



**City of St. Helena
City Council Regular Meeting
Tuesday, June 9, 2026 @ 6:00 PM
Vintage Hall Board Room - Second Floor
465 Main Street, St. Helena CA**

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

The City Council meeting will be live-streamed on Comcast Channel 28 and on the City's website.

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

To ensure interpreters are available, requests must be made at least 72 hours in advance by calling the Office of the City Clerk at (707) 968-2640 or emailing cityclerk@cityofsthelelena.gov.

The schedule of upcoming meetings and published meeting agendas can be found on the City of St. Helena website at cityofsthelelena.gov.

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

El horario de las reuniones publicadas y próximas puede ser localizado en el sitio de web de la Ciudad en cityofsthelelena.gov

1. CALL TO ORDER

2. ROLL CALL

Mayor: Paul Dohring, Vice Mayor: Michelle Deasy, City Council Members: Aaron Barak, Kate Spadarotto, Scott Diaz

3. PLEDGE OF ALLEGIANCE

4. ADOPTION OF THE AGENDA

5. APPROVAL OF THE MINUTES

5.1. Special City Council Minutes of May 19, 2026

5.2. Special City Council Minutes of May 26, 2026

5.3. Regular City Council Minutes of May 26, 2026

6. PUBLIC FORUM

Members of the public are entitled to speak on matters of municipal concern not on the agenda during Public Forum. Each person's comments shall be limited to 4 minutes. Each person is entitled to speak on any non-agendized item only once at any meeting. Brief questions by Council Members for clarifications may be posed and answered, and Council Members may make requests that items be placed on future agendas, but in accordance with state law, no substantive discussion or action may take place unless and until the matter properly appears on the agenda. Estimated start time: 6:05 p.m.

6.1. Public Comment

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

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

8. PRESENTATIONS AND PUBLIC RECOGNITIONS

8.1. Proclamation - LGBTQ+ Pride Month 2026

9. STAFF BRIEFING AND PRESENTATIONS

10. CONSENT ITEMS

Members of the Council or the public (present at the meeting) may ask that any items be considered individually for purposes of considering alternative action, for extended discussion, or for public comment. Unless that is done, one motion may be used to adopt all recommended actions. (Roll Call Vote)
Estimated start time: 6:15 p.m.

10.1. April 2026 Review and Forecasting of City Water Supply Availability

CEQA Determination: Not a CEQA Project (CEQA Guidelines §15378)
Prepared By: Ian Dale, Environmental Serv Tech
Recommendation: Receive and file.

10.2. Consideration of a Resolution of the City Council of the City of St. Helena Appointing the Program Manager as the City's Representative to the Napa Valley Tourism Corporation (NVTC)

CEQA Determination: Not a CEQA Project (CEQA Guidelines §15378)
Prepared By: James McCann, Interim City Manager
Recommendation: Adopt a resolution formally appointing the Program Manager as the City of St. Helena's designated representative to the Napa Valley Tourism Corporation (NVTC).

10.3. Approval of a Resolution Establishing Appropriation Limits for Fiscal Year 2026-27 and the Selection of Current Year Adjustment Factors.

CEQA Determination: Not a CEQA Project (CEQA Guidelines §15378)

Prepared By: Mandy Kellogg, Director of Administrative Services

Recommendation: Staff recommends approval of the attached resolution.

10.4. Consideration and Adoption of a Resolution Authorizing: 1) Amendment No. 2 to St. Helena Contract FY2025-032 with Water Quality & Treatment Solutions, Inc (WQTS) for On-Call Water Quality Technical Support, Increasing the Contract Amount by \$100,000 for a Total Contract Amount Not-To-Exceed \$174,475; and 2) Extension of the Contract Term Through June 30, 2027.

CEQA Determination: Not a CEQA Project (CEQA Guidelines §15378)

Prepared By: Rebecca White, Administrative Assistant

Recommendation: Approval of the attached resolution.

10.5. Consideration and proposed adoption of a Resolution approving the project plans for Capital Improvement Project CIP No. W-109, the Bell Canyon Intake Tower and Valve House Project.

CEQA Determination: CEQA to Be Completed Prior to Project Approval

Prepared By: Bruce Zaeni, Project Manager

Recommendation: Approve the Resolution

10.6. By minute action, authorize issuance of a Request For Proposals for Construction Management Services related to the Bell Canyon Intake Tower and Valve House Rehabilitation Project.

CEQA Determination: CEQA to Be Completed Prior to Project Approval

Prepared By: Bruce Zaeni, Project Manager

Recommendation: Approval

10.7. Consideration of a Resolution to Approve Proposed Loan Term Sheet for 40-unit Affordable Housing Development at 0 Fountain Street.

CEQA Determination: Not a CEQA Project (CEQA Guidelines §15378)

Prepared By: Mandy Kellogg, Director of Administrative Services

Recommendation: Staff recommends approval of the attached resolution.

10.8. Approval of a Resolution Authorizing the Purchase and Implementation of the Crossroads E-Ticket and Collision Reporting Systems Utilizing California Office of Traffic Safety (OTS) Grant Funding.

CEQA Determination: Not a CEQA Project (CEQA Guidelines §15378)

Prepared By: Justin Tharp, Interim Chief of Police / Lieutenant

Recommendation: Staff recommends approval of the attached resolution.

11. PUBLIC HEARINGS

12. OLD BUSINESS

13. NEW BUSINESS

Estimated start time: 6:30 p.m.

- 13.1. Consider and adoption of a Resolution authorizing execution of Amendment No. 1 to StH Contract FY2026-004 with the St Helena Chamber of Commerce.

CEQA Determination: Not a CEQA Project (CEQA Guidelines §15378)
Prepared By: Mandy Kellogg, Director of Administrative Services, Joseph Leach, Director of Public Works, James McCann, Interim City Manager
Recommendation: Adoption of the Resolution.

14. CITY COUNCIL REPORTS

15. ADJOURNMENT

The next Regular City Council meeting is scheduled for June 23, 2026, at 6 p.m.

This agenda was posted at City Hall, 1088 College Avenue, and at Vintage Hall, 465 Main Street, St. Helena, California on June 3, 2026.

Andrew Bradley, City Clerk

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

CHALLENGING DECISIONS OF CITY ENTITIES

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

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

SUPPLEMENTAL MATERIAL RECEIVED AFTER THE POSTING OF THE AGENDA

Any supplemental writings or documents distributed to a majority of the City Council regarding any item on this Agenda, after the posting of the Agenda, will be available for public review in the City Clerk's Office located at 1088 College Avenue, St. Helena, California, during normal business hours and by appointment. In addition, such writings or documents will be made available on the City's website at cityofsthenela.gov and will be available for public review at the respective meeting.

MINUTES
City of St. Helena
Special City Council Meeting
Tuesday, May 19, 2026 @ 6:00 PM
Vintage Hall Board Room - Second Floor
465 Main Street, St. Helena CA

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

Present: Mayor Paul Dohring, Vice Mayor Michelle Deasy, City Council Member Aaron Barak, City Council Member Kate Spadarotto

Absent:

1. CALL TO ORDER

Mayor Dohring called the meeting to order at 6:00 p.m.

2. ROLL CALL

Mayor: Paul Dohring, Vice Mayor: Michelle Deasy, City Council Members: Aaron Barak, Kate Spadarotto

3. PLEDGE OF ALLEGIANCE

Mayor Dohring led the Pledge of Allegiance.

4. ADOPTION OF THE AGENDA

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

AYES: Mayor Paul Dohring, Vice Mayor Michelle Deasy, City Council Member Aaron Barak, City Council Member Kate Spadarotto

NOES: None

ABSENT: None

ABSTAIN: None

RECUSE: None

5. PUBLIC FORUM

Under California law, public comments at special meetings are limited to subjects on the agenda only. Therefore public comment will take place during consideration of the item. Each person's comments shall be limited to 4 minutes.

6. NEW BUSINESS

6.1. Blackberg Group — Efficiency and Business Transformation Study Final Report

CEQA Determination: Not a CEQA Project (CEQA Guidelines §15378)

Prepared By: James McCann, Interim City Manager, Andrew Bradley, Program Manager (City Clerk)

Recommendation: Receive and file the Efficiency and Business Transformation Study; receive the Consultant's presentation; and provide direction to staff on next steps, including continued evaluation of the study's findings and development of a proposed implementation plan to be brought back to City Council at a future meeting.

Interim City Manager, Jim McCann introduced the item and Blackberg consultant, Keith Fawcett, delivered a presentation on the report.

Mayor Dohring invited the Council Members to ask brief, clarifying questions before opening the public comment period. Public comments were received by: Garry Rose, Chris Warner, Kelly Wheaton, Tracy McBride, Donna Oldford, Tom Belt, Michael Marston, Sandra McCorkle, Michelle Liu Covell and Tamara Sorensen.

Following public comment, the matter was brought back to the Council for further discussion. Mayor Dohring thanked the community for its participation and engagement in the process. Council members expressed agreement that the report presented opportunities for the City and acknowledged that implementation will require time and planning. Staff, with the assistance from consultants if needed, will develop an implementation plan for Council consideration and approval in coming weeks.

7. ADJOURNMENT

The next Regular City Council meeting is scheduled for May 26, 2026, at 6 p.m. Mayor Dohring adjourned the meeting at 7:37 p.m.

APPROVED:

ATTEST:

Paul Jamison Dohring, Mayor

Andrew Bradley, City Clerk

MINUTES
City of St. Helena
Special City Council Meeting
Tuesday, May 26, 2026 @ 4:15 PM
Vintage Hall Cafeteria - 1st Floor
465 Main Street, St. Helena CA

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

Present: Mayor Paul Dohring, Vice Mayor Michelle Deasy, City Council Member Aaron Barak

Absent: City Council Member Kate Spadarotto

1. CALL TO ORDER

Mayor Dohring called the meeting to order at 4:17 p.m.

2. ROLL CALL

Mayor: Paul Dohring, Vice Mayor: Michelle Deasy, City Council Members: Aaron Barak, Kate Spadarotto

3. ADOPTION OF THE AGENDA

Vice Mayor Michelle Deasy moved to adopt the agenda. The motion was seconded by City Council Member Aaron Barak and on voice vote carried by the following vote:

AYES: Mayor Paul Dohring, Vice Mayor Michelle Deasy, City Council Member Aaron Barak

NOES: None

ABSENT: City Council Member Kate Spadarotto

ABSTAIN: None

RECUSE: None

4. PUBLIC FORUM

Under California law, public comments at special meetings are limited to subjects on the agenda only. Therefore public comment will take place during consideration of the item. Each person's comments shall be limited to 4 minutes.

Garry Rose made a public comment.

5. NEW BUSINESS

5.1. Applicant interviews for the vacant City Council seat.

The applicants are:

1. Scott Diaz
2. Daniel Hale
3. Michael Haley
4. Michelle Liu Covell
5. Joshua Parke
6. Bonnie Schoch
7. Mark Smithers

Prepared By: Andrew Bradley, Program Manager (City Clerk)

The City Council conducted interviews for the vacant City Council seat.

6. ADJOURNMENT

The next Regular City Council meeting is scheduled for May 26, 2026, at 6 p.m.
Mayor Dohring adjourned the meeting at 5:47 p.m.

APPROVED:

Paul Jamison Dohring, Mayor

ATTEST:

Andrew Bradley, City Clerk

MINUTES
City of St. Helena
Regular City Council Meeting
Tuesday, May 26, 2026 @ 6:00 PM
Vintage Hall Board Room - Second Floor
465 Main Street, St. Helena CA

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

Present: Mayor Paul Dohring, Vice Mayor Michelle Deasy, City Council Member Aaron Barak

Absent: City Council Member Kate Spadarotto

1. CALL TO ORDER

Mayor Dohring called the meeting to order at 6:01 p.m.

2. ROLL CALL

Mayor: Paul Dohring, Vice Mayor: Michelle Deasy, City Council Members: Aaron Barak, Kate Spadarotto

3. PLEDGE OF ALLEGIANCE

Mayor Dohring led the Pledge of Allegiance.

4. ADOPTION OF THE AGENDA

5. APPROVAL OF THE MINUTES

5.1. Regular City Council Minutes of May 12, 2026

City Council Member Aaron Barak moved to approve the Regular City Council Minutes of May 12, 2026. The motion was seconded by Vice Mayor Michelle Deasy and on voice vote carried by the following vote:

AYES: Mayor Paul Dohring, Vice Mayor Michelle Deasy, City Council Member Aaron Barak

NOES: None

ABSENT: City Council Member Kate Spadarotto

ABSTAIN: None

RECUSE: None

6. PUBLIC FORUM

Members of the public are entitled to speak on matters of municipal concern not on the agenda during Public Forum. Each person's comments shall be limited to 4 minutes. Each person is entitled to speak on any non-agendized item only once at any meeting. Brief questions by Council Members for clarifications may be posed and answered, and Council Members may make requests that items be placed on future agendas, but in accordance with state law, no substantive discussion or action may take place unless and until the matter properly appears on the agenda. Estimated start time: 6:10 p.m.

6.1. Public Comment

No public comment was received.

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

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

Estimated start time: 6:20 p.m.

Vice Mayor Deasy reported on the annual pickleball tournament held at Crane Park.

Mayor Dohring thanked the American Legion for its contributions for the Memorial Day event and recognized their contributions to the community

8. PRESENTATIONS AND PUBLIC RECOGNITIONS

Estimated start time: 6:25 p.m.

8.1. Proclamation Honoring Anthony Micheli for His Exceptional Community Service and Civic Generosity

Mayor Dohring presented Anthony Micheli with proclamation. Mr. Micheli made brief comments.

9. STAFF BRIEFING AND PRESENTATIONS

10. CONSENT ITEMS

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

Estimated start time: 6:30 p.m.

10.1. This item was pulled for further discussion by Vice Mayor Deasy.

~~Consideration of Request by Property Owner to Pay Water Neutrality Policy In Lieu Fee.~~

CEQA Determination: Not a CEQA Project (CEQA Guidelines §15378)

Prepared By: Eric Janzen, Asst. PW Director, Joseph Leach, Director of Public Works

Recommendation: Adoption of Resolution authorizing the owner of 1790 Dean York Lane to pay the Water Neutrality In Lieu Fee in order to achieve Policy compliance.

Mayor Dohring opened the public comment. Public Comment was received by Tom Belt, Michelle Liu Covell and the applicant, Jack Herr

Discussion was turned over to the Council where further comments were made regarding the City's Water Neutrality policy.

City Council Member Aaron Barak moved to adopt a resolution authorizing the owner of 1790 Dean York Lane to pay the Water Neutrality In Lieu Fee in order to achieve Policy compliance. The motion was seconded by Vice Mayor Michelle Deasy and on roll call, carried by the following vote:

AYES: Mayor Paul Dohring, Vice Mayor Michelle Deasy, City Council Member Aaron Barak

NOES: None

ABSENT: City Council Member Kate Spadarotto

ABSTAIN: None

RECUSE: None

10.2. Review of the 2025 Annual Housing Element Progress Report (APR)

CEQA Determination: Not a CEQA Project (CEQA Guidelines §15378)

Prepared By: Jackie Oneal, Senior Planner

Recommendation: Staff recommends the City Council receive a presentation on the 2025 Annual Housing Element Progress Report (APR) and provide comments, as desired.

City Council Member Aaron Barak moved to adopt staff's recommendation. The motion was seconded by Vice Mayor Michelle Deasy and on roll call carried by the following vote:

AYES: Mayor Paul Dohring, Vice Mayor Michelle Deasy, City Council Member Aaron Barak

NOES: None

ABSENT: City Council Member Kate Spadarotto

ABSTAIN: None

RECUSE: None

11. PUBLIC HEARINGS

None.

12. OLD BUSINESS

None.

13. NEW BUSINESS

Estimated start time: 6:40 p.m.

- 13.1. Consideration and proposed approval of a resolution for the City Council appointment of an applicant to fill the vacancy created by Council Member Billy Summers and direct the City Clerk to administer the Oath of Office to the New Council Member.

CEQA Determination: Not a CEQA Project (CEQA Guidelines §15378)

Prepared By: Andrew Bradley, Program Manager (City Clerk)

Recommendation: Any Council Member can nominate an applicant for approval by the majority of Council. Direct the City Clerk to administer the oath of office and the newly appointed Council Member will be seated at the dais.

Interim City Manager Jim McCann reported on the item.

Mayor Dohring thanked all the applicants and opened the public comment period. Public comment was received by Michelle Liu Covell.

Following public comment, the matter was brought back to the Council for deliberation. Council Members expressed their appreciation to all applicants for their interest and willingness to serve the community.

Mayor Paul Dohring moved to appoint Scott Diaz to the vacant City Council seat. The motion was seconded by Vice Mayor Michelle Deasy and on roll call carried by the following vote:

AYES: Mayor Paul Dohring, Vice Mayor Michelle Deasy, City Council Member Aaron Barak

NOES: None

ABSENT: City Council Member Kate Spadarotto

ABSTAIN: None

RECUSE: None

14. CITY COUNCIL REPORTS

15. ADJOURNMENT

Mayor Dohring adjourned the meeting at 7:00 p.m.

The next Regular City Council meeting is scheduled for June 9, 2026.

Dear City Council:

I noticed after the May 26 meeting when I applied for appointment to the city council that Kelly Wheaton wrote a comment letter disparaging me and saying she had some private correspondence with me in which I said some bizarre things "at best" and that she could share some screen shots.

I've decided to send the entirety of my private correspondence with her so that others could decide for themselves whether I said bizarre things or not. I left a few at the beginning off as they were just hello type things in order to make this shorter.

I first include her public comment letter for ease in understanding this.

Also, part of the conversation reflects responses to open conversation on nextdoor that is not included.

And by the way, I was not a full throated supporter of Anil Comelo. I had no opinion on him as I did not have enough information to decide. As I told her more than once, I was criticizing her, not supporting Anil. Very different.

Thanks, Michael Haley

From Kelly Wheaton <a4est42@gmail.com>

Date Tue 5/26/2026 1:23 PM

To Public Comment <publiccomment@cityofsthelena.gov>

Mayor Paul Dohring, Interim City manager Jim McCann, Council members and public,

As previously stated I have no person that I choose to endorse for the open city council position. After reading the public comments I do want to respond to the application of Michael Haley. He was a full throated supporter of Anil Comelo and is being backed by the same folks that adored the former City Manager. I can think of no one on the list of seven who would be more divisive on the council and that is saying a lot as we have a pool of very strong voices.

I also had the opportunity to engage with him privately and it was bizarre at best. (If necessary I can share screen shots).

Please make a selection from any of the other excellent candidates. Thank you.

Kelly Wheaton

Inglewood Ave.

- 7/30/25

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Kelly Wheaton

11:50 am

Anil has publicly called me a cunt. Nothing happened with the previous CC. So I will continue to speak out. Sorry. He is not a goodvperson or an effectivd leader.

-

Michael Haley

12:24 pm

ok, I understand, you have to realize how this lands with the community in general though, but it's up to you.

-

Kelly Wheaton

12:44 pm

Yes, but if you were to survey the community it would be at least 4 to 1 against Anil. Anyone who has any dealings with him knows. There is a very long list of misbehaviors that would have gotten anyone else fired long ago. He is inept and unprofessional

and has repeatedly broken the law. I could go into great detail but I won't. He knows how to suck up to some people, but he is a grifter. And he uses the race card to his advantage...

-

Michael Haley

2:04 pm

I believe you but I don't think it helps your cause to keep criticizing him in public. Potential candidates see that and it turns them off I bet. Exactly what Ann was saying. I think top talent in government management is hard to find, and as others have said, community support is an issue.

-

Kelly Wheaton

2:17 pm

We just agree to disagree. I am hoping to keep the pressure up until he leaves. And I know of more than one good employee he forced out and others that left in part or whole because of him. We don't have to be desperate (his hire was) and we can't expect most candidates to be the cream of the crop as people will want to move on. But we can take the time to do it right. If criticism is what keeps others away ai don't think we want them. In the 35 years I have lived here, he is the only CM I have publicly criticized. You don't know that but many do. And yiu also don't know that seldim a week goes by that someone doesn't thank me. So I apreciate the concern but I don't bring tidly winks to a sword fight.

His compensation package is between 6-700k and that includes 3 months of paid leave/vacation a year. If he can't take or others considering the position can't take that, well cry me a river. And Ann is not a great judge of things. I don't know her well but she was defeated for CC and not particularly well liked...but ask around.

-

Michael Haley

2:20 pm

ok, I concede to your greater wisdom, Elaine is mad at me for saying what I said but I appreciate the greater context.

-

Kelly Wheaton

2:35 pm

She'll get over it. Under ordinary circumstances I would agree with you. But he is no ordinary circumstance. He attacks citizens constantly, and refuses to meet with those that disagree with him. He has threatened, abused his power and made life miserable for many that work for him. He is a tyrant and I can't stay silent. Ask around. Other than the Rotary folks, he has few friends. And they cross the spectrum from Kim Phinney to Elaine DeMann, from Lana Ivanoff to Garry Rose. People don't hate him, they loathe him.

The mayor of Richmond said to me 1) He was not well liked (ditto here). 2) he was incompetent (same) 3) if he hadn't left Richmond, he would have been fired.

I don't recommend firing him for cause as he would sue and it would cost more than buying him out. 300k or he takes another job...

And let me add they hired him over April Mitts and she was 10 times better and actually cared. I think she wasn't hired because she was a woman. She was qualified AND she had worked for SH for 7 years. She took a job as Asst CM in Healdsburg.

-

Michael Haley

2:54 pm

People don't hate him, they loathe him.<<< ok wow, this does sound awful. What is the plan then, do you know what the CC plans to do about him?

-

Kelly Wheaton

3:00 pm

Well they had a performance review yesterday but that is closed session. We don't get to know about personnel decisions. I think Paul and maybe Aaron are willing to let it ride. Michelle and probably Billy would vote to buy him out if there was a 3rd vote. Kate is on the fence. I know that some hope Anil is looking elsewhere. I hope they take their time when he leaves to find the right person. We have 2 retired CM's that still live here. Perhaps they could mentor someone new.

They also voted at the last CC Meeting to spend \$100k on an efficiency study. That mean a major staff reorganization...



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- 7/31/25
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Michael Haley

6:29 pm

I was in that zoom yesterday when you wrote, the Baseline Data Report one that is. It's good that you know what is going on. I have no doubt that you are correct about his job performance, my wife is incredulous that the water situation could be so bad, it is kind of hard to understand in a town this rich. We do need improvement here badly.

-

Kelly Wheaton

6:41 pm

Michael, its hard to say what happens behind the closed doors. Paul has been Anil's champion but that maybe wearing thin. Others need to try to influence Paul and maybe Kate.

The water situation is piss poor management. Instead of putting 3 million in to replacing pipes we spent it on Smart meters that were not needed. And so it goes.

-

Michael Haley

6:42 pm

some really bad mismanegement (along with some bad spelling lol) around here, sooner or later I will get a grip on it, glad you are holding their feet to the fire...yeah, our meter is fine, don't know why they are trying to replace it.

-

Kelly Wheaton

6:48 pm

The official explanation is that the older meters under report the water usage. I suspect the real reason was someone from the company whispered the right words in Joe Leach's ear.

They like to spend money. Whether it fixes things or not. I do think the new Water/Wastewater Committee with Michelle as CC rep is getting somewhere. It took us 4 years to get that committee. It was blickedcrepeatedly by Anil, Paul and the old council. The staff is afraid their incompetence will be exposed. Like the whole bee fiasco.

-

Michael Haley

6:50 pm

hmmm interesting, good to hear that that committee is doing a good job, what did you think about the finance committee?

-

Kelly Wheaton

7:35 pm

It was okay. Arlene Corsetti is the new chair. I like her. We shall see.



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- 2/03/26

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Kelly Wheaton

2:49 pm

Michael there's too much you don't know. Aaron is no closely aligned with Paul and Anil. And he is not well informed in that bubble. Be careful.

-

Kelly Wheaton

2:59 pm

No=now.

-

Michael Haley

3:18 pm

ok, thanks. I'm done for now, I have made my point, I appreciate your response. At least you are listening, fair enough, I am not the boss of everyone.

•

Kelly Wheaton

3:30 pm

No worries---just be careful. Most of the people weighing in have been burnt badly and verbally abused by the folks you are defending so that smarts a bit. They are good people working hard. That cannot be said for all the council members or staff, however some are excellent. If citizens don't speak out their government can misbehave...

•

Michael Haley

3:50 pm

ok, thanks



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• 3/25/26

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Kelly Wheaton

6:54 pm

Before continuing the fight on Next Door you might want to read the CC packets, come to some meetings and talk to different groups of constituents. This is nor a bunch of sour grapes.

Half the people that spoke last night and at Parks & Rec meeting I don't know and had never seen before. People are fed up. Of all stripes. They are trying to take back the town from grifters.

-

Kelly Wheaton

7:21 pm

And People are not complaining to complain. They care and are engaged. Trying to give you friendly help.

-

Michael Haley

10:13 pm

Kelly, got home late and will be out all day tomorrow. Will try to get back to you when I get home.

- 3/26/26

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Kelly Wheaton

6:24 am

I think you mean well, but this is no longer the Boo boo birds. This is some movers and shakers. Powerful people. And they are saying enough is enough.

-

Michael Haley

7:42 pm

ok, well I appreciate the info but a lot of the criticism seems inflated. And yes I do think there is a lot of complaining just to complain. I don't see how most of this is making St. Helena better, it's making it worse.

I don't really have anything to add in private chat that I would not say in public and have said in fact.

I'm not really worried about some powerful people or whatever you mean. If so, I lose, don't really care. I say what I think and am not part of any group.

-

Kelly Wheaton

8:26 pm

Not inflated. But since you only have half the facts. I get it.

-

Michael Haley

9:18 pm

I'll keep my eyes open.

-

Kelly Wheaton

9:30 pm

Please do for your own protection and reputation. I mean that sincerely.

-

Michael Haley

9:55 pm

Kelly, I am really tired tonight. Let me think on it. Can you say more about what you mean? Am I missing something about Anil, or what are you referring to?

- 3/27/26

-

Kelly Wheaton

7:24 am

No. I wasn't talking about Anil.

-

Michael Haley

8:37 am

ok, well whatever you are willing to share I am all ears.

•

Kelly Wheaton

9:29 am

Go to the Dec. City council meeting and the 50 odd letters. Its all there.

•

Michael Haley

9:43 am

ok will do, I have a lot of watching to do, want to see the last council meeting too.

•

Kelly Wheaton

10:57 am

Please no.my temarks dircted at CC and Joe Leach wete me reaching the "let's talj about the elephant in the room" point. Not prepared and me on blood pressue meds. 😊



iSaham

Analyze Winning Stocks Better and Faster

Nomy - Workplace BotNomy - Workplace Bot

-

Kelly Wheaton

12:32 pm

Sorry for all the typos...

-

Michael Haley

2:32 pm

I don't mind the typos, it's just that I can quite tell what you are trying to say. You are saying at the Dec CC meeting you made remarks that reflected you reaching the "lets talk about the elephant in the room" point, and you were not prepared and were on meds. Correct? I will take that under advisement.

-

Michael Haley

2:33 pm

can't quite tell, but looks like I figured it out after all

-

Kelly Wheaton

6:37 pm

Nope. I sent and others (50 or so) sent written ublic comments for an earlier CM performance reviews. But I know of probsbly a

dozen or more that sent nothing. You can read then attached to the agenda.

Been out celebrating my daughters Bday.

-

Michael Haley

7:03 pm

ok

-

Kelly Wheaton

7:08 pm

Michael I have tried to be helpful but it isn't my job to do your research for you. You seem awfully interested in being on team holier than thou and I am not so interested in helping you provide dirt to them.

Trust must be earned and once lost very difficult to rebuild. That has happened with Aaron and Kate both of whose candidacies I supported. So I feel a bit burned in that regard. But that is on me.

-

Michael Haley

7:14 pm

You are making assumptions about me that are unwarranted. I am not interested in being on anyone's team. Also I did not ask you to do any research for me and I have no idea where you got that. You told me I should listen to the Dec CC meeting. Ok, maybe I will but I did not ask you for that. I'm searching for the truth, and like I told a year or more ago, I find both yours and Elaine's criticism of city management over the top and unfair. You both just seem to enjoy being outraged all the time without much substance. I have reached that conclusion long before I interacted with much of anyone here, just reading you on nextdoor, and I told you both that long ago. Nothing that has happened since then has changed my mind. I really don't care what 50 other people think, or 100 or however many you claim agree with you.

-

Kelly Wheaton

7:21 pm

No I did not tell you to watch the Dec meeting I wrote " Go to the Dec. City council meeting and the 50 odd letters. Its all there." You are making assumptions.

I am watching what you post publicly and what you message me and it isn't lining up.

I can only try to make sense. I am tired and I've done my best. What I am saying as gently as I can--is you're going to have to figure it out yourself. Talk to a broader swath of people and you decide.

•

Michael Haley

7:25 pm

Aaron is now closely aligned with Paul and Anil? Kelly, honestly I could care less who is aligned with who. I am not aligned with anyone and intend to keep it that way. I agree with you and Elaine about some things, others about other things. That is all. Like I told you before, the more I learn the more I think people are being unfair to Anil. This whole thing about Huether's art just seemed so silly about something that was so unimportant. Just something to play outrage about. I don't know Kelly, I really don't think you or Elaine is making St Helena a better place, too much getting off on just being outraged about everything. (edited)

•

Kelly Wheaton

9:00 pm

Michael. Read the letters. I have nothing more to say to you. No one is being UNFAIR to Anil. Bye.

•

Michael Haley

9:16 pm

ok

City of St. Helena PROCLAMATION

LGBTQ+ Pride Month

Whereas, June has become a symbolic month throughout the world in which lesbian, gay, bisexual, transgender, queer (or questioning), and intersex people, their families, friends, and allies come together in various celebrations of freedom and pride; and

Whereas, California has been a leader in advancing the civil rights of its LGBTQ+ citizens, and locally Napa Pride has served for more than two decades as a cornerstone of visibility, celebration, and connection for LGBTQ+ people, fostering a vibrant and inclusive community rooted in resilience, care, and belonging; and

Whereas, the City of St. Helena celebrates and supports the diversity of its workforce, citizens, and visitors, including those who are lesbian, gay, bisexual, transgender, queer, and is committed to providing a safe, healthy and inclusive community; and

Whereas, the City of St. Helena strives to be a community that offers equal opportunity to its citizens, all of whom deserve to live with dignity and respect, free from fear and violence, and protected against discrimination, regardless of sexual orientation, gender, gender identity, or gender expression; and

WHEREAS, Napa Pride 2026, with a theme of “Love Out Loud,” will be taking place June 7 to 20, 2026, to celebrate Pride and to encourage us to show up, support one another, and create spaces where LGBTQ+ people, families, and allies can experience joy, safety, and belonging; and

Whereas, on June 20, 2026, a group of St. Helena residents and business owners will host a Pride Celebration event in downtown St. Helena, providing an afternoon of connection, celebration and community spirit with music, arts and crafts, live performances, wine tasting, and food trucks; and

NOW, THEREFORE, BE IT RESOLVED, that I, Mayor Paul Dohring and the St. Helena City Council do hereby proclaim **June 2026 as LGBTQ+ Pride Month**; and encourage all residents, businesses, and visitors to participate in Pride events and to support and uplift LGBTQ+ individuals and communities.

Dated: June 9, 2026

Paul Dohring, Mayor
City of St. Helena



Agendas Report to the City Council

Agenda Section: CONSENT ITEMS

Department: Public Works Department

DATE:	June 9, 2026
FROM:	Ian Dale, Environmental Serv Tech
SUBJECT:	April 2026 Review and Forecasting of City Water Supply Availability
RECOMMENDED ACTION:	Receive and file.
PREVIOUS COUNCIL ACTION:	Monthly receive and file reports to City Council.
STATEMENT OF THE PURPOSE:	To provide monthly updates of the amount of water produced at the Louis Stralla Water Treatment Plant and the Stonebridge Water Wells, and potable water delivered from the City of Napa.
FINANCIAL IMPACT:	None.
CEQA DETERMINATION:	Not a CEQA Project (CEQA Guidelines §15378)

BACKGROUND:

The City of St. Helena publishes a monthly water report on the City website (<https://www.cityofsthelena.gov/330/W>). The report includes the amount of water produced at the Louis Stralla Water Treatment Plant and the Stonebridge Potable Water Wells, as well as potable water delivered from the City of Napa. In addition to presenting data on the amount of water delivered monthly, the report includes year-to-date information and prior year data. Water elevation and capacity at the Bell Canyon Reservoir is included, as well as information on rainfall and monthly weather temperatures.

DISCUSSION:

City staff has developed a forecasting tool to facilitate its ability to optimize water use and track water availability. Included as an attachment is the Monthly Water Report for April 2026. The water produced for April 2026 is up by 77% when compared to April 2025, and is up by 14% compared to the average of April 2018-2020. The chart below summarizes the water produced per source:

Source	Average (2018-2020)	April 2025	April 2026
--------	------------------------	---------------	---------------

	(Acre-Feet)	(Acre-Feet)	(Acre-Feet)
Bell Canyon	46	11.21	56.27
Stonebridge Wells	15	15.86	30.60
Napa Water	48	47.89	45.72
Total :	48	74.96	132.59

- Percent change from April 2025: 77%
- Percent change from average of April 2018-2020: 14%

Bell Canyon Reservoir

The City is not in water emergency condition based upon Phase 1 Water Emergency measures being terminated by City Council through adoption of Resolution No. 2023-94 on July 25, 2023. Bell Canyon Reservoir has adequate water to support the City's needs through this calendar year. The storage in the Bell Canyon graph (Attachment 2) has been revised to include historic reservoir supply levels since July 2021. It also shows the water availability forecast through June 2027 based on the highest water usage during a non-drought year (FY 19/20) and 10 inches of rainfall (lowest recorded).

As of May 1, 2026, Bell Canyon Reservoir's elevation was at 421.16 feet, representing approximately 2,320.01 acre-feet (AF) and 97.33% capacity. Bell Canyon spillway level is 422 feet, representing 2,383.69 AF in water supply volume. Below is a chart comparing Bell Canyon Elevation levels, water supply availability in acre feet, and percent capacity of the reservoir on May 1 in 2024, 2025, and 2026:

<u>Year</u>	<u>2024</u>	<u>2025</u>	<u>2026</u>
Bell Canyon Elevation Level	422 ft	421.88	421.16
Acre-Feet	2,383.69	2,374.59	2,320.01
Percent Capacity	100	99.6	97.33

As a follow-up to the May 24, 2022, City Council meeting, staff developed a graph (Attachment 3) highlighting the relationship between the reservoir elevation level and water supply availability in acre-feet. The graph shows the current status of the reservoir. Furthermore, the graph also displays the points where City Council decided to declare Phase I and Phase II Water Emergencies in 2020.

Continued Water Conservation

California experienced two consecutive dry years: 2020 and 2021. Due to the combination of warmer-than-average temperatures and minimal precipitation in the state, the Department of Water Resources (DWR) declared 2021 as the fourth-driest year on record statewide. The record-breaking dry period in January and February 2022, and the absence of significant rains in March 2022, required DWR to reduce anticipated deliveries from the State Water Project (SWP). However, the reduction at the time did not affect St. Helena as the City has multiple

robust water sources not affected by the executive order. Water availability from the Bell Canyon reservoir is based on the City's State Water Rights permit and not the SWP. The City has not received any curtailment order from DWR nor does the City anticipate receiving one.

It should be noted that on July 25, 2023, the City Council adopted Resolution No. 2023- 94 to formally end the Phase I Water Emergency. The projected demand on the system versus the anticipated rainfall over the next year reflects an available supply in Bell Canyon of approximately 1,895 AF, significantly above the 1,481 AF standard for declaration of a Phase I Water Emergency. Staff will monitor statewide and local drought conditions, weather conditions, and provide updates on a monthly basis. The corresponding staff report provided a variety of data to reflect the disposition of the water supply at that time in relation to the Council-adopted Safe Yield Policy.

City of Napa Water Supply

Normal operations continue at Rutherford Pump Station and the City is taking delivery of the allotment purchased from the City of Napa. During the month of April 2026, Rutherford Pump Station produced an average of 0.49 MG/day of water, for a total of 45.72 acre-feet for the month.

ENVIRONMENTAL REVIEW:

NA

GOAL:

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

ATTACHMENTS:

1. MWR April 1-30 2026
2. Attachment 2 - Bell Canyon Water Storage Forecast
3. Attachment 3 - Bell Canyon Reservoir Storage Phase I II
4. Attachment 4 - Bell Canyon Historical Elevation Levels
5. Attachment 5 - Bell Canyon Reservoir Historical Storage Elevation

CITY OF ST. HELENA
MONTHLY WATER REPORT

CC: CC __X__ PC __X__ FILE _____

RECEIVED: _____ BY: _____

April 1-30, 2026

	LOUIS STRALLA WATER PLANT	STONEBRIDGE POTABLE WELLS	SBW IRRIGATION WATER	NAPA WATER	TK #1 & #2 ADJUST
AMOUNT PRODUCED in AF	56.27	30.60	0.09	45.72	-0.44
AMOUNT PRODUCED in MG	18.33	9.97	0.03	14.89	-0.14
PERCENT	42.6%	23.2%		34.6%	-0.3%

WATER PRODUCED DELIVERY (AGGREGATE)

	THIS YEAR	LAST YEAR
TOTAL PRODUCED THIS PERIOD	43.19 MG	24.42 MG
MAXIMUM DAILY PRODUCED	n/a MG	n/a MG
MINIMUM DAILY PRODUCED	n/a MG	n/a MG
AVERAGE DAILY PRODUCED	1.43 MG	0.81 MG

WATER YEAR TOTALS

	THIS FISCAL YEAR	%	LAST FISCAL YEAR	%
LOUIS STRALLA WATER PLANT	296.36 AF	34.8%	252.96 AF	26.8%
	96.53 MG		82.40 MG	
NAPA WATER	382.99 AF	44.9%	421.46 AF	44.6%
	124.75 MG		137.28 MG	
STONEBRIDGE POTABLE WELLS	173.48 AF	20.3%	269.71 AF	28.6%
	56.51 MG		87.85 MG	
TOTAL WATER PRODUCED DELIVERY (ALL)	852.83 AF	100.0%	944.13 AF	100.0%

SBW IRRIGATION WATER

	THIS MONTH	THIS MONTH, LAST YR.
STONEBRIDGE APARTMENTS	0.03 MG/Apr. 1 -30	0.08 MG/Apr. 1-30
NAPA VALLEY COLLEGE	0.00 MG/Apr. 1 -30	0.06 MG/Apr. 1-30

WATER ELEVATION, CAPACITY & RAINFALL

	THIS FISCAL YEAR	LAST FISCAL YEAR
ELEVATION BELL CANYON RESERVOIR	421.16 FT.	421.88 FT.
MONTHLY RISE OR DROP	0.29 FT.	-0.27 FT.
CAPACITY AT END OF PERIOD	2320.01 AF	2374.59 AF
PERCENT OF FULL CAPACITY	97.3 %	99.6 %
RAINFALL IN THIS PERIOD	1.20 IN	0.00 IN
TOTAL RAINFALL SEASON TO DATE	50.54 IN	48.18 IN

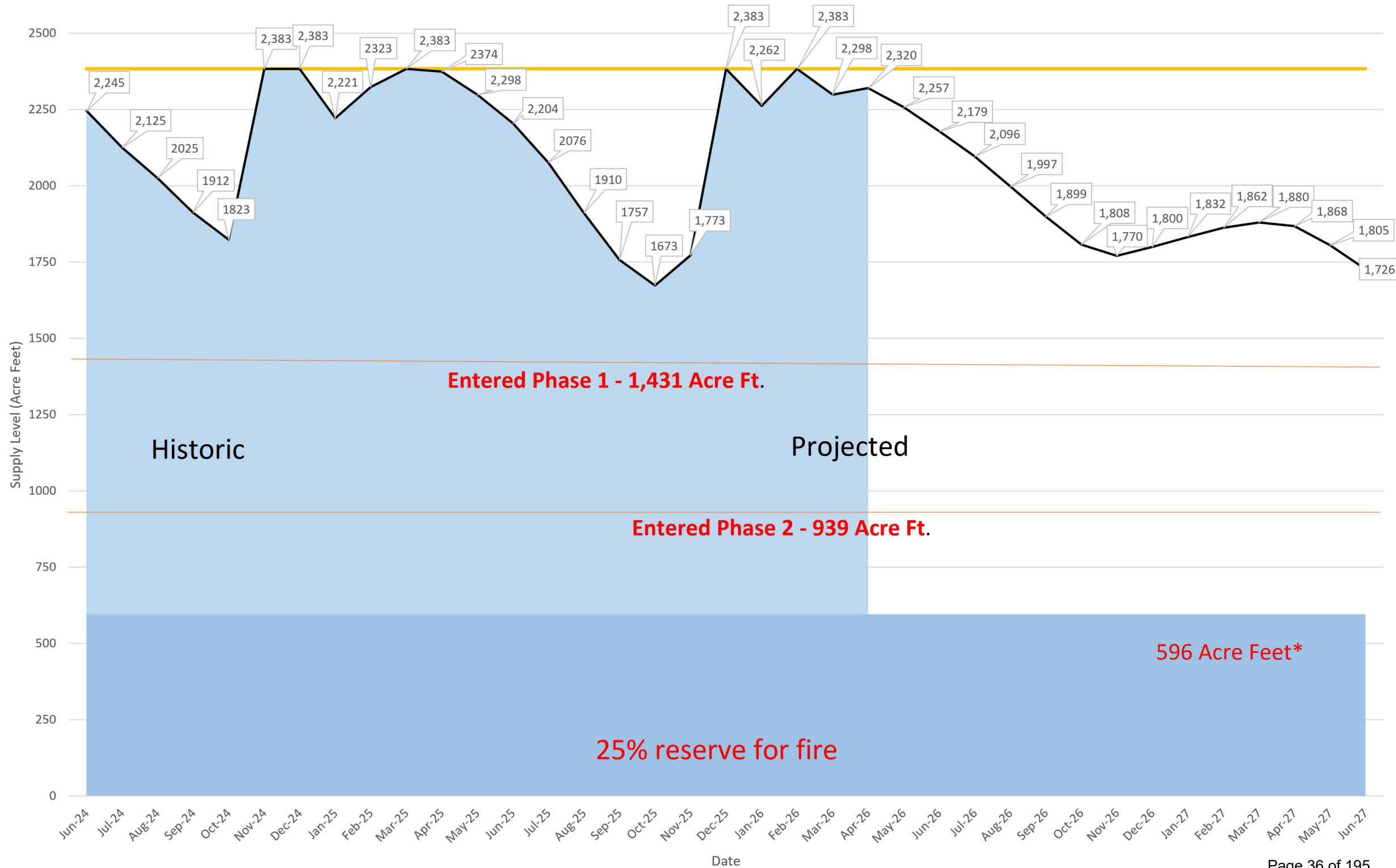
TEMPERATURES

	THIS MONTH, THIS YEAR	THIS MONTH, LAST YR.
DEGREES IN FAHRENHEIT	44.1-81.8	38.5-83.2
AVERAGE	62.95	60.85

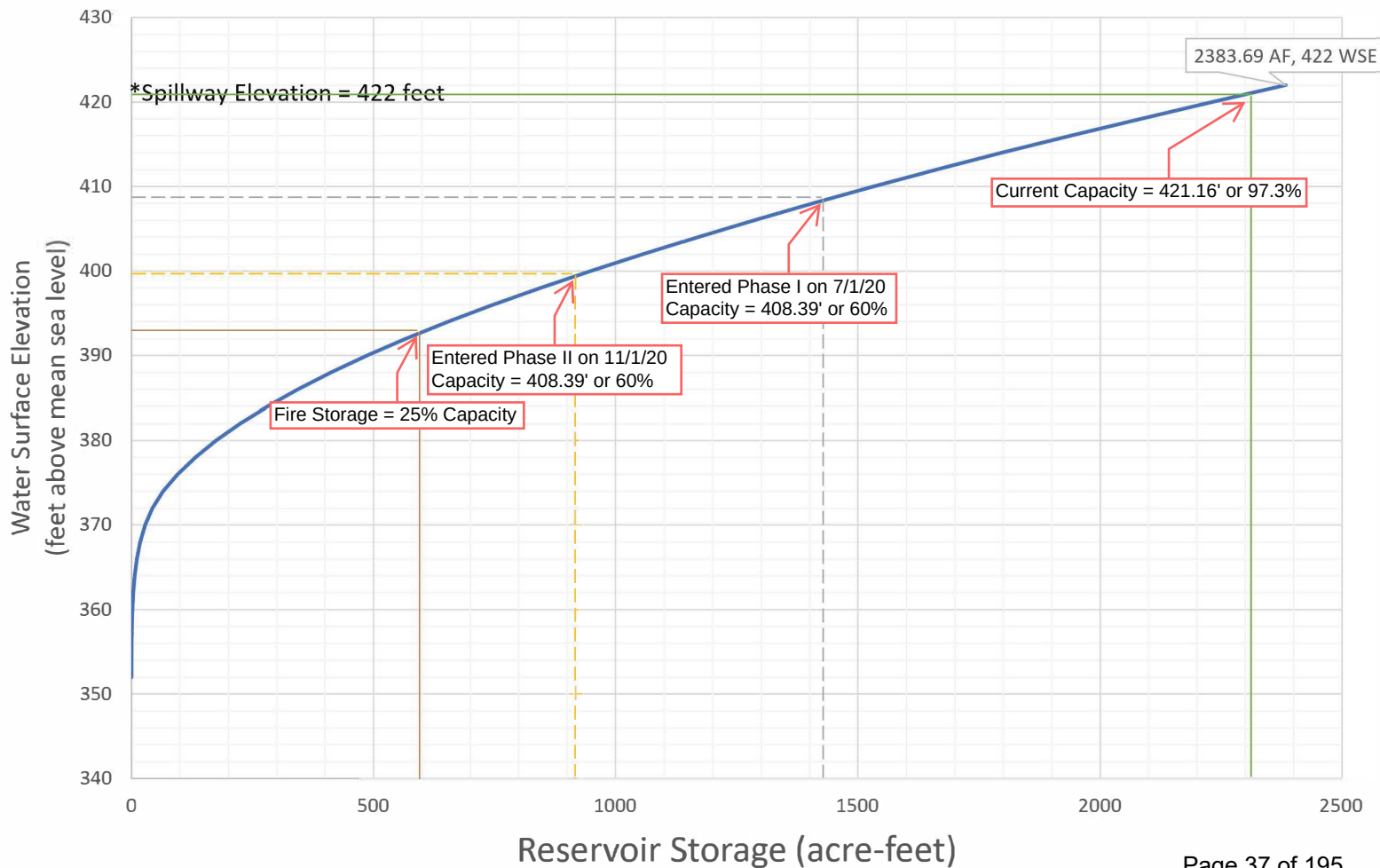
REMARKS

City of Napa Water Delivery: RPS producing an average of 0.49 MG/day during April 2026.
 DISCLAIMER: The data presented in this report is approximate and for informational purposes only.
 Updates will be provided if any errors are identified.

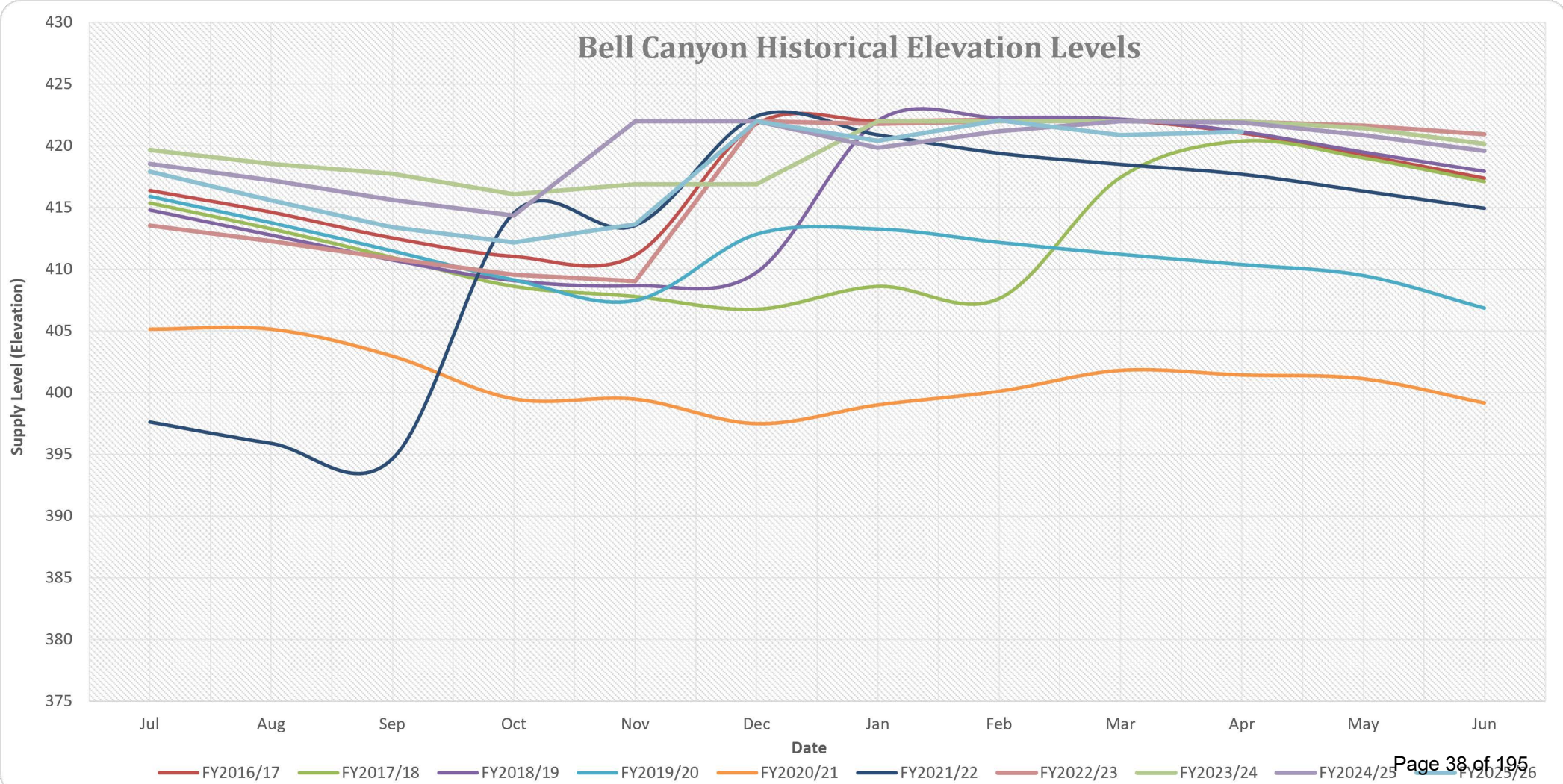
Bell Canyon Water Storage Forecast
Assumes: (1) Highest usage during non-drought year (FY2019/20)
(2) 10" of Rainfall (Lowest Recorded)

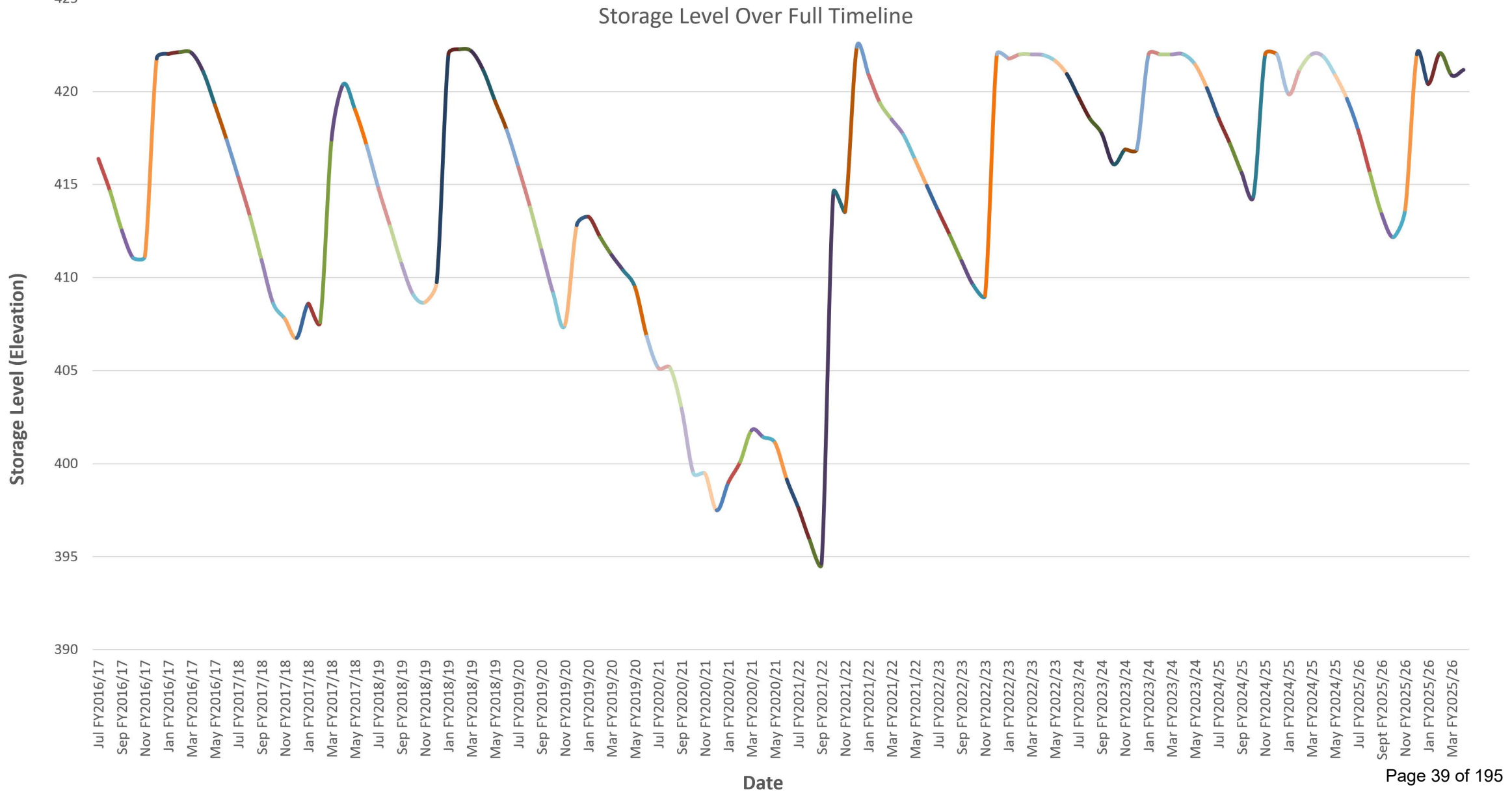


Bell Canyon Reservoir Stage-Storage Relationship



Bell Canyon Historical Elevation Levels







Agendas Report to the City Council

Agenda Section: CONSENT ITEMS

Department: Admin

DATE:	June 9, 2026
FROM:	James McCann, Interim City Manager
SUBJECT:	Consideration of a Resolution of the City Council of the City of St. Helena Appointing the Program Manager as the City's Representative to the Napa Valley Tourism Corporation (NVTC)
RECOMMENDED ACTION:	Adopt a resolution formally appointing the Program Manager as the City of St. Helena's designated representative to the Napa Valley Tourism Corporation (NVTC).
PREVIOUS COUNCIL ACTION:	The City Council last adopted Resolution 2024-159 on November 12, 2024. The Resolution provides that "The City of St. Helena, Mayor, or their designee is appointed to serve on behalf of the City of St. Helena on the Napa Valley Tourism Corporation, effective December 1, 2024."
STATEMENT OF THE PURPOSE:	The purpose of this item is to formalize the City of St. Helena's representation on the Napa Valley Tourism Corporation (NVTC) by appointing the Program Manager to serve as the City's official designee. This appointment ensures consistent participation in regional tourism governance, strengthens coordination between the City and NVTC, and supports transparency and accountability in the use of tourism-related funds.
FINANCIAL IMPACT:	None.
CEQA DETERMINATION:	Not a CEQA Project (CEQA Guidelines §15378)

BACKGROUND:

The Napa Valley Tourism Corporation (NVTC) is a nonprofit organization responsible for promoting Napa Valley as a premier travel destination. NVTC works collaboratively with local jurisdictions, hospitality partners, and stakeholders to enhance tourism marketing, visitor experiences, and economic vitality throughout the region.

The City of St. Helena participates in NVTC as part of its broader economic development and tourism strategy. Given the importance of tourism to the local economy, maintaining active and informed representation on NVTC is essential to ensuring the City's interests are effectively communicated and advanced.

Historically, the City has designated the Mayor or a staff representative to engage with NVTC activities, attend meetings, and serve as a liaison between the organization, City, and the City Council.

DISCUSSION:

Appointing the Program Manager as the City's representative to NVTC provides several key benefits:

- **Continuity and Institutional Knowledge:** The Program Manager, who acts as the City Clerk and Public Information Officer, plays a central role in maintaining official records, ensuring compliance with governance requirements, and supporting City Council operations. This position is well-suited to provide continuity in representation and maintain a clear record of NVTC-related activities. The current Program Manager, also has previous knowledge and experience in the hospitality and tourism field, working in marketing and communications in the Napa Valley.
- **Administrative Coordination:** The Program Manager regularly interfaces with City leadership, City Council, commissions, external agencies, and the community. This position is well-positioned to coordinate communication between NVTC and the City, ensuring timely updates to the Council and alignment with City priorities.
- **Strategic Engagement:** Tourism is a critical economic driver for St. Helena. Having a designated representative ensures that the City maintains an active voice in regional tourism discussions, including marketing strategies, funding allocations, and policy considerations that may impact local businesses and residents.

This appointment formalizes an administrative role rather than creating a new policy-making position. The Program Manager will act as a liaison and representative, with direction from the City Manager and City Council as appropriate.

ENVIRONMENTAL REVIEW:

None.

GOAL:

Goal 4: Provide Effective Community Information & Opportunities for Engagement
Goal 7: Enhance Organizational Effectiveness

ATTACHMENTS:

1. Resolution - NVTC Appointment 2026

CITY OF ST. HELENA

Resolution No. 2026-

A resolution of the City Council of the City of St. Helena appointing the Program Manager as the City's representative to the Napa Valley Tourism Corporation (NVTC)

WHEREAS, the City of St. Helena recognizes the importance of tourism as a key component of the local economy and community vitality; and

WHEREAS, the Napa Valley Tourism Corporation (NVTC) is a nonprofit organization that promotes Napa Valley as a premier destination and works collaboratively with local jurisdictions and stakeholders to support regional tourism efforts; and

WHEREAS, the City of St. Helena participates in regional tourism initiatives and benefits from coordination with NVTC on marketing, visitor services, and economic development strategies; and

WHEREAS, it is in the best interest of the City to maintain consistent and informed representation in NVTC activities and discussions; and

WHEREAS, the Program Manager serves a vital role in ensuring transparency, maintaining official records, and supporting communication between the City Council, staff, and external agencies; and

WHEREAS, the City Council desires to formally designate the Program Manager (Andrew Bradley) as the City's official representative to the Napa Valley Tourism Corporation.

RESOLUTION

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

1. **Appointment.** The Program Manager (Andrew Bradley) is hereby appointed as the City of St. Helena's official representative to the Napa Valley Tourism Corporation (NVTC).
2. **Duties.** The Program Manager, or their designee, shall attend NVTC meetings as appropriate, serve as a liaison between NVTC and the City, and provide updates to the City Council and City Manager regarding NVTC activities and initiatives.
3. **Direction.** The Program Manager shall act in coordination with and under the direction of the City Manager and City Council, as appropriate, to ensure alignment with the City's priorities and policies.
4. **Effective Date.** This Resolution shall take effect immediately upon its adoption.

Approved at a Regular Meeting of the St. Helena City Council on June 9, 2026, by the following vote:

Mayor Dohring:	
Vice Mayor Deasy:	
Council Member Barak:	
Council Member Diaz:	
Council Member Spadarotto:	

APPROVED:

ATTEST:

Paul Jamison Dohring, Mayor

Andrew Bradley, City Clerk



Agendas Report to the City Council

Agenda Section: CONSENT ITEMS

Department: Administrative Services Department

DATE:	June 9, 2026
FROM:	Mandy Kellogg, Director of Administrative Services
SUBJECT:	Approval of a Resolution Establishing Appropriation Limits for Fiscal Year 2026-27 and the Selection of Current Year Adjustment Factors.
RECOMMENDED ACTION:	Staff recommends approval of the attached resolution.
PREVIOUS COUNCIL ACTION:	None.
STATEMENT OF THE PURPOSE:	The purpose is to set the FY 2026-27 appropriation limit per California State law requirement.
FINANCIAL IMPACT:	There is no financial impact since the Appropriation Limit is higher than the Appropriations subject to Limit for Fiscal Year 2026-27.
CEQA DETERMINATION:	Not a CEQA Project (CEQA Guidelines §15378)

BACKGROUND:

State law requires the City to set an appropriation limit after adoption of the annual budget. This limit is commonly known as the “Gann Limit.” The limit is based on appropriations (formal authorization by the City Council to spend funds) only from proceeds of taxes, as defined by the law and statewide reporting guidelines. The appropriation limit amount is increased each year by a formula that uses a combination of percent changes in the Statewide Per Capita Income (PCI), city or county population, and the City non-residential assessed valuation. The factors are allowed to be used in combination to provide the greatest increase or least decrease in the annual appropriation limit.

In November 1979, the people of California added Article XIII-B to the State Constitution, which placed limitations on the appropriations of State and local governments. In June 1990, the people approved Proposition 111, which, among other things, amended the Article XIII-B. The amendment created a new base year of FY1986-87, allowed annual increases based on the city or county population growth and assessed valuation growth of non-residential property, provides for exclusion of capital expenditures over \$100,000, and requires an annual independent auditor review of the calculations. Statewide reporting guidelines were developed to define and implement the changes and establish the annual audit requirements.

The City's appropriation limit and the appropriations subject to the limit are calculated based on the statewide reporting guidelines and are reviewed by the independent auditor for compliance with the State law and guidelines. The appropriations limit has increased significantly since 1987 by applying the higher county or city population growth rates and the percentage of non-residential assessed valuation growth. The State Department of Finance provides the PCI and population growth rates. The County Assessor provides the non-residential assessed valuation information.

DISCUSSION:

The appropriations limit for FY 2026-27 is \$73,388,515. This increased from the prior year by an increase in the Statewide Per Capita Personal Income of 4.95% in combination with the 0.41% decrease in City population growth rate for a cumulative compound change factor of 1.0452 (1.0495×0.9959).

The FY 2026-27 appropriation of \$17,637,130 is the portion funded from proceeds of taxes that are subject to the limit. This amount is \$55,751,385 or 75.97% under the appropriation limit.

The FY 2026-27 GANN Limit Calculation Sheets and supporting documents are included as Attachment A and Attachment B.

ENVIRONMENTAL REVIEW:

Not a CEQA Project (CEQA Guidelines §15378)

GOAL:

Goal 4: Provide Effective Community Information & Opportunities for Engagement

ATTACHMENTS:

1. Resolution - 2026-27 GANN Limit v1
2. Attachment A - GANN Limit Calculations FY 2026-27
3. Attachment B - Price Factor and Population Information FY 2026-27

CITY OF ST. HELENA
RESOLUTION NO. 2026-__

**Resolution of the City Council of the City of St. Helena Approving
the Appropriation Limit for Fiscal Year 2026-27 and the Selection
of Current Year Adjustment Factors.**

RECITALS

- A. The people of California on November 6, 1979 added Article XIII-B to the State Constitution placing various limitations on the appropriations of the State and Local governments; and
- B. The State Legislature adopted Chapters 1205 and 1342 of the 1980 Statutes which implemented Article XIII-B; and
- C. The people of California on June 5, 1990 amended Article XIII-B effective July 1, 1990; and
- D. The provisions of the amendments have been interpreted by a coalition of statewide organizations, and the organizations have issued through the League of California Cities revised guidelines to recalculate the appropriations limit; and
- E. This Government Code provides the process in which to calculate the appropriation limit and requires cities to adopt a resolution setting the annual appropriation limit; and
- F. The City of St. Helena has complied with the provisions of Article XIII-B in determining the appropriations limit for Fiscal Year 2026-27.

RESOLUTION

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

1. The annual adjustment factors used to calculate the FY 2026-27 appropriations limit shall be the change in statewide per capita personal income percentage of 4.95% and the change in City population growth rate of -0.41%; and

2. The FY 2026-27 appropriation limit shall be \$73,388,515; and
3. The City reserves the right to change this factor selection at some future time when the necessary information becomes available on a regularly accepted and/or legislated basis.

Approved at a Regular Meeting of the St. Helena City Council on June 9, 2026, by the following vote:

Mayor Paul Dohring:

Vice Mayor Deasy:

Council Member Barak:

Council Member Diaz:

Council Member Spadarotto:

APPROVED:

ATTEST:

Paul Jamison Dohring, Mayor

Andrew Bradley, City Clerk

**CITY OF ST. HELENA
APPROPRIATIONS LIMITATION SUMMARY
Fiscal Year 2026-27**

PROCEEDS OF TAXES	\$	17,637,130
EXCLUSIONS	\$	-
APPROPRIATIONS SUBJECT TO LIMITATION	\$	17,637,130
CURRENT YEAR LIMIT	\$	73,388,515
OVER (UNDER) LIMIT	\$	(55,751,385)
AVAILABLE CAPACITY AS A % OF LIMIT		75.97%

In November, 1979, the voters of the State of California approved Proposition 4, commonly known as the Gann Initiative. The Proposition created Article XIII B of the State Constitution placing limits on the amount of revenue which can be spent by all entities of government. Prop 4 became effective for the 1980/81 fiscal year, but the formula for calculating the limits was based on the 1978/79 "base year" revenues.

In order to deal with an increasing number of complaints about the restrictions of Prop 4, and to increase the accountability of local government in adopting their limits, the voters approved Prop 111 in June 1990. Among other things, Prop 111 provides new adjustment formulas which should make the Appropriations Limit more responsive to local growth issues. It also requires an annual review of Limit calculations.

The Appropriations Limitations imposed by Propositions 4 and 111 creates a restriction on the amount of revenue which can be appropriated in any fiscal year. The Limit is based on actual population and inflation. Not all revenues are restricted by the Limit, only those which are referred to as "Proceeds of Taxes."

CITY OF ST. HELENA
Spending Limit Calculation
Fiscal Year 2026-27

APPROPRIATIONS SUBJECT TO LIMIT

Fiscal year 2026-2027 estimated revenues	\$	21,402,954
Less:		
Nonproceeds of tax	\$	(3,765,824)
Plus:		
User fees in excess of costs	\$	-
Total appropriations subject to limit:	\$	17,637,130

APPROPRIATION LIMIT

Fiscal year 2025-2026 appropriation limit:	\$	70,215,004
A. Cost of living adjustment ⁽¹⁾	1.0495	
B. Population adjustment ⁽²⁾	0.9959	
Change Factor (A x B)	1.0452	
Increase in appropriation limit	\$	3,173,511
FISCAL YEAR 2026-2027 APPROPRIATION LIMIT	\$	73,388,515
REMAINING APPROPRIATION CAPACITY	\$	55,751,385
AVAILABLE CAPACITY AS A PERCENT OF LIMIT		75.97%

⁽¹⁾ Based on percentage change in California per capita income.

⁽²⁾ Based on annual population change for St. Helena.

CITY OF ST. HELENA
Spending Limit Calculation
Fiscal Year 2026-27

REVENUE SOURCE	PROCEEDS OF TAX	NON-PROCEEDS OF TAX	TOTAL
Property tax	6,420,386		6,420,386
Retail sales/use tax	5,358,864		5,358,864
Transient occupancy tax	4,258,521		4,258,521
Business license tax	180,350		180,350
Real property transfer tax	160,000		160,000
Motor vehicle in-lieu	1,052,996		1,052,996
Public Safety Sales Tax		89,103	89,103
Franchise Taxes		636,223	636,223
Charges for Services		823,866	823,866
Other Revenues		2,172,645	2,172,645
SUBTOTAL	\$ 17,431,117	\$ 3,721,837	\$ 21,152,954
PERCENT OF TOTAL	82.41%	17.59%	100.00%
INTEREST INCOME	\$ 206,013	\$ 43,987	\$ 250,000
TOTAL - GENERAL FUND	\$ 17,637,130	\$ 3,765,824	\$ 21,402,954

(excludes interfund transfers & Sales Tax Set-Aside)

CITY OF ST. HELENA
Appropriation Limitation Adjustments Since 2006

BUDGET YEAR	PRICE FACTOR	POPULATION FACTOR	CHANGE FACTOR	PRIOR YEAR APPROP LIMIT	CURRENT APPROP LIMIT
2005/2006	1.0526	1.0150	1.0684	34,534,236	36,895,998
2006/2007	1.0396	0.9119	0.9480	36,895,998	34,978,144
2007/2008	1.0460	1.0150	1.0617	34,978,144	36,586,269
2008/2009	1.0429	-1.0029	1.0400	36,586,269	38,049,720
2009/2010	1.0062	1.0114	1.0177	38,049,720	38,722,084
2010/2011	0.9746	1.0069	0.9813	38,722,084	37,998,939
2011/2012	0.9749	1.0069	0.9816	37,998,939	37,300,777
2012/2013	1.0377	1.0068	1.0448	37,300,777	38,970,224
2013/2014	1.0512	1.0029	1.0542	38,970,224	41,084,299
2014/2015	0.9977	1.0124	1.0101	41,084,299	41,498,079
2015/2016	1.0382	1.0209	1.0599	41,498,079	43,983,746
2016/2017	1.0537	1.0123	1.0667	43,983,746	46,915,725
2017/2018	1.0369	1.0025	1.0395	46,915,725	48,768,533
2018/2019	1.0367	1.0059	1.0428	48,768,533	50,856,632
2019/2020	1.0385	1.0023	1.0409	50,856,632	52,936,086
2020/2021	1.0373	0.9954	1.0325	52,936,086	54,658,013
2021/2022	1.0573	0.9961	1.0532	54,658,013	57,564,537
2022/2023	1.0755	0.9848	1.0592	57,564,537	60,969,617
2023/2024	1.0444	0.9954	1.0396	60,969,617	63,383,756
2024/2025	1.0362	1.0057	1.0421	63,383,756	66,052,614
2025/2026	1.0644	0.9987	1.0630	66,052,614	70,215,004

May 1, 2026

Dear Fiscal Officer:

Price Factor and Population Information

Appropriations Limit

California Revenue and Taxation Code section 2227 requires the Department of Finance to transmit an estimate of the percentage change in population to local governments. Each local jurisdiction must use their percentage change in population factor for January 1, 2026, in conjunction with a change in the cost of living, or price factor, to calculate their appropriations limit for fiscal year 2026–27. Attachment A provides the change in California's per capita personal income and an example for utilizing the factors to calculate the 2026–27 appropriations limit. Attachment B provides the city and unincorporated county population percentage change. Attachment C provides the population percentage change for counties and their summed incorporated areas. The population percentage change data excludes federal and state institutionalized populations and military populations.

Population Percent Change for Special Districts

Some special districts must establish an annual appropriations limit. [California Revenue and Taxation Code section 2228](#) provides additional information regarding the appropriations limit. [Article XIII B, section 9\(C\) of the California Constitution](#) exempts certain special districts from the appropriations limit calculation mandate. Special districts required by law to calculate their appropriations limit must present the calculation as part of their annual audit. Any questions special districts have on this requirement should be directed to their county, district legal counsel, or the law itself. No state agency reviews the local appropriations limits.

Population Certification

The population certification program applies only to cities and counties. California Revenue and Taxation Code section 11005.6 mandates Finance to automatically certify any population estimate that exceeds the current certified population with the State Controller's Office. **Finance will certify the higher estimate to the State Controller by June 1, 2026.** Please note: The prior year's city population estimates may be revised. The per capita personal income change is based on historical data.

If you have any questions regarding this data, please contact the Demographic Research Unit at (916) 323-4086.

/s Erika Li
Attachment

- A. **Price Factor:** Article XIII B specifies that local jurisdictions select their cost of living factor to compute their appropriation limit by a vote of their governing body. The cost of living factor provided here is per capita personal income. If the percentage change in per capita personal income is selected, the percentage change to be used in setting the fiscal year 2026–27 appropriation limit is:

Per Capita Personal Income	
Fiscal Year (FY)	Percentage change over prior year
2026-27	4.95

- B. Following is an example using sample population change and the change in California per capita personal income as growth factors in computing a 2026–27 appropriation limit.

2026–27:

Per Capita Cost of Living Change = 4.95 percent
Population Change = -0.14 percent

Per Capita Cost of Living converted to a ratio: $\frac{4.95 + 100}{100} = 1.0495$

Population converted to a ratio: $\frac{-0.14 + 100}{100} = 0.9986$

Calculation of factor for FY 2026–27: $1.0495 \times 0.9986 = 1.0480$

FISCAL YEAR 2026-27
Attachment B
Annual Percent Change in Population Minus Exclusions*
January 1, 2025 to January 1, 2026, and Total Population January 1, 2026

City	County	Percent Change 25-26	Population Minus Exclusions 1-1-25	Population Minus Exclusions 1-1-26	Total Population 1-1-26
Alameda	Alameda	-0.06	79,301	79,252	80,023
Albany	Alameda	-0.24	20,614	20,564	20,564
Berkeley	Alameda	0.42	127,123	127,654	127,654
Dublin	Alameda	-0.19	74,480	74,335	74,769
Emeryville	Alameda	0.42	13,555	13,612	13,612
Fremont	Alameda	0.23	233,428	233,974	233,974
Hayward	Alameda	-0.51	162,383	161,557	161,557
Livermore	Alameda	-0.38	86,447	86,118	86,118
Newark	Alameda	-0.39	49,156	48,962	48,962
Oakland	Alameda	-0.03	429,512	429,371	429,591
Piedmont	Alameda	-0.36	10,841	10,802	10,802
Pleasanton	Alameda	-0.67	76,659	76,149	76,149
San Leandro	Alameda	0.05	87,387	87,431	87,431
Union City	Alameda	-0.55	67,036	66,665	66,665
Unincorporated	Alameda	-0.12	148,203	148,203	148,265
Incorporated	Alameda	-0.10	1,517,922	1,516,446	1,517,871
County Total	Alameda	-0.10	1,666,296	1,664,649	1,666,136
Unincorporated	Alpine	0.08	1,181	1,182	1,183
County Total	Alpine	0.08	1,181	1,182	1,183
Amador	Amador	-0.54	184	183	183
Ione	Amador	-0.29	5,101	5,086	8,632
Jackson	Amador	-0.18	4,942	4,933	4,933
Plymouth	Amador	-0.53	1,135	1,129	1,129
Sutter Creek	Amador	-0.50	2,588	2,575	2,575
Unincorporated	Amador	-0.32	22,174	22,103	22,166
Incorporated	Amador	-0.32	13,950	13,906	17,452
County Total	Amador	-0.32	36,124	36,009	39,618
Biggs	Butte	-0.66	1,983	1,970	1,970
Chico	Butte	0.08	108,026	108,113	108,113
Gridley	Butte	-0.66	7,433	7,384	7,384
Oroville	Butte	-0.39	20,744	20,664	20,664
Paradise	Butte	9.24	9,686	10,581	10,581
Unincorporated	Butte	-0.82	60,725	60,229	60,229
Incorporated	Butte	0.57	147,872	148,712	148,712
County Total	Butte	0.16	208,597	208,941	208,941
Angels City	Calaveras	-0.31	3,524	3,513	3,513
Unincorporated	Calaveras	-0.17	41,153	41,084	41,165
Incorporated	Calaveras	-0.31	3,524	3,513	3,513
County Total	Calaveras	-0.18	44,677	44,597	44,678
Colusa	Colusa	0.79	6,545	6,597	6,597
Williams	Colusa	0.46	5,595	5,621	5,621
Unincorporated	Colusa	-1.43	9,927	9,785	9,785
Incorporated	Colusa	0.64	12,140	12,218	12,218
County Total	Colusa	-0.29	22,067	22,003	22,003
Antioch	Contra Costa	-0.27	118,756	118,440	118,440
Brentwood	Contra Costa	-0.39	66,332	66,070	66,070
Clayton	Contra Costa	-0.63	10,827	10,759	10,759
Concord	Contra Costa	-0.47	123,075	122,494	122,494
Danville	Contra Costa	-0.14	43,250	43,190	43,190
El Cerrito	Contra Costa	-0.43	26,280	26,166	26,166
Hercules	Contra Costa	-0.34	26,413	26,323	26,323
Lafayette	Contra Costa	-0.23	25,380	25,321	25,321
Martinez	Contra Costa	-0.69	36,774	36,521	36,521
Moraga	Contra Costa	-0.58	16,760	16,662	16,662
Oakley	Contra Costa	-0.13	47,100	47,039	47,039
Orinda	Contra Costa	-0.42	19,494	19,412	19,412
Pinole	Contra Costa	2.29	18,468	18,891	18,891
Pittsburg	Contra Costa	-0.57	76,922	76,484	76,484
Pleasant Hill	Contra Costa	0.62	33,646	33,853	33,853
Richmond	Contra Costa	-0.63	114,415	113,695	113,695
San Pablo	Contra Costa	-0.62	31,664	31,468	31,468
San Ramon	Contra Costa	0.06	84,173	84,220	84,220
Walnut Creek	Contra Costa	-0.63	70,736	70,288	70,288
Unincorporated	Contra Costa	-0.25	176,957	176,511	176,595
Incorporated	Contra Costa	-0.32	990,465	987,296	987,296
County Total	Contra Costa	-0.31	1,167,422	1,163,807	1,163,891
Crescent City	Del Norte	5.55	4,015	4,238	6,407
Unincorporated	Del Norte	-2.49	20,442	19,932	19,932
Incorporated	Del Norte	5.55	4,015	4,238	6,407
County Total	Del Norte	-1.17	24,457	24,170	26,339
Placerville	El Dorado	-0.59	10,480	10,418	10,428
South Lake Tahoe	El Dorado	-0.30	21,537	21,472	21,472
Unincorporated	El Dorado	-0.27	158,273	157,851	157,952
Incorporated	El Dorado	-0.40	32,017	31,890	31,900
County Total	El Dorado	-0.29	190,290	189,741	189,852
Clovis	Fresno	0.25	129,570	129,889	129,889
Coalinga	Fresno	-0.92	13,433	13,309	17,692
Firebaugh	Fresno	1.91	8,703	8,869	8,869
Fowler	Fresno	3.11	7,705	7,945	7,945
Fresno	Fresno	0.08	560,132	560,594	560,948
Huron	Fresno	-0.99	6,957	6,888	6,888
Kerman	Fresno	0.10	17,481	17,498	17,498
Kingsburg	Fresno	-0.08	13,358	13,347	13,347
Mendota	Fresno	-0.19	12,829	12,805	12,805
Orange Cove	Fresno	-0.76	9,752	9,678	9,678
Parlier	Fresno	-0.46	14,726	14,658	14,658
Reedley	Fresno	0.58	26,690	26,845	26,845
Sanger	Fresno	1.01	27,130	27,403	27,403
San Joaquin	Fresno	-0.98	3,672	3,636	3,636
Selma	Fresno	-0.44	24,593	24,484	24,484
Unincorporated	Fresno	-0.87	158,287	158,287	159,091
Incorporated	Fresno	0.13	876,731	877,848	882,585
County Total	Fresno	-0.03	1,036,409	1,036,135	1,041,676
Orland	Glenn	-0.30	8,658	8,632	8,632
Willows	Glenn	-0.79	6,439	6,388	6,388
Unincorporated	Glenn	-0.65	14,103	14,011	14,011
Incorporated	Glenn	-0.51	15,097	15,020	15,020
County Total	Glenn	-0.58	29,200	29,031	29,031
Arcata	Humboldt	2.99	19,002	19,570	19,570
Blue Lake	Humboldt	-0.78	1,158	1,149	1,149
Eureka	Humboldt	-0.51	26,132	25,999	26,163

City	County	Percent Change 25-26	Population Minus Exclusions 1-1-25	Population Minus Exclusions 1-1-26	Total Population 1-1-26
Ferndale	Humboldt	-0.15	1,367	1,365	1,365
Fortuna	Humboldt	-0.85	12,289	12,185	12,185
Rio Dell	Humboldt	-1.01	3,257	3,224	3,224
Trinidad	Humboldt	-1.02	294	291	291
Unincorporated	Humboldt	-0.92	69,626	68,988	69,079
Incorporated	Humboldt	0.45	63,499	63,783	63,947
County Total	Humboldt	-0.27	133,125	132,771	133,026
Brawley	Imperial	-0.44	28,937	28,810	28,810
Calexico	Imperial	-0.45	40,062	39,881	39,881
Calipatria	Imperial	-0.94	3,526	3,493	6,002
El Centro	Imperial	-0.68	45,988	45,675	45,716
Holtville	Imperial	-1.32	5,685	5,610	5,610
Imperial	Imperial	0.53	22,862	22,984	22,984
Westmorland	Imperial	-1.29	2,086	2,059	2,059
Unincorporated	Imperial	-0.85	31,726	31,457	34,899
Incorporated	Imperial	-0.43	149,146	148,512	151,062
County Total	Imperial	-0.50	180,872	179,969	185,961
Bishop	Inyo	0.08	3,849	3,852	3,852
Unincorporated	Inyo	-0.17	14,890	14,865	14,928
Incorporated	Inyo	0.08	3,849	3,852	3,852
County Total	Inyo	-0.12	18,739	18,717	18,780
Arvin	Kern	-0.71	19,937	19,795	19,795
Bakersfield	Kern	0.35	421,377	422,853	422,853
California City	Kern	-0.77	13,243	13,141	13,141
Delano	Kern	0.40	46,111	46,295	52,384
Maricopa	Kern	-0.78	1,023	1,015	1,015
McFarland	Kern	0.72	14,232	14,334	14,334
Ridgecrest	Kern	-0.32	28,068	27,979	28,638
Shafter	Kern	5.24	23,283	24,502	24,545
Taft	Kern	-0.38	6,922	6,896	6,896
Tehachapi	Kern	-0.22	9,445	9,424	11,800
Wasco	Kern	-0.76	22,608	22,437	25,806
Unincorporated	Kern	-0.48	305,167	303,697	306,121
Incorporated	Kern	0.40	606,249	608,671	621,207
County Total	Kern	0.10	911,416	912,368	927,328
Avenal	Kings	-2.15	9,526	9,321	13,142
Corcoran	Kings	-0.81	13,639	13,528	21,504
Hanford	Kings	-0.45	61,113	60,837	60,837
Lemoore	Kings	-1.52	27,637	27,216	27,216
Unincorporated	Kings	-2.42	25,531	24,912	31,055
Incorporated	Kings	-0.91	111,915	110,902	122,699
County Total	Kings	-1.19	137,446	135,814	153,754
Clearlake	Lake	-0.35	16,701	16,642	16,642
Lakeport	Lake	-0.38	4,942	4,923	4,923
Unincorporated	Lake	-0.33	45,271	45,122	45,228
Incorporated	Lake	-0.36	21,643	21,565	21,565
County Total	Lake	-0.34	66,914	66,687	66,793
Susanville	Lassen	-1.15	9,217	9,111	12,063
Unincorporated	Lassen	-1.12	14,409	14,248	15,255
Incorporated	Lassen	-1.15	9,217	9,111	12,063
County Total	Lassen	-1.13	23,626	23,359	27,318
Agoura Hills	Los Angeles	-0.59	19,682	19,565	19,565
Alhambra	Los Angeles	-0.22	82,707	82,523	82,544
Arcadia	Los Angeles	1.36	56,329	57,095	57,095
Artesia	Los Angeles	-0.29	16,166	16,119	16,205
Avalon	Los Angeles	-0.40	3,461	3,447	3,447
Azusa	Los Angeles	-0.24	48,668	48,549	48,549
Baldwin Park	Los Angeles	-0.10	70,800	70,729	70,729
Bell	Los Angeles	-0.36	33,331	33,211	33,211
Bellflower	Los Angeles	-0.32	76,449	76,203	76,203
Bell Gardens	Los Angeles	-0.50	38,679	38,484	38,484
Beverly Hills	Los Angeles	-0.29	32,209	32,116	32,116
Bradbury	Los Angeles	-0.44	905	901	901
Burbank	Los Angeles	0.49	105,713	106,229	106,229
Calabasas	Los Angeles	-0.52	22,882	22,763	22,763
Carson	Los Angeles	-0.45	92,202	91,786	91,790
Cerritos	Los Angeles	-0.58	47,831	47,554	47,554
Claremont	Los Angeles	-0.29	38,372	38,262	38,262
Commerce	Los Angeles	-0.31	12,183	12,145	12,145
Compton	Los Angeles	-0.26	94,182	93,937	93,937
Covina	Los Angeles	-0.29	51,066	50,918	50,918
Cudahy	Los Angeles	0.01	22,232	22,234	22,234
Culver City	Los Angeles	0.22	40,640	40,730	40,730
Diamond Bar	Los Angeles	-0.48	53,796	53,538	53,538
Downey	Los Angeles	-0.14	112,442	112,279	112,279
Duarte	Los Angeles	5.09	23,637	24,841	24,841
El Monte	Los Angeles	-0.11	108,267	108,144	108,192
El Segundo	Los Angeles	-0.29	16,975	16,925	16,950
Gardena	Los Angeles	0.90	60,644	61,187	61,187
Glendale	Los Angeles	-0.27	193,810	193,286	193,286
Glendora	Los Angeles	-0.13	51,300	51,232	51,232
Hawaiian Gardens	Los Angeles	-0.26	13,564	13,529	13,529
Hawthorne	Los Angeles	-0.41	85,865	85,515	85,515
Hermosa Beach	Los Angeles	-0.28	19,250	19,196	19,196
Hidden Hills	Los Angeles	-0.17	1,741	1,738	1,738
Huntington Park	Los Angeles	-0.42	53,172	52,951	52,961
Industry	Los Angeles	0.00	420	420	420
Inglewood	Los Angeles	-0.62	106,645	105,986	105,986
Irwindale	Los Angeles	-0.60	1,511	1,502	1,502
La Cañada Flintridge	Los Angeles	-0.38	20,071	19,994	19,994
La Habra Heights	Los Angeles	-0.65	5,529	5,493	5,493
Lakewood	Los Angeles	-0.16	80,718	80,585	80,585
La Mirada	Los Angeles	-0.49	48,234	47,998	47,998
Lancaster	Los Angeles	0.64	172,826	173,939	178,159
La Puente	Los Angeles	-0.40	37,388	37,237	37,237
La Verne	Los Angeles	-0.28	31,555	31,466	31,466
Lawndale	Los Angeles	0.19	31,072	31,130	31,130
Lomita	Los Angeles	-0.29	20,510	20,450	20,450
Long Beach	Los Angeles	-0.17	462,653	461,875	462,193
Los Angeles	Los Angeles	-0.87	3,834,752	3,801,319	3,806,201
Lynwood	Los Angeles	0.34	66,675	66,901	66,901
Malibu	Los Angeles	-9.70	10,672	9,637	9,637
Manhattan Beach	Los Angeles	-0.51	34,508	34,333	34,333
Maywood	Los Angeles	-0.56	24,585	24,448	24,448
Monrovia	Los Angeles	-0.21	39,177	39,094	39,094
Montebello	Los Angeles	0.60	62,619	62,994	62,994
Monterey Park	Los Angeles	-0.42	59,891	59,642	59,649
Norwalk	Los Angeles	-0.37	100,970	100,594	101,453
Palmdale	Los Angeles	-0.26	166,554	166,118	166,118

City	County	Percent Change 25-26	Population Minus Exclusions 1-1-25	Population Minus Exclusions 1-1-26	Total Population 1-1-26
Palos Verdes Estates	Los Angeles	-0.48	13,079	13,016	13,016
Paramount	Los Angeles	-0.39	52,560	52,353	52,353
Pasadena	Los Angeles	-0.23	141,466	141,145	141,145
Pico Rivera	Los Angeles	-0.41	61,219	60,966	60,966
Pomona	Los Angeles	-0.05	154,762	154,680	154,680
Rancho Palos Verdes	Los Angeles	-0.53	41,111	40,893	40,893
Redondo Beach	Los Angeles	-0.10	68,528	68,460	68,460
Rolling Hills	Los Angeles	-0.24	1,681	1,677	1,677
Rolling Hills Estates	Los Angeles	1.60	8,601	8,739	8,739
Rosemead	Los Angeles	0.12	51,233	51,295	51,295
San Dimas	Los Angeles	-0.44	34,064	33,915	33,915
San Fernando	Los Angeles	-0.20	24,025	23,976	23,976
San Gabriel	Los Angeles	1.13	39,393	39,838	39,838
San Marino	Los Angeles	0.08	12,503	12,513	12,513
Santa Clarita	Los Angeles	0.11	232,635	232,883	232,883
Santa Fe Springs	Los Angeles	1.37	18,797	19,055	19,229
Santa Monica	Los Angeles	0.38	93,876	94,237	94,237
Sierra Madre	Los Angeles	-0.82	10,889	10,899	10,899
Signal Hill	Los Angeles	-0.56	11,430	11,366	11,366
South El Monte	Los Angeles	-0.02	19,493	19,489	19,489
South Gate	Los Angeles	0.06	93,411	93,467	93,467
South Pasadena	Los Angeles	-0.42	26,492	26,380	26,380
Temple City	Los Angeles	0.05	36,567	36,584	36,584
Torrance	Los Angeles	-0.47	144,041	143,363	143,363
Vernon	Los Angeles	-0.49	205	204	204
Walnut	Los Angeles	1.11	28,310	28,623	28,623
West Covina	Los Angeles	-0.56	109,546	108,937	108,937
West Hollywood	Los Angeles	-0.38	35,418	35,283	35,283
Westlake Village	Los Angeles	-0.63	8,219	8,167	8,167
Whittier	Los Angeles	-0.34	88,327	88,029	88,029
Unincorporated	Los Angeles	-2.42	1,006,802	982,404	983,184
Incorporated	Los Angeles	-0.44	8,882,668	8,843,448	8,854,102
County Total	Los Angeles	-0.64	9,889,470	9,825,852	9,837,286
Chowchilla	Madera	-0.40	13,744	13,689	19,057
Madera	Madera	-1.02	68,458	67,759	67,759
Unincorporated	Madera	2.25	77,837	79,591	79,591
Incorporated	Madera	-0.92	82,202	81,448	86,816
County Total	Madera	0.62	160,039	161,039	166,407
Belvedere	Marin	-0.72	2,073	2,058	2,058
Corte Madera	Marin	-0.81	9,981	9,900	9,910
Fairfax	Marin	-0.66	7,463	7,414	7,414
Larkspur	Marin	-0.96	12,772	12,650	12,650
Mill Valley	Marin	-0.79	13,803	13,694	13,694
Novato	Marin	-1.00	51,992	51,473	51,638
Ross	Marin	0.39	2,315	2,324	2,324
San Anselmo	Marin	-0.90	12,587	12,474	12,474
San Rafael	Marin	-0.49	60,184	59,890	59,890
Sausalito	Marin	-0.69	6,926	6,878	6,878
Tiburon	Marin	-0.80	8,912	8,841	8,841
Unincorporated	Marin	-0.70	60,692	60,265	63,052
Incorporated	Marin	-0.75	189,008	187,596	187,771
County Total	Marin	-0.74	249,700	247,861	250,823
Unincorporated	Mariposa	-0.18	16,864	16,833	16,846
County Total	Mariposa	-0.18	16,864	16,833	16,846
Fort Bragg	Mendocino	-0.90	7,207	7,142	7,142
Point Arena	Mendocino	-1.10	455	450	450
Ukiah	Mendocino	-0.93	16,290	16,138	16,138
Willits	Mendocino	-0.85	4,841	4,800	4,800
Unincorporated	Mendocino	-0.71	60,482	60,054	60,061
Incorporated	Mendocino	-0.91	28,793	28,530	28,530
County Total	Mendocino	-0.77	89,275	88,584	88,591
Atwater	Merced	-0.58	31,993	31,806	31,806
Dos Palos	Merced	-0.89	5,736	5,685	5,685
Gustine	Merced	-0.83	6,005	5,955	5,955
Livingston	Merced	-0.76	14,512	14,402	14,402
Los Banos	Merced	0.33	49,091	49,255	49,255
Merced	Merced	0.79	98,655	99,435	99,435
Unincorporated	Merced	-0.82	87,102	86,384	87,616
Incorporated	Merced	0.27	205,992	206,538	206,538
County Total	Merced	-0.06	293,094	292,922	294,154
Alturas	Modoc	-0.11	2,772	2,769	2,769
Unincorporated	Modoc	-0.35	5,718	5,698	5,698
Incorporated	Modoc	-0.11	2,772	2,769	2,769
County Total	Modoc	-0.27	8,490	8,467	8,467
Mammoth Lakes	Mono	-0.68	7,083	7,035	7,035
Unincorporated	Mono	-0.20	5,372	5,361	5,447
Incorporated	Mono	-0.68	7,083	7,035	7,035
County Total	Mono	-0.47	12,455	12,396	12,482
Carmel-By-The-Sea	Monterey	-0.42	3,115	3,102	3,102
Del Rey Oaks	Monterey	-0.45	1,546	1,539	1,539
Gonzales	Monterey	-0.30	8,423	8,398	8,398
Greenfield	Monterey	1.78	20,552	20,918	20,918
King City	Monterey	0.87	14,245	14,369	14,369
Marina	Monterey	1.67	22,938	23,322	23,322
Monterey	Monterey	-0.17	24,127	24,087	27,504
Pacific Grove	Monterey	-0.53	14,974	14,894	14,894
Salinas	Monterey	-0.57	160,784	159,866	159,866
Sand City	Monterey	-0.78	384	381	381
Seaside	Monterey	-0.36	26,438	26,342	31,681
Soledad	Monterey	0.29	20,434	20,494	27,065
Unincorporated	Monterey	-0.46	104,061	103,582	103,716
Incorporated	Monterey	-0.08	317,960	317,712	333,039
County Total	Monterey	-0.17	422,021	421,294	436,755
American Canyon	Napa	0.14	22,588	22,619	22,619
Calistoga	Napa	2.32	5,162	5,282	5,282
Napa	Napa	-0.31	78,045	77,803	77,803
St. Helena	Napa	-0.41	5,339	5,317	5,317
Yountville	Napa	-0.10	2,025	2,023	2,567
Unincorporated	Napa	-0.33	21,798	21,725	22,786
Incorporated	Napa	-0.10	113,159	113,044	113,588
County Total	Napa	-0.14	134,957	134,769	136,374
Grass Valley	Nevada	-0.66	13,326	13,238	13,238
Nevada City	Nevada	0.21	3,318	3,325	3,325
Truckee	Nevada	-0.02	16,895	16,891	16,891
Unincorporated	Nevada	-0.58	66,847	66,461	66,529
Incorporated	Nevada	-0.25	33,539	33,454	33,454
County Total	Nevada	-0.47	100,386	99,915	99,983
Aliso Viejo	Orange	-0.94	50,419	49,945	49,945
Anaheim	Orange	-0.06	340,565	340,363	340,433

City	County	Percent Change 25-26	Population Minus Exclusions 1-1-25	Population Minus Exclusions 1-1-26	Total Population 1-1-26
Brea	Orange	-0.89	48,082	47,656	47,656
Buena Park	Orange	-0.44	83,219	82,850	82,850
Costa Mesa	Orange	-0.80	110,313	109,436	109,436
Cypress	Orange	-0.66	49,826	49,495	49,495
Dana Point	Orange	-0.83	32,539	32,268	32,268
Fountain Valley	Orange	-0.30	56,769	56,596	56,596
Fullerton	Orange	-0.48	140,901	140,224	140,224
Garden Grove	Orange	-0.34	171,646	171,055	171,077
Huntington Beach	Orange	-0.67	192,787	191,498	191,498
Irvine	Orange	0.03	317,652	317,744	317,744
Laguna Beach	Orange	-0.48	22,549	22,440	22,440
Laguna Hills	Orange	-0.89	30,547	30,275	30,275
Laguna Niguel	Orange	-0.89	65,167	64,590	64,590
Laguna Woods	Orange	-0.95	17,132	16,970	16,970
La Habra	Orange	-0.41	61,524	61,269	61,269
Lake Forest	Orange	-0.56	88,017	87,522	87,522
La Palma	Orange	-0.92	15,184	15,045	15,045
Los Alamitos	Orange	-0.66	12,030	11,951	11,951
Mission Viejo	Orange	-0.90	91,219	90,401	90,401
Newport Beach	Orange	-0.89	83,041	82,306	82,306
Orange	Orange	-0.54	141,825	141,063	141,063
Placentia	Orange	-0.20	53,723	53,613	53,613
Rancho Santa Margarita	Orange	-0.94	46,657	46,217	46,217
San Clemente	Orange	-0.79	63,133	62,636	62,636
San Juan Capistrano	Orange	-0.45	35,491	35,331	35,331
Santa Ana	Orange	0.00	312,796	312,808	312,808
Seal Beach	Orange	-0.85	24,621	24,411	24,496
Stanton	Orange	2.01	40,600	41,415	41,415
Tustin	Orange	-0.60	79,650	79,175	79,175
Villa Park	Orange	-0.28	5,757	5,741	5,741
Westminster	Orange	-0.15	90,625	90,490	90,490
Yorba Linda	Orange	-0.56	66,566	66,190	66,190
Unincorporated	Orange	-0.18	132,760	132,520	132,530
Incorporated	Orange	-0.38	3,042,572	3,030,989	3,031,166
County Total	Orange	-0.37	3,175,332	3,163,509	3,163,696
Auburn	Placer	-0.19	13,532	13,506	13,506
Colfax	Placer	-0.54	2,031	2,020	2,020
Lincoln	Placer	1.92	55,431	56,494	56,494
Loomis	Placer	-0.03	6,824	6,822	6,822
Rocklin	Placer	0.48	74,483	74,842	74,842
Roseville	Placer	2.66	161,162	165,455	165,455
Unincorporated	Placer	0.23	115,417	115,684	115,684
Incorporated	Placer	1.81	313,463	319,139	319,139
County Total	Placer	1.39	428,880	434,823	434,823
Portola	Plumas	-1.60	2,121	2,087	2,087
Unincorporated	Plumas	-1.19	16,582	16,384	16,384
Incorporated	Plumas	-1.60	2,121	2,087	2,087
County Total	Plumas	-1.24	18,703	18,471	18,471
Banning	Riverside	2.51	31,532	32,323	32,323
Beaumont	Riverside	0.31	59,710	59,896	59,896
Blythe	Riverside	-0.84	12,813	12,706	15,878
Calimesa	Riverside	-0.79	11,029	10,942	10,942
Canyon Lake	Riverside	-0.72	10,987	10,908	10,908
Cathedral City	Riverside	-0.50	51,679	51,422	51,458
Coachella	Riverside	1.51	44,624	45,300	45,300
Corona	Riverside	-0.35	159,873	159,309	159,309
Desert Hot Springs	Riverside	0.59	33,432	33,629	33,629
Eastvale	Riverside	0.84	69,987	70,575	70,575
Hemet	Riverside	-0.39	91,839	91,479	91,479
Indian Wells	Riverside	-0.66	4,839	4,807	4,807
Indio	Riverside	-0.21	92,552	92,360	92,360
Jurupa Valley	Riverside	-0.78	106,120	105,291	105,349
Lake Elsinore	Riverside	1.15	73,637	74,483	74,483
La Quinta	Riverside	-0.31	38,934	38,815	38,815
Menifee	Riverside	1.76	115,813	117,847	117,847
Moreno Valley	Riverside	0.30	210,740	211,365	211,365
Murrieta	Riverside	0.33	111,951	112,315	112,315
Norco	Riverside	0.12	22,250	22,277	23,276
Palm Desert	Riverside	1.29	51,662	52,326	52,326
Palm Springs	Riverside	-0.51	44,120	43,893	43,893
Perris	Riverside	-0.09	81,100	81,027	81,027
Rancho Mirage	Riverside	1.06	17,137	17,318	17,318
Riverside	Riverside	0.19	321,263	321,884	321,884
San Jacinto	Riverside	1.98	54,815	55,900	55,900
Temecula	Riverside	0.85	112,662	113,618	113,618
Wildomar	Riverside	3.93	37,373	38,841	38,841
Unincorporated	Riverside	0.51	417,280	419,428	419,703
Incorporated	Riverside	0.40	2,074,473	2,082,856	2,087,121
County Total	Riverside	0.42	2,491,753	2,502,284	2,506,824
Citrus Heights	Sacramento	-0.86	87,239	86,487	86,487
Elk Grove	Sacramento	2.07	184,495	188,319	188,319
Folsom	Sacramento	2.47	88,634	90,825	95,680
Galt	Sacramento	1.65	26,692	27,133	27,133
Isleton	Sacramento	-1.04	772	764	764
Rancho Cordova	Sacramento	1.78	85,789	87,312	87,312
Sacramento	Sacramento	1.28	532,956	539,765	539,765
Unincorporated	Sacramento	-0.74	607,401	602,889	602,889
Incorporated	Sacramento	1.39	1,006,577	1,020,605	1,025,460
County Total	Sacramento	0.59	1,613,978	1,623,494	1,628,349
Hollister	San Benito	0.56	43,985	44,233	44,233
San Juan Bautista	San Benito	-0.19	2,085	2,081	2,081
Unincorporated	San Benito	1.05	21,571	21,797	21,797
Incorporated	San Benito	0.53	46,070	46,314	46,314
County Total	San Benito	0.69	67,641	68,111	68,111
Adelanto	San Bernardino	-1.73	37,298	36,652	36,652
Apple Valley	San Bernardino	-0.53	75,633	75,229	75,236
Barstow	San Bernardino	-0.93	24,656	24,427	24,727
Big Bear Lake	San Bernardino	-0.79	4,959	4,920	4,920
Chino	San Bernardino	0.42	92,161	92,550	95,946
Chino Hills	San Bernardino	-0.56	77,626	77,191	77,191
Colton	San Bernardino	-0.70	53,219	52,844	52,844
Fontana	San Bernardino	0.60	218,460	219,774	219,774
Grand Terrace	San Bernardino	-0.90	12,933	12,817	12,817
Hesperia	San Bernardino	0.72	102,613	103,349	103,349
Highland	San Bernardino	-0.60	56,997	56,655	56,655
Loma Linda	San Bernardino	-0.18	25,399	25,354	25,400
Montclair	San Bernardino	2.19	37,557	38,378	38,378
Needles	San Bernardino	0.15	4,789	4,796	4,796
Ontario	San Bernardino	1.36	185,346	187,863	187,863

City	County	Percent Change 25-26	Population Minus Exclusions 1-1-25	Population Minus Exclusions 1-1-26	Total Population 1-1-26
Rancho Cucamonga	San Bernardino	-0.24	176,846	176,418	176,418
Redlands	San Bernardino	-0.27	74,013	73,811	73,811
Rialto	San Bernardino	0.66	106,104	106,809	106,809
San Bernardino	San Bernardino	-0.46	221,973	220,961	222,292
Twentynine Palms	San Bernardino	-0.41	16,892	16,823	27,166
Upland	San Bernardino	-0.75	78,996	78,406	78,406
Victorville	San Bernardino	-0.63	136,737	135,871	139,680
Yucaipa	San Bernardino	-0.54	55,008	54,711	54,711
Yucca Valley	San Bernardino	-0.70	21,952	21,798	21,798
Unincorporated	San Bernardino	-0.55	291,844	290,253	299,046
Incorporated	San Bernardino	0.01	1,898,167	1,898,407	1,917,639
County Total	San Bernardino	-0.06	2,190,011	2,188,660	2,216,685
Carlsbad	San Diego	-0.13	116,022	115,867	115,867
Chula Vista	San Diego	0.41	281,586	282,738	282,999
Coronado	San Diego	-0.92	17,477	17,317	23,796
Del Mar	San Diego	-0.51	3,937	3,917	3,917
El Cajon	San Diego	-0.49	105,449	104,932	104,932
Encinitas	San Diego	-0.32	62,392	62,193	62,193
Escondido	San Diego	0.17	151,932	152,196	152,196
Imperial Beach	San Diego	-1.12	26,362	26,066	26,066
La Mesa	San Diego	-0.25	61,863	61,707	61,707
Lemon Grove	San Diego	-0.75	28,445	28,233	28,233
National City	San Diego	0.09	56,625	56,677	58,701
Oceanside	San Diego	-0.67	175,193	174,027	174,027
Poway	San Diego	-0.86	50,699	50,263	50,263
San Diego	San Diego	0.52	1,394,988	1,402,217	1,419,531
San Marcos	San Diego	-0.10	97,647	97,554	97,554
Santee	San Diego	-0.39	60,044	59,812	59,812
Solana Beach	San Diego	-0.91	13,060	12,941	12,941
Vista	San Diego	-0.56	101,934	101,365	101,365
Unincorporated	San Diego	-0.62	471,773	468,849	508,222
Incorporated	San Diego	0.16	2,805,655	2,810,022	2,836,100
County Total	San Diego	0.04	3,277,428	3,278,871	3,344,322
San Francisco	San Francisco	0.15	843,973	845,226	845,658
Incorporated	San Francisco	0.15	843,973	845,226	845,658
County Total	San Francisco	0.15	843,973	845,226	845,658
Escalon	San Joaquin	-0.75	7,359	7,304	7,304
Lathrop	San Joaquin	5.55	38,791	40,942	40,942
Lodi	San Joaquin	0.07	68,468	68,513	68,513
Manteca	San Joaquin	1.64	94,951	96,511	96,511
Mountain House	San Joaquin	5.64	29,048	30,687	30,687
Ripon	San Joaquin	-0.77	15,996	15,873	15,873
Stockton	San Joaquin	-0.20	323,047	322,406	322,436
Tracy	San Joaquin	0.94	98,776	99,705	99,705
Unincorporated	San Joaquin	-0.43	136,350	135,764	138,154
Incorporated	San Joaquin	0.81	676,436	681,941	681,971
County Total	San Joaquin	0.61	812,786	817,705	820,125
Arroyo Grande	San Luis Obispo	-0.79	17,922	17,780	17,780
Atascadero	San Luis Obispo	-0.19	29,182	29,127	30,184
El Paso de Robles (Paso Robles)	San Luis Obispo	1.20	31,151	31,525	31,525
Grover Beach	San Luis Obispo	-0.31	12,541	12,502	12,502
Morro Bay	San Luis Obispo	-0.69	10,379	10,307	10,307
Pismo Beach	San Luis Obispo	-0.80	7,836	7,773	7,773
San Luis Obispo	San Luis Obispo	0.63	49,849	50,165	50,165
Unincorporated	San Luis Obispo	-0.62	117,538	116,805	119,006
Incorporated	San Luis Obispo	0.20	158,860	159,179	160,236
County Total	San Luis Obispo	-0.15	276,398	275,984	279,242
Atherton	San Mateo	1.06	7,012	7,086	7,086
Belmont	San Mateo	-0.40	28,243	28,129	28,129
Brisbane	San Mateo	-0.34	4,678	4,662	4,662
Burlingame	San Mateo	2.76	31,568	32,438	32,438
Colma	San Mateo	-0.35	1,410	1,405	1,405
Daly City	San Mateo	-0.31	102,215	101,898	101,898
East Palo Alto	San Mateo	1.08	29,148	29,462	29,462
Foster City	San Mateo	-0.56	32,547	32,364	32,364
Half Moon Bay	San Mateo	0.86	11,309	11,406	11,406
Hillsborough	San Mateo	-0.46	11,301	11,249	11,249
Menlo Park	San Mateo	1.41	33,190	33,657	33,785
Millbrae	San Mateo	-0.47	23,171	23,062	23,062
Pacifica	San Mateo	-0.46	37,241	37,068	37,073
Portola Valley	San Mateo	-0.07	4,328	4,325	4,325
Redwood City	San Mateo	-0.37	82,109	81,809	81,809
San Bruno	San Mateo	-0.37	42,567	42,411	42,411
San Carlos	San Mateo	-0.38	29,362	29,249	29,249
San Mateo	San Mateo	-0.33	104,361	104,020	104,020
South San Francisco	San Mateo	-0.29	65,431	65,239	65,239
Woodside	San Mateo	0.35	5,206	5,224	5,224
Unincorporated	San Mateo	0.02	61,874	61,886	61,886
Incorporated	San Mateo	-0.03	686,397	686,163	686,296
County Total	San Mateo	-0.03	748,271	748,049	748,182
Buellton	Santa Barbara	5.44	5,077	5,353	5,353
Carpinteria	Santa Barbara	-1.02	12,742	12,612	12,612
Goleta	Santa Barbara	-0.97	32,725	32,409	32,409
Guadalupe	Santa Barbara	-0.83	8,721	8,649	8,649
Lompoc	Santa Barbara	-1.06	40,416	39,987	43,073
Santa Barbara	Santa Barbara	-0.78	85,723	85,055	85,083
Santa Maria	Santa Barbara	1.51	111,356	113,041	113,041
Solvang	Santa Barbara	-1.04	5,680	5,621	5,621
Unincorporated	Santa Barbara	-0.64	137,059	136,175	139,133
Incorporated	Santa Barbara	0.09	302,440	302,727	305,841
County Total	Santa Barbara	-0.14	439,499	438,902	444,974
Campbell	Santa Clara	-0.15	43,262	43,195	43,195
Cupertino	Santa Clara	-0.33	59,962	59,765	59,765
Gilroy	Santa Clara	-0.19	62,183	62,064	62,193
Los Altos	Santa Clara	-0.16	31,972	31,921	31,921
Los Altos Hills	Santa Clara	0.56	8,604	8,652	8,652
Los Gatos	Santa Clara	-0.44	33,440	33,293	33,293
Millpitas	Santa Clara	0.35	81,821	82,107	82,107
Monte Sereno	Santa Clara	0.00	3,642	3,642	3,642
Morgan Hill	Santa Clara	0.37	46,901	47,074	47,074
Mountain View	Santa Clara	1.83	86,944	88,533	88,533
Palo Alto	Santa Clara	0.12	68,888	69,974	69,974
San Jose	Santa Clara	-0.29	983,264	980,434	980,434
Santa Clara	Santa Clara	2.93	134,088	138,011	138,011
Saratoga	Santa Clara	0.03	31,253	31,261	31,261
Sunnyvale	Santa Clara	1.21	159,955	161,884	161,884
Unincorporated	Santa Clara	-0.22	90,972	90,768	91,499
Incorporated	Santa Clara	0.25	1,836,179	1,840,810	1,840,969
County Total	Santa Clara	0.23	1,927,151	1,931,578	1,932,468

City	County	Percent Change 25-26	Population Minus Exclusions 1-1-25	Population Minus Exclusions 1-1-26	Total Population 1-1-26
Capitola	Santa Cruz	-0.29	9,697	9,669	9,669
Santa Cruz	Santa Cruz	0.10	62,999	63,065	63,065
Scotts Valley	Santa Cruz	-1.03	11,699	11,578	11,578
Watsonville	Santa Cruz	-0.73	50,826	50,454	50,454
Unincorporated	Santa Cruz	-0.92	127,415	126,242	126,303
Incorporated	Santa Cruz	-0.34	135,221	134,766	134,766
County Total	Santa Cruz	-0.62	262,636	261,008	261,069
Anderson	Shasta	-0.28	11,081	11,050	11,050
Redding	Shasta	0.06	94,119	94,173	94,294
Shasta Lake	Shasta	-0.42	10,238	10,195	10,195
Unincorporated	Shasta	-0.46	66,651	66,346	66,395
Incorporated	Shasta	-0.02	115,438	115,418	115,539
County Total	Shasta	-0.18	182,089	181,764	181,934
Loyalton	Sierra	-0.92	763	756	756
Unincorporated	Sierra	-0.29	2,404	2,397	2,397
Incorporated	Sierra	-0.92	763	756	756
County Total	Sierra	-0.44	3,167	3,153	3,153
Dorris	Siskiyou	-0.49	820	816	816
Dunsmuir	Siskiyou	-0.56	1,621	1,612	1,612
Etna	Siskiyou	-0.46	658	655	655
Fort Jones	Siskiyou	-0.60	663	659	659
Montague	Siskiyou	-0.51	1,179	1,173	1,173
Mount Shasta	Siskiyou	-0.48	3,145	3,130	3,130
Tulelake	Siskiyou	-0.58	859	854	854
Weed	Siskiyou	-0.41	2,704	2,693	2,693
Yreka	Siskiyou	-0.75	7,767	7,709	7,709
Unincorporated	Siskiyou	-0.12	23,832	23,803	23,852
Incorporated	Siskiyou	-0.59	19,416	19,301	19,301
County Total	Siskiyou	-0.33	43,248	43,104	43,153
Benicia	Solano	-0.92	26,315	26,074	26,074
Dixon	Solano	0.92	20,380	20,567	20,567
Fairfield	Solano	-0.51	117,455	116,858	121,389
Rio Vista	Solano	-0.36	10,382	10,345	10,345
Suisun City	Solano	1.07	29,405	29,720	29,720
Vacaville	Solano	-0.73	97,944	97,229	103,195
Vallejo	Solano	-0.36	123,140	122,702	122,702
Unincorporated	Solano	-0.56	17,401	17,304	18,058
Incorporated	Solano	-0.36	425,021	423,495	433,992
County Total	Solano	-0.37	442,422	440,799	452,050
Cloverdale	Sonoma	-0.11	8,729	8,719	8,719
Cotati	Sonoma	-0.83	7,325	7,264	7,264
Healdsburg	Sonoma	0.44	11,156	11,205	11,205
Petaluma	Sonoma	-0.40	59,395	59,160	59,160
Rohnert Park	Sonoma	-0.29	44,318	44,191	44,191
Santa Rosa	Sonoma	0.57	178,786	179,798	179,798
Sebastopol	Sonoma	-0.77	7,407	7,350	7,350
Sonoma	Sonoma	-0.44	10,575	10,528	10,528
Windsor	Sonoma	-0.59	25,650	25,498	25,498
Unincorporated	Sonoma	-0.86	130,607	129,484	130,309
Incorporated	Sonoma	0.11	353,341	353,713	353,713
County Total	Sonoma	-0.16	483,948	483,197	484,022
Ceres	Stanislaus	-0.49	49,318	49,075	49,075
Hughson	Stanislaus	2.60	8,046	8,255	8,255
Modesto	Stanislaus	-0.22	220,526	220,048	220,048
Newman	Stanislaus	-0.64	12,442	12,362	12,362
Oakdale	Stanislaus	0.52	23,367	23,489	23,489
Patterson	Stanislaus	1.06	26,108	26,386	26,386
Riverbank	Stanislaus	1.50	26,200	26,594	26,594
Turlock	Stanislaus	-0.19	72,727	72,592	72,592
Waterford	Stanislaus	-0.18	9,278	9,261	9,261
Unincorporated	Stanislaus	-1.03	110,231	109,097	109,097
Incorporated	Stanislaus	0.01	448,012	448,062	448,062
County Total	Stanislaus	-0.19	558,243	557,159	557,159
Live Oak	Sutter	0.10	9,745	9,755	9,755
Yuba City	Sutter	0.52	71,205	71,572	71,572
Unincorporated	Sutter	0.16	20,320	20,352	20,352
Incorporated	Sutter	0.47	80,950	81,327	81,327
County Total	Sutter	0.40	101,270	101,679	101,679
Corning	Tehama	-0.32	8,205	8,179	8,179
Red Bluff	Tehama	-0.04	14,428	14,422	14,422
Tehama	Tehama	-0.47	425	423	423
Unincorporated	Tehama	-0.38	41,754	41,596	41,740
Incorporated	Tehama	-0.15	23,058	23,024	23,024
County Total	Tehama	-0.30	64,812	64,620	64,764
Unincorporated	Trinity	-0.29	15,831	15,785	15,844
County Total	Trinity	-0.29	15,831	15,785	15,844
Dinuba	Tulare	1.59	26,149	26,566	26,566
Exeter	Tulare	-0.17	10,305	10,287	10,287
Farmersville	Tulare	-0.65	10,406	10,338	10,338
Lindsay	Tulare	-0.87	12,823	12,712	12,712
Porterville	Tulare	-0.26	63,732	63,565	63,719
Tulare	Tulare	0.61	72,495	72,936	72,936
Visalia	Tulare	0.21	147,735	148,046	148,302
Woodlake	Tulare	1.62	8,038	8,168	8,168
Unincorporated	Tulare	-0.08	136,645	136,536	136,582
Incorporated	Tulare	0.27	351,683	352,618	353,028
County Total	Tulare	0.17	488,328	489,154	489,610
Sonora	Tuolumne	0.51	5,253	5,280	5,280
Unincorporated	Tuolumne	-0.27	46,712	46,587	48,953
Incorporated	Tuolumne	0.51	5,253	5,280	5,280
County Total	Tuolumne	-0.19	51,965	51,867	54,233
Camarillo	Ventura	-0.30	68,973	68,764	68,764
Fillmore	Ventura	-0.78	17,125	16,992	16,992
Moorpark	Ventura	-1.19	34,573	34,161	34,161
Ojai	Ventura	-1.03	7,579	7,501	7,501
Oxnard	Ventura	-0.38	199,319	198,557	198,557
Port Hueneme	Ventura	-1.18	18,881	18,659	21,103
San Buenaventura (Ventura)	Ventura	-0.24	108,270	108,011	108,061
Santa Paula	Ventura	0.75	31,738	31,976	31,976
Simi Valley	Ventura	-1.00	124,923	123,672	123,842
Thousand Oaks	Ventura	-1.14	122,688	121,286	121,286
Unincorporated	Ventura	-1.21	90,904	89,907	92,063
Incorporated	Ventura	-0.61	734,069	729,579	732,243
County Total	Ventura	-0.68	824,973	819,386	824,306
Davis	Yolo	0.44	65,712	66,002	66,002
West Sacramento	Yolo	0.89	55,371	55,871	55,871
Winters	Yolo	0.26	8,007	8,028	8,028
Woodland	Yolo	-0.60	61,693	61,324	61,324
Unincorporated	Yolo	-0.25	34,766	34,679	34,679

City	County	Percent Change 25-26	Population Minus Exclusions 1-1-25	Population Minus Exclusions 1-1-26	Total Population 1-1-26
Incorporated	Yolo	0.23	190,788	191,225	191,225
County Total	Yolo	0.16	225,554	225,904	225,904
Marysville	Yuba	-0.40	12,730	12,679	12,679
Wheatland	Yuba	2.32	4,046	4,140	4,140
Unincorporated	Yuba	2.26	67,345	68,870	70,873
Incorporated	Yuba	0.26	16,776	16,819	16,819
County Total	Yuba	1.86	84,121	85,689	87,692

*Exclusions include residents on federal military installations and group quarters residents in state mental institutions, state and federal correctional institutions and veteran homes.



Agendas Report to the City Council

Agenda Section: CONSENT ITEMS

Department: Public Works Department

DATE:	June 9, 2026
FROM:	Rebecca White, Administrative Assistant
SUBJECT:	Consideration and Adoption of a Resolution Authorizing: 1) Amendment No. 2 to St. Helena Contract FY2025-032 with Water Quality & Treatment Solutions, Inc (WQTS) for On-Call Water Quality Technical Support, Increasing the Contract Amount by \$100,000 for a Total Contract Amount Not-To-Exceed \$174,475; and 2) Extension of the Contract Term Through June 30, 2027.
RECOMMENDED ACTION:	Approval of the attached resolution.
PREVIOUS COUNCIL ACTION:	City Council previously approved Amendment No. 1 to St. Helena Contract FY2025-032 on August 26, 2025, authorizing a contract increase in the amount of \$50,000.
STATEMENT OF THE PURPOSE:	To increase the contract amount by \$100,000, for a total contract amount not-to-exceed \$174,475, and extend the contract term through June 30, 2027.
FINANCIAL IMPACT:	The financial impact is \$100,000 provided through GL 561-50-00-21-30, with \$25,000 funded from the remaining FY 2025-26 budget balance and \$75,000 funded from the proposed FY 2026-27 budget from the same account.
CEQA DETERMINATION:	Not a CEQA Project (CEQA Guidelines §15378)

BACKGROUND:

In December 2024, the City entered into Contract FY2025-032 with WQTS in the amount of \$24,475 to assist with water quality challenges in the City's drinking water system, including discolored water events. In August 2025, the City and WQTS agreed to increase the amount of the contract by \$50,000, with City Council approval, as part of the City's continued effort to ensure timely responses to water quality issues, to identify and implement mitigation measures for discolored water, and provide ongoing staff support. With assistance from WQTS, the City has implemented changes at the Water Treatment Plant, Stonebridge Wells, and throughout the distribution system. Some of these changes include new treatment processes at the water treatment plant to reduce discolored water events, the introduction of a pilot program using ferric to minimize organics in the water which can in part cause HAA exceedances, the

installation of new testing sites throughout the distribution system, and technical support for upcoming capital improvement projects, such as the Tank 2 Rehab Project, which is anticipated to further improve the City's drinking water quality.

DISCUSSION:

WQTS has proven to be a collaborative asset to the City and its staff. While considerable changes and improvements have taken place with the assistance from the water quality experts at WQTS, the City still faces considerable challenges in its pursuit of providing a reliable quality of water to its customers.

With this in mind, City staff is seeking to increase and extend the contract amount and term with WQTS by \$100,000 through June 30, 2027. Funding for the amendment will be provided through GL 561-50-00-21-30, with \$25,000 funded from the remaining FY 2025-26 budget balance and \$75,000 funded from the proposed FY 2026-27 budget for the same account. The additional budget and extended term will allow City staff to continue working with experts well-versed in water quality and treatment to address ongoing operational challenges, implement system improvements, and support the City's long-term water quality goals.

ENVIRONMENTAL REVIEW:

None.

GOAL:

Goal 2: Improve Infrastructure & Further Environmental Sustainability

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

Goal 5: Enhance Quality of Life

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

ATTACHMENTS:

1. Resolution - WQTS Amend 2

CITY OF ST. HELENA
RESOLUTION NO. 2026-__

A RESOLUTION AUTHORIZING: 1) AMENDMENT NO. 2 TO ST. HELENA CONTRACT FY2025-032 WITH WATER QUALITY & TREATMENT SOLUTIONS, INC (WQTS) FOR ON-CALL WATER QUALITY TECHNICAL SUPPORT, INCREASING THE CONTRACT AMOUNT BY \$100,000 FOR A TOTAL CONTRACT AMOUNT NOT-TO-EXCEED \$174, 475; AND 2) EXTENSION OF THE CONTRACT TERM THROUGH JUNE 30, 2027.

RECITALS

- A. The City entered into Contract FY2025-032 with WQTS in December 2024 in the amount of \$24,475 to provide technical assistance related to water quality challenges within the City's drinking water system; and
- B. In August 2025 the City Council approved Amendment No. 1 to Contract FY2025-032, increasing the contract amount by \$50,000 for a total contract amount not-to-exceed \$74,476; and
- C. WQTS has provided technical expertise and support to the City, assisting with operational improvements at the Water Treatment Plant, Stonebridge Wells, and throughout the water distribution system; and
- D. Although the City has made significant progress in addressing water quality concerns with assistance from WQTS, ongoing water quality challenges remain and continued technical support is necessary to further improve the reliability and quality of the City's drinking water; and
- E. City staff has determined an increase of \$100,000 to the contract amount and an extension of the contract term through June 30, 2027, are necessary to provide continued technical support and implementation assistance related to water quality improvements.

RESOLUTION

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

1. Authorizes the City Manager to execute Amendment No. 2 to Contract FY2025-032, increasing the contract amount by \$100,000, for a total contract

amount not-to-exceed \$174, 475, and extending the contract term through June 30, 2027.

2. Funding is as follows:

Funding Source	Fiscal Year	Amount	Purpose
GL 561-5000-2130 (remaining available balance)	FY 2025-26	\$25,000	Fund water quality technical support through June 30, 2026
GL 561-5000-2130 (proposed budget appropriation of \$156,000)	FY 2026-27	\$75,000	Fund water quality technical support services during FY 2026-27
Total Contract Increase		\$100,000	

Approved at a Regular Meeting of the St. Helena City Council on June 9, 2026, by the following vote:

Mayor Dohring:

Vice Mayor Deasy:

Council Member Barak:

Council Member Diaz:

Council Member Spadarotto:

APPROVED:

ATTEST:

Paul Jamison Dohring, Mayor

Andrew Bradley, City Clerk



Agendas Report to the City Council

Agenda Section: CONSENT ITEMS

Department: Public Works Department

DATE:	June 9, 2026
FROM:	Bruce Zaeni, Project Manager
SUBJECT:	Consideration and proposed adoption of a Resolution approving the project plans for Capital Improvement Project CIP No. W-109, the Bell Canyon Intake Tower and Valve House Project.
RECOMMENDED ACTION:	Approve the Resolution
PREVIOUS COUNCIL ACTION:	6/27/17 - Reso 2017-090 authorizing Professional Services Agreement (PSA) with GEI for CIP No. W-109. 8/14/18 - Reso 2018-107 authorizing Amendment 1 to the PSA with GEI to add CIP No. W-85 to the project. 6/13/23 - CIP Project No. W-109 and W-85 are included in the adopted 5-Year Capital Improvement Program (FY2023-24 to FY 2027-28). 6/11/24 - Reso 2024-089 authorizing PSA with Mead & Hunt to provide engineering design needed to complete Bell Canyon Reservoir Intake Tower and Valve House Replacement.
STATEMENT OF THE PURPOSE:	The purpose of this action is to approve the scope and design of CIP project W-109, Bell Canyon Intake Tower and Valve House Project, in accordance with the municipal code in preparation for advertisement for bidding.
FINANCIAL IMPACT:	Funding for this proposed agreement is available within the FY2026-27 Capital Improvement Program for Project CIP No. W-109 and funded by the water bond.
CEQA DETERMINATION:	CEQA to Be Completed Prior to Project Approval

BACKGROUND:

Bell Canyon Reservoir is a man-made water supply reservoir serving the City of St. Helena. The reservoir, which was constructed during 1958 and 1959, has a storage capacity of approximately 2,500 acre-feet and serves as one of the City's main sources of potable water. The reservoir is impounded by a 500-foot long, 95-foot high embankment dam with a crest width of 20 feet and a crest elevation of 430 feet. A spillway with a crest elevation of 422 feet is

located approximately one-quarter mile west of the embankment dam and discharges into the west fork of Bell Creek.

The freestanding intake tower is located at the upstream toe of the embankment to service two parallel outlet pipes in a common concrete encasement. One pipe is a 42-inch-diameter low-level outlet sluice pipe that passes through the base of the dam to a valve house, where it discharges into Bell Creek. The other pipe is a 24-inch-diameter water supply intake for the nearby Louis Stralla Water Treatment Plant (LSWTP); this pipe also passes through the base of the dam parallel to the 42-inch outlet. The 24-inch pipeline bifurcates at the downstream valve control house to provide minimum bypass flows into Bell Creek.

The intake tower has been in service for over 65 years and has reached the end of its service life. The intake tower as originally designed and constructed does not meet current seismic requirements. The City was directed on February 1, 2016, by the California Department of Water Resources (DWR), the California Division of Safety of Dams (DSOD) to evaluate the adequacy of the outlet tower for static and seismic loads by October 1, 2016. As a result of further review during 2016, the City stated in their January 17, 2017, Request for Proposals that the tower had deteriorated and did not meet current seismic standards.

Constructed along with the Bell Canyon Dam intake tower, the main outlets through the dam have also been in service for over 65 years and the downstream outlet system now requires an updated analysis and modifications due to corrosion and pitting of the downstream outlet piping. Based on past assessments, the existing outlet system no longer has an adequate factor of safety. In addition, the emergency reservoir discharge cone valve (Rotovalve) and foundation require replacement due to vibration issues during discharge. The Rotovalve is not recommended for high flow releases during emergency releases and does not dissipate the hydraulic energy required.

The preparation of construction documents has been advanced to a 90% design by Mead and Hunt and is being reviewed by the DSOD. The consultants will finalize plans after receipt of comments and will prepare the construction bid set for a potential public bidding in mid to late summer.

DISCUSSION:

Due to the age and condition of this facility and the fact that the tower has deteriorated and does not meet the current seismic standards, this project must be completed as soon as practicable. The construction documents are being finalized, and the next step is to advertise the plans and specifications for public bids.

ENVIRONMENTAL REVIEW:

CEQA to Be Completed Prior to Project Approval

GOAL:

Goal 2: Improve Infrastructure & Further Environmental Sustainability
Goal 3: Pursue Water Security & Sustainable Management of Water Resources
Goal 8: Implement Capital

Improvement Plans (CIP) Projects Miscellaneous/Other

ATTACHMENTS:

1. Resolution - RFB for BC Intake Twr
2. CIP data sheet
3. Titlesheet_G-001_20260116

CITY OF ST. HELENA

RESOLUTION NO. 2026-__

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ST. HELENA APPROVING
THE PROJECT PLANS AND SPECIFICATIONS FOR CAPITAL IMPROVEMENT
PROJECT CIP NO. W-109, BELL CANYON INTAKE TOWER AND VALVE HOUSE
PROJECT, AND AUTHORIZING STAFF TO ADVERTISE FOR BIDS**

RECITALS

WHEREAS, the City of St. Helena owns and operates the Bell Canyon Reservoir, a critical component of the City's potable water supply system, constructed in 1958–1959 with a capacity of approximately 2,500 acre-feet; and

WHEREAS, the Bell Canyon intake tower and outlet works have been in service for over 65 years and have reached the end of their useful life, require rehabilitation, and do not meet current seismic standards; and

WHEREAS, the California Department of Water Resources Division of Safety of Dams directed the City to evaluate the structural and seismic adequacy of the intake tower and outlet system; and

WHEREAS, engineering evaluations have determined that rehabilitation and replacement improvements to the intake tower, outlet piping, and valve house are necessary to maintain safe and reliable operation of the City's water supply infrastructure; and

WHEREAS, Capital Improvement Project No. W-109, the Bell Canyon Intake Tower and Valve House Project, has been included in the City's adopted Capital Improvement Program; and

WHEREAS, construction documents for the project have been advanced and are nearing completion, and the next step is to advertise the project for competitive public bidding; and

WHEREAS, funding for this project is included in the Fiscal Year 2026–2027 Capital Improvement Program and is supported by water bond funding; and

WHEREAS, environmental review pursuant to the California Environmental Quality Act (CEQA) is currently underway and expected to be completed shortly; and

WHEREAS, approval of the project plans and authorization to advertise for bids will allow the City to proceed in a timely manner with necessary infrastructure improvements that support water supply reliability and public safety.

RESOLUTION

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of St. Helena as follows:

- The City Council hereby approves the plans and specifications for Capital Improvement Project No. W-109, the Bell Canyon Intake Tower and Valve House Project.
- The City Council authorizes City staff to advertise the project for public bids in accordance with applicable laws and City procedures.
- The City Council finds that the project is necessary to maintain the safety, reliability, and regulatory compliance of the City's water supply infrastructure.
- The City Council directs staff to proceed with the project in a timely manner following completion of environmental review and receipt of bids.

Approved at a Regular Meeting of the St. Helena City Council on June 9, 2026, by the following vote:

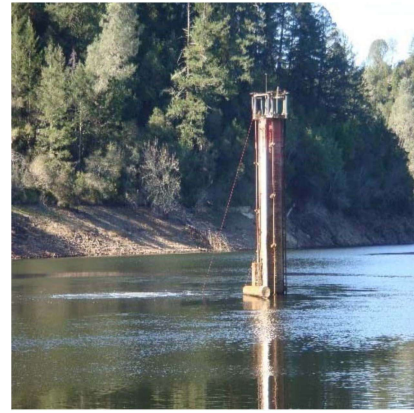
Mayor Dohring:	
Vice Mayor Deasy:	
Council Member Barak:	
Council Member Spadarotto:	
Council Member Diaz:	

APPROVED:

ATTEST:

Paul Dohring, Mayor

Andrew Bradley, City Clerk

Project No: W-109**Category Water****Project Location: Bell Canyon Reservoir (APN 021-420-019)****Responsible Public Works Department:****EXPENDITURE ACCOUNTS:** 763-5030-**STATUS:** Design**PRIORITY:** High**PROJECT PURPOSE & DESCRIPTION:**

The Bell Canyon Intake Tower Replacement Program is a critical infrastructure initiative to address compliance requirements issued by the California Department of Water Resources Division of Safety of Dams (DSOD). The existing intake tower at Bell Canyon Reservoir is non-compliant and poses a risk of enforcement action, including permit suspension or revocation. Key components of the project include: -Design and construction of a new intake tower. -Environmental review and permitting. -Construction management and contingency planning to support delivery of a complex, regulatory-driven capital improvement.

Failure to complete the project would jeopardize the City's permitted use of Bell Canyon Reservoir.

PROJECT NOTES:

PW has designated this project as high priority due to the significant regulatory risk.

Debt financing is anticipated, and the project was included in the Utility Rate Study for long-term funding planning.

- FY24 - Project added to CIP and delivery timeline established in the proposed Rate Study.
- FY25 - Resolution 2024-089 (Adopted June 11, 2024) - Added funding to the project scope. Authorized execution of the Professional Services Agreement (PSA) for design. Increased the total project budget from \$3.3 million to \$6.0 million (pre-06/30/2024 expenses excluded).
- Project is being coordinated with W-85 (Bell House Valve Replacement) for shared construction planning.
- FY26 - Design completion anticipated in FY26 Q2.

EXPENDITURES								PROJECT TOTAL
	Exp/Enc as of 2/28/2025	Continued Approp.	2025-26	2026-27	2027-28	2028-29	2029-30	
3110 - Design	1,317,142							1,317,142
3120 - Environmental/Planning	200,000							200,000
3150 - Construction Management				509,145				509,145
3160 - Construction Contract				4,000,000				4,000,000
3170 - Contingency		18,289		490,855				509,144
EXPENDITURE TOTALS	1,517,142	18,289		5,000,000				6,535,431
FUNDING SOURCES								
561-Water Rate Revenues	290,168							290,168
763-Water Capital Improvement - Bond	1,226,974	18,289		5,000,000				6,245,263
FUNDING TOTALS	1,517,142	18,289		5,000,000				6,535,431

CITY OF ST. HELENA

BELL CANYON INTAKE TOWER AND VALVE HOUSE

BELL CANYON RESERVOIR

ST. HELENA, CA 94574

NAPA COUNTY

90% SUBMITTAL

01/16/2026

Sheet List Table		
DRAWING NUMBER	Sheet Number	Sheet Title
1	G-001	COVER SHEET
2	G-002	SYMBOLS AND GENERAL NOTES
3	G-041	SITE AND SURVEY CONTROL PLAN
4	C-100	OVERALL SITE PLAN
5	C-101	SITE ACCESS AND STAGING AREA PLAN
6	C-102	BYPASS PIPING PLAN
7	C-141	ENLARGED SITE PLAN
8	C-201	DOWNSTREAM CHANNEL PLAN AND PROFILE
9	C-300	DOWNSTREAM CHANNEL SECTIONS
10	D-100	INTAKE TOWER DEMOLITION PLAN AND SECTIONS
11	D-101	INTAKE TOWER DEMOLITION DETAILS
12	D-102	VALVE HOUSE DEMOLITION PLAN AND SECTIONS
13	S-001	STRUCTURAL NOTES 1
14	S-002	SPECIAL INSPECTIONS NOTES AND SCHEDULE
15	S-002A	STRUCTURAL NOTES AND TYPICAL DETAILS
16	S-003	STRUCTURAL TYPICAL DETAILS 1
17	S-005	STRUCTURAL TYPICAL DETAILS 3
18	ST-100	INTAKE TOWER RISER REPLACEMENT PLANS AND ELEVATIONS
19	ST-101	INTAKE TOWER RISER REPLACEMENT SECTIONS
20	ST-500	INTAKE TOWER RISER CONNECTION DETAILS
21	ST-501	INTAKE TOWER DETAILS 1
22	ST-502	INTAKE TOWER PLATFORM DETAILS
23	ST-503	INTAKE TOWER PLATFORM DETAILS
24	ST-504	INTAKE TOWER MISC DETAILS
25	ST-505	CONCRETE CONFINEMENT FRAME
26	SV-131	STRUCTURAL VALVE HOUSE PLAN
27	SV-500	VALVE HOUSE FOUNDATION DETAILS
28	MT-401	INTAKE TOWER MECHANICAL PLAN AND SECTIONS
29	MT-511	INTAKE TOWER MECHANICAL DETAILS
30	MV-131	VALVE HOUSE PLAN
31	MV-401	VALVE HOUSE SECTIONS
32	MV-511	VALVE HOUSE DETAILS
33	MV-512	MECHANICAL DETAILS
34	E-001	ELECTRICAL NOTES
35	E-601	ELECTRICAL PLAN VIEW DEMO
36	E-602	ELECTRICAL PLAN VIEW
37	E-611	ELECTRICAL SINGLE LINE & SCHEDULES
38	E-621	RTU PANEL EXTERIOR
39	E-622	RTU INTERIOR LAYOUT
40	E-623	RTU BILL OF MATERIALS
41	E-624	POWER DISTRIBUTION SCHEMATIC
42	E-625	PLC CHASSIS DIAGRAM
43	E-626	NETWORK DIAGRAM
44	E-627	PLC ONBOARD INPUT MODULE
44	E-628	PLC ONBOARD OUTPUT MODULE
45	E-629	PLC ANALOG INPUT MODULE
46	E-630	PLC ANALOG OUTPUT MODULE

Mead & Hunt

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CITY OF ST. HELENA

BELL CANYON INTAKE TOWER AND VALVE HOUSE

BELL CANYON RESERVOIR

ST. HELENA, CA 94574

ISSUED

90% DESIGN SUBMITTAL

NOT FOR CONSTRUCTION

M&H NO.: 1950000-240266.01

DATE: 01/16/2026

DESIGNED BY: ----

DRAWN BY: ----

CHECKED BY: ----

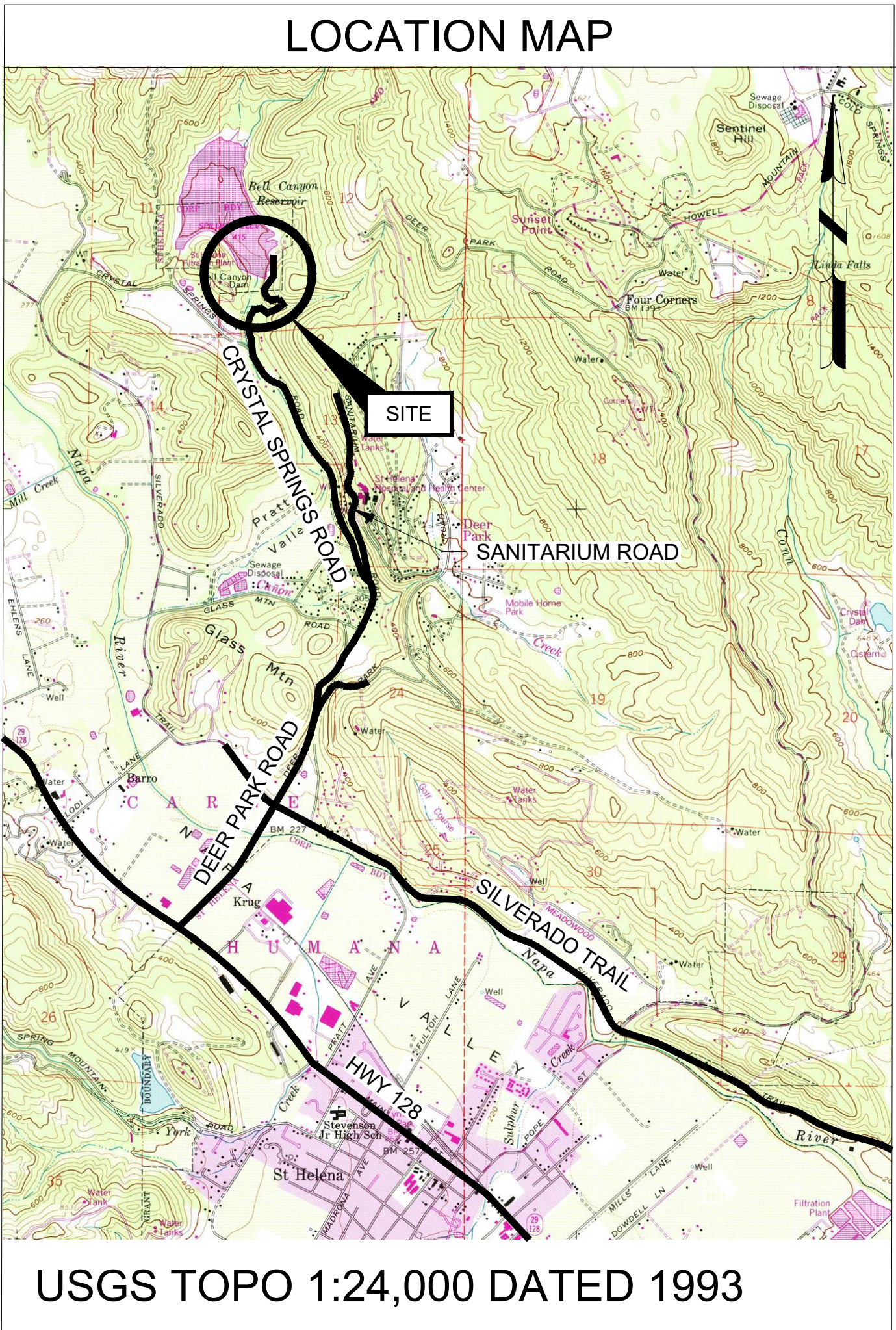
DO NOT SCALE DRAWINGS

SHEET CONTENTS

COVER SHEET

SHEET NO.

G-001



PROJECT CONTACTS

NAME	ORGANIZATION	ROLE	PHONE NO.
JOSEPH LEACH	CITY OF ST. HELENA	DIRECTOR OF PUBLIC WORKS ASSISTANT DIRECTOR OF PUBLIC WORKS	(707) 968-2658
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Agendas Report to the City Council

Agenda Section: CONSENT ITEMS

Department: Public Works Department

DATE:	June 9, 2026
FROM:	Bruce Zaeni, Project Manager
SUBJECT:	By minute action, authorize issuance of a Request For Proposals for Construction Management Services related to the Bell Canyon Intake Tower and Valve House Rehabilitation Project, CIP No. W-109.
RECOMMENDED ACTION:	Approval
PREVIOUS COUNCIL ACTION:	Resolution 2024-089 authorizing PSA with Mead & Hunt to provide engineering design needed to complete the Bell Canyon Reservoir Intake Tower and Valve House Replacement.
STATEMENT OF THE PURPOSE:	Authorize issuance of a Request For Proposals for Construction Management Services related to the Bell Canyon Intake Tower and Valve House Rehabilitation Project, CIP No. W109.
FINANCIAL IMPACT:	Funding for this proposed agreement is available within the FY2026-27 Capital Improvement Program for Project CIP No. W-109 and funded by the water bond.
CEQA DETERMINATION:	CEQA to Be Completed Prior to Project Approval

BACKGROUND:

Bell Canyon Reservoir is a man-made water supply reservoir serving the City of St. Helena. The reservoir, which was constructed during 1958 and 1959, has a storage capacity of approximately 2,500 acre-feet and serves as one of the City's main sources of potable water. The reservoir is impounded by a 500-foot long, 95-foot high embankment dam with a crest width of 20 feet and a crest elevation of 430 feet. A spillway with a crest elevation of 422 feet is located approximately one-quarter mile west of the embankment dam and discharges into the west fork of Bell Creek.

The freestanding intake tower is located at the upstream toe of the embankment to service two parallel outlet pipes in a common concrete encasement. One pipe is a 42-inch-diameter low-

level outlet sluice pipe that passes through the base of the dam to a valve house, where it discharges into Bell Creek. The other pipe is a 24-inch-diameter water supply intake for the nearby Louis Stralla Water Treatment Plant (LSWTP); this pipe also passes through the base of the dam parallel to the 42-inch outlet. The 24-inch pipeline bifurcates at the downstream valve control house to provide minimum bypass flows into Bell Creek.

The intake tower has been in service for over 65 years and has reached the end of its service life. The intake tower as originally designed and constructed does not meet current seismic requirements. The City was directed on February 1, 2016, by the California Department of Water Resources (DWR), the California Division of Safety of Dams (DSOD) to evaluate the adequacy of the outlet tower for static and seismic loads by October 1, 2016. As a result of further review during 2016, the City stated in their January 17, 2017, Request for Proposals that the tower had deteriorated and did not meet current seismic standards.

Constructed along with the Bell Canyon Dam intake tower, the main outlets through the dam have also been in service for over 65 years and the downstream outlet system now requires an updated analysis and modifications due to corrosion and pitting of the downstream outlet piping. Based on past assessments, the existing outlet system no longer has an adequate factor of safety. In addition, the emergency reservoir discharge cone valve (Rotovalve) and foundation require replacement due to vibration issues during discharge. The Rotovalve is not recommended for high flow releases during emergency releases and does not dissipate the hydraulic energy required.

The preparation of construction documents has been advanced to a 90% design by Mead and Hunt and is being reviewed by the DSOD. The consultants will finalize plans after receipt of comments and will prepare the construction bid set for a potential public bidding in mid to late summer.

DISCUSSION:

This project includes a very complex scope of work that will require the expertise of various technical disciplines including civil, structural, hydraulic, mechanical, and electrical design, as well as working with DSOD for compliance, and providing project management. The city does not have the specialized resources and personnel in-house to take on these services during the construction phase of the project and therefore, the staff have prepared a Request for Proposals to be able to engage a professional construction management firm to conduct the day-to-day operational needs of this critical and complex project. Under the proposed scope of work, the consultants will be asked to provide the following services:

- Constructibility Review and Analysis
- Construction Cost Estimate Review
- Construction Schedule Review
- Construction Management
- Construction Inspection

ENVIRONMENTAL REVIEW:

The CEQA review process is currently underway and a draft administrative report is being circulated.

GOAL:

Goal 2: Improve Infrastructure & Further Environmental Sustainability
Goal 3: Pursue Water Security & Sustainable Management of Water Resources
Goal 8: Implement Capital Improvement Plans (CIP) Projects Miscellaneous/Other

ATTACHMENTS:

1. Bell Canyon Intake Tower_CM_RFP_Draft2



CITY OF ST. HELENA

PUBLIC WORKS DEPARTMENT

SEEKS

PROPOSALS FOR PROFESSIONAL SERVICES FOR:

**BELL CANYON INTAKE TOWER AND VALVE HOUSE
CONSTRUCTION MANAGEMENT AND INSPECTION SERVICES**

DATE ISSUED: June 10, 2026

DATE DUE: July 6, 2026, PRIOR TO 3:00 PM (PST)

FOR QUESTIONS, PLEASE CONTACT BRUCE ZAENI, P.E. BY EMAIL AT bzaeni@cityofstheleena.gov

The City is only accepting proposals electronically via email to bzaeni@cityofstheleena.gov in the form of two PDF files under 20MB combined. Only emails received prior to due date listed above will be considered responsive to this request for proposals. Submissions after the due date/time, or to incorrect email addresses shall be considered non-responsive and shall not be reviewed.

TABLE OF CONTENTS

I. Contents

II. INTRODUCTION3

III. GENERAL INFORMATION3

IV. QUALIFICATIONS3

V. SCOPE OF WORK3

VI. SCHEDULE9

VII. PROPOSAL SUBMISSION REQUIREMENTS AND FORMAT8

VIII. SELECTION PROCESS9

IX. PROPOSAL TERMS AND CONDITIONS9

APPENDIX A: City's Professional Service Agreement

APPENDIX B: Plans, Specifications and Estimate (90% progress edition)

II. INTRODUCTION

The City of St. Helena ("City") is requesting proposals from qualified professional services firms ("Consultant") to provide construction inspection and management services for a complex project including a large reservoir, marine structures, large piping and valves, buildings, which will be subject to inspection by the Division of Safety of Dams of the California Department of Water Resources (DSOD). The firm must have successful performance record of working on large public works projects.

The proposed project is comprised of 5.3 acres that includes a portion of the exiting reservoir, replacement of the intake tower and modification of the valve house building including new valves, piping and the stream channel below the reservoir, as well as the access route.

III. GENERAL INFORMATION

The City of St. Helena, California is in the center of the world-famous Napa Valley wine growing region, 65 miles north of San Francisco. The area was settled in 1830s as part of General Vallejo's land grant. The City of St. Helena was incorporated as a City on March 24, 1876, and reincorporated on May 14, 1889.

The City, from its inception, has served as a rural agricultural center. Over the years, with the growth and development of the wine industry, St. Helena has become an important business and banking center for the wine industry. The City also receives many visitors because of the wine industry and the area's scenic qualities. The City's goal is to maintain a small-town atmosphere and to provide high quality services to its citizens.

The official population of the City of St. Helena as of January 1, 2023, is 5,355 (CA Department of Finance). St. Helena is a full-service City and encompasses an area of four-square miles. The City's General Fund Budget is approximately \$15 million.

IV. QUALIFICATIONS

Demonstrated professional experience and in-depth knowledge of technical experience in performing work of a similar nature, experience working with public agencies, record of completing work on schedule, strength and stability of the firm, and assessments of client references. Consultant and sub-consultant must comply with all State of California professional license laws as well as City of St. Helena's contract terms & conditions, business licensing and insurance requirements.

V. SCOPE OF WORK

The project will be managed by the City's Public Works Department. The selected consultant team is expected to work closely with City staff and at staff's direction, be prepared to provide information, data, or make presentations to City Council and to complete the project successfully on schedule and on the budget and protect the interests of the City.

The City also intends to retain the services of the project design firm, Mead & Hunt, for technical support services during the construction period.

The City encourages innovative and thoughtful proposals that demonstrate an understanding of the tasks outlined as well as other potential creative and forward-thinking ideas and tasks that may be beneficial.

The consultant shall provide all required labor, equipment, tools, and facilities necessary to complete the required work, including but not limited to the following:

1. WORK STATEMENT - It is anticipated that the Consultant will provide the following services (this list is not intended to be all-inclusive or limiting):

- a. Constructability Review and Analysis
- b. Construction Cost Estimate Review
- c. Construction Schedule Review
- d. Construction Management
- e. Construction Inspection

2. REQUIREMENTS - Consultant activities shall at a minimum include the general tasks listed below. The Consultant may add or expand upon these tasks to present a comprehensive list of activities suitable for attaching to a contract as a scope of work.

I. PERSONNEL EXPERIENCE AND PERFORMANCE REQUIREMENTS

The City of St. Helena is seeking a highly qualified construction management firm, having proven records of successful performance working on large public works projects.

All personnel shall be knowledgeable of and comply with all applicable local state, and federal regulations; cooperate and consult with City staff during the contract; and perform other duties as may be required to ensure that the construction is being carried out in accordance with the project plans and specifications.

The Consultant must be able to provide personnel having the following qualifications and experience:

- Project Manager- California Registered Engineer responsible for contract administration and the oversight and supervision of consultant's staff.
- Resident Engineer- California Registered Engineer (may be the same person as the project manager).

- Construction Inspector(s)- Experience in projects similar in size, scope, and complexity.
- Specialty Inspectors on-call and as needed.

The response to this RFQ should contain resumes and related information for the personnel indicated above.

It is desirable that the Construction Inspector(s) and the Resident Engineer have satisfactorily worked together as a team on municipal projects of similar scope, magnitude, and complexity.

II. MATERIALS AND SERVICES TO BE PROVIDED BY CONSULTANT

- Consultant shall provide all necessary safety equipment required for its personnel to perform their work efficiently and safely.
- Consultant shall provide its staff with appropriate vehicles, cellular phones, smart levels, digital cameras, and other equipment suitable for the location and nature of work involved.

Anticipated scope of services for this project is provided below:

Task 1 – Pre-construction Services

- Review contract plans, specifications, permits, agreements, and environmental documents and provide recommendations needed (if any) to improve the contract documents and project execution.
- Perform analysis of the proposed design and provide the City with a written report covering the following topics:
 - Risk mitigation
 - Construction cost and time savings
 - Life cycle cost reduction
 - Structural and electrical design review
- Prepare project instructions and establish proposed contract administration and record keeping procedures to be used during construction for review and approval by the City.
- Attend meeting with the City and design consultant to discuss design features. The intent of this meeting is to answer questions from the Construction Inspector, meet key staff, and review contract administration procedures.
- Prepare for and conduct a pre-construction conference with the Contractor awarded the construction contract.

Task 2 – Construction Management and Inspection Services

This task may include project management, construction administration, project inspection, and scheduling and overseeing materials testing during construction. Services may include the following:

Project Coordination and Correspondence

- Serve as focal point for coordination among the contractor, the design engineer, the City, other agencies, and other parties.
- Receive all Contractor correspondence and prepare and transmit responses. Coordinate with applicable parties, as required to develop responses.
- Conduct weekly, or as necessary, construction contract coordination meetings with the Contractor. Take minutes and distribute it to parties designated in the project instructions.
- Maintain contract files in a systematic and orderly manner, in accordance with City, state and federal requirements.

Schedule Management, Progress Meetings, and Reports

- Review Contractor's planned critical path schedule for conformance with the specifications and for reasonableness of the sequence and duration of the activities.
- Review work progress as compared to the planned schedule and notify Contractor of schedule slippage. Analyze schedules to determine impact of weather and change orders. Obtain from Contractor updates of construction schedule incorporating actual progress, weather delays, and change order impacts. Negotiate extensions due to change orders, weather, and other delays.
- Prepare and submit a monthly progress report to the City describing key issues, cost status, and schedule status.

Payment Recommendations

- Review Contractor's initial schedule of values for reasonableness and ease of monitoring.
- Review and approve monthly progress payment requests; negotiate differences over amount, and process payments through the City.

Submittals Management

- Receive, stamp, and log submittals and shop drawings, and review and approve/distribute for review as necessary.
- Monitor the review and return of submittals to Contractor.
- Develop a submittal distribution list to identify parties responsible for review and acceptance.

Requests for Information (RFI) Management

- Receive, process, and monitor requests for information from Contractor.
- Prepare responses to RFI related to construction issues.
- Transmit design related RFI's to design engineer (if applicable) and copy City Project Manager.
- Conduct meetings with Contractor and other parties as needed to discuss and resolve RFI's.

Changes and Claims Management

- Perform change order administration, including obtaining City approval of change order requests, issuing proposed change orders to Contractor, maintaining logs of proposed change orders, receiving change order quotations from Contractor, negotiating change order costs and time extension, processing final negotiated change orders, and incorporating approved change orders into progress payment breakdown.
- Analyze additional compensation claims that are submitted during the construction period and prepare responses.
- Perform claims administration, including coordinating and monitoring claims response preparation, logging claims, and tracking status.

Construction Inspection Services

- Provide inspectors for day-to-day on-the-job inspection of work and ensure provisions of the contract documents are being fulfilled.
- Prepare daily inspection reports documenting observed construction activities.
- Take progress photographs and bind and label them as project records in both hard copy and electronic format.
- Coordinate and conduct final inspection and prepare punch lists.
- Assist with equipment testing and startup and other matters relating to construction of the project.
- Assist with monthly progress payment recommendations by making measurements of bid items on the project cost breakdown, checking the percent complete in the field, and assisting with Contractor meetings to resolve any differences in percent complete.

Quality Assurance Testing and Independent Assurance Testing

- Schedule quality assurance materials sampling and testing to verify compliance of the work in conformance with the contract documents and maintain testing records.
- Review test reports other than field samplings, as submitted by others to substantiate contract compliance.

Task 3 – Post Construction Services

The post construction services task is part of the project closeout. This task will consolidate punch lists of remaining work and obtain record drawing information. Recommend final acceptance of the project; sign and facilitate the processing of the Inspection Completion Report. Consultant may be requested to conduct construction debrief meetings, and to suggest areas of improvement related to project delivery process of the construction phase.

PROPOSAL REQUIREMENTS

Proposals shall include:

1. **Cover Letter** summarizing the firm's interest and understanding of the project.
2. **Project Team** qualifications with brief resumes of key staff.
3. **Project Approach** describing methods for assessment, cybersecurity review, and preliminary design.
4. **Project Schedule** showing project milestones and overall expected duration.
5. **Relevant Experience** with at least two similar small utility SCADA projects.
6. **Fee Proposal** (submitted separately as a PDF file and labeled as such) including task-based level of effort, costs and hourly rates.

The selected firm will be required to sign a Non-Disclosure Agreement before receiving detailed network maps to protect against release of sensitive water system information.

VI. SCHEDULE

Responses to the RFP must be submitted to the City of St. Helena as outlined in this section.

Date Issued:	June 10, 2026
Deadline for Questions:	June 24, 2026
Date Due:	July 6, 2026, PRIOR TO 3:00 PM (PT)
Submit proposal to:	bzaeni@cityofsthenela.gov

The schedule may be modified and/or extended if necessary.

VII. SELECTION PROCESS

The selected consultant will be asked to enter into a Professional Services Agreement with the City of St. Helena and comply with the insurance requirements set forth therein. The following criterion and weight shall apply to the selection process:

Qualifications of key personnel (30%)

Project understanding and approach (30%)

schedule and work plan (25%)

Related experience and references (15%)

California law requires selection of Architectural and Engineering (A&E) contract services based on demonstrated competence and professional qualifications. Negotiations shall begin with the most qualified consultant. Should negotiations not result in a price the City considers to be fair and reasonable, negotiations shall be formally terminated, and the City shall then undertake negotiations with the second most qualified consultant. If the negotiation with the second most qualified firm is not successful, negotiations shall be formally terminated, and the City shall then undertake negotiations with the third most qualified consultant, etc. until the price is determined to be fair and reasonable by the City. (California Government Code, Chapter 10, Sections 4525 through 4529.5.)

The City reserves the right to negotiate the final Scope of Services with the top-ranked firm before executing the Professional Services Agreement.

VIII. PROPOSAL TERMS AND CONDITIONS

EXAMINATION OF PROPOSAL MATERIALS

The submission of a proposal shall be deemed a representation and warranty by the proponent that investigated all aspects of the RFP, that it is aware of the applicable facts pertaining to the RFP process and its procedures and requirements, and that it has read and understands the RFP. No request for modification of the provisions of the proposal shall be considered after its submission on the grounds that the proponent was not fully informed as to any fact or condition.

ADDENDA INTERPRETATIONS

If it becomes necessary to revise any part of this RFP, a written addendum will be provided to each firm that requested to be added to the notification list and said addendum will be uploaded to the City website. The City of St. Helena is not bound by any oral representations, clarifications, or changes made in the RFP by the City or its agents, unless such clarifications or change is provided in written addendum from the City of St. Helena.

DESIGNATED CONTACT

For the purposes of this RFP, the Project Manager is designated as the contact person. Any questions concerning the scope of work and the selection process shall be directed to Bruce Zaeni, P.E. at bzaeni@cityofstheleena.gov. Any and all questions and responses concerning this RFP will only be accepted in writing, via email.

Responses to questions will be posted on the City's website, cityofstheleena.org/RFPs, and will become part of the RFP. It is the consultant's responsibility to check the website for updates.

PUBLIC RECORDS

This RFP document and all submittals in response thereto are public records. Prospective consultants are cautioned not to include any material into the proposal that is strictly proprietary in nature.

PROPOSAL COSTS

All costs associated with the preparation of RFP submittals shall be borne solely by the respondent. This RFP does not constitute any form of offer to contract.

RESERVATION OF RIGHTS

The City reserves the right, for any reason, to accept or reject any one or more proposals; to negotiate the terms and specifications of the proposal; to modify any part of the RFP; or issue a new RFP.

PRODUCT OWNERSHIP

Any documents resulting from the contract will be the property of the City.

PROFESSIONAL SERVICES AGREEMENT

All Proposers must identify in their proposal any terms and conditions of the sample Professional Service Agreement (Appendix A) that they wish to negotiate. Insurance is required as outlined in Section 7 of the sample agreement.



Agendas Report to the City Council

Agenda Section: CONSENT ITEMS

Department: Admin

DATE:	June 9, 2026
FROM:	Mandy Kellogg, Director of Administrative Services
SUBJECT:	Consideration of a Resolution to Approve Proposed Loan Term Sheet for 40-unit Affordable Housing Development at 0 Fountain Street.
RECOMMENDED ACTION:	Staff recommends approval of the attached resolution.
PREVIOUS COUNCIL ACTION:	October 22, 2024 - Approval of Resolution 2024-150 committing \$1,100,042 from the Affordable Housing Trust Fund to pay for development impact and water neutrality fees. March 24, 2026 - Approval of Resolution 2026-036 committing \$2.2 million from the Affordable Housing Trust Fund and/or Measure E Fund for the Fountain Street Development.
STATEMENT OF THE PURPOSE:	The purpose is to authorize the City Manager to enter into a new loan agreement on behalf of the City consistent with the attached term sheet to provide total assistance in the amount of \$3,300,042 for the development of a 40-unit affordable housing development at 0 Fountain Street.
FINANCIAL IMPACT:	The total Financial Impact is \$3,300,042 utilizing available funding and future revenue accruals in Fund 751 - Affordable Housing Trust Fund and Fund 752 - Measure E Fund.
CEQA DETERMINATION:	Not a CEQA Project (CEQA Guidelines §15378)

BACKGROUND:

On March 24, 2026, the City Council approved a request from Our Town St Helena and its development partner, Burbank Housing, to appropriate \$2.2 million from the Affordable Housing Trust Fund and/or the Measure E Fund for the Fountain Street affordable housing development. The funds are to be provided in two disbursements; \$1.5 million at construction financing closing and \$700,000 at permanent loan closing. This follows a previous commitment from the City Council on October 22, 2024, to provide \$1,100,042 from the Affordable Housing Trust Fund and/or Measure E Fund to pay for certain development impact fees and the water neutrality fee. (Note: this action also approved a waiver of certain development impact fees which the developer has declined.)

In anticipation of the development team's upcoming tax credit financing application in July 2026, a term sheet was prepared to specify the proposed terms for the future City loan (Attachment No. 1).

DISCUSSION:

The attached term sheet (Attachment No. 1) outlines proposed loan terms for consideration along with a resolution that would authorize the City Manager to enter into a loan agreement with the developer consistent with the terms set forth in the term sheet. The borrower will be Fountain Street Apartments, L.P., a single-purpose limited partnership owned by co-developers Burbank Housing and Our Town St. Helena, with a tax credit equity investor to be admitted as a limited partner at construction closing.

The term sheet proposes that the City would provide a permanent loan in the total amount of \$3,300,042 for a 57-year term at 3 percent simple interest, further detailed below.

- The 57-year term allows for a two-year construction window and a 55-year affordability covenant.
- Of the total, \$2,600,042 would be disbursed at construction financing closing, with \$1.5M of the sum being drawn by the owner, and \$1,100,042 being retained by the City to pay the impact and water neutrality fees.
- The remaining \$700K would be disbursed at permanent financing closing upon the developer's fulfillment of conditions precedent, to be determined when loan documents are prepared.
- Repayment of the loan would occur through 'residual receipts', which are the remaining funds from the development's net revenue after all necessary operating expenses, required reserves, debt service, and other permitted distributions have been paid, as described on the term sheet.
- The City loan may be subordinate to other loans, if required by other lenders or funders.

The proposed terms and loan structure would satisfy the requirements of the Tax Credit Allocation Committee, which will be reviewing and scoring the tax credit financing application that is due in July 2026. As part of the application, the developer will be required to submit a Council-approved resolution, as well as a letter from the City that describes the City's commitment and loan terms.

The attached resolution approves the proposed loan terms and authorizes the City Manager to execute all necessary documents for this loan and provides authority to the City Manager to approve any non-substantive revisions, modifications, or clarifications, provided such changes do not materially alter the intent, scope, or financial terms approved by the City Council.

ENVIRONMENTAL REVIEW:

None.

GOAL:

Goal 5: Enhance Quality of Life

ATTACHMENTS:

1. Resolution - 0 Fountain Street Term Sheet-c1
2. 0 Fountain Street Term Sheet

CITY OF ST. HELENA
RESOLUTION NO. 2026-__

Resolution of the City Council of the City of St. Helena: (1) Approving the Attachment No. 1 Term Sheet; (2) Authorizing a loan to Fountain Street Apartments, L.P. in a total amount of \$3,300,042 for the development of 0 Fountain Street consistent with the term sheet; and (3) Authorizing the City Manager to execute all necessary documents and take all necessary actions to make this loan.

RECITALS

- A. Per SHMC Section 17.30.050, monies deposited in the City of St. Helena's Affordable Housing Trust Funds (Funds 751 and 752) along with any interest earnings on such monies shall be used solely to increase and improve the supply of housing affordable to households of moderate-, low- and very low-income households; and
- B. All revenues from the Affordable Housing Trust Funds are restricted to programs and services for affordable and workforce housing, including activities to increase, improve and preserve the City of St. Helena's supply of rental and for-sale housing for households earning up to 120% of area median income (AMI); and
- C. The 0 Fountain Street Affordable Housing Development (the "Development"), approved by the City of St. Helena (the "City") on October 31, 2025, will provide thirty-nine rental apartments for very low- and low-income households and one apartment for an on-site manager; and
- D. In previous and separate actions, the City Council of the City of St Helena (the "City Council") committed a total of \$3,300,042 from the Affordable Housing Trust Funds to the Development for the purpose of providing a future loan; and
- E. The term sheet attached to this resolution proposes loan terms to be incorporated into the City of St. Helena's loan documents for the project.

RESOLUTION

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

1. The City Council hereby approves a loan in the total principal amount of \$3,300,042, consistent with previous City Council funding commitments to the

Development, from the Affordable Housing Trust Funds to Fountain Street Apartments, L.P., for the development of a 40-unit affordable housing development at 0 Fountain Street in accordance with the term sheet attached hereto as Attachment No. 1, and directs City staff, in consultation with the City Attorney, to prepare a loan agreement, promissory note, deed of trust, regulatory agreement and such other documents as may be necessary or appropriate to evidence and secure the loan, all consistent with the attached term sheet (collectively, the "Loan Documents").; and

2. The City Manager is authorized and directed to execute the Loan Documents and to execute all documents and conduct such actions as necessary to make the loan and conduct City Council's direction as set forth herein; and
3. Authorizes the City Manager to execute the Term Sheet and to approve and execute any non-substantive revisions, modifications, or clarifications thereto, provided such changes do not materially alter the intent, scope, or financial terms approved by the City Council.

Approved at a Regular Meeting of the St. Helena City Council on June 9, 2026, by the following vote:

Mayor Paul Dohring:

Vice Mayor Deasy:

Council Member Barak:

Council Member Diaz:

Council Member Spadarotto:

APPROVED:

ATTEST:

Paul Jamison Dohring, Mayor

Andrew Bradley, City Clerk

ATTACHMENT NO. 1

"0" Fountain Street Affordable Housing Development – Term Sheet City Loan Agreement

Parties to Agreement

- City of St Helena, "Lender"
- Fountain Street Apartments, L.P., "Borrower" (partnership between Burbank Housing and Our Town St Helena)

Subject Property ("Property")

- "0" Fountain Street, St. Helena
- Assessor's Parcel Number 009-660-005

Agreement Type

- Affordable Housing Construction and Permanent Loan Agreement, with conditions precedent (the "Loan Agreement"), for the development of a 40-unit affordable housing development at 0 Fountain Street.
- Secured by Deed of Trust, Nonrecourse Promissory Note
- Regulatory Agreement with covenants to restrict rents for 39 affordable units, to be recorded against the Property

Total Loan Amount

- \$ 3,300,042 (City sources: Affordable Housing Trust Fund, Measure E Fund), includes:
 - \$2,200,000 for design fees, soft costs, and construction costs, committed at March 24, 2026, City Council Meeting (Resolution No. 2026-036), and
 - \$1,100,042 for City impact fees, committed at October 22, 2024 City Council Meeting (Resolution No. 2024-150)
- Of the total commitment, \$2,600,042 is to be disbursed at construction financing closing upon Borrower's fulfillment of Conditions Precedent (\$1,500,000 will be wired to borrower; \$1,100,042 will be deemed disbursed to pay impact fees). The remaining \$700,000 is to be disbursed at permanent financing closing upon Borrower's fulfillment of Conditions Precedent, as agreed to by the City in the Loan Agreement.

Conditions Precedent to Execution of the Loan Agreement

Borrower will enter into a Loan Agreement, Note, Deed of Trust, Regulatory Agreement, and other instruments negotiated by the parties. The Regulatory Agreement will restrict rents to provide for 39 affordable units, for a term of 55 years from the effective date of the Loan Agreement.

Loan Terms

- Loan Agreement may be subordinate to any conventional or bank financing and any other financing party that provides financial assistance (including loans and grants) if required by other lenders or funders; however, the Regulatory Agreement may not be subordinated to

any other lien, except for regulatory agreements of other state or federal government entities, at the sole discretion of the City.

- Permanent loan terms shall be negotiated by the parties and include, but are not limited to:
 - Term: 57 years from effective date of Loan Agreement (runs concurrently with 55-year Regulatory Agreement and allows for two-year construction window)
 - Interest Rate: 3% simple
 - Disbursement: The proceeds of the Loan shall be disbursed in accordance with the provisions of the Loan Agreement.
 - Repayment: Pro rata share of 50% (shared with other government agencies providing grants or loans, if any) of Residual Receipts accruing as of permanent loan conversion and paid annually following receipt of final annual audit for the prior calendar year (usually by May 1 following the calendar year)
 - Operating expenses for calculating Residual Receipts shall include all operating expenses of the Project, as approved by the City. The parties will review the following:
 1. Mandatory debt service.
 2. Developer fee.
 3. Accrued and current partner management fees and property management fees.
 4. Investor indemnities.
 5. Repayment of development advances and operating deficit loans.
 6. Resident services fees and costs.
 7. Deposits into reserves, including any required by other financing parties and replenishing operating reserves.



Agendas Report to the City Council

Agenda Section: CONSENT ITEMS

Department: Police Department

DATE:	June 9, 2026
FROM:	Justin Tharp, Interim Chief of Police / Lieutenant
SUBJECT:	Approval of a Resolution Authorizing the Purchase of the Crossroads E-Ticket and Collision Reporting Systems Utilizing California Office of Traffic Safety Grant Funds.
RECOMMENDED ACTION:	Staff recommends approval of the attached resolution.
PREVIOUS COUNCIL ACTION:	None
STATEMENT OF THE PURPOSE:	The purpose of this staff report is to request City Council approval of a resolution authorizing the purchase and implementation of the Crossroads E-Ticket and Collision Reporting Systems utilizing grant funding awarded through the California Office of Traffic Safety (OTS). The proposed software will modernize the Police Department's traffic citation and collision reporting processes by replacing manual and paper-based workflows with integrated electronic systems. Implementation of the Crossroads systems will improve efficiency, enhance data accuracy, reduce administrative workload for both Officers and Police Records staff, and ensure compliance with state reporting requirements. The purchase supports the Department's ongoing efforts to leverage technology to improve operational effectiveness and traffic safety services while maximizing the use of available grant funding.
FINANCIAL IMPACT:	The total Financial Impact is \$70,653 which will be reimbursed by the Office of Traffic Safety grant awarded in October 2025 in the amount of \$70,750. An annual maintenance and support fee of \$1,400 will be absorbed within the Police Department's operating budget, utilizing COPS funding.
CEQA DETERMINATION:	Not a CEQA Project (CEQA Guidelines §15378)

BACKGROUND:

The St. Helena Police Department is committed to improving traffic safety through effective enforcement, accurate data collection, and compliance with state reporting requirements. To support these efforts, the department was awarded grant funding through the California Office of Traffic Safety (OTS) on October 1, 2025.

The Police Department is requesting authorization to utilize OTS grant funds to purchase the Crossroads E-Ticket Software and the Crossroads Collision Reporting System with SWITRS upload capability. These software solutions will modernize and streamline the department's traffic enforcement and collision reporting processes.

The Crossroads E-Ticket Software allows officers to electronically issue citations in the field, reducing manual data entry, improving citation accuracy, and increasing efficiency in the citation processing workflow. Electronic citations also provide more timely and accurate data for traffic enforcement analysis and reporting. Agencies that have implemented the Crossroads E-Ticket Software have reported up to a 95% reduction in citation errors, significantly reducing the workload on Police Records staff by minimizing the need for citation corrections and manual data entry.

The Crossroads Collision Reporting System provides a comprehensive platform for documenting traffic collisions and collecting standardized collision data. The system includes the capability to electronically upload collision information to the California Highway Patrol's Statewide Integrated Traffic Records System (SWITRS), ensuring compliance with state reporting requirements while reducing Police Records staff workload and minimizing data entry errors.

The Office of Traffic Safety encourages the use of technology that enhances traffic safety programs, improves data collection, and supports evidence-based enforcement efforts. The proposed purchase aligns with the goals and objectives of the OTS grant by providing tools that improve traffic records management, increase operational efficiency, and support traffic safety initiatives within the City of St. Helena. The proposed software is also consistent with the City's ongoing efforts to adopt technology solutions that streamline workflows and improve operational efficiency. Implementation of the Crossroads system will reduce Officer workload during traffic stops by automating citation and collision reporting functions, while significantly decreasing the administrative burden on Police Records staff by replacing many manual data entry and processing tasks with automated workflows.

The purchase of the Crossroads software suite will be fully funded through the awarded Office of Traffic Safety grant and will not require the use of General Fund resources. Minimal ongoing costs associated with software access and updates to be funded by the COPS funding.

The following table provides a detailed breakdown of the proposed expenditures for the Office of Traffic Safety (OTS) Grant funds, totaling \$70,750.00. These funds will be used to support traffic safety initiatives, purchase of software, hardware and training, in accordance with the grant's objectives and approved spending plan.

Vendor/Product	Cost
Crossroads Collision Report Writer System Software	\$36,900.00
Crossroads E-Citation System	\$26,900.00
Levata E-Citation Printers	\$6,853.13
Total Cost:	\$70,653.13

DISCUSSION:

The St. Helena Police Department is seeking authorization to purchase the Crossroads E-Ticket and Collision Management Systems utilizing grant funding awarded through the California Office of Traffic Safety (OTS). The proposed software will replace several manual and paper-based processes currently used for traffic citation issuance and collision reporting, resulting in increased efficiency, improved data accuracy, and reduced administrative workload.

The Crossroads E-Ticket System allows Officers to electronically issue citations from the field using a mobile device, such as the Apple iPhones they are each currently issued. Information such as driver and vehicle data can be entered by scanning the magnetic strip or QR code on the driver's license and vehicle registration, and transmitted directly into the citation processing system. This reduces citation errors, eliminates duplicate data entry, and decreases the time officers spend completing paperwork during traffic enforcement activities. The result is more efficient use of officers' time and improved accuracy of citation. In addition, the system interfaces directly with the Police Department's Records Management System (RIMS), allowing citation data to be seamlessly transferred between systems, improving efficiency, reducing duplicate data entry, and enhancing data accuracy. The Crossroads E-Ticket System is currently utilized by the Napa Police Department, and the Napa County Court is familiar with the software and citation processing workflow. Napa Police Department Traffic Sergeant Aaron Medina highly recommends the Crossroads E-Ticket System based on its ease of use and successful integration with the Napa County Courts.

The Crossroads Collision Reporting System provides officers with a streamlined platform for completing traffic collision reports. The system guides officers through the reporting process, improving report consistency and completeness while reducing report-writing time. The software also includes electronic submission capabilities to the California Highway Patrol's Statewide Integrated Traffic Records System (SWITRS), eliminating the need for manual data entry and mailing by Records staff and ensuring compliance with state reporting requirements. In addition, the system interfaces directly with the Department's Records Information Management System (RIMS), allowing collision report data to be seamlessly transferred between systems, improving efficiency, reducing duplicate data entry, and enhancing data accuracy.

Implementation of both Crossroad systems will improve operational efficiency throughout the Police Department. Officers will spend less time completing administrative tasks and more time available for patrol and community policing activities. Police Records staff will benefit from reduced manual data entry, fewer report and citation corrections, and streamlined records management processes.

Additionally, the enhanced data collection and reporting capabilities provided by the Crossroads systems will support traffic safety analysis, grant reporting requirements, and evidence-based enforcement efforts. Accurate and timely traffic data assists the Department in identifying traffic safety concerns, allocating enforcement resources, and evaluating the effectiveness of traffic safety initiatives.

Because the purchase is funded through an Office of Traffic Safety grant, the City can implement these technology improvements with minimal impact on local funding sources. The proposed purchase supports the City's commitment to operational efficiency, technological modernization, and enhanced public safety services.

ENVIRONMENTAL REVIEW:

None.

GOAL:

Goal 7: Enhance Organizational Effectiveness

ATTACHMENTS:

1. Resolution - Crossroads E-Ticket System
2. Crossroads eCitation System Cost Proposal - St. Helena
3. Crossroads Collision System with CHP Upload Cost Proposal - St. Helena
4. CITY OF ST HELENA ZEBRA ZQ521 PRICING
5. vipform__VIP_FormWizardPDF - OTS eCitation and Collisiom Reporting Grant
Applicaion Final
6. Quarterly Performance Report (QPR)
7. Grant Agreement - TR26034 - signed

CITY OF ST. HELENA
RESOLUTION NO. 2026-

Resolution of the City Council of the City of St. Helena Authorizing the purchase and implementation of the Crossroads E-Ticket and Collision Reporting in the amount of \$70,653 utilizing California Office of Traffic Safety (OTS) Grant Funding and Authorizing the necessary budget adjustments.

RECITALS

A. WHEREAS, the California Office of Traffic Safety awarded the St. Helena Police Department a Traffic Safety Grant effective October 1, 2025, in the amount of \$70,750 to support traffic safety programs and initiatives within the City of St. Helena; and

B. WHEREAS, the grant funding is intended to support traffic safety efforts through the acquisition of equipment, technology, and services that improve traffic enforcement, data collection, and reporting capabilities; and

C. WHEREAS, the St. Helena Police Department has identified the Crossroads E-Ticket System and Crossroads Collision Reporting System as technology solutions that will improve operational efficiency, enhance data accuracy, and streamline traffic citation and collision reporting processes; and

D. WHEREAS, the Crossroads E-Ticket System will allow officers to electronically issue citations in the field, reducing manual data entry, minimizing errors, improving data accuracy, and decreasing the administrative workload associated with citation processing; and

E. WHEREAS, the Crossroads Collision Reporting System will provide a comprehensive platform for traffic collision reporting and includes electronic submission capabilities to the California Highway Patrol's Statewide Integrated Traffic Records System (SWITRS), improving compliance with state reporting requirements and reducing administrative burdens on Police Department personnel; and

F. WHEREAS, both systems interface with the Police Department's Records Information Management System (RIMS), improving workflow efficiency, reducing duplicate data entry, and enhancing records management capabilities; and

G. WHEREAS, implementation of the Crossroads E-Ticket and Collision Reporting Systems will support the City's commitment to operational efficiency, technological

modernization, and the delivery of effective public safety services; and

H. WHEREAS, the purchase and implementation costs associated with the Crossroads E-Ticket and Collision Reporting Systems will be funded through the California Office of Traffic Safety grant and will not require the expenditure of General Fund resources beyond any future maintenance or subscription costs approved through the City's annual budget process.

RESOLUTION

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

1. The City Council of the City of St. Helena hereby authorizes the purchase and implementation of the Crossroads E-Ticket and Collision Reporting Systems utilizing California Office of Traffic Safety grant funding.
2. Authorizes budget amendments in the amount of \$70,653 as follows:

Description	GL Account	Amount
Revenue	101-34-61-49-00	70,653
Expense	101-49-00-26-30	70,653

3. Funding is as follows:

Description	Fund	GL Account	Amount
FY 2026-27 Budget Amendment (Reimbursed with Grant Funding)	General Fund	101-49-00-26-30	70,653
FY 2026-27 Adopted Operating Budget	COPS Fund	224-49-00-21-45	1,400

Approved at a Regular Meeting of the St. Helena City Council on June, 09, 2026, by the following vote:

Mayor Dohring:

Vice Mayor Deasy:

Council Member Barak:

Council Member Diaz:

Council Member Spadarotto:

APPROVED:

Paul Jamison Dohring, Mayor

ATTEST:

Andrew Bradley, City Clerk

Crossroads Software Inc
 407 W Imperial Hwy Ste H # 378
 Brea, CA 92821 US
 +1 7149906433
 kkalberg@crossroadssoftware.com
 www.crossroadssoftware.com

Quote



ADDRESS
St. Helena Police Department 1088 College Avenue St. Helena, CA 94574

SHIP TO
St. Helena Police Department 1088 College Avenue St. Helena, CA 94574

QUOTE #	DATE	EXPIRATION DATE
1322	01/13/2025	01/31/2026

ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
eCitation System	eCitation System (mobile and desktop apps and sync service) - Site License Includes project management and training One-time	1	31,900.00	31,900.00
Court Export Module	Court Export Module One-time	1	2,200.00	2,200.00
RMS Export Module	Interface to Output Citation Records to RMS One-time	1	3,900.00	3,900.00
Maintenance and Support-e-Citation	Annual Maintenance and Support (includes upgrades to new versions as they become available) Recurring-annually	1	900.00	900.00
Agency Discount	Agency Discount (small agency)	1	-12,000.00	-12,000.00

Please remit your payment to the following:
 407 W Imperial Hwy STE H #378
 Brea, CA 92821

SUBTOTAL	26,900.00
TAX	0.00
TOTAL	\$26,900.00

Accepted By

Accepted Date

Crossroads Software Inc
 407 W Imperial Hwy Ste H # 378
 Brea, CA 92821 US
 +1 7149906433
 kkalberg@crossroadssoftware.com
 www.crossroadssoftware.com

Quote



ADDRESS

St. Helena Police Department
 1088 College Avenue
 St. Helena, CA 94574

SHIP TO

St. Helena Police Department
 1088 College Avenue
 St. Helena, CA 94574

QUOTE #	DATE	EXPIRATION DATE
1323	01/13/2025	01/31/2026

ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
Collision Report Writer System	Collision Report Writer System (mobile and desktop apps and sync service) - Site License Includes project management and training One-time	1	18,700.00	18,700.00
RMS Export Module	Interface to Output Collision Records to RMS (SystemName) One-time	1	2,900.00	2,900.00
CHP Upload	Interface to Upload Collision Report Data and Documents to the CHP SWITRS System One-time	1	24,800.00	24,800.00
Maintenance and Support-Collision	Annual Maintenance and Support (includes upgrades to new versions as they become available) Recurring-annually	1	500.00	500.00
Agency Discount	Agency Discount (small agency)	1	-10,000.00	-10,000.00

Please remit your payment to the following:
 407 W Imperial Hwy STE H #378
 Brea, CA 92821

SUBTOTAL	36,900.00
TAX	0.00
TOTAL	\$36,900.00

Accepted By

Accepted Date

Account #	Quote Date	Quote #
512485	2/9/2026	Q1977657

Bill To:

City of St. Helena | Police
1088 College Avenue
St. Helena CA 94574
United States

Ship To:

City of St. Helena | Police
1088 College Avenue
St. Helena CA 94574
United States

Remit To:

Levata US LLC
PO Box 95637
Chicago, IL 60694-5637
1-833-353-8282

Item Description	UoM	Qty	Unit Price	Total
Zebra ZQ521, Direct Thermal Mobile Printer, 203 dpi, 5ips, 4-inch Print Width, Bluetooth, Battery, 0.75" Core, IP54, TAA Compliant, US/Canada.	EA	5	\$855.00	\$4,275.00
Zebra OneCare, Essential, Purchased Within 30 Days Of Printer, 3 Day TAT Available in NA and Mexico Only 5 Day TAT EMEA APAC, ZQ511, ZQ521, 3 Years, Comprehensive	EA	5	\$213.00	\$1,065.00
TrueSupport Basic Plan for Printers 3 Year - Includes: Hardware Help Desk Support, RMA Triage, OEM Service contract mgmt.	EA	0	\$0.00	\$0.00
Zebra, ZQ521, AC Adapter, US (Type A) Cord.	EA	2	\$80.00	\$160.00
Zebra, 4-Bay Power Station, US (Type A) Cord, ZQ500 Series.	EA	1	\$345.00	\$345.00
Zebra, Vehicle Cradle With USB Lock, ZQ521 Series.	EA	0	\$145.00	\$0.00
Zebra, DcDc Vehicle Adapter, Cig, 1224V, ZQ521.	EA	0	\$47.00	\$0.00
Zebra Z-Select 4000D 3.2 mil, Direct Thermal Receipt Paper, 4.0" x 81', High Performance Coated, 0.75" Core, 36 Rolls Per Case.	EA	3	\$189.00	\$567.00

This quote is subject to the Terms and Conditions of Sale listed at <https://www.levata.com/en-us/terms/> ("Terms").

Price does not include shipping unless specified. Price Only Valid for quantity printed.

Levata TrueSupport AND Levata Services Notice: The Customer acknowledges that if declining any of the quoted Levata TrueSupport or Levata Services (such as staging, kitting, and installation), they will be charged for ANY support that they require through Levata at our hourly rates.



Quote prepared by

Jeff Ponce

E : jeff.ponce@levata.com

P : (312) 582-4869

Quote Reference #

Q1977657

Expires: 4/11/2026

Account #	Quote Date	Quote #
512485	2/9/2026	Q1977657

Subtotal	\$6,412.00
Sales Tax	\$441.13
Shipping	

Total	\$6,853.13
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This quote is subject to the Terms and Conditions of Sale listed at <https://www.levata.com/en-us/terms/> ("Terms").

Price does not include shipping unless specified. Price Only Valid for quantity printed.

Levata TrueSupport AND Levata Services Notice: The Customer acknowledges that if declining any of the quoted Levata TrueSupport or Levata Services (such as staging, kitting, and installation), they will be charged for ANY support that they require through Levata at our hourly rates.



Quote prepared by
Jeff Ponce
E : jeff.ponce@levata.com
P : (312) 582-4869

Quote Reference #
Q1977657
Expires: 4/11/2026

Application Information

Application No: 26-006335

Application Type:	Traffic Records	Agency (City or County):	St. Helena	Department (Police Dept, DA Office, etc):	St. Helena Police Department
Authorized Representative:	Andrew Bradley	Additional Contact Email:	abradley@cityofstheleena.gov	DUNS/SAM Number:	VNT8DYY69L47
DUNS/SAM Expiration Date:	3/15/2025	DUNS/SAM Registered Address:	1088 College Ave	DUNS/SAM City:	St. Helena
DUNS/SAM ZIP+4:	94574-1366				

Application Summary

Grants Made Easy Application Titles and Descriptions are pre-populated. For General Grants, provide the Application Title and Application Description.

Application Title:
Traffic Records Improvement Project
Application Description:

State and local agencies need timely, accurate, complete, uniform, integrated, and accessible traffic records to identify and prioritize traffic safety issues, to choose appropriate safety countermeasures and evaluate their effectiveness. Traffic records improvement grants provide traffic safety stakeholders with the ability to improve the quality of the State's crash and citation data through various efforts such as: purchasing equipment or software for electronic reporting of crash data, citation data reporting and collection, improving the compatibility of crash and/or citation data with the state and national data systems, enhancing the ability to analyze trends in crashes, crash outcomes, and contributing factors, etc.

Problem Statement

Describe the problem(s) to be addressed utilizing current data, do not include state or national information.

1. Describe the city, county, or jurisdiction this grant will impact.

Problem Statement:

St. Helena is located in the heart of Napa Valley, 65 miles north of San Francisco, on land that was the traditional homeland of several thousand Indigenous people. Today, it is a historic and picturesque community with a population of approximately 6,000 residents. The City is bisected by State Route 29 (also known as Main Street), which sees an average daily traffic volume of 41,800 vehicles. St. Helena's population swells daily due to visitors drawn by its hospitality and lodging establishments and workers commuting to the area. In 2024, the St. Helena Chamber of Commerce recorded 88,136 pedestrians to Main Street in December alone, with annual pedestrian traffic up 10.5% compared to 2023.

Centrally located in Napa County, St. Helena sits at the heart of the upper Napa Valley, a region celebrated for its rich soils, diverse microclimates, and agricultural success. The City remains a hub for the wine industry, providing resources such as equipment and financing. It also boasts a unique historic charm, attracting visitors with world-class restaurants, shops, art galleries, and some of Napa Valley's oldest wineries. Major economic drivers include agriculture, winemaking, tourism, and education. Local institutions like the Culinary Institute of America contribute to employment and educational opportunities.

St. Helena's vision emphasizes sustainability, economic stability, and environmental stewardship while retaining its small-town charm, rural character, and historic and agricultural heritage. Looking toward 2040, the community aims to remain a well-integrated city with safe neighborhoods, excellent schools, superior public facilities, and thoughtful, well-managed development.

Encompassing five square miles, St. Helena operates as a General Law City under a Council/Manager form of government, with four at-large council members and a directly elected mayor. The City Manager oversees the implementation of Council policies through departments including Administrative Services (Finance, Human Resources, and Utility Billing), Community Development (Building and Planning), Fire, Police, Public Works, and Community Services (Library & Parks and Recreation).

For Fiscal Year 2024-2025, St. Helena's General Fund budget is \$20 million, with a total budget of \$52 million, including Capital Improvement Funds and Water and Wastewater Enterprise Funds. The City's FY2025-2029 Capital Improvement Plan comprises 106 projects across five divisions, totaling \$66.2 million, with \$13.8 million allocated for FY 2024-2025.

2. Describe the problem(s) to be addressed, supported by current and relevant crash data. (most recent calendar year data/stats)

Problem Statement:

The St. Helena Police Department (SHPD) recognizes the importance of accurate, timely, and accessible traffic records to identify safety issues, implement effective countermeasures, and evaluate their success. Currently, traffic collision data is collected manually and then transcribed into the RIMS by SunRidge System. Copies are then physically printed and mailed to be uploaded into the California Highway Patrol's (CHP) Statewide Integrated Traffic Records System (SWITRS), which requires local agencies to submit collision reports. SHPD hopes to streamline this process by using a new collision report writing system with mobile and desktop capabilities that will improve reporting accuracy and efficiency.

As part of the SHPD's manual process, a report is taken at the scene of a collision, then manually added into RIMS. Collision reports are then batch printed and mailed to the CHP monthly. Once received by the CHP they are manually added into SWITRS. This manual process, averages 77 crash reports per year and more than 1,330 traffic citations per year from 2022 to 2024, is labor-intensive and delays the availability of critical traffic safety data.

Upgrading to a fully automated electronic citation (eCitation) and collision reporting system would eliminate manual processes, improve efficiency, maximize the system's SWITRS integration, and ensure timely and accurate data submission. This enhancement supports the Office of Traffic Safety's goal of improving roadway safety through data-driven strategies and initiatives.

The implementation of a comprehensive electronic crash reporting and eCitation system will streamline data sharing with SWITRS, the Police Department's records management system, and local courts. By reducing paperwork and manual data entry, officers will have more time for enforcement activities, enhancing traffic safety, and making St. Helena's streets safer for everyone. Allowing time for additional enforcement activities will also help the City of St. Helena work to achieve goals set in the Napa Valley Transportation Authority's Vision Zero initiative that aims to prioritize roadway safety and eliminate traffic related deaths and serious injuries by 2030.

3. Define the target population the grant intends to serve and how they are affected by the problem(s).

Problem Statement:

The grant aims to benefit residents, pedestrians, drivers, visitors, and the St. Helena Police Department (SHPD), all of whom are directly affected by roadway safety and the efficiency of traffic enforcement and records management.

Accurate and timely traffic records are critical for identifying safety issues, preventing crashes, and reducing fatalities and injuries. However, SHPD’s current manual process for submitting crash reports to the Statewide Integrated Traffic Records System (SWITRS) delays access to vital data needed for analyzing crash trends, implementing safety programs, and conducting timely enforcement.

By upgrading to improved hardware and software for crash reporting and data submission, SHPD can streamline operations, reduce administrative burdens, and focus resources on proactive traffic enforcement and safety initiatives. This enhancement will enable faster identification of high-risk areas, better traffic safety planning, and alignment with the goals of the Roadway Safety and Traffic Records Program: reducing crash-related fatalities and injuries and increasing electronic crash data submissions to SWITRS.

These improvements will make St. Helena’s roadways safer for all users while helping SHPD meet state standards for integrated and accessible traffic records.

Traffic Data Summary:

City Applicants: Complete the table below using the most current local data and update the 20XX years in the table (do not use the OTS Rankings or SWITRS).

County or State Applicants: Complete the table below using SWITRS data and update the 20XX years in the table.

Law Enforcement Agencies: Complete the table below on electronic vs paper crash reporting. Please contact OTS if you have any questions.

Crash Type	2022		2023		2024	
	Crashes (79)	Victims	Crashes (88)	Victims	Crashes (65)	Victims
Fatal	-	-	-	-	1	1
Injury	1	2	1	2	1	1

Agency Name	Paper	Electronic	Total	Percentage
2022	1,432	0	1,432	100% paper 0% electronic
2023	805	0	805	100% paper 0% electronic
2024	1,035	0	1,035	100% paper 0% electronic

Proposed Solution



Equity:

The St. Helena Police Department (SHPD) recognizes equity as a core principle in its traffic safety efforts. SHPD works to ensure that all road users—regardless of income, race, ethnicity, age, or ability—are protected and prioritized. The SHPD uses data-driven approaches to identify high-risk areas and vulnerable populations disproportionately impacted by traffic crashes. By tailoring safety initiatives to meet the needs of underserved and marginalized communities, SHPD strives to address inequities and promote safer roadways for all. Community engagement is central to these efforts, with SHPD actively seeking input from residents to ensure their concerns and needs are reflected in traffic safety programs and enforcement activities.

The proposed grant activities will advance equity by prioritizing vulnerable populations and communities disproportionately affected by traffic crashes and dangerous driving behaviors (speeding, DUI, etc.). Through upgraded technology, such as automated crash reporting and eCitation systems, SHPD will improve the accuracy and timeliness of traffic data, enabling a more precise understanding of crash trends and their impact on underserved communities. This data will guide targeted enforcement and education initiatives aimed at reducing fatalities and injuries among these populations.

SHPD will also continue to engage with our community to ensure that grant-funded activities are responsive to each unique need. Outreach efforts will focus on including marginalized voices in the planning and implementation of traffic safety initiatives. By incorporating an equity lens into all aspects of the grant activities, SHPD will promote safer travel for all road users while addressing historic disparities in transportation safety outcomes.

Strategies:

The St. Helena Police Department (SHPD) is committed to replacing its current paper-based ticketing and crash reporting processes with a modern, automated solution to improve efficiency, accuracy, and traffic safety outcomes. The department's strategy includes the following key steps:

1. **Acquisition of Technology and Tools:** SHPD will acquire eCitation devices and an automated crash reporting system that integrates seamlessly with existing platforms and the Statewide Integrated Traffic Records System (SWITRS). The new tools will streamline the capture, processing, and submission of traffic data.
2. **Training and Implementation:** Officers and administrative staff will undergo comprehensive training on the use of eCitation devices and the automated reporting system. This ensures all personnel are proficient in using the new technology and understand its role in improving operations.
3. **Streamlining Data Submission:** The automated system will eliminate the need for manual batch printing and shipping of crash reports to SWITRS. Data will be electronically submitted in real-time, ensuring timely availability for analysis and decision-making.
4. **Enhanced Traffic Data Analysis:** By digitizing citations and crash reports, SHPD will create a more robust and accessible traffic records database. This will enable the department to identify high-risk areas and trends more effectively, supporting data-driven safety initiatives and enforcement strategies.
5. **Reallocation of Resources:** Automating ticketing and crash reporting will reduce the administrative burden on officers, allowing them to focus on proactive traffic enforcement, community engagement, and safety programs.
6. **Community Engagement:** SHPD will communicate these advancements to the community, emphasizing how the transition to eCitation and automated crash reporting improves efficiency, enhances safety, and aligns with the broader goal of equitable and effective traffic enforcement.

By implementing these steps, SHPD will address the inefficiencies of paper-based processes, reduce errors, and ensure accurate and timely reporting, ultimately contributing to safer roadways for all users.

Agency Qualifications:

The St. Helena Police Department (SHPD) and the City of St. Helena possess the resources, experience, and skills necessary to effectively manage the proposed grant. With a proven track record of managing local, state, and federal grants, both SHPD and the City have the administrative infrastructure, policies, and personnel in place to ensure successful implementation and compliance with all grant requirements.

Adequacy of Staffing Levels: The SHPD has sufficient staffing levels to successfully complete the requested grant activities. The department is supported by experienced program staff, administrative personnel, and law enforcement officers who are fully capable of directly executing the project's objectives. Additionally, SHPD can rely on the City's Finance Division to handle expense tracking and reporting, ensuring accurate financial management.

If needed, SHPD and the City are prepared to adjust workloads or utilize existing partnerships to accommodate any additional responsibilities related to grant implementation, ensuring all activities are completed efficiently and effectively.

Program and Fiscal Staff Qualifications: The SHPD staff overseeing the grant activities are highly qualified, with extensive experience in law enforcement operations, traffic safety initiatives, and data analysis. The team has the expertise to implement new systems and train personnel in their use.

The City of St. Helena's Finance Division includes staff with many years of experience in grant administration, managing budgets, monitoring expenditures, and ensuring compliance with grant requirements. If necessary, SHPD staff and/or Finance Division staff can also undergo additional training to ensure familiarity with the new systems and processes introduced by the grant.

Contract Procurement Method and Timeline: The City of St. Helena uses a competitive contract procurement process that aligns with state and federal guidelines, ensuring transparency and cost-effectiveness. This process typically involves issuing Requests for Proposals (RFPs), evaluating bids, and selecting vendors based on their qualifications, experience, and pricing.

For smaller-scale procurements, the procurement team may request quotes directly from specific companies, requiring a minimum of three quotes to ensure competitive pricing and quality.

The estimated timeline for finalizing and approving contracts ranges from 60 to 120 days, depending on the complexity of the procurement.

With experienced personnel, established management processes, and a commitment to transparency, the City of St. Helena and SHPD are well-prepared to efficiently manage the procurement process for the proposed grant, ensuring timely implementation and successful outcomes.

Community Collaboration and Engagement

Provide a description of the community collaboration and engagement activities that will be conducted and/or participated in by your department and addresses traffic safety. Community collaboration and engagement allows for the appropriate department personnel to engage in conversations to both share information and receive input from the community members regarding traffic safety.

Community Collaboration and Engagement:

The St. Helena Police Department (SHPD) prioritizes community collaboration and engagement as essential elements of its traffic safety initiatives. These activities foster open communication, allowing SHPD to both share critical traffic safety information and receive valuable input from community members. The following activities will be conducted or participated in by SHPD to address traffic safety:

1. **Traffic Safety Workshops and Public Forums:** SHPD will host workshops and forums to educate residents, drivers, and pedestrians on traffic safety issues, recent collision trends, and strategies for improving roadway safety. These events will also serve as opportunities for community members to voice concerns and offer feedback on traffic safety measures.
2. **School and Youth Outreach Programs:** SHPD will collaborate with local schools to provide educational programs for students, emphasizing pedestrian and bicycle safety, safe driving habits, and the importance of following traffic laws. Engaging youth helps build a culture of safety within the community.
3. **Neighborhood Meetings:** SHPD officers will attend neighborhood association meetings to discuss traffic safety issues specific to individual areas, such as speeding concerns, high-risk intersections, and pedestrian safety. These meetings will allow for direct engagement with residents and the identification of localized solutions.
4. **Partnerships with Local Organizations:** SHPD will work with community groups, businesses, nonprofits, and local advocacy groups to raise awareness about traffic safety and encourage community-wide participation in safety initiatives.
5. **Communications Outreach:** SHPD and the City of St. Helena will leverage social media, the City's email newsletter (sent biweekly), and the City's website to share timely information on traffic enforcement efforts, safety tips, and ongoing projects. Online platforms and offline community participation at events like National Night Out, the City's annual 4th of July celebration, and the City's annual Harvest Festival also provide a space for residents to ask questions and engage in dialogue with department personnel.
6. **Traffic Enforcement and Visibility Events:** SHPD will conduct visible traffic enforcement campaigns, such as speed awareness operations and pedestrian safety operations, paired with community education efforts to highlight the importance of safe driving behaviors.
7. **Data-Driven Community Reporting:** SHPD may regularly share traffic collision and citation data with the public, demonstrating transparency and helping community members understand the rationale behind traffic safety initiatives.

Through these collaborative efforts, SHPD will strengthen relationships with the community, ensure traffic safety programs are responsive to local needs, and work collectively to create safer roadways for all.

Goals

Description
Reduce the number of persons killed in traffic crashes.
Reduce the number of persons injured in traffic crashes.
To improve the timeliness, accuracy, completeness, uniformity, accessibility, and integration of the California Traffic Records System.
Custom Description
Specific: Implement an electronic citation (eCitation) system to replace handwritten citations, improving efficiency, accuracy, and record-keeping. Measurable: Successfully equip 100% of patrol officers with eCitation devices and train them on usage within 60 days. Ensure that at least 90% of citations are issued electronically within six months of implementation. Achievable: Work with a selected vendor to install and integrate the system with SHPD's records management system. Conduct officer training sessions and resolve technical issues before full deployment. Relevant: Enhancing citation efficiency aligns with SHPD's goals of improving operational effectiveness, reducing paperwork, and minimizing errors. Time-bound: Complete procurement and training within 180 days of grant funding.
Specific: Deploy a mobile/digital crash report writing system for SHPD officers to complete and submit reports electronically from the field and integrates with SWITRS. Measurable: Equip all patrol vehicles, train officers within 60 days of receiving devices, and ensure 90% of reports are electronic within six months. Achievable: Select a vendor, integrate with SHPD's system, and provide training before full deployment. Relevant: Enhances efficiency, accuracy, and response times by reducing paperwork. Time-bound: Complete procurement and training within 180 days of grant funding.

Objectives

Included	Target Number	Description
Yes	5	Purchase and implement a new electronic crash reporting solution or upgrade an existing electronic crash reporting system to allow for submission of complete crash reports to the California Highway Patrol's Statewide Integrated Traffic Records System (SWITRS), and/or to a departmental records management system (RMS) as applicable.
Yes	5	Purchase and implement a new complete electronic citation reporting solution or upgrade an existing electronic citation reporting system that includes the capability of exporting data to both a departmental records management system (RMS) as well as to the local court records system, if and when the local court can receive electronic citation data.
Yes	1	To complete security requirement with the California Highway Patrol (CHP) for access to CHP data.
Yes	1	Begin electronic submission of crash reports to California Highway Patrol (CHP).
Included	Target Number	Custom Description

Method of Procedure

Phase 1 - Program Preparation:

- Determine specific system traffic records (i.e., crash or citation) data system requirements.
- Determine specific equipment requirements.
- Request vendor price quotation per host agency requirements.
- Procure an electronic crash reporting system with the following functionalities:
 - System licensing with installation and training vendor.
 - GIS based mapping.
 - Segment crash diagramming tool.
 - Ability to create or import crash reports.
 - Ability to import and export agency RMS files.
 - Ability to perform complete analysis of crash reports.
 - Secure database accessibility by appropriate agency personnel.
 - Ability to electronically transfer complete crash report to the California Highway Patrol's Statewide Integrated Traffic Records System.
- Procure an electronic citation system with the following functionalities:
 - System licensing with installation and training.
 - Ability to electronically transfer and maintain the agency's citation data.
 - Ability to analyze of agency's citation reports.
 - Secure database accessibility by appropriate agency personnel.
 - Ability to export complete citation reports to the local county court.

Phase 1 - Program Preparation Addendum:

Phase 2 - Program Operations:

- Select vendor for system development, implementation, and installation.
- Monitor and oversee progress of system/software development.

Phase 2 - Program Operations Addendum:

Phase 3 - Data Collection:

- Prepare and submit grant claims invoice (due January 30, April 30, July 30, and October 30).
 - Successful project completion and confirmation of successful electronic transmission of crash reports by the California Highway Patrol is required before submission of invoice claims seeking reimbursement from OTS.
- Prepare and submit quarterly performance reports (due January 30, April 30, July 30, and October 30).
 - Collect and report quarterly appropriate data that supports the progress of goals and objectives.
 - Provide a summary of quarterly accomplishments and explanations for objectives not completed.
 - Collect, analyze, and report statistical data relating to the grant goals and objectives.

Phase 3 - Data Collection Addendum:

Budget

Personnel Costs

Hourly Rates - When requesting hours for personnel, enter them as straight time or overtime (for Enforcement Overtime, please use section below) and include the amount of hours that they will spend on grant operations. Example: Personnel getting paid 100% by the grant working a full year at \$41.00 per hour would be entered as Straight time, 2080 Units, \$41.00 Unit cost or Rate, and 100% Percent Paid by Grant. This gives a total of \$85,280.00 for the year.

Benefits – If requesting benefits for personnel, enter all benefits as a separate line item for each. Start the Item Name with the word 'Benefits', enter the corresponding straight time or overtime total amount in the Unit Cost or Rate, and enter the Benefits Rate to have the system calculate Benefit Costs. (Unit Cost) X (Benefits Rate) = Benefit Costs. To properly relate benefits to the correct personnel line item use the Display Order field, for example use 100.0 for Display Order for the personnel line item and 100.1 for Display Order for the associated Benefits.

Display Order	Cost Category	Item Name	Position Type	Benefit Rate	Unit Cost or Rate	Units	Percent Paid by Grant	Calculated Cost to Grant
Display Order	Cost Category	Enforcement Activity	Item Name	Unit Cost or Rate	Units	Calculated Cost to Grant		

Personnel Costs: \$0.00

Travel Expenses

Display Order	Cost Category	Item Name	Unit Cost or Rate	Units	Calculated Cost to Grant
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Travel Expenses: \$0.00

Contractual Services

Do not include brand names or names of specific organizations.

Display Order	Cost Category	Item Name	Unit Cost or Rate	Units	Calculated Cost to Grant
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Contractual Services: \$0.00

Equipment (must have Unit Cost of at least \$10,000 including tax and shipping)

Do not include brand names or names of specific organizations.

Please include an equipment quote in the Upload Documents Tab.

NOTE : When creating a new "Equipment" budget item, the *Standard Language Item* drop down list may not be available. When this is the case, complete only the required fields and save the budget item. Once saved, select the *Edit* button (pencil icon); the *Standard Language Item* drop down list will be available for selection. Alternatively, if not requesting a *Standard Language Item*, please utilize the *Custom Narrative* field to enter an appropriate narrative.

Display Order	Cost Category	Item Name	Unit Cost or Rate	Units	Calculated Cost to Grant
400.0	D. Equipment	Complete Electronic Citation Data Collection System	\$26,900.00	1	\$26,900.00
400.0	D. Equipment	Complete Traffic Crash Database System	\$36,900.00	1	\$36,900.00

Equipment: \$63,800.00

Other Direct Costs (must have Unit Cost of less than \$10,000, including tax and shipping)

Do not include brand names or names of specific organizations.

NOTE : When creating a new "Other Direct Cost" budget item, the *Standard Language Item* drop down list may not be available. When this is the case, complete only the required fields and save the budget item. Once saved, select the *Edit* button (pencil icon); the *Standard Language Item* drop down list will be available for selection. Alternatively, if not requesting a *Standard Language Item*, please utilize the *Custom Narrative* field to enter an appropriate narrative.

Display Order	Cost Category	Item Name	Unit Cost or Rate	Units	Calculated Cost to Grant
500.0	E. Other Direct Costs	Mobile Printer	\$564.99	5	\$2,824.95
500.0	E. Other Direct Costs	Thermal Paper Rolls	\$74.95	5	\$374.75

Other Direct Costs: \$3,199.70

Indirect Costs

NOTE - Entry for Indirect Cost is different than prior years. Please read instructions carefully.

Item Name should indicate the % and the types of costs subject to the Indirect Cost Rate e.g. 15% of Salaries and Benefits. Enter one Unit Cost equal to the estimated Indirect Costs.

Indirect Cost Rate must be supported by a federally approved indirect cost rate letter and uploaded to the application.

Display Order	Cost Category	Item Name	Units	Unit Cost or Rate	Calculated Cost to Grant
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Indirect Costs: \$0.00

Total Requested Funding: \$66,999.70

Narrative Review

Review and update Narrative for Budget Items

Cost Category	Item	Narrative	Custom Narrative
D. Equipment	Complete Electronic Citation Data Collection System	A traffic citation data collection system, using hand-held device, to collect citation data electronically in the field, print a violator copy of the citation, and transfer the information electronically to the agency's RMS system and the courts for prosecution. The system will be used by traffic officers to improve the efficiency and accuracy of writing traffic citations. Costs may include the purchase of electronic citation devices, mag-strip readers, fingerprint readers, audio recorders, cameras, docking/charging stations, software, licenses, accessories, training, and associated shipping and taxes.	price includes eCitation System (mobile and desktop apps and sync service), court export module, interface to output citation records to ROMS, annual maintenance and support, and an agency discount.
D. Equipment	Complete Traffic Crash Database System	A traffic crash database to collect, analyze, and display crash and enforcement data, including a full featured module for analysis, allowing queries for top ranking lists of locations, breakdowns by cause, type, injury, conditions, and many other attributes. Queries and Reports will be provided in a variety of formats including pie charts, bar charts, and summaries. The system provides for crash mapping on Google Earth, ESRI GIS, or similar mapping products. Costs may include laptop/desktop computers, software and licenses, printers, accessories, training, and associated shipping and taxes.	Includes Collision Report Writer System (mobile and desktop apps and sync service), Interface to Output Collision Records to RMS, Interface to Upload Collision Report Data and Documents to the CIHP SWITRS System, Annual Maintenance and Support, and an agency discount
E. Other Direct Costs	Thermal Paper Rolls		Thermal Paper Rolls 4" by 80' - 36 rolls per case
E. Other Direct Costs	Mobile Printer	Mobile printers to be used with electronic citation devices for traffic officers to print the citation in the field. Costs include the purchase of the printer, accessories, and associated shipping and taxes.	Mobile Label Printer, Direct Thermal, 203 dpi; 5ips; 40inch Print Width

Upload Documents (Optional)

Please try to include all information in the application itself, but if necessary, upload additional documents here

Document Name	Update Date/Time
Application Report 2025-01-30 22:31:09.pdf	1/30/2025 2:31 PM
eCitation System - Crossroads Software One Sheet.pdf	1/23/2025 6:56 PM
Zebra ZQ521 Mobile Printer.pdf	1/23/2025 6:56 PM
Zebra ZQ521 Mobile Printer Paper.pdf	1/23/2025 6:56 PM
Crossroads eCitation System Cost Proposal - St. Helena.pdf	1/23/2025 6:55 PM
Crossroads Collision System with CHP Upload Cost Proposal - St. Helena.pdf	1/23/2025 6:55 PM

Evaluation, Support, and Submittal

Evaluation, Support, and Submittal

Method of Evaluation:

Using the data compiled during the grant, the Grant Director will complete the "Final Evaluation" section in the fourth/final Quarterly Performance Report (QPR). The Final Evaluation should provide a brief summary of the grant's accomplishments, challenges and significant activities. This narrative should also include whether goals and objectives were met, exceeded, or an explanation of why objectives were not completed.

Administrative Support:

This program has full administrative support, and every effort will be made to continue the grant activities after grant conclusion.

Total Requested Funding:

\$66,999.70

Grant Summary

Grant Number:	TR26034	Grant Title:	Traffic Records Improvement Project	Agency:	St. Helena Police Department
Agency Department to Administer Grant:	St. Helena Police Department	Authorizing Official:	Anil Comelo	Primary Contact:	Justin Tharp
Grant Period:	10/1/2025 to 9/30/2026	Unlocked Quarter:	Q3	Agreement Total:	\$70,750.00

Grant Description:

State and local agencies need timely, accurate, complete, uniform, integrated, and accessible traffic records to identify and prioritize traffic safety issues, to choose appropriate safety countermeasures and evaluate their effectiveness. Traffic records improvement grants provide traffic safety stakeholders with the ability to improve the quality of the State's crash and citation data through various efforts such as: purchasing equipment or software for electronic reporting of crash data, citation data reporting and collection, improving the compatibility of crash and/or citation data with the state and national data systems, enhancing the ability to analyze trends in crashes, crash outcomes, and contributing factors, etc.

Authorizing Officials

Authorizing Official of OTS:	Stephanie Dougherty	Authorizing Official:	Anil Comelo	Accounting Officer of OTS:	Carolyn Vu
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Fund Number	Estimated FAIN Number
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QPR Overview

Quarterly Performance Report

Grant Number:	TR26034	Agency Department to Administer Grant:	St. Helena Police Department	Grant Title:	Traffic Records Improvement Project
Q1 Submit Date:	2/13/2026	Q2 Submit Date:	5/1/2026	Q3 Submit Date:	Q4 Submit Date:

Quarterly Overview

Provide a brief list of activity conducted, procurement of grant-funded items, and significant media activities. Narrative also could include status of grant-funded personnel, status of contracts, challenges, or special accomplishments.

Q1 Overview:

Press release completed and posted. Grant researched assigned to Officer/Records Supervisor to research possible e-ticket vendors that will compatible with our RIMS CAD Records System.

Q2 Overview:

Crossroads provided product demonstration. City attorney is currently completing Professional Service Agreement Chief of Police is completing staff report for the City Council approval. Staff report for authentication of the purchase is projected to go to May 26, 2026 City Council meeting.

Q3 Overview:

Q4 Overview:

Equipment Purchased over \$10,000

Report on Equipment purchase(s) (over \$10,000) status. If delayed, include justification and reasons for delay. Detail steps taken to accomplish purchase and steps still required, i.e., bid, purchase order or requisition, delivery, invoice received and/or paid, etc. **Once purchase is complete, report on the use of the equipment in subsequent quarters.**

Equipment Purchased / Usage Q1:

NONE

Equipment Purchased / Usage Q2:

NONE

Equipment Purchased / Usage Q3:

Equipment Purchased / Usage Q4:

QPR Objectives Narrative

GME Measure	Target Number	QPR Data Entered	Data Point Item	Description	Q1 Narrative	Q1 Value	Q2 Narrative	Q2 Value	Q3 Narrative
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OB857	1	☐	☐	Purchase and implement a new electronic crash reporting solution or upgrade an existing electronic crash reporting system to allow for submission of complete crash reports to the California Highway Patrol's Statewide Integrated Traffic Records System (SWITRS), and/or to a departmental records management system (RMS) as applicable. Assigned Officer to research various Softwares/hardwares for electronic crash reporting solutions and upgrade an existing electronic crash reporting systems to allow for submission of complete crash reports to the California Highway Patrol's Statewide Integrated Traffic Records System (SWITRS), and/or to a departmental records management system (RMS) as applicable. Reach out to agencies actively using products. Records manager is working with CAD provider (RIMS) to confirm compatibility with Software/hardware providers.	0	Crossroads provided product demonstration. City attorney is currently completing Professional Service Agreement Chief of Police is completing staff report for the City Council approval. Staff report for authentication of the purchase is projected to go to May 26, 2026 City Council meeting.	0
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OB858	1	☐	☐	Purchase and implement a new complete electronic citation reporting solution or upgrade an existing electronic citation reporting system that includes the capability of exporting data to both a departmental records management system (RMS) as well as to the local court records system, if and when the local court can receive electronic citation data.	Assigned Officer to research various electronic citation reporting solutions that includes the capability of exporting data to both a departmental records management system (RMS) as well as to the local court records system, if and when the local court can receive electronic citation data. Records Manager is involved to make sure all systems will be compatible.	0	Quote have obtained and vendor Crossroads has been selected for its existing integration into the Napa Courts and its compatibility with SHPD's CAD System RIMS.	0
OB904	1	☐	☐	To complete security requirement with the California Highway Patrol (CHP) for access to CHP data.	N/A	0	N/A	0
OB905	1	☐	☐	Begin electronic submission of crash reports to California Highway Patrol (CHP).	N/A	0	N/A	0

QPR Data Points

Enter Federal Fiscal Base Year

Data Source Federal Fiscal Year:	Base Year Data Source:
2025	RIMS CAD System

Enter Federal Fiscal Base Year Data

GME Measure	Data Point Text	Base Q1 Value	Base Q2 Value	Base Q3 Value	Base Q4 Value	Base Total
G001	Number of persons killed in traffic crashes.	0	0	0	0	0
G002	Number of persons injured in traffic crashes.	5	4	1	3	13

Goal Data Points - Enter Operational Data for Current FY if Known

GME Measure	Data Point Text	Q1 Value	Q2 Value	Q3 Value	Q4 Value	Total	%Change
G001	Number of persons killed in traffic crashes.	0	1	0	0	1	
G002	Number of persons injured in traffic crashes.	2	1	0	0	3	-76.9%

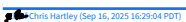
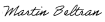
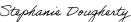
Objective Data Points - Enter Operational Data for Current Quarter

GME Measure	Data Point Text	Target	Q1 Entry	Q2 Entry	Q3 Value	Q4 Value	Total	%Change
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Final Evaluation

Submit QPR

By clicking Submit, I CERTIFY that I am duly appointed and acting officer of the herein named agency; that the costs being claimed herein are in all respects true, correct, and in accordance with the contract provisions; that funds were expended or obligated during the grant period; and the net amount claimed above has not been previously presented to or reimbursed through the Office of Traffic Safety.

1. GRANT TITLE Traffic Records Improvement Project	
2. NAME OF AGENCY St. Helena Police Department	3. Grant Period From: 10/01/2025 To: 09/30/2026
4. AGENCY UNIT TO ADMINISTER GRANT St. Helena Police Department	
5. GRANT DESCRIPTION State and local agencies need timely, accurate, complete, uniform, integrated, and accessible traffic records to identify and prioritize traffic safety issues, to choose appropriate safety countermeasures and evaluate their effectiveness. Traffic records improvement grants provide traffic safety stakeholders with the ability to improve the quality of the State's crash and citation data through various efforts such as: purchasing equipment or software for electronic reporting of crash data, citation data reporting and collection, improving the compatibility of crash and/or citation data with the state and national data systems, enhancing the ability to analyze trends in crashes, crash outcomes, and contributing factors, etc.	
6. Federal Funds Allocated Under This Agreement Shall Not Exceed: \$70,750.00 Allocation is contingent upon availability of federal funds.	
7. TERMS AND CONDITIONS: The parties agree to comply with the terms and conditions of the following which are by this reference made a part of the Agreement: - Schedule A – Problem Statement, Goals and Objectives and Method of Procedure - Schedule B – Detailed Budget Estimate and Sub-Budget Estimate (if applicable) - Schedule B-1 – Budget Narrative and Sub-Budget Narrative (if applicable) - Exhibit A – Certifications and Assurances - Exhibit B* – OTS Grant Program Manual - Exhibit C – Grant Electronic Management System (GEMS) Access *Items shown with an asterisk (*), are hereby incorporated by reference and made a part of this agreement as if attached hereto. These documents can be viewed at the OTS home web page under Grants: www.ots.ca.gov. We, the officials named below, hereby swear under penalty of perjury under the laws of the State of California that we are duly authorized to legally bind the Grant recipient to the above described Grant terms and conditions. IN WITNESS WHEREOF, this Agreement has been executed by the parties hereto.	
8. Approval Signatures	
A. GRANT DIRECTOR NAME: Chris Hartley TITLE: Chief of Police EMAIL: chartley@cityofsthelena.gov PHONE: (707) 967-2850 ADDRESS: 1088 College Avenue St. Helena, CA 94574  _____ (Signature) Sep 16, 2025 _____ (Date)	B. AUTHORIZING OFFICIAL ADDRESS: Anil Comelo City Manager acomelo@cityofsthelena.gov (707) 968-2744 1088 College Avenue St. Helena, CA 94574  _____ (Signature) Sep 16, 2025 _____ (Date)
C. FISCAL OFFICIAL ADDRESS: Martin Beltran Finance Manager mbeltran@cityofsthelena.gov (707) 968-2746 1088 College Avenue St. Helena, CA 94574  _____ (Signature) Sep 16, 2025 _____ (Date)	D. AUTHORIZING OFFICIAL OF OFFICE OF TRAFFIC SAFETY ADDRESS: Stephanie Dougherty Director stephanie.dougherty@ots.ca.gov (916) 509-3030 2208 Kausen Drive, Suite 300 Elk Grove, CA 95758  _____ (Signature) Sep 30, 2025 _____ (Date)

E. ACCOUNTING OFFICER OF OFFICE OF TRAFFIC SAFETY NAME: Carolyn Vu ADDRESS: 2208 Kausen Drive, Suite 300 Elk Grove, CA 95758	9. SAM INFORMATION SAM #: VNT8DYY69L47 REGISTERED ADDRESS: 1088 College Ave CITY: St. Helena ZIP+4: 94574-1854
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10. PROJECTED EXPENDITURES						
FUND	CFDA	ITEM/APPROPRIATION	F.Y.	CHAPTER	STATUTE	PROJECTED EXPENDITURES
405c TR-26	20.616	0521-0890-101	2025	04/25	BA/25	\$70,750.00
				AGREEMENT TOTAL		\$70,750.00
				AMOUNT ENCUMBERED BY THIS DOCUMENT		\$70,750.00
<i>I CERTIFY upon my own personal knowledge that the budgeted funds for the current budget year are available for the period and purpose of the expenditure stated above.</i>				PRIOR AMOUNT ENCUMBERED FOR THIS AGREEMENT		\$ 0.00
				TOTAL AMOUNT ENCUMBERED TO DATE		\$70,750.00
OTS ACCOUNTING OFFICER'S SIGNATURE			DATE SIGNED			
 Carolyn Vu (Sep 16, 2025 16:55:31 PDT)			Sep 16, 2025			

1. PROBLEM STATEMENT

Describe the city, county, or jurisdiction this grant will impact.

St. Helena is located in the heart of Napa Valley, 65 miles north of San Francisco, and encompasses five square miles on land that was the traditional homeland of several thousand Indigenous people. Today, it is a historic and picturesque community with a population of approximately 6,000 residents. The City is bisected by State Route 29 (also known as Main Street), which sees an average daily traffic volume of 41,800 vehicles. St. Helena's population swells daily due to visitors drawn by its hospitality and lodging establishments and workers commuting to the area. In 2024, the St. Helena Chamber of Commerce recorded 88,136 pedestrians to Main Street in December alone, with annual pedestrian traffic up 10.5% compared to 2023.

Centrally located in Napa County, St. Helena sits at the heart of the upper Napa Valley, a region celebrated for its rich soils, diverse microclimates, and agricultural success. The City remains a hub for the wine industry, providing resources such as equipment and financing. It also boasts a unique historic charm, attracting visitors with world-class restaurants, shops, art galleries, and some of Napa Valley's oldest wineries. Major economic drivers include agriculture, winemaking, tourism, and education. Local institutions like the Culinary Institute of America contribute to employment and educational opportunities.

St. Helena's vision emphasizes sustainability, economic stability, and environmental stewardship while retaining its small-town charm, rural character, and historic and agricultural heritage. Looking toward 2040, the community aims to remain a well-integrated city with safe neighborhoods, excellent schools, superior public facilities, and thoughtful, well-managed development.

Describe the problem(s) to be addressed, supported by current and relevant crash data. (most recent calendar year data/stats).

The St. Helena Police Department (SHPD) recognizes the importance of accurate, timely, and accessible traffic records to identify safety issues, implement effective countermeasures, and evaluate their success. Currently, traffic crash data is collected manually and then transcribed into the RIMS by SunRidge System. Copies are then physically printed and mailed to be uploaded into the California Highway Patrol's (CHP) Statewide Integrated Traffic Records System (SWITRS), which requires local agencies to submit crash reports. SHPD hopes to streamline this process by using a new crashreport writing system with mobile and desktop capabilities that will improve reporting accuracy and efficiency.

As part of the SHPD's manual process, a report is taken at the scene of a crash, then manually added into RIMS. Crash reports are then batch printed and mailed to the CHP monthly. Once received by the CHP they are manually added into SWITRS. This manual process, averages 77 crash reports per year and more than 1,330 traffic citations per year from 2022 to 2024, is labor-intensive and delays the availability of critical traffic safety data.

Upgrading to a fully automated electronic citation (eCitation) and crash reporting system would eliminate manual processes, improve efficiency, maximize the system's SWITRS integration, and ensure timely and accurate data submission. This enhancement supports the Office of Traffic Safety's goal of improving roadway safety through data-driven strategies and initiatives.

The implementation of a comprehensive electronic crash reporting and eCitation system will streamline data sharing with California Highway Patrol SWITRS program, the SHPD's records management system, and local courts. By reducing paperwork and manual data entry, officers will have more time for enforcement activities, enhancing traffic safety, and making St. Helena's streets safer for everyone. Allowing time for additional enforcement activities will also help the City of St. Helena work to achieve goals set in the Napa Valley Transportation Authority's Vision Zero initiative that aims to prioritize roadway safety and eliminate traffic related deaths and serious injuries by 2030.

Define the target population the grant intends to serve and how they are affected by the problem(s).

The grant aims to benefit residents, pedestrians, drivers, visitors, and the St. Helena Police Department (SHPD), all of whom are directly affected by roadway safety and the efficiency of traffic enforcement and records management.

Accurate and timely traffic records are critical for identifying safety issues, preventing crashes, and reducing fatalities and injuries. However, SHPD's current manual process for submitting crash reports to CHP SWITRS delays access to vital data needed for analyzing crash trends, implementing safety programs, and conducting timely enforcement.

By upgrading to improved hardware and software for crash reporting and data submission, SHPD can streamline operations, reduce administrative burdens, and focus resources on proactive traffic enforcement and safety initiatives. This enhancement will enable faster identification of high-risk areas, better traffic safety planning, and alignment with the goals of the Roadway Safety and Traffic Records Program: reducing crash-related fatalities and injuries and increasing electronic crash data submissions to SWITRS.

These improvements will make St. Helena's roadways safer for all users while helping SHPD meet state standards for integrated and accessible traffic records.

2. PERFORMANCE MEASURES

A. Goals:

1. Reduce the number of persons killed in traffic crashes.
2. Reduce the number of persons injured in traffic crashes.

B. Objectives:

1. Purchase and implement a new electronic crash reporting solution or upgrade an existing electronic crash reporting system to allow for submission of complete crash reports to the California Highway Patrol's Statewide Integrated Traffic Records System (SWITRS), and/or to a departmental records management system (RMS) as applicable.	Target Number 1
2. Purchase and implement a new complete electronic citation reporting solution or upgrade an existing electronic citation reporting system that includes the capability of exporting data to both a departmental records management system (RMS) as well as to the local court records system, if and when the local court can receive electronic citation data.	1
3. To complete security requirement with the California Highway Patrol (CHP) for access to CHP data.	1
4. Begin electronic submission of crash reports to California Highway Patrol (CHP).	1

3. METHOD OF PROCEDURE

A. Phase 1 – Program Preparation (1st Quarter of Grant Year)

- Determine specific system traffic records (i.e., crash or citation) data system requirements.
- Determine specific equipment requirements.
- Request vendor price quotation per host agency requirements.
- Procure an electronic crash reporting system with the following functionalities:
 - System licensing with installation and training vendor.
 - GIS based mapping.
 - Segment crash diagramming tool.
 - Ability to create or import crash reports.
 - Ability to import and export agency RMS files.
 - Ability to perform complete analysis of crash reports.
 - Secure database accessibility by appropriate agency personnel.
 - Ability to electronically transfer complete crash report to the California Highway Patrol's Statewide Integrated Traffic Records System.
- Procure an electronic citation system with the following functionalities:
 - System licensing with installation and training.
 - Ability to electronically transfer and maintain the agency's citation data.
 - Ability to analyze of agency's citation reports.
 - Secure database accessibility by appropriate agency personnel.

- Ability to export complete citation reports to the local county court.

B. Phase 2 – Program Operations (Throughout Grant Year)

- Select vendor for system development, implementation, and installation.
- Monitor and oversee progress of system/software development.

C. Phase 3 – Data Collection & Reporting (Throughout Grant Year)

- Prepare and submit grant claims invoice (due January 30, April 30, July 30, and October 30).
 - Successful project completion and confirmation of successful electronic transmission of crash reports by the California Highway Patrol is required before submission of invoice claims seeking reimbursement from OTS.
- Prepare and submit quarterly performance reports (due January 30, April 30, July 30, and October 30).
 - Collect and report quarterly appropriate data that supports the progress of goals and objectives.
 - Provide a summary of quarterly accomplishments and explanations for objectives not completed.
 - Collect, analyze, and report statistical data relating to the grant goals and objectives.

4. METHOD OF EVALUATION

Using the data compiled during the grant, the Grant Director will complete the “Final Evaluation” section in the fourth/final Quarterly Performance Report (QPR). The Final Evaluation should provide a brief summary of the grant’s accomplishments, challenges and significant activities. This narrative should also include whether goals and objectives were met, exceeded, or an explanation of why objectives were not completed.

5. ADMINISTRATIVE SUPPORT

This program has full administrative support, and every effort will be made to continue the grant activities after grant conclusion.

FUND NUMBER	CATALOG NUMBER (CFDA)	FUND DESCRIPTION	TOTAL AMOUNT		
405c TR-26	20.616	State Traffic Safety Information System Improvements	\$70,750.00		
COST CATEGORY		FUND NUMBER	UNIT COST OR RATE	UNITS	TOTAL COST TO GRANT
A. PERSONNEL COSTS					
<u>Straight Time</u>					\$0.00
<u>Overtime</u>					\$0.00
Category Sub-Total					\$0.00
B. TRAVEL EXPENSES					
					\$0.00
					\$0.00
Category Sub-Total					\$0.00
C. CONTRACTUAL SERVICES					
					\$0.00
Category Sub-Total					\$0.00
D. EQUIPMENT					
Complete Traffic Crash and Electronic Citation Data Collection System		405c TR- 26	\$67,000.00	1	\$67,000.00
Category Sub-Total					\$67,000.00
E. OTHER DIRECT COSTS					
Mobile Printer		405c TR- 26	\$650.00	5	\$3,250.00
Mobil Printer Paper		405c TR- 26	\$100.00	5	\$500.00
Category Sub-Total					\$3,750.00
F. INDIRECT COSTS					
					\$0.00
Category Sub-Total					\$0.00
GRANT TOTAL					\$70,750.00

BUDGET NARRATIVE

PERSONNEL COSTS

-

TRAVEL EXPENSES

-

CONTRACTUAL SERVICES

-

EQUIPMENT

Complete Traffic Crash and Electronic Citation Data Collection System-A combination traffic crash and electronic citation data collection system will handle both traffic crash and traffic citation data collection and processing. The traffic crash database system will collect, analyze, and display crash and enforcement data, including a full featured module for analysis, allowing queries for top ranking lists of locations, breakdowns by cause, type, injury, conditions, and many other attributes. Queries and Reports will be provided in a variety of formats including pie charts, bar charts, and summaries. The system provides for crash mapping on Google Earth, ESRI GIS, or similar mapping products. Costs may include laptop/desktop computers, software and licenses, printers, accessories, training, and associated shipping and taxes. The traffic citation system will collect citation data electronically in the field, print a violator copy of the citation, and transfer the information electronically to the agency RMS system and the courts for prosecution. The system will be used by traffic officers to improve the efficiency and accuracy of writing traffic citations. Costs may include the purchase of electronic citation devices, mag-strip readers, fingerprint readers, audio recorders, cameras, docking/charging stations, laptop/desktop computers, software, licenses, printers, accessories, training, and associated shipping and taxes.

OTHER DIRECT COSTS

Mobile Printer - Mobile printers to be used with electronic citation devices for traffic officers to print the citation in the field. Costs include the purchase of the printer, accessories, and associated shipping and taxes.

Mobil Printer Paper - Mobile Printer Thermal Paper Rolls 4" by 80' (36 rolls per case), and associated shipping and taxes.

INDIRECT COSTS

-

STATEMENTS/DISCLAIMERS

There will be no program income generated from this grant.

Appendix A to Part 1300—Certifications and Assurances for Highway Safety Grants
(23 U.S.C. Chapter 4 or Section 1906, Public Law 109-59, as amended by Section 25024, Public Law 117-58)

The officials named on the grant agreement, certify by way of signature on the grant agreement signature page, that the Grantee Agency complies with all applicable Federal statutes, regulations, and directives and State rules, guidelines, policies, and laws in effect with respect to the periods for which it receives grant funding. Applicable provisions include, but are not limited to, the following:

GENERAL REQUIREMENTS

The State will comply with applicable statutes and regulations, including but not limited to:

- 23 U.S.C. Chapter 4—Highway Safety Act of 1966, as amended;
- Sec. 1906, [Public Law 109-59](#), as amended by Sec. 25024, [Public Law 117-58](#);
- [23 CFR part 1300](#)—Uniform Procedures for State Highway Safety Grant Programs;
- [2 CFR part 200](#)—Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards;
- [2 CFR part 1201](#)—Department of Transportation, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.

NONDISCRIMINATION

(applies to subrecipients as well as States)

The State highway safety agency [and its subrecipients] will comply with all Federal statutes and implementing regulations relating to nondiscrimination (“Federal Nondiscrimination Authorities”). These include but are not limited to:

- *Title VI of the Civil Rights Act of 1964* ([42 U.S.C. 2000d](#) et seq., 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin);
- [49 CFR part 21](#) (entitled *Non-discrimination in Federally-Assisted Programs of the Department of Transportation—Effectuation of Title VI of the Civil Rights Act of 1964*);
- [28 CFR 50.3](#) (U.S. Department of Justice Guidelines for Enforcement of Title VI of the Civil Rights Act of 1964);
- *The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970*, ([42 U.S.C. 4601](#)), (prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects);
- *Federal-Aid Highway Act of 1973*, (23 U.S.C. 324 et seq.), and *Title IX of the Education Amendments of 1972*, as amended ([20 U.S.C. 1681-1683](#) and [1685-1686](#)) (prohibit discrimination on the basis of sex);
- *Section 504 of the Rehabilitation Act of 1973*, ([29 U.S.C. 794](#) et seq.), as amended, (prohibits discrimination on the basis of disability) and [49 CFR part 27](#);
- *The Age Discrimination Act of 1975*, as amended, ([42 U.S.C. 6101](#) et seq.), (prohibits discrimination on the basis of age);
- *The Civil Rights Restoration Act of 1987*, (Pub. L. 100-209), (broadens scope, coverage, and applicability of Title VI of the Civil Rights Act of 1964, The Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms “programs or activities” to include all of the programs or activities of the Federal aid recipients, subrecipients and contractors, whether such programs or activities are Federally-funded or not);
- *Titles II and III of the Americans with Disabilities Act* ([42 U.S.C. 12131-12189](#)) (prohibits discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing) and [49 CFR parts 37](#) and [38](#)

The preceding statutory and regulatory cites hereinafter are referred to as the “Acts” and “Regulations,” respectively.

GENERAL ASSURANCES

In accordance with the Acts, the Regulations, and other pertinent directives, circulars, policy, memoranda, and/or guidance, the Recipient hereby gives assurance that it will promptly take any measures necessary to ensure that:

“No person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity, for which the Recipient receives Federal financial assistance from DOT, including NHTSA.”

The Civil Rights Restoration Act of 1987 clarified the original intent of Congress, with respect to Title VI of the Civil Rights Act of 1964 and other non-discrimination requirements (the Age Discrimination Act of 1975, and Section 504 of the Rehabilitation Act of 1973), by restoring the broad, institutional-wide scope and coverage of these nondiscrimination statutes and requirements to include all programs and activities of the Recipient, so long as any portion of the program is Federally assisted.

SPECIFIC ASSURANCES

More specifically, and without limiting the above general Assurance, the Recipient agrees with and gives the following Assurances with respect to its Federally assisted Highway Safety Grant Program:

1. The Recipient agrees that each “activity,” “facility,” or “program,” as defined in § 21.23(b) and (e) of [49 CFR part 21](#) will be (with regard to an “activity”) facilitated, or will be (with regard to a “facility”) operated, or will be (with regard to a “program”) conducted in compliance with all requirements imposed by, or pursuant to the Acts and the Regulations.
2. The Recipient will insert the following notification in all solicitations for bids, Requests For Proposals for work, or material subject to the Acts and the Regulations made in connection with all Highway Safety Grant Programs and, in adapted form, in all proposals for negotiated agreements regardless of funding source:
“The [name of Recipient], in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C 2000d to 2000d-4) and the Regulations, hereby notifies all bidders that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.”
3. The Recipient will insert the clauses of appendix A and E of this Assurance (also referred to as DOT order 1050.2A) [\[1\]](#) in every contract or agreement subject to the Acts and the Regulations.
4. The Recipient will insert the clauses of appendix B of DOT Order 1050.2A, as a covenant running with the land, in any deed from the United States effecting or recording a transfer of real property, structures, use, or improvements thereon or interest therein to a Recipient.
5. That where the Recipient receives Federal financial assistance to construct a facility, or part of a facility, the Assurance will extend to the entire facility and facilities operated in connection therewith.
6. That where the Recipient receives Federal financial assistance in the form of, or for the acquisition of, real property or an interest in real property, the Assurance will extend to rights to space on, over, or under such property.
7. That the Recipient will include the clauses set forth in appendix C and appendix D of this DOT Order 1050.2A, as a covenant running with the land, in any future deeds, leases, licenses, permits, or similar instruments entered into by the Recipient with other parties:
 - a. for the subsequent transfer of real property acquired or improved under the applicable activity, project, or program; and
 - b. for the construction or use of, or access to, space on, over, or under real property acquired or improved under the applicable activity, project, or program.
8. That this Assurance obligates the Recipient for the period during which Federal financial assistance is extended to the program, except where the Federal financial assistance is to provide, or is in the

form of, personal property, or real property, or interest therein, or structures or improvements thereon, in which case the Assurance obligates the Recipient, or any transferee for the longer of the following periods:

- a. the period during which the property is used for a purpose for which the Federal financial assistance is extended, or for another purpose involving the provision of similar services or benefits; or
 - b. the period during which the Recipient retains ownership or possession of the property.
9. The Recipient will provide for such methods of administration for the program as are found by the Secretary of Transportation or the official to whom he/she delegates specific authority to give reasonable guarantee that it, other recipients, sub-recipients, sub-grantees, contractors, subcontractors, consultants, transferees, successors in interest, and other participants of Federal financial assistance under such program will comply with all requirements imposed or pursuant to the Acts, the Regulations, and this Assurance.
10. The Recipient agrees that the United States has a right to seek judicial enforcement with regard to any matter arising under the Acts, the Regulations, and this Assurance.

By signing this ASSURANCE, the State highway safety agency also agrees to comply (and require any sub-recipients, sub-grantees, contractors, successors, transferees, and/or assignees to comply) with all applicable provisions governing NHTSA's access to records, accounts, documents, information, facilities, and staff. You also recognize that you must comply with any program or compliance reviews, and/or complaint investigations conducted by NHTSA. You must keep records, reports, and submit the material for review upon request to NHTSA, or its designee in a timely, complete, and accurate way. Additionally, you must comply with all other reporting, data collection, and evaluation requirements, as prescribed by law or detailed in program guidance.

The State highway safety agency gives this ASSURANCE in consideration of and for obtaining any Federal grants, loans, contracts, agreements, property, and/or discounts, or other Federal-aid and Federal financial assistance extended after the date hereof to the recipients by the U.S. Department of Transportation under the Highway Safety Grant Program. This ASSURANCE is binding on the State highway safety agency, other recipients, sub-recipients, sub-grantees, contractors, subcontractors and their subcontractors', transferees, successors in interest, and any other participants in the Highway Safety Grant Program. The person(s) signing below is/are authorized to sign this ASSURANCE on behalf of the Recipient.

THE DRUG-FREE WORKPLACE ACT OF 1988 (41 U.S.C. 8103)

The Subgrantee will provide a drug-free workplace by:

- a. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the grantee's workplace, and specifying the actions that will be taken against employees for violation of such prohibition;
- b. Establishing a drug-free awareness program to inform employees about:
 1. The dangers of drug abuse in the workplace;
 2. The grantee's policy of maintaining a drug-free workplace;
 3. Any available drug counseling, rehabilitation, and employee assistance programs;
 4. The penalties that may be imposed upon employees for drug violations occurring in the workplace;
 5. Making it a requirement that each employee engaged in the performance of the grant be given a copy of the statement required by paragraph (a);
- c. Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will—
 1. Abide by the terms of the statement;
 2. Notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction;
- d. Notifying the agency within ten days after receiving notice under subparagraph (c)(2) from an employee or otherwise receiving actual notice of such conviction;
- e. Taking one of the following actions, within 30 days of receiving notice under subparagraph (c)(2), with respect to any employee who is so convicted—
 1. Taking appropriate personnel action against such an employee, up to and including termination;
 2. Requiring such employee to participate satisfactorily in a drug abuse assistance or

- rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;
- f. Making a good faith effort to continue to maintain a drug-free workplace through implementation of all of the paragraphs above.

POLITICAL ACTIVITY (HATCH ACT)

(applies to subrecipients as well as States)

The State will comply with provisions of the Hatch Act ([5 U.S.C. 1501-1508](#)), which limits the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.

CERTIFICATION REGARDING FEDERAL LOBBYING

(applies to subrecipients as well as States)

CERTIFICATION FOR CONTRACTS, GRANTS, LOANS, AND COOPERATIVE AGREEMENTS

The undersigned certifies, to the best of his or her knowledge and belief, that:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement;
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions;
3. The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, subgrants, and contracts under grant, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

RESTRICTION ON STATE LOBBYING

(applies to subrecipients as well as States)

None of the funds under this program will be used for any activity specifically designed to urge or influence a State or local legislator to favor or oppose the adoption of any specific legislative proposal pending before any State or local legislative body. Such activities include both direct and indirect (e.g., "grassroots") lobbying activities, with one exception. This does not preclude a State official whose salary is supported with NHTSA funds from engaging in direct communications with State or local legislative officials, in accordance with customary State practice, even if such communications urge legislative officials to favor or oppose the adoption of a specific pending legislative proposal.

CERTIFICATION REGARDING DEBARMENT AND SUSPENSION

(applies to subrecipients as well as States)

INSTRUCTIONS FOR PRIMARY TIER PARTICIPANT CERTIFICATION (STATES)

1. By signing and submitting this proposal, the prospective primary tier participant is providing the certification set out below and agrees to comply with the requirements of [2 CFR parts 180 and 1200](#).
2. The inability of a person to provide the certification required below will not necessarily result in denial of participation in this covered transaction. The prospective primary tier participant shall submit an explanation of why it cannot provide the certification set out below. The certification or explanation will be considered in connection with the department or agency's determination whether to enter into this transaction. However, failure of the prospective primary tier participant to furnish a certification or an explanation shall disqualify such person from participation in this transaction.
3. The certification in this clause is a material representation of fact upon which reliance was placed when the department or agency determined to enter into this transaction. If it is later determined that the prospective primary tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency may terminate this transaction for cause or default or may pursue suspension or debarment.
4. The prospective primary tier participant shall provide immediate written notice to the department or agency to which this proposal is submitted if at any time the prospective primary tier participant learns its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
5. The terms **covered transaction, civil judgment, debarment, suspension, ineligible, participant, person, principal, and voluntarily excluded**, as used in this clause, are defined in [2 CFR parts 180 and 1200](#). You may contact the department or agency to which this proposal is being submitted for assistance in obtaining a copy of those regulations.
6. The prospective primary tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under [48 CFR part 9, subpart 9.4](#), debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency entering into this transaction.
7. The prospective primary tier participant further agrees by submitting this proposal that it will include the clause titled "Instructions for Lower Tier Participant Certification" including the "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion—Lower Tier Covered Transaction," provided by the department or agency entering into this covered transaction, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions and will require lower tier participants to comply with [2 CFR parts 180 and 1200](#).
8. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not proposed for debarment under [48 CFR part 9, subpart 9.4](#), debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant is responsible for ensuring that its principals are not suspended, debarred, or otherwise ineligible to participate in covered transactions. To verify the eligibility of its principals, as well as the eligibility of any prospective lower tier participants, each participant may, but is not required to, check the System for Award Management Exclusions website (<https://www.sam.gov/>).
9. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
10. Except for transactions authorized under paragraph 6 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is proposed for debarment under [48 CFR part 9, subpart 9.4](#), suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency may terminate the transaction for cause or default.

CERTIFICATION REGARDING DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS—PRIMARY TIER COVERED TRANSACTIONS

1. The prospective primary tier participant certifies to the best of its knowledge and belief, that it and

its principals:

- a. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participating in covered transactions by any Federal department or agency;
 - b. Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
 - c. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
 - d. Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State, or local) terminated for cause or default.
2. Where the prospective primary tier participant is unable to certify to any of the Statements in this certification, such prospective participant shall attach an explanation to this proposal.

INSTRUCTIONS FOR LOWER TIER PARTICIPANT CERTIFICATION

1. By signing and submitting this proposal, the prospective lower tier participant is providing the certification set out below and agrees to comply with the requirements of [2 CFR parts 180 and 1200](#).
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension or debarment.
3. The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms **covered transaction, civil judgment, debarment, suspension, ineligible, participant, person, principal, and voluntarily excluded**, as used in this clause, are defined in [2 CFR parts 180 and 1200](#). You may contact the person to whom this proposal is submitted for assistance in obtaining a copy of those regulations.
5. The prospective lower tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under [48 CFR part 9, subpart 9.4](#), debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
6. The prospective lower tier participant further agrees by submitting this proposal that it will include the clause titled "Instructions for Lower Tier Participant Certification" including the "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion—Lower Tier Covered Transaction," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions and will require lower tier participants to comply with [2 CFR parts 180 and 1200](#).
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not proposed for debarment under [48 CFR part 9, subpart 9.4](#), debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant is responsible for ensuring that its principals are not suspended, debarred, or otherwise ineligible to participate in covered transactions. To verify the eligibility of its principals, as well as the eligibility of any prospective lower tier participants, each participant may, but is not required to, check the System for Award Management Exclusions website (<https://www.sam.gov/>).
8. Nothing contained in the foregoing shall be construed to require establishment of a system of

records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is proposed for debarment under [48 CFR part 9, subpart 9.4](#), suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension or debarment.

CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION—LOWER TIER COVERED TRANSACTIONS

1. The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participating in covered transactions by any Federal department or agency.
2. Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

BUY AMERICA

(applies to subrecipients as well as States)

The State and each subrecipient will comply with the Buy America requirement ([23 U.S.C. 313](#)) when purchasing items using Federal funds. Buy America requires a State, or subrecipient, to purchase with Federal funds only steel, iron and manufactured products produced in the United States, unless the Secretary of Transportation determines that such domestically produced items would be inconsistent with the public interest, that such materials are not reasonably available and of a satisfactory quality, or that inclusion of domestic materials will increase the cost of the overall project contract by more than 25 percent. In order to use Federal funds to purchase foreign produced items, the State must submit a waiver request that provides an adequate basis and justification for approval by the Secretary of Transportation.

CERTIFICATION ON CONFLICT OF INTEREST

(applies to subrecipients as well as States)

GENERAL REQUIREMENTS

No employee, officer, or agent of a State or its subrecipient who is authorized in an official capacity to negotiate, make, accept, or approve, or to take part in negotiating, making, accepting, or approving any subaward, including contracts or subcontracts, in connection with this grant shall have, directly or indirectly, any financial or personal interest in any such subaward. Such a financial or personal interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or personal interest in or a tangible personal benefit from an entity considered for a subaward. Based on this policy:

1. The recipient shall maintain a written code or standards of conduct that provide for disciplinary actions to be applied for violations of such standards by officers, employees, or agents.
 - a. The code or standards shall provide that the recipient's officers, employees, or agents may neither solicit nor accept gratuities, favors, or anything of monetary value from present or potential subawardees, including contractors or parties to subcontracts.
 - b. The code or standards shall establish penalties, sanctions, or other disciplinary actions for violations, as permitted by State or local law or regulations.
2. The recipient shall maintain responsibility to enforce the requirements of the written code or standards of conduct.

DISCLOSURE REQUIREMENTS

No State or its subrecipient, including its officers, employees, or agents, shall perform or continue to perform under a grant or cooperative agreement, whose objectivity may be impaired because of any related past, present, or currently planned interest, financial or otherwise, in organizations regulated by NHTSA or in organizations whose interests may be substantially affected by NHTSA activities. Based on this policy:

1. The recipient shall disclose any conflict of interest identified as soon as reasonably possible, making an immediate and full disclosure in writing to NHTSA. The disclosure shall include a description of the action which the recipient has taken or proposes to take to avoid or mitigate such conflict.
2. NHTSA will review the disclosure and may require additional relevant information from the recipient. If a conflict of interest is found to exist, NHTSA may (a) terminate the award, or (b) determine that it is otherwise in the best interest of NHTSA to continue the award and include appropriate provisions to mitigate or avoid such conflict.
3. Conflicts of interest that require disclosure include all past, present, or currently planned organizational, financial, contractual, or other interest(s) with an organization regulated by NHTSA or with an organization whose interests may be substantially affected by NHTSA activities, and which are related to this award. The interest(s) that require disclosure include those of any recipient, affiliate, proposed consultant, proposed subcontractor, and key personnel of any of the above. Past interest shall be limited to within one year of the date of award. Key personnel shall include any person owning more than a 20 percent interest in a recipient, and the officers, employees or agents of a recipient who are responsible for making a decision or taking an action under an award where the decision or action can have an economic or other impact on the interests of a regulated or affected organization.

PROHIBITION ON USING GRANT FUNDS TO CHECK FOR HELMET USAGE **(applies to subrecipients as well as States)**

The State and each subrecipient will not use 23 U.S.C. Chapter 4 grant funds for programs to check helmet usage or to create checkpoints that specifically target motorcyclists.

POLICY ON SEAT BELT USE

In accordance with [Executive Order 13043](#), Increasing Seat Belt Use in the United States, dated April 16, 1997, the Grantee is encouraged to adopt and enforce on-the-job seat belt use policies and programs for its employees when operating company-owned, rented, or personally-owned vehicles. The National Highway Traffic Safety Administration (NHTSA) is responsible for providing leadership and guidance in support of this Presidential initiative. For information and resources on traffic safety programs and policies for employers, please contact the Network of Employers for Traffic Safety (NETS), a public-private partnership dedicated to improving the traffic safety practices of employers and employees. You can download information on seat belt programs, costs of motor vehicle crashes to employers, and other traffic safety initiatives at www.trafficsafety.org. The NHTSA website (www.nhtsa.gov) also provides information on statistics, campaigns, and program evaluations and references.

POLICY ON BANNING TEXT MESSAGING WHILE DRIVING

In accordance with [Executive Order 13513](#), Federal Leadership On Reducing Text Messaging While Driving, and DOT Order 3902.10, Text Messaging While Driving, States are encouraged to adopt and enforce workplace safety policies to decrease crashes caused by distracted driving, including policies to ban text messaging while driving company-owned or rented vehicles, Government-owned, leased or rented vehicles, or privately-owned vehicles when on official Government business or when performing any work on or behalf of the Government. States are also encouraged to conduct workplace safety initiatives in a manner commensurate with the size of the business, such as establishment of new rules and programs or re-evaluation of existing programs to prohibit text messaging while driving, and education, awareness, and other outreach to employees about the safety risks associated with texting while driving.

INSTRUCTIONS FOR ADDING OR UPDATING GEMS USERS

1. Each agency is allowed a total of **FIVE (5) GEMS Users**.
2. GEMS Users listed on this form will be authorized to login to GEMS to complete and submit Quarterly Performance Reports (QPRs) and reimbursement claims.
3. Complete the form if adding, removing or editing a GEMS user(s).
4. The Grant Director must sign this form and return it with the Grant Agreement.

GRANT DETAILS

Grant Number:	TR26034
Agency Name:	St. Helena Police Department
Grant Title:	Traffic Records Improvement Project
Agreement Total:	\$70,750.00
Authorizing Official:	Anil Comelo
Fiscal Official:	Martin Beltran
Grant Director:	Chris Hartley

CURRENT GEMS USER(S)

1. Andrew Bradley

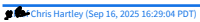
Title: Program Manager

Phone: (707) 968-2635

Email: abradley@cityofsthelena.gov

Media Contact: No

Complete the below information if adding, removing or editing a GEMS user(s)

GEMS User 1 Add/Change ☐ Remove Access ☐ Add as a media contact? Yes ☐ No ☐	
Name	Job Title
Email address	Phone number
GEMS User 2 Add/Change ☐ Remove Access ☐ Add as a media contact? Yes ☐ No ☐	
Name	Job Title
Email address	Phone number
GEMS User 3 Add/Change ☐ Remove Access ☐ Add as a media contact? Yes ☐ No ☐	
Name	Job Title
Email address	Phone number
GEMS User 4 Add/Change ☐ Remove Access ☐ Add as a media contact? Yes ☐ No ☐	
Name	Job Title
Email address	Phone number
GEMS User 5 Add/Change ☐ Remove Access ☐ Add as a media contact? Yes ☐ No ☐	
Name	Job Title
chartley@cityofsthelena.org	7079672855
Email address	Phone number
Form completed by:  Chief Chris Hartley (Sep 16, 2025 15:57:13 PDT)	Date: Sep 16, 2025
As a signatory I hereby authorize the listed individual(s) to represent and have GEMS user access.	
 Chris Hartley (Sep 16, 2025 16:29:04 PDT)	
Signature	Name
Sep 16, 2025	Grant Director
Date	Title



Agendas Report to the City Council

Agenda Section: NEW BUSINESS

Department: Administrative Services Department

DATE:	June 9, 2026
FROM:	Mandy Kellogg, Director of Administrative Services, Joseph Leach, Director of Public Works, James McCann, Interim City Manager
SUBJECT:	Authorization of a Resolution authorizing execution of Amendment No. 1 to the Welcome Center Agreement (StH Contract FY2026-004) extending the term of the contract two years through June 30, 2028 for an annual amount of \$160,000 between the City of St. Helena and the St. Helena Chamber of Commerce for FY2026-27 and FY2027-28 and authorizing a budget amendment of \$35,000 for FY27.
RECOMMENDED ACTION:	Adoption of the Resolution.
PREVIOUS COUNCIL ACTION:	07/22/25 - Council adoption of Reso 2025-081 authorizing a one-year Welcome Center Agreement between the City of St. Helena and the St Helena Chamber of Commerce to provide Welcome Center Services for an annual amount of \$160,000. The action included a budget amendment of \$35,000 from the originally budgeted amount of \$125,000.
STATEMENT OF THE PURPOSE:	Authorize execution of an agreement amendment to extend the City's Contract with the St Helena Chamber of Commerce for two years for \$160,000 per year through FY28 (i.e. June 30, 2028).
FINANCIAL IMPACT:	FY2027 already includes a budget item of \$125,000 (GL 101-40-00-24-07). A budget amendment/increase of \$35,000 is required as part of this action utilizing General Fund reserves.
CEQA DETERMINATION:	Not a CEQA Project (CEQA Guidelines §15378)

BACKGROUND:

The City of St Helena has partnered with the St Helena Chamber of Commerce for a number of years to support and promote local businesses. In 2025, in spite of the discussion surrounding the budget deficit, the City Council took action to formalize an agreement for the City to contribute \$160,000 in funds towards the operations of the Welcome Center. As depicted in the attached "Welcome Center Tourism Report, 2025-2026FY" (Attachment 1), the

Welcome Center provides a variety of tourism and destination marketing services as detailed in Exhibit A of the 2025 agreement (Attachment 2).

DISCUSSION:

The City seeks to continue to support the operations of the Welcome Center through the St Helena Chamber of Commerce. As the presentation illustrates, the Chamber tracks a variety of data that reflects their in-person interactions with visitors and local/regional occupancy rate trends.

ENVIRONMENTAL REVIEW:

Not a CEQA Project (CEQA Guidelines §15378)

GOAL:

Goal 1: Strengthen Financial Sustainability

ATTACHMENTS:

1. Resolution - Chamber Agreement Amend 1a
2. Presentation - Welcome Center & Tourism Report 2025-2026 FY
3. Att 01 - Final Welcome Center & Tourism Report 2025-2026 FY_060226
4. Att 02 - STH Contract FY2026-004_StHelenaChamber
5. Att 03 - Chamber Contract Amend 1

CITY OF ST. HELENA
RESOLUTION NO. 2026-____

**RESOLUTION APPROVING AMENDMENT NO. 1 TO THE WELCOME
CENTER AGREEMENT BETWEEN THE CITY OF ST. HELENA AND
THE ST. HELENA CHAMBER OF COMMERCE (AGREEMENT NO.
STH FY2026-004) FOR AN AMOUNT NOT-TO-EXCEED \$160,000
PER YEAR FOR FISCAL YEARS 2026-27 & 2027-28 AND
EXTENDING THE TERM THROUGH JUNE 30, 2028**

RECITALS

- A. The City of St. Helena desired to continue working with the St. Helena Chamber of Commerce by investing funding to market and promote St. Helena as a desirable tourist destination choice; and
- B. California Government Code Section 37110 provides the City with authorization to spend money from the General Fund to, among other things, promote the City; and
- C. The St. Helena Chamber of Commerce represents it is a recognized by the Internal Revenue Service as a Section 501[c][6] nonprofit organization; and
- D. The St. Helena Chamber of Commerce represents it is directed by an elected Board of Directors from the local business community with a professional staff and is organized and equipped to carry on promotional and marketing activities on behalf of the City through the Welcome Center.

RESOLUTION

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

1. The City Council approves Amendment No. 1 to the Welcome Center Agreement between the City of St. Helena and the St. Helena Chamber of Commerce for FY 2026-27 in an amount not-to-exceed \$160,000 and FY2027-28 in an amount not-to-exceed \$160,000 subject to the FY28 budget adoption processes; and
2. The City Council authorizes the City Manager to execute the agreement on behalf of the City for a two-year term, ending on June 30, 2028.
3. The City Council authorizes a budget adjustment in the amount of \$35,000 utilizing General Fund balance for FY26-27.

Description	Fund	GL Account	Amount
Authorized in FY 26-27 Operating Budget Approved on June 10, 2025	General Fund	101-40-00-24-07	125,000
Budget Adjustment in FY 26-27 Operating Budget	General Fund	101-40-00-24-07	35,000
Total			\$160,000

Mayor Paul Dohring:
Vice Mayor Deasy:
Council Member Barak:
Council Member Spadarotto:
Council Member Diaz:

ATTEST:

Paul Jamison Dohring, Mayor

Welcome Center Tourism Report

2025-2026 FY



Chamber + VNV+ City Funded Operations



St. Helena Welcome Center & Mercantile



- Open 6 Days | 10:00AM-5:00PM
- Staffed by 1 full-time, 1 part-time, and 2 volunteers
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- Distributes St. Helena 11,000 maps each year
- VNV Maps: 10222
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1. Drives Visitors Spending

- Converts pass-through visitors into overnight guests
- Encourages higher-value experiences

2. Supports Local Business

- Directs foot traffic to restaurants, retail, + wineries
- Promotes small and off-peak businesses

3. Shapes Visitor Experiences

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- Builds repeat visitation + positive word-of-mouth

4. Provides Data for Better Decisions

- Tracks visitor trends + behavior
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Welcome Center Operational Values



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- Trip planning, bookings, and recommendations
- Public amenities (including restrooms)
- Support for weddings and large groups

2.Business & Economic

- Promotes local retail and experiences
- Drives referrals to hotels, wineries, and restaurants
- Distributes program like Wine Passports

3.Destination Marketing & Promotion

- Promotes city events and local activities
- Digital displays highlighting business experiences

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- Track visitor activity Guest Information Network (GIN)
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[PLAN YOUR TRIP](#) • [WINE TASTING](#) • [CULINARY DELIGHTS](#) • [BLOG](#)

Social Palette with a Pulse



Monthly publication distributed to residents, visitors, and partners

Highlights:

- Local events + seasonal programming
- Community updates and key information
- Business and tourism-related happenings
- Serves as a centralized source of curated local information
- Supports increased awareness and participation in local events

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- Curated photo wall exhibit developed in partnership with the local historical society
- Showcases historic images of St. Helena, connecting visitors to the City's heritage
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- Promoting St. Helena's 150th anniversary events to visitors
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- An event for the community with food, beverages and music
- Attendance went up +111% from previous year



St. Helena Merchandise + Swag



We offer branded St. Helena merchandise that extends the visitor experience beyond their stay.

- Locally themed apparel, gifts, and souvenirs
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- Ale Trail
- Burger Trail
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- Yountville Map
- American Canyon Map

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Executive Summary

- Total Visitors Assisted -22k
- YOY Change up 5%

Key Highlights

- Trends of guests having NO plans
- Hotel bookings increased 10%

Visitor Origin Breakdown

- Local: Napa and San Francisco
- Domestic: Texas and New York
- International: Canada, Japan, Germany among top visitors

Visitor Intent

- Wine Tourism
- Dining
- Lodging
- Events
- Retail/Shopping
- Wine Passport Purchasing
- Map/directional needs



Tourism Trends & Insights

Key Observations

- Increase in midweek travel, extending visitor stays beyond weekends
- Small growth in international visitation
- Rising demand for outdoor and experiential activities
- Need for non-alcohol options
- More visitors arriving without fixed itineraries, seeking local guidance + recommendations

Seasonal Event Impacts

- Signature events / Wine Barrel Tree significantly boost visitation + local spending
- Visitor volume fluctuates with seasonal patterns, including peak harvest and holiday periods
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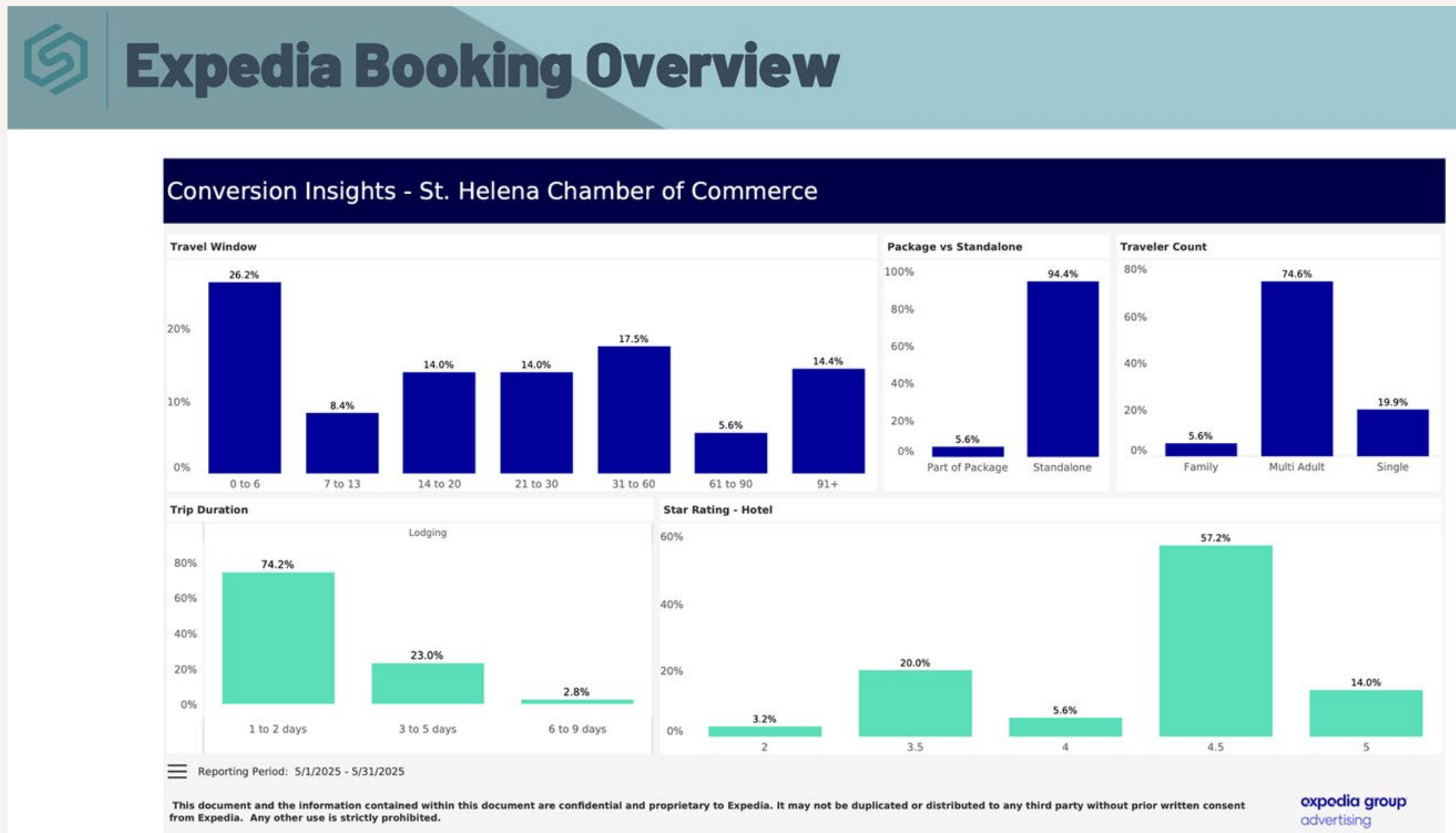
Tourism Trends & Insights

Lodging & Booking Data

- Average Length of Stay: 1-2 nights
- Booking Window: 0-6 days before arrival
- Booking Type: Primarily standalone bookings (vs. packages)

• Top Revenue Drivers:

- Lodging
- Wine Experiences
- Dining



*Subject to change pending 30-day data lookback window post end date

Occupancy for 2025 FY

Hotel Occupancy landed 4% YOY.

LODGING: DECEMBER 2025 YEAR-TO-DATE



CYTD December 2025	Hotel Rooms (Approximate)	Occupancy	YOY %	ADR	YOY %	RevPAR	YOY %
COMPETITIVE SET							
Napa County	5,400	64.6	2.6%	\$422.52	0.9%	\$272.94	3.5%
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San Luis Obispo County	10,900	65.2	0.9%	\$189.62	-0.4%	\$123.71	0.6%
Santa Barbara County	10,800	67.2	-0.8%	\$253.67	1.6%	\$170.40	0.8%
San Francisco County	34,000	67.2	6.9%	\$243.33	7.0%	\$163.60	14.3%
JURISDICTIONS							
American Canyon	410	72.0	0.4%	\$153.50	-4.0%	\$110.51	-3.6%
Napa (City of)	2,790	66.5	3.5%	\$345.86	1.7%	\$230.11	5.3%
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Calistoga	790	62.2	1.3%	\$565.03	1.3%	\$351.40	2.6%
Unincorporated Co.	760	60.7	6.1%	\$599.18	0.7%	\$363.81	6.9%
SERVICE TYPE							
Luxury Hotels		60.4	4.4%	\$992.97	1.6%	\$599.31	6.0%
Group Hotels		66.8	5.0%	\$317.11	-0.4%	\$211.74	4.6%
Limited-Service Hotels		70.7	0.1%	\$199.43	-2.5%	\$211.74	-2.4%

Napa Valley finished 2025 up nearly 3% over 2024, putting it on par with the competitive set.

ADR saw more modest growth at just under 1%.

Occupancy for March 2026

St. Helena ranks #2 in occupancy in the region at 65.7%, outperforming larger peer destinations.

LODGING: MARCH 2026



COMPETITIVE REGIONS	Occupancy	YOY %	ADR	YOY %	RevPAR	YOY %
Napa County	61.3%	+1.2%	\$363.79	+4.9%	\$223.07	+6.2%
Sonoma County	60.6%	+9.5%	\$183.42	+0.4%	\$111.10	+10.0%
Monterey County	72.1%	+11.5%	\$238.45	+5.2%	\$172.01	+17.2%
San Luis Obispo County	68.0%	+12.2%	\$171.46	+3.8%	\$116.68	+16.5%
Santa Barbara County	71.0%	+12.5%	\$234.62	+10.2%	\$166.59	+24.0%
San Francisco County	73.8%	+14.4%	\$296.50	+26.2%	\$218.68	+44.5%

JURISDICTIONS	Occupancy	YOY %	ADR	YOY %	RevPAR	YOY %
American Canyon	76.6%	+15.0%	\$121.78	-4.0%	\$93.24	+10.4%
Napa (City of)	62.6%	-1.8%	\$303.60	+3.2%	\$190.12	+1.4%
Yountville	50.0%	+4.1%	\$614.99	+3.0%	\$307.20	+7.3%
St. Helena	65.7%	-2.6%	\$489.08	+0.8%	\$321.56	-1.8%
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Unincorporated Co.	57.2%	+2.1%	\$506.85	+11.6%	\$290.16	+13.9%

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Takeaways:

Growth across all metrics. Coastal markets saw stronger increases, possibly related to the March heatwave.

American Canyon had both the strongest occupancy and growth. St. Helena saw the second-highest occupancy; Yountville the second-highest growth.

Luxury continues to perform well, seeing increases across the board.

Real-Time Visitor Planning Tools

Visitors can explore and plan their itineraries in real time using our in-center digital board.

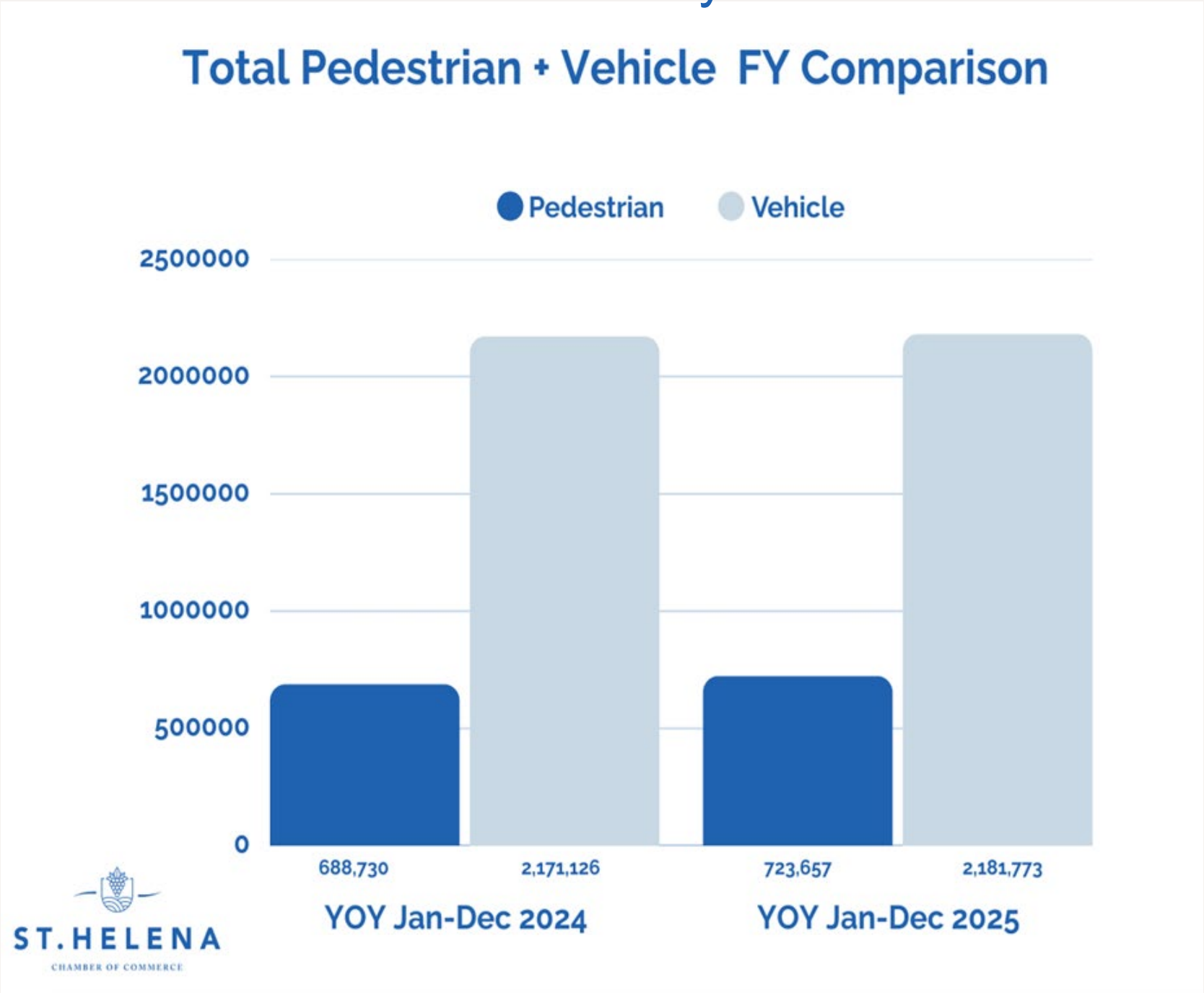
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- Turn inspiration into immediate action for local spending.



Foot Traffic for 2026



Pedestrian traffic saw a healthy 5% lift, while vehicle traffic held steady .



Connecting Local Businesses to What's Happening

Regular email updates to businesses on:

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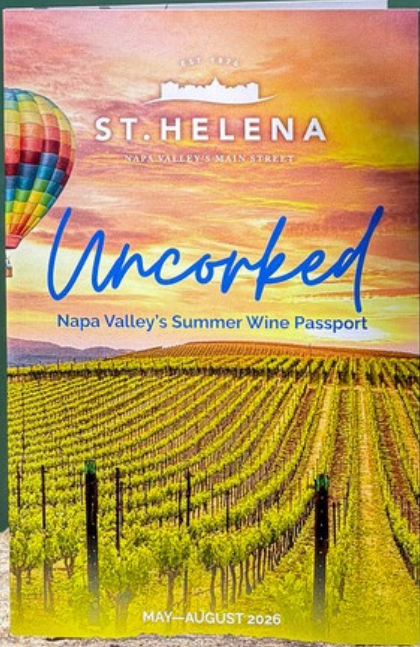


Supporting Local Businesses: Public Restroom Access

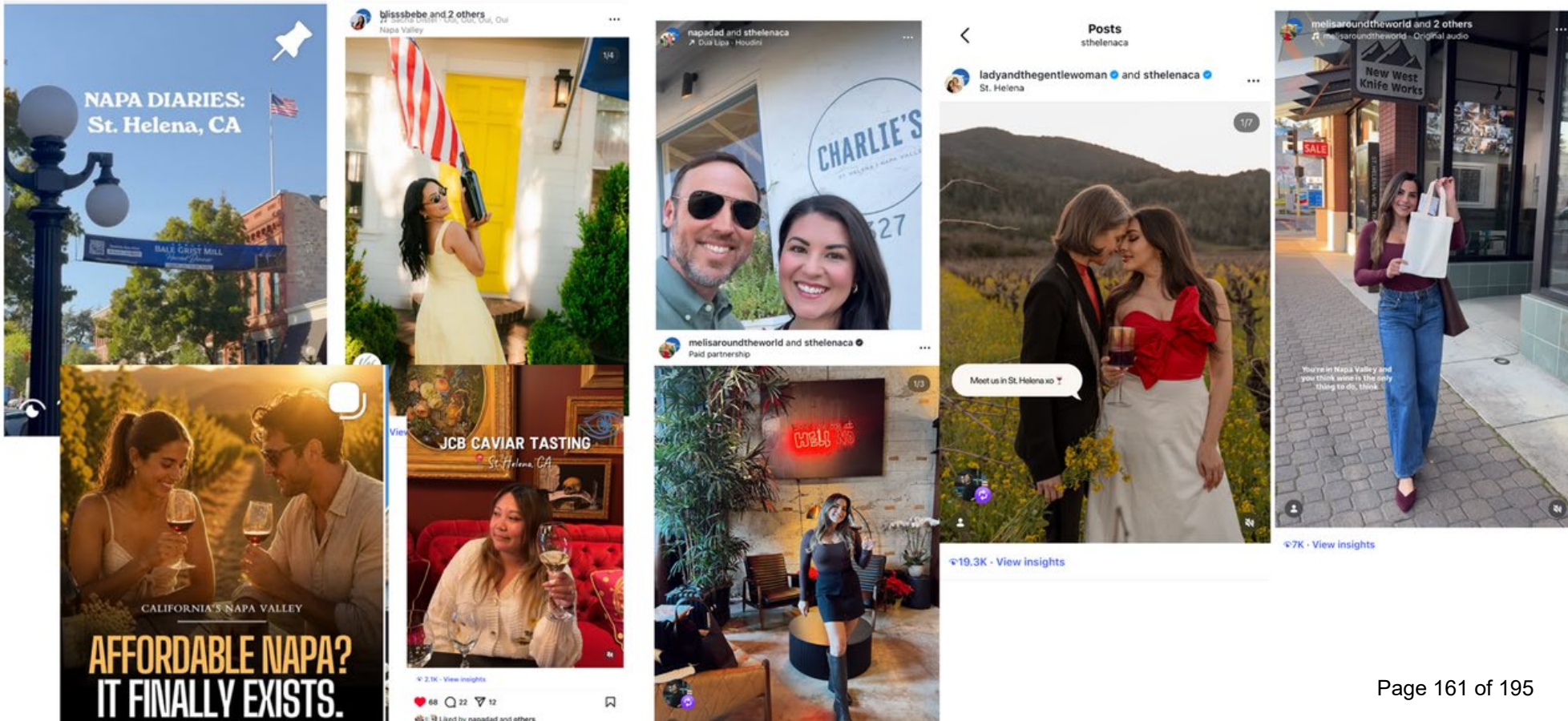
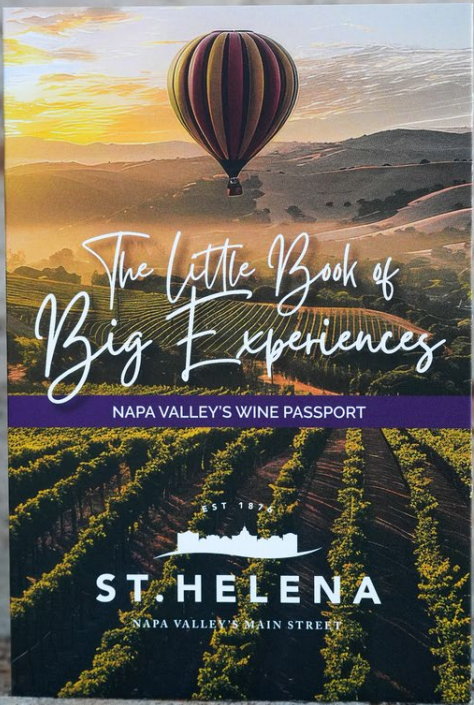


- Reduces foot traffic strain on private business restrooms
- Encourages visitors to stay longer and explore downtown
- Improves overall cleanliness and public health
- Provides ADA-accessible facilities for all guests
- Acts as a reliable, clearly marked resource for tourists

Passports-Online Visitors + Welcome Center Sales



Instagram Metrics Influencer Visits



Thank you



- The Welcome Center delivers measurable impact through visitor services, business support, and community connection.
- High visitor volume and strong year over year engagement
- Direct support for local businesses and events
- Increased visibility for St. Helena as a destination
- Trusted source of information for visitors and residents

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2025-2026 FY



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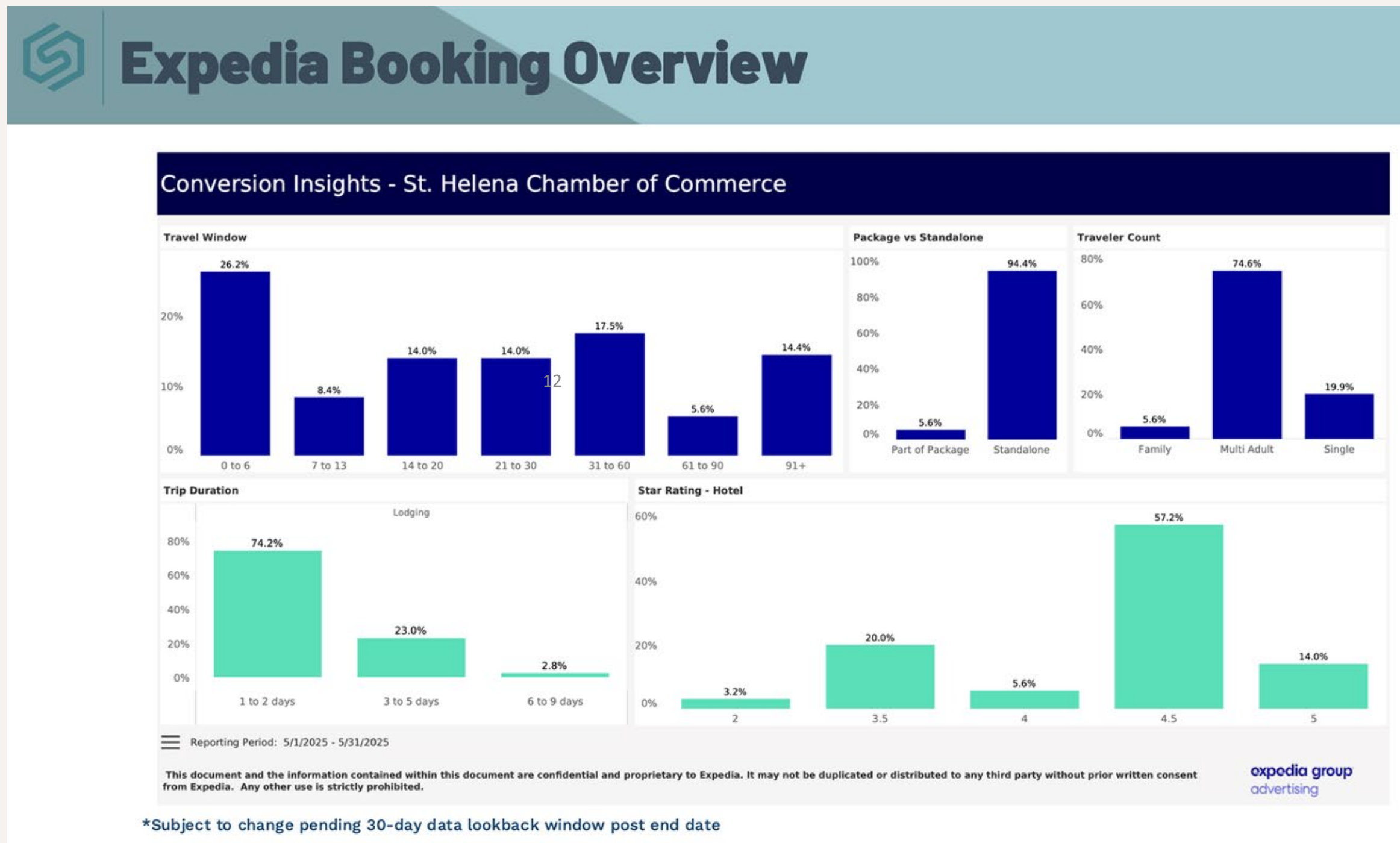
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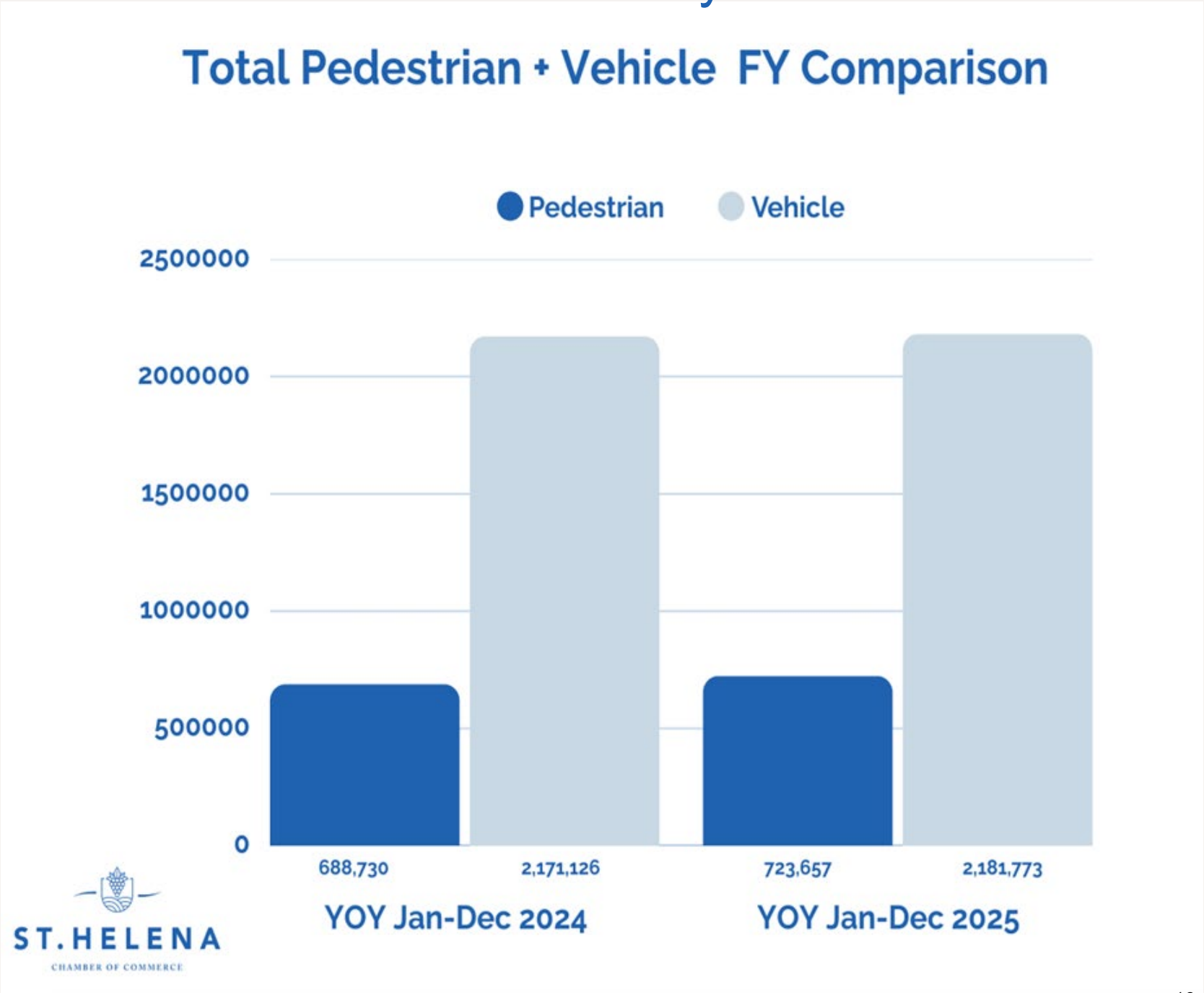
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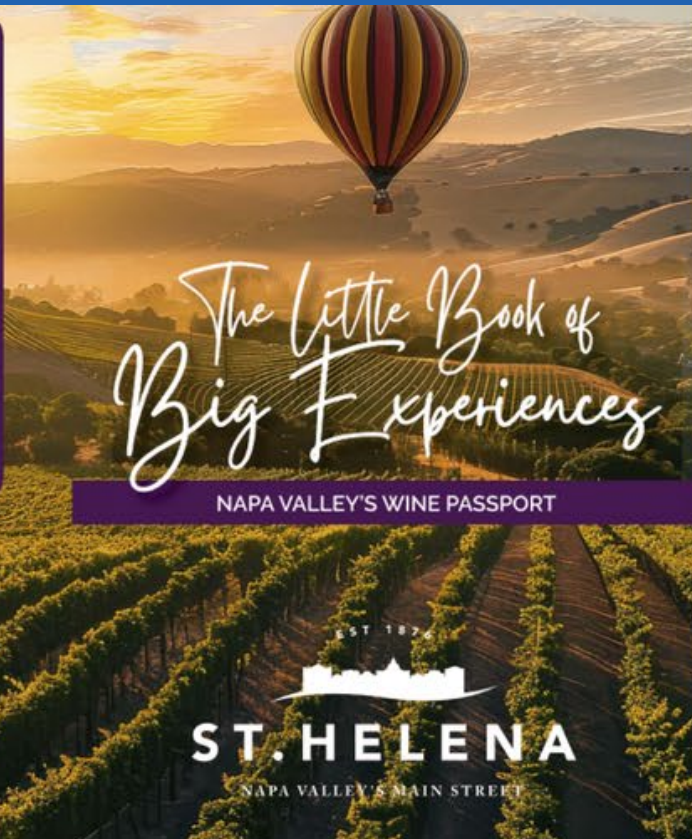
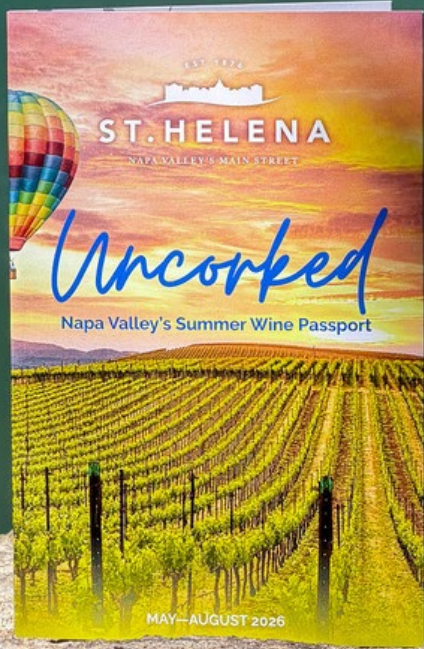
Supporting Local Businesses: Public Restroom Access



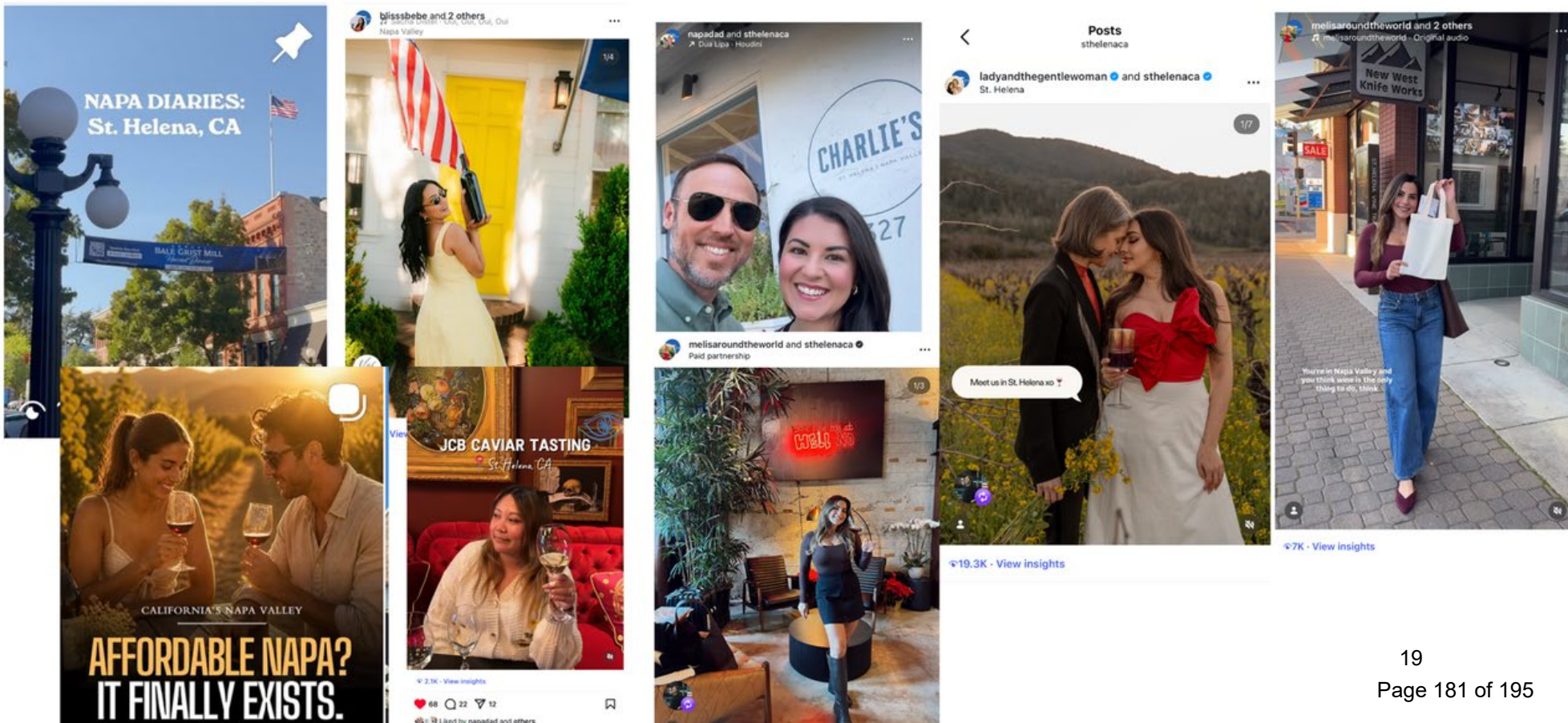
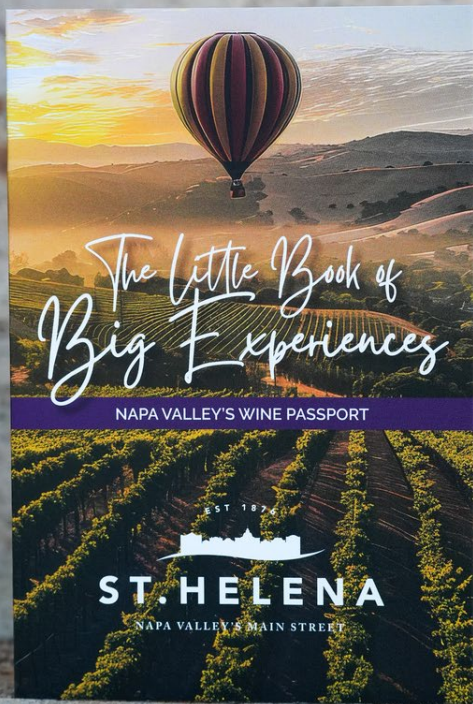
18

- Reduces foot traffic strain on private business restrooms
- Encourages visitors to stay longer and explore downtown
- Improves overall cleanliness and public health
- Provides ADA-accessible facilities for all guests
- Acts as a reliable, clearly marked resource for tourists

Passports-Online Visitors + Welcome Center Sales



Instagram Metrics Influencer Visits



Thank you



- The Welcome Center delivers measurable impact through visitor services, business support, and community connection.
- High visitor volume and strong year over year engagement
- Direct support for local businesses and events
- Increased visibility for St. Helena as a destination
- Trusted source of information for visitors and residents

**WELCOME CENTER AGREEMENT BETWEEN THE CITY OF ST. HELENA AND THE ST. HELENA
CHAMBER OF COMMERCE**

THIS WELCOME CENTER AGREEMENT ("Agreement") is made and entered into on July 22, 2025 ("Effective Date") by and between the City of St. Helena, a municipal corporation located in the County of Napa, State of California ("City"), and the St. Helena Chamber of Commerce, a California Non-Profit Corporation ("Chamber"). The City and Chamber are sometimes hereinafter referred to collectively as the "Parties."

RECITALS

- A. City seeks to work with the Chamber of and the local business community to invest funding to market and promote St. Helena as a desirable tourist destination.
- B. California Government Code Section 37110 provides the City with authorization to utilize City General Funds to, among other things, promote the City.
- C. Chamber represents it is recognized by the Internal Revenue Service as a Section 501(c)(6) nonprofit organization.
- D. Chamber represents it is directed by an elected Board of Directors from the local business community with a professional staff, and is organized and equipped to operate, staff and provide activities/services at the Welcome Center on behalf of the City in accordance with this Agreement.
- E. City and Chamber have previously entered into similar promotional and marketing services agreements.
- F. The City seeks, and the Chamber desires, to further direct and focus the Welcome Center's efforts to ensure that taxpayer funds are used exclusively to promote and markets businesses that are located within the City limits, along with other tourist facing entities following standard tourism practices that fall in alignment with a visitor center.

Therefore, for the consideration hereinafter specified, the Parties agree as follows:

Section 1. Scope of Services. Chamber shall provide the services outlined in Exhibit A attached hereto.

Section 2. Term of Agreement. The term of this Agreement shall commence on July 1, 2025, and shall terminate on June 30, 2026, unless sooner terminated in accordance with its terms.

Section 3. Compensation. For the Scope of Services provided in Exhibit A, the City will pay the Chamber the annual sum of ONE HUNDRED SIXTY THOUSAND DOLLARS (\$160,000) each year during the term of the agreement. Said payments shall be made in quarterly installments of FORTY THOUSAND DOLLARS (\$40,000.00) toward the Welcome Center. Quarterly invoice will be paid, within fourteen (14) business days, once invoice is received from the Chamber of Commerce. Should the Chamber need these dollars sooner, the Chamber shall provide a written request to be approved at the discretion of the City Manager to advance funds.

Section 4. Accounting. On or prior to the Effective Date, the Chamber shall present the Chamber's Full operating budget for the Welcome Center 2025-2026 fiscal year and a copy of the prior fiscal year budget and actual expenditures incurred at the Welcome Center and annually in July for each subsequent year of the agreement (collectively the "Financial Reports"). The Chamber shall account for all City funding provided under this Agreement and shall keep complete and accurate books and records for all expenditures associated with the City funding provided under this Agreement. Upon not less than 10 calendar days' notice from the City, the Chamber shall make available to the City and submit to inspection, review, and audit by the City and/or other governmental agencies with jurisdiction, all the Chambers' books, records, and financial statements as it's related to the Welcome Center.

Section 5. Performance Evaluation and Tracking. For the purpose of evaluating the effectiveness of the Welcome Center provided by the Chamber under this Agreement, the Chamber shall provide to the City a mid-year review on a date selected by the City, and a final written report at the end of the fiscal year. The mid-year review and final report shall include a report of all expenditures funded under this Agreement, and shall include the following information as of the date of reporting:

- Statistics of visitor activity including the number of visitors to the St. Helena Welcome Center
- Utilization and traffic count on the Chamber website.
- Hours of operation and staffing levels at the St. Helena Welcome Center. The St. Helena Welcome Center is open at minimum, five days per week, of which the days and hours are set at the discretion of the Chamber.
- Annual report attesting to the fact that taxpayer dollars have not been used to promote non-City of St. Helena businesses.
- Status of projects/programs outlined in Exhibit A, "Scope of Services," including, without limitation, dates, estimated attendees and expenditures.

The City Manager and the Chamber's President/CEO shall meet periodically to discuss and review marketing trends, business climate, etc., within St. Helena and the Napa Valley region and Special Events Productions.

Section 6. Independent Contractors. The Parties understand and agree that in the performance of its work and services under this Agreement, Chamber is and at all times shall remain a wholly independent contractor and not an officer, employee or agent of City. Chamber shall obtain no

rights or benefits that accrue to City employees. Consultant shall have no authority to bind City in any manner or to incur an obligation, debt or liability of any kind on behalf of or against City, whether by contract or otherwise, unless such authority is expressly conferred under this Agreement or is otherwise expressly conferred in writing by City.

Section 7. Indemnification by Chamber. The Chamber shall, upon the City's written demand and with legal counsel acceptable to the City, defend, indemnify, and hold harmless the City, its agents, officers, City Council members, and employees for all liability, actions, claims, damages, costs, or expenses, including reasonable attorney's fees and legal expenses including expert fees and costs, which may be asserted by any person, including the Chamber, arising out of or in connection with the Chamber's performance of services under this Agreement.

Section 8. Indemnification by City. The City shall, upon the Chamber's written demand and with legal counsel acceptable to the Chamber, defend, indemnify, and hold harmless the Chamber, its agents, officers, and employees for all liability, actions, claims, damages, costs, or expenses, including reasonable attorney's fees and legal expenses including expert fees and costs, which may be asserted by any person, including the City, arising out of or in connection with the City's performance under this Agreement.

Section 9. Insurance Requirements. Chamber shall procure and maintain for the duration of the Agreement insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder by Chamber, its agents, representatives, or employees, as indicated:

- A. Minimum Scope of Insurance. Coverage shall be at least as broad as:
 - 1. Insurance Services Office Commercial General Liability coverage (occurrence form CG 0001).
 - 2. Insurance Services Office form number CA 0001 (Ed. 1/87) covering Automobile Liability, code 1 (any auto).
 - 3. Workers' Compensation Insurance as required by the State of California and Employer's Liability Insurance.
- B. Minimum Limits of Insurance. Chamber shall maintain limits no less than:
 - 1. General Liability: \$1,000,000 per occurrence for bodily injury, personal injury and property damage including operations, products and completed operations, as applicable. If Commercial General Liability Insurance or other form with a General Liability Insurance or other form with a general aggregate limit is used, either the general aggregate limit shall apply separately to this project/location or the general aggregate limit shall be twice the required occurrence limit.
 - 2. Automobile Liability: \$1,000,000 per accident for bodily injury and property damage.
 - 3. Employer's Liability: \$1,000,000 per accident for bodily injury or disease.
- C. Deductibles and Self-Insured Retentions. Any deductibles or self-insured retentions of \$25,000 or greater must be declared to and approved by the City.

D. Other Insurance Provisions. The commercial general liability and automobile liability policies are to contain, or be endorsed to contain, the following provisions:

1. The City, its agent, officers, officials, employees, and volunteers are to be covered as additional insured as respects: liability arising out of work or operations performed by the Chamber or Chamber's subconsultants; or automobile owned, leased, hired or borrowed by the Chamber.
2. For any claims related to Chamber's conduct while performing the work pertaining to this agreement, the Chamber's insurance coverage shall be primary insurance as respects the City, its agents, officers, officials, employees and volunteers. Any insurance or self-insurance maintained by the City, its agents, officers, officials, employees or volunteers shall be excess of the Chamber's insurance and shall not contribute with it.
3. Each insurance policy required by this clause shall be endorsed to state that coverage shall not be cancelled by either party, except after thirty (30) days prior written notice by certified mail, return receipt requested, has been given to the City.
4. Coverage shall not extend to any indemnity coverage for the active negligence of the additional insured in any case where an agreement to indemnify the additional insured would be invalid under Subsection (b) of Section 2782 of the Civil Code.

E. Waiver of Subrogation. The workers compensation policy is to be endorsed with a waiver of subrogation. The insurance company, in its endorsement, agrees to waive all rights of subrogation against the City, its agents, officers, officials, employees and volunteers for losses paid under the terms of this policy which arises from the work performed by the named insured for the City.

F. The Acceptability of Insurers. Insurance is to be placed with insurers with a current A.M. Best's rating of no less than A: VII, unless otherwise acceptable to the City.

G. Verification of Coverage. Chamber shall furnish the City with original certificates and amendatory endorsements effecting coverage required by this clause. The endorsements should be on forms provided by the City or on forms that conform to City requirements. All certificates and endorsements are to be received and approved by the City before work commences. The City reserves the right to require complete, certified copies of all required insurance policies, including endorsements affecting the coverage required by these specifications at any time.

Section 10. Nondiscrimination. The Chamber shall comply with all applicable federal, state, and local laws, rules, and regulations in regard to nondiscrimination in employment because of race, ancestry, color, sex, sexual orientation, gender, gender identity, gender expression, age, national origin, religion, material status, medical condition, or physical or mental disability.

Section 11. Governing Law. City and Chamber agree that the law governing this Agreement shall be that of the State of California.

Section 12. Compliance with Laws. Chamber shall comply with all applicable laws, ordinances, codes, and regulations of the Federal, State, and Local Agencies (including, without limitation, the City).

Section 13. Disclosure/Provision of Information. Brochures, maps, or other promotional materials produced by Chamber using the funds arising out of this Agreement may include the City logo on the material. Any information developed by Chamber pursuant to this Agreement shall be provided to the City upon request and Chamber expressly grants City full legal authority and license to use and distribute any such materials.

Section 14. Waiver. The Parties agree that a waiver, breach, or violation of any term or condition of this Agreement shall not be deemed to be a waiver of any other term or condition contained herein or a waiver of any subsequent breach or violation of the same or any other term or condition. The City's acceptance of Chamber's performance of any work or services shall not be deemed to be a waiver of City's rights or Chamber's obligations under this Agreement.

Section 15. Assignment/Delegation. Neither party hereto shall assign, sublet, or transfer any interest in or duty under this Agreement without the prior written consent of the other Party, and no assignment shall be of any force or affect whatsoever, and shall be void, unless and until the other Party shall have so consented.

Section 16. Conflict of Interest/Anti-Fraud and Anti-Corruption Policies. The Chamber covenants that it presently has no interest and shall not acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance of its services under this Agreement. The Chamber further covenants that in the performance of the Scope of Services under this Agreement, Chamber will not knowingly employ any person having any such conflict of interest with the City.

- A. Consultant covenants that neither it, nor any officer or principal of its firm, has or shall acquire any interest, directly or indirectly, which would conflict in any manner with the interests of City or which would in any way hinder Consultant's performance of services under this Agreement. Consultant further covenants that in the performance of this Agreement, no person having any such interest shall be employed by it as an officer, employee, agent, or subcontractor without the express written consent of the City Manager. Consultant agrees to at all times avoid conflicts with the interests of City in the performance of this Agreement.
- B. City understands and acknowledges that Consultant is, as of the date of execution of this Agreement, independently involved in the performance of non-related services for other governmental agencies and private parties. Consultant is aware of any stated position of City relative to such projects. Any future position of City on such projects shall not be considered a conflict of interest for purposes of this section.
- C. Consultant understands and acknowledges City maintains an anti-fraud and anti-corruption policy to protect the City, its operations, and its employees from and against financial risks,

operational breaches, and unethical, fraudulent, and corrupt activities. Consultant represents and warrants that Consultant, its subcontractor(s) / subconsultant(s) and their respective employees providing services pursuant to the Agreement are (1) in good standing; (2) have not been previously investigated, convicted, or debarred for fraudulent or corrupt activities; (3) will not participate in fraudulent or corrupt activities, and (4) will take steps to ensure that its employees and subcontractor's(s) / subconsultant's(s) employees do not participate in any fraudulent or corrupt activities. Consultant acknowledges and agrees further that it has a duty to and will report to City any information or incident(s) about possible fraudulent or corrupt activities Consultant may discover, and will cooperate in any fraud or corruption investigation conducted, with respect to Consultant's service provided pursuant to this Agreement.

Section 17. Attorney's Fees. In the event either Party brings an action or proceeding for damages arising out of the other's performance under this Agreement or to establish the rights or remedies of either party, the prevailing party shall be entitled to recover its reasonable attorney's fees and costs as part of such action or proceeding or any post-judgment legal proceedings.

Section 18. No Third-Party Beneficiaries. Nothing contained in this Agreement shall be construed to create, and the Parties do not intend to create, any rights or remedies to any person or entity not a Party to this Agreement. In the event that Chamber enters into any agreements with third parties in connection with the work and services provided under this Agreement, City shall be deemed an intended third-party beneficiary of such agreements.

Section 19. Notices. All notices and other communications required or permitted to be given under this Agreement shall be in writing, and shall be personally served or mailed, return-receipt requested, addressed to the respective Parties as follows:

**CEO/President
St. Helena Chamber of Commerce
1154 Main Street
St. Helena, CA 94574**

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

Section 20. Prior Agreements. This Agreement, including all Exhibits attached hereto, represents the entire understanding of the Parties as to those matters contained herein. No prior oral or written understanding shall be of any force or effect with respect to those matters covered under this Agreement.

Section 21. Representations. Chamber represents it is recognized by the Internal Revenue Service as a section 501(c)(6) nonprofit organization, that it is directed by an elected Board of Directors from the local business community with a professional staff, and is organized and equipped to carry on the Scope of Services to be provided to the City in accordance with the terms of this Agreement.

Section 22. Entire Agreement/ Interpretation. Both Parties acknowledge that by entering into this Agreement, the City is not assuming any obligation to operate, supervise, or fund Chamber or any other obligations to Chamber other than those expressly provided in this Agreement. This Agreement constitutes the entire agreement among the Parties and may not be modified or changed, except by written instrument executed by both Parties. No provision of this Agreement is to be interpreted for or against either Party because that Party or that Party's legal representative drafted such provision.

Section 23. Termination. This Agreement may be terminated prior to June 30, 2026, as follows: By either Party, if the other Party fails to perform any of its obligations hereunder, within the time and in the manner provided, or otherwise violates any of the terms of this Agreement. The Party terminating the Agreement shall give 30 days written notice of such termination, stating the reasons for such termination in such event. Termination shall be effective 30 days following such written notice. Upon the termination of this Agreement by either Party, (1) any accrued but unpaid compensation due the Chamber shall be paid to the Chamber within thirty (30) days after receipt of the Chamber's invoice following such termination; and (2) Chamber shall repay to City within thirty (30) days after receipt of the Chamber's invoice following such termination the pro-rata portion of any quarterly payment remaining post-termination. Compensation to the Chamber or Chamber's reimbursement to City due upon termination shall be prorated. For example, if the Agreement were terminated on February 28, 2026, then THIRTEEN THOUSAND THREE HUNDRED THIRTY THREE DOLLARS AND THIRTY THREE CENTS (\$13,333.33) OF THE FORTY THOUSAND (\$40,000) of quarterly funds advanced on January 31 for Tourism Marketing and Promotion Efforts would be returned to the City for the services not performed during March 2026 of the installment period.

Section 24. Special Provisions. This Agreement is subject to the following special provisions:

The Parties are required to provide certificates of coverage for any agreed upon special events ("Event") should they occur and shall name each other as additional insureds for the Event, as set forth below.

Hold harmless: to the fullest extent permitted by law, Chamber shall hold harmless, defend at its own expense, and indemnify City its officers, employees, agents, contractors, consultants, and volunteers, from and against any and all liability, claims, losses, damages, or expenses, including reasonable attorney's fees, arising out of, relating to, or resulting from all acts or omissions of contractor or its officers, agents, or employees in rendering services under this contract; excluding, however, such liability, claims, losses, damages, or expenses arising from City's sole negligence, active negligence, or willful misconduct.

Hold harmless: to the fullest extent permitted by law, City shall hold harmless, defend at its own expense, and indemnify Chamber its officers, employees, agents, and volunteers, from and against any and all liability, claims, losses, damages, or expenses, including reasonable attorney's fees, arising out of, relating to, or resulting from, all acts or omissions of City or its officers, agents, or employees in rendering services under this contract; excluding, however, such liability, claims,

losses, damages, or expenses arising from Contractor's sole negligence, active negligence, or willful misconduct.

Both Parties shall procure and maintain for the duration of the agreement insurance against claims for injuries to persons or damages to property which may arise out of relate to, or result from the performance of the work hereunder by the respective party, its agents, representatives, or employees.

MINIMUM SCOPE AND LIMIT OF INSURANCE

Coverage shall be at least as broad as:

Commercial General Liability (CGL): Insurance Services Office Form CG 00 01 covering CGL on an "occurrence" basis, including products and completed operations, property damage, bodily injury and personal & advertising injury with limits no less than \$1,000,000 per occurrence. If a general aggregate limit applies, either the general aggregate limit shall apply separately to this project/location (ISO CG 25 03 or 25 04) or the general aggregate limit shall be twice the required occurrence limit.

If the parties maintain broader coverage and/or higher limits than the minimums shown above, the parties require and shall be entitled to the broader coverage and/or the higher limits. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available.

Other Insurance Provisions

The insurance policies are to contain, or be endorsed to contain, the following. provisions:

Additional Insured Status

The parties, their officers, officials, employees, contractors, consultants, and volunteers are to be covered as additional insureds on the other party's CGL policy with respect to liability arising out of, relating to, or resulting from work or operations performed by or on behalf of the respective party, including liability arising out of, relating to, or resulting from materials, parts, or equipment furnished in connection with such work or operations. General liability coverage can be provided in the form of an endorsement (at least as broad as ISO Form CG 20 10 11 85 or both CG 20 10, CG 20 26, CG 20 33, or CG 20 38; and CG 20 37 forms if later revisions used).

Primary Coverage

For any claims related to this contract, the insurance coverage shall be primary insurance coverage at least as broad as ISO CG 20 0104 13 as respects to the parties, its officers, officials, employees, and volunteers. Any insurance or self-insurance maintained by the parties, its officers, officials, employees, or volunteers shall be excess and shall not contribute with it.

Notice of Cancellation

Each insurance policy required above shall state that coverage shall not be canceled, except with notice.

Acceptability of Insurers

Insurance is to be placed with insurers authorized to conduct business in the state with a current A.M. Best's rating of no less than A:VII, unless otherwise acceptable to the parties.

Claims Made Policies

If any of the required policies provide coverage on a claims-made basis:

1. The Retroactive Date must be shown and must be before the date of the contract or the beginning of contract work.
2. Insurance must be maintained and evidence of insurance must be provided for at least five (5) years after completion of the contract of work.
3. If coverage is canceled or non-renewed, and not replaced with another claims- made policy form with a Retroactive Date prior to the contract effective date, the Consultant must purchase "extended reporting" coverage for a minimum of five (5) years after completion of contract work.

Verification of Coverage

The parties shall furnish the other with original Certificates of Insurance including all required amendatory endorsements (or copies of the applicable policy language effecting coverage required by this clause) and a copy of the Declarations and Endorsement Page of the CGL policy listing all policy endorsements before work begins. However, failure to obtain the required documents prior to the work beginning shall not waive the Consultant's obligation to provide them. The parties reserve the right to require complete, certified copies of all required insurance policies, including endorsements required by these specifications, at any time.

Subcontractors

Consultant shall require and verify that all subcontractors maintain insurance meeting all the requirements stated herein, and Contractor shall ensure that City is an additional insured on insurance required from subcontractors.

Special Risks or Circumstances

The parties reserve the right to modify these requirements, including limits, based on the nature of the risk, prior experience, insurer, coverage, or other special circumstances.

IN WITNESS WHEREOF, the Parties hereto have accepted, made, and executed this Agreement upon the terms, conditions, and provisions above stated, the day and year first above written.

Chamber:

By: Amy Carabba-Salazar
Amy Carabba-Salazar Jul 30, 2025 10:43 10 PDF1

Name: Amy Carabba-Salazar

Title: CEO/President

City:

By: Anil Comelo
Anil Comelo Jul 30, 2025 10:43 10 PDF1

Name: Anil Comelo

Title: City Manager

Exhibit A Scope of Services
St. Helena Chamber of Commerce Tourism Welcome Center Agreement

The St. Helena Chamber of Commerce ("Chamber") shall use its best efforts to proactively market the City of St. Helena, and downtown merchants/businesses through the Welcome Center. The Chamber's Welcome Center marketing and promotional efforts shall include, without limitation, the following activities:

Daily Operations

- Operate, staff and promote the Welcome Center located at 1154 Main Street, St. Helena, C. 94574
- Promote the City of St. Helena, its businesses and downtown climate through the
- Operate and staff a Welcome Center at minimum five days per week at the discretion of the Chamber CEO.
- Provide public restrooms for the City of St. Helena on Main Street

Information & Wayfinding

- Provide maps, guides, brochures, and Visit Napa Valley/local publications
- Offer directions and transportation info
- Recommend attractions, landmarks, and scenic routes
- Explain regional history and cultural context

Visitor Assistance

- Help plan itineraries or day trips
- Answer questions about parking, weather, etc.
- Assist with bookings for accessibility or mobility needs for visitors
- Help resolve travel issues for visitors
- Promote Local Businesses prioritizing City Limits, but not limited to other recommendations following standard welcome center tourism practices.

- Refer visitors to local restaurants, wineries, shops, etc.
- Showcase brochures or business cards from local partners
- Offer exclusive discounts or coupons for local accommodations

Bookings

- Help book lodging (hotels, inns, B&Bs) in St. Helena
- Facilitate reservations for experiences (wine tastings, dining reservations, excursions, etc.)
- Develop inspiration guides for travelers

Destination Marketing

- Act as a physical extension of our destination marketing organization (DMO) the St. Helena Chamber
- Reinforce the destination's brand with signage and visuals

Data Collection & Reporting

- Track visitor counts and areas of visitation
- Collect origin data to inform tourism trends
- Report visitation patterns to Visit Napa Valley in quarterly GIN meetings
- Annual report attesting to the fact that taxpayer dollars have not been used to promote non-City of St. Helena businesses.

Welcome Center Agreement Between City and Chamber

Final Audit Report

2025-07-30

Created:	2025-07-23
By:	Mandy Kellogg (mkellogg@cityofsthelena.org)
Status:	Signed
Transaction ID:	CBJCHBCAABAA0HvRBK1xERG-6_A05DZfLmN1G3NDKB_

"Welcome Center Agreement Between City and Chamber" History

-  Document created by Mandy Kellogg (mkellogg@cityofsthelena.org)
2025-07-23 - 5:32:04 PM GMT
-  Document emailed to Amy Carabba-Salazar (amy@sthelena.com) for signature
2025-07-23 - 5:32:08 PM GMT
-  Email viewed by Amy Carabba-Salazar (amy@sthelena.com)
2025-07-23 - 5:36:59 PM GMT
-  Email viewed by Amy Carabba-Salazar (amy@sthelena.com)
2025-07-30 - 5:42:52 PM GMT
-  Document e-signed by Amy Carabba-Salazar (amy@sthelena.com)
Signature Date: 2025-07-30 - 5:43:10 PM GMT - Time Source: server
-  Document emailed to Anil Comelo (acomelo@cityofsthelena.gov) for signature
2025-07-30 - 5:43:12 PM GMT
-  Email viewed by Anil Comelo (acomelo@cityofsthelena.gov)
2025-07-30 - 5:56:25 PM GMT
-  Document e-signed by Anil Comelo (acomelo@cityofsthelena.gov)
Signature Date: 2025-07-30 - 5:57:08 PM GMT - Time Source: server
-  Agreement completed.
2025-07-30 - 5:57:08 PM GMT



Adobe Acrobat Sign

AMENDMENT NO. 1

TO THE WELCOME CENTER AGREEMENT WITH THE CITY OF ST HELENA CHAMBER OF COMMERCE; STH CONTRACT NO: FY2026-004 TO EXTEND THE TERMS OF THIS AGREEMENT AT THE SAME ANNUAL CONTRIBUTION.

This first Amendment to Welcome Center Agreement STH Contract: FY2026-004 dated July 22, 2025 ("Agreement") is made as of this __ Day of June 2026 by and between the City of St. Helena, a municipal corporation ("City"), and the St Helena Chamber of Commerce ("Chamber").

RECITALS

- A. On July 22, 2025, the City and Chamber entered into the Agreement for Chamber to provide Welcome Center Services; and
- B. The City of St. Helena is committed to ensuring the Welcome Center continues to provide services to tourists in support of St Helena businesses; and
- C. The City of St. Helena and Chamber are looking to approve a change order in the amount of \$160,000 for Fiscal Year 2026-2027 and \$160,000 for Fiscal Year 2027-2028 subject to the City's budget adoption process.

AGREEMENT

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

- 1. The Scope of Work as attached to the Agreement remains in effect.
- 2. Section 2. Term, is amended to read as follows:

"The term of this Agreement shall commence on July 1, 2025 and shall terminate on June 30, 2028, unless sooner terminated in accordance with its terms."

- 3. Section 3. Compensation, is amended to read as follows:

"... Manager to advance funds. Compensation shall not exceed \$160,000 for Fiscal Year 2026-27 and \$160,000 for Fiscal Year 2027-28."

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

Entered as of the day and year first above stated.

CHAMBER:

Signatures of Authorized Persons:

By: _____

Print Name: _____

Title: _____

CITY OF ST. HELENA

a Municipal Corporation

By: _____

Print Name: James McCann

Title: Interim City Manager

APPROVED AS TO FORM:

Ethan Walsh, City Attorney