDACTED]

Elaine Montaine-Watson 3268 Ehlers Lane, St. Helena [REDACTED]

Dan Whitehurst 188 Knoll Place, St. Helena [REDACTED]

Appointments to this position may require you to file a Conflict of Interest Disclosure Statement, which is of public record.

Bonnie Long
Signature of Applicant

August 1, 2014
Date

CURRICULUM VITAE

BONNIE J. LONG

EDUCATION

Masters of Public Administration - California State University
Bachelor of Arts - California State University

PROFESSIONAL EXPERIENCE

City Manager, St. Helena, CA. 2/1997 to 6/2003 (RETIRED)

City Manager, Cotati, CA. 10/1991 to 1/1997

Assistant City Manager, Davis, CA. 8/1998 to 10/1991

Assistant to City Manager, Modesto, CA. 3/1986 to 8/1989

Management Analyst, Modesto, CA. 11/1977 to 3/ 1986

CONTINUING EDUCATION

City Managers Exchange Program, New South Wales, Australia
City Managers Executive Institute, League of California Cities
Council/Manager Team Building, League of California Cities
Revitalizing Smaller Communities and Redevelopment Negotiations,
California Redevelopment Association
Capital Projects Financing and Implementation of Mello-Roos Community
Facilities Districts, UC Extension
Community Mediation Training, Sacramento Mediation Center
Leadership Modesto, Modesto Chamber of Commerce
Intergovernmental Management Training Program, Institute for Local Self
Government

PRIOR COMMUNITY SERVICE

St. Helena Kiwanis Board of Directors
St. Helena Chamber of Commerce Governmental Relations Committee

Bonnie J. Long
Page 2

St. Helena Chamber Visioning Task Force
City of St. Helena General Plan Update Committee

CURRENT COMMUNITY SERVICE

St. Helena Public Library Board of Trustees
Friends and Foundation, St. Helena Public Library (exofficio member)

CONTACT INFORMATION

2690 Pinot Way
St. Helena, California 94574
(707) 967-8234
bonnie-long@att.net

CITY OF
ST. HELENA
AUG 5 1 2014
OFFICE OF
CITY CLERK

CITY HALL, 1480 MAIN STREET
ST. HELENA, CALIFORNIA 94574
(707) 967-2792
www.sthelenacity.com

APPLICATION FOR APPOINTMENT

Note: Your application will be copied for the City Council and made available to the press and public.

Committee/Commission to which you are applying:

Library

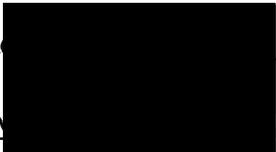
Name: TERRY WOOD

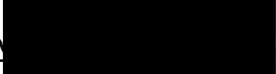
Home Address: 1798 Main St, St. 94574

Mailing Address: SAME

Occupation: Artist

Business Address: studio on premise

Home Telephone:  Business Telephone: SAME

E-mail: ter  comcast.net

Please indicate if above numbers can be made available to the public upon request: rather not

Are you a resident of St. Helena? Yes If yes, how long have you lived in St. Helena? _____

Current occupation (within last 12 months) Artist

Business interests in last 12 months: Family Finance / investments

Previous Committee/Commission Experience:
None

Education/Experience: A resume may be attached containing this and any other information that would be helpful in evaluating your application.

BS from UCSF
Further Studies in Literature at UC Berkeley

Professional and/or community service activities:
Owned own business for 22 years in San Francisco
Past president & volunteer at De Rosa Art & Nature

Local government related experience:
None

Please explain your reasons for wishing to serve on this committee/commission and how you feel that you may contribute

To serve the community. The library provides opportunity
for educational growth for our entire community
Opportunity to reciprocate for value we constantly receive
from the library

Names, addresses, and phone numbers of three individuals familiar with your background:

Janet Myers
Lynn Fontaine - 4 Swanston Rd S.H. [Redacted]
1804 Main Street St [Redacted]

Kathy McEwen 1175 - Elmwood Walnut Creek, CA [Redacted]

Appointments to this position may require you to file a Conflict of Interest Disclosure Statement, which is of public record.

Tony Wood
Signature of Applicant

8-14-2014
Date



CITY HALL, 1480 MAIN STREET
ST. HELENA, CALIFORNIA 94574
(707) 967-2792
www.sthelenacity.com

APPLICATION FOR APPOINTMENT

Note: Your application will be copied for the City Council and made available to the press and public.

Committee/Commission To Which You Are Applying:

The Library Board

Name: Susan Swan

Home Address: 461 Crystal Springs Rd., St. Helena, CA 94574

Mailing Address: Same address as above.

Occupation: Library Media Specialist

Business Address: St. Helena High School, 1401 Grayson Ave., St. Helena, CA 94574

Home Telephone: 707 967 9552 Business Telephone: 707 967 2740 x2145

E-mail: SSwan@sthelenaunified.org

Please indicate if above numbers can be made available to the public upon request: Yes.

Are you a resident of St. Helena? Yes If yes, how long have you lived in St. Helena? 19 years.

Current occupation (within last 12 months) St. Helena High School's Library Media Specialist

Business interests in last 12 months: _____

Previous Committee/Commission Experience:

St. Helena Public Library Board; St. Helena Public Schools Foundation Board (2000 - present); St. Helena Public Schools Foundation Arts Committee (1998 - present); World War I Memorial Project (2009 - present).

Education/Experience: A resume may be attached containing this and any other information that would be helpful in evaluating your application.

Education: B.A. in Linguistics, U.C. Berkeley. Member Phi Beta Kappa. Paralegal certificate, U.C.L.A. law school extension

Experience: see attached resume.

Professional and/or community service activities:

School and School Library volunteer from 1995 through 2000, when I began working as a paid substitute in all 4 school libraries. Prior to that, I coordinated the School Read Aloud Program, placing volunteer readers in school classrooms and organizing book giveaways.

Local government related experience:

served as parent group treasurer

Please explain your reasons for wishing to serve on this committee/commission and how you feel that you may contribute

I believe that my commitment to our library, both as a patron for 19 years and as a board member, motivates me to work hard for the library. My job as Library Media Specialist at St. Helena High School creates a natural bridge for my students to the public library and its resources, and enables me to work closely with public library.

Names, addresses, and phone numbers of three individuals familiar with your background:

Leslie Stanton	[Redacted]	Children's Librarian, St. Helena Public Library
Dorothy Mondavi	[Redacted]	St. Helena Public Schools Foundation President
Terri Meinke	[Redacted]	St. Helena High School 1401 Grayson Ave, St 94574

Appointments to this position may require you to file a Conflict of Interest Disclosure Statement, which is of public record.

Sum Jmr

Signature of Applicant

7.11.14

Date

If you have any questions regarding the appointment procedure, please telephone the City Clerk at (707) 967-2792.

Please return the completed application to:

City of St. Helena
City Clerk
1480 Main Street
St. Helena, CA, 94574

* Staff to enhance services and benefit both libraries. My knowledge of library science and the mechanics of running a library augment my understanding of the issues facing the public library, and enable me to make informed decisions and come up with ideas for the public library. My history on the board has been an excellent education, and I believe I have gained the skills and knowledge to best serve the library. I work well with Jennifer Baker both on the board and collaborating on curriculum and services for teens. I would welcome the chance to perform additional service on the board to help Jennifer and other staff members continue the library's excellent momentum on the path to innovation and literacy!

SUSAN SWAN
461 Crystal Springs Road
St. Helena California 94574
707 967 9552 707 319 2464
sswan@sthelenaunified.org

11 July 2014

Cindy Black
City Clerk
City of St. Helena
1480 Main Street
St. Helena, CA 94574

Dear Ms. Black,

Thank you so much for allowing me to submit my application to continue on as a St. Helena Public Library trustee before I leave for vacation. I am very committed to both the library and the board, and I want to ensure that I am able to continue to serve the patrons and staff of this exceptional library that is so important to me and to our community.

Enclosed please find my resumé and completed application. I believe my past experience and my current employment as Library Media Specialist at St. Helena High School enable me to bring a unique and valuable perspective to the library board. The close working relationship I have with both Jennifer Baker (see the blog post we co-wrote titled *Public and School Libraries: Serving the Same Population, for Follett Community* in which we describe how we work together to best serve students in our community, <https://www.follettcommunity.com/category/tags/year-life-napa-valley-school-library-consortia>) and with the other staff at St. Helena Public Library results in a seamless flow of information, assistance, and learning that enhance both the high school and the public libraries.

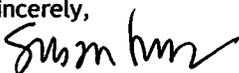
I am currently one of the longest serving board members, and believe that my experience and the history I have with the board is an asset to the current board in informed decision making and understanding of the issues that come before us. I am acting secretary as well, and enjoy preparing the notes of our meetings so that the public can understand the topics we discuss.

I have enclosed a copy of my high school students' Literary Art Journal, *The Spirit of the Saints/El espíritu de los santos*, a yearly labor of love created by high school students and me, which SHHS students and staff are all very proud of.

I would be happy to meet with you or other City representatives to discuss my qualifications and my passion for this board further. Should you have any questions while I am away, please feel free to text me at 707 319 2464. I return from my trip on August 8.

Thank you.

Sincerely,


Susan Swan



The Spirit of the Saints / El espíritu de los santos

The Spirit of the Saints El espíritu de los santos

2014 Literary Art Journal

*St. Helena High School
1401 Grayson Avenue
Saint Helena, CA 94574*

Editor: Peekä Zimmerman
Advisors: Susan Swan, Silvia Seyve

THANK YOU

The St. Helena Public Schools Foundation,
The St. Helena High School Parent Group, Eileen Tabios, and
Dorothy Mondavi
for their generous funding of this project.

A full-color edition of
The Spirit of the Saints/El espíritu de los santos is available on
St. Helena High School's home page at www.sthelena.k12.ca.us

Printed May 2014
in an edition of 150 copies

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St. Helena High School Literary Art Journal 2014

Parks and Recreation Commission Applicants
(Three available positions)

	Name	Contact Numbers		Comments
		Home	Business	
1.	Rebecca Martin	██████████	██████████	
2.	Matthew Demchuk	██████████	██████████	
3.	Chris Cutler	████████████████		
4.	Kim Phinney	██		
5.	Christine F. Talley	██████████		
6.	Tracy Smith	██		
7.	Stephanie Iaconaco		██████████	

*Incumbent name is highlighted

CITY OF
ST. HELENA
AUG 5 1 2014

CITY HALL, 1480 MAIN STREET
ST. HELENA, CALIFORNIA 94574
(707) 967-2792

OFFICE OF
CITY CLERK

www.sthelenacity.com

APPLICATION FOR APPOINTMENT

Note: Your application will be copied for the City Council and made available to the press and public.

Committee/Commission to which you are applying:

Parks and Recreation Commission _____

Name: Rebecca Martin

Home Address: 805 Signorelli Circle, Saint Helena CA 94574

Mailing Address: Same

Occupation: Allocation Manager at William Cole Vineyards

Business Address: 2849 Saint Helena HWY North, Saint Helena CA 94574

Home Telephone: ██████████ Business Telephone: ██████████

E-mail: rdsoxnation@gmail.com

Please indicate if above numbers can be made available to the public upon request:

Are you a resident of St. Helena? Y If yes, how long have you lived in St. Helena? 3 months

Current occupation (within last 12 months) _____

Allocation Manager at William Cole Vineyards

Business interests in last 12 months: _____

Previous Committee/Commission Experience:

I was a member of the CHEERS! St Helena committee for two years. I have also sat on numerous committees with the Napa Valley Vintners.

Education/Experience: A resume may be attached containing this and any other information that would be helpful in evaluating your application.

See Attached

Professional and/or community service activities:

I volunteer at the Saint Helena Public Library 2-4 times a month helping with events.

Local government related experience: I do not have any at this time.

Please explain your reasons for wishing to serve on this committee/commission and how you feel that you may contribute:

Although I am new to Saint Helena I have been in the valley for the last eight years and have always loved this town. I wish to serve on the committee because I feel that public service is very important. I chose the Parks and Recreations Commission because I appreciate the Parks here so much. From walking my dog through Jacob Meily Park nearly every morning to playing bocce in Crane Park and live music in Lyman Park I have had such wonderful times in St Helena's parks and would like the opportunity to give back to them.

Names, addresses, and phone numbers of three individuals familiar with your background:

Tracy Smith: [REDACTED] 1853 Pine Street Saint Helena, CA 94574

Katie Simpson: [REDACTED] 2252 Sulphur Springs Ave Saint Helena CA 94574

Jane Ballentine: [REDACTED] 2849 Saint Helena Hwy North Saint Helena, CA 94574

Appointments to this position may require you to file a Conflict of Interest Disclosure Statement, which is of public record.

Signature of Applicant

Date

If you have any questions regarding the appointment procedure, please telephone the City Clerk at (707) 967-2742.

Please return the completed application to:

City of St. Helena
City Clerk
1480 Main Street
St. Helena, CA, 94574



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AUG 15 2014

CITY HALL, 1480 MAIN STREET
ST. HELENA, CALIFORNIA 94574
(707) 967-2792
www.sthelenacity.com

CITY OF ST. HELENA

APPLICATION FOR APPOINTMENT

Note: Your application will be copied for the City Council and made available to the press and public.

Committee/Commission to which you are applying: *Parks and Recreation Commission*

Name: *Matthew Demchuk*

Home Address: *924 Signorelli Circle, St. Helena, CA 94574*

Mailing Address: *Same as above*

Occupation: *Attorney*

Business Address: *1335 Main Street, #110, St. Helena, CA 94574*

Home Telephone: *(707) 963-0844* Business Telephone: *(707) 975-7076*

E-mail: *matthew@demchuk.com*

Please indicate if above numbers can be made available to the public upon request: *Yes*

Are you a resident of St. Helena? *Yes* If yes, how long have you lived in St. Helena? *24 yrs*

Current occupation (within last 12 months) *Attorney*

Business interests in last 12 months: *Sole Practitioner, Trustee*

Previous Committee/Commission Experience: *N/A*

Education/Experience: A resume may be attached containing this and any other information that would be helpful in evaluating your application: *See attached resume*

Professional and/or community service activities: *Past-President St. Helena Kiwanis Club, Past-Chairman of St. Helena City Golf Championship, Past-Chairman of the Naked Vine Wine Auction, Board Member of the St. Helena Tennis Association*

Local government related experience: *Past Vice-Chairman of the Napa County Republican Central Committee*

Please explain your reasons for wishing to serve on this committee/commission and how you feel that you may contribute

I have participated in the St. Helena Bocce League as Captain for nearly 20 years, I have participated in numerous other recreational activities in St. Helena, I have three young children who have participated in numerous activities/sports in the St. Helena Rec Dept, I would like to continue to see expanded variety and participation in the activities and sports offered in St. Helena.

Names, addresses, and phone numbers of three individuals familiar with your background:

Brian Nash

Brian Nash Design Company, Inc.

St. Helena, California

[Redacted]

Lowell Smith

Vintners Research Services

St. Helena, California

[Redacted]

Jack Oliver

RBO & Co., LLC

St. Helena, California

[Redacted]

Appointments to this position may require you to file a Conflict of Interest Disclosure Statement, which is of public record.



Signature of Applicant

8/15/2014

Date

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CITY OF ST. HELENA

APPLICATION FOR APPOINTMENT

Note: Your application will be copied for the City Council and made available to the press and public.

Committee/Commission to which you are applying:

Parks & Recreation

Name:

Chris Cutler

Home Address:

1710 Crinella Dr., St. Helena, CA 94574

Mailing Address:

Same

Occupation:

Self Employed / Entrepreneur

Business Address:

1710 Crinella Dr., St. Helena, CA 94574

Home Telephone:

Business Telephone:

same

E-mail:

chris@chriscutler.com

Please indicate if above numbers can be made available to the public upon request:

No

Are you a resident of St. Helena? Y If yes, how long have you lived in St. Helena?

5 yrs.

Current occupation (within last 12 months)

Self Employed - Marketing Consultant

Business interests in last 12 months:

Owner, Flybags
Partner, myVinotype

Previous Committee/Commission Experience:

None

Education/Experience: A resume may be attached containing this and any other information that would be helpful in evaluating your application.

Univ Southern California, BA, Communications
Stanford Graduate School of Business, MBA candidate
Tandem Escuela Internacional, Madrid, Spanish

Professional and/or community service activities:

Odd Fellows, Vice Grand
NV Vine Trail Coalition, Marketing Chair, Board Member

Local government related experience:

N/A

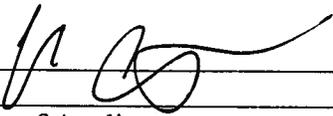
Please explain your reasons for wishing to serve on this committee/commission and how you feel that you may contribute

With children ages 3 & 5, I am an active user of Parks & Rec facilities, activities and services. I can, and would like to, contribute to make our community the best it can be.

Names, addresses, and phone numbers of three individuals familiar with your background:

Alexa Cutler, 1710 Crinella Dr., SH, CA 94574
Katie Cutler, 3124 Kingston, Napa, CA 94554
Marlowe Saville, 3955 Dunhill, Napa CA 94559

Appointments to this position may require you to file a Conflict of Interest Disclosure Statement, which is of public record.



Signature of Applicant

8/14/14
Date

If you have any questions regarding the appointment procedure, please telephone the City Clerk at (707) 967-2742.

Please return the completed application to:
City of St. Helena
City Clerk
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St. Helena, CA, 94574



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ST. HELENA, CALIFORNIA 94574

(707) 967-2792

CITY OF ST. HELENA

www.sthelenacity.com

APPLICATION FOR APPOINTMENT

Note: Your application will be copied for the City Council and made available to the press and public.

Committee/Commission to which you are applying:

Parks and Recreation

Name: Kim Phinney

Home Address: 1301 Allyn Ave., St. Helena, 94574

Mailing Address: same as above

Occupation: ⊖

Business Address: ⊖

Home Telephone: (707) 967 8116 ^{cell} Business Telephone: (707) 815-3085

E-mail: kim@orinswift.com

Please indicate if above numbers can be made available to the public upon request: yes

Are you a resident of St. Helena? yes If yes, how long have you lived in St. Helena? 18 years

Current occupation (within last 12 months) selfemployed volunteer

Business interests in last 12 months: owner with husband of Orin Swift cellars.

Previous Committee/Commission Experience:

⊖

Education/Experience: A resume may be attached containing this and any other information that would be helpful in evaluating your application.

I'm a college graduate with a degree in English. After working for my family business for over 10 years, I stopped working to be a full time wife and mother.

Professional and/or community service activities:

currently, I volunteer at the St. Helena Montessori School as a calligraphy teacher, am on committees at St. Helena Catholic Church, serve on the board of the Sonoma, Napa, Marin Tennis League. Previous service available upon request.

Local government related experience: 8

Please explain your reasons for wishing to serve on this committee/commission and how you feel that you may contribute

I would like to be more involved in the community of St. Helena directly. I am involved in my children's school and our church and feel it's time (and I have the time) to serve the city. I'm a frequent user of our city parks and the recreational leagues. I'm active and a user and would like to contribute.

Names, addresses, and phone numbers of three individuals familiar with your background:

John Sorenson - Fire Chief - 1480 Main St., St. Helena - [REDACTED]

Haidi Arias - Parks + recreation - 1480 Main St., St. Helena - [REDACTED]

Ft. Gordon Kalil - Pastor St. Helena Catholic Church - [REDACTED]

Appointments to this position may require you to file a Conflict of Interest Disclosure Statement, which is of public record.

Lumbody Phinney
Signature of Applicant

8/15/14
Date

If you have any questions regarding the appointment procedure, please telephone the City Clerk at (707) 967-2742.

Please return the completed application to:

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City Clerk
1480 Main Street
St. Helena, CA, 94574



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AUG 14 2014

CITY HALL, 1480 MAIN STREET
ST. HELENA, CALIFORNIA 94574

(707) 967-2792

www.sthelenacity.com

CITY OF ST. HELENA

APPLICATION FOR APPOINTMENT

Note: Your application will be copied for the City Council and made available to the press and public.

Committee/Commission to which you are applying:

PARKS AND RECREATION Commission

Name: CHRISTINE F. TALLEY

Home Address: 18 LAGUNA SECA CT. ST. HELENA, CA 94574

Mailing Address: SAME AS ABOVE

Occupation: RETIRED

Business Address: N/A

CELL

Home Telephone: 707-812-0770 Business Telephone: N/A

E-mail: TALLEYSAINTC@AOL.COM

Please indicate if above numbers can be made available to the public upon request: YES

Are you a resident of St. Helena? YES If yes, how long have you lived in St. Helena? 10+ YRS.

Current occupation (within last 12 months) RETIRED/STATE OF CALIF. WORKERS COMP. SPECIALIST.

Business interests in last 12 months: VOLUNTEER FOR AARP - COMMUNITY ORGANIZER.

Previous Committee/Commission Experience:

NAPA COUNTY GRAND JURY, 2012.

Education/Experience: A resume may be attached containing this and any other information that would be helpful in evaluating your application.

B.S. BUSINESS ADMINISTRATION, SAN FRANCISCO STATE UN.
ONGOING CLASSES @ NAPA VALLEY COLLEGE.

Professional and/or community service activities: -CAMEO CINEMA, AMBASSADOR
NAPA COUNTY GRAND JURY, 2012/NAPA VALLEY FILM FESTIVAL
AARP - NAPA CHAPTER - COMMUNITY ORGANIZER
SIERRA CLUB - HIKE LEADER

Local government related experience: VOLUNTEER FOR VARIOUS
CANDIDATES RUNNING FOR OFFICE.

Please explain your reasons for wishing to serve on this committee/commission and how you feel that you may contribute

I WOULD LIKE TO EXPAND BUS TRIPS TO CULTURAL, SPORTS
AND EDUCATIONAL EVENTS IN OTHER CITIES, INCLUDING
OUR PARKS* PROVIDING ACTIVITIES FOR THE ENTIRE
COMMUNITY.

Names, addresses, and phone numbers of three individuals familiar with your background:

CATHY BUCK, 10 CAMEO CINEMA, 1340 MAIN ST,
LOWELL SMITH, 1310 GARDEN AVE, ST. HELENA, 9
JACK CASSELY, 47 LAGUNA SECA, ST. HELENA,

Appointments to this position may require you to file a Conflict of Interest Disclosure Statement, which is of public record.

Christine F. Valley
Signature of Applicant

August 14, 2014
Date

If you have any questions regarding the appointment procedure, please telephone the City Clerk at (707) 967-2742.

Please return the completed application to:

City of St. Helena
City Clerk
1480 Main Street
St. Helena, CA, 94574



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CITY HALL, 1480 MAIN STREET
ST. HELENA, CALIFORNIA 94574

(707) 967-2792
www.sthelenacity.com

APPLICATION FOR APPOINTMENT

Note: Your application will be copied for the City Council and made available to the press and public.

Committee/Commission to which you are applying:

Reappointment of Parks & Rec

Name: Tracy Smith

Home Address: 1853 Pine St, Saint Helena, Ca 94574

Mailing Address: Same

Occupation: General Manager-Terra Valentine Winery

Business Address: 264 North Crystal Springs Rd, Saint Helena, ca 94574

Home Telephone: 707-287-8605 Business Telephone: 707-967-8340

E-mail: tracy@terravalentine.com

Please indicate if above numbers can be made available to the public upon request: yes

Are you a resident of St. Helena? Yes

If yes, how long have you lived in St. Helena? 32 years (left for 6 years during college and after)

Current occupation (within last 12 months) Wine Club and Marketing Director-TV, then promoted to GM-TV

Previous Committee/Commission Experience: Just completed my first term as a Parks & Rec Commissioner

Education/Experience: See Resume

Professional and/or community service activities:

Foster dogs through the GGLRR out of Petaluma, Social Media Sub Committee Napa Valley Vintners, please see resume for past community services

Please explain your reasons for wishing to serve on this committee/commission and how you feel that you may contribute....

I would like to help finish projects that we have started, and continue to help with new projects as they come up to improve Saint Helena.

Names, addresses, and phone numbers of three individuals familiar with your background:

Sam Baxter —

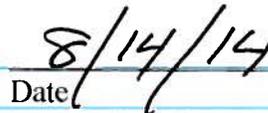
Haidi Arias —

Karen Willian

Appointments to this position may require you to file a Conflict of Interest Disclosure Statement, which is of public record.



Signature of Applicant



Date

If you have any questions regarding the appointment procedure, please telephone the City Clerk at (707) 967-2742.

Please return the completed application to:

City of St. Helena
City Clerk
1480 Main Street
St. Helena, CA, 94574

TRACY SMITH

1853 Pine St.
St. Helena, Ca

(707) 287-8605
tracy@terravalentine.com

EDUCATION

- University of Montana, Missoula Fall 2006
Bachelor of Arts, Communication

CERTIFICATIONS

- UC Davis, California Fall 2007-Present
Workplace Health & Safety Certificate
-Medic First Aid & CPR Certified Fall 2008
-Forklift Certified Fall 2007

CUSTOMER SERVICE EXPERINCE

General Manager, Terra Valentine Winery, Saint Helena, Ca. 1/2014- Present

Wine Club & Marketing Director, Terra Valentine Winery, Saint Helena, CA. 4/2010-12/2013

- Manage office: direct, organize, and arrange all administrative functions.
- Manage wine club with 850+ members, including all email blast, shipping, and appointments
- Oversee all systems including: Napa Valley POS, Vin65, and Copperlink
- Manage promotional ads, events, re-creation of website and branding of new logo
- Manage and oversee all social media outlets: Twitter and Facebook
- Liaison for Saint Helena Chamber of Commerce and Napa Valley Vintners

Office Manager-Safety Coordinator, The Ranch Winery, Saint Helena, CA. 6/2007-11/2009

- Manage office staff: direct, organize, and arrange all administrative functions.
- Handle all Human Resource/Payroll issues and accompanied paperwork.
- Assist Marketing Manger with promotional ads and events.
- Direct entire safety program including writing procedures, implementing procedures, training employees on all OSHA and Ranch procedures.
- Act as flood manager during the winter season and assist GM on facility issues.

Travel Staff, ASE Group, Overland Park, KS. 9/2006-2/2008

- Helped manage all award ceremonies and special events.
- Prepared meetings including setting up and breaking down meeting room.
- Assisted Clients with all requests and inquiries.

Office Manager, Hourglass Wine Company, Saint Helena, CA. 9/2005-11/2006

- Handled Allocation list and distribution of 1000+ clients: receiving orders, processing payments, and arranged shipping with multiple shippers.
- Worked closely with Inertia to manage updates on company website.
- Responded to all emails and phone calls regarding current releases and set up tastings for VIP clients.

Intern, Acme Fine Wines, Saint Helena, CA. 8/2005-5/2006

- Managed all aspects of the wine clubs: writing monthly newsletter, invoicing 200+ clients, fielding phone calls and handled all aspects of shipping.
- Participated in weekly wine tastings with winemakers and sales managers.
- Processed all shipping and receiving needs for clients and the company.

COMPUTER/TECHNICAL SKILLS

Highly proficient with Microsoft Office, Outlook, QuickBooks, Adobe CS5, Facebook, Twitter, ADP (PayExpert and EzLabor), AMS, Napa Valley POS, Copperlink, and Vin65

TRACY SMITH

1853 Pine St.
St. Helena, Ca

(707) 287-8605
tracy@terravalentine.com

COMMUNITY SERVICE AND ACTIVITIES

Parks and Recreation Commissioner, Saint Helena, spring 2011-Present
Foster, Lab and German Pointer Northern California Chapters, fall 2011-present
Social Media Sub Committee, Napa Valley Vintners, spring 2011-Present
Enhancement Committee, Saint Helena Chamber of Commerce, spring 2011-fall 2012
Fundraiser, Wine Auction Napa Valley, Parking Chair, Summer 2009
Fundraiser, Wine Auction Napa Valley, CO-Parking Chair, summer 2008
Fundraiser, Saint Helena Catholic School, Fall 2008
Fundraiser, Backstage Pass, Fall 2007
Fundraiser, Saint Helena Catholic School, Fall 2006
Fundraiser, Backstage Pass, Fall 2006
Fundraiser, Saint Helena Lobster Feed, Fall 2005
Self over Substance Peer Advisor, Spring 2003-Fall 2003
Member of Kappa Alpha Theta, Spring 2001-Spring 2004
Finance Deputy, Kappa Alpha Theta, Spring 2002-Fall 2002

TRACY SMITH

1853 Pine St.
St. Helena, Ca

(707) 287-8605
tracy@terravalentine.com

REFERENCES

Sam Baxter
Terra Valentine Winery
Proprietor/Winemaker
264 North Crystal Springs Rd.
Saint Helena, CA 94574
707-967-8340

Mark Beringer (former Ranch GM)
Artesa Winery
VP of Winemaking Operations
Napa, CA 94558
707-312-0321

Karen Williams
Acme Fine Wines
Owner
1104 Adams St.
Suite 104
Saint Helena, CA 94574
707-963-0440

Sean Ashby
Trinchero Family Estates
Operations Manager
PO Box 248
Saint Helena, CA 94574
707-963-3104

Susan Duryea
ASE Group, Inc
Director, Creative Operations
6400 W. 110th St.
Overland Park, KS 66211
707-287-5176

Bryan Sandoli
Orin Swift Cellars
General Manager
1352 Main St.
Saint Helena, CA 94574
707-967-9179

CITY OF
ST. HELENA
AUG 11 2014

CITY HALL, 1480 MAIN STREET
ST. HELENA, CALIFORNIA 94574
(707) 967-2792

OFFICE OF
CITY CLERK

www.sthelenacity.com

APPLICATION FOR APPOINTMENT

Note: Your application will be copied for the City Council and made available to the press and public.

Committee/Commission to which you are applying:

 Parks & Recreation Commission

Name: Stephanie Iacobacci

Home Address: 1417 Tainter Street, St Helena, CA
94574

Mailing Address: Same as
above

Occupation: Director of Operations – Health Spa Napa
Valley

Business Address: 1030 Main Street, St Helena, CA 94574

Home Telephone: N/A Business Telephone: 707-967-8800

E-mail: stephanie.iacobacci@gmail.com

Please indicate if above numbers can be made available to the public upon request:
 YES

Are you a resident of St. Helena? YES
If yes, how long have you lived in St. Helena? 1.5 yrs

Current occupation (within last 12 months) Director of Operations – Health Spa Napa
Valley

Business interests in last 12 months: Opening a new fitness facility in St Helena to
provide affordable fitness opportunities to community members of all ages and abilities.
Also to include youth athletic training, in partnership with up valley school districts.
Starting a non-profit for people with disabilities to raise funds to provide sport chairs and
raise awareness.

Previous Committee/Commission Experience: No previous committee experience in St Helena. Worked with the Sacramento State Recreation center to develop training and programs for people with disabilities.

Education/Experience: A resume may be attached containing this and any other information that would be helpful in evaluating your application.

Please see Resume attached.

Professional and/or community service activities:

- Assisted with the coaching and fundraising with Calistoga High School Pep Squad (underdeveloped program)
- Organized fundraising event for West Sacramento Recreation Department

Local government related experience: Not applicable

Please explain your reasons for wishing to serve on this committee/commission and how you feel that you may contribute

I have emailed all of the city council members and mayor Nevarro explaining my interest in our city's Parks and Recreation Department. I feel passionate about the importance of leisure and the importance of city recreation and parks. I have valuable knowledge and experience from my education and professional experience that I could provide to our Recreation commission.

Names, addresses, and phone numbers of three individuals familiar with your background:

Mark Smithers -1819 Vallejo Street

Eric Chesky – 1141 Paulson Court

Sarah Gott – 1505 Kearney Street

Appointments to this position may require you to file a Conflict of Interest Disclosure Statement, which is of public record.

Signature of Applicant

Date

If you have any questions regarding the appointment procedure, please telephone the City Clerk at (707) 967-2742.

Please return the completed application to:
City of St. Helena
City Clerk
1480 Main Street

Stephanie Iacobacci

PO Box 156

Rutherford, CA 94573

Phone: (909) 786-9208

Email: Stephanie.iacobacci@gmail.com

Summary of Qualifications

- Over 6 years of Customer Service including servicing customers in Health and Wellness, Resort Spa, recreational settings, and the food industry
- Strong leadership skills in sales and projects such as leading/forming groups, organizing trainings, and managing clients, customers, and staff.
- Over 4 years coordinating special events, group sales in a resort setting, youth programs, member profiles/accounts, and work groups

Education

California State University Sacramento

Bachelor of Science in Recreation and Hospitality

May 2012

Relative Experience

Health Spa Napa Valley

Director of Operations

November 2012- Current

- Perform all past duties from previous position
- Create and execute all marketing efforts
- Hiring and employee set up for all staff
- Built a fitness program from the ground, which led to the opening of the company's first fitness studio in 16 years
- Manage all membership sales and membership promotions
- Act as the purchasing manager

Guest Services Manager

May 2012- November 2012

- Manage daily operations of front desk and facility
- Coordinate special events and group sales, donations, group sales, and revenue management
- Establish and maintain an efficient and professional work environment
- Human Resources, training, and scheduling for Guest Service Coordinators
- Member, guest, and staff retention through exceptional customer service

Guest Services Coordinator

March 2012- May 2012

- Managed the reservation books for spa treatments by booking appointments, organizing room assignments, and managing therapists schedule
- Accountable for all transactions, checking in of guests/members, and daily maintenance/cleanliness of facility

The WELL at Sacramento State University

September 2011-May 2012

Fitness Attendant for Health and Wellness Center

- Responsible for operational duties including cleanliness of facility, safety of fitness areas and members, membership sales, program promotion, as well as managing the desk.
- Customer Service including greeting members, providing orientations/trainings, and recruiting members for promotional health and wellness programs.
- Created, organized, implemented, and evaluated staff training on working with people with disabilities in a recreational setting for a staff of 600

Youngsters Inc. Children's Gymnastics

March 2010 - December 2010

Coach, promoted to Weekend Manager/Event coordinator

- Opened/closed facility including cash balancing, preparing classes, and front desk tasks
- Customer service including membership sales, front desk reception, promoting youth to next level gymnastics, and scheduling members classes/group parties

Planning Commission Applicants
(One available position)

	Name	Contact Numbers		Comments
		Home	Business	
1.	Hector F. Lopez	██████████	██████████	
2.	Grace Kistner	██████████		

*Incumbent name is highlighted



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ST. HELENA, CALIFORNIA 94574
(707) 967-2792
www.sthelenacity.com

CITY OF ST. HELENA

APPLICATION FOR APPOINTMENT

Note: Your application will be copied for the City Council and made available to the press and public.

Committee/Commission to which you are applying:

Planning Commission

Name:

Hector F Lopez

Home Address:

1007 Charter Oak Avenue

Mailing Address:

SAME

Occupation:

CARPENTERS UNION APPRENTICESHIP COORDINATOR

Business Address:

800 CHADBOURNE ROAD, FAIRFIELD CA 94534

Home Telephone:



Business Telephone:



E-mail:

pescamosquero@yahoo.com

Please indicate if above numbers can be made available to the public upon request:

NO

Are you a resident of St. Helena? YES

If yes, how long have you lived in St. Helena?

BORN IN ST. HELENA & Grew UP
3 years going since college
total 22 yrs total

Current occupation (within last 12 months)

Apprenticeship Coordinator

Business interests in last 12 months:

CURRENTLY NONE BUT LOVE

CONSTRUCTION

Previous Committee/Commission Experience:

I HAVE BEEN IN CHARGE OF FIVE UNION TRAINING COMMITTEES FROM MANTECA TO REDDING AND MAREN TO CRASSENT CITY FOR SIX YEARS. BUILT CUSTOM HOMES IN MAREN FOR NINE YEARS MOSTLY IN TIGUAN & BALVEDERE.

Education/Experience: A resume may be attached containing this and any other information that would be helpful in evaluating your application.

A.A. FROM AMERICAN RIVER COLLEGE IN CARPENTRY
B.A. FROM UCB FOR CRITICAL THINKING
16 YEARS OF UNION CONSTRUCTION EXPERIENCE. SEE RESUME

Professional and/or community service activities:

SEE RESUME

Local government related experience: SEE RESUME

Please explain your reasons for wishing to serve on this committee/commission and how you feel that you may contribute

AS A NATIVE BORN ST. HELENA RESIDENT I
WANT TO CONTRIBUTE TO POSITIVE GROWTH OR
REMODELING OF SAINT HELENA.

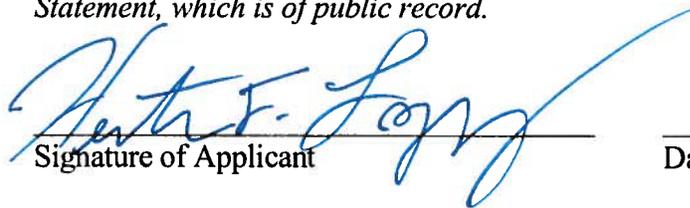
Names, addresses, and phone numbers of three individuals familiar with your background:

RAMIRO LAPRIZ, brother, 437 San Jose St. Fairfield 94533

Porfidio Diaz DeLeon, uncle, 1531 Spring Street, Saint Helena CA

Octavio Soto, Boss, 800 Chadbourne Rd. Fairfield CA 94534

Appointments to this position may require you to file a Conflict of Interest Disclosure Statement, which is of public record.



Signature of Applicant

Date

8-15-14

If you have any questions regarding the appointment procedure, please telephone the City Clerk at (707) 967-2742.

Please return the completed application to:

City of St. Helena
City Clerk
1480 Main Street
St. Helena, CA, 94574

HECTOR FERNANDO LOPEZ

1007 Charter Oak Ave
Saint Helena, CA 94574

EDUCATION:

- 6/99 - 10/03 **Carpenter Training Center FF.** Completion of Carpenters Apprenticeship Program
- 9/94 - 12/96 **University of California at Berkeley,** Letters and Science BA degree.
1995 UCB Golden Key National Honors Society Member for placing in the top 10%
- Summer 1995 **Princeton University NJ.** Woodrow Wilson Fellowship. Public Policy and International Relations. Economics and Policy writing program completion.
- 6/91 - 5/94 **Santa Rosa Junior College,** Associate In Arts Degree with Honors
- 9/86 - 6/88 **Saint Helena High School,** High School Diploma completed

WORK HISTORY:

CARPENTRY

- 6/29/2008-Present CARPENTERS TRAINING COMMITTEE FOR NORTHERN CALIFORNIA,
Apprenticeship Coordinator.
- 7/7/06-6/28/08 FP Builders General Contractors, High end residential construction.
- 9/17/03-4/14/06 ROBISON-NIERI -WHITE CONSTRUCTION, High end residential const.
- 7/10/03-9/30/03 MAHER R&R CONSTRUCTION CO. INC. , Concrete form building
- 4/14/03-6/30/03 HOWARD S. WRIGHT CONSTRUCTION CO. , Hotel finish remodeling
- 3/27/03-4/30/03 TAMALPIAS CABINETRY INC., Installation of Cabinets, desks and tops
- 6/7/00-12/31/02 IRLAND-ROBINSON & HADLEY INC. , High end residential construction
- 6/21/99-6/30/00 VCB ACOUSTICS. Commercial ceilings

SOCIAL SERVICE

- 6/98-12/98 Napa County District Attorneys Office. Family Support Officer II. Prepared child support cases for deputy DA attorneys for contempt.. 800 case load plus interpreted Spanish speaking parents for English only speaking officers.
- 6/97-6/98 California Human Development Program, Fairfield CA. Citizenship Drive Program Coordinator and Job Development Coordinator for the farm worker population of Solano County.
- 1/97-6/97 Center For Employment Training San Francisco CA. Recruitment Officer. Recruited Farm workers for retraining in different jobs.

ADDITIONAL STRENGTHS

- *Always on time and ready to go.
 - * Computer literate- Knowledge of Microsoft word, Excel programs with ability to learn other software. Can type up to 60 words per minute. Use e-mail and do web searches on a weekly basis.
 - *BILINGUAL-Speak and write Spanish fluently and can translate. Completed one year of Spanish for bilinguals at UCB for my bachelors degree.
 - *Work relentlessly on projects independently and I'm a good team player.
 - *Experience speaking in front of people.
 - *Culturally Sensitive-Ethnic Studies at UBC taking upper division course work in African American, Asian American, Mexican American Studies, Can sense and tune into cultural and gender struggles that apprentices may have coming from different backgrounds.
-
-
-



CITY OF
ST. HELENA, CALIFORNIA
1480 MAIN STREET
ST. HELENA, CALIFORNIA 94574
AUG 11 2014 (707) 967-2792
www.sthelenacity.com
OFFICE OF
CITY CLERK

APPLICATION FOR APPOINTMENT

Note: Your application will be copied for the City Council and made available to the press and public.

Committee/Commission To Which You Are Applying:

Planning

Name: GRACE D. KISTNER

Home Address: 25 SAN JUAN COURT SAINT HELENA CA 94574

Mailing Address: SAME

Occupation: RETIRED

Business Address: _____

Home Telephone: (707) 963-4267 Business Telephone: _____

E-mail: GDKISTNER @ COMCAST.NET

Please indicate if above numbers can be made available to the public upon request: YES

Are you a resident of St. Helena? YES If yes, how long have you lived in St. Helena? 14 1/2 YEARS

Current occupation (within last 12 months) NONE

Business interests in last 12 months: NONE

Previous Committee/Commission Experience:

PLANNING COMMISSION (4 YEARS) MULTI-CULTURAL COMMITTEE (8 YEARS)

Education/Experience: A resume may be attached containing this and any other information that would be helpful in evaluating your application.

EDUCATION - BERKELEY HIGH / UCLA

WORK EXPERIENCE - PRUDENTIAL INSURANCE CO. 38 YEAR - AUDITOR / BUILDING

Education/Experience: A resume may be attached containing this and any other information that would be helpful in evaluating your application.

AUDIT MANAGER, BUILDING MANAGER, PROJECT MANAGER (LAST 15 YEARS) PROJECT MANAGER FOR MAJOR BUILDINGS IN L.A. AND VENTURA COUNTIES.

Professional and/or community service activities:

CURRENTLY ON PLANNING COMMISSION, CHAIR OF CITY'S MULTICULTURAL COMMITTEE, MEMBER OF HARVEST FESTIVAL COMMITTEE, PRESIDENT OF FEDERATED WOMEN UPPER NAPA VALLEY, MEMBER OF COMMUNITY FOUNDATION.

Local government related experience: PLANNING COMMISSIONER, MEMBER OF THE GENERAL PLAN UPDATE STEERING COMMITTEE

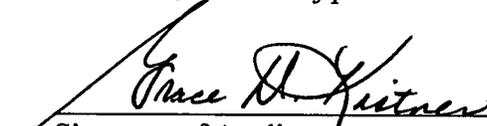
Please explain your reasons for wishing to serve on this committee/commission and how you feel that you may contribute

I HAVE SERVED THE PAST 4 YEARS ON THE COMMISSION. I HAVE GAINED A GREAT DEAL OF KNOWLEDGE OF THE MUNICIPAL CODES, CEQUA ETC. WITH THE NEW GENERAL PLAN ABOUT TO BE APPROVED I BELIEVE I CAN BE HELPFUL IN THE REVISION OF THE CODES TO BRING THEM INTO COMPLIANCE WITH THE G.P.

Names, addresses, and phone numbers of three individuals familiar with your background:

KATHLEEN CARRICK 1321 STOCKTON ST. S.H.
FR. JOHN BRENNLE 8 REDONDO COURT S.H.
RODNEY FRIEDRICH 315 ALTA DONA DRIVE

Appointments to this position may require you to file a Conflict of Interest Disclosure Statement, which is of public record.


Signature of Applicant

AUGUST 5, 2014
Date

If you have any questions regarding the appointment procedure, please telephone the City Clerk at (707) 967-2742.

Please return the completed application to:
City of St. Helena
City Clerk
1480 Main Street
St. Helena, CA, 94574

Tree Committee Applicants
(Two available Positions)

	Name	Contact Numbers		Comments
		Home	Business	
1.	Joan Westgate	██████████		
2.	Susan M. Ortega	██		
3.	Kellie Carlin	██████████	██████████	

*Incumbent names in yellow

RECEIVED

JUL 29 2014

CITY HALL, 1480 MAIN STREET
ST. HELENA, CALIFORNIA 94574
(707) 967-2792

CITY OF ST. HELENA

www.sthelenacity.com

APPLICATION FOR APPOINTMENT

Note: Your application will be copied for the City Council and made available to the press and public.

Committee/Commission to which you are applying:

TREE COMMITTEE

Name:

Joan Westgate

Home Address:

1520 Pine Street

Mailing Address:

St. Helena, CA 94574

Occupation:

RETIRED

Business Address:

Home Telephone:

707-963-9050

Business Telephone:

E-mail:

JOANWESTGATE@GMAIL.COM

Please indicate if above numbers can be made available to the public upon request:

YES

Are you a resident of St. Helena?

Yes

how long have you lived in St. Helena?

IN COUNTY

SINCE 1969

Current occupation (within last 12 months)

REDESIGN & DEVELOPER

HOME & GARDEN

Business interests in last 12 months:

SOLD HOUSE & VINEYARD

Previous Committee/Commission Experience:

Education/Experience: A resume may be attached containing this and any other information that would be helpful in evaluating your application.

COMMITTEE/BOARD OR COMMISSION POLICYC

EDUCATION: (BA & MA FROM STANFORD
MASTER GARDENER) 14R ENROLLED IN
BERKELEY LANDSCAPE ARCHITECTURE
PROGRAM

Professional and/or community service activities:

RE BROKER LOTS OF VOLUNTEERING
IN ST HELENA SCHOOLS

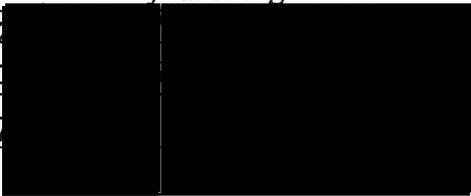
Local government related experience: _____

Please explain your reasons for wishing to serve on this committee/commission and how you feel that you may contribute

MY LOVE FOR BEAUTIFUL LANDSCAPES.
CONSIDERABLE GARDEN KNOWLEDGE
& EXPERIENCE

Names, addresses, and phone numbers of three individuals familiar with your background:

MARY NOVAK, HUDSON, 9
WILLANDA MCCREA, PINES
BARBARA STANTON, DOWDEN



Appointments to this position may require you to file a Conflict of Interest Disclosure Statement, which is of public record.

JOAN WESTGATE

7-23-17

Signature of Applicant

Date

If you have any questions regarding the appointment procedure, please telephone the City Clerk at (707) 967-2742.

Please return the completed application to:

City of St. Helena
City Clerk
1480 Main Street
St. Helena, CA, 94574



RECEIVED

CITY HALL, 1480 MAIN STREET MAY 16 2014
ST. HELENA, CALIFORNIA 94574

(707) 966-2792
www.sthelenacity.com CITY OF ST. HELENA

APPLICATION FOR APPOINTMENT

Note: Your application will be copied for the City Council and made available to the press and public.

Committee/Commission To Which You Are Applying:

TREE ADVISORY COMMITTEE

Name: SUSANN M. ORTEGA

Home Address: 951 Champ.in lane DEER PARK, CA 94516

Mailing Address: P.O. Box 84, STH.

Occupation: Graphic Designer

Business Address: 1466 Railroad Ave STH

Home Telephone: [REDACTED] Business Telephone: [REDACTED]

E-mail: SUSANNORTEGA@COMCAST.NET

Please indicate if above numbers can be made available to the public upon request: NO

DEER PARK, CA

Are you a resident of St. Helena? If yes, how long have you lived in St. Helena?

Current occupation (within last 12 months)

ORTEGA Wine LABEL Design

Business interests in last 12 months:

Wine Packaging, Community Garden

Previous Committee/Commission Experience:

TREE ADVISORY COMMITTEE

Education/Experience: A resume may be attached containing this and any other information that would be helpful in evaluating your application.

MFA - UNIVERSITY NEBRASKA

BFA - UNIVERSITY KANSAS

ART CENTER SCHOOL OF DESIGN . L.A., CA

Professional and/or community service activities: 2011-2014
FOUNDER + CURRENT PRESIDENT OF ST Helena Community Garden INC.
NAPA VALLEY wine AVE. in - ARTIST CONTRIBUTION PROGRAM 5 YEARS
DESIGNED LOGO'S FOR LOCAL SCHOOL, THEATER, BUSINESS
Local government related experience: _____

SERVED ON TREE ADVISORY COMMITTEE

Please explain your reasons for wishing to serve on this committee/commission and how you feel that you may contribute

I am committed to follow the City of St Helena Tree Committee
BYLAWS "MISSION - IS TO PROTECT ST HELENA'S URBAN FOREST
AND PRESERVE THE CITY'S CURRENT STATUS AS A TREE CITY U.S.A. MEMBER.

Names, addresses, and phone numbers of three individuals familiar with your background:

SCOTT SNOWDEN _____

BOB LEIGHTON _____

DAVE GARDEN _____

Appointments to this position may require you to file a Conflict of Interest Disclosure Statement, which is of public record.


Signature of Applicant

MAY 15 2014
Date

If you have any questions regarding the appointment procedure, please telephone the City Clerk at (707) 967-2792.

Please return the completed application to:
City of St. Helena
City Clerk
1480 Main Street
St. Helena, CA, 94574

CITY HALL, 1480 MAIN STREET
ST. HELENA, CALIFORNIA 94574
(707) 967-2792

www.sthelenacity.com

APPLICATION FOR APPOINTMENT

Note: Your application will be copied for the City Council and made available to the press and public.

Committee/Commission to which you are ^{Re} applying:
Tree Committee

Name: Kellie Carlin

Home Address: 1410 Adams St S.H

Mailing Address: " "

Occupation: landscape designer

Business Address: same as home

Home Telephone: 707-963-5519 Business Telephone: 

E-mail: kpcarlin@me.com

Please indicate if above numbers can be made available to the public upon request: all but cell
Not cell

Are you a resident of St. Helena? yes If yes, how long have you lived in St. Helena? 32 years

Current occupation (within last 12 months) landscape design - Freelance

Business interests in last 12 months: NA

Previous Committee/Commission Experience:
Tree Committ

Education/Experience: A resume may be attached containing this and any other information that would be helpful in evaluating your application.

BS Nutritional science / MS Food Sci /evology - UC Davis
Cert. Garden design - U.C. Berkeley extension
Arborist certification Course (not test - not certified)

for knowledge
Professional and/or community service activities:

member St. H. Beautification ~~Foundation~~ Foundation ± 10+ years

Local government related experience: _____

Please explain your reasons for wishing to serve on this committee/commission and how you feel that you may contribute

would like to help shepard new tree ordinance to
protect more trees in SH

Names, addresses, and phone numbers of three individuals familiar with your background:

will provide if needed

Appointments to this position may require you to file a Conflict of Interest Disclosure Statement, which is of public record.

Kellie
Signature of Applicant

Aug 27, 2014
Date

If you have any questions regarding the appointment procedure, please telephone the City Clerk at (707) 967-2742.

Please return the completed application to:
City of St. Helena
City Clerk
1480 Main Street
St. Helena, CA, 94574

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STAFF REPORT

DATE: September 9, 2014

TO: Mayor and City Council

FROM: Victor Carniglia, Interim Planning Director



Item No: 15

RE: Preliminary review of Conceptual Plans submitted by Carl Doumani for a Resort Hotel (“The Inn at St Helena”) consisting of 84 Hotel Rooms, proposed to be located on a 5.93 Acre parcel, along with agricultural uses on adjacent parcels consisting of 4.11 Acres, for a total of 10.04 Acres. The Site is Located North of Mills Lane and East of Hwy 29

SUMMARY:

The proposed 84 room resort hotel is being brought to City Council for a “Preliminary Review”. This is not an entitlement action, and will not grant the property owner any development rights. The purpose of this “Preliminary Review” is for the City Council to provide feedback to the property owner at a very early stage on the acceptability of a resort hotel at the proposed location, and to get preliminary comments from the Council on the conceptual hotel plans submitted. This review is not a noticed public hearing, and Council should neither limit the Planning Commission’s review of the project once formal applications are submitted nor prejudge the merits of the application. No resolution of approval or denial is being provided as part of this preliminary review. Rather, the applicant is seeking guidance on design and other issues. It should also be emphasized that any comments made by the Council concerning a hotel at this location are “non-binding”, as the Council does not have the benefit of any of the various environmental and other impact analysis that will need to be prepared for any future entitlement request.

In this report City staff provides City Council with the following; 1) a brief history of the subject property, 2) a description of what is being proposed, 3) a summary of the relevant City General Plan, Zoning, and related regulatory requirements, 4) a listing of infrastructure improvements that will need to be addressed, 5) a preliminary estimate of the fiscal benefits of the proposed hotel, and 6) a list “flagging” key issues that will ultimately need to be addressed with any future entitlement submittal.

The report concludes with a summary of the Planning Commissions comments on the preliminary hotel plans submitted. The Planning Commission on September 2, 2014 reviewed the same preliminary plans being presented to City Council.

1) Site History

The following is a brief history of past planning related actions concerning the subject property:

- In 2006 the owner received approval of a Parcel Map dividing the site into four separate parcels.
- In 2008 approval was granted to construct an approximately 20,000 sq ft office building on the parcel designated as 3A on the included plans. These buildings were to be affiliated with St. Helena Hospital, but were never constructed.
- In 2010 the property owner requested entitlements to build up to 80,000 sq ft of office space, along with a development agreement. Neither the plans for the office nor the development agreement were ultimately approved.
- In June 2014 the property owner met with staff on the concept of developing a resort hotel on the subject site.
- In July 2014 a “Preliminary Review” application was submitted to the City for a hotel on the site.
- On September 2, 2014 the Planning Commission provided comments on the proposed hotel plans.

2) **Project Description:**

Overview: Conceptual plans for the proposed hotel are included in the packet, and contain conceptual site plans, floor plans, and building elevations. The plans at this stage in the process are “broad brushed”. When an entitlement application is submitted, the plans will be much more detailed.

The proposed “destination” resort hotel, referred to as the “Inn at St. Helena”, contains 84 individual guest units, a gym and spa facility, a swimming pool, and a restaurant. The buildings will be keeping with the architectural character of the older farm houses in St Helena. The grounds will consist of low water landscape, rural walkways, and gathering areas. For all the features and amenities proposed, the project has a relatively low development intensity, with a floor area ratio (FAR) of just under 25%. The applicant has stated the hotel will be positioned at the high end of the hotel market, and that the specific hotel developer/operator will become directly involved with the project as part of any future entitlement process.

Proposed Hotel: The 84 unit hotel is proposed on Parcels 3A and 4A, which totals 5.93 acres. The 84 hotel units would be developed in one and two story structures. The majority of the hotel rooms would be in two story structures (64 units), with the remaining 20 units in single story buildings. The two story buildings will be located toward the center of the hotel site, with the lower single story near the edges to create a transition in height. On the northern edge of the hotel site, which is located closest to the existing single family homes to the north, the majority of the buildings are single story to minimize visual impacts. The individual hotel units themselves are large, with each having an area of 850 sq ft.

It is important to note that Parcel 1A, which will be occupied by agricultural uses, including a single family home, barn, and vineyards, serves as an approximately 175 foot wide “buffer” between the proposed hotel and the existing single family homes to the north.

Agricultural Uses: Parcel 1A, which consists of 2.53 acres, will be developed with vineyards, along with a single family home and a barn. Parcel 2, which fronts Hwy 29, is proposed to be kept entirely in agricultural use and developed with vineyards.

3) General Plan, Specific Plan, And Zoning Consistency

Land Use Designations: The 10 gross acre site has both Service Commercial and Agricultural General Plan and Zoning Designations. Currently the parcel shown as 1A is designated as Agricultural along with the northern portion of Parcels 3A and 4A, for a total of 3.6 acres currently designated Agricultural. The southern portions of Parcels 3A and 4A are designated as Service Commercial, as is all of Parcel 2 which fronts on Hwy 29, for a total of just over 6 acres of Service Commercial. The .4 acre balance of the site is the future right of way for the widening of Mills lane.

The property owner is seeking to “reconfigure” the General Plan and Zoning designations on the site, with the provision that the total amount of Agricultural and Service Commercial will remain the same. The amount of Agricultural acreage in the northern portion of the property is proposed to be reduced by about 1.6 acres, with a corresponding increase in Agricultural land on the 1.6 acre Parcel 2 fronting Hwy 29. This “reconfiguration “ will either require a zoning amendment or could potentially be accomplished with a zoning and General Plan consistency finding, given the total acreages of the Service Commercial and Agricultural designations are not changing. It should be noted that as part of this “reconfiguration “ process consistency with the Urban Limit Line will need to be addressed.

A hotel is allowed with a use permit in the Service Commercial Zone. The uses proposed for the areas designated as Agricultural, namely vineyard, the single family home, and barn are consistent with the Agricultural Designation.

Zoning Development Standards: The layout of the proposed hotel meets the required setbacks and other development standards of the Service Commercial zoning. The two story height of the proposed hotel structures is consistent with the 35 foot height limit. The Service Commercial zoning require a use permit if a building for a non retail use exceeds 10,000 sq.ft. in area. It appears from the conceptual plan submitted that the buildings do not exceed the 10,000 sq.ft threshold per building..

Highway 29 Specific Plan: The proposed use of a hotel is consistent with the 2005 Highway 29 Specific Plan. The EIR prepared for the Specific Plan will likely be able to be used in preparing the environmental documentation for the proposed hotel, as will the infrastructure analysis contained in the Specific Plan.

4) Infrastructure Improvements:

Road Improvements: Mills Lane will need to be reconstructed, widened, and realigned to line up with Grayson Avenue on the west side of Hwy 29. This will need to be done in conjunction with the development of a hotel on the site. Crossing arms will need to be concurrently built at the Wine Train tracks. A traffic signal is planned to be constructed at the Hwy 29 /Grayson Intersection next year. A new “leg” will need to be added to this signal to accommodate the

realignment of Mills Lane. The hotel project, as part of any future entitlement process, will be required to pay for its fair share of needed infrastructure improvements.

Drainage Improvements: The southern portion of the site, including the Mills Lane/La Fata Street intersection, currently experiences periodic flooding. This situation is expected to worsen once additional storm drain pipes are extended under Hwy 29 in the vicinity of Mills lane as part of the upcoming Hwy 29 CALTRANS work. As part of any entitlement application, the applicant will need to prepare and submit a plan to address this flooding issue, along with addressing how clean water requirements will be met.

5) Fiscal Implications:

Hotels can generate significant Transient Occupancy Tax (TOT) for a City. This is also a tax the City is not required to share with other agencies, with the result that almost all of tax the revenue stays local. Preliminary estimates of the projected TOT revenue to the City from a hotel of the type and size proposed are in the range of \$1.5 million to \$1.9 million per year, but can be higher or lower depending on the average room rate and occupancy. As part of any future entitlement process for the hotel, it would be appropriate for the City to prepare a much more detailed fiscal analysis taking into account the City costs to serve the hotel, as well as other revenue sources beyond TOT, such as sales tax and property tax. Another factor to be taken into account in a fiscal analysis would be the additional tax revenue that could be expected to be generated by hotel guests shopping and dining in the City.

6) Specific Issues To Be Addressed In Future Entitlement Process:

As the Council is aware, before any decision can be made on granting actual development entitlements, a significant amount of information will need to be prepared and presented to the City. Such information typically includes detailed environmental reports, traffic studies, visual and noise analysis, water neutrality reports, etc. This section of the report lists the type of information that will need to be generated as part of a future entitlement process. This list is not intended to be limiting, and the City will likely add items as part of any future entitlement:

- While an initial Study will not be completed until an entitlement application is submitted, given the scope, scale and location of the project a Project Level EIR or detailed Mitigated Negative Declaration will almost certainly be required, although an EIR is more likely building off of the Highway 29 Specific Plan EIR.
- Fire Department concern about the accessibility of the exteriors of the buildings will need to be addressed. The standard is all building exteriors must be within a maximum of 150 feet from where fire apparatus has access. On site fire hydrants will be required.
- On site runoff will need to be contained to meet the current Clean Water requirements.
- The plans do not show project related landscaping on “Parcel 2”. Given that Parcel #2 is the “window” to the project, it would be appropriate to consider appropriate “entry” landscaping and signage on Hwy 29 and Mills Lane.
- The issue of the Mills Lane rail crossing will need to be addressed. A protected rail crossing will need to be designed, installed, and coordinated with the Wine Train, CAL TRANS, and possibly the CPUC..

- The sewer capacity of the lines serving the site will need to be verified.
- Water neutrality will need to be demonstrated
- All signage needs to be included with future applications.
- The City has a “cap” on the number of restaurants and hotel rooms. Either the proposed restaurant will need to be determined to be ancillary to the hotel use, or a request to raise the restaurant and hotel “cap” will need to be submitted with the entitlement request.
- Given the preservation of the Ag land on Parcel 1A, privacy and view impacts should be reduced or possibly eliminated on the existing homes located to the north of the site. An analysis of view, noise, and privacy impacts needs to be addressed in the project’s environmental documentation..
- The future traffic signal and Mills Land and Hwy 29 will need to be redesigned from a 3 way to 4 way signal.
- Detail needs to be provided concerning the proposed “barn” and single family home on Parcel 1A.
- Access to the adjacent Vet Hospital will need to be coordinated and preserved.

Planning Commission Comments on Conceptual Hotel Plans:

As previously noted, the Planning Commission, on September 2, 2014, reviewed the same conceptual hotel plans currently before City Council. The following is a summary of the comments made by Commissioners at this September 2 meeting:

1. The hotel plan needs to address Dr. Gold’s driveway needs/concerns.
2. The Hwy 29 Specific Plan applies to the site.
3. The importance of the site as a “gateway” into the City.
4. Consistency with the Urban Limit line will need to be addressed.
5. It is important to have a hotel manager that lives on site.
6. Consider providing some housing for hotel labor force, either on or off site.
7. Support for planting vineyards. Keep vineyards adjacent to Highway 29, and the importance of the landscaping on the Hwy 29 frontage for the project and the City.
8. That a conservation easement or similar mechanism be used to preserve the project’s agricultural land.
9. Use drought friendly landscaping, avoid use of lawns.
10. Concerns over possible air pollution created by solid fuel fireplaces.
11. Have a water conservation plan to capture/retain precipitation to be used for irrigation.
12. The depletion of groundwater is an issue given the possible use of existing on site water wells.
13. Concerns about the ability of the proposal to meet the City’s water neutrality requirements.
14. Project needs to address any potential privacy impacts on adjacent uses.
15. Consider the implementation of a tax on the project, possibly 1%, to offset cost of government services to the site.
16. Will events on site at the hotel be open to the public?
17. Will the proposed restaurant, spa, and other amenities be open to the public?
18. Traffic concerns, impacts on flow of traffic on Hwy 29.
19. The plan needs to be designed accommodate cyclists/pedestrians.

20. General support for exploring a hotel at this important location.
21. That the hotel provide guests with transportation/shuttle service to town and local wineries.

RECOMMENDATION:

Staff recommends that the City Council receive the presentation by the property owner, and any comments from the public, and then provide general comments to the property owner concerning the proposed hotel and agricultural related uses.

ATTACHMENTS

1. Conceptual plans for the proposed hotel.
2. Backen Gillam Kroeger Letter

Inn at Saint Helena

1000 Mills Lane, St. Helena, CA

Project Information:

PROPOSED COMMERCIAL STRUCTURES: RESIDENTIAL BUILDINGS

SINGLE UNITS: 850 SF PER UNIT
14 UNITS TOTAL: 11,900 SF

2 STORY, 2 UNITS EACH: 850 SF PER UNIT
10 UNITS TOTAL: 8,500 SF

2 STORY, 4 UNITS EACH: 850 SF PER UNIT
60 UNITS TOTAL: 51,000 SF

TOTAL UNIT AREA: 71,400 SF

ACCESSORY BUILDINGS

ENTRY KIOSK: 250 SF

ADMINISTRATION BUILDINGS: 1,050 SF PER BUILDING
2 BUILDINGS TOTAL: 2,100 SF

POOL BARS: 250 SF PER BUILDING
2 BUILDINGS TOTAL: 500 SF

RESTAURANT: 3,000 SF

GYM/SPA BUILDING: 2,750 SF

ENTRY BUILDING: 1,300 SF

TOTAL ACCESSORY BUILDING AREA: 9,900 SF

TOTAL COMMERCIAL BUILDING AREA: 81,300 SF

PROPOSED AG STRUCTURES:

AG BARN: 3,200 SF

SINGLE FAMILY RESIDENCE / CARE
TAKERS UNIT: 3,500 SF

SARAGE: 750 SF

TOTAL AG BUILDING AREA: 7,450 SF

TOTAL PROPOSED STRUCTURES: 88,750 SF

TOTAL LOT AREA: 368,518 SF/8.46 ACRES

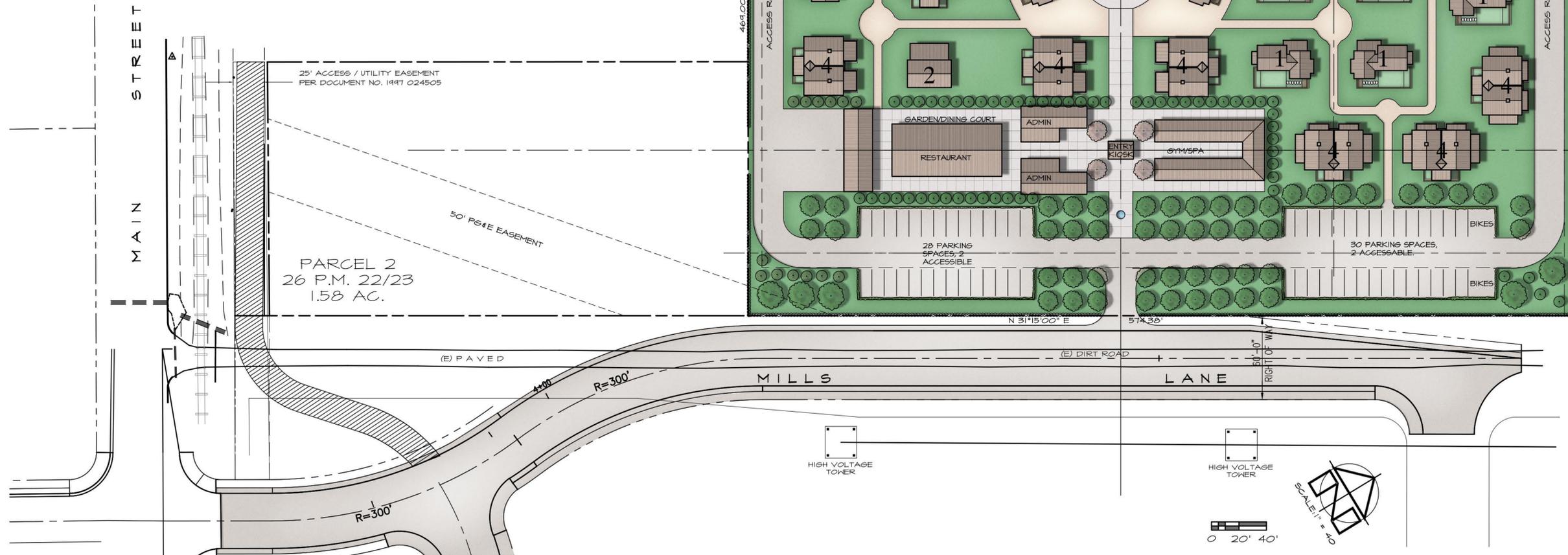
FLOOR AREA RATIO: 24%

T.O.T. Generation:

84 UNITS @ \$550.00/NIGHT = \$46,200 X 365 DAYS: \$17,000,000
 \$17,000,000 @ 80% OCCUPANCY: \$13,600,000
 \$13,600,000 X 12% T.O.T.: \$1,630,000

84 UNITS @ \$650.00/NIGHT = \$54,600 X 365 DAYS: \$20,000,000
 \$20,000,000 @ 80% OCCUPANCY: \$16,000,000
 \$16,000,000 X 12% T.O.T.: \$1,900,000

THE TRANSIENT OCCUPANCY TAX WOULD BRING IN
BETWEEN \$1,900,000 AND \$1,630,000.



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**B A C K E N
G I L L A M
K R O E G E R**
a r c h i t e c t s

Inn at Saint Helena
1000 Mills Lane, Saint Helena CA 94574

Plot Date	07/22/14
Drawn By	EJ
Checked By	EJ
Project No.	201407
Date	July 2014
Issue	Schematic Design

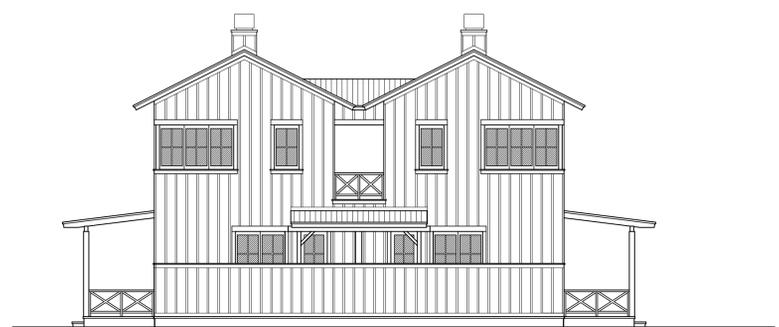
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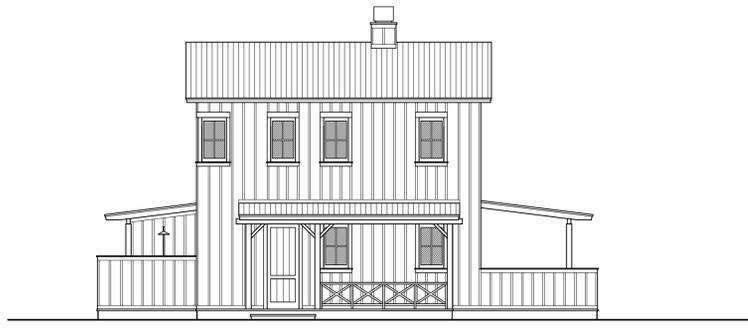
Copyright © 2014 by BACKEN GILLAM KROEGER ARCHITECTS
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Elevation A-A



Elevation C-C

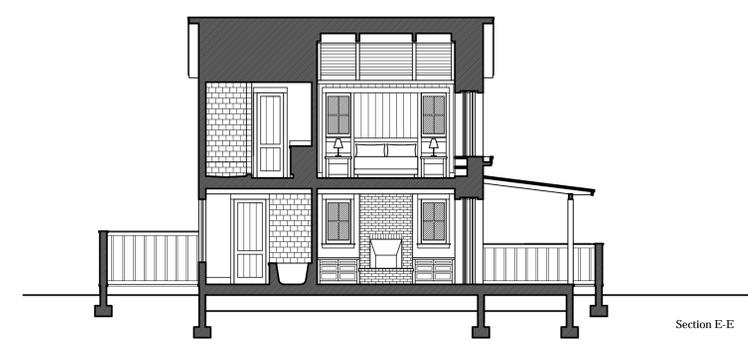


Elevation B-B



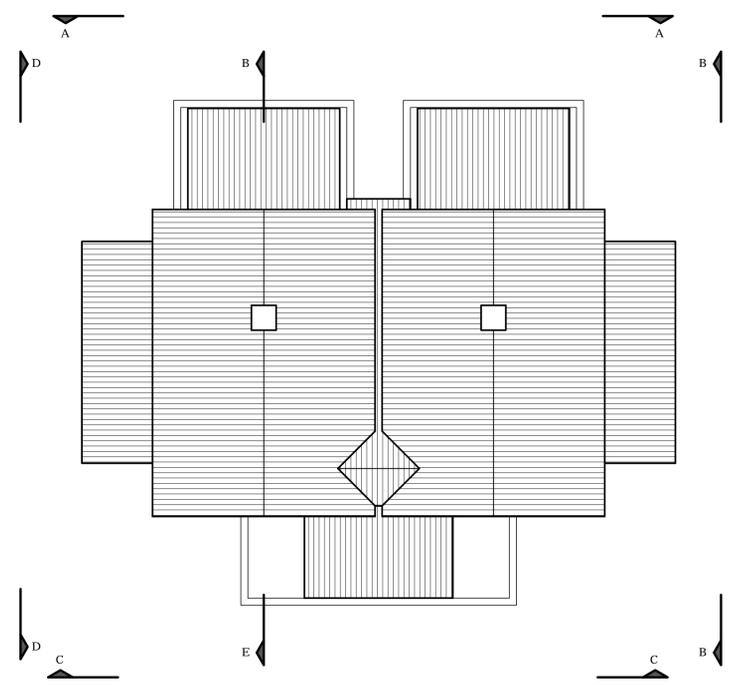
Elevation D-D

Building Elevations

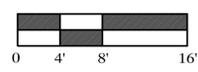


Section E-E

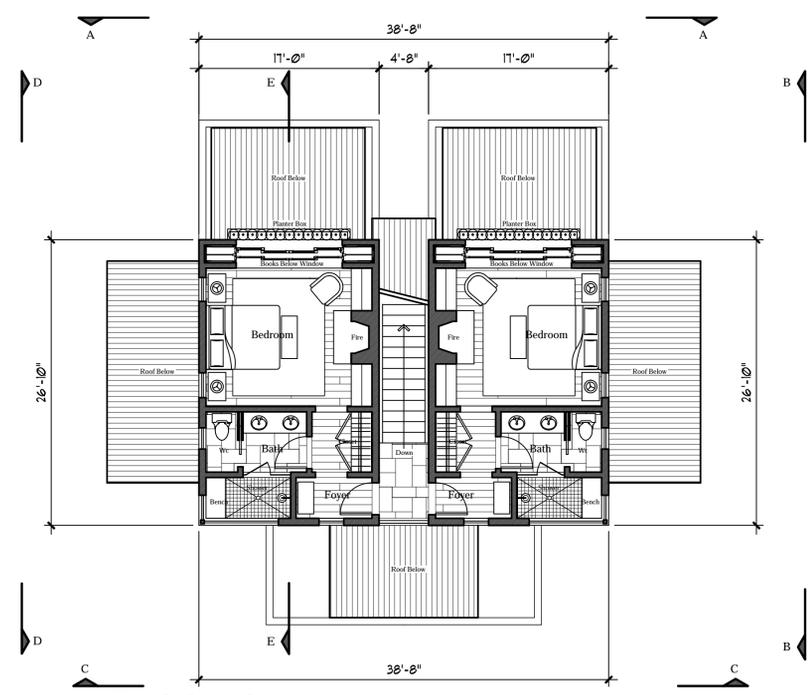
Building Sections



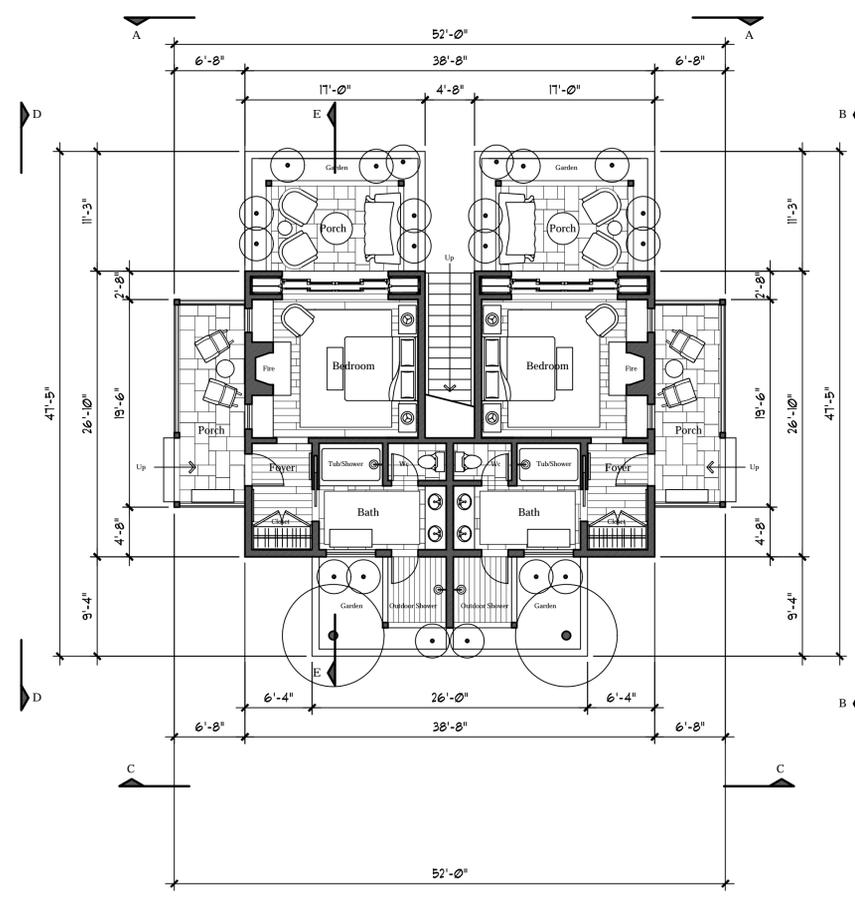
Inn at Saint Helena
Building Type C



July 22, 2014



Upper Level Floor Plan
One Unit @ 422 s.f.



Main Level Floor Plan
Two Units @ 532 s.f.

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Inn at Saint Helena
Mills Lane, Saint Helena CA 94574

Plot Date: 07/22/14
Drawn By: EJK
Checked By: EJK
Project No: 201407
Date: July 2014
Issue: Schematic Design

SCALE : AS NOTED

A2.1C



GILLMAN 10/9/16



GILLAM '09



GILLAM '09



GILL & W 09

B A C K E N
G I L L A M
K R O E G E R
a r c h i t e c t s

Design Discussion Request For:

Inn at Saint Helena
1000 Mills Lane
Saint Helena, CA 94574

Project Description:

The Inn at Saint Helena is proposed as a resort destination consisting of 84 individual guest cottages, a gym and spa facility, a swimming pool, and a restaurant on two Service Commercial parcels (parcels 3A and 4A), and a single Caretaker's Unit and Ag Barn on the A20 parcel (parcel A1).

In keeping with the character of the older farmhouses in Saint Helena, the buildings will be simple and agricultural in nature. The grounds of the Inn will consist of low water use landscape, rural walkways, and gathering areas. The Inn will be similar in nature to Solage in Calistoga, but at a smaller scale.

For all the features and amenities proposed, the entire development is contained on 8.46 acres of mixed-zone land, and has a floor area ratio of 24%. The Inn is proposed as a low density, low profile addition to the rural small town nature of Saint Helena.

Thank you for your consideration.

Edmund Juncker,
Project Manager
Backen Gillam Kroeger Architects