



City of St. Helena St. Helena Asset Planning Engagement (SHAPE) Committee Meeting

City Hall Breakroom

1480 Main Street, St. Helena, CA 94574

***This meeting will include facility tours, which will
be conducted at various locations throughout St.
Helena, as noted in Item 4.1**

Thursday, November 16, 2017 @ 9:00 AM

Page

1. CALL TO ORDER
2. ROLL CALL
SHAPE Committee Members:
Chair: Mark Smithers
Vice Chair: Anna Chouteau
Committee Members Doug Barr, Oliver Caldwell, Pat Dell, Jeff Feeney, Stan Knight, Tim Nieman, Joshua Parke, Susanne Salvestrin and Glenn Smith
3. PUBLIC COMMENT PERTAINING TO THE SHAPE COMMITTEE:
Please observe the three minute limit.
4. NEW BUSINESS

4.1. Facility Tours

3 - 16

*Facility Tours will be conducted at the following locations throughout St. Helena:

- City Hall, 1480 Main Street
- Police Department, 1480 Main Street
- Fire Station, 1500 Main Street
- Scout Hall, 1530 Railroad Avenue
- Teen Center, 1574 Railroad Avenue
- Office Building, 1572 Railroad Avenue
- St. Helena Public Library, 1492 Library Lane
- Carnegie Building, 1360 Oak Avenue
- Head Start Building, 360 Crane Avenue
- Fire Station 2, 1025 Dowdell Lane
- Corporation Yard, 1405 Charter Oak Avenue
- Signorelli Barn, 933 Signorelli Circle

CEQA Determination: Not a CEQA project

Prepared By: Allison Mattioli, Management Analyst

[Facilities Tour Booklet](#)

5. ADJOURNMENT

The next SHAPE Committee meeting date, time, and location is to be determined.

This agenda was posted at City Hall, 1480 Main Street, St. Helena, California on November 8, 2017.

Allison Mattioli, Management Analyst

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

CITY OF ST. HELENA



CITY OF ST. HELENA | PUBLIC WORKS DEPARTMENT
1480 MAIN STREET | ST. HELENA, CA 94574 | CITYOFSTHELENA.ORG

This Facilities Condition Tour Book exists in conjunction with the Facilities Condition and Needs Assessment, and highlights the significant structural issues which exist within City-owned buildings. This Tour includes all facilities funded by the General Fund. The Tour excludes both the Water and Wastewater Treatment Plants, as those facilities are both enterprise-funded, and are not part of the Facilities Condition and Needs Assessment.

The buildings included in this Assessment are listed below:

CITY HALL
POLICE DEPARTMENT
FIRE STATION
SCOUT HALL
TEEN CENTER
OFFICE BUILDING
LIBRARY
CARNEGIE BUILDING
HEAD START BUILDING
FIRE STATION 2
CORPORATION YARD
SIGNORELLI BARN

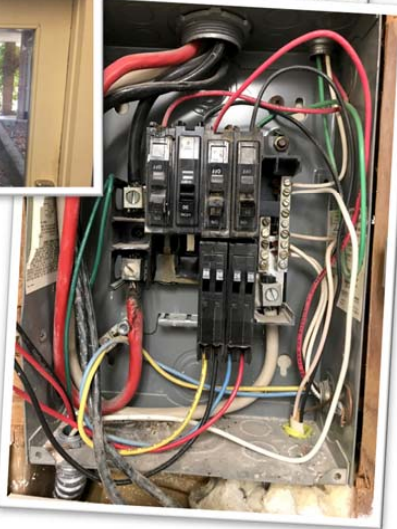
For questions pertaining to the Facilities
and/or the Facilities Condition and Needs Assessment,
please contact Allison Mattioli at (707) 312-0951, or amattioli@cityofsthelena.org.

CITY HALL | 1480 MAIN STREET

St. Helena City Hall and the St. Helena Police Department are located in the same building, which is attached to Lyman Park. City Hall was formerly the St. Helena Firehouse, and has been continuously reconfigured to serve the changing needs. City Hall currently houses the following Departments: City Manager, City Clerk, Planning, Building, Finance, and Public Works Administrative Staff. Twenty employees currently work out of the City Hall side.

SIGNIFICANT ISSUES:

- ADA challenges
- Uneven floors throughout the building
- Cockroaches
- Deteriorating gutters
- Flooding
- Melted electrical circuit breaker
- Unreliable HVAC leading to IT equipment overheating emergencies
- Old windows and doors do not seal



POLICE DEPARTMENT | 1480 MAIN STREET

The Police Department consists of both Dispatch and Patrol Divisions. It houses five full-time and two part-time dispatchers, one community service officer, one reserve officer, eleven police officers, as well as a Police Chief. The Station also contains two holding cells, one full locker room for male officers, and one makeshift locker room for female officers.



SIGNIFICANT ISSUES:

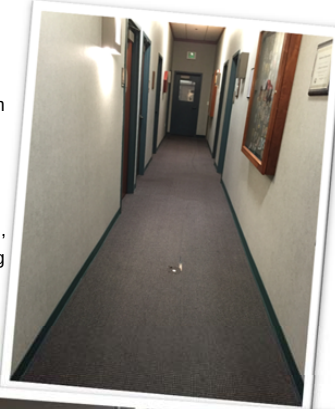
- Tarped roof at junction between City Hall and Police Department
- Toilets in jail cell require regular manual flushing utilizing five gallon buckets
- Insufficient locker rooms, including lack of shower facilities in women's makeshift locker room
- Back awning held up by 4x4s
- Uneven floors throughout the building

FIRE STATION | 1500 MAIN STREET

The St. Helena Fire Station includes a reception lobby, four offices, full commercial kitchen, radio room, training room, three dorm rooms, a museum, and an apparatus bay, which houses several fire apparatus. The Fire Station currently hosts both the Human Resources and Fire Departments. Human Resources consists of two full-time employees, while the Fire Department consists of one full-time administrative employee, one part-time Fire Chief, one part-time Fire Marshal, and up to thirty part-time firefighters. The station is not staffed full-time, and personnel do not live or sleep in quarters.

SIGNIFICANT ISSUES:

- Dry rot above the Museum
- Cockroaches
- Settling of exterior doors, including training room and kitchen
- Plumbing issues causing flooding inside building
- Buckling of hardwood floors
- Apparatus bay doors continuously malfunction, doors get stuck open and/or closed, causing issues for responding engines



SCOUT HALL | 1530 RAILROAD AVENUE

The historic "Scout Hall" building is owned by the City of St. Helena and serves as a meeting room for both the Boy and Girl Scouts of America. The facility is also used for the Scouts' storage needs.

SIGNIFICANT ISSUES:

- Façade issues



TEEN CENTER | 1574 RAILROAD AVENUE

The St. Helena Teen Center houses a free after-school program for middle school students, and in the summer the space is utilized for summer camps run by the Recreation Department. The Teen Center property consists of a main building, garage, and auxiliary building. The property also serves as additional office space and storage for the recreation department.

SIGNIFICANT ISSUES:

- Dry rot on siding and window sills
- Flooding



OFFICE BUILDING | 1572 RAILROAD AVENUE

The building located at 1572 Railroad Avenue is owned by the City of St. Helena and is currently leased to a health group, and is used for medical administration offices.



SIGNIFICANT ISSUES:

- Dry rot on siding
- Settling of interior doors within frames
- Sinkhole issues on adjacent sidewalk



ST. HELENA PUBLIC LIBRARY | 1492 LIBRARY LANE

The St. Helena Public Library houses six full-time and eight part-time employees. It hosts over 500 programs a year, including story time and crafts for children, presentations, and a variety of community events. Internet access is provided through 18 public computers and a wireless network. All services and programs are free. The Library receives over 114,000 visitors annually.

SIGNIFICANT ISSUES:

- Multiple leaks
- Separation of exterior wall from support beams
- Tarped roof

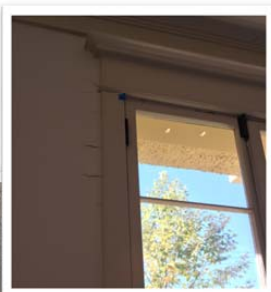


CARNEGIE BUILDING | 1360 OAK AVENUE

The historically registered St. Helena Carnegie Building, originally built as a Carnegie Library, has been used as a recreation center for the City since 1978. The building houses the office of the Recreation Director, hard-floored classroom, carpeted great room/classroom, and meeting room. The building is primarily used for community recreation classes, and is also available for private class rentals, public rentals, and community meetings.

SIGNIFICANT ISSUES:

- Windows do not seal properly
- Moisture issues, causing cracking and peeling of plaster and drywall
- Mold growth due to flooding
- Elevator issues



HEAD START BUILDING | 360 CRANE AVENUE

The Head Start building at Crane Park is utilized for eight weeks of summer day camp each summer, consisting of approximately ten seasonal employees and thirty campers. The building is available for class space and public rental throughout the remainder of the year.



SIGNIFICANT ISSUES:

- Cockroaches
- Windows
- Gutters
- Dry rot

FIRE STATION 2 | 1025 DOWDELL LANE

Fire Station 2 consists of a 400 square foot detached garage and a 1,250 square foot unenclosed barn. Station 2 is also not staffed, and is used for housing one fire apparatus and one utility vehicle. Minor improvements are planned, including moving an interior wall.



CORPORATION YARD | 1405 CHARTER OAK AVENUE

The St. Helena Public Works' Corporation Yard is home to the Public Works Field Staff. It currently houses two temporary trailers, which contain a total of four offices as well as a breakroom/meeting room. Twelve full-time staff work from the yard. The shop and equipment bays are used to store and protect equipment from the elements, repair fleet vehicles, store supplies, and serve as a workshop. Additionally, there are two large storage containers utilized for storage of janitorial supplies as well as overflow for city records.

SIGNIFICANT ISSUES:

- Temporary trailers serve as permanent facilities
- Leaks at midline points
- Exterior dry rot to siding and molding
- Warped doors
- Hole in restroom/shower facility
- Combined lunch/conference/workspace is not conducive to operations
- Lower Yard floods
- All vehicles must be evacuated when potential storms arise



SIGNORELLI BARN | 933 SIGNORELLI CIRCLE

Also known as Meily Barn, the roughly 125 year old historical barn is currently used for storage, and is not structurally sound. It is hoped the barn will be structurally reinforced and made suitable for public use in the future.



SIGNIFICANT ISSUES:

- Three car accidents to South wall
- Area was patched, but not structurally sound
- Dust/exposure
- No foundation