



**City of St. Helena
Regular City Council
Regular Meeting
Tuesday, February 28, 2017 @ 6:00 PM
Vintage Hall Board Room - Second Floor
465 Main Street, St. Helena**

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

Page

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. ROLL CALL
Mayor: Alan Galbraith
Vice Mayor: Peter White
City Council: Paul Dohring
Geoff Ellsworth
Mary Koberstein
4. PUBLIC FORUM:
Members of the public are entitled to speak on matters of municipal concern not on the agenda during Public Forum. Each person's comments shall be limited to 3 minutes. Each person is entitled to speak on any non-agendized item only once at any meeting. Brief questions by Councilmembers for clarifications may be posed and answered, and Councilmembers may make requests that items be placed on future agendas, but in accordance with state law, no substantive discussion or action may take place unless and until the matter properly appears on the agenda.
5. REPORTS BY STAFF AND CITY COUNCIL, FUTURE AGENDA ITEMS, AND AB 1234 REPORTS:
Reports by staff and/or Councilmembers on items of general interest. Brief questions for clarification may be posed and answered, and Councilmembers may request that items be placed on a future agenda. Except under certain circumstances, the Brown Act prohibits any other discussion or action by the City Council.
 - 5.1. Closed Session - announce actions taken if any from February 28, 2017 - City Attorney Thomas B. Brown
 - 5.2. February 4, 2017 Goal Setting follow-up - Interim City Manager Larry Pennell
6. STAFF BRIEFING
 - 6.1. None
7. CONSENT ITEMS
Members of the Council or the public may ask that any items be considered

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

- 7.1. Consideration and Proposed Approval of a Resolution to Award Purchase Order in the Amount of \$29,449.22 to Folsom Ford for One (1) 2017 Ford Interceptor with Police Package Under Municipal Code Section 3.04.150 Cooperative Purchasing with Other Agencies 5 - 9

CEQA Determination: Not a CEQA Project
Prepared By: William Imboden, Chief of Police
Tracey Perkosky, Grants & Finance Manager
Recommendation: Adopt

[Item 7.1](#)

- 7.2. Consideration and proposed adoption of a resolution awarding a construction contract for 2016 Pavement Overlay Project, R-78, to Team Ghilotti Inc. in the amount of \$272,836.50, and authorizing the Director of Public Works to approve change orders not to exceed 15% of the contract amount. 11 - 16

CEQA Determination: Categorically Exempt, Section 15301, Existing Facilities Class I
Prepared By: Tobias Barr, Project Manager
Erica Smithies, PE, Assistant Director of Public Works
Recommendation: Adopt

[Item 7.2](#)

8. PUBLIC HEARING

- 8.1. Consideration and proposed approval of a resolution approving the Annexation of Territory into the St. Helena Municipal Sewer District No. 1, MSD Annexation No. 131 (1486 Sulphur Springs Ave., St Helena, CA. APN's 009-362-024 & 025). 17 - 24

CEQA Determination: Categorically Exempt, CEQA Guidelines Section 15319, Annexations of Existing Facilities and Lots for Exempt Facilities, and Section 15061(b)(3), No Possibility of Significant Effect on the Environment
Prepared By: Christina Cook, Administrative Assistant
Steven Palmer, PE, Director of Public Works/City Engineer
Recommendation: Open/Close Public Hearing, Adopt

[Item 8.1](#)

9. NEW BUSINESS

- 9.1. Review proposal(s) submitted by executive recruitment firms for the recruitment of City Manager, and authorize the Interim City Manager to execute a professional services contract for the recruitment of a City Manager, or take other action relative to the recruitment of a City Manager 25 - 82

CEQA Determination: Not a CEQA project
Prepared By: Kathy Robinson, Director of HR & IT

Recommendation: Provide direction

[Item 9.1](#)

- 9.2. Presentation of Draft ADA Evaluation and Transition Plan Presentation to City Council by Theron Roschen, Interwest Consulting Group 83 - 209

CEQA Determination: Categorically Exempt, Section 15301, Existing Facilities Class I

Prepared By: Tobias Barr, Project Manager

Erica Smithies, PE, Assistant Director of Public Works

Recommendation: Provide comments

[Item 9.2](#)

- 9.3. Report to City Council as Directed at the January 17, 2017 Special City Council Meeting of the Following Items: 211 - 492

1. Review of Bond Covenants
2. Summary Report on the Major Projects including Funding Assumptions for each Project
3. Overview of Various Financial Mechanisms with Details on Cost Assumptions
4. Review of Perceived Inequity in Allocation Between User Types and Between Base Rate and Usage Rate

Consideration and proposed approval of a resolution authorizing \$45,000 to be taken from the water and wastewater reserves for contracts with bond counsel, municipal financial advisor, and Hansford Economic Consulting to provide additional analysis of the utility rate study dated October 31, 2016 and adopted on November 29, 2016; and

Consideration and proposed approval of a resolution authorizing a second amendment to the contract with Hansford Economic Consulting for an amount not to exceed \$32,792 for additional technical support regarding the rate study dated October 31, 2016 and adopted on November 29, 2016.

[Item 9.3](#)

[Rate Study Presentation](#)

- 9.4. Councilmember Geoff Ellsworth – Discussion of York Creek Dam funding issue regarding more general water issues
- 9.5. Councilmember Geoff Ellsworth - The city of St. Helena has been made aware that a private use helicopter permit (UP#000261UP) is being processed at the Napa County level. The City of St. Helena would like to register its objection to any and all private use helicopter landings in Napa County. 493 - 495

[Public Comments](#)

10. ADJOURNMENT

The next Regular City Council meeting is scheduled for March 14, 2017, at 6:00 p.m. in the Vintage Hall Board Room located at 465 Main Street.

This agenda was posted at City Hall, 1480 Main Street, and at Vintage Hall, 465 Main Street, St. Helena, California on February 24, 2017.



Cindy Black, 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 1480 Main Street, St. Helena, California, during normal business hours. In addition, such writings or documents will be made available on the City's web site at <https://sthelena.civicweb.net> and will be available for public review at the respective meeting.



Report to the City Council
Council Meeting of February 28, 2017

Agenda Section: Consent Calendar

Subject: Consideration and Proposed Approval of a Resolution to Award Purchase Order in the Amount of \$29,449.22 to Folsom Ford for One (1) 2017 Ford Interceptor with Police Package Under Municipal Code Section 3.04.150 Cooperative Purchasing with Other Agencies

CEQA Status: Not a CEQA Project

**Prepared By: William Imboden, Chief of Police
Tracey Perkosky, Grants & Finance Manager**

Approved By: Larry Pennell, Interim City Manager 

BACKGROUND

During the February 14, 2017, City Council meeting \$35,000 was approved for the acquisition and outfitting of a new vehicle for the police chief. The department will acquire a new Ford Interceptor SUV, so that it can be added to the fleet with minimal modifications should an existing police vehicle be rendered unusable.

DISCUSSION

St. Helena Municipal Code Section 3.04.150 on Cooperative Purchasing with Other Agencies allows, if the purchasing officer determines that it is in the best interest of the City, to waive formal bid procedures and use a competitive bidding procedure completed by another state, local, public or federal agency.

The State of California released an RFP for the procurement of police pursuit vehicles under contract 1-15-23-14B. This procurement would provide police vehicles from June 30, 2015 through June 29, 2017 and any police agency can partake in cooperative purchasing or "piggybacking" on the state contract. Staff reviewed the bid information and process and determined that it met the City's requirements for a competitive procurement. As such, the purchasing officer finds it prudent to invoke section 3.04.150 of the Municipal Code and utilize the state's cooperative purchasing process in lieu of releasing our own Request for Proposal (RFP). The lowest bidder was Folsom Ford, with a base price of \$27,671.44 or exclusive of taxes, tire fees and optional delivery costs.

On February 15, 2017, staff reached out to Folsom Ford for a price quotation (Attachment 1) that eliminated a few of the vehicle options reducing the base price to \$27,606. Folsom Ford also offered a \$500.00 discount for payment within 20 days. After careful review, the City determined that the shortened payment period is possible, and will be utilizing the discount. After the discount and adding in the taxes, delivery fee and tire fee, the final price will be \$29,449.22.

This is a custom built vehicle by Ford and delivery takes 8-12 weeks after the order.

FISCAL IMPACT

The funds for this project are budgeted in fund 101-4900-2630.

RECOMMENDED ACTION

It is recommended that Council approve a resolution awarding a purchase order to Folsom Ford in the amount of \$29,449.22.

ATTACHMENTS

1. Quote from Folsom Ford, Dated 2/15/2017 for State of CA Contract #1-15-23-14B
2. Resolution

Attachment 1

PRICE QUOTATION
FOLSOM LAKE FORD
12755 FOLSOM BLVD.
FOLSOM, CA 95630
(916) 351-4202 - Direct

Date: 2/15/2017

To: Chief William T. Imboden / Saint Helena Police Department
From: Mark A. Paoli / Folsom Lake Ford
Subject: Pricing for 2017 Ford Interceptor (State of California Contract #1-15-23-14B)

\$27,672.00 - Bid Price (State of California Contract Vehicle - Interceptor Utility AWD)
-2,490.00 - Ballistic Door Panel Delete
\$25,182.00 - Subtotal (Bid Price Less Deletions) Paint Color T.B.D.
818.00 - Front Headlamp Lighting Solution (66A) - Includes Pre-Wiring (60A)
438.00 - Rear Lighting Solution (66C)
375.00 - Interior Upgrade Package (65U)
284.00 - SYNC - Voice Activated Communications (53M)
250.00 - Remote Keyless Entry (595)
116.00 - Perimeter Anti-Theft Alarm (593)
100.00 - Police Wire Harness Connector Kit Front (47C) - Recommended w/(66A)
43.00 - Daytime Running Lights (942)
\$27,606.00 - Selling Price
2,139.47 - Sales Tax (7.75%)
195.00 - Delivery to Saint Helena, CA
8.75 - California Tire Fee
\$29,949.22 - Total Price (EACH) F.O.B. Saint Helena, CA

Payment Terms: \$500.00 Discount Per Unit 20 Days or Net 30.

Note: Front License Plate Bracket, Global Lock/Unlock Feature, Noise Suppression, Police Interceptor Badge Delete, Police Silent Mode, Rear View Camera (Displayed In Center Console), Reverse Sensing and 5yr/100k/0ded Powertrain Warranty Included In Bid.

TOTAL P.001

Attachment 2

CITY OF ST. HELENA

RESOLUTION NO. 2017-

**Resolution Authorizing a Purchase Order in the Amount
of \$29,449.22 to Folsom Ford for the Procurement of
One (1) 2017 Ford Interceptor for the Police Department
Under Municipal Code Section 3.04.150 Cooperative
Purchasing with Other Agencies**

RECITALS

- A. WHEREAS, the City of St. Helena wishes to purchase a 2017 Ford Interceptor for the Police Department; and
- B. WHEREAS, the State of California released an RFP for the procurement of police pursuit vehicles under contract 1-15-23-14B; and
- C. WHEREAS, this procurement would provide police vehicles from June 30, 2015 through June 29, 2017 and any police agency can partake in cooperative purchasing or "piggybacking" on the state contract; and
- D. WHEREAS, Staff reviewed the bid information and process and determined that it met the City's requirements for a competitive procurement; and
- E. WHEREAS, the City Council finds, based on the finding of the purchasing officer, that it is prudent and in the best interest of the City to invoke section 3.04.150 of the Municipal Code and utilize the state's cooperative purchasing process in lieu of releasing our own Request for Proposal (RFP); and
- F. WHEREAS, the lowest bidder was Folsom Ford, with a base price of \$27,671.44 or exclusive of taxes, tire fees and optional delivery costs; and
- G. WHEREAS, on February 15, 2017, staff reached out to Folsom Ford for a price quotation that eliminated a few of the vehicle options reducing the base price to \$27,606; and
- H. WHEREAS, Folsom Ford also offered a \$500.00 discount for payment within 20 days; and
- I. WHEREAS, the Council agrees with staff's determination that the shortened payment period is possible, and that the City should utilize the discount; and
- J. WHEREAS, after the discount and adding in the taxes, delivery fee and tire fee, the final price will be \$29,449.22; and
- K. WHEREAS, this is a custom built vehicle by Ford and delivery takes 8-12 weeks after the order; and
- L. WHEREAS, the funds for this project are budgeted in fund 101-4900-2630.

RESOLUTION

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

1. The City Council approves the award of \$29,449.22 to Folsom Ford for the purchase of one (1) 2017 Ford Interceptor for the Police Department.

Approved at a Regular Meeting of the St. Helena City Council on February 28, 2017, by the following vote:

Mayor Galbraith: _____
Vice Mayor White: _____
Councilmember Dohring: _____
Councilmember Ellsworth: _____
Councilmember Koberstein: _____

APPROVED:

ATTEST:

Alan Galbraith, Mayor

Cindy Black, City Clerk



Report to the City Council
Council Meeting of February 28, 2016

Agenda Section: Consent

Subject: Consideration and proposed adoption of a resolution awarding a construction contract for 2016 Pavement Overlay Project, R-78, to Team Ghilotti Inc. in the amount of \$272,836.50, and authorizing the Director of Public Works to approve change orders not to exceed 15% of the contract amount.

CEQA Status: Categorically Exempt, Section 15301, Existing Facilities Class I

Prepared By: Tobias Barr, Project Manager
Erica Smithies, PE, Assistant Director of Public Works

Reviewed By: Steven Palmer, PE, Director of Public Works/City Engineer

Approved By: Larry Pennell, City Manager

BACKGROUND

This project will install an asphalt overlay on Charter Oak Avenue and Allison Avenue. The work generally consists of full depth asphalt concrete repairs, handicap ramp installation, 1.5-inch asphalt concrete overlay, traffic striping, and other miscellaneous work. The adopted 2016-2021 Capital Improvement Plan and 2016/2017 Annual Budget includes the 2016 Pavement Overlay Project, R-78. In 2015/2016, Interwest Consulting Group, Inc. (Interwest) was tasked to complete a two-year resurfacing plan for the City. Year 1 of the resurfacing plan identified streets for slurry seal and microsurfacing and Year 2 identified streets for overlay. The streets identified for slurry seal in Year 1 of the plan were treated in the the 2015 Pavement Rehabilitation Project. The Year 2 project included the asphalt overlay of Charter Oak Avenue and Allison Avenue and was included in the CIP as the 2016 Pavement Overlay Project, R-78. At the October 25, 2016 City Council meeting, City Council approve a Resolution finding the 2016 Pavement Overlay Project, R-78, exempt from CEQA, approved the plans and specifications, and authorized the bid request for the Project.

DISCUSSION

Contract Documents were sent to the following Builders Exchanges on January 9, 2017:

- Construction Billboard (eBidboard)
- McGraw-Hill Construction Dodge
- North Coast Builders Exchange

- Marin Builders Association
- Solano-Napa Builders Exchange
- Contra Costa Builders Exchange

The Notice to Contractors was also published in the St. Helena Star and Napa Valley Register.

On Wednesday February 15, 2017 at 2:00 PM the City Clerk received five bids which were read aloud. The bids were as follows:

Contractor Name	Bid Amount
Martin Brothers Construction	\$395,458.50
J.A. Gonsalves & Son Construction	\$393,800.00
Alaniz Construction	\$314,075.56
Argonaut Contractors	\$297,855.00
Team Ghilotti, Inc.	\$272,836.50

A detailed bid tabulation is included as Attachment 1. Team Ghilotti, Inc. is the lowest responsible, responsive bid, and holds a valid Class A General Contractor's License in the State of California, with no enforcement actions listed. Their license expires on 4/30/2017. Team Ghilotti, Inc.'s bid is \$53,163.50 below the engineer's estimate of \$326,000.

FISCAL IMPACT

The estimated Project expenditure summary is provided in the table below.

Description	Amount
Preliminary engineering and design	\$ 34,830.00
Construction management/inspection	\$ 41,900.00
Geotechnical Inspection and Lab Testing	\$ 9,560.00
Construction Contract	\$ 272,855.50
Contingency (15%)	\$ 40,928.00
Total	\$ 400,073.50

The 2016-2021 Capital Improvement Plan and the adopted budget includes \$403,830 for the 2016 Pavement Overlay Project, R-78. There is no need for a budget adjustment at this time.

RECOMMENDED ACTION

Staff recommends City Council adopts the attached Resolution authorizing the City Manager to execute a Construction Contract with Team Ghilloti, Inc., in the amount of \$272,855.50 for the 2016 Pavement Overlay Project, R-78; and authorizing the Director of Public Works to approve change orders not to exceed 15% of the contract amount.

ATTACHMENTS

1. Bid Tabulation
2. Resolution

Attachment 1

City of St. Helena
Bid Tabulation
R78 2016 Pavement Overlay
Bid Opening: February 15, 2017 2:00 p.m.

Item No.	Item Description	Estimated Quantity	Unit Measure	Marine Brothers Construction			Argonaut Contractors			J.A. Gonzalez & Son Construction			Team Ghilotti, Inc.			Alaniz Construction		
				Unit Cost	Item Total		Unit Cost	Item Total		Unit Cost	Item Total		Unit Cost	Item Total		Unit Cost	Item Total	
1	Mobilization	1	L.S.	\$25,000.00	\$25,000.00		\$22,740.00	\$22,740.00		\$8,500.00	\$8,500.00		\$14,000.00	\$14,000.00		\$6,700.00	\$6,700.00	
2	Traffic Control System	1	L.S.	\$15,000.00	\$15,000.00		\$15,000.00	\$15,000.00		\$50,000.00	\$50,000.00		\$18,000.00	\$18,000.00		\$10,670.00	\$10,670.00	
3	Water Pollution Control Plan and Installation	1	L.S.	\$20,000.00	\$20,000.00		\$5,000.00	\$5,000.00		\$4,500.00	\$4,500.00		\$7,250.00	\$7,250.00		\$2,500.00	\$2,500.00	
4	Clear and Grub	1	L.S.	\$10,000.00	\$10,000.00		\$10,000.00	\$10,000.00		\$12,000.00	\$12,000.00		\$5,000.00	\$5,000.00		\$7,000.00	\$7,000.00	
5	6-inch Full Depth AC Repair	8154	S.F.	\$8.50	\$69,309.00		\$8.50	\$69,309.00		\$13.00	\$106,002.00		\$7.00	\$57,078.00		\$7.70	\$62,785.80	
6	Cold Plane Asphalt Concrete Mill 0.1'-10' Wide Wedge Cut	6640	S.F.	\$3.50	\$23,240.00		\$0.50	\$3,320.00		\$2.00	\$13,280.00		\$4.00	\$26,560.00		\$1.62	\$10,756.80	
7	1/2" Asphalt Concrete Overlay (Type A)	725	TON	\$175.00	\$126,875.00		\$118.00	\$85,550.00		\$140.00	\$101,500.00		\$99.00	\$71,775.00		\$143.00	\$103,675.00	
8	12-inch Thermoplastic Strip	508	L.F.	\$4.25	\$2,150.50		\$3.00	\$1,518.00		\$4.00	\$2,024.00		\$4.55	\$2,302.30		\$9.50	\$4,807.00	
9	4-inch Double Thermoplastic Strip	1032	L.F.	\$1.00	\$1,032.00		\$1.50	\$1,548.00		\$2.00	\$2,064.00		\$1.10	\$1,135.20		\$3.88	\$3,797.76	
10	Thermoplastic Pavement Markings	136	S.F.	\$7.00	\$952.00		\$10.00	\$1,360.00		\$15.00	\$2,040.00		\$7.50	\$1,020.00		\$18.70	\$2,543.20	
11	Blue Reflective Hydrant Markers	6	E.A.	\$10.00	\$60.00		\$10.00	\$60.00		\$15.00	\$90.00		\$11.00	\$66.00		\$40.00	\$240.00	
12	Adjust Sewer & Drainage Manhole to Concrete ADA Ramps With Detectable Warning Surface	5	E.A.	\$2,250.00	\$11,250.00		\$1,200.00	\$6,000.00		\$800.00	\$4,000.00		\$950.00	\$4,750.00		\$1,500.00	\$7,500.00	
13	Concrete ADA Ramps With Detectable Warning Surface	9	E.A.	\$7,700.00	\$69,300.00		\$6,750.00	\$60,750.00		\$9,500.00	\$85,500.00		\$5,500.00	\$49,500.00		\$8,500.00	\$76,500.00	
14	Adjust Valve to Grade	19	E.A.	\$880.00	\$16,720.00		\$650.00	\$12,350.00		\$200.00	\$3,800.00		\$600.00	\$11,400.00		\$500.00	\$9,500.00	
15	Adjust Surveyor Monument Box to Grade	1	E.A.	\$1,050.00	\$1,050.00		\$750.00	\$750.00		\$1,500.00	\$1,500.00		\$600.00	\$600.00		\$1,700.00	\$1,700.00	
16	Adjust Oilier Valve to Grade	4	E.A.	\$880.00	\$3,520.00		\$650.00	\$2,600.00		\$1,500.00	\$6,000.00		\$600.00	\$2,400.00		\$850.00	\$3,400.00	
Total Cost					\$385,458.50			\$287,855.00			\$393,800.00			\$272,838.50			\$314,075.56	

Attachment 2

CITY OF ST. HELENA

RESOLUTION No. 2017-

**Awarding the 2016 Pavement Overlay Project, R-78, to
Team Ghilotti Inc. in the account \$272,836.50;
Authorizing the City Manager to execute the
Construction Contract with Team Ghilotti Inc., and
Authorizing the Director of Public Works to approve
Change Orders not to exceed 15% of the contract
amount.**

RECITALS

- A. On October 25, 2016 the City of St. Helena City Council adopted a Resolution Approving the Plans, Specification, Authorizing the Bid Request and made findings that the project R-78 2016 Pavement Overlay is categorically exempt from the California Environmental Quality Act; and
- B. Pursuant to St. Helena Municipal Code Chapter 3.04; Article 3 Public Works Projects; Section 3.04.220 on January 9, 2017 a notice inviting bids was posted and mailed to contractors inviting bids for the R-78 2016 Pavement Overlay; and
- C. Five bids were received and evaluated by the Director of Public Works; and
- D. The lowest responsive and responsible bidder for the Project was Team Ghilotti Inc., of Petaluma, CA.

RESOLUTION

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

- 1. The City manager is authorized to execute a construction contract in the amount of \$272,836.50 with Team Ghilotti Inc. for R-78 2016 Pavement Overlay.
- 2. The Director of Public Works is authorized to approve change orders not to exceed 15% of the contract account.

Approved at a Regular Meeting of the St. Helena City Council on February 28, 2017, by the following vote:

Mayor Galbraith: _____
Vice Mayor White: _____
Councilmember Korberstein: _____

Councilmember Dohring: _____

Councilmember Ellsworth: _____

APPROVED:

ATTEST:

Alan Galbraith, Mayor

Cindy Black, City Clerk



Report to the City Council
Council Meeting February 28, 2017

Agenda Section: Public Hearing

Subject: Consideration and proposed approval of a resolution approving the Annexation of Territory into the St. Helena Municipal Sewer District No. 1, MSD Annexation No. 131 (1486 Sulphur Springs Ave., St Helena, CA. APN's 009-362-024 & 025).

CEQA

Determination: **Categorically Exempt, CEQA Guidelines Section 15319, Annexations of Existing Facilities and Lots for Exempt Facilities, and Section 15061(b)(3), No Possibility of Significant Effect on the Environment**

Prepared By: Christina Cook, Administrative Assistant ^{CC}
Steven Palmer, PE, Director of Public Works/City Engineer

Approved By: Larry Pennell, Interim City Manager *LP*

BACKGROUND

Rutherford Investors, LLC owner of 1486 Sulphur Springs Ave, St Helena, CA. Napa County Assessor Parcel Number (APN's) 009-362-024 & 025, has applied to be annexed into the St. Helena Municipal Sewer District No. 1. A location map for the property is shown in Attachment 1. City Council approval of the connection is the formal administrative process to change the property's tax rate area code from septic to sanitary sewer for tax purposes.

DISCUSSION

The property is currently on a septic system and on February 14, 2017 the City Council ordered the annexation and set today's hearing to annex the territory into the St Helena Municipal Sewer District No. 1, MSD Annexation No. 131. The sewer impact fee has been paid and is calculated on the livable area currently on file with the Napa County Assessor's office. At the time of connection to the City sewer, the existing septic system will be destroyed in accordance with Napa County Department of Environmental Management guidelines.

On February 14, 2017 in accordance with Health & Safety Code §§ 4641 et seq., the City Council approved via consent to provide notice for this public hearing regarding the proposed annexation. The purpose of the public hearing is to hear from persons interested in the proposed annexation, and consider approval of this resolution to

approve the annexation. This resolution for annexation requires at least four affirmative votes. (Health & Saf. Code §§ 4645-47.)

If the City Council approves this resolution, City staff will then process the annexation with Napa County and the State Board of Equalization to change the tax rate area code for the property and record the resolution. Staff will work with the Applicant to obtain required encroachment and sewer connection permits.

FISCAL IMPACT

The Applicant is responsible to construct the sewer lateral and connect to the house; and pay annexation, connection, and impact fees.

RECOMMENDED ACTION

Adopt Resolution Approving the Annexation of Territory to the St. Helena Municipal Sewer District No. 1, MSD Annexation No. 131 (1486 Sulphur Springs Ave., St Helena, CA. APN's 009-362-024 & 025).

ATTACHMENTS

1. Description & Location Map
2. Resolution

Attachment 2

CITY OF ST. HELENA RESOLUTION NO. 2017-

**APPROVE THE ANNEXATION OF TERRITORY INTO THE ST.
HELENA MUNICIPAL SEWER DISTRICT NO. 1**

MSD ANNEXATION NO. 131

**1486 Sulphur Springs Ave., St Helena, CA.
APN's 009-362-024 & 025**

RECITALS

- A. The property at 1486 Sulphur Springs Ave., St Helena, CA., APN's 009-362-024 & 025 will benefit from annexation into the St. Helena Municipal Sewer District No. 1; and
- B. The owner of 1486 Sulphur Springs Ave., St Helena, CA. APN's 009-362-024 & 025 have requested annexation into the St. Helena Municipal Sewer District No. 1; and
- C. The legal description and boundary for the territory to be annexed is described in the attached Exhibit A – Annexation Description; and
- D. A public hearing regarding this proposed annexation was ordered on February 14, 2017, and duly noticed and held on February 28, 2017 at a regular meeting of the City Council of the City of St. Helena; and
- E. All annexation fees have been paid.
- F. The City has complied with all laws applicable to these annexation proceedings, including without limitation Health & Safety Code sections 4641 et seq.

RESOLUTION

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

1. The territory described in the attached Exhibit A – Annexation Description, commonly known as 1486 Sulphur Springs Ave., St Helena, CA., Napa County Assessor Parcel Number (APN) 009-362-024 & 025 is hereby ordered annexed; and
2. The City Clerk shall cause a certified copy of this Resolution to be recorded with the official records of the County of Napa, pursuant to section 4647 of the Health & Safety Code.

Approved at a Regular Meeting of the St. Helena City Council on February 28, 2017 by the following.

Mayor Galbraith: _____
Vice Mayor White: _____
Councilmember Ellsworth: _____
Councilmember Dohring: _____
Councilmember Koberstein: _____

APPROVED:

ATTEST:

Alan Galbraith
Mayor

Cindy Black
City Clerk

Exhibit A

ATTACHMENT 1

**PROPOSED ANNEXATION TO THE CITY OF ST. HELENA MUNICIPAL SEWER
DISTRICT No. 1**

**GEOGRAPHIC DESCRIPTION
FOR SUBJECT PARCELS
A.P.N.s 009-362-024 & 025**

All that certain real property, situate in the City of St. Helena, County of Napa, State of California, being a portion of the Carne Humana Rancho and also being more particularly described as follows:

Beginning at the most southwesterly corner of the City of St. Helena Municipal Sewer District No. 1 Boundary per City of St. Helena Resolution No. 2009-91 dated August 25, 2009;

Thence (1) along the southwesterly line of said District No. 1 Boundary North 40°06'01" West 130.74 feet, more or less, to the most southerly corner of the City of St. Helena Municipal Sewer District No. 1 Boundary per City of St. Helena Resolution No. 2013-27 dated May 14, 2013;

Thence (2) along the southwesterly line of last said District No. 1 Boundary North 40°06'01" West 85.43 feet, more or less, to the most northerly corner of the parcel of land described in the deed to Rutherford Investors, LLC recorded April 7, 2005 as Document No. 2005-0013172, Official Records of Napa County;

Thence (3) leaving said District No. 1 Boundary South 46°51'24" West 99.02 feet to the most westerly corner of said parcel of land described in the deed to Rutherford Investors LLC;

Thence (4) South 40°47'17" East 422.93 feet to the northwesterly line of Sulphur Springs Avenue and the most southerly corner of said parcel of land described in the deed to Rutherford Investors LLC;

Thence (5) along said northwesterly line of Sulphur Springs Avenue North 46°51'45" East 93.94 feet to the most easterly corner of said parcel of land described in the deed to Rutherford Investors LLC;

Thence (6) leaving said northwesterly line of Sulphur Springs Avenue North 40°06'01" West 206.92 feet, more or less, to the Point of Beginning.

Containing 0.93 acres of land, more or less.

BASIS OF BEARINGS

Being South 46°51'45" West between a found 3/4" iron pipe tagged LS 4510 4.00 feet southwest of the most easterly corner of the lands of Rutherford Investors, LLC, formerly

1804 Soscol Avenue, Suite 202, Napa, CA 94559
Tel: (707) 690-9025 Fax: (707) 542-2106
www.cinquinipassarino.com
CPI No.: 7073-15
Page 1 of 2

the lands of John G. Euser, as shown on that Record of Survey filed February 17, 2005 in Book 36 of Surveys, Page 94, Napa County Records and a found 3/4" iron pipe, not tagged, marking the easterly most of corner of Parcel A of Map No. 642 as shown on that Record of Survey filed December 19, 1960 in Book 6 of Surveys, Page 35, Napa County Records.

For assessment purposes only. This description of land is not a legal property description as defined in the Subdivision Map Act and may not be used as the basis for an offer for sale of the land described.

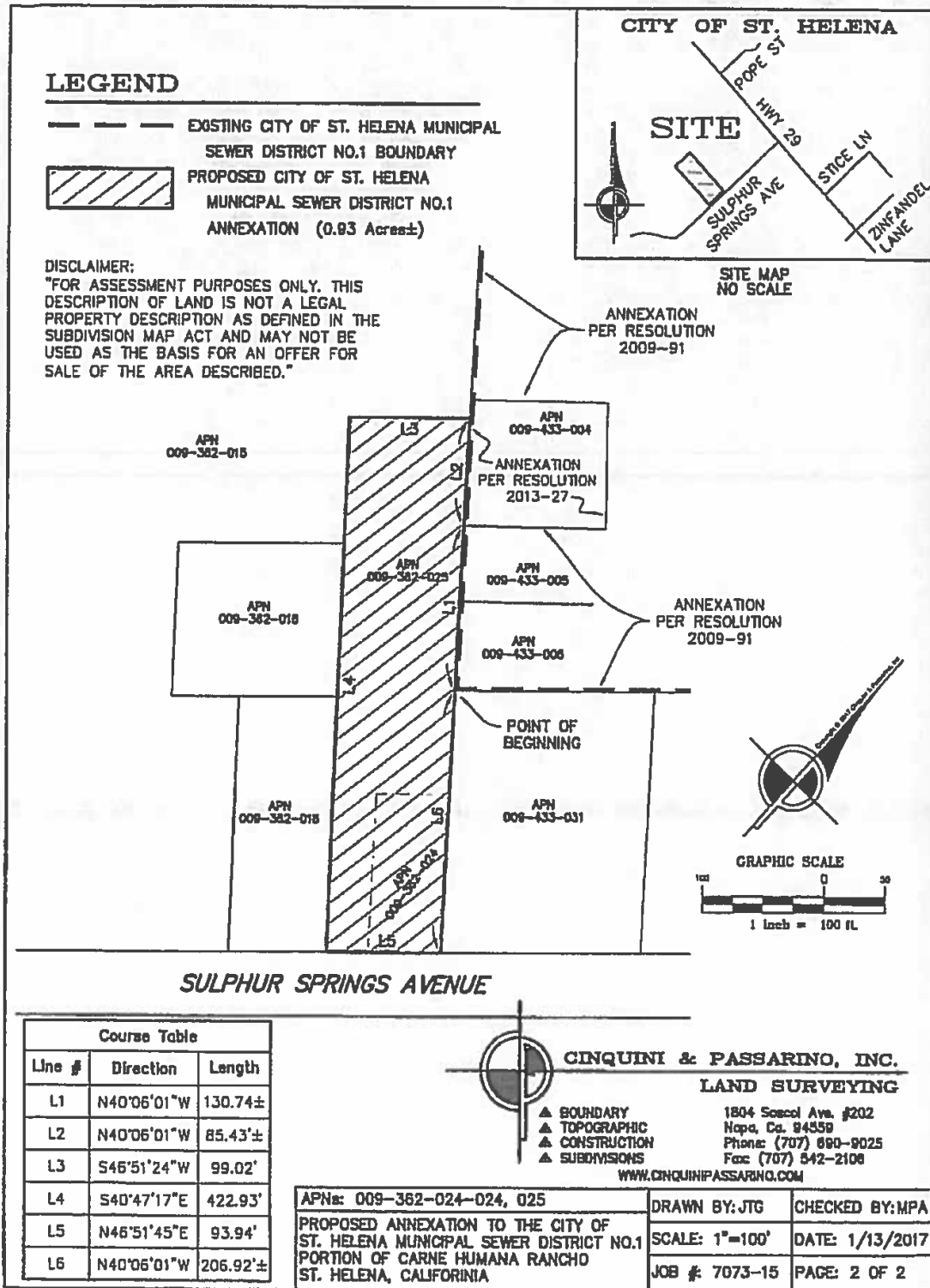
Prepared by Cinquini & Passarino, Inc.

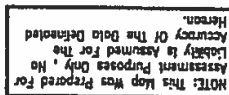

Mark P. Andrilla, PLS 8985

1.16.17
Date



1804 Soscol Avenue, Suite 202, Napa, CA 94559
Tel: (707) 690-9025 Fax: (707) 542-2106
www.cinquinipassarino.com
CPI No.: 7073-15
Page 2 of 2







Report to the City Council
Council Meeting of February 28, 2017

Agenda Section: New Business

Subject: Review proposal(s) submitted by executive recruitment firms for the recruitment of City Manager, and authorize the Acting City Manager to execute a professional services contract for the recruitment of a City Manager, or take other action relative to the recruitment of a City Manager

CEQA Determination: Not a project

Prepared By:

A handwritten signature in blue ink, appearing to read "Kathy Robinson", written over a horizontal line.

Kathy Robinson, Director of HR & IT

Approved By:

A handwritten signature in blue ink, appearing to read "Larry F. Pennell", written over a horizontal line.

Larry Pennell, City Manager

BACKGROUND

On December 2, 2016 the City released a Request for Proposal (RFP) to solicit a qualified executive search firm to perform the City Manager recruitment. Staff developed and circulated an RFP seeking qualifications, pricing and a timeline for completion of an executive search. The RFP was directly emailed to seven recruitment firms throughout the state.

Responses to the RFP were due January 10, 2017.

DISCUSSION

A total of three executive recruiting firms responded to the City's request for proposal and were received by Ralph Andersen & Associates, Teri Black & Company LLC, and Bob Murray & Associates. However, on February 23, 2017, Teri Black & Company LLC. withdrew their proposal citing that they had acquired a substantial amount of searches

from their current clients and felt that they would not be able to provide the kind of service that they pride themselves on, thus only two firm will be considered. The remaining two firms have similar industry standard strategies for recruiting which include meeting with the City Council to ascertain City Council desired candidate profile, advertisement and recruitment brochure, recruiting and screen candidates, identifying top candidates, selection process, background checks and negotiations. All firms will narrow selection of candidates and compile candidate profiles for City Council to review and then identify top candidates for final selection and thorough background checks.

The lowest proposal was received from Ralph Andersen & Associates out of Rocklin, California for a total amount not exceed \$24,375 and offers add-on services such as community input services and internet surveys for an additional fee. Bob Murray & Associates was the next lowest at \$25 higher for a total amount not to exceed \$24,400 and has experience with the City of St. Helena having recruited for a City Manager in 2011. The full proposals from each firm are attached (Attachment 1) as well as a summary of each proposal (Attachment 2).

Each of the executive recruiting firms will provide a brief 10 minute presentation followed by a Q&A of the public and City Council. At the conclusion of the final presentation and Q&A, the City Council may make a recommendation to award the contract or take other action relative to the recruitment of a City Manager.

FISCAL IMPACT

Should the City retain one of the executive recruiting firms, the total fiscal impact would range from \$24,375 (lowest) to \$24,400 (highest). The cost of the City Manager recruitment was not included in the current budget and a budget adjustment would be required.

RECOMMENDED ACTION

Upon a action of the City Council to select a recruiting firm, authorize the Acting City Manager to execute a professional services contract for the recruitment of a City Manager, or take other action relative to the recruitment of a City Manager.

ATTACHMENTS

[Attachment 1. RFPs](#)

[Attachment 2. RFP Summary of Responses](#)

[Attachment 3. RESO Approving Contract for CM Recruitment Services](#)

Proposal #1
Ralph Andersen & Associates



Ralph Andersen & Associates
A Tradition of Excellence Since 1972

5800 Stanford Ranch Road
Suite 410
Rocklin, California 95765
916.630.4900

January 9, 2017

Mayor Alan Galbraith
and Members of the City Council
City of St. Helena
1480 Main Street
St. Helena, California 94574

Via Email: krobinson@cityofstheleena.org

Dear Mayor Galbraith and Members of the City Council:

Ralph Andersen & Associates is pleased to submit our proposal to provide executive search services to the City of St. Helena, and we would look forward to working with the City to recruit for the position of City Manager.

As an overview, Ralph Andersen & Associates has served local governments and other clients since 1972. We have earned our reputation for excellence by providing services of exceptional quality, commitment to client objectives, and for producing results on time, on budget, as promised. Our mission and commitment to the City of St. Helena is to provide the highest quality of search services in the industry as measured by the comprehensive nature of our search process, the caliber of candidates we present, and the success of those candidates in our client's organizations.

We are proud of how we market and represent our clients; all the design, graphics, and printing of our marketing material is done in-house so we can control the quality and production timing. A sample recruitment brochure for the recently completed Town of Tiburon – Town Manager recruitment is attached for your reference. We have also included a detailed listing of recruitments for cities in California as well as similar out-of-state engagements for executives in local government, focused again primarily on smaller cities.

The City of St. Helena will have Mr. Gary Peterson as the Project Director on this search for a new City Manager. We believe this engagement will be best served under his leadership with assistance (if needed) by other key members of the Ralph Andersen & Associates' Search Team. Prior to joining the firm, Mr. Peterson had a 26-year career in local government serving as a City Council appointed Department Head for a smaller East Bay City. Having worked side-by-side with elected officials and several city managers, Mr. Peterson understands the inter-workings of local government and recognizes potential issues that may concern the City Council. His insight will be especially helpful in evaluating the candidates' experience and "fit" for your organization.

Thank you very much for your consideration of this proposal. You may reach me or Mr. Peterson at (916) 630-4900. Mr. Peterson can also be reached on his cell phone at (916) 622-5323 should you have any questions or need further clarification.

Respectfully Submitted,

Heather Renschler
President/CEO

www.ralphandersen.com



Ralph Andersen & Associates
A Tradition of Excellence Since 1972

5800 Stanford Ranch Road
Suite 410
Rocklin, California 95765
916.630.4900

Proposal to Provide Executive Search Services for the position of City Manager City of St. Helena

Executive Summary

Attracting top talent has never been more complex and Ralph Andersen & Associates is highly qualified to assist the City of St. Helena with recruiting its new City Manager. We have conducted more successful executive recruitments than any other firm in California since 1972. From helping the City Council to create a competency-based interviewing framework for the new City Manager to assessing candidates and attracting top human capital, our search professionals offer an unparalleled depth of experience, national reach, and knowledge.

The City Council has requested our proposal to assist in the identification and recruitment of a highly-qualified group of candidates for the new City Manager. In particular, the City of St. Helena is seeking a firm with a strong presence in California and professional experience to clearly assess the City's needs and formulate a strategy to **deliver results**.

At Ralph Andersen & Associates, we believe that gaining a complete understanding of our client's specific objectives and priorities is essential prior to launching any search assignment. This process includes the identification and incorporation of a variety of important details such as the candidate's desired skills and experience as well as the critical "soft skills" related to temperament, personality, management philosophy, and other factors that will ultimately determine the candidate's "fit" with the organization.

We begin each search by working closely with the City's leadership, stakeholders, staff, and, if desired, the community to ensure a complete picture of the desired candidate pool is developed. Our team-oriented approach matched with this 360-degree perspective means we ensure that a complete understanding of the organization's mission and culture translates into those specific traits and characteristics necessary to ensure the selected candidate is successful in the position.

We understand that the City Council expects aggressive, personalized outreach to identify a diverse and highly qualified applicant pool and a selection process that includes comprehensive candidate reports based on thorough reference and background checks. We will begin with the desired characteristics and build a recruitment strategy that is tailored to meet the City of St. Helena's specific needs. The resulting outreach and advertising campaign will incorporate the extensive use of personal outreach to recruit a highly-qualified group of candidates.

www.ralphandersen.com

The principals of the firm are Heather Renschler, President/CEO, and Robert Burg, Executive Vice President. Both Ms. Renschler and Mr. Burg are legally able to bind the firm.

Why Choose Ralph Andersen & Associates?

Ralph Andersen & Associates is a California Corporation providing executive search and management consulting services since 1972. As such, the executive recruitment techniques used by Ralph Andersen & Associates have been developed and used successfully with hundreds of clients for more than 45 years.

Ralph Andersen & Associates serves a nationwide clientele through its Corporate Office in Sacramento (Rocklin), California. Our national staff of professionals and support staff include acknowledged leaders in their respective fields. Supplementing their extensive consulting backgrounds, our senior staff all have personal, hands-on executive experience in the operation of public agencies and private businesses.

Range of Services Offered

Ralph Andersen & Associates specializes in the following primary service areas: management consulting, human resources consulting, and executive search.

- **Management Consulting** – Ralph Andersen & Associates helps organizations improve their performance potential with a range of management consulting services. The types of services provided by the firm include management and performance audits, organizational analyses, productivity improvement analyses, agency and service consolidation assessment, specialized financial management including debt restructuring and organizational problem solving. In addition to providing these services to entire organizations, the firm often conducts management consulting engagements that are focused in a specific service area such as public safety, city management, finance, public works, community development and other major service areas. Ralph Andersen & Associates treats every management consulting engagement as unique. This approach means we will assemble a consulting team comprised of consultants with the specific talents and experiences needed to successfully achieve the client's objectives. Our team of experienced consultants perform complex analyses and recommend solutions that are practical and most importantly, are capable of being implemented by our clients.
- **Human Resources Consulting** – The firm provides a full range of contemporary human resources consulting including classification studies, compensation studies, benefits analysis, pay plan development, executive pay, and pay for performance. Key staff have proven success in working with labor groups and elected officials in identifying solutions and solving challenging problems. Services also include expert witness services for mediation and arbitration hearings. Our approach to consulting services is characterized by proven methods, extensive data collection, accurate analysis, and effective communication and messaging.
- **Executive Search** – At Ralph Andersen & Associates, there's always an entire team behind every recruitment assignment that we undertake. Our multi-disciplinary approach takes the best ideas in executive recruiting and creates innovative ways to get the right candidates for clients. When you retain Ralph Andersen & Associates, you actually get an entire team's worth of support and expertise working together to achieve your organization's objectives. The firm has conducted executive searches for large and small organizations throughout the nation. In addition to conducting searches for city manager and other chief executive officer positions, Ralph Andersen & Associates has successfully completed searches in every area of municipal service. Ralph Andersen & Associates believes the most important element of a successful executive search is to listen carefully to what our clients are looking for in terms of candidate

experience and qualifications. Using these client-focused guidelines, candidate identification is undertaken through marketing and personal outreach.

Relevant Search Experience

Ralph Andersen & Associates conducts a wide array of searches in the public sector specializing in placing top executives in local government. Our experience spans populations of all sizes, from the largest in the country to small and mid-size municipalities. Additionally, we are well versed in working with high-end communities with an active and engaged citizenry.

Ralph Andersen & Associates' significant experience in city management searches is supported by a successful track record of placing highly regarded managers. Since 2005, Ralph Andersen & Associates has conducted (or is in the process of conducting) 65 City Manager recruitments and has placed 61 City Managers. Listed below, broken down by California engagements and those done out-of-state, are related recruitments for City Manager conducted or in-progress by Ralph Andersen & Associates since 2005:

Current Searches

- Auburn, CA – City Manager (Current Search)
- Belvedere, CA – City Manager (Current Search)
- Carmel-by-the-Sea, CA – Assistant City Administrator (Current Search)
- Lake Forest, CA – City Manager (Current Search)
- Loomis, CA – Town Manager (Current Search)
- McKinney, TX – Assistant City Manager (Current Search)
- Reno, NV – City Manager (Current Search)

California Searches

- Beverly Hills, CA – City Manager (most recently 2015)
- Carlsbad, CA – City Manager (2014)
- Carmel-by-the-Sea, CA – City Administrator (Backgrounds) (2016)
- Chico, CA – City Manager (2007)
- Colma, CA – City Manager (2013)
- Corte Madera, CA – Town Manager (2006)
- Davis, CA – City Manager (2014)
- El Campo, TX – City Manager (2010)
- Folsom, CA – City Manager (2006)
- Fountain Valley, CA – City Manager (2013)
- Grass Valley, CA – City Administrator (2007)
- Healdsburg, CA – Assistant City Manager (2006)

- Huntington Beach, CA – Assistant City Manager (2013)
- Indio, CA – City Manager (2010)
- Irvine, CA – Assistant City Manager (2016)
- Kingsburg, CA – City Manager (2013)
- Lathrop, CA – City Manager (2012)
- Lincoln, CA – City Manager (2014)
- Los Angeles, CA – City Administrative Officer (2008)
- Los Banos, CA – City Manager (2016)
- Manhattan Beach, CA – City Manager (2010)
- Morgan Hill, CA – City Manager (2013)
- Murrieta, CA – City Manager (2007)
- Oakland, CA – City Administrator (2011)
- Pacific Grove, CA – City Manager (2016)
- Palm Desert, CA – City Manager (2016)
- Petaluma, CA – City Manager (2007)
- Portola Valley, CA – Town Manager (2012)
- Riverside, CA – City Manager (2015)
- Rocklin, CA – City Manager (2010)
- San Juan Capistrano, CA – City Manager (2015)
- Sanger, CA – City Manager (2015)
- Santa Barbara, CA
 - City Administrator (2015)
 - Assistant City Administrator (2015)
- Santa Rosa, CA
 - City Manager (2014)
 - Deputy City Manager (2015)
- Sausalito, CA – City Manager (2007)
- Simi Valley, CA – City Manager (2013)
- Solana Beach, CA – City Manager (2015)
- Tehachapi, CA – City Manager (2008)
- Tiburon, CA – Town Manager (most recently 2015) – **Brochure Attached**

- Ukiah, CA
 - City Manager (2007)
 - Technical Assistance on City Manager Recruitment (2015)
- Watsonville, CA – City Manager (2015)
- Windsor, CA – Town Manager (2012)
- Yorba Linda, CA – City Manager (2013)

Out-of-State Searches

- Alexandria, VA – City Manager (2011)
- Carson City, NV – City Manager (2014)
- Charlotte, NC – City Manager (2016)
- Cincinnati, OH – City Manager (2014)
- Dublin, OH – City Manager (2014)
- Flagstaff, AZ – City Manager (2007)
- Greensboro, NC – City Manager (2012)
- Henderson, NV – City Manager (2015)
- Lawrence, KS – City Manager (2016)
- McKinney, TX – City Manager (2016)
- South Jordan, UT – Assistant City Manager (2016)
- South Padre Island, TX – City Manager (2016)
- Upper Arlington, OH – City Manager (2011)
- Waxhaw, NC – Town Manager (2015)

The **current searches** are all at various stages in the recruitment process. The firm has the proven track record to discern “fit” and make great placements. We have the ability and capacity to focus on this search for the City of St. Helena and work toward a successful outcome.

References

At Ralph Andersen & Associates, we feel strongly that our past client relationships will attest to the professionalism of our services. We would be pleased to provide references upon the City’s request and the desire to proceed with Ralph Andersen & Associates on this engagement. A sample of Mr. Peterson’s references are as follows:

- **City of Los Banos**
520 J Street, Suite A, Los Banos, CA 93635
Honorable Mike Villalta, Mayor
(209) 827-7000 ext. 130
(209) 509-5221 (cell)
mike.villalta@losbanos.org
-or-
Mr. William Vaughn, Esq., City Attorney
(209) 826-3531
wvaughn@wvlaw.net
Recruitment: City Manager
Project Director: Mr. Gary Peterson
- **City of Millbrae**
621 Magnolia Avenue, Millbrae, CA 94030
Ms. Marcia L. Raines, City Manager
(650) 259-2414
mraines@ci.millbrae.ca.us
Recruitments: Various
Project Director: Mr. Gary Peterson
(Ms. Raines has also worked directly with Mr. Peterson at another Northern California city.)

Sample Products

Recruitment Brochure

A sample recruitment brochure for the recently completed Town of Tiburon – Town Manager recruitment is attached for your reference.

Sample Candidate Presentation Packet

The candidate assessment tools prepared by Ralph Andersen & Associates are customized for each recruitment. However, the City would expect to receive the following:

- Review of Resumes Binder
 - Listing of All Applicants showing name and current position
 - Listing of applicants in the Highly-Qualified group along with their cover letter and resume
 - Listing of applicants in the Meets Minimum Qualifications group along with their cover letter and resume.
 - Listing of applicants in the Lacks Minimum Qualifications group – no cover letters or resumes are provided
- Interview Binder
 - Interview Schedule
 - Suggested Interview Questions

▸ For each finalist candidate:

- ✓ Cover Letter
- ✓ Resume
- ✓ Responses to Supplemental Questions/Writing Sample

Project Staffing

The reputation of the search firm and personal commitment of the recruiters define the difference between the success and failure of any given recruitment. Ralph Andersen & Associates' search professionals are acknowledged leaders in the field and possess a broad range of skills and experience in the areas of local government management, executive search, and related disciplines. Only senior members of Ralph Andersen & Associates are assigned to lead search assignments, ensuring that their broad experience and knowledge of the industry is brought to bear on our clients' behalf. The City of St. Helena will have Mr. Gary Peterson, Senior Consultant with Ralph Andersen & Associates, as Project Director.

Gary Peterson, Project Director

Mr. Peterson joined the staff of Ralph Andersen & Associates following a 26-year career in municipal government. Mr. Peterson is experienced at recruiting for a wide range of executive-level positions in the public sector including highly sensitive recruitments. In 2016, Mr. Peterson's completed search assignments for city manager, finance director, administrative services director, police chief, public works director, and several vice president positions in California community colleges. He is well versed in working with elected officials including city councils, boards, commissions, and consultative committees in the recruitment and selection process. His network of contacts and potential candidates is extensive not only within the Western Region but also on a national scale.



Prior to joining Ralph Andersen & Associates, Mr. Peterson served as the appointed Chief of Police in the San Francisco Bay Area. He holds a Juris Doctor from John F. Kennedy University, School of Law in Orinda, California. Mr. Peterson also earned a Master's degree from California State University, Sacramento and a Bachelors of Arts in Sociology from the University of California, Riverside. He has served on both local and regional boards and is a member of several state, national and international professional associations.

Paraprofessional and Support Staff

Paraprofessional, graphics, and support staff will provide administrative support to the consultant team on recruitment assignments. These may include: Ms. Christen Sanchez, Ms. Brianna Ham, Mr. Jeff McMurdo, Ms. Rachel Adams, Ms. Diana Haussmann, Ms. Teresa Heple, Ms. Hannah Jones, Ms. Julie Wall, and Ms. Hillari Bynum.

Summary of Our Search Process

The successful search process relies heavily on person-to-person contact to identify outstanding potential candidates and, in the evaluation phase, to gain a complete understanding of the background, experience, and management style of the top candidates. The executive recruitment techniques used

by Ralph Andersen & Associates have been developed and used successfully with hundreds of clients for more than 45 years.

We feel that the key elements of the search process, which can be tailored to fit the specific needs of the City of St. Helena, should include:

- Developing a comprehensive position profile based upon information obtained in meetings with the City Council, the City Manager, key staff members, and any recruitment subcommittee the Council may appoint.
- Review of current compensation and benefits for the City Manager.
- Extensive personal outreach, in-person, via telephone, and through internet technology, to qualified candidates throughout California and selectively on a national scale, if desired by the City Council.
- A marketing strategy that uses selected advertising to supplement the extensive candidate identification process, uses the Internet and social media, and also uses our already established professional contacts throughout the region.
- A screening and assessment process that narrows the field of candidates to those that most closely match the needs of the City and is based on extensive reference checks and telephone interviews with the top candidates.
- Delivering a product in the form of a search report that recommends the top group of candidates and provides the decision-makers with detailed information about their backgrounds and experience.
- Assistance during the interview and selection process and in the negotiation of a compensation package.

Search Work Plan

This section describes the usual steps in the search for a new City Manager for the City of St. Helena. This recruitment will be under the direction of Mr. Gary Peterson, Project Director.

Task 1 – Review Project Management Approach

Mr. Peterson, Project Director, will meet with the City Council and others, as appropriate, to discuss the project management for the search. The discussion will include a review of the work plan, confirmation of timing, and communication methods. The search consultant will provide status updates to the City during the entire recruitment process. The frequency and method of these updates will be decided during these discussions.

Task 2 – Develop Position Profile

The position profile for the City Manager is the guide for the entire search process. *Please refer to the attached sample submitted with this Proposal.* The development of the profile includes the collection of technical information and recruitment criteria.

Technical Information

Mr. Peterson will meet with the City Council, and others as directed by the City Council, to gain an understanding of the experience and professional background requirements desired in the

City Manager. These meetings will also help the search consultant gain an understanding of the work environment and the issues facing the City of St. Helena.

Recruitment Criteria

The recruitment criteria are those personal and professional characteristics and experiences desired in the City Manager. The criteria should reflect the goals and priorities of the City of St. Helena.

Optional Services – The City Council may desire obtaining input from the Community on the qualities they would like to see in the new City Manager. To facilitate Community input, the Project Director will conduct one public meeting *and/or* design an instrument to submit comments through an on-line survey instrument. Additionally, our process will allow for email comments to Ralph Andersen & Associates relative to the desired qualities in the next City Manager.

Subsequent to the development and adoption of the candidate profile, the technical information and recruitment criteria will be documented in an information brochure prepared by Ralph Andersen & Associates. The brochure will be reviewed by the City Council (or designated Committee) in draft format, revised as appropriate, and published for use throughout the search.

Task 3 – Outreach and Recruiting

This task is among the most important of the entire search. It is the focus of the activities of the search consultant and includes specific outreach and recruiting activities briefly described below.

Outreach

An outreach and advertising campaign will be developed. It will include the placement of ads in publications such as *Western City Magazine*, *Jobs Available*, *International City/County Management Association (ICMA)*, and other professional publications. Specific Internet sites related to government will be used as a method of extending the specific outreach to a broad pool of highly qualified individuals.

Additionally, the advertisement and the full text of the position profile (the recruitment brochure) will be placed on Ralph Andersen & Associates' website, which is accessed by a large number of qualified candidates. This method of outreach to potential applicants provides a confidential source that is monitored by many key level executives on an on-going basis.

Candidate Identification

Ralph Andersen & Associates will use their extensive contacts to focus the recruiting effort. In making these contacts, the search consultant will target those individuals who meet the criteria set by the City. Each of the candidates identified through the recruiting efforts will be sent an information brochure. Candidates will also be contacted directly to discuss the position and to solicit their interest in being considered.

Both the outreach and recruiting activities will result in applications and resumes from interested candidates. As they are received, resumes will be acknowledged and candidates will be advised of the general timing of the search process. The following tasks involve the actual selection process, once all resumes have been received.

Task 4 – Candidate Evaluation

This task will be conducted following the application closing date. It includes the following specific activities:

Screening

All of the applications will be carefully reviewed. Those that meet the recruitment criteria and minimum qualifications will be identified and subject to a more detailed evaluation. This evaluation will include consideration of such factors as professional experience, and size and complexity of the candidate's current organization as compared to the candidate profile.

Preliminary Research and Internet Review

The research staff of Ralph Andersen & Associates, under the direction of the Project Director, will conduct preliminary research and internet review for those candidates identified as the most qualified as a result of the screening process. This level of research will be done on a limited number of candidates to learn more about each candidate's public profile and related information that is available on the internet.

Preliminary Interviews

The Project Director will conduct preliminary interviews with the top group of candidates identified through the screening and preliminary research review processes. The interviews are extensive and designed to gain additional information about the candidates' experience, management style, and "fit" with the recruitment criteria. Interviews will be done using Skype or via telephone. No consultant travel for preliminary in-person interviews has been included in this proposal.

The screening portion of the candidate evaluation process typically reduces a field of applicants to approximately four (4) to six (6) individuals. Those individuals will be reviewed with the City Council prior to proceeding with the individual interviews.

Task 5 – Search Report

After completing Task 4, the Project Director will meet with the City Council to review the search report on the top candidates. The report divides all of the candidates into four groups including 1) the top group of candidates that are recommended to be interviewed in-person by the City Council; 2) a backup group to the first group; 3) no further consideration group; and 4) lacks minimum qualifications. The search report will include candidate resumes. The results of preliminary research and internet review and interviews will be reviewed with the City Council.

The results of the Search Report will be a confirmed group of finalist candidates that the City Council will interview in-person.

Task 6 – Selection

The final selection process will vary depending upon the desires of the City Council. The typical services provided by Ralph Andersen & Associates in the selection process are described briefly below:

- The search consultant will coordinate the selection process for the finalist group of candidates. This includes handling the logistical matters with candidates and with the City.
- Ralph Andersen & Associates will prepare an interview booklet that includes the resumes and candidate report (with interview comments, preliminary research, and other relevant

information about the candidates) for each candidate. In addition, the booklet will contain suggested questions and areas for discussion based upon the recruitment criteria. Copies of the interview booklet will be provided in advance of the candidate interviews.

- The search consultant will attend the interviews to assist the City through the selection process. This assistance will include an initial orientation, candidate introductions, and facilitation of discussion of candidates after all interviews have been completed.
- Verifications will be made on the top two (2) candidates and will include education verifications, Department of Motor Vehicle check, wants and warrants, civil and criminal litigation search, and credit check. The results of these verifications will be discussed with the City Council at the appropriate time.
- Reference checks will be conducted on the top candidate. The results of these reference checks will be discussed with the Mayor and City Council at the appropriate time during a closed session.
- As needed, the search consultant is available to provide assistance to the City Council in the final selection as may be desired. This assistance may include providing or obtaining any additional information desired to assist in making the final selection decision.

Task 7 – Negotiation

The search consultant is available to assist the City in negotiating a compensation package with the selected candidate. This may include recommendations on setting compensation levels.

Additionally, Ralph Andersen & Associates is available to prepare a draft employment agreement and work with the City Attorney on the finalization of this document. As required by the Brown Act, the employment agreement for the new City Manager will be required to be approved and voted on in a public meeting.

Task 8 – Close Out

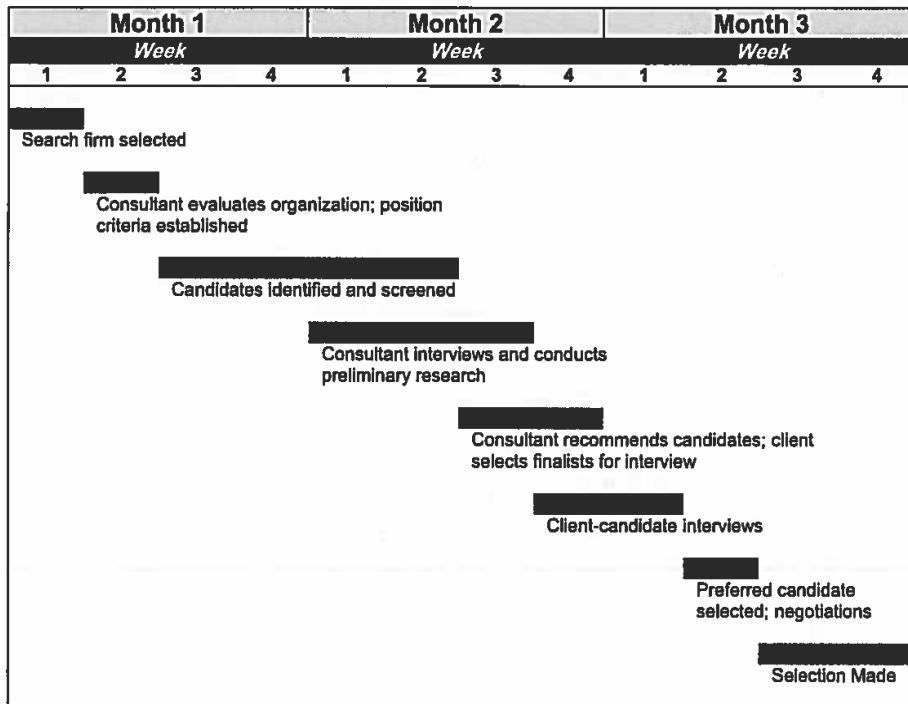
After an agreement is reached with the individual selected for the position, the search consultant will close out the search. These activities will include advising the finalist candidates of the status of the search by telephone.

Project Timeline

Typically, a search will be conducted within a 75 to 90-day period from the execution of the agreement between the City and Ralph Andersen & Associates. An accelerated search process is always an additional possibility although this may incur additional costs. Following selection, negotiation with the top candidate will take an additional week or two after finalist interviews.

It is understood that the City desires to appoint a new City Manager by June 13, 2017. We believe our proposed timeline will meet, and exceed, this goal.

A brief overview of the recruitment schedule is presented on the following page (schedule does not include transition time by Selected Candidate to join the City).



Project Cost

The recruitment effort for a new City Manager will be a comprehensive, national search process giving the City Council the ability to select from a broad field of qualified candidates. The fee to perform this search will be \$18,875 for professional services, plus related expenses estimated to be \$5,500. The total cost for the search will not exceed \$24,375.

Included in the fixed fee are up to two (2) days of individual meetings with the City Council and/or staff (if desired by the City Council) as part of the kick-off process for this search.

Expenses include such items as advertising (budget of \$1,500), consultant trips (4 trips to the City), clerical, graphic design, research, printing and binding, postage and delivery, and long-distance telephone charges.

This pricing structure assumes the following:

- Verifications and Backgrounds on the top two candidates including reference checks. Should the City desire to conduct verifications on more than two candidates, a background fee of \$1,200 per candidate will be billed in addition to the above stated amount.

Optional Services (Community Meeting / Survey) – Should the City choose to conduct Optional Community Input Meetings; the cost would be an additional \$1,200 for each day of meetings plus expenses. The City would pay the full cost for any public announcements or advertisements to promote the Community Input Meetings. An internet survey and summarized results could be conducted for an additional \$1,750.

Brochure – A full color brochure will be developed for the City of St. Helena. All pictures will be the responsibility of the City.

Invoicing – The City will be invoiced in 4 (four) equal payments. Progress payment for professional services and expense reimbursement will be due upon receipt.

Exceptions – The City will be responsible for all candidate expenses related to on-site interviews and consultant travel for in-person screening interviews (if desired) for selected finalist candidates.

Ralph Andersen & Associates' Guarantee

Ralph Andersen & Associates offers the industry-standard guarantee on our search services. If within a one-year period after appointment the City Manager resigns or is dismissed for cause, we will conduct another search free of all charges for professional services. The City of St. Helena would be expected to pay for the reimbursement of all incurred costs.

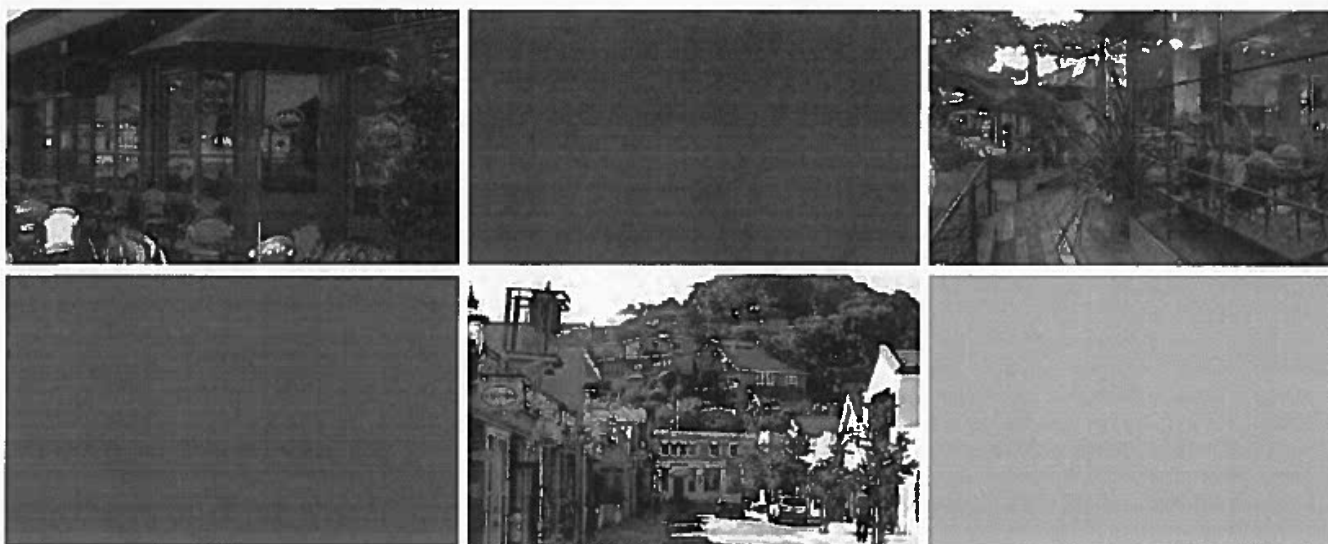
Should the initial outreach efforts result in no placement, Ralph Andersen & Associates will conduct additional outreach efforts until a successful candidate is found. The City would be expected to pay for any additional expenses (i.e., advertisements, clerical time, etc.).



The Town of Tiburon
Invites your interest
in the position of
**Town
Manager**



Recruitment Services Provided by Ralph Anderson & Associates



An Incredible Opportunity!

Renowned for its outstanding quality of life, spectacular views, and all around beauty, the Town of Tiburon is seeking a dynamic and accomplished executive to join this financially healthy and well-managed organization.

Ideally, this top professional will be a visionary and innovative leader with exceptional interpersonal and communication skills. Collaboration skills are a must and best combined with a passion for best practices in service delivery, community planning, and development in this uniquely built-out environment. With a strong upswing in home construction (residential remodeling ranging from small to expansive additions with many striving to protect and enhance views of the San Francisco Bay) overall design, building policy, and code enforcement continue to be important factors for both the Town and residents. Downtown commercial upgrades and addressing infrastructure needs and enhancements occasionally add to development activity. Although built-out, future significant opportunities in the downtown area may arise for innovative solutions for housing, local businesses, and tourism through potential creative public-partnerships and other yet unseen ventures. Under experienced leadership, these opportunities would blend Tiburon's well-sought out culture and existing core values of the community.

With significant tourists throughout the year and an increase in outdoor community events geared to families and visitors, Tiburon's downtown is more vibrant than ever and serves as a welcoming melding spot that confirms an ongoing shift in demographics from long-term residents to also include younger more active families bringing new energy and healthy diversity. From the newly created Summertime on Main (midday on Wednesdays from mid-July to mid-August) to Friday Nights on Main (May through September) to widespread support of the library and collective appreciation of the outdoor environment, community pride is abundant. Without exception, the Town Council collectively believes the Town Manager also needs to have passion for public service, be active and visible at local events, and significantly contribute and participate on county-wide issues. With exceptional communication and leadership skills, the Town Manager will be focused on overseeing the organization's ability to consistently deliver excellent customer service and responsiveness to support a progressive and forward-thinking Town Council on addressing and exploring an array of issues.

The Community

Tiburon is located just a few miles north of the Golden Gate Bridge in southern Marin County along an unspoiled peninsula jutting towards Angel Island. The exceptional direct views of the Golden Gate Bridge, the City of San Francisco, Alcatraz, the Bay, and Mt. Tamalpais; the exceptionally high quality of schools; serene lifestyle; low crime rates; and a high level of public service are among the predominate reasons why 9,000 residents call Tiburon home. Tiburon is certainly one of the most desirable places to live within Marin County, which in itself is one of the most desired locales in the nation.

Residents treasure the Town's rich heritage steeped in railroad history. Tiburon was originally founded as a Northern Pacific Railroad depot connecting to San Francisco via ferry service across the bay. In the 1960s, the railroad left Tiburon, leaving the Town with what is today a pristine waterfront community.

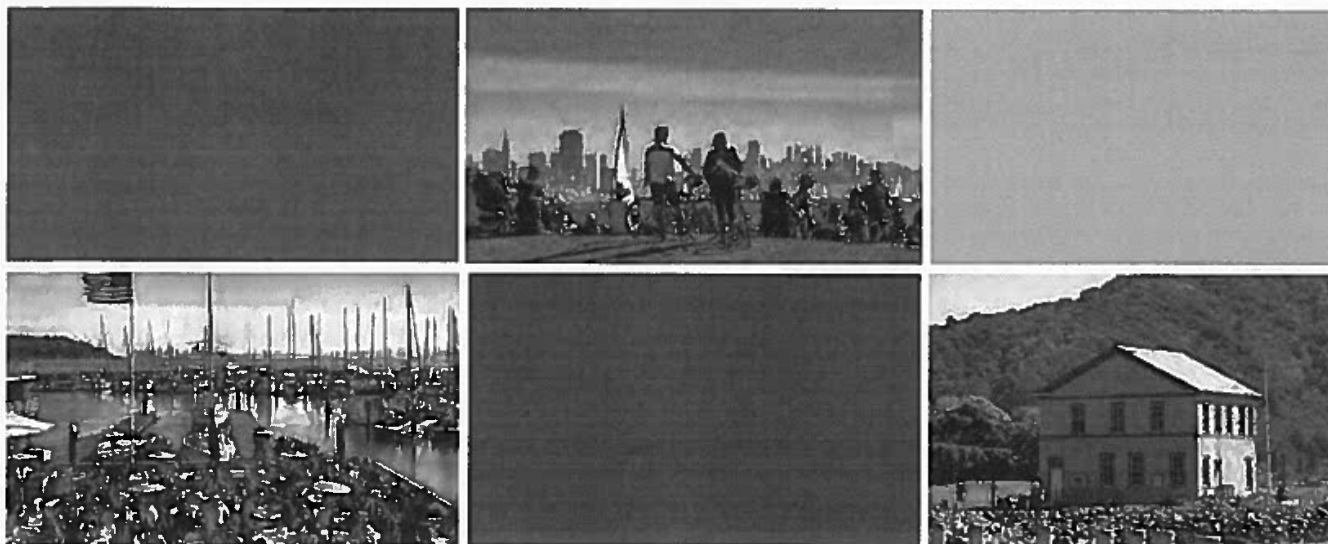
The Town has a number of assets that make it an ideal place to live and do business. Many Town residents take advantage of ferry service for their daily commute to San Francisco. In addition, the ferry service brings a number of visitors each year from San Francisco who take advantage of Tiburon's fine restaurants, recreational amenities, and unique shopping. Tiburon is also the launching point for Angel Island, a California State Park, which is within the Town limits.

Open space is highly cherished by the Town. Over the years, the residents have approved a number of open space bond issues to acquire and preserve much of the open space found in and around the Tiburon peninsula.

Tiburon prizes its historic village character while enjoying easy access to San Francisco and other employment centers. This combination has made Tiburon one of the most prestigious addresses in Northern California. With such affluence comes the expectation for a high level of public services on the part of the residents and the business community. The Town strives to meet that expectation.

The Organization

Tiburon was incorporated in 1964 as a General Law city (only later becoming a "town") and operates under the Council-Manager form of government. The five members of the Town Council are elected to four-year overlapping terms, with the Mayor selected among his/



her peers to serve a one-year term. The Town Council appoints the Town Manager, who in turn, serves as chief executive of the Town organization. The Town also utilizes a number of standing volunteer commissions including Planning, Design Review, Parks and Open Space, and Heritage and Arts. Typically, the Town will rely upon these commissions, as well as ad-hoc committees to work through community issues.

The Town has a total 2015-2016 budget of \$14 million (\$10 million operating budget, \$3.2 million CIP, debt services \$758,377), and a staff of 38.5 FTE. The Town is financially stable with over \$11.7 million in general fund reserves. The Town has four operating Departments: Administration, Community Development, Police, and Public Works. The Town has partnered with its neighbor, the City of Belvedere, to provide recreation, library services (300+ volunteers), and emergency preparedness. Fire services are provided by the Southern Marin Fire District as well as the Tiburon Fire Protection District. Utilities in the Town are provided by Pacific Gas & Electric, Comcast, and the Marin Municipal Water District. Sewer and sanitation are provided by the Richardson Bay Sanitary District as well as the Marin County Sanitary District #5 with refuse service provided by Mill Valley Refuse Service under contract with the Town.

For more information about the Town beyond the website (townoftiburon.org), also visit destinationtiburon.org. Tiburon Talk ("Tib-Talk"), the Town's e-newsletters, are available on the Town's website or linked through Ralph Andersen & Associates' website.

The Town Manager's Office

The Town Manager directs, coordinates, and manages the overall administrative activities and operation of the Town and advises and assists the Town Council while exercising significant independent judgment and initiative. The Town Manager is appointed by the Town Council and serves at its pleasure. The current Town Manager, retiring later this year, has been with the organization since 2006. The Town of Tiburon continues to provide a stable and healthy work environment for all staff.

The Ideal Candidate

The Town Council is seeking a creative and innovative individual to employ a team approach to problem solving and be proactive

in addressing issues that impact the Town Council and the community. Additionally, the Town Manager will be an idea person, able to develop and promote strategic initiatives for the Council's discussion and consideration while incorporating best practices in local government. Exploring public-private partnerships and shared services with Marin County or neighboring municipalities is a strong interest for the Town Council in order to explore ways to reduce redundancy in the region and to potentially develop more cost-efficient and effective service delivery models.

The Town Manager will have a hands-on and collaborative approach to management with frequent interaction with department heads and staff, fostering an open dialogue between staff and Council. The Town Council desires a Manager who also enjoys working in the public sector and appreciates the variety and diversity of contributions from all sources within the organization and from the community. Successful candidates will also promote the use of new and emerging technology in their approach to town management, and be comfortable in an environment that promotes state of the art methods of delivery of services to the public.

The Town Manager should be a person who can successfully address a variety of issues at the highest levels using sound judgment. The Manager should be self-motivated and able to work independently in a professional, fast-paced environment involving diverse municipal issues. The Town Manager should have unquestioned personal integrity, display honesty, and have strong ethics. The Manager should also have excellent communication and interpersonal skills combined with strong negotiating skills to address issues with a problem solving approach rather than a regulatory manner.

The ideal candidate will also possess the following characteristics:

- Genuine concern for preserving the quality of life presently offered to residents of Tiburon with an appreciation for the natural beauty of the area and a high regard for the importance of environment and open space to local residents;
- Results driven approach to the successful management of an organization including a key understanding of municipal finance, public safety, and all aspects of municipal service delivery;
- Appreciation for the array of expansive uses of technology in local government complemented by aggressively incorporating new state of the art technology to both enhance and improve



service delivery, operations, financial reporting, and overall community access;

- Confident style that will promote candid discussions and encourage diversity of thought by providing an environment that emphasizes the review of options and alternatives for the Town Council's consideration;
- Able to provide leadership to both the Town Council and staff with the ability to set goals and objectives, and be able to motivate others of varying levels, and contribute effectively to their timely achievement and successful performance; and
- Strategic thinker and problem-solver, able to anticipate the political ramifications of management decisions.

With its unique location on the Peninsula, Tiburon faces many opportunities for the new Town Manager to excel including:

- Balance an array of community needs including continuing the high-level of transparent, frequent, and open communications;
- Review opportunities to streamline and enhance major development application process including addressing the need for continued community participation in the review process;
- Embrace and continue the Town's tradition of a leadership role in intergovernmental relationships with Marin County, Marin Managers' Association, local agencies, and boards;
- Address on-going infrastructure needs, traffic, and overall enhancements through planning; and
- Effectively blend the desires of local residents with the ongoing needs and interests of daily visitors and tourists.

Qualifying Experience and Education

Review of Qualifying Experience and Education – A Sub-Committee of the Town Council will be actively involved with Ralph Andersen & Associates in the initial screening and evaluation of resumes to determine the appropriate match of professional experience and education.

- **Experience** – This position requires a minimum of eight (8) years of progressively responsible experience in an administrative, managerial, or staff capacity in a comparable organization with similar complexities. California municipal experience is highly regarded by the Town Council. All highly qualified candidates are strongly encouraged to apply. In an effort to find the most suitable candidate, the City Council will consider a broad spectrum of talented individuals, including candidates from the private sector demonstrating relative experience.

- **Education** – Ideally, candidates will have a Master's degree from an accredited college or university with major course work in planning, public or business administration, or a closely related field. In lieu of the desired education, the Town Council may consider a candidate's overall professional career history.

Compensation

The Town Council is prepared to offer a competitive salary for the Marin County / SF Bay Area plus executive level benefits including CalPERS Retirement (2%@55-Classic; 2%@62-New). A mutually agreeable employment agreement will be negotiated and may include relocation assistance program within Marin County for the selected candidate. Candidates should be aware that the Town does not participate in Social Security. Further details can be obtained through discussions with Ralph Andersen & Associates.

To Be Considered

Interested candidates may apply for this career opportunity by submitting a resume, a compelling cover letter, and current salary to apply@ralphandersen.com. Apply immediately; position is open until filled. Candidates should be aware that the Town Council desires a smooth transition of leadership and, as a result, the Council along with the outgoing Town Manager, Margaret (Peggy) Curran, will work together to facilitate a smooth transition.

This is a highly confidential search process. References will not be contacted until mutual interest has been established. Confidential inquiries are welcomed and should be directed to Heather Renschler, Ralph Andersen & Associates at (916) 630-4900.

Recruitment Schedule

- **Closing Date:** Apply immediately
- **Search Committee Preliminary Interviews:** On-going
- **In-person Interviews by the Town Council:** November 4 - 6, 2015
- **Approval of Employment Agreement at Town Council Meeting:** November 18 or December 2, 2015
- **Start Date:** December 2015 (Or at mutually agreeable date in January 2016)



Proposal #2
Bob Murray & Associates



**A PROPOSAL TO CONDUCT AN EXECUTIVE
RECRUITMENT FOR A
City Manager
ON BEHALF OF THE
City of St. Helena**

1544 Eureka Road, Suite 280
Roseville, CA 95661
(916) 784-9080
(916) 784-1985 fax

January 10, 2017

Mayor Alan Galbraith and
Members of the City Council
City of St. Helena
ADDRESS

Dear Mayor Galbraith and Council Members:

Thank you for inviting Bob Murray & Associates to submit a proposal to conduct the City Manager recruitment for the City of St. Helena. The following proposal details our qualifications and describes our process of identifying, recruiting and screening outstanding candidates on your behalf. It also includes a proposed budget, timeline, guarantee, and sample recruitment brochure.

At Bob Murray & Associates, we pride ourselves on providing quality service to local governments. We have created a recruitment process that combines our ability to help you to determine the direction of the search and the types of candidates you seek with our experience recruiting outstanding candidates who are not necessarily looking for a job. Our proven expertise ensures that the candidates we present for your consideration will match the criteria you have established and will be outstanding in their field.

With respect to the City Manager recruitment, Bob Murray & Associates offers the following expertise:

- We have placed over 200 City Managers since our firm's inception in 2000. We are currently conducting City Manager recruitments on behalf of the cities of Bradbury, Compton, Covina, Dana Point, and Santa Paula, CA; as well as the City Administrator recruitment for the City of Commerce, CA. Our most recently completed City Manager and Town Manager searches include those on behalf of Alhambra, Banning, Bell, Dinuba, Gridley, Hesperia, Imperial, Lemon Grove, Los Altos, Manteca, Martinez, Merced, Novato, Pasadena, Rio Vista, Rosemead, Santee, and Seaside, CA; Chandler, AZ; and Newberg, OR. For a complete list of our previous City Manager and Town Manager recruitments, we invite you to review the enclosed Client List. Our extensive contacts and knowledge of outstanding candidates will ensure you have a quality group of finalists from which to select the City of St. Helena's next City Manager.
- Bob Murray & Associates recognizes that we work at the pleasure of the City Council. Our job is to facilitate the Council's City Manager search. From the outset of the search, we work to establish a strong partnership with the Council in order to ensure the placement of a City Manager who is ideally suited to its needs. In order to develop an effective search, we hope that City Council members make themselves available, as we seek the opportunity to meet with them individually to discuss their expectations for St. Helena's new Manager. We hope they will speak candidly with us regarding the traits they are looking for in the new City Manager. The insight garnered as a result of these meetings will be invaluable as we recruit and screen candidates for the position.

- ◆ Our firm is familiar with the City of St. Helena as we have previously conducted your City Manager recruitment. We are also familiar with the surrounding region of Napa County having previously conducted the Human Resources Director and Fire Chief searches on behalf of the City of Napa as well as the City Manager recruitment on behalf of the City of Calistoga. Our knowledge of the region, its issues, and its outstanding quality of life will be an asset in presenting this opportunity to prospective candidates.

A significant portion of our process focuses on conducting thorough and confidential background investigations of the top 2-3 candidates to ensure that nothing about them is left undiscovered. We have candid discussions with references who have insight into the candidate's experience, style and ethics; conduct a search of newspaper articles; and run credit, criminal and civil records reports. This ensures that the chosen candidate will not only be an excellent fit with the City of St. Helena, but also that the selected candidate will reflect positively upon your organization.

To learn first-hand of the quality of our service and our recruitment successes, we invite you to contact the references listed on page 11 of the attached proposal.

We look forward to your favorable consideration of our qualifications. Please do not hesitate to contact us at (916) 784-9080 should you have any questions.

Sincerely,

Valerie Gaeta Phillips

Valerie Gaeta Phillips
President, Bob Murray & Associates

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THE RECRUITMENT PROCESS

Bob Murray & Associates' unique and client oriented approach to executive search will ensure that the City of St. Helena has quality candidates from which to select the new City Manager. Outlined below are the key steps in our recruitment process.

STEP 1 DEVELOPING THE CANDIDATE PROFILE

Our understanding of the City of St. Helena's needs will be key to a successful search. We will work with the City Council to learn as much as possible about the organization's expectations for a new City Manager. We want to learn the values and culture of the organization, as well as understand the current issues, challenges and opportunities that face the City of St. Helena. We also want to know the City Council's expectations regarding the knowledge, skills and abilities sought in the ideal candidate and will work with the City to identify expectations regarding education and experience. Additionally, we want to discuss expectations regarding compensation and other items necessary to complete the successful appointment of the ideal candidate. The profile we develop together at this stage will drive subsequent recruitment efforts.

STEP 2 ADVERTISING CAMPAIGN AND RECRUITMENT BROCHURE

After gaining an understanding of the City of St. Helena's needs, we will design an effective advertising campaign appropriate for the City Manager recruitment. We will focus on professional journals that are specifically suited to the City Manager search. We will also develop a professional recruitment brochure on the City Council's behalf that will discuss the community, organization, position and compensation in detail. Once completed, we will mail the profile to an extensive audience, making them aware of the exciting opportunity with the City of St. Helena.

STEP 3 RECRUITING CANDIDATES

After cross-referencing the profile of the ideal candidate with our database and contacts in the field, we will conduct an aggressive outreach effort, including making personal calls to prospective applicants, designed to identify and recruit outstanding candidates. We recognize that the best candidate is often not looking for a new job and this is the person we actively seek to convince to become a candidate. Aggressively marketing the City Manager position to prospective candidates will be essential to the success of the search.

STEP 4 SCREENING CANDIDATES

Following the closing date for the recruitment, we will screen the resumes we have received. We will use the criteria established in our initial meetings as a basis upon which to narrow the field of candidates.

STEP 5 PERSONAL INTERVIEWS

We will conduct personal interviews with the top 10 to 12 candidates with the goal of determining which candidates have the greatest potential to succeed in your organization. During the interviews, we will explore each candidate's background and experience as it relates to the City Manager position. In addition, we will discuss the candidate's motivation for applying for the position and make an assessment of his/her knowledge, skills and abilities. We will devote specific attention to establishing the likelihood of the candidate's acceptance of the position if an offer of employment is made.

STEP 6 PUBLIC RECORD SEARCH

Following the interviews, we will conduct a review of published articles for each recommended candidate. Various sources will be consulted including Lexis-Nexis™, a newspaper/magazine search engine, Google, and social media. This alerts us to any further detailed inquiries we may need to make at this time.

STEP 7 RECOMMENDATION

Based on the information gathered through meetings with your organization and personal interviews with candidates, we will recommend a limited number of candidates for your further consideration. We will prepare a detailed written report on each candidate that focuses on the results of our interviews and public record searches. We will make specific recommendations, but the final determination of those to be considered will be up to you.

STEP 8 FINAL INTERVIEWS

Our years of experience will be invaluable as we help you develop an interview process that objectively assesses the qualifications of each candidate. We will adopt an approach that fits your needs, whether it is a traditional interview, multiple interview panel or assessment center process. We will provide you with suggested interview questions and rating forms and will be present at the interview/assessment center to facilitate the process. Our expertise lies in facilitating the discussion that can bring about a consensus regarding the final candidates.

We will work closely with your staff to coordinate and schedule interviews and candidate travel. Our goal is to ensure that each candidate has a very positive experience, as the manner in which the entire process is conducted will have an effect on the candidates' perception of your organization.

STEP 9 BACKGROUND CHECKS/DETAILED REFERENCE CHECKS

Based on final interviews we will conduct credit, criminal, civil litigation and motor vehicle record checks for the top one to three candidates. In addition, those candidates will be the subjects of detailed, confidential reference checks. In order to gain an accurate and honest appraisal of the candidates' strengths and weaknesses, we will talk candidly with people who have direct knowledge of their work and management style. We will ask candidates to forward the names of their supervisors, subordinates and peers for the past several years. Additionally, we make a point of speaking confidentially to individuals who we know have insight into a candidate's abilities, but who may not be on their preferred list of contacts. At this stage in the recruitment we will also verify candidates' degrees.

STEP 10 NEGOTIATIONS

We recognize the critical importance of successful negotiations and can serve as your representative during this process. We know what other organizations have done to put deals together with great candidates and will be available to advise you regarding current approaches to difficult issues such as housing and relocation. We will represent your interests and advise you regarding salary, benefits and employment agreements with the goal of putting together a deal that results in the appointment of your chosen candidate. Most often we can turn a very difficult aspect of the recruitment into one that is viewed positively by both you and the candidate.

STEP 11 COMPLETE ADMINISTRATIVE ASSISTANCE

Throughout the recruitment, we will provide the City Council with updates on the status of the search. We will also take care of all administrative details on your behalf. Candidates will receive personal letters advising them of their status at each critical point in the recruitment. In addition, we will respond to inquiries about the status of their candidacy within twenty-four hours. Every administrative detail will receive our attention. Often, candidates judge our clients based on how well these details are handled.

BUDGET AND TIMING

PROFESSIONAL FEE AND EXPENSES

The consulting fee for conducting the City Manager recruitment on behalf of the City of St. Helena is \$17,500 plus expenses. Services provided for in the fee consist of all steps outlined in this proposal including three (3) days of meetings on site. The City of St. Helena will be responsible for reimbursing expenses Bob Murray & Associates incurs on your behalf. We estimate expenses for this project not to exceed \$6,900. Reimbursable expenses include such items as the cost of recruiter travel; clerical support; brochure development; express mail delivery; placement of ads; credit, criminal and civil background checks; education verification; and public records searches. Postage, printing, photocopying, and telephone charges are allocated costs and included in the expense estimate.

The City shall be billed monthly by Bob Murray & Associates for the work completed as of that date. Expenses shall be billed and due at the same time. We will typically charge 25% of the fee for each of the first 3 months, with the fourth month being 15% of the fee and 10% billed out when the top candidate has been selected and accepted your offer of employment.

TIMING

We are prepared to start work on this assignment immediately and anticipate that we will be prepared to make our recommendation regarding finalists within seventy-five to ninety days from the start of the search.

Task:	Week:
Contract Start Date:	TBD
Initial Meeting(s):	1 week from contract start date
Our firm develops recruitment brochure:	2 weeks from contract start date
City approves brochure:	4 weeks from contract start date
Job advertising and candidate sourcing:	8 weeks from contract start date
Our firm reviews application packets:	9 weeks from contract start date
Our firm conducts screening process:	10 weeks from contract start date
City approves candidates:	12 weeks from contract start date
City's interview panel convenes:	13 weeks from contract start date
Reference/Background Checks:	14 weeks from contract start date
Second Interviews by City, if necessary:	15 weeks from contract start date
Offer of Employment:	16 weeks from contract start date

GUARANTEE

We guarantee that should a recommended candidate selected for the position be terminated within the first year of employment we will conduct the search again at no cost (with the exception of expenses) to the City of St. Helena. We are confident in our ability to recruit outstanding candidates and do not expect the City of St. Helena to find it necessary to exercise this provision of our proposal.

PROFESSIONAL QUALIFICATIONS

Should Bob Murray & Associates be retained to conduct the City Manager search on behalf of the City of St. Helena, the primary recruiter assignment will be based upon our workload at the time of contract signing. The primary recruiter will be assisted by Ms. Amber Smith or Ms. Hellen Amsden for support services and Ms. Valerie Sloan for administrative matters.

BOB MURRAY, FOUNDER

Mr. Murray brings over 30 years' experience as a recruiter. Mr. Murray is recognized as one of the nation's leading recruiters. He has conducted hundreds of searches for cities, counties, and special districts. He has been called on to conduct searches for some of the largest most complex organizations in the country and some of the smallest. Mr. Murray has conducted searches for chief executives, department heads, professional and technical positions. Mr. Murray has taken the lead on the firm's most difficult assignments with great success. His clients have retained him again and again given the quality of his work and success in finding candidates for difficult to fill positions.

Prior to creating Bob Murray & Associates, Mr. Murray directed the search practice for the largest search company serving local government in the country. Mr. Murray has worked in local government and benefits from the knowledge of having led an organization. Prior to his career in executive search he served as the City Manager for the City of Olympia, Washington. He has also served as an Assistant City Manager and held various positions in law enforcement.

Mr. Murray received his Bachelor of Science Degree in Criminology from the University of California at Berkeley with graduate studies in Public Administration at California State University at Hayward.

VALERIE GAETA PHILLIPS, PRESIDENT

Ms. Gaeta Phillips has over 18 years of recruiting experience, including more than a decade of recent experience in executive search for public, private, and startup companies nationwide. Ms. Gaeta Phillips has expertise in the full recruiting cycle, from process design and outreach through candidate assessment and selection. She has placed senior-level candidates in various aspects of the public sector, as well as with special districts and nonprofits.

Ms. Gaeta Phillips is valued for her passion for finding and retaining the most outstanding candidates for even the most difficult or untraditional assignments and for her commitment to her clients' success. Ms. Gaeta Phillips has a passion for helping people, evidenced by her fundraising and efforts to raise awareness for organizations such as Autism Speaks and the M.I.N.D. Institute.

GARY PHILLIPS, EXECUTIVE VICE PRESIDENT

Mr. Phillips started his career with a New York based Fortune 100 company and quickly became a Senior Manager building and running a large customer service organization in New York and eventually in thirteen countries in Europe. He also served as a Director with a large Fortune 500 company and was responsible for developing and maintaining new and existing clients in Europe, Asia, and Australia. He then became Senior Vice President with a public enterprise software company. Some of his successes include building an organization from 2 to 250 people worldwide; acquiring 5 companies in two years; and growing a company from 800 to 1200 employees.

Mr. Phillips was part of an executive acquisition and recruiting team where he helped build a start-up enterprise software company in San Francisco. He recruited top notch talent, and built a world class organization. The company was eventually sold to a Fortune 500 software company.

Mr. Phillips has maintained customer relationships in the public sector, private sector, as well as medical, and financial institutions. He prides himself on finding key talent and offering the best customer service to his clients.

Mr. Phillips is involved in his community as a soccer coach and as an organizer of fundraisers for Autism Speaks in Sacramento. Mr. Phillips received his Associate of Science degree, as well as completed coursework at Rochester Institute of Technology, NY.

REGAN WILLIAMS, SENIOR VICE PRESIDENT

Mr. Williams brings 30 years of local government experience to Bob Murray & Associates and has over 15 years of experience in executive recruitments with our firm. Prior to joining Bob Murray & Associates, Mr. Williams served as Director of Public Safety with the City of Sunnyvale, CA. Mr. Williams was involved in the development of some of Sunnyvale's most innovative public safety programs and has a national reputation for excellence in law enforcement, as well as in law enforcement executive recruiting. He has been responsible for over 300 recruitments throughout his career; clients find his insight and expertise in recruitment and selection a valuable asset.

Mr. Williams received his Bachelor of Science Degree in Administration of Justice from San Jose State University. He is also a graduate of the FBI National Academy.

JOEL BRYDEN, VICE PRESIDENT

Mr. Bryden has over 30 years of local government experience that he brings to the firm, having retired as Chief of Police in Walnut Creek, CA prior to joining our firm. Throughout his career, Mr. Bryden has been involved in public sector consulting. He has vast experience in hiring and promotional processes, as well as interviewing candidates for advancement in all aspects of local government. Mr. Bryden has a solid reputation as a leader in the public sector. His ability to find and evaluate outstanding applicants for our clients is invaluable in the search process.

Mr. Bryden is a graduate of the FBI National Academy and obtained his Bachelor of Arts Degree in Communication from San Diego State University.

FRED FREEMAN, VICE PRESIDENT

Mr. Freeman brings over 24 years of local government experience to Bob Murray & Associates, with 11 years in the recruitment field. Mr. Freeman is a retired Chief of Police and has served as an elected official in local government. He has vetted hundreds of local governmental officials in the pre-employment process and conducted recruitments for positions in all sectors of public agency employment.

In addition to his career in the law enforcement field, Mr. Freeman served as the Mayor and the Mayor Pro-Tem for the Los Alamitos City Council. Mr. Freeman has been a member of the Public Safety Policy Committee - California League of Cities; the Orange County Fire Authority Board of Directors; and the Orange Line Development Authority as the Vice-Chair. His unique perspective and experience, as both a member of executive city staff and as an elected official, provides exceptional results for our clients.

Mr. Freeman is a graduate of the FBI National Academy and received his Teaching Credential from the University of California Los Angeles.

AMBER SMITH, PRINCIPAL CONSULTANT

As Principal Consultant with Bob Murray & Associates, Ms. Smith acts as a liaison between clients and candidates from beginning to end of each recruitment process. She is responsible for the development and distribution of position recruitment and advertising materials, client research, reference and background checks, responding to requests for proposals, and providing a broad range of support services for the recruiting team.

Ms. Smith brings over 5 years of client-oriented customer service, administrative, and management experience to Bob Murray & Associates. She is committed to working as a partner with clients and candidates in order to provide a quality service and experience.

Ms. Smith received her Bachelor of Arts degree in Business Administration from La Sierra University, Riverside, California.

HELLEN AMSDEN, SENIOR CONSULTANT

Ms. Amsden acts as a liaison among clients, recruiters, and candidates throughout each recruitment process. Her responsibilities include development and distribution of position recruitment and advertising materials, client and candidate research, reference and background checks, responding to requests for proposals, and providing a broad range of support services for the recruiting team.

Ms. Amsden joined our firm in 2016 with nearly a decade of customer service, administrative, and leadership experience. She is committed to providing the highest level of quality support and to working as a partner with clients and candidates throughout the search process.

Ms. Amsden graduated summa cum laude with a Bachelor of Arts degree in Leadership and Organizational Studies from Saint Mary's College of California.

REFERENCES

Clients and candidates are the best testament to our ability to conduct quality searches. Clients for whom Bob Murray & Associates has recently conducted searches are listed below.

CLIENT: City of Capitola, CA
POSITION: Police Chief
REFERENCE: Jaime Goldstein, City Manager, 831 475-7300, Larry Laurent, Assistant City Manager, 831 475-7300 x 206

CLIENT: City of Cotati, CA
POSITION: Finance and Administrative Services Director, City Manager, Finance Director, Assistant Transportation Director, Assistant Water Utilities Director, Community Development Director
REFERENCE: Mr. John DellOsso, Council Member and Former Mayor, (707) 792-4600; Ms. Dianne Thompson, Former City Manager, (707) 479-3420; Mr. Damien O'Bid, City Manager, (707) 665-3620

CLIENT: City of Signal Hill, CA
POSITION: Deputy City Manager, Police Chief
REFERENCE: Mr. Charlie Honeycutt, City Manager, (562) 989-7302

**BOB MURRAY & ASSOCIATES
CLIENT LIST**

CITY MANAGER

Airway Heights, WA	Eugene, OR
Albany, CA	Fairfield, CA
Albany, OR	Fort Lauderdale, FL
Alhambra, CA	Fortuna, CA
Antioch, CA	Fremont, CA
Apple Valley, CA (Town Manager)	Glendale, AZ
Arcadia, CA	Goleta, CA
Arcata, CA	Greenfield, CA
Arvada, CO	Gridley, CA (City Administrator)
Arvin, CA	Grover Beach, CA
Banning, CA	Hesperia, CA
Barstow, CA	Hollister, CA
Bell, CA	Imperial, CA
Benicia, CA	Ione, CA
Bradbury, CA	Irwindale, CA
Campbell, CA	Kirkland, WA
Capitola, CA	La Mesa, CA
Carmel, CA	La Palma, CA
Castle Rock, CO (Town Manager)	Laguna Beach, CA
Cathedral City, CA	Lake Elsinore, CA
Centennial, CO	Lakeport, CA
Chandler, AZ	Lancaster, CA
Chico, CA	Lathrop, CA
Chino, CA	Lemon Grove, CA
Chino Hills, CA	Loomis, CA (Town Manager)
Chowchilla, CA (City Administrator)	Los Alamitos, CA
Chula Vista, CA	Los Altos, CA
Claremont, CA	Manteca, CA
Commerce, CA (City Administrator)	Marina, CA
Compton, CA	Martinez, CA
Concord, CA	Menifee, CA
Coos Bay, OR	Menlo Park, CA
Corcoran, CA	Merced, CA
Corona, CA	Miami Beach, FL
Coronado, CA	Millbrae, CA
Corte Madera, CA (Town Manager)	Mill Valley, CA
Cotati, CA	Milwaukie, OR
Covina, CA	Modesto, CA
Dallas, TX	Montebello, CA (City Administrator)
Dana Point, CA	Monterey Park, CA
Dinuba, CA	Mountain View, CA
Dixon, CA	Needles, CA
Dublin, CA	Newberg, OR
El Monte, CA	Newcastle, WA
Elk Grove, CA	Novato, CA
Escalon, CA	

**BOB MURRAY & ASSOCIATES
CLIENT LIST**

Oak Creek, WI (City Administrator)	Sterling, CO
Oakdale, CA	Stockton, CA
Oakley, CA	Temple City, CA
Oceanside, CA	Thousand Oaks, CA
Ojai, CA	Topeka, KS
Orinda, CA	Truckee, CA (Town Manager)
Oxnard, CA	Tualatin, OR
Pacifica, CA	Tucson, AZ
Palo Alto, CA	Turlock, CA
Pasadena, CA	Vallejo, CA
Patterson, CA	Ventura, CA
Phoenix, AZ	Walnut Creek, CA
Pittsburg, CA	Westminster, CA
Pico Rivera, CA	Woodland, CA
Pismo Beach, CA	Yuba City, CA
Pittsburg, CA	
Poway, CA	ASSISTANT/DEPUTY CITY
Rancho Cordova, CA	MANAGER
Rancho Palos Verdes, CA	Alameda, CA
Red Bluff, CA	Arlington, TX
Redondo Beach, CA	Arvada, CO
Rio Vista, CA	Barstow, CA
Rosemead, CA	Beverly Hills, CA
Roseville, CA	Brighton, CO
Salem, OR	Carlsbad, CA
Salinas, CA	Dublin, CA
San Antonio, TX	Lancaster, CA
San Carlos, CA	Modesto, CA
San Clemente, CA	Monterey, CA
San Fernando, CA	North Las Vegas, NV
San Jose, CA	Orange, CA
San Marcos, CA	Ontario, CA
San Pablo, CA	Pasadena, CA
San Rafael, CA	Peoria, AZ
San Ramon, CA	Petaluma, CA
Santa Ana, CA	Pomona, CA
Santa Paula, CA	Rancho Cordova, CA
Santa Rosa, CA	Reno, NV
Santee, CA	Rocklin, CA
Seaside, CA	Sanger, CA
Shoreline, WA	Signal Hill, CA
Sonoma, CA	Stockton, CA
South Lake Tahoe, CA	Vacaville, CA
South Pasadena, CA	Virginia Beach, VA
Springfield, OR	Ventura, CA
St. Helena, CA	Woodland, CA
Stanton, CA	Yuba City, CA

**BOB MURRAY & ASSOCIATES
CLIENT LIST**

COUNTY ADMINISTRATOR

Alachua County, FL
 Butte County, CA
 Clackamas County, OR
 Clark County, NV
 Deschutes County, OR
 Lee County, FL
 Marion County, OR
 Pasco County, FL
 San Benito County, CA
 Tehama County, CA
 Wake County, NC
 Washington County, OR

ADMINISTRATIVE SERVICES DIRECTOR

Garden Grove, CA
 Lincoln, CA
 Los Alamitos, CA
 Metro Wastewater Reclamation District,
 CO
 Ontario, CA
 Placer County Water Agency, CA
 Pleasanton, CA
 San Carlos, CA
 Stockton, CA
 Union City, CA
 Yucca Valley, CA

ANIMAL SERVICES DIRECTOR

Contra Costa County, CA
 Franklin County, Ohio
 Irvine, CA
 Oakland, CA
 Rancho Cucamonga, CA
 Sacramento County, CA

AVIATION/AIRPORT

Big Bear Airport, CA
 Bob Hope Airport, CA
 Clark County, NV-McCarran
 International Airport
 Dallas/Fort Worth, TX
 Fresno, CA
 Los Angeles World Airports, CA
 San Francisco International Airport, CA
 San Jose, CA

BUILDING**OFFICIALS/INSPECTION**

Arroyo Grande, CA
 Bakersfield, CA
 Calaveras County, CA
 Centre City Development
 Corporation, CA
 El Segundo, CA
 Grants Pass, OR
 Marin County, CA
 Modesto, CA
 Palo Alto, CA
 Sacramento, CA
 San Francisco, CA
 San Luis Obispo County, CA
 Stockton, CA
 Tehama County, CA
 Yuba City, CA

CITY CLERK

Central Contra Costa
 Sanitation District, CA
 (Secretary to the District)
 Chino Hills, CA
 Commerce, CA
 Dublin, CA
 Fremont, CA
 Hollister, CA
 Menlo Park, CA
 Monterey County, CA (Clerk
 to the Board)
 Moreno Valley, CA
 Napa, CA
 Rio Vista, CA
 Santa Clara Valley
 Transportation Authority, CA
 (Board Secretary)
 Sunnyvale, CA

**COMMUNITY
DEVELOPMENT**

Arvin, CA
 Benicia, CA
 Beverly Hills, CA
 Capitola, CA
 Chino Hills, CA
 Concord, CA

**BOB MURRAY & ASSOCIATES
CLIENT LIST**

Cotati, CA
Daly City, CA
Dublin, CA
Fremont, CA
Fullerton, CA
Inglewood, CA
Irvine, CA
Lincoln, CA
Los Banos, CA
Manteca, CA
Maple Valley, WA
Marin County, CA
Modesto, CA
Moreno Valley, CA
Morgan Hill, CA
Newark, CA
Newcastle, WA
Oakland, CA
Oceanside, CA
Palo Alto, CA
Palm Springs, CA
Pleasanton, CA
Redlands, CA
Salem, OR
Salinas, CA
San Antonio Housing Authority, TX
San Carlos, CA
Santa Cruz, CA
Sausalito, CA
Stockton, CA
Sonoma County, CA
Sumter County, FL
Vacaville, CA
Vallejo, CA
Walnut Creek, CA
Yuba City, CA
Yucca Valley, CA

**CONVENTION AND VISITOR'S BUREAU
DIRECTOR**
Las Vegas Convention and Visitors'
Authority, NV
Los Angeles, CA
North Lake Tahoe Visitors Bureau, CA
Mammoth Lakes, CA
San Antonio, TX
Steamboat Springs, CO

ECONOMIC DEVELOPMENT
Broward County, FL
Chula Vista, CA
Concord, CA
Corona, CA
Costa Mesa, CA
Daly City, CA
Fullerton, CA
Milpitas, CA
Modesto, CA
Morgan Hill, CA
New Orleans Redevelopment
Authority, OR
Oakland, CA
Peoria, AZ
Phoenix, AZ
Port of Los Angeles, CA
Port of San Diego, CA
Redlands, CA
Sacramento, CA
Salinas, CA
San Antonio Housing
Authority, TX
Scottsdale, AZ
Stockton, CA
Taft, CA
Tracy, CA
Upland, CA
Vancouver, WA
Visalia, CA

ENGINEERING
Bakersfield, CA
Barstow, CA
Bob Hope Airport, CA
Central Contra Costa Sanitary
District, CA
Chino Hills, CA
Clark County, NV –
McCarran Airport
Commerce, CA
Corona, CA
Damascus, OR
Dublin San Ramon Services
District, CA
Elk Grove, CA
Fremont, CA

**BOB MURRAY & ASSOCIATES
CLIENT LIST**

Imperial Irrigation District, CA
Irvine, CA
Littleton, CO
Long Beach, CA
Los Banos, CA
Monterey County Water Resources
Agency, CA
Needles, CA
Nevada County, NV
Nye County, NV
Oceanside, CA
Omnitrans, CA
Palm Springs, CA
Peoria, AZ
Pico Rivera, CA
Pismo Beach, CA
Pomona, CA
Red Bluff, CA
Redlands, CA
Richmond, CA
Reno, NV
San Luis Obispo County,
Nacimiento Project, CA
School District of Hillsborough County,
FL (General Manager of Transportation)
Sewer Authority Mid-Coastside, CA
South Pasadena, CA
Stockton, CA
Tiburon, CA
Tracy, CA
United Water Conservation District, CA
Vallejo, CA
Visalia, CA

EXECUTIVE DIRECTOR

Association of Monterey Bay Area
Governments, CA
Arizona Municipal Water Users
Association, AZ
Bay Area Air Quality Management
District, CA
Broward County, FL (Port Everglades
Chief Executive/Port Director)
California Fire and Rescue Training
Authority, CA
California Peace Officers Association,
CA

California State Association of
Counties, CA
California School Boards
Association, CA
Central Contra Costa Solid
Waste Authority, CA
Chula Vista Redevelopment
Agency, CA
Cooperative Agricultural
Support Services Authority
(CASS), CA
Early Learning Coalition of
Broward County, Inc (CEO)
Elk Grove-Rancho Cordova-
El Dorado Connector JPA,
CA
El Paso Water Utilities-Public
Service Board, TX
(President/CEO)
Florida Public Transportation
Association (FPTA), FL
Hillsborough County, FL-
Head Start Division (Division
Director)
Home Forward, OR
Housing Authority of the
City of Austin, TX
(President/CEO)
Housing Authority of the City
of
Los Angeles, CA
Housing Authority of the City
of Madera, CA
Housing Authority of the
County of Butte, CA
Housing Authority of the
County of Santa Cruz, CA
Hub Cities Consortium, CA
Kings Community Action
Organization, CA
Mammoth Lakes Visitors
Bureau, CA
March Joint Powers
Authority, CA
Metro, Portland, OR
Oakland Housing Authority,
CA (CEO)

**BOB MURRAY & ASSOCIATES
CLIENT LIST**

Orange County, Office of Independent Review	Baldwin Park, CA
Oregon Cascades West Council of Governments, OR	Barstow, CA
Palos Verdes Library District, CA	Boulder, CO
PATH Ventures, CA	Boulder City, NV
Pima Association of Governments and Regional Transit Association, AZ	Calaveras County Water District, CA
Recreation Centers of Sun City West, AZ	Campbell, CA
Sacramento Area Flood Control Agency, CA (Executive & Deputy)	Chino Hills, CA
Santa Barbara County Association of Governments, CA	Clark County, NV
San Bernardino Associated Governments, CA	Corona, CA
San Diego, CA (Assistant Deputy Director – Wastewater)	Cotati, CA
San Diego Association of Governments, CA	Damascus, OR
Children's Board of Hillsborough County (Executive Director)	D.C. Government, DC
Louisiana Housing Corporation (Executive Director)	East Bay Municipal Utility District, CA
San Francisco Estuary Institute, CA	El Dorado Hills Community Services District, CA
San Joaquin Council of Governments, CA	Elk Grove, CA
Santa Clara Valley Water District, CA (CEO)	Fairfield, CA
SOS Children's Villages – Florida (CEO)	Grants Pass, OR
South Bayside Waste Management Authority, CA	Half Moon Bay, CA
Southern California Association of Governments (Deputy)	Hallandale Beach, FL
Vancouver Housing Authority, WA (Executive & Deputy)	Healdsburg, CA
West Contra Costa Integrated Waste Management District, CA	Hercules, CA
West Contra Costa Transportation Advisory Committee, CA	Housing Authority of the City of Los Angeles, CA
Yolo Emergency Communications Agency, CA	Imperial Beach, CA
	Imperial Irrigation District, CA
	Inglewood, CA
	Ione, CA
	Lancaster, CA
	Las Vegas Valley Water District, NV
	Lincoln, CA
	Long Beach, CA
	Los Altos, CA
	McCarran International Airport-Clark County, NV
	Menlo Park Fire Protection District, CA
	Modesto, CA
	Monterey Park, CA
	Norfolk, VA (Assistant Director)
	Oakland, CA
	Oceanside, CA
FINANCIAL	
Alameda, CA	
Alameda County Congestion Management Agency, CA	
Aurora, CO	

**BOB MURRAY & ASSOCIATES
CLIENT LIST**

Orange County, CA
Oxnard, CA
Palmdale Water District, CA
People Assisting the Homeless, CA
Pinellas Suncoast Transit Authority, FL
Pico Rivera, CA
Pleasanton, CA
Quincy, FL
Recreation Centers of Sun City West, AZ
Roseville, CA
Sacramento County, CA
San Bernardino International Airport, CA
San Carlos, CA
San Diego, CA
San Francisco, CA
San Leandro, CA
San Jose, CA
San Mateo, CA
Santa Clara Valley Water District, CA
Santa Monica, CA
Sparks, NV
Stockton, CA
Thornton, CO
Topeka, KS
Tracy, CA
Union City, CA
Washoe County, NV
Wayne County, MI
West Covina, CA
West Hollywood, CA
West Wendover, NV
White Pine County, NV
Yolo County, CA

FIRE CHIEF

Alameda, CA
Arroyo Grande (Director of Building & Fire)
Aurora, CO
Cathedral City, CA
Chino Valley Independent Fire District, CA
Chula Vista, CA
Contra Costa County Fire Protection District, CA
Encinitas, Del Mar & Solana Beach, CA

Eugene, OR
Fremont, CA
Folsom, CA
Fullerton, CA
Garden Grove, CA
Glendale, CO
Hillsboro, OR
Hollister, CA
Lodi, CA
Livermore – Pleasanton Fire District, CA
Manteca, CA
Marina, CA
Milpitas, CA
Monrovia, CA
Montebello, CA
Mountain View, CA
Newark, CA (Assistant & Chief)
Oceanside, CA
Palm Springs, CA
Peoria, AZ
Petaluma, CA
Piedmont, CA
Poudre Fire Authority, CO
Rancho Cucamonga, CA (Deputy & Chief)
Rancho Santa Fe Fire Protection District, CA
Roseville, CA
Sacramento County, CA
Salinas, CA
San Mateo, CA
San Miguel Fire Protection District, CA
Santa Cruz, CA
Sonoma Valley Fire & Rescue Authority, CA
Spokane Valley Fire Department, WA (Deputy)
Stanislaus Consolidated Fire Protection District, CA
Sumter County, FL
Sunnyvale, CA (Public Safety Director)
Tracy, CA
University of California, Davis

**BOB MURRAY & ASSOCIATES
CLIENT LIST**

Union City, CA (Assistant & Chief)
Upland, CA
Vacaville, CA
Walla Walla, WA

GENERAL MANAGER

Big Bear City Community Services
District, CA
Calaveras County Water District, CA
Central Arizona Project, AZ
Central Contra Costa Sanitation District,
CA
Central Marin Sanitation Agency, CA
Coachella Valley Mosquito Vector
Control District, CA
Cordova Recreation and Park District,
CA (District Administrator)
East Bay Dischargers Authority, CA
Fallbrook Public Utilities District, CA
Hilton, Famkopf, and Hobson LLC, CA
Joshua Basin Water District, CA
Jurupa Community Services District, CA
Kennewick Irrigation District, WA
(District Manager)
Los Angeles Convention Center, CA
Los Angeles Department of Water and
Power, CA (Assistant General Manager –
Cyber Security)
Mendocino County Russian River Flood
Control & Water Conservation
Improvement District, CA
Montecito Water District, CA
Monterey Peninsula Regional Park
District, CA
Monterey Regional Waste Management
District, CA
Monterey Regional Water Pollution
Control Agency, CA (Assistant)
Oro Loma Sanitary District, CA
Public Agency Risk Sharing Authority of
California, CA
Pleasant Valley Recreation & Park
District, CA
Reclamation District 1000, CA (District
Engineer)
Ross Valley Sanitary District, CA
Salinas Valley Solid Waste Authority, CA

Sanitary District No. 5 of
Marin County, CA
San Lorenzo Valley Water
District, CA
Santa Cruz Consolidated
Emergency Communications
Center, CA
Sewer Authority Mid-
Coastside, CA
South Placer Municipal Utility
District, CA
Sweetwater Springs Water
District, CA
Tamalpais Community
Services District, CA
Union Sanitary District, CA
United Water Conservation
District, CA
Vallecitos Water District, CA
Valley of the Moon Water
District, CA
Walnut Valley Water District,
CA
Yuima Municipal Water
District, CA

HOUSING

Fort Worth Housing
Authority, TX
Home Forward, OR
Housing Authority for the
City of Brownsville, TX
Housing Authority for the
County of Butte, CA
Housing Authority for the
City of Los Angeles, CA
Housing Authority for the
City of Milpitas, CA
Housing Authority for the
County of Santa Cruz, CA
Housing Authority of the City
of Austin, TX
Housing Authority of the City
of Livermore, CA
Housing Authority of the City
of Madera, CA

**BOB MURRAY & ASSOCIATES
CLIENT LIST**

Housing Authority of the County of San
Joaquin, CA
Housing Authority of the County of
Santa Clara, CA
Louisiana Housing Corporation, LA
Oakland Housing Authority, CA
PATH, CA
PATH Ventures, CA
San Antonio Housing Authority, TX
San Jose, CA
Vancouver Housing Authority, WA
West Hollywood, CA

INFORMATION TECHNOLOGY

Clark County, NV
Durham, NC
Fresno, CA
Hayward, CA
Hillsboro, OR
Inland Empire Utilities Agency, CA
Las Vegas Valley Water District, NV
Los Angeles Department of Water and
Power (LADWP), CA
Modesto, CA
Peoria, AZ
Port of Los Angeles, CA
San Antonio Housing Authority, TX
San Francisco, CA
State Bar of California
Tucson, AZ
West Hollywood, CA

LEGAL COUNSEL

Aurora, CO
Banning, CA
Broward County, FL
Coconut Creek, FL
Concord, CA
Cupertino, CA
Fremont, CA
Gainesville, FL
Hayward, CA
Inglewood, CA
Lathrop, CA
Lee County, FL
Merced, CA
Monterey, CA

Moreno Valley, CA
Morgan Hill, CA
National City, CA
Newport Beach, CA
North Las Vegas, NV
North Port, FL
Oceanside, CA
Orange, CA
Orange County, CA(Public
Defender)
Palm Springs, CA
Palo Alto, CA
Port of San Diego, CA
Rocklin, CA
Sacramento Area Flood
Control Agency, CA
Sacramento County, CA
Salinas, CA
San Benito County, CA
San Bernardino Associated
Governments, CA
San Mateo, CA
Santa Ana, CA
Santa Barbara County, CA
Stockton, CA
Sunnyvale, CA
Thousand Oaks, CA
Town of Discovery Bay,
Community Services District
Ventura, CA
Walnut Creek, CA
Yolo County, CA

LIBRARY

Corona, CA
Folsom, CA
Monterey Park, CA
Palos Verdes Library District,
CA
Salinas, CA
Stockton-San Joaquin County
Public Library, CA

**PARKS/RECREATION/
COMMUNITY SERVICES**

Anaheim, CA
Arlington, TX

**BOB MURRAY & ASSOCIATES
CLIENT LIST**

Bakersfield, CA
 Carson, CA
 Commerce, CA
 El Segundo, CA
 Emeryville, CA
 Half Moon Bay, CA
 Lemoore, CA
 Long Beach, CA
 Lynwood, CA
 Maple Valley, WA
 Midpeninsula Regional Open Space
 District, CA
 Milpitas, CA
 Monterey County, CA
 Orange County, CA
 Palo Alto, CA
 Peoria, AZ
 Pleasanton, CA
 Pleasant Valley Recreation and Park
 District, CA
 Pomona, CA
 Sacramento County, CA
 Sacramento, CA
 San Carlos, CA
 San Jose, CA
 Santa Barbara County, CA
 Santa Clarita, CA
 Spokane, WA
 Stockton, CA
 Ventura, CA
 Whittier, CA

PERSONNEL/HUMAN RESOURCES

Alameda County, CA
 Anaheim, CA
 Apple Valley, CA
 Arcadia, CA
 Azusa, CA
 Barstow, CA
 Bellevue, WA
 Benicia, CA
 California State Assembly
 Colusa County, CA
 Commerce, CA
 Corona, CA
 Desert Water Agency, CA
 Fallbrook Public Utility District

Fremont, CA
 Hollister, CA
 Inglewood, CA
 Inland Empire Utilities
 Agency, CA
 Glendale, AZ
 Grants Pass, OR
 Judicial Council of California
 – Administrative Office of the
 Courts, CA
 Las Virgenes Municipal Water
 District, CA
 Moreno Valley, CA
 Monterey Park, CA
 Napa, CA
 Newark, CA
 Norfolk, VA
 North Las Vegas, NV
 Oceanside, CA
 Ontario, CA
 Patterson, CA
 Palmdale Water District, CA
 Petaluma, CA
 Pico Rivera, CA
 Pomona, CA
 Rancho Cordova, CA
 Redlands, CA
 Rocklin, CA
 Roseville, CA
 San Antonio Housing
 Authority, TX
 San Bernardino County, CA
 San Carlos, CA
 San Francisco International
 Airport (SFO), CA
 Santa Clara Valley Water
 District, CA
 Scottsdale, AZ
 Sedgwick County, KS
 Stockton, CA
 Tehama County, CA
 Wayne County, MI
 White Pine County, NV
 Yucca Valley, CA

PLANNING
 Alameda, CA

**BOB MURRAY & ASSOCIATES
CLIENT LIST**

Beverly Hills, CA
Centre City Development Corporation,
CA
Corona, CA
Chula Vista, CA
Damascus, OR
El Segundo, CA
Elk Grove, CA
Healdsburg, CA
Los Angeles, CA
Los Banos, CA
Madera, CA
Milpitas, CA
Modesto, CA
Needles, CA
Oceanside, CA
Pacifica, CA
Palo Alto, CA
Palm Springs, CA
Pleasanton, CA
Reno, NV
Riverside, CA
Robson Homes, CA
Roseville, CA
Sacramento, CA
Santa Ana, CA
Santa Clara County, CA
San Benito County, CA
San Luis Obispo County, CA
Santa Cruz, CA
Santa Monica, CA
Spokane, WA
Stockton, CA
Tehama County, CA
Sumter County, FL
Tracy Unified School District, CA
Washington County, OR

POLICE CHIEF/SAFETY

Alhambra, CA
Arroyo Grande, CA
Arvin, CA
Ashland, OR
Aurora, CO
Bay Area Rapid Transit, CA
Bellevue, WA
Benicia, CA

Berkeley, CA
California State Polytechnic
University, Pomona, CA
California State University,
East Bay, CA
California State University,
Sacramento,
CA(Chief/Lieutenant)
California State University,
San Bernardino, CA
(Chief/Lieutenant)
California State University,
San Francisco, CA
California State University,
San Marcos, CA
Capitola, CA
Carlsbad, CA
Cathedral City, CA
Chandler, AZ
Chico, CA
Concord, CA
Corona, CA
Coronado, CA
Culver City, CA
East Bay Regional Park
District, CA
East Palo Alto, CA
El Cerrito, CA
Eugene, OR
Fairfield, CA
Folsom, CA
Fort Bragg, CA
Fullerton, CA
Glendale, AZ
Glendora, CA
Half Moon Bay, CA
Hayward, CA
Humboldt State University,
CA
Huntington Beach, CA
Irvine, CA
Irwindale, CA
Klamath Falls, OR
La Mesa, CA
Lake Oswego, OR
Littleton, CO
Livingston, CA

**BOB MURRAY & ASSOCIATES
CLIENT LIST**

Lodi, CA	San Bernardino, CA
Lone Tree, CO	San Diego State University, CA
Los Angeles, CA	San Fernando, CA
Los Angeles World Airports, CA	San Francisco, CA
Los Banos, CA	San Diego State University, CA
Mammoth Lakes, CA (Interim)	San Jose State University, CA
Manhattan Beach, CA	San Rafael, CA
Manteca, CA	Santa Rosa Junior College, CA
Maywood, CA	Sausalito, CA
Menlo Park, CA	Seattle, WA
Merced, CA	Seaside, CA
Mesa, AZ	Signal Hill, CA
Modesto, CA	South Gate, CA
Monrovia, CA	Stockton Unified School District, CA
Montebello, CA	Sunnyvale, CA (x2)
Monterey, CA	Tehachapi, CA
Morgan Hill, CA	Tigard, OR
North Las Vegas, NV	Tracy, CA
Novato, CA	Tulsa, OK
Oakdale, CA	Turlock, CA
Oakland Unified School District, CA	University of California at Davis
Orange County, CA	University of California at San Diego
Orange County, FL (Chief of Corrections)	University of California at Santa Barbara
Pacifica, CA	University of Oregon, OR
Palm Springs, CA	Vacaville, CA
Palo Alto, CA	Vallejo, CA
Pasadena, CA	Vancouver, WA
Pasadena City College, CA	Virginia Commonwealth University
Peoria, AZ	Walla Walla, WA
Petaluma, CA	Walnut Creek, CA
Piedmont, CA	West Sacramento, CA
Pismo Beach, CA	Whittier, CA
Pittsburg, CA	Winters, CA
Placentia, CA	
Pleasanton, CA	POLICE COMMAND STAFF
Port of Long Beach, CA	Alhambra, CA
Port of San Diego, CA	Atascadero, CA
Port of Seattle, WA	Bay Area Rapid Transit, CA
Redlands, CA	California State University, East Bay, CA
Redondo Beach, CA	
Reno, NV	
Rio Vista, CA	
Rocklin, CA	
Roseville, CA	
Sacramento, CA	
Salinas, CA	

**BOB MURRAY & ASSOCIATES
CLIENT LIST**

California State University, Sacramento,
CA
California State University, San
Bernardino, CA
California State University, San
Francisco, CA
California State University, San Marcos,
CA
Commerce, CA
Cypress, CA
East Bay Regional Park District, CA
East Palo Alto, CA
Emeryville, CA
Fontana Unified School District, CA
Fullerton, CA
Menlo Park, CA
Monterey County Sheriff's Department,
CA
Piedmont, CA
Pleasanton, CA (2)
Santa Rosa, CA
Port of San Diego, CA
Port of Seattle, WA
Turlock, CA
University of California at Merced
University of Oregon, OR
Westminster, CA

POLICE OVERSIGHT
Bay Area Rapid Transit, CA
San Francisco, CA
San Jose, CA
Sonoma County, CA

**PUBLIC AFFAIRS/
INTERGOVERNMENTAL RELATIONS
DIRECTOR**
Beverly Hills, CA
Rancho Cordova, CA
Thornton, CO
San Diego Regional Airport Authority,
CA
West Basin Municipal Water District, CA

PUBLIC SAFETY COMMUNICATIONS
Aurora, CO
Clackamas County, OR

Heartland Communications
Facility Authority, CA
San Francisco, CA
San Jose, CA
Santa Cruz Consolidated
Emergency Communications
Center, CA
Scott Emergency
Communications Center
Consolidated
Intergovernmental Dispatch
Agency-Tallahassee, FL
Washington County
Consolidated
Communications Agency, OR
Yolo Emergency
Communications Agency, CA

**PUBLIC WORKS &
DEVELOPMENT SERVICES**
Alhambra, CA
Belmont, CA
Beverly Hills, CA
Chandler, AZ
Clark County, NV
Commerce, CA
Dallas, TX
Elk Grove, CA
Fresno, CA
Galt, CA
Grants Pass, OR
Half Moon Bay, CA
Healdsburg, CA
Hollister, CA
Huntington Beach, CA
Inglewood, CA
Lathrop, CA
Los Banos, CA
Mammoth Lakes, CA
Maple Valley, WA
Monrovia, CA
Morro Bay, CA
Needles, CA
Orange County, CA
Pico Rivera, CA
Pismo Beach, CA
Pomona, CA

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Provo, UT
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Roseville, CA
San Benito County, CA
San Carlos, CA
San Diego, CA
San Jose, CA
Santa Cruz, CA
South Pasadena, CA
Stockton, CA
Sumter County, FL
Tehama County, CA
Tiburon, CA
Upland, CA
Vallejo, CA
Woodland, CA
Yuba City, CA

PURCHASING

Alameda County, CA
Central Contra Costa Sanitary District,
CA
Corona, CA
Housing Authority of the City of Los
Angeles
Tacoma, WA

RISK MANAGEMENT

Azusa, CA
California State University, San Marcos,
CA
Central Contra Costa Sanitary District,
CA
Central Marin Sanitation Agency, CA
Long Beach, CA
Las Vegas Valley Water District, NV
Riverside Transit Agency, CA

TRANSPORTATION

Association of Monterey Bay Area
Governments, CA
Dallas, TX
Elk Grove-Rancho Cordova-El Dorado
County Connector Joint Powers
Authority, CA

Omnitrans, CA
San Diego Association of
Governments, CA
San Joaquin Council of
Governments, CA
Santa Clarita, CA
Washington County, OR
West Contra Costa
Transportation Advisory
Committee, CA

WASTE

**WATER/SANITATION/
SOLID WASTE**
Berkeley, CA
Central Contra Costa
Sanitation District, CA
Central Contra Costa Solid
Waste Authority, CA
Central Marin Sanitation
Agency, CA
Dublin San Ramon Services
District, CA
East Bay Dischargers
Authority, CA
Monterey Regional Waste
Management District, CA
Monterey Regional Water
Pollution Control Agency, CA
Oro Loma Sanitary District,
CA
Redlands, CA
Richmond, CA
Ross Valley Sanitary District,
CA
Salinas Valley Solid Waste
Authority, CA
Sanitary District No. 5 of
Marin County, CA
San Jose, CA
Sewer Authority Mid-
Coastside, CA
South Bayside Waste
Management Authority, CA
South Placer Municipal Utility
District, CA
Stockton, CA

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Union Sanitary District, CA
Vallejo, CA
West Contra Costa Integrated Waste
Management Authority, CA

WATER

Arizona Municipal Water Users
Association, AZ
Aurora, CO
Bakersfield, CA
Beverly Hills, CA (Water Conservation
Administrator, Water Resources
Manager, Project Manager)
Calaveras County Water District, CA
Joshua Basin Water District, CA
Kennewick Irrigation District, CA
Los Angeles Department of Water and
Power, CA (Director of Cyber Security)
Phoenix, AZ
Reclamation District 1000, CA
Redlands, CA
Sacramento Area Flood Control Agency,
CA
San Diego, CA
San Jose, CA
San Lorenzo Valley Water District, CA
(District Manager)
San Luis Obispo County, CA
Santa Clara Valley Water District, CA
South Placer Municipal Utility District,
CA
Stockton, CA
Sweetwater Springs Water District, CA
Vallejo, CA
Valley of the Moon Water District, CA
United Water Conservation District, CA
Walnut Valley Water District, CA
Yuba City, CA

OTHER

Bay Area Air Quality Management
District, CA (Deputy Air Pollution
Control Officer)
Benton County, OR (Health Director)
Boise, ID (Community Ombudsman)
Broward County, FL (Port Everglades
Director of Business Development)

Bureau Veritas, CA (Vice
President – Operations)
Central Contra Costa Sanitary
District (Director of
Collection System Operations
and Director of Plant
Operations)
Cooperative Agricultural
Support Services Authority,
CA (Executive Officer)
Cordova Recreation & Park
District (District
Administrator and
Maintenance Superintendent)
Government Services Group,
Inc. (Municipal Services
Manager)
Houston Housing Authority
(Director Real Estate
Investments & Development)
Housing Authority of the
City of Los Angeles (Director
of General Services)
Imperial Irrigation District
(Assistant Manager of
Construction Operations and
Maintenance)
Hilton, Farnkopf, and
Hobson LLC (Manager/Vice
President)
Las Vegas Convention and
Visitors Authority, NV
(Director of Facility Projects)
Long Beach, CA (Director of
Environmental Services)
Metropolitan Washington
Airports Authority (Vice
President for Public Safety)
Monterey Bay Unified Air
Pollution Control District, CA
(Air Pollution Control
Officer)
Monterey Park, CA (Director
of Management Services)
Peoria, AZ (Chief Business
Attraction Officer)

**BOB MURRAY & ASSOCIATES
CLIENT LIST**

Port of Long Beach, CA (Managing
Director)
Port of San Diego, CA (Senior Director
of Real Estate)
Redlands, CA (8 Mid-Level Managers
and Natural Resources Manager)
Robson Homes (Forward Planner and
Land Acquisition Manager)
Sacramento, CA (Preservation Director)
Sacramento, CA (Urban Design
Manager)
San Jose, CA (Assistant Director of
Environmental Services and
Environmental Services Director)
San Jose, CA (Deputy Director, Police
Department Bureau of Technical
Services)
San Manuel Band of Tribal Indians, CA
(Tribal Manager)
Santa Barbara County Air Pollution
Control (Air Pollution Control Officer)
Sedgwick County, Kansas (Health
Department Director)
Shea Properties, CO (Vice President,
Shea Properties – Denver)
Superior Court of California, County of
San Luis Obispo, CA (Assistant Court
Executive Officer)
Vallejo, CA (Water Engineering
Manager, Water Treatment
Superintendent, Water Distribution
Superintendent)
Washoe County, NV (Senior Services
Director)
Washoe County, NV (Social Services
Director)



CITY OF COTATI, CA

INVITES YOUR
INTEREST IN
THE POSITION OF

CITY MANAGER



THE CITY

The City of Cotati (approximate population 7,500) has long been considered the "Hub" of Sonoma County, by virtue of its central location, and its distinct and historic hexagonal plaza. Surrounded by beautiful vistas of hills, vineyards, majestic oaks and redwoods, Cotati offers all the benefits of living in a small city, with the cultural advantages of being located near major urban centers and a highly acclaimed state university. Cotati's roots are steeped in agriculture and music, and our citizens are proud of the diverse and charming community that has been shaped by over 100 years' history.

Cotati is home to a very clean light industrial area and is proud of its mixed-use development and "green" building programs. We have an energetic and involved business community and a variety of retail experiences. There are a number of events and celebrations that take place throughout the year that offer something for everyone. The annual Kids' Day Parade and Festival, the wonderful summertime Farmers' Market, the Cotati Jazz Festival, Oktoberfest, the annual Holiday Tree Lighting Celebration, and the Cotati Accordion Festival, the largest Accordion Festival in California, all take place in historic La Plaza Park, in the heart of Cotati. Cotati is governed by a city council with five members, who serve four-year terms. Each year, council members elect a mayor and vice mayor from among themselves. The City has a budget of \$18 million.

THE POSITION

The City Manager is the Chief Executive of the municipal corporation and provides for the efficient and effective administration of the affairs of the City of Cotati; implementation of policy directions of the City Council; maintenance of complete and accurate records of Council proceedings; maintenance of official City files; conduct of municipal elections in accordance with California State Governmental Codes; provision of an effective personnel management system in the areas of personnel selection, classification, compensation, and labor relations; protection of City assets from potential loss; promotion of safety and well being for City employees; claims management; and administration of the City's rent stabilization, community services, and recreation programs and projects.

The goal of the City Manager is to oversee the delivery of public services for the City in accordance with State Laws and the policies, ordinances, and resolutions adopted by

The City of Cotati has long been considered the "Hub" of Sonoma County, by virtue of its central location, and its distinct and historic hexagonal plaza.



the City Council; advise and recommend to the City Council on matters regarding current and future fiscal, staffing, and program needs of the City; supervise and work cooperatively with City staff to insure that Council's policies are carried out; recommend and manage programs and projects which will revitalize the economy of the City, and enhance aesthetic and cultural conditions in the community; and operate out of a commitment to improve the quality of life for every member of the community.

THE IDEAL CANDIDATE

The City of Cotati is seeking a highly qualified, enthusiastic candidate to fill its City Manager position. The ideal candidate will have excellent communication skills and a strong desire to provide superior service. The City is dedicated to delivering quality services to meet the needs of the community. Professionalism, responsiveness, accessibility to the public, a customer-service orientation, transparency, and innovation are valued traits. The City takes a team-oriented approach to business. A candidate that will lead collaboratively and be respectful of others is highly desired.

The City is seeking a City Manager who will encourage an open and transparent relationship with the City Council and staff. Candidates who will roll up their sleeves and lead by example will be valued. The City Manager will emphasize the importance of partnerships to community members. The ideal candidate will build strong relationships within the community. Candidates should be familiar with small town politics and have the ability to remain apolitical. Strong interpersonal

skills and unquestioned integrity will be highly valued.

The incoming City Manager will be a forward-thinking visionary who understands the nature of a smaller, established community. The City is seeking a seasoned individual who is capable of handling economic development while ensuring the long-term financial stability of the City. The ideal candidate will move the City in a positive direction by providing clear direction to staff, engaging and building relationships with the business community, and bringing a broad perspective to further developments.

Candidates must possess eight years of directly related experience at an administrative, management, or staff level in municipal government, with at least five years as a manager or supervisor. A Bachelor's degree in Public Administration, Business Administration, Public Finance, or a related field is required. A Master's degree is highly desirable.

THE COMPENSATION

The salary for the City Manager is open and DOQ. The City also offers an attractive benefits package including:

Vacation Leave – 80 hours per year.

Sick Leave – 96 hours per year.

Medical Insurance – Coverage through Blue Cross or Kaiser Permanente. City monthly contributions are capped as follows:

- Employee Only: \$483.94
- Employee Plus One: \$811.85
- Employee Plus Family: \$1,161.52

Dental Insurance – Coverage through Delta Dental Plan. Premium paid by the City.

Vision Insurance – Coverage if primary medical coverage is with Blue Cross or through Kaiser Permanente as part of medical insurance coverage.

Life Insurance – City-paid premium on term life insurance of \$100,000.

Retirement – PERS 2% @ 60 with employee share (7%) paid by employee for "Classic" members; 2% @ 62 with employee share (6.25%) paid by employee for new members.

Automobile Allowance – \$300 per month or car provided.



The incoming City Manager will be a forward-thinking visionary who understands the nature of a smaller, established community.

Other benefits offered by the City include: Membership in 457 deferred compensation plan through ICAM Retirement Corporation; Long Term Disability Insurance; Employee Assistance Program; Membership with Redwood Credit Union; Membership with 24-Hour Health Club at reduced rates; and Deferred compensation at 3% of base salary.

TO APPLY

If you are interested in this outstanding opportunity, please visit our website at:

www.bobmurrayassoc.com

to apply online.

Filing Deadline:
December 5, 2014

Following the closing date, resumes will be screened according to the qualifications outlined above. The most qualified candidates will be invited to personal interviews with Bob Murray and Associates. Candidates will be advised of the status of the recruitment following finalist selection. Finalist interviews will be held with the City of Cotati. A select group of candidates will be asked to provide references once it is anticipated that they may be recommended as finalists. References will be contacted only following candidate approval.

If you have any questions, please do not hesitate to call Ms. Valerie Gaeta-Phillips or Mr. Gary Phillips at:

(916) 784-9080

Attachment 2



Summary of Received Responses

Request for Proposals for City Manager Recruitment Services

Ralph Andersen & Associates Rocklin, California				
Experience 45 Years	Lead Recruiter Gary Peterson	Strategy 1. Review Project Manager Approach 2. Develop Position Profile -Technical Criteria -Recruitment Criteria <i>Optional Services Community Input</i> 3. Outreach and Recruiting 4. Candidate Evaluation 5. Search Report 6. Selection 7. Negotiation 8. Close Out		Recruitment Guarantee If termed within 1 year, a no cost professional re-recruitment, expenses paid by City. Should initial outreach result in no placement, firm will conduct additional outreach effort until a successful candidate is found (City would be responsible for expenses)
Narrowed Selection Field Four (4) to six (6)		Background Verification of Top Candidate(s) Conducted for top two (2) candidates		Optional Services Community Input - \$1,200 Internet Survey - \$1,750 Addtl Background - \$1,200 per
Time Frame 75-90 days		Professional Fee \$ 18,875.00		\$ 5,500.00
				\$ 24,375.00
Bob Murray & Associates Roseville, California				
Experience 16 Years	Lead Recruiter To be determined at time of contract execution on availability of recruiter	Strategy 1. Develop Candidate Profile 2. Advertising Campaign & Recruitment Brochure 3. Recruiting Candidates 4. Screening Candidates 5. Personal Interviews 6. Public Record Search 7. Recommendation 8. Final Interview 9. Background/Reference Check 10. Negotiations 11. Complete Administrative Assistance		Recruitment Guarantee If termed within 1 year, a no cost professional re-recruitment, expenses paid by City
Narrowed Selection Field Ten (10) to twelve (12)		Background Verification of Top Candidate(s) Conducted for up to the top one (1) to three (3) candidates		Optional Services None specified
Time Frame 16 weeks (112 days)		Professional Fee \$ 17,500.00		\$ 6,900.00
				\$ 24,400.00

Attachment 3

CITY OF ST. HELENA
RESOLUTION NO. 2016-25

Approving authorization for the Acting City Manager to execute a professional services contract with _____ for the recruitment of a City Manager in an amount not to exceed \$_____; and budget adjustment from General Fund Reserves to cover recruitment services

RECITALS

- A. On December 2, 2016 the City released a Request for Proposal (RFP) to solicit a qualified executive search firm to perform the City Manager recruitment; and
- B. RFPs were due by 5pm January 10, 2017 and the City received three (3) RFPs; and
- C. On January 24, 2017, the City Council received presentations and conducted a Q&A with each firm; and
- D. Through the action made by City Council on January 24, 2017, the City Council selected _____ as the firm to conduct the recruitment services for the City's vacant City Manager position.

RESOLUTION

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

- 1. Authorizes the Acting City Manager to execute a professional services contract with _____ for the recruitment of a City Manager in an amount not to exceed \$_____; and
- 2. Approves a budget adjustment from the General Fund reserves to cover the recruitment cost services.

I HEREBY CERTIFY that the this Resolution was adopted at a regular meeting of the City Council held on January 24, 2017 by the following roll call vote:

Mayor Galbraith: _____

Vice Mayor White: _____

Attachment 3

Councilmember Dohring: _____

Councilmember Koberstein: _____

Councilmember Ellsworth: _____

APPROVED:

Alan Galbraith, Mayor

ATTEST:

Cindy Black, City Clerk



Report to the City Council
Council Meeting of February 28, 2017

Agenda Section: New Business

Subject: **Presentation of Draft ADA Evaluation and Transition Plan
Presentation to City Council by Theron Roschen, Interwest
Consulting Group**

CEQA Status: **Categorically Exempt, Section 15301, Existing Facilities Class I**

Prepared By: Tobias Barr, Project Manager
Erica Smithies, PE, Assistant Director of Public Works

Reviewed By: Steven Palmer, PE, Director of Public Works/City Engineer

Approved By: Larry Pennell, City Manager

BACKGROUND

On January 12, 2016, St. Helena City Council approved a Professional Services Agreement with Interwest Consulting Group to complete the City's ADA Evaluation and Transition Plan. The ADA Evaluation and Transition Plan reviews and evaluates all city programs and facilities for compliance with the requirements of the Americans with Disabilities Act (ADA).

DISCUSSION

Working with the Public Works Department, Interwest Consulting Group has spent the last year evaluating and documenting City programs and facilities. The report outlines all areas of City programs and facilities that currently do not meet the requirements of the ADA and the corrections needed to bring the City into compliance. Additionally, the report estimates the costs for fixing the City's facilities and curb ramp to bring into compliance and provides a monetary commitment and schedule to repair the city's non-compliant facilities and curb ramps.

The Draft ADA Evaluation and Transition Plan is available for public comment until March 17, 2017. It has been posted on City's website since January 26, 2017. A press release was distributed when the draft report was posted. Additionally, a public workshop was held at the Fire House on February 15, 2017 from 5 to 7 PM. Any member of the public can comment on the proposed plan by filling out the survey located online or at City Hall and the Library. Following the close of the public comment period on March 17, 2017, City Staff will present the final plan to City Council for adoption.

FISCAL IMPACT

The Draft Plan presents a monetary commitment based on the goal of completing all improvements within 15 years. The funding is phased based on a prioritized list of improvements summarized in the Draft Plan that assigns a higher priority to improvements based on severity of the barrier and utilization of the facility. The following monetary commitment is presented in the Draft Plan.

Years	Annual Commitment			Total
	Facilities	Curb Ramps	Subtotal	
1-5	\$103,000	\$110,000	\$213,000	\$1,065,000
6-7	\$103,000	\$65,000	\$168,000	\$336,000
8-10	\$23,000	\$65,000	\$88,000	\$264,000
11-15	\$8,000	\$20,000	\$28,000	\$140,000
				\$1,805,000

RECOMMENDED ACTION

No action is required at this time. City Staff asks the City Council provide comments and feedback regarding the draft ADA Transition Plan.

ATTACHMENTS

1. ADA Evaluation and Transition Plan Presentation
2. Draft ADA Evaluation and Transition Plan

Attachment 1



City of St. Helena

DRAFT

Americans with Disability Act Self Evaluation and Transition Plan

February 2017



Attachment 1

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City of St. Helena ADA Self-Evaluation and Transition Plan

February 2017

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Feedback Form

Appendix D - ADA Service Accommodation Request

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Appendix F - ADA Grievance Form

Appendix G - Facility Summary of Architectural Barriers

Appendix H - Curb Ramp Summary List

Attachment 1

1.0 ADA Self-Evaluation and Transition Plan Development Process

1.1 Introduction

1.1.1 Overview

The Americans with Disabilities Act (ADA) is a comprehensive civil rights law for persons with disabilities in both employment and the provision of goods and services. The ADA states that its purpose is to provide a “clear and comprehensive national mandate for the elimination of discrimination against individuals with disabilities.” Congress emphasized that the ADA seeks to dispel stereotypes and assumptions about disabilities and to assure equality of opportunity, full participation, independent living, and economic self-sufficiency for people with disabilities.

This ADA Self-Evaluation and Transition Plan is prepared to fulfill the requirements set forth in the ADA 1991 standards Title II Regulation. The ADA states that a public entity must reasonably modify its policies, practices, or procedures to avoid discrimination against people with disabilities. This report will assist the City of St. Helena in identifying policy, program, and physical barriers to accessibility and in developing barrier removal solutions that will facilitate the opportunity of access to all individuals.

This report describes the process developed to complete the self-evaluation of City of St. Helena’ programs, policies, and facilities; presents the findings of that evaluation; and provides recommendations and a Transition Plan for ensuring accessibility.

This report also provides the planning and implementation of necessary program and facility modification over the next several years. The ADA Self Evaluation and Transition Plan establishes the City of St. Helena’s ongoing commitment to the development and monitoring of policies, programs and facilities to include all people.

1.1.2 Legislative Mandate

The development of a transition plan is a requirement of the federal regulations implementing the Rehabilitation Act of 1973, which require that all organizations receiving federal funds make their programs available without discrimination toward people with disabilities. The Act, which has become known as the “civil rights act” of persons with disabilities, states that:

No otherwise qualified handicapped individual in the United States shall, solely by reason of handicap, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance. (Section 504)

Subsequent to the enactment of the Rehabilitation Act, Congress passed the Americans with Disabilities Act (ADA) on July 26, 1990. The Department of Justice’s Title II regulation adopts the general prohibitions of discrimination established under Section 504 and incorporates specific prohibitions of discrimination for the ADA. Title II provides protections to individuals with disabilities that are at least equal to those provided by the nondiscrimination provisions of

Attachment 1

Title V of the Rehabilitation Act. This legislative mandate, therefore, prohibits the City of St. Helena from, either directly or through contractual arrangements, from:

- Denying persons with disabilities the opportunity to participate in services, programs, or activities that are not separate or different from those offered others, even if the City offers permissibly separate or different activities.
- Determining the location of facilities, making selections that have the effect of excluding or discriminating against persons with disabilities.

Title II of the ADA stipulates that public entities must identify and evaluate all programs, activities, and services and review all policies, practices, and procedures that govern administration of the programs, activities, and services for all government entities employing more than fifty people. These administrative requirements include:

- Completion of a self-evaluation;
- Development of an ADA complaint procedure;
- Provide noticing of programs, activities and services in accessible formats;
- Designation of a person who is responsible for overseeing Title II compliance; and
- Development of a transition plan if the self-evaluation identifies any structural modifications necessary for compliance. The transition plan must be retained for three years.

In addition, the California Code of Regulations, Title 24, Part 2 mandates that all publicly funded buildings, structures, and related facilities shall be accessible to and usable by persons with disabilities. These regulations, which are often referred to as Title 24, pertain to the City of St. Helena buildings and facilities that were constructed using state, City, or municipal funds or that are owned, leased, rented, contracted, or sublet by the City. Title 24 regulations and standards were also incorporated in the evaluation of architectural barriers in the City of St. Helena.

Attachment 1

1.1.3 Discrimination and Accessibility

There are two types of accessibility: physical accessibility and program accessibility. Absence of discrimination requires that both types of accessibility be provided.

Physical accessibility requires that a facility be barrier free. Barriers include any obstacles that prevent or restrict the entrance to or use of a facility. The ADA establishes requirements to ensure that buildings and facilities are accessible to and usable by people with disabilities. Design guidelines to achieve accessibility have been developed and are maintained by the U.S. Access Board under the jurisdiction of the ADA. The ADA Accessibility Guidelines (ADAAG) covers a wide variety of facilities (including buildings and outdoor recreation areas) and establishes minimum accessibility requirements for new construction and alterations to these facilities.

Programmatic accessibility includes physical accessibility, but also entails all policies, practices, and procedures that permit people with disabilities to participate in programs and to access important information. Program accessibility requires that individuals with disabilities be provided an equally effective opportunity to participate in or benefit from a public entity's programs and services.

The City may achieve program accessibility by a number of methods, both structural and non-structural:

- Structural methods such as altering an existing facility;
- Acquisition or redesign of equipment;
- Assignment of aides; and/or
- Providing services at alternate accessible sites.

When choosing a method of providing program access, the City will give priority to the one that results in the most integrated setting appropriate to encourage interaction among all users, including individuals with disabilities. In compliance with the requirements of the ADA, the City provides equality of opportunity but does not guarantee equality of results.

1.1.4 Undue Burden

The City does not have to take any action that it can demonstrate would result in a fundamental alteration in the nature of a program or activity, would create a hazardous condition for other people, or would represent an undue financial and administrative burden. This determination can only be made by the ADA Coordinator, department head, or designee and must be accompanied by a statement citing the reasons for reaching that conclusion.

The determination that an undue financial burden would result must be based on an evaluation of all resources available for use in a program. For example, if a barrier removal action is judged unduly burdensome, the City must consider other options for providing access that would ensure that individuals with disabilities receive the benefits and services of the program or activity.

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1.2 ADA Self-Evaluation and Transition Plan Development Requirements

The Self-Evaluation is the City's assessment of its current policies, practices, and procedures. It identifies and corrects those policies and practices that are inconsistent with the requirements of Title II of the ADA. In keeping with these requirements and as part of the Self-Evaluation, the City of St. Helena should:

- Identify all its programs, activities, and services; and
- Review policies, practices, and procedures that govern the administration of its programs, activities, and services.

The ADA also sets forth specific requirements for preparation of an acceptable Transition Plan. At a minimum, the elements of the plan should include:

- A list of the physical barriers that limit the accessibility of its programs, activities, or services to individuals with disabilities;
- Identifying the method to be used to remove these barriers and meet the current standards and accessibility regulations;
- A schedule for taking the steps necessary to achieve compliance with Title II of the ADA; and
- The name of the individual responsible for the Transition Plan implementation.

1.3 Self-Evaluation Process**1.3.1 Introduction**

Services and programs offered by the City of St. Helena to the public must be accessible. Accessibility applies to all aspects of a program or service, including advertisement, orientation, eligibility, participation, testing or evaluation, physical access, provision of auxiliary aids, and transportation.

The goals of the Self-Evaluation were:

1. To develop policy recommendations for the City and each of its departments, divisions, and programs;
2. To ensure that the views and comments from the public, City staff and the disability community are included in the City's policies; and
3. To foster ties between City staff and representatives of the disability community.

The process of making City facilities and programs accessible to all individuals will be an ongoing one, and the City will continue to review accessibility issues such as resolution of complaints and reasonable modifications to programs. The City will also periodically evaluate the success of improving access to programs by the practices and procedures developed during

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the Self-Evaluation process.

1.3.2 Program Accessibility Questionnaire

The Self-Evaluation of City of St. Helena's services, programs, and activities required and involved the participation of all departments of the City. The City distributed a program accessibility questionnaire (a copy can be found in Appendix B) to each department for its staff to complete. Staff members were asked to complete a written program accessibility questionnaire on services and programs provided to the public and the locations at which these were provided. The survey included a review of the following information:

- A summary of the program and its purpose, the specific activities that comprise the program, and the nature of any advertising or program material produced;
- Any program or admission eligibility requirements;
- An overview of participation in the program, including who participates and how participation is facilitated;
- The methods used by the department to provide accessibility;
- Any access complaints or requests for improving access to the program;
- A list of facilities, or portions of facilities, used for the program and the activity that takes place there;
- Program providers, including outside organizations;
- Transportation services;
- Communication, including television, audiovisual presentations and the City's website;
- Emergency evacuation procedures;
- Public Telephones, Communication Devices, Accessible/Adaptive Equipment;
- Customer Service;
- Notice Requirements;
- Printed Information;
- Training and Staffing;
- Program Eligibility Requirements and Admission;
- Public Meetings;
- Tours and Trips;
- Use of Consultants;
- Facilities; and
- Special Events and Private Events on Public Properties

1.3.3 Review of Policies and Procedures

As part of the self-evaluation, a review of policies were completed that affect accessibility to the City's services. It is the City's intent to ensure that all individuals are knowledgeable of the requirements of the ADA and are informed on the process and resources used by the City to make services, activities and programs accessible. The findings and recommendations are listed in Section 2.

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1.3.4 Public Participation Process

The City posted a Notice to Public inviting the public involvement in the survey input on programs and facilities from the community and comments on the DRAFT ADA Self-Evaluation and Transition Plan. The notice also included a Public meeting to discuss the public's concern on accessibility to City's programs and services, and questions on the DRAFT ADA Self-Evaluation and Transition Plan. Documents were posted on the City's website at www.cityofsthelena.org on Friday, January 27, 2017 for public comment and review.

Notices and survey input were also posted at:

St. Helena City Hall	St. Helena Public Library
1480 Main Street, St. Helena, CA	1492 Library Ln, St. Helena CA

The City hosted a public meeting on February 15, 2017 at St. Helena Fire Hall, 1480 Main Street in St. Helena to get input from the public.

Public comments received included the following: **INSERT**

1.4 Facilities Survey

The City conducted a survey of architectural barriers in its buildings and facilities used by the public for programs and services provided by the City. Only those areas open to the public were surveyed. The surveys provide the City an overview of the architectural barriers that prevent people with disabilities from using its facilities and participating in its programs. The following facilities were assessed:

Buildings	Parks
• City Hall • Police Station • Public Library • Carnegie Building • Teen Center • Fire Station (aka Hall) • Headstart • Silverado Museum • Oak Street Public Parking • St. Helena High School Historic Administration Building	• Baldwin Park • Lewis Station • Lyman Park • McCullagh Park • Mennen Park • Mary Fryer Park • Jacob Meily Park • Wappo Park • Crane Park • St. Helena Skate Park

Physical assessments were conducted in June 2016 with aerial facility maps, measuring tape, leveler, ADA checklist as a reference and photos. Assessments were performed based on Americans with Disabilities Act Access Guidelines (ADAAG) and CCR Title 24 standards.

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1.5 Curb Ramp Survey

The City conducted a city wide survey of curb ramps within the public right-of-way. The surveys were performed in February 2016. The survey included the collection of a GPS location, physical conditions, obstructions that were adjacent or within the path of travel, and photos as needed. Assessments were performed based on Access Guidelines (ADAAG) and CCR Title 24 standards.

2.0 Policies, Procedures, and Program Accessibility: Findings and Recommended Actions**2.1 Introduction**

Services and programs offered by City of St. Helena to the public must be accessible. Accessibility applies to all aspects of a program or service, including advertisement, orientation, eligibility, participation, testing or evaluation, physical access, provision of auxiliary aids, transportation, policies, and communication.

2.2 Overview and Individual Findings of Departmental Programs, Activities, and Services

The following sections detail the review of current Citywide and unique policies, services, programs, and activities based on meetings with City staff and responses to the program accessibility questionnaire. The following departments completed or were interviewed on the ADA Programs, Services and Activities survey. The following departments were included in the review:

- City Library
- City Manager/City Clerk
- Finance
- Fire Department
- Building/Planning and Community Improvement
- Public Works and Parks
- Recreation
- Police

Due to the surveys completed by the departments, all departments were grouped together as their findings and recommendations were similar. Action steps apply to all departments unless specifically specified.

All Departments

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2.3 Description of Programs and Services

1. City Library – includes record management of various literary items in an array of forms, provides space and opportunity for public engagement, education and learning experiences, and enrichment.
2. City Manager/City Clerk – The City Manager serves as the administrative head of the City of St. Helena overseeing the general administrative management, responsible for implementing policies, rules, regulations and laws adopted by the City Council and for the overall management of the City. The City Clerk handles a wide array of administrative responsibilities for the Council and City Manager, ensures that all necessary material, including agendas, minutes and staff reports are prepared for Council meetings and handles other Council matters and City elections.
3. Finance – includes City's financial operation of the City, including management of all City funds, preparing the Annual Budget and Capital Improvement Program for City Council review, and collecting Business License and Transient Occupancy Tax revenue.
4. Fire Department – provides full service to the City and includes fire protection, prevention and suppression, public life safety education, emergency medical and rescue services, response to natural and man made disasters and response to incidents involving hazardous materials.
5. Building/Planning and Community Improvement – Building provides and administers building permit submittals, plan checking, inspections, product and code compliance, code interpretation, and code enforcement. Planning Department is responsible for review, revision, and implementation of the City General Plan, Zoning Ordinance, and Subdivision Ordinance to maintain and improve the quality of the community environment.
6. Public Works and Parks – The Department is responsible for the City's infrastructure, including streets, storm drains, parks, water treatment, water distribution, wastewater collection, and wastewater treatment. The department facilitates environmental compliance including: storm water pollution prevention, sustainability, protection of public trees and floodplain administration. They provide and respond to emergencies involving infrastructure, weather and other disasters where there may be potential for adverse impacts to public health or the environment. The Parks Division maintains ten City parks, four pathways, City parking lots, and street trees and benches. This includes maintaining the landscaping around five government buildings, herbicide applications around city facilities and roadsides, and maintenance labor for the Tree City U.S.A., a program sponsored by the Arbor Day Foundation

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7. Recreation – Recreation provides recreational programs and services and provides safe and well-maintained facilities and parks. Programs include aquatics, youth and adult sports, community classes and events, youth and teen programs, after-school and educational programs, and summer camps.
8. Police Department – provides full service to the City and includes patrol, investigation, traffic, dispatch, livescan, records release, permits, and ticket payments. Services includes planning and coordinating all special event requests and programs, 24-hour Patrol operations supporting traffic accident investigation/enforcement and code enforcement to protect the public's health, safety, welfare, and property value.

2.4 Contact Information

City of St. Helena:

Public Works Director/City Engineer
1480 Main Street
St. Helena, CA 94574
Email: ada@cityofstheleena.org
Phone: (707) 967-2792

2.5 Accessible/Adaptive Equipment

Self-Evaluation Findings:

- a) Most Departments do not have adaptive aids for the hearing impaired for programs, services or activities offered or did not know.
- b) The City has two assistance devices.
- c) The Library had computers that would accommodate for wheelchair accessibility

Actions Steps:

- 1) All departments - Establish guidelines and train staff on types of adaptive aids that can be available for use by individuals participating in the City's programs
- 2) All departments – When appropriate and when requested, staff will provide or make auxiliary aids that allow a person with disabilities to participate in programs
- 3) All departments - Select items that are easily adjustable or can be modified to accommodate a variety of physical and ergonomic needs when purchasing items such as furniture, site furnishings and office systems.

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2.6 Customer Service

Self-Evaluation Findings:

- a) Customer service to the public is an important and primary function for the City. Overall, the City does not have understood established procedures for determining reasonable modifications to achieve program accessibility.
- b) Most departments are unaware if changes can be made to standard operating procedures, there are no formal procedures in place when including a person of disability and requests are currently not tracked.
- c) All departments do not charge an additional fee to persons with disabilities for modifying programs.

Action Steps:

- 1) All departments – Provide training to staff to accommodate the needs of individuals with disabilities when providing customer service at the City counter, public meetings and events. For example staff can read documents to those who are visually impaired.
- 2) All departments - Identify and provide training for staff using a relay service that can be used for telephone communications and/or use an alternative method of communication such as email.
- 3) All departments - For departments that use outside contracted employees to provide services to the public, a procedure should be set up to ensure that their work is in compliance with Title II of the ADA.
- 4) All departments – Work with the ADA coordinator to develop a process for receiving requests for a modification or assistance, evaluating and meeting the requests. All requests should be tracked and monitored, a central location is recommended.

2.7 Notice Requirements

Self-Evaluation Findings:

- a) ADA and Title II regulation require the City to inform the public of the rights and protections provided by the ADA. Most staff were unaware of the requirements and indicated they did not know.
- b) There are NO non-discrimination notices in the City Council Meeting Agenda, Public Notices, website and Planning Commission Agenda.

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- c) Non-discrimination notices are not listed on job posting information or in other public locations.

Action Steps:

- 1) City Clerk/City Manager – Establish and approve a City of St. Helena ADA Public Notice (Appendix E – ADA Public Notice Sample provided). This notice should appear on all City of St. Helena’s information boards including the website.
- 2) City Clerk/City Manager - Include the following notices regarding the City’s commitment to providing accessible services in the City’s publications that provide general information about or registration information on the City’s services, program or activities. The notice should be produce and placed in departments at a location that will maximize public exposure.

“In accordance with the Americans with Disabilities Act and California Law, it is the policy of the City of St. Helena to offer its programs, services and meetings in a manner that is readily accessible to everyone, including individuals with disabilities. If you are a person with a disability and require information or materials in an appropriate alternative format; or if you require any other accommodation, please contact the ADA Coordinator at (707) 967-2792, at least two business days in advance of the hearing. Advance notification within this guideline will enable the City to make reasonable arrangements to ensure accessibility. Email: ada@cityofsthenela.org

- 3) City Clerk/City Manager - Non-discrimination language should appear on web and printed public notices and meeting agendas.
- 4) All departments - Publicize information about how and with whom to file a disability discrimination complaint using the City’s website.

2.8 Printed Information**Self-Evaluation Findings:**

- a) Most departments produce printed information that is available to the public including: brochures on program and services, class information, special events, registration/application for programs and grants, public agendas and notices, job applications, policies and codes, permits, plans and specifications, budget reports, and other miscellaneous items.
- b) Most departments do not have any alternative formats for individuals with visual disabilities and noted that requests were rare.

Action Steps:

- 1) All departments - Provide training or written guidelines to each department on how to

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produce printed information in alternative formats for persons with various disabilities to ensure that requests are handled in a uniform and consistent manner.

- 2) All departments - Include the following notice on all or selected materials printed by the City that are made available to the public:

“This publication can be made available upon request in alternative formats, such as Braille, large print, audiotape, or computer disk. Requests can be made by contacting the ADA Coordinator. Please allow two business days for your request to be processed.”

- 3) All departments - Identify and have available a list of interpreters, readers, etc to be used to accommodate requests for these services.
- 4) All departments – Provide printed information in a variety of formats upon request (for ex. In large print format for person with visual disabilities or in simple language for persons with cognitive disabilities, TDD service). Provide programmatic changes (for ex. Staff assistance) upon request to assist in filling out forms or when alternative formats are unavailable or not feasible.
- 5) All departments – will make an effort to include pictures or images in its publication of individual with disabilities.

2.9 Website

Self-Evaluation Findings:

- a) Most departments are unaware if the City’s website included information about accessibility for individual with disabilities.
- b) The Parks division indicated they noted accessibility services at Parks.

Action Steps:

- 1) All departments - Include the City’s policy on non-discrimination on the basis of disability on the website.
- 2) All departments - Create a page/site identifying the ADA Coordinator and grievance procedures along with the forms.
- 3) All departments - Staff and departments who are posting materials on the website are properly trained and are aware of the ADA requirements.

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2.10 Public Telephones and Communication Devices

Self-Evaluation Findings:

- a) The Police Department has a TTY (teletypewriter) compatible line. The City does not have TDD/TTY device for regular calls for service.

Action Steps:

- 1. All departments - Educate and train staff to encourage TTY callers to take advantage of the national "711" Telecommunications Relay Service. The relay service allows people to dial "711" to access all relay services anywhere in the United States, 24 hours a day, free of any surcharges to all callers within the country.

2.11 Training and Staffing

Self-Evaluation Findings:

- a) Overall, staff is not fully aware of the everyday accessibility issues encountered by person with disabilities and what training is required. Only the Police dispatch had training on TTY.
- b) Staff members are unaware of the different types of reasonable accommodations available to make services accessible.
- c) Police and Public Works staff members would benefit if there was training on American Sign Language (ASL) or other means of communicating with people with hearing impairments.

Action Steps:

- 1) All departments - Provide training to staff members who have contact with the public in regards to providing modifications and using assistive devices to make their programs accessible. The customer training should focus on communicating with and providing modifications for persons with a variety of disabilities.
- 2) All departments - Develop a comprehensive disability access training program. Educate staff in their responsibilities under the ADA. The City's ADA Coordinator is responsible for ensuring that staff members receive training.
- 3) All departments - Develop standard guidelines for written materials. These guidelines should include language that appropriately describes the City's policy on people with disability and staff should receive training.

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- 4) All departments - Provide staff with on-going awareness and sensitivity training. Resources on the website are available for training.

2.12 Program Eligibility and Admission

Self-Evaluation Findings:

- a) There were no programs noted in any departments that have eligibility requirements for admissions into programs.

Action Steps:

- 1) All departments - Provide training to staff regarding non-discrimination language in printed materials as well as on-going awareness and sensitivity training (Similar to Action Steps listed under 2.7, 2.8 and 2.11)

2.13 Public Meetings

Self-Evaluation Findings:

- a) All departments indicated their departments were involved in public meetings. Most public meetings are coordinated through the City Clerk's office.
- b) Most departments are aware that public meetings are held at accessible locations. Most departments were not aware if assistive hearing devices were needed or available.

Action Steps:

- 1) City Clerk - Continue to ensure public meetings are held in accessible locations and provide reasonable accommodations notices and assisted devices when requested.
- 2) All departments - Provide staff training regarding accommodations and assistive devices when requested at public meetings, events, programs.

2.14 Tours and Trips

Self-Evaluation Findings:

- a) Public Works, Tree Committee, Police and Parks & Recreation indicated they provide trips and tours of the City's facilities and to programs.
- b) There seems to be some limited policy on special needs requests. Overall, staff provides assistance on requests for accommodating individuals with disabilities.

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Action Steps:

- 1) Public Works, Tree Committee, Police and Parks & Recreation - Provide staff training on providing accessibility for individuals requesting to participate in the service. The department offering the service should meet with the individual with a disability to identify what modifications can be made to allow for participation.

2.15 Use of Consultants for Delivering Program Services

Self-Evaluation Findings:

- a) The Library, Finance, City Manager, City Clerk, Public Works and Planning and Community Improvement utilize consultants/contractors to provide services to the City.

Action Steps:

- 1) All departments – Ensure or establish guidelines on administering and requiring contract agreements to include a non-discrimination clause (ex. Compliance to Civil Rights and Compliance with laws).

2.16 Emergency Evacuation Procedures

Self-Evaluation Findings:

- a) The Library and some Recreational buildings have lights, audible sirens/alarms, and megaphone which are activated in the case of an emergency.
- b) Overall, all departments and staff were unaware of any special equipment and/or procedures used to notify individuals with visual, hearing, mobility, or cognitive disabilities.

Action Steps:

- 1) All departments – Review or establish procedures and provide training with staff regarding emergency protocol to ensure that persons with disabilities can be alerted during an emergency. When requested provide all evacuation policies and procedures in alternative formats.

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2.17 Facilities

Self-Evaluation Findings:

- a) Programs and services open to the public are held at various City facilities. A complete inventory and findings can be found in Appendix G.
- b) Most staff members were not aware of any requests or had no requests for improving accessibility to the City's facilities.

Action Steps:

- 1) ADA Coordinator – Develop and implement a standard accommodation request or grievance form for use by the public (See Appendix D and F for samples). All requests/filing for accessibility and outcomes should be tracked and monitored by the ADA Coordinator.
- 2) All departments - Train staff on the procedures, forms and how to direct or assist individuals with the filing.

2.18 Special Events on Public Properties

Self-Evaluation Findings:

- a) Some departments hold public special events on public facilities.
- b) There were no formal procedures on how to address special requests for accommodations. Departments indicated that facilities were accessible or relied on staff communication to address requests.

Action Steps:

- 1) ADA Coordinator – Establish set procedures and train staff on how to address ADA accessible or reasonable accommodations for events or programs that are provided by the City.

2.19 Municipal Code Review

As part of the City's on-going effort to evaluate policies, procedures, and program accessibility, the City will review its Municipal Code to identify any provisions that may inadvertently reduce the accessibility of the programs, services, and activities available to the public. The City will have its code review, findings and any recommendations included in the annual review at the end of every calendar year.

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3.0 Transition Plan

3.1 Introduction

The Transition Plan combines the findings of the policy/program evaluations, facilities and curb ramp surveys conducted by the City.

Policy and program recommendations can be found in Section 2. A complete list of findings and recommendation of architectural barrier for facilities and curb ramps are included in Appendix G “Facilities Summary List of Architectural Barriers” and Appendix H “Curb Ramp Summary List”.

3.2 Architectural Barrier for Facilities

Physical assessments were conducted in June 2016 with aerial facility maps, measuring tape, leveler, ADA checklist as a reference and photos. Assessments were performed based on Americans with Disabilities Act Access Guidelines (ADAAG) and CCR Title 24 standards.

3.2.1 Facility Reports

The surveys identified physical barriers in facilities used by the public for programs and services provided by the City based on ADAAG and Title 24 standards. GIS map identifying the program location facilities was generated. Where relevant, photos were taken and included with the surveys.

The facility report for each site includes:

- Findings of barrier found to be in noncompliance with ADAAG and Title 24 standards.
- Planning level recommendations to address the barrier.
- Planning level construction estimate
- Priority Level
- Photo reference where available

3.2.2 Criteria for Prioritizing the Plan for Facilities

Recognizing that the City has limited funds and may not immediately make all facilities fully accessible, City staff utilized the following criteria as the basis for prioritizing the removal of architectural barriers:

- Level of use by the public.
- Uniqueness of the facility or program - some programs are unique to a building, facility or park and cannot occur at another location.
- Geographic distribution – selecting a facility that is central to the City will ensure maximum access for the public.

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3.2.3 Priorities for Facilities

The criteria listed below were used to assist in the determination of specific program-based barrier removal actions within a facility. Since not all barriers must be removed in order to provide program access, those barriers that limit access to public programs, services, and activities are given first priority. These criteria will also be used for prioritizing the removal of architectural barriers in future findings or projects.

- **Priority One:** The highest priority is placed on those barrier removal items that provide accessibility at the main entrance of a facility or improve a path of travel to the portion of the facility where program activities take place. Examples include:
 - a) Facility entrance walk and ramps
 - b) Facility handrails
 - c) Exterior doors for entrance
 - d) Restrooms
 - e) Designated handicapped areas
 - f) Parking identification and striping
- **Priority Two:** A second level priority is placed on those barrier removal items that improve or enhance access to program use areas. Examples include:
 - a) Transaction counters
 - b) Offices and meeting areas
 - c) Staff Training
- **Priority Three:** A third level priority is placed on those barrier removal items that improve access to amenities serving program areas. Examples include:
 - a) Drinking fountains
 - b) Adjusting site furnishings
 - c) Adjusting door closures

3.2.4 New Construction and Renovations

For all future construction or renovations to the City's buildings and facilities, improvements must comply with Title II of the ADA and State of California standards for City-funded public developments. The City shall also:

1. Prior to construction, schedule a review with the City's ADA Coordinator of all City plans and specifications for the construction of facilities. No project should proceed to construction without a completed and clean document review.
2. Develop a procedure to ensure that the ADA Coordinator is informed of all plans prior to

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construction to ensure compliance with accessibility requirements. Existing barriers for facilities can often times be incorporated into new projects which reduces overall cost. The ADA Coordinator will track accessibility improvements performed in the City and update the Transition Plan accordingly.

3.2.5 Time Frames for Completion

The following table, "Facilities Summary List of Architectural Barriers" lists facilities with barriers and recommendations, priority level for construction and estimated construction costs.

The City of St. Helena reserves the right to change the barrier removal priorities in order to allow flexibility in accommodating community requests, petitions for reasonable modification from persons with disabilities, and changes in City's programs.

It is the intent of the City to have its ADA Coordinator work together with department heads to determine the funding sources for architectural barrier removal projects. Once funding is identified, the ADA Coordinator will coordinate the placement of the projects in the City's Capital Improvement Plan to be addressed on a fiscal year basis.

It is also the intent of the City to address these barriers within a time frame of fifteen (15) years of this report depending on immediate necessity, degree of complexity, and overall cost. The budgeted amount includes a 25% of the construction estimates to cover design, permitting and associated costs for improvements.

PHASE ONE – The City's goal is to complete Priority One improvements within seven (7) years, provided that a minimum budget of \$80,000 per year is allocated.

PHASE TWO – The City's goal is to complete Priority Two improvements in ten (10) years, provided that a minimum budget of \$15,000 per year is allocated.

PHASE THREE– The City's goal is to complete Priority Three improvements in fifteen (15) years, provided that a minimum budget of \$8,000 per year is allocated.

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City of St. Helena
Facilities Summary List of Architectural Barriers

Summary Total: Priority 1 - \$ 445,600
 (Planning level construction estimates) Priority 2 - \$ 122,600
 Priority 3 - \$ 87,800

Facility	Barrier	Recommendations	Priority	Estimated Construction Cost
City Hall (path to entrance)	Non-compliant curb ramps and pathway	Upgrade curb ramps and pathways per ADAAG	1	\$40,000
City Hall (entrance to lobby)	Non-accessible door activator	Provide accessible activator (exterior and interior) per ADAAG	1	\$1,500
City Hall (path to room)	Non-compliant pathway to conference room	Upgrade pathway per ADAAG	2	\$8,000
City Hall (unisex restroom)	Non-compliant restroom	Upgrade for accessibility per ADAAG	2	\$2,000
Police Department (path to entrance)	Non-compliant walkway	Provide accessible route to entrance per ADAAG	1	\$10,000
Police Department (public counter)	Non-accessible public counter (height and clearance)	Remodel counter for compliance with ADAAG	2	\$7,000
Police Department (entrance)	Non-compliant entrance door (threshold)	Provide accessible entrance per ADAAG	1	\$1,000
Fire Station (path to entrance)	Non-compliant curb ramps and slope	Provide accessible route to entrance per ADAAG	1	\$27,000
Fire Station (parking lot)	Non-accessible parking (signs, dimension and striping)	Provide accessible parking per ADAAG	1	\$1,800
Fire Station (museum)	Non-accessible pathway, doors, sink and accessories	Upgrade accessories, doors, pathway and sink per ADAAG	2	\$2,300
Fire Station (restroom)	Non-compliant restrooms: signage, door clearance/weight, fixture clearances/heights, stall widths & clearances, grab bar, exposed pipes	Upgrade for accessibility per ADAAG	2	\$4,100
Oak Avenue Public Parking Lot (parking lot)	Non-accessible parking (signs, dimension and striping)	Provide accessible parking per ADAAG	1	\$3,100
Public Library (parking lot)	Non-accessible parking (signs, dimension, ramp and striping)	Provide accessible parking per ADAAG	1	\$14,000

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Public Library (path of travel)	Non-compliant reach heights for return box and path of travel	Provide accessibility to return box and upgrade path per ADAAG	1	\$10,500
Public Library (table area)	Non-accessible table and work space.	Provide accessible space at the table and work space area per ADAAG	3	\$500
Public Library (men's restroom)	Non-compliant restroom: water closet and fire alarm	Upgrade for accessibility per ADAAG	2	\$1,500
Public Library (women's restroom)	Non-compliant restroom: signage, water closet, sink and accessories	Upgrade for accessibility per ADAAG	2	\$3,000
Public Library (unisex restroom)	Non-compliant restroom: water closet, sink, accessories and signage	Upgrade for accessibility per ADAAG	2	\$3,000
Carnegie Building (pathway to entrance)	Non-accessible path to entrance (slope and signage)	Provide accessible route to park per ADAAG	1	\$16,000
Carnegie Building (handrails)	Non-compliant handrails	Provide accessible handrails	2	\$1,500
Teen Center (path to entrance)	Non-accessible path to entrance (width, stairs, stripes, ramps)	Provide accessible route to park per ADAAG	1	\$21,000
Teen Center (parking area)	Non-accessible parking (width, signage)	Provide accessible parking per ADAAG	1	\$1,000
Teen Center (general building)	Fire extinguisher is out of reach, inaccessible aisle and door	Upgrade for accessibility per ADAAG	3	\$1,500
Teen Center (handrails)	Non-compliant handrails	Upgrade per ADAAG	3	\$1,500
Teen Center (doors)	Non-accessible door (threshold)	Provide accessible doors per ADAAG	1	\$1,000
Head Start (sink area)	Non-accessible sink (clearance)	Upgrade per ADAAG	3	\$2,000
Head Start (restrooms)	Non-accessible restroom (water closet, door hardware, clearance)	Upgrade per ADAAG	1	\$25,000 - \$40,000
Head Start (doors)	Non-accessible door (lever handles, exit signs)	Provide accessible doors per ADAAG	1	\$1,000
Head Start (general building)	Exit doors and pathways are non-compliant (exit signs, clearance)	Upgrade per ADAAG	2/3	\$1,000
Head Start (fire ext/alarm)	Fire pull alarm and fire extinguisher are out of reach range	Provide reach ranges for alarm/extinguisher per ADAAG	3	\$1,000
Head Start (parking lot)	Non-compliant parking	Provide accessible parking space per ADAAG	1	\$2,100
Silverado Museum (accessible parking)	Non-compliant street parking (no sidewalk access or unloading aisle)	Provide accessible parking and walkway to building per ADAAG	1	\$15,000

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Silverado Museum (doors)	Non-accessible doors (levers and return)	Provide accessible doors per ADAAG	1	\$1,000
Crane Park (parking lot)	Non-accessible parking (sign, striping, clearance and curb ramp)	Provide accessible parking per ADAAG	1	\$11,600
Crane Park (path of travel)	Non-accessible path of travel (signs, slope)	Provide accessible route to park per ADAAG	1	\$20,000
Crane Park (court sports)	Non-accessible route and gates	Provide accessible routes to courts and upgrade gates per ADAAG	1/2	\$15,000
Crane Park (drinking fountains)	Non-compliant in height/number	Install or upgrade for accessibility per ADAAG	3	\$8,000
Crane Park (stadium, grandstand, field area)	Non-accessible routes to fields and amenities. Non-accessible seating throughout and counter	Provide accessible routes, seating and counter per ADAAG	1/2	\$25,000
Crane Park (stairs)	Non-compliant handrails and landing	Upgrade for accessibility per ADAAG	2	\$5,000
St. Helena Skate Park (entry gate)	Non-accessible gate (kick plate)	Provide accessible gate per ADAAG	1	\$500
St. Helena Skate Park (drinking fountain)	Non-compliant in height/number	Install or upgrade for accessibility per ADAAG	3	\$8,000
St. Helena Skate Park (path of travel)	Non-accessible (slope)	Provide accessible route to park per ADAAG	1	\$25,000
St. Helena Skate Park (parking lot)	Non-accessible parking (signs, size, striping)	Upgrade parking per ADAAG	2	\$3,100
St. Helena Skate Park (east restrooms)	Non-accessible restrooms in men's and women's (signage, fixture height)	Upgrade for accessibility per ADAAG	2	\$5,000
St. Helena Skate Park (play & picnic areas)	Non-accessible paths to play and picnic areas	Provide accessible pathways and access to play and picnic areas per ADAAG	2/3	\$25,000
Stephen McCullagh Park (entry gate)	Non-accessible gate (kick plate)	Provide accessible gate per ADAAG	1	\$1,000
Stephen McCullagh Park (play areas)	Non-accessible path to play areas	Provide access to play areas per ADAAG	1/2	\$25,000
Baldwin Park (amenities)	Non-accessible drinking fountains, picnic tables and benches	Provide access to amenities and upgrade per ADAAG	3	\$25,000
Mary Fryer Park (entrance and path)	Non-compliant entrance (signage and uneven surface)	Provide accessible path of travel and signage per ADAAG	2	\$10,000 - \$20,000

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Mary Fryer Park (amenities)	Non-accessible drinking fountains, paths of travel to picnic and play areas	Install/upgrade drinking fountains and provide accessible paths per ADAAG	1/3	\$30,000
Wappo Park (amenities)	Non-accessible drinking fountains and seating at picnic area	Install/upgrade drinking fountains and provide access for seating at picnic area per ADAAG	3	\$25,000
Wappo Park (parking lot)	Non-accessible parking (signs and size)	Provide accessible parking per ADAAG	2	\$3,100
Jacob Meily Park (signage)	Non-compliant signage (missing on restrooms and parking sign is incomplete)	Upgrade signage per ADAAG	2	\$1,000
Jacob Meily Park (drinking fountain)	Non-accessible drinking fountains	Install/upgrade for accessibility per ADAAG	3	\$10,000
Jacob Meily Park (bleachers & play area)	Non-accessible paths to bleachers and play areas	Provide accessible paths to bleachers and play areas per ADAAG	1/2	\$25,000
Jacob Meily Park (sidewalk)	Non-accessible paths of travel (clearance)	Remove overgrowth to allow accessible path of travel per ADAAG	1	\$500
Mennen Park (path of travel)	Non-accessible paths of travel (slope)	Provide accessible path and access to picnic area per ADAAG	2	\$25,000
Mennen Park (drinking fountain)	Non-accessible drinking fountains	Install/upgrade for accessibility per ADAAG	3	\$5,000
St. Helena HS Vintage Hall (ground flr elevator)	Non-compliant elevator sign	Upgrade per ADAAG	3	\$300
Lyman Park (amenities)	Non-accessible drinking fountains, picnic, benches and play area	Install/upgrade drinking fountains and provide accessible paths to picnic, benches and play areas per ADAAG	1/3	\$30,000
Lyman Park (restrooms)	Non-compliant men's and women's restroom (signage, handles)	Upgrade for accessibility per ADAAG	1	\$5,000
Lewis Station (path of travel)	Non-accessible path of travel (change in elevation)	Provide accessible route per ADAAG	1	\$10,000 - \$25,000
Lewis Station (unisex restroom)	Non-compliant restroom fixtures and amenities (reach range, pipes)	Upgrade for accessibility per ADAAG	2	\$2,000

Interim Measures - In accordance with the requirements of the ADA, when barriers are scheduled to be removed over a period of time, interim measures to provide program access will be implemented. Interim measures may include the redesign of equipment, assignment of aides to beneficiaries, delivery of services at alternate accessible sites, or the use of accessible conveyances. In addition, other methods may be employed that result in accessible, programs and activities being readily accessible to and usable by individuals with disabilities.

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3.3 Barriers at Curb Ramps

Title II of the ADA requires that public entities having responsibilities for or authority over streets, roads, and/or areas meant for pedestrian use, to develop a Transition Plan. The Plan provides inaccessible facilities onto environments that are accessible to and functional for individuals with disabilities and provides an outline for implementation and scheduling of improvements to provide ADA complying curb ramps within the City.

3.3.1 Curb Ramp Reports

The survey process was accomplished by physical assessments using measuring devices, GIS software and maps. The surveys identify physical barriers and condition of curb ramps and adjacent areas using ADAAG and Title 24 standards. Each location was identified and tracked using GPS. Aerial maps were generated using the GPS location of curb ramp surveyed. Where relevant, photos were taken and included with the surveys.

A total of 395 locations were surveyed – see Appendix H. The curb ramp report for each site includes:

- Location of street and quadrant
- If a curb ramp exists and if not, is one needed
- Non-compliance features noted included: detectable warning surfaces, excessive slopes, displacements of ½” and more, tactile grooves and obstructions within the path of travel
- Photo reference (not included in Appendix)
- Ranking Priority

The City has set up ArcGIS Online in which all the data collected above has been uploaded under the curb ramp database. The program will allow users to view ramp attributes, pull up the photos associated (if applicable) as well as edit or update the data as needed.

3.3.2 Criteria for Prioritizing the Plan for Curb Ramps

The City’s goal is to promote efficiency and improve pedestrian accessibility. It must be emphasized that the City’s intent is for all individuals with disabilities be reasonably accommodated. High priorities were allocated to those locations that:

- Provide access to state, local offices and facilities that provide public services and programs
- Provide access to places of accommodation including public, commercial, medical, recreation use.
- Provide access to public transit.
- Provide access to improve pedestrian crossings at heavily used corridors.

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3.3.3 Priorities of Curb Ramps

Recognizing that the City has limited funds and cannot immediately install/retrofit ADA compliant curb ramps at all of its location, City staff established a ranking system for prioritizing the curb ramp improvements. The Overall Priority established is based upon the location and physical ranking of each location.

The following methodology was used to determine the ranking:

Physical Ranking - evaluates the curb ramp with respect to its physical condition and function to City's programs.

- P1** Ramps serving City functions used by the public
- P2** Install NEW ramps where one does not exist
- P3** Utility conflict, physical barriers or other constraints exist at a location
- P4** Ramp will be reconstructed when it does not meet current federal or state standards
 - P4a** - Missing detectable warning system
 - P4b** - Deficiencies include: grooved tactiles, displacement (1/2+ inches height), slopes excessive
- P5** No observed deficiencies/default value

Location Ranking - evaluates the curb ramp with respect to its physical location within the City and surrounding land use adjacent to the curb ramp.

- L1** Requested by the public/residents and validated by City staff.
- L2** Government locations
 - L2-a** Serving City of St. Helena public programs or services (within 120 ft radius)
 - L2-b** Serving other governmental public programs or services (within 120 ft radius)
- L3** Public locations with high occupancy (privately owned)
 - Arterial Streets
 - Hospitals, medical facilities, senior facilities
 - Shopping strips
 - Apartments, Church, others
- L4** Residential Areas
- L5** All other areas/default value

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Overall Ranking- determined by the ranking of Location and Physical ranking.

O1 Highest ranking will be given when a ramp is rated

P1 Ramps serving City functions used by the public

AND

L1 Requested by the public/residents

OR

L2-a Serving City of St. Helena public programs or services

O2 This ranking will be given when a ramp is rated:

L2-b Serving other governmental public programs or services

AND

P2 Install NEW ramps where one does not exist

O3 This ranking will be given when a ramp is rated:

L3 Public locations with high occupancy (privately owned)

AND

P2 Install NEW ramps where one does not exist

O4 This ranking will be given when a ramp is rated:

L2-b Serving other governmental public programs or services

AND

P3 Utility conflict, physical barriers or other constraints exist at a location, a ramp will be reconstructed

OR

P4-a Missing DWS

O5 This ranking will be given when a ramp is rated:

L3 Public locations with high occupancy (privately owned)

AND

P3 Utility conflict, physical barriers or other constraints exist at a location, a ramp will be reconstructed

OR

L4/L5 Residential Areas AND All other Areas

AND

P2 Install NEW ramps where one does not exist

O6 This ranking will be given when a ramp is rated:

L2-b Other governmental facilities serving the public

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AND

P4-b Deficiencies include: grooved tactiles, displacement (1/2+ in in height), slopes excessive

OR

L3 Public locations with high occupancy (privately owned

AND

P4-a Missing DWS

O7 This ranking will be given when a ramp is rated:

L3 Public locations with high occupancy (privately owned)

AND

P4-b Deficiencies include: grooved tactiles, displacement (1/2+ in in height), slopes excessive

OR

L4/L5 Residential Areas AND All other Areas

AND

P3 Utility conflict, physical barriers or other constraints exist at a location, a ramp will be reconstructed

O8 This ranking will be given when a ramp is rated:

L4/L5 Residential Areas AND All other Areas

AND

P4-a Missing DWS

OR

P4-b Deficiencies include: grooved tactiles, displacement (1/2+ in in height), slopes excessive

O9 All other ramps not meeting the above criteria

3.3.4 General Policies and Practices

Self-Evaluation Findings:

- a) The City does not have any set programs or funding to increase pedestrian accessibility.
- b) Accessibility improvements are done when feasible and within the project limits of an existing transportation improvement project and as new development occurs.

Recommended Actions:

- 1) Street-Related Capital Improvement Projects – Curb ramps are installed, repaired and/or brought into compliance in all street-related capital improvement projects.

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- 2) The ADA Coordinator will establish a Service Request Accommodation Program which will be posted on the website and other public locations that will allow residents to request for a curb ramp modification/installation. Requests shall be tracked and maintained on the Curb Ramp database. Public work staff shall be trained on the guidelines (See Appendix D for sample)
- 3) Once a year, the Curb Ramp priority list shall be updated, supplemented and reviewed as part of the City's on-going responsibilities to improve accessibility for pedestrians. Outreach of the review and process should include pertinent departments and local groups in the community.

3.3.5 Time Frames for Completion

The following table, Curb Ramp Summary List of Rankings, includes a summary of the rankings based on the ranking priority based on Section. 3.3.3 Priorities of Curb Ramps. The table also includes number of ramps in each ranking and associated estimated cost for construction.

The City of St. Helena reserves the right to change the curb ramp priorities in order to allow flexibility in accommodating community requests, petitions for reasonable modification from persons with disabilities, and changes in City's programs. The City will continue to implement its *Service Accommodation Request Program*.

It is the intent of the City to have its ADA Coordinator work together with department heads to determine the funding sources for providing ADA compliant curb ramps. Once funding is identified, the ADA Coordinator will coordinate the placement of the projects in the City's Capital Improvement Plan to be addressed on a fiscal year basis.

It is also the intent of the City to address non-compliant curb ramps within a time frame of fifteen (15) years of this report depending on immediate necessity, degree of complexity, and overall cost. The budgeted amount includes a 25% of the construction estimates to cover design, permitting and associated costs for improvements.

PHASE ONE – The City's goal is to complete curb ramp improvements with overall ranking 1 (O1) within five (5) years, provided that a minimum budget of \$45,000 per year is allocated.

PHASE TWO – The City's goal is to complete curb ramp improvements with overall ranking 5 and 6 (O5 & O6) within ten (10) years, provided that a minimum budget of \$45,000 per year is allocated.

PHASE THREE – The City's goal is to complete curb ramp improvements with overall ranking 7 and 8 (O7 & O8) within fifteen (15) years, provided that a minimum budget of \$20,000 per year is allocated.

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U.S. Department of Justice

- **The U.S. Department of Justice**, <http://www.ada.gov>. The US DOJ provides many free ADA materials including the Americans with Disability Act (ADA) text. Printed materials may be ordered by calling the ADA Information Line [1.800.514.0301 (Voice) or 1.800.514.0383 (TDD)]. Publications are available in standard print as well as large print, audiotape, Braille, and computer disk for people with disabilities. Documents, including the following publications, can also be downloaded from the Department of Justice website.
- **ADA Regulation for Title II**, http://www.ada.gov/regs2010/titleII_2010/titleII_2010_regulations.htm. This publication describes Title II of the Americans with Disabilities Act, Pub. L. 101-336, which prohibits discrimination on the basis of disability by public entities. Title II of the ADA protects qualified individuals with disabilities from discrimination on the basis of disability in the services, programs, or activities of all state and local governments. This rule adopts the general prohibitions of discrimination established under section 504, as well as the requirements for making programs accessible to individuals with disabilities and for providing equally effective communications. It also sets forth standards for what constitutes discrimination on the basis of mental or physical disability, provides a definition of disability and qualified individual with a disability, and establishes a complaint mechanism for resolving allegations of discrimination.
- **Title II Technical Assistance Manual (1993) and Yearly Supplements**, <http://www.ada.gov/taman2.html> and supplement <http://www.ada.gov/taman2up.html>. This manual explains in lay terms what state and local governments must do to ensure that their services, programs, and activities are provided to the public in a nondiscriminatory manner.
- **Current Text of the Americans with Disabilities Act of 1990**, including changes made by the ADA Amendments Act of 2008 (P.L. 110-325), <http://www.ada.gov/pubs/adastatute08.pdf>. The ADA prohibits discrimination and ensures equal opportunity for persons with disabilities in employment, state and local government services, public accommodations, commercial facilities, and transportation. It also mandates the establishment of TDD/telephone relay services.
- **ADA Information for Law Enforcement**, <http://www.ada.gov/policeinfo.htm>. This page contains compliance assistance materials to help state and local law enforcement officers understand how to interact with victims, witnesses, suspects, and others who have disabilities.

US Access Board

- **The US Access Board**, <http://www.access-board.gov/>. The US Access Board writes Federal regulations for Facilities, Public Rights-of-Way, Transportation, and Communications. This page also contains research papers, newsletters, annual reports and more. In addition to regular print, publications are available in: large print, disk, audiocassette, and Braille. Multiple copies of publications can be ordered by sending a request to pubs@access-board.gov.

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board.gov. In addition to the guidelines, guidance material is also available to assist staff in understanding and implementing federal accessibility guidelines. Copies of Advisory Committee Reports that have been written but not yet adopted as law are also provided.

- **ADA and ABA Accessibility Guidelines Homepage,**
<http://www.access-board.gov/guidelines-and-standards>. Includes a Side-by-Side Comparison of the ADA-ABA guidelines, the original ADA standards, and the International Building Code (2003 edition) issued by the Access Board.

5.3 State of California Accessibility Standards & Regulations & Resources

Title 24, California Building Code

- **The State of California** has also adopted a set of design guidelines for accessible facilities, which can be found in the California Code of Regulations, Title 24, Part II, California Building Code (CBC), www.iccsafe.org. CBC contains general building design and construction requirements relating to fire and life safety, structural safety, and access compliance. CBC provisions provide minimum standards to safeguard life or limb, health, property and public welfare by regulating and controlling the design, construction, quality of materials, use and occupancy, location and maintenance of all buildings and structures and certain equipment. Although California has adopted most of the ADAAG requirements, there are some differences. In general, the more restrictive requirement (whether federal or state) should be applied when designing accessible facilities. The complete Title 24 or any of its parts is available for purchase from the International Code Council (ICC), 5360 South Workman Mill Road, Whittier, CA 90601, 1.800.423.6587, www.iccsafe.org or at various bookstores that carry technical books.

Since the CBC is updated every three years, the City should have an ongoing program of regularly reviewing these changes and updating policies and procedures related to accessibility to keep them current.

Division of the State Architect

- **The Division of State Architect (DSA),** <http://www.dsa.dgs.ca.gov/Pubs/default.htm>, also provides information and resources for accessible or universal design. The DSA's website is <http://www.dsa.dgs.ca.gov>. For technical assistance contact DSA's Access Compliance Program at 1130 K Street, Suite 101, Sacramento, California 95814 (916.322.4700).
- **DSA's 2003 California Access Compliance Reference Manual.** The purpose of this book of regulations and statutes together is to clarify the obligations for architectural accessibility in California.

5.4 General Disability Etiquette

A guide to disabilities and disability etiquette should be assembled and distributed to staff and volunteers in addition to staff training. The guide will ensure that staff and volunteers are

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familiar with a variety of types of disabilities and that they are sensitive to the abilities and needs of people with disabilities in order not to offend or demean them. The guide should be periodically updated to ensure that it includes current acceptable language for talking about disabilities. Some examples of disability etiquette guides:

- **The County of Long Beach**, disability etiquette publication
http://www.longbeach.gov/hr/ada/disability_etiquette.asp.
- **Easter Seals Disability Etiquette website**
http://www.easterseals.com/site/PageServer?pagename=ntl_etiquette.
- **City of Sacramento's Disability Etiquette Website**
<http://portal.cityofsacramento.org/HR/Divisions/Office-of-Civil-Rights/ADA>.

5.5 State, and National Organizations who Provide Disability Services and Information

State & National Organizations Who Provide Services to People with Disabilities

- **ADA Coordinator's Toolkit**,
<http://nwadacenter.org/toolkit/ada-best-practices-tool-kit-state-and-local-governments-doj>
- **United Cerebral Palsy of Central California**, <http://www.ccucp.org>. United Cerebral Palsy of Central California is a non-profit social service organization dedicated to serving men, women, and children with disabilities. Programs include adaptive services, assistive technology services, summer programs, life skills training, and a center for arts and technology.
- **Disability Resources, Inc.**, <http://www.disabilityresources.org>. Disability Resources, Inc. is a national nonprofit organization that provides information about resources for independent living. DRI maintains an on-line directory of assistive technology resources.
- **CATS**, <http://www.atnet.org>. CATS is a statewide project of the California Department of Rehabilitation that promotes access to assistive technologies, related services, and information to enable people with disabilities to be successful, independent, and productive. CATS maintain several directories on their website including assistive technology vendors and service providers for Hard of Hearing/Deaf, Learning Disabled, Mobility/Physical/Orthopedic, Speech/Language, visually impaired/Blind.
- **World Institute on Disabilities (WID) Accessibility and Assistive Technology Resource List**, <http://www.wid.org/resources/accessibility-assistive-technology/>. WID maintains a comprehensive list of accessible technology resources.
- **The Center for Accessible Technology**, <http://www.cforat.org>. CFORAT provides access to computers for people with disabilities. Their goal is for children with disabilities to succeed in school, adults with disabilities can find (and keep) jobs and all people with disabilities can use the internet, email and benefit from the digital revolution.

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5.6 Accessible Websites***State & National Organizations who Provide Information about Creating & Maintaining Accessible Websites*****How to tell if your web site is accessible**

- **HiSoftware Services**, www.hisoftware.com. This company provides accessible software consulting.
- **Free website accessibility checker** provided by HiSoftware
<http://www.cynthiasays.com>
- **Web Accessibility Initiative for Evaluating Website Accessibility**, <http://www.w3.org/WAI/eval/Overview.html>. This is a list of resources which provide general procedures and tips for evaluation in different situations, from evaluation during Web site development to ongoing monitoring of existing sites. This list is intended to supplement other content management and quality assurance procedures.

Resources for Web developers

- **Accessibility of State and Local Government Websites to People with Disabilities**, <http://www.ada.gov/websites2.htm>. Publications providing guidance on making state and local government websites accessible.
- **Rich Media Home**, <http://ncam.wgbh.org/access-ncam>. A growing collection of resources for developers and users interested in ways to make rich media accessible to people with disabilities.
- **Section 508 on-line accessible software development training**, <http://training.section508.gov/>

5.7 Emergency Preparedness***National Resources for Emergency Preparedness Plans***

- **National Organization Disability resources on Emergency Preparedness for Employers and Businesses**, http://nod.org/disability_resources/emergency_preparedness_for_persons_with_disabilities
- **United States Department of Labor Emergency Preparedness for People with Disabilities**, <http://www.dol.gov/odep/programs/emergency.htm>. The Office of Disability Employment Policy (ODEP) assumed a leadership role on the Interagency Coordinating Council as chair of the Subcommittee on Emergency Preparedness in the Workplace. The subcommittee has developed **Preparing the Workplace for Everyone**, a framework of guidelines for federal agencies related to including employees and visitors with disabilities in emergency plans: http://www.dol.gov/odep/pubs/ep/preparing/Workplace_Final.pdf
- **Federal Agency for Emergency Management**, <http://www.fema.gov/plan/prepare/specialplans.shtm>. This site has a helpful checklist for

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including individuals with special needs in evacuation plans.

- **National Center for Accessible Media** Accessible Emergency Alerts for People with Disabilities, <http://ncam.wgbh.org/alerts/>. The Access to Emergency Alerts project unites emergency alert providers, local information resources, telecommunications industry and public broadcasting representatives, and consumers in a collaborative effort to research and disseminate replicable approaches to make emergency warnings accessible.
- Recommendations from the Emergency Transportable Housing Advisory Committee on tailoring or clarifying coverage of emergency transportable housing in its facility guidelines, <http://www.access-board.gov/guidelines-and-standards/buildings-and-sites/emergency-transportable-housing>

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Appendix A
Accessibility Definitions

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The following is a summary of many definitions found in the ADA and ADAAG. Please refer to the Americans with Disabilities Act of 1990, the Title II Technical Assistance Manual, and the ADA Accessibility Guidelines for Buildings and Facilities (ADAAG) as amended through September 2002 for the full text of definitions and explanations.

Accessible Route

An *accessible route* is a continuous unobstructed path that connects all accessible elements and spaces of a building or facility and that complies with Chapter 4 of ADAAG. Interior accessible routes may include corridors, floors, ramps, elevators, lifts, and clear floor space at fixtures. Exterior accessible routes may include parking access aisles, curb ramps, crosswalks at vehicular ways, walks, ramps, and lifts.

ADA

Acronym for the Americans with Disabilities Act.

Adaptive/Auxiliary Aids and Services

The terms *auxiliary aids and services* includes:

- Qualified interpreters or other effective methods of making orally delivered materials available to individuals with hearing impairments;
- Qualified readers, taped texts, or other effective methods of making visually delivered materials available to individuals with visual impairments;
- Acquisition or modification of equipment or devices; and
- Other similar services and actions.

ASL

American Sign Language. Manual (hand) language with its own syntax and grammar used primarily by people who are deaf.

Complaint

A *complaint* is a claimed violation of the ADA.

Curb Ramp

A *curb ramp* is a short ramp cutting through a curb or built up to it.

Detectable Warning

Detectable warnings are standardized surface features built in or applied to walking surfaces or other elements to warn individuals with visual impairments of hazards on a circulation path.

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Disability

The term *disability* means, with respect to an individual:

- A physical or mental impairment that substantially limits one or more of the major life activities of such individual;
- A record of such impairment; or
- Being regarded as having such impairment.

A. Qualified Individual with a Disability

A *qualified individual with a disability* means an individual with a disability who, with or without reasonable modification to rules, policies, or practices; the removal of architectural, communication, or transportation barriers; or the provision of auxiliary aids and services, meets the essential eligibility requirements for the receipt of services or the participation in programs or activities provided by the City.

B. Regarded as Having a Disability

An individual is disabled if she or he is treated or perceived as having an impairment that substantially limits major life activities, although no such impairment exists.

Discrimination on the Basis of Disability

Discrimination on the basis of disability means to:

- Limit, segregate, or classify a citizen in a way that may adversely affect opportunities or status because of the person's disability;
- Limit, segregate, or classify a participant in a program or activity offered to the public in a way that may adversely affect opportunities or status because of the participant's disability;
- Participate in a contract that could subject a citizen with a disability to discrimination;
- Use any standards, criteria, or methods of administration that have the effect of discriminating on the basis of disability;
- Fail to make reasonable modifications to accommodate known physical or mental limitations of an otherwise qualified individual with a disability unless it can be shown that the modification would impose an undue burden on the City's operations;
- Use selection criteria that exclude otherwise qualified people with disabilities from participating in the programs or activities offered to the public; and
- Fail to use tests in a manner that ensures that the test results accurately reflect the qualified applicant's skills or aptitude to participate in a program or activity.

Having a Record of Impairment

An individual is disabled if he or she has a history of having an impairment that substantially limits the performance of a major life activity; or has been diagnosed, correctly or incorrectly, as having such impairment.

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Hearing Impairment

Partial or total deafness.

Learning disabilities

Any form of physical or mental disability that delays development or acquisition of knowledge.

Marked Crossing

A *marked crossing* is a crosswalk or other identified path intended for pedestrian use in crossing a vehicular way.

Mobility disabilities/mobility impairment

A condition limiting physical ability; generally considered to include lack of a limb or loss of limb use due to disease, amputation, paralysis, injury, or developmental condition; or limitation of movement due to cardiovascular or other disease.

Physical or Mental Impairments

Physical or mental impairments may include, but are not limited to: vision, speech, and hearing impairments; emotional disturbance and mental illness; seizure disorders; mental retardation; orthopedic and neuromotor disabilities; learning disabilities; diabetes; heart disease; nervous conditions; cancer; asthma; hepatitis B; HIV infection (HIV condition); and drug abuse if the drug user has successfully completed or is participating in a rehabilitation program and no longer uses illegal drugs.

The following conditions are not physical or mental impairments: transvestitism; transexualism; current illegal drug use; homosexuality or bisexuality; compulsive gambling; kleptomania; pyromania; pedophilia; exhibitionism; voyeurism; pregnancy; height; weight; eye color; hair color; left-handedness; poverty; lack of education; a prison record; and poor judgment or quick temper that are not symptoms of a mental or physiological disorder.

Program Accessibility

A public entity's services, programs, or activities, when viewed in their entirety, must be readily accessible to and usable by individuals with disabilities. This standard, known as *program accessibility*, applies to all existing City facilities.

Reasonable Modification

If individuals' disabilities prevent them from performing the essential functions of the program or activity, it is necessary to determine whether *reasonable modification* would enable these individuals to perform the essential functions of the program or activity.

Reasonable modification is any change in program or activity or in the way things are customarily done that enables an individual with a disability to enjoy equal program

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opportunities. Modifications may mean adjustments:

- To a registration or application process to enable an individual with a disability to be considered for the program or activity; and
- That enable individuals with disabilities to enjoy equally the benefits of the program or activity as other similarly situated individuals without disabilities enjoy.

Modification includes making existing facilities and equipment used by individuals readily accessible and usable by individuals with disabilities.

Modification applies to:

- All decisions and to the application or registration process;
- All services provided in connection with the program or activity; and
- Known disabilities only.

Modification is not required if:

- It changes the essential nature of a program or activity;
- It creates a hazardous situation; or
- It poses an undue burden.

Service Animal

The ADA defines a service animal as any guide dog, signal dog, or other animal individually trained to provide assistance to an individual with a disability. If they meet this definition, animals are considered service animals under the ADA regardless of whether they have been licensed or certified by a state or local government. Service animals perform some of the functions and tasks that the individual with a disability cannot perform for him or herself. Some of the typical uses of service animals are:

- Guiding persons with visual impairments;
- Alerting persons with hearing impairments to sounds;
- Pulling wheelchairs or carrying and picking up things for persons with mobility impairments; or
- Assisting persons with mobility impairments to maintain their balance.

Although a number of states have programs to certify service animals, agencies or businesses may not insist on proof of state certification before permitting the service animal to accompany the person with a disability.

SETP

Acronym for Self-Evaluation and Transition Plan.

Substantial Limitation of Major Life Activities

An individual is disabled if she or he has a physical or mental impairment that:

- Renders her or him unable to perform a major life activity, or
- Substantially limits the condition, manner, or duration under which she or he can perform a particular major life activity in comparison to other people.

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Major life activities are functions such as caring for oneself, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working.

In determining whether a physical or mental impairment *substantially limits* the condition, manner, or duration under which an individual can perform a particular major life activity in comparison to other people, the following factors shall be considered:

- The nature and severity of the impairment;
- The duration or expected duration of the impairment; and
- The permanent or long-term impact (or expected impact) of or resulting from the impairment.

TDD

A Telecommunication Device for the Deaf allows a person to transmit typed messages over the phone lines to another person with a TDD. Most TDD's include a keyboard for typing messages to send and a display and/or printer to receive messages.

TTY

TTY stands for Text Telephone and is a registered trademark for a specific kind of TDD.

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Appendix B
Programs/Services/Activities Self-Evaluation Questionnaire

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AMERICANS with DISABILITIES ACT**PROGRAMS/SERVICES/ACTIVITIES
SELF-EVALUATION QUESTIONNAIRE****BACKGROUND:**

The purpose of this questionnaire is to gather data on how your department's programs¹ are, or are not, accessible to people with disabilities. Questions are in the areas of:

Description of Program Activities
Accessible/Adaptive Equipment
Customer Service
Notice Requirements
Printed Information
Television and Audiovisual Public Information
Website
Public Telephones and Communication Devices
Training and Staffing
Program Eligibility Requirements and Admission
Public Meetings
Transportation Services
Tours and Trips
Use of Consultants
Emergency Evacuation Procedures
Facilities
Special Events and Private Events on Public Properties

Your participation in completing this questionnaire will assist your department in improving its ability to serve the needs of people with disabilities.

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INSTRUCTIONS:

Please fill out a separate questionnaire for each program or service offered by your Department. For example, The Police Department operates programs/services in several Divisions. A separate questionnaire needs to be filled out for each program.

After completing the questionnaire, please submit to **Tobias Barr** via email (tbarr@cityofstheleena.org) or drop off at City Hall. Supporting materials such as forms, brochures, etc. can be included as well.

March 8th 2016

General description of the programs¹

Department/Division: _____

Date program questionnaire filled out: _____

Name/title of person completing this questionnaire: _____

Telephone #: _____ Email: _____

Program name: _____

Brief description of program: _____

A. Accessible/ Adaptive Equipment

- A1** Do you allow the public to use electronic equipment (i.e. copying machines, personal computers, microfilm readers, etc.) in your programs?

Yes___ No___ N/A___

Please describe:

- A2** Do you ensure that electronic equipment is accessible to and usable by individuals with

¹ "Programs", when used in this questionnaire, refers to programs, activities and services offered to the public by the City.

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disabilities by providing equipment such as workstations, easily reachable equipment, or staff assistance?

Yes___ No___ Don't know___

If yes, please describe:

A3 Are auxiliary aids (such as tools, access to equipment, moveable light sources, adjustable worktable levels, paper and pen, etc.) provided to assist persons with disabilities?

Yes___ No___

If yes, please describe:

B. Customer Service

B1 If any of the department's programs (activities or services) have eligibility requirements for participation, do they contain any of the following?

Physical or mental fitness or performance requirements? Yes___ No___

If yes, please describe:

Safety Standards? Yes___ No___

If yes, please describe:

B2 How do you ensure that these policies do not discriminate against people with disabilities?
Please write your answer here:

B3 Does your department make changes to standard operating procedures to include a person with disabilities?

Yes___ No___ Don't Know___

If yes, please briefly describe this process:

B4 Is there a formal procedure for making changes to standard operating procedure?

Yes___ No___ Don't Know___

If yes, please briefly describe the process you have established:

B5 Do you track accessibility requests? Yes___ No___ Don't Know___

If yes, how many requests have you received and what type:

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B6 Does your program charge an additional fee for people with disabilities for modifying programs?

Yes___ No___ Don't Know___

If yes, please briefly describe the fees or charges:

B7 Does your department consult or work with any outside organizations that assist people with disabilities?

Yes___ No___ Don't Know___

If yes, please provide a list of organizations:

C. Notice Requirements

C1 Do you have a non-discrimination statement that includes persons with disabilities?

Yes___ No___ Don't Know___

Please describe:

C2 Is a non-discrimination statement that includes information about how to reach the ADA coordinator posted in all departments in a location that maximizes public exposure?

Yes___ No___ Don't Know___

Please describe:

C3 Do you notify all persons that your meetings, hearings, interviews, and conferences will be held in accessible locations and that adaptive/auxiliary aids (such as assistive listening devices, readers for the blind, pen and paper) will be provided, upon request, to participants with disabilities?

Yes___ No___ Don't Know___

C4 How do you notify all persons about how and with whom to file a disability discrimination complaint and what procedures are they told to follow? Please describe the process here:

D. Printed Information

D1 Do you provide printed information to the public?

Yes___ No___ Don't Know___

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D2 What type of printed documents do you publish and distribute to the public? (Only answer if you answered "yes" to D1) Please describe:

D3 Are all the program documents controlled centrally? (Only answer if you answered "yes" to D1)

Yes___ No___ Don't Know___

D4 How do you make documents and publications available to individuals with visual disabilities? (check all that apply):

___ Audiotape

___ Large print

___ Braille

___ Electronic Copy

___ Do not provide any alternative formats upon request

___ Other: If so, please list them:

D5 Do you make the content of documents and publications available in simple, easy-to-understand language for individuals with learning disabilities?

Yes___ No___ Don't Know___

If yes, provide a sample copy of the document or publication.

D6 Do you show images of people in your publications? Yes___ No___ Don't Know___

D7 Do you also include images of people with disabilities? Yes___ No___ Don't Know___

If yes, provide a sample copy of the document or publication.

E. Television and Audiovisual Public Information

E1 Does your department prepare audiovisual or televised presentations or website demonstrations/webinars for the public or make audiovisual presentations to the public?

Yes___ No___ Don't Know___

E2 How do you make audiovisual or televised or on-line presentations prepared or presented by your department to the public accessible to individuals with disabilities?

___ Captioning

___ Transcription

___ Do not provide alternative formats upon request

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___ Other: If so, please list them:

- E3** What type of audiovisual presentations (film, videotape, television) does your department provide? (Only answer this question if you answered "yes" to E1). Please describe:
- E4** Do you show images of people in your audiovisual presentations? (Only answer this question if you answered "yes" to E1).
Yes___ No___ Don't Know___
If yes, provide a sample copy of the presentation.
- E5** Do you also portray individuals with disabilities in your audiovisual presentations? (Only answer this question if you answered "yes" to E4).
Yes___ No___ Don't Know___
If yes, provide a sample copy of the presentation.

F. Website

- F1** Does your department have a website? Yes___ No___ Don't Know___
- F2** What is your department's website? What information is provided on this site?
Please describe briefly what information is provided:
- F3** Does your department's website include information about accessibility of facilities (parking, bathrooms, assistive listening devices, etc.) where programs or services are offered? (Only answer if you answered "yes" to F1).
Yes___ No___ Don't Know___
Please describe briefly what information is provided about accessible features:
- F4** Does your department ensure that its website is usable by individuals with disabilities, including those who use speaking browsers?
Yes___ No___ Don't Know___
- F5** Are the documents provided on your website for downloading accessible to persons with visual disabilities?
Yes___ No___ Don't Know___

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Please describe:

G. Public Telephones and Communication Devices

G1 How do you communicate by telephone with individuals with hearing or speech difficulties?
Please describe:

G2 If you use Text Telephones (TTY's) or Telecommunication Devices for the Deaf (TDD's), list the location, telephone number, and organization of TTY/TDD directories in which the TTY/TDD number is listed:

G3 Do you use the California relay service (711)? Yes___ No___ Don't Know___
Please describe:

G4 Do you publish your TTY/TDD number or California Relay Service numbers in all materials where a phone number is listed?
Yes___ No___ Don't Know___
Please describe:

G5 Do you train your staff in operating TTY/TDD's and in other means of communicating over the telephone with a person with a hearing or speech disability?
Yes___ No___ Don't Know___
Please describe:

H. Training and Staffing

H1 Do any staff members have contact with the public?
Yes___ No___ Don't Know___

H2 How do you inform staff members who have contact with the public of your department's obligations and policies that enable persons with disabilities to participate in programs or activities? Please describe:

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H3 How have you trained these staff members? (Only answer if you answered "yes" to H2).
Please describe:

H4 Are there staff members in your department who provide emergency services to the public?

Yes___ No___ Don't Know___

If yes, describe:

H5 If yes, have they had training in American Sign Language (ASL) or other means of communicating in emergency situations with people who have hearing or speech impairments? Please describe:

H6 Are there other staff members who would be able to provide better customer service if they had training in American Sign Language (ASL) or other means of communicating with people who have hearing impairments?

Yes___ No___ Don't Know___

Please describe:

I. Program Eligibility Requirements and Admission

I1 Are there any limitations or ratios for the number of people with disabilities who may participate in or be admitted to any department program?

Yes___ No___ Don't Know___

If yes, please briefly describe the programs:

I2 Does your program use any criteria (for example good health, residency, letters of recommendation) or written and/or oral tests (including level of skill or achievement, or other factor being tested) in the admissions process?

Yes___ No___ Don't Know___

I3 If yes, please list and describe participation requirements. (Only answer if you answered "yes" to I3).

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- 14** Are there any forms required for admission to the program (for example, tests and/or the submission of other admissions criteria such as certificates?).

Yes___ No___ Don't Know___

If yes, please list the forms or email them to the contact person listed on the first page

- 15** Do the forms contain a notice that your organization does not discriminate against people with disabilities?

Yes___ No___ Don't Know___

Please describe:

- 16** Is an interview required prior to an applicant's entrance into the program?

Yes___ No___ Don't Know___

Please describe:

J. Public Meetings

- J1** Does your department hold public meetings? Yes___ No___ Don't Know___

- J2** Do you require that public meetings, hearings, and conferences be held in accessible locations?

Yes___ No___ Don't Know___

- J3** Are interpreters, readers, or adaptive equipment provided when requested for meetings, interviews, and conferences?

Yes___ No___ Don't Know___

- J4** How much advance notice do you request? (Only answer if you answered "yes" to J3).

- J5** Do you ensure that all individuals with hearing disabilities who do not read sign language can participate effectively in meetings, conferences, and hearings via assistive listening devices or other means?

Yes___ No___ Don't Know___

Please describe:

K. Transportation Services

- K1** Do you provide transportation to volunteers, program participants, visitors, and others who

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participate in your programs?

Yes___ No___ Don't Know___

K2 What procedures does your department follow to make transportation accessible to persons who have visual disabilities? Please describe:

K3 What procedures does your department follow to make transportation accessible to persons who have hearing disabilities? Please describe:

K4 What procedures does your department follow to make transportation accessible to persons who have mobility disabilities? Please describe:

K5 What procedures does your department follow to make transportation accessible to persons who have learning disabilities? Please describe:

L. Tours and Trips

L1 Does your department provide tours of your facilities or organize trips for members of the public?

Yes___ No___ Don't Know___

L2 Please list and describe the tours and trips. (Only answer if you answered "yes" to L1).

L3 How do you provide accessible tours to people with visual impairments? Please describe:

L4 How do you provide accessible tours to people with hearing impairments? Please describe:

L5 How do you provide accessible tours to people with mobility impairments? Please describe:

L6 How do you provide accessible tours to people with learning impairments? Please describe:

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M. Use of Consultants

M1 Do you use consultants to conduct programs on behalf of your department?

Yes___ No___ Don't Know___

M2 How do you ensure that consultants are aware of their obligations to facilitate participation of individuals with disabilities in programs or activities operated on behalf of your department?
Please describe:

M3 How do you monitor this obligation? Please describe:

N. Emergency Evacuation Procedures

N1 What equipment and/or procedures do you use to notify individuals with visual disabilities of emergencies and evacuation procedures?

Please list equipment and/or procedures specific to individuals with visual disabilities.

N2 What equipment and/or procedures do you use to notify individuals with hearing disabilities of emergencies and evacuation procedures?

Please list equipment and/or procedures specific to individuals with visual disabilities.

N3 What equipment and/or procedures do you use to notify individuals with mobility disabilities of emergencies and evacuation procedures?

Please list equipment and/or procedures specific to individuals with visual disabilities.

N4 What equipment and/or procedures do you use to notify individuals with cognitive disabilities of emergencies and evacuation procedures?

Please list equipment and/or procedures specific to individuals with visual disabilities.

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O. Facilities

- O1** List all facilities, or portions of facilities, used for department programs. For each facility, designate the activity for which it is used. (Note: Facilities leased or otherwise used from another person/organization should also be included).
- O2** Have you had requests for improving accessibility to your department's programs or facilities?
 Yes___ No___ Don't Know___
 Please describe:
- O3** Would the implementation of any measure to improve accessibility for people with disabilities to your programs pose an unfair financial or administrative burden?
 Yes___ No___ Don't Know___
 If yes, list an alternative means that would not pose a financial or administrative burden.

P. Special Events and Private Events on Public Properties

- P1** Does your department organize special events or do you help facilitate private events on public property?
 Yes___ No___ Don't Know___
 If yes, please describe briefly the type of event and what types of outside organizations are involved.
- P2** How do you ensure that both private entities and your staff are aware of their obligations to facilitate participation of individuals with disabilities in these special events or private events held on public property? Please describe:

Thank you for completing this survey!

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Appendix C (both forms to be inserted when finalized)
Public Notice of City's Draft ADA Self-Evaluation and Transition Plan
Feedback Form

DRAFT

Attachment 1

Appendix D
ADA Service Accommodation Request Form (Sample)

DRAFT

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**CITY OF ST. HELENA
ADA Service Accommodation
Request Form**

Date:	Phone of Requestor:
Name of Requestor:	Email of Requestor:
Address of Requestor (Optional):	
This is a request for accommodation which is needed because of my disability	
1. I am applying for services provided by the City of St. Helena, Department of _____	
2. The accommodation I am requesting will allow me to participate in the following activity and/or service:	

3. My specific functional limitation is:	

4. Describe the reasonable accommodations that are necessary:	

5. Additional Comments:	

Requestor Signature:	Date:

Return this form to: Contact, City ADA Coordinator
1480 Main Street, St. Helena, CA 94574
Email: [email address](#) Phone: (707) 968-2658

Attachment 1

Appendix E
ADA Public Notice (Sample)

DRAFT

Attachment 1

**CITY OF ST. HELENA
ADA PUBLIC NOTICE**

In accordance with the requirements of Title II of the Americans with Disabilities Act of 1990 ("ADA"), the City of St. Helena will not discriminate against qualified individuals with disabilities on the basis of disability in its services, programs, or activities.

Employment: City of St. Helena does not discriminate on the basis of disability in its hiring or employment practices and complies with all regulations promulgated by the U.S. Equal Employment Opportunity Commission under Title I of the ADA.

Effective Communication: City of St. Helena will generally, upon request, and without cost to the requestor, provide appropriate aids and services leading to effective communication for qualified persons with disabilities so they can participate equally in the City of St. Helena programs, services, and activities, including qualified sign language interpreters, documents in Braille, and other ways of making information and communications accessible to people who have speech, hearing, or vision impairments.

Modifications to Policies and Procedures: City of St. Helena will make all reasonable modifications to policies and programs to ensure that people with disabilities have an equal opportunity to enjoy all of its programs, services, and activities. For example, individuals with service animals are welcomed in City of St. Helena offices, even where pets are generally prohibited.

Anyone who requires an auxiliary aid or service for effective communication, or a modification of policies or procedures to participate in a program, service, or activity of City of St. Helena, should contact the ADA Coordinator as soon as possible but no later than 48 hours before the scheduled event.

The ADA does not require the City of St. Helena to take any action that would fundamentally alter the nature of its programs or services, or impose an undue financial or administrative burden.

Complaints that a program, service, or activity of City of St. Helena is not accessible to persons with disabilities should be directed to:

Contact, ADA Coordinator
1480 Main Street
St. Helena, CA 94574
(707) 968-2658

E-mail: person@cityofsthelelena.org

The City of St. Helena will not place a surcharge on a particular individual with a disability or any group of individuals with disabilities to cover the cost of providing auxiliary aids/services or reasonable modifications of policy, such as retrieving items from locations that are open to the public but are not accessible to persons who use wheelchairs.

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Appendix F
ADA Grievance Form (Sample)

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Attachment 1



CITY OF ST. HELENA
ADA Grievance Procedure



The grievance procedure is established to meet the requirements of the Americans with Disabilities Act of 1990 (ADA). It may be used by anyone wishing to file a complaint alleging discrimination on the basis of disability in the provisions of services, activities, programs or benefits by the City of St. Helena.

Written Complaint: The complaint should contain as much information as possible about the alleged discrimination. Information should include name, address, phone number of the complainant and location, date and a description of the problem(s). Alternative means of filing a complaint, such as personal interview or a tape recording of the complaint, assistance with filing on the City of St. Helena Grievance Form, is available upon request.

The complaint should be submitted by the grievant and/or his/her designee as soon as possible but no later than 60 calendar days after the alleged discrimination to:

Contact, City ADA Coordinator
1480 Main Street
St. Helena, CA 94574
Email: Person@cityofSt.Helena.org
Phone: (707) 967-2792

Meeting: Within fifteen (15) calendar days after receipt of the complaint, the ADA Coordinator will schedule a meeting with the complainant to discuss the complaint and possible resolutions. After an investigation and review of the complaint, the ADA Coordinator will respond in writing, and where appropriate, in a format accessible to the complainant. The response will explain his/her position on the issue and offer options for substantive resolution of the complaint.

Appeal: If the response by the ADA Coordinator does not satisfactorily resolve the issue, the complainant may appeal the decision within fifteen (15) calendar days after receipt of the response to the City Manager.

After receiving the appeal, the City Manager or his designee will review the appeal and the ADA Coordinator finding. Within a reasonable period, after a review, the City Manager or his designee will respond in writing, or in a format that is accessible to the complainant, with a final resolution to the complaint.

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CITY OF ST. HELENA **ADA Grievance Procedure**



Date:	Phone of Grievant:
Name of Grievant:	Email of Grievant:
Address of Grievant:	
Name, Address and Phone of Alternate Contact Person:	
Department alleged to have denied access:	Date of denied access:
Location:	
Disability Statement - My disability is:	
This problem is: (Circle one) temporary permanent	
Please describe the particular way in which you believe you have been denied the benefits of any services, program or activity or have otherwise been subjected to discrimination. Attach any additional pages if necessary. Include a description of the way in which accommodation could be provided to allow access.	

Return this form to: Contact, ADA Coordinator
 1480 Main Street St. Helena, CA 94574
 Email: person@cityofstheleena.org Phone: (707) 967-2792

Attachment 1

Appendix G
Facilities Summary List of Architectural Barriers

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Attachment 1

City of St. Helena ADA Self Evaluation and Transition Plan LIST OF FACILITIES			
Description	Address	Public Area	Use
Buildings			
1 City Hall	1480 Main Street	Front Lobby/Conf Room	Building Permits, Utility Billing, Public Works/Engineering related activities, public meetings
2 Police Station	1480 Main Street	Front Lobby	Public file reports, obtain copies of documents
3 Public Library	1480 Main Street	All areas	Library use, Community Meeting
4 Carnegie Building	1360 Oak Avenue	Large Room, 2nd Flr	Water Conservation, special public meetings, recreation classes/activities
5 Teen Center	1574 Railroad Avenue	All areas	Youth/family activities, special recreation events
6 Fire Station (aka Fire Hall)	1480 Main Street	Front Lobby/Station	Public visits and inquiries, special meetings and events
7 Headstart	360 Crane Avenue	All areas	Daycare, camps and recreation events and activities
8 Silverado Museum (Leased)	1490 Library Lane	All areas	Museum and special events
9 Oak Street Public Parking Lot	1240 Oak Street	All areas	Public Parking
10 St. Helena High School	1401 Grayson Avenue	Vintage Hall Board Room	City Council, Planning Commission, general community meetings
Parks and Amenities			
11 Baldwin Park	Near 1600 Spring Street	Park	Picnic tables
12 Lewis Station	Near 1100 Church Street	Park	Restroom, picnic tables, benches
13 Lyman Park	1498 Main Street	Park	Restroom, picnic tables, children's play area, gazebo
14 McCullagh Park	1752 Crinella Drive	Park	Picnic area, rock and rope structure, sand box, water feature
15 Mennen Park	1647 Voorhees Circle	Park	Picnic area with barbeque amenities
16 Mary Fryer Park	1597 Mitchell Drive	Park	Picnic tables, children's play equipment
17 Jacob Melly Park	Near 650 Pope Street	Park and Trail	Parking, restroom, picnic tables, children's play area, trail along creek
18 Wappo Park	201 Pope Street	Park and Pathway	Multi-use pathway, dog park, picnic tables
19 Crane Park	360 Crane Avenue	Park and Facilities	Tennis courts, Bocce ball courts, Baseball fields, Volleyball court, horseshoe pits, children's playground, picnic areas, restroom, farmer market area
20 St. Helena Skate Park	360 Crane Avenue	Park	Skate Park
Other (Not Included in ADA Assessment)			
21 Crane Shop	360 Crane Avenue	N/A	Public Works employee work shop
22 Corporation Yard	1405 Charter Oak Street	N/A	Employee work yard
23 City Office Rental	1572 Railroad Ave	N/A	City office rental (private)
24 Scout Hall	1547 B Railroad Avenue	N/A	Scout use only-private facility
25 Meadow Creek Park	1160 Meadowcreek Circle	Open Space	Open space-no amenities
26 Stonebridge Park	Pope Street (near Pope St Bridge)	Open Space	Grass area along river-no amenities
27 Flood Project	1400 Library Lane	Open Space	Open space-no amenities
28 Tunnel of Trees	2000 Main St	Trail/Pathway	Walk/bike pathway



CITY OF ST. HELENA

Architectural Barrier List for Facilities Report

City Hall ***1480 Main Street, St. Helena CA***

Location: City Hall –Path to Entrance
Date of Assessment: June 2016

Findings: Non-compliant curb ramps at intersection of Main/Pine Street and pathway shows slope greater than 2%.

Recommendation: Replace existing curb ramps with ADA compliant curb ramps and remove/replace sidewalk pathways where cross slope exceeds 2% slope per ADAAG 4.7 and CBC 11B-406.5.

Estimated Construction Cost: \$40,000
Priority: 1

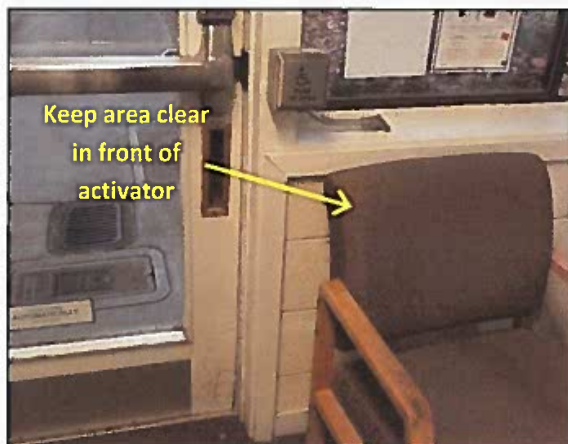


Location: City Hall – Entrance to Lobby
Date of Assessment: June 2016

Findings: Door activator (exterior) was not accessible due to location and lack of signage, Door activator (interior) was blocked

Recommendation: Provide accessible activator at the exterior with associated ADA signs, remove chair and any other obstructions to provide a clear space in front of activator button per ADAAG 4.13 and CBC 11.B-703.7.

Estimated Construction Cost: \$1,500
Priority: 1



Attachment 1

City Hall (continued)
1480 Main Street, St. Helena CA

Location: City Hall – Path to Conference Room

Date of Assessment: June 2016

Findings: Pathway from lobby to conference room has slope greater than 5% (over 7% assessed).

Recommendation: Install ramp along pathway from lobby to conference room or keep slope less than 5% per ADAAG 4.2 and CBC 11B-403.34.7

Estimated Construction Cost: \$8,000

Priority: 2



Location: City Hall – Unisex Bathroom

Date of Assessment: June 2016

Findings: Bathroom accessories are not accessible (above 40"), water closet is more than 18" from side wall, toilet bowl needs to be elongated and have an open front.

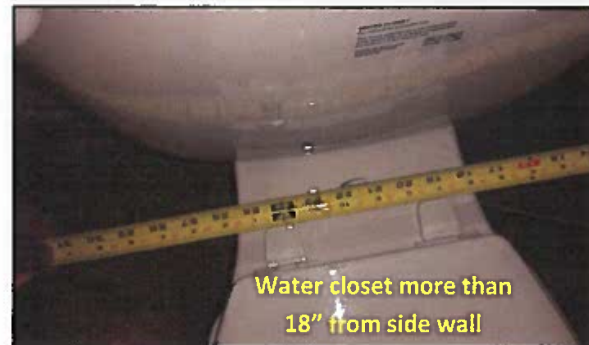
Recommendation: Lower accessories so they are within reach ranges, relocate water closet to within 18" of side wall, replace toilet seat per CBC 11B-604.2, 11B-605.5 and ADAAG 411.

Estimated Construction Cost: \$2,000

Priority: 2



Soap Dispenser
greater than 40"
high from floor



Water closet more than
18" from side wall

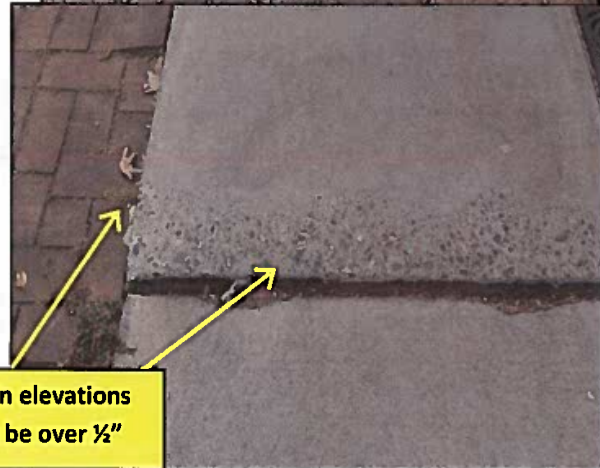
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**Police Department
1480 Main Street, St. Helena CA**

Location: Police Department – Path to Entrance
Date of Assessment: June 2016

Findings: Slope is greater than 2% and changes in level are greater than ½" difference.
Recommendation: Remove and replace pathways to meet 2% cross slopes and tripping hazards per ADAAG 4.3.

Estimated Construction Cost: \$10,000
Priority: 1

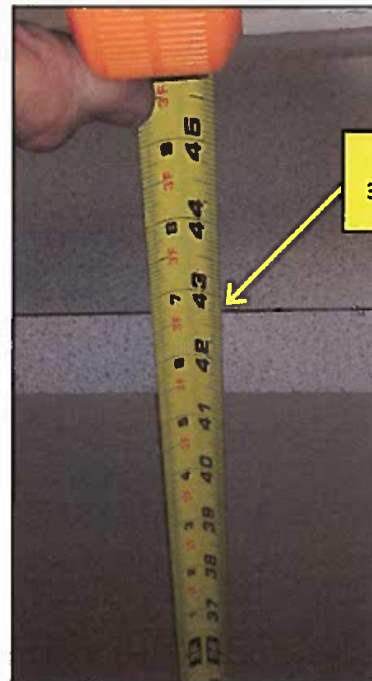


Changes in elevations shall not be over ½"

Location: Police Department – Public Counter
Date of Assessment: June 2016

Findings: Lack of forward approach, counter height is not accessible (no section of the counter allows for knee and toe space for accessibility).
Recommendation: Provide a counter space for accessibility per CBC 11B-904.4.2.

Estimated Construction Cost: \$7,000
Priority: 2



Greater than 34" above floor

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Police Department (continue)
1480 Main Street, St. Helena CA

Location: Police Department – Entrance
Date of Assessment: June 2016

Findings: Threshold at entrance is higher than exterior and interior by more than ½" maximum.
Recommendation: Change threshold at opening to minimize difference to less than ½" per per CBC 11B-404.2.5.

Estimated Construction Cost: \$1,000
Priority: 1



Attachment 1

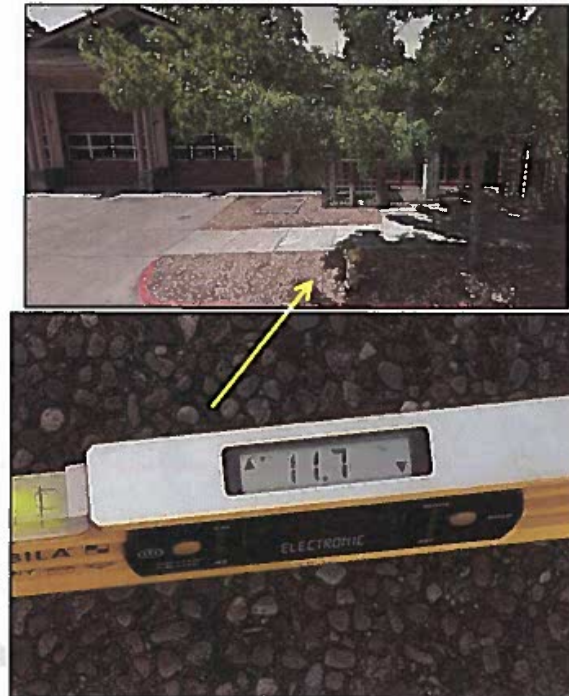
Fire Station (aka Fire Hall)
1480 Main Street, St. Helena, CA

Location: Fire Station – Path to Entrance
Date of Assessment: June 2016

Findings: Detectable warning systems on curb ramps not installed, slope exceeds 2%, ramps are too steep and landings are not level.

Recommendation: Remove and replace areas at path of travel and curb ramps to meet accessibility per ADAAG 4.29, 4.7 and 4.8.

Estimated Construction Cost: \$27,000
Priority: 1



Location: Fire Station –Parking Lot
Date of Assessment: June 2016

Findings: Missing accessible parking signs and parking spaces do not meet dimension and striping requirements.

Recommendation: Re-paint accessible parking spaces and install required signs per ADAAG 4.6.

Estimated Construction Cost: \$1,800
Priority: 1



Attachment 1

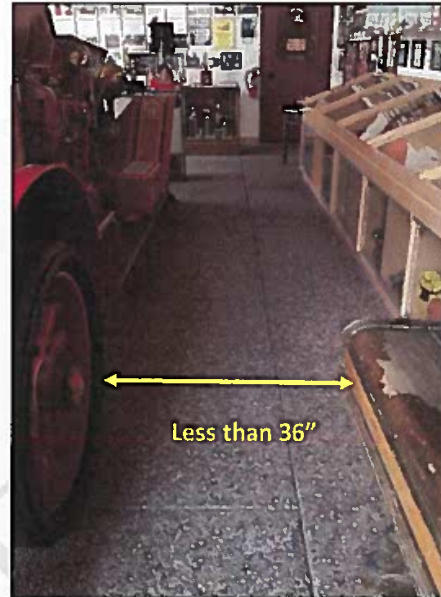
Fire Station (aka Fire Hall) (continued)
1480 Main Street, St. Helena, CA

Location: Fire Station – Museum
Date of Assessment: June 2016

Findings: Reach range of accessories are not accessible, No exit sign and walkway width is too narrow, gates missing 10" bottom kick plate, kitchen sink should be accessible.

Recommendation: Readjust accessories to meet reach ranges, install exit signs, provide accessible pathway, install kick plate and provide accessible sink per ADAAG 4.2 and CBC 1133A.

Estimated Construction Cost: \$2,300
Priority: 2

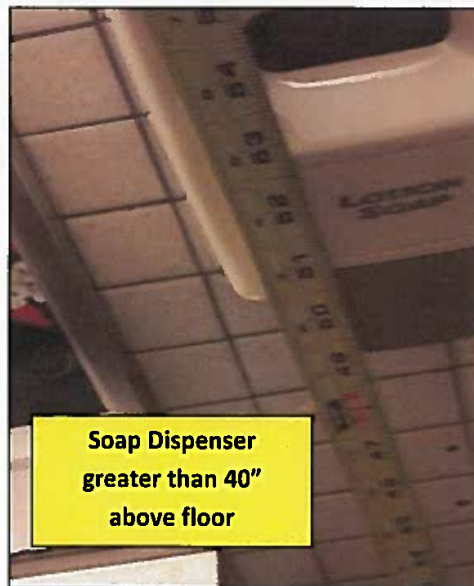


Location: Fire Station – Restroom
Date of Assessment: June 2016

Findings: Bathroom accessories are not accessible (above 40"), water closet is more than 18" from side wall, exterior sign does not meet ADA requirements.

Recommendation: Lower accessories so they are within reach ranges, relocate water closet to within 18" of side wall, replace toilet seat per CBC 11B-604.2, 11B-605.5.

Estimated Construction Cost: \$4,100
Priority: 2



Attachment 1

Oak Avenue Public Parking Lot
1240 Oak Street, St. Helena, CA

Location: Oak Ave Parking –Parking Lot
Date of Assessment: June 2016

Findings: Missing accessible and unauthorized parking signs and parking spaces do not meet dimension, striping requirements, and loading aisle.

Recommendation: Re-paint accessible parking spaces and install required signs per ADAAG 4.6 and CBC 11B-502.

Estimated Construction Cost: \$3,100
Priority: 1



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Public Library
1492 Library Lane, St. Helena, CA

Location: Public Library –Parking Lot
Date of Assessment: June 2016

Findings: Unauthorized parking sign is incomplete, parking space do not meet ADA requirements in paint, walkway is not accessible from parking space, ramp is missing detectable warning, slope issues, need tire stoppers to prevent vehicles protruding into sidewalk pathway.

Recommendation: Re-paint accessible parking spaces, install required signs and provide accessible route to sidewalk per ADAAG 4.2, 4.6 and CBC 11B-502.

Estimated Construction Cost: \$14,000
Priority: 1



Attachment 1

Public Library (continued)
1492 Library Lane, St. Helena, CA

Location: Public Library – Path of Travel
Date of Assessment: June 2016

Findings: Path of travel shows cross slopes greater than 2% with changes in level exceeding $\frac{1}{2}$ ", landing in front of book/audio/visual return bin is not level, and the opening for the return bin is out of reach range.

Recommendation: Remove and replace areas at path of travel to meet accessibility, provide bin that meet reach ranges per ADAAG 4.7 and CBC 11B-406.5 and 11B308.3.2.

Estimated Construction Cost: \$10,500

Priority: 1



Location: Public Library – Table Area
Date of Assessment: June 2016

Findings: There is no accessibility space at the table and work space area.

Recommendation: Provide accessible work space that complies with CBC 11B-902.4.

Estimated Construction Cost: \$500

Priority: 3



Attachment 1

Public Library (continued)
1492 Library Lane, St. Helena, CA

Location: Public Library – Men's Restroom
Date of Assessment: June 2016

Findings: Water closet is greater than 18" from wall, fire alarm near restroom is higher than 48" above floor.

Recommendation: Relocate water closet per CBC 11B-604.2 and adjust fire alarm within 42" min. and 48" max per CBC 11B-308.1.1.

Estimated Construction Cost: \$1,500
Priority: 2



Location: Public Library – Women's Restroom
Date of Assessment: June 2016

Findings: Part of the sign is missing outside of restroom, Water closet is greater than 18" from wall, sink and light switch are out of reach range.

Recommendation: Relocate water closet per CBC 11B-604.2 and provide accessible reach ranges per CBC 11B-604.2, 11B-606, adjust electrical outlets and switches per CBC 11B-308.1.1.

Estimated Construction Cost: \$3,000
Priority: 2

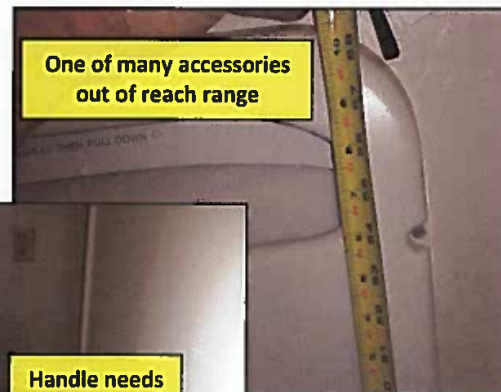


Location: Public Library – Unisex Restroom
Date of Assessment: June 2016

Findings: Water closet is greater than 18" from wall, sink and accessories are out of reach ranges, door hardware does not return to 1/2" of door, Exit signs are not illuminated.

Recommendation: Relocate water closet per CBC 11B-604.2 and provide accessible reach ranges per CBC 11B-604.2, 11B-606, Exit signs to be illuminated per CBC 1011.3.

Estimated Construction Cost: \$3,000
Priority: 2



Attachment 1

Carnegie Building
1360 Oak Ave, St. Helena, CA

Location: Carnegie Building – Pathway to Entrance

Date of Assessment: June 2016

Findings: Curb ramps need level landing, post signs to show accessible entrance, change in elevation is greater than $\frac{1}{2}$ ".

Recommendation: Upgrade per ADAAG 4.3, 4.7 and 4.8.

Estimated Construction Cost: \$16,000
Priority: 1



Location: Carnegie Building – Handrails

Date of Assessment: June 2016

Findings: Handrails do not extend past the top and bottom of stairs and there is no return.

Recommendation: Upgrade per CBC 11B-505.10.2.

Estimated Construction Cost: \$1,500
Priority: 2



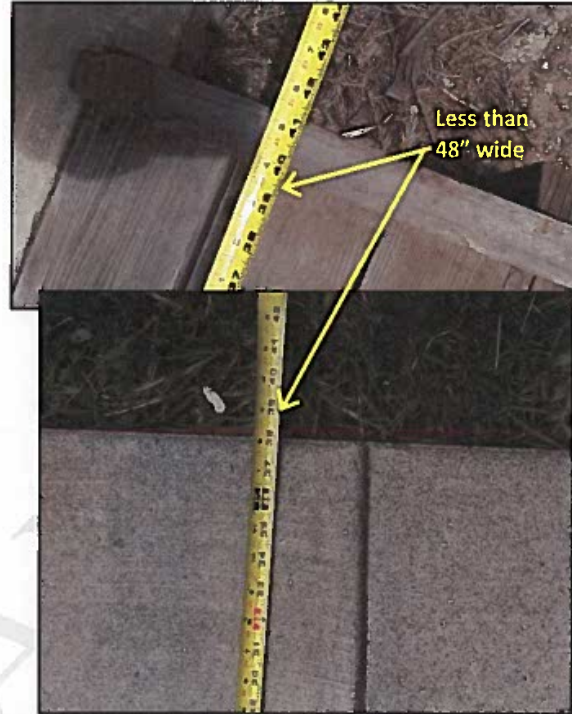
Attachment 1

Teen Center
1574 Railroad Ave, St. Helena, CA

Location: Teen Center – Path to Entrance
Date of Assessment: June 2016

Findings: Curb ramps missing detectable warning system, path is less than 48" wide, exterior stairs is missing stripes on treads.
Recommendation: Upgrade per CBC 11B-403.5.4 and 11B-504.2.

Estimated Construction Cost: \$21,000
Priority: 1



Location: Teen Center –Parking Area
Date of Assessment: June 2016

Findings: Accessible parking is too narrow, there is no parking bumper or signage.
Recommendation: Upgrade per ADAAG 4.6 and CBC 11B-502.

Estimated Construction Cost: \$1,000
Priority: 1



Attachment 1

Teen Center (continued)
1574 Railroad Ave, St. Helena, CA

Location: Teen Center – General Building
Date of Assessment: June 2016

Findings: Fire extinguisher is mounted higher than reach range (48" max.), inaccessible aisle amongst tables, provide lever handle at door.
Recommendation: Upgrade for accessibility per ADAAG 4.2, 4.3 and CBC 11B-309.4

Estimated Construction Cost: \$1,500
Priority: 3



Attachment 1

Teen Center (continued)
1574 Railroad Ave, St. Helena, CA

Location: Teen Center – Handrails
Date of Assessment: June 2016

Findings: Missing protection on handrails to prevent passing through opening.
Recommendation: Upgrade per ADAAG 4.9

Estimated Construction Cost: \$1,500
Priority: 3



Location: Teen Center – Doors
Date of Assessment: June 2016

Findings: Threshold for doors are higher than ½" difference.
Recommendation: Upgrade per ADAAG 4.24

Estimated Construction Cost: \$1,000
Priority: 1



Attachment 1

Head Start
360 Crane Ave, St. Helena, CA

Location: Head Start – Sink Area
Date of Assessment: June 2016

Findings: No clearance under sink
Recommendation: Upgrade per ADAAG 4.24

Estimated Construction Cost: \$2,000
Priority: 3



Location: Head Start – Restrooms
Date of Assessment: June 2016

Findings: Access into restroom, water closet, door hardware and clearance are not ADA compliant.
Recommendation: Upgrade per ADAAG 4.23

Estimated Construction Cost: \$25,000-\$40,000
Priority: 1



Attachment 1

Head Start (continued)
360 Crane Ave, St. Helena, CA

Location: Head Start – Doors
Date of Assessment: June 2016

Findings: Lever door handles don't return to ½" of the door and there are no exit signs.
Recommendation: Upgrade per ADAAG 4.24

Estimated Construction Cost: \$1,000
Priority: 1



Location: Head Start – General Building
Date of Assessment: June 2016

Findings: Kitchen sink does not have clear floor space or the proper height and sink, missing exit signs at entrances, blocked exit doors.
Recommendation: Upgrade per ADAAG 4.24 and CBC 11B-1011.1 and 11B-804.4

Estimated Construction Cost: \$1,000
Priority: 2/3



Attachment 1

Head Start (continued)
360 Crane Ave, St. Helena, CA

Location: Head Start – Fire Extinguisher and Alarm

Date of Assessment: June 2016

Findings: Fire pull alarm and fire extinguisher are higher than 48" (reach range)

Recommendation: Upgrade per ADAAG 4.2 and 4.28.

Estimated Construction Cost: \$1,000

Priority: 3



Location: Head Start –Parking Lot

Date of Assessment: June 2016

Findings: Non-compliant accessible parking.

Recommendation: Provide accessible parking space per ADAAG 4.6

Estimated Construction Cost: \$2,100

Priority: 1



Attachment 1

Silverado Museum
1490 Library Lane, St. Helena, CA

Location: Silverado Museum – Accessible Parking

Date of Assessment: June 2016

Findings: Street accessible parking space has no sidewalk access or unloading aisle

Recommendation: Upgrade per ADAAG 4.3 and 4.6

Estimated Construction Cost: \$15,000

Priority: 1



Non-accessible, no ramp to sidewalk, no unloading aisle

Location: Silverado Museum – Doors

Date of Assessment: June 2016

Findings: All doors shall have lever type hardware and return to within ½" of door.

Recommendation: Upgrade per ADAAG 4.13 and CBC 11B-309.4.

Estimated Construction Cost: \$1,000

Priority: 1

Attachment 1

Crane Park
360 Crane Avenue, St. Helena, CA

Location: Crane Park –Parking Lot
Date of Assessment: June 2016

Findings: Accessible parking is missing sign, striping and clearance requirements for van aisle, curb ramp is not ADA compliant.
Recommendation: Upgrade per ADAAG 4.3, 4.6 and 4.7

Estimated Construction Cost: \$11,600
Priority: 1



Location: Crane Park – Path of Travel
Date of Assessment: June 2016

Findings: No detectable warning signs, changes in elevation greater than 1/2" and slope greater than 2%.
Recommendation: Upgrade per ADAAG 4.3, 4.7 and 4.8

Estimated Construction Cost: \$20,000
Priority: 1

Attachment 1

Crane Park (continued)
360 Crane Avenue, St. Helena, CA

Location: Crane Park – Court Sports
Date of Assessment: June 2016

Findings: Lacking at least one accessible route to connect both sides of the court, gate requires 10" kick plate, gate must be accessible

Recommendation: Upgrade per ADAAG 4.3 and CBC 1008.2

Estimated Construction Cost: \$15,000
Priority: 1/2



Location: Crane Park – Drinking Fountains
Date of Assessment: June 2016

Findings: Drinking fountains require a high and low fountain

Recommendation: Install or upgrade a minimum of two drinking fountains per CBC 11B-211 and ADAAG 4.15

Estimated Construction Cost: \$8,000
Priority: 3



Attachment 1

Crane Park (continued)
360 Crane Avenue, St. Helena, CA

Location: Crane Park – Stadium, Grandstand, Field area

Date of Assessment: June 2016

Findings: No accessible routes to playing field, grandstand or snack bar, changes in elevation exceed ½" in height, no accessible entrance or seating at grandstand or tables, snack bar does not have accessible transaction counter

Recommendation: Provide accessible route and designate space per ADAAG 4.3, 4.8 and CBC 11B-206.2

Estimated Construction Cost: \$25,000

Priority: 1/2



Location: Crane Park – Stairs

Date of Assessment: June 2016

Findings: Handrails at bleachers do not extend top and bottom and/or return to self or wall, landing in front of stairs not accessible

Recommendation: Provide accessible rails at stairs, install ramp or fix slopes for accessibility per ADAAG 4.3 and 4.8 and CBC 11B-505

Estimated Construction Cost: \$5,000

Priority: 2



Attachment 1

**St. Helena Skate Park (inside Crane Park)
360 Crane Avenue, St. Helena, CA**

Location: Skate Park – Entry Gate
Date of Assessment: June 2016

Findings: Gate hardware is not accessible and bottom 10" is missing solid surface (kick plate)
Recommendation: Provide accessible entry door per CBC 1008.2 and ADAAG 4.13

Estimated Construction Cost: \$500
Priority: 1



Location: Skate Park – Drinking Fountain
Date of Assessment: June 2016

Findings: Drinking fountains require a high and low fountain
Recommendation: Install or upgrade a minimum of two drinking fountains per CBC 11B-211 and ADAAG 4.15

Estimated Construction Cost: \$8,000
Priority: 3



Attachment 1

St. Helena Skate Park (inside Crane Park)
360 Crane Avenue, St. Helena, CA

Location: Skate Park – Paths of Travel
Date of Assessment: June 2016

Findings: Changes in elevation exceed ½" and slope exceeds 2%

Recommendation: Upgrade per ADAAG 4.3

Estimated Construction Cost: \$25,000
Priority: 1



Location: Skate Park –Parking Lot
Date of Assessment: June 2016

Findings: Incorrectly signed and sized accessible parking, markings are not compliant

Recommendation: Upgrade parking spaces per ADAAG 4.6

Estimated Construction Cost: \$3,100
Priority: 2



Attachment 1

**St. Helena Skate Park (inside Crane Park)
360 Crane Avenue, St. Helena, CA**

Location: Skate Park – East Restrooms
Date of Assessment: June 2016

Findings: Missing exterior signage, fixtures are outside of reach ranges and height for both men's and women's restrooms.

Recommendation: Upgrade per ADAAG 4.23

Estimated Construction Cost: \$5,000
Priority: 2

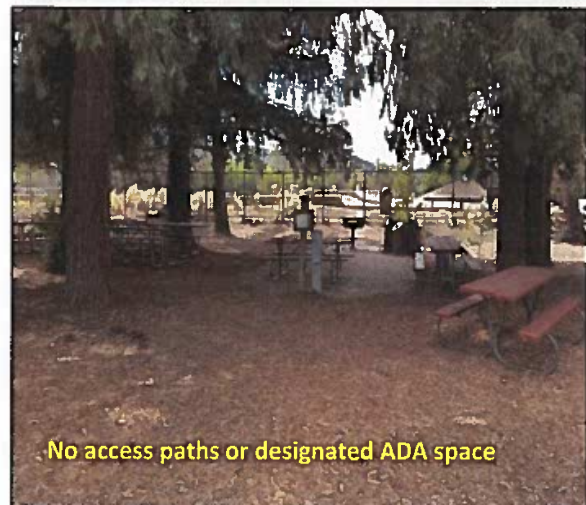


Location: Skate Park – Play and Picnic Areas
Date of Assessment: June 2016

Findings: No accessible paths to play and picnic areas, no accessible designated area at tables, path of travel has changes in elevation of more than 1/2".

Recommendation: Upgrade access paths and provide designated accessible area per CBC 11B-206.2.17, 11B-303 and ADAAG 4.3

Estimated Construction Cost: \$25,000
Priority: 2/3



Attachment 1

Stephen McCullagh Park
1752 Crinella Drive, St. Helena, CA

Location: McCullagh Park – Entry Gate
Date of Assessment: June 2016

Findings: Gate hardware is not accessible and bottom 10" kick plate is missing
Recommendation: Upgrade per CBC 1008.2 and ADAAG 4.13

Estimated Construction Cost: \$1,000
Priority: 1



Location: McCullagh Park – Play Areas
Date of Assessment: June 2016

Findings: No accessible paths to play areas
Recommendation: Upgrade access paths per CBC 11B-206.2.17 and ADAAG 4.3

Estimated Construction Cost: \$25,000
Priority: 1/2



Attachment 1

Baldwin Park
Near 1600 Spring Street, St. Helena, CA

Location: Baldwin Park – Amenities

Date of Assessment: June 2016

Findings: No accessible drinking fountains,
accessibility to picnic tables and benches

Recommendation: Install or upgrade a minimum of
two drinking fountains per CBC11B-211.2 and
ADAAG 4.15 and provide access to and designated
space at tables and benches per ADAAG 4.30, 4.32
and 4.37.

Estimated Construction Cost: \$25,000

Priority: 3



Attachment 1

Mary Fryer Park
1597 Mitchell Street, St. Helena, CA

Location: Mary Fryer Park – Entrance and Path
Date of Assessment: June 2016

Findings: No signage indicating park, Bridge does not provide for a stable and even surface
Recommendation: Install signage per ADAAG 4.30, ensure all paths of travel are stable, including bridges-upgrade per ADAAG 4.3

Estimated Construction Cost:
\$10,000-\$20,000
Priority: 2



Location: Mary Fryer Park – Amenities
Date of Assessment: June 2016

Findings: No accessible drinking fountains or accessible paths to picnic and play areas
Recommendation: Install or upgrade a minimum of two drinking fountains per CBC 11B-211.2 and ADAAG 4.15, Upgrade access paths and play equipment per CBC 11B-206.2.17 and ADAAG 4.3

Estimated Construction Cost: \$30,000
Priority: 1/3



Attachment 1

Wappo Park
201 Pope Street, St. Helena, CA

Location: Wappo Park – Amenities
Date of Assessment: June 2016

Findings: No accessible drinking fountains or accessible seating space at picnic table area

Recommendation: Install or upgrade a minimum of two drinking fountains per CBC11B-211.2 and ADAAG 4.15

Estimated Construction Cost: \$25,000
Priority: 3



Location: Wappo Park – Parking Lot
Date of Assessment: June 2016

Findings: Non-accessible parking (signs and size)

Recommendation: Upgrade parking spaces per ADAAG 4.6

Estimated Construction Cost: \$3,100
Priority: 2



Attachment 1

**Jacob Meily Park
St. Helena, CA**

Location: Meily Park – Signage
Date of Assessment: June 2016

Findings: Parking sign is incomplete;
Restroom signs are missing from exterior door
Recommendation: Upgrade signage per
ADAAG 4.6 and 4.1

Estimated Construction Cost: \$1,000
Priority: 2



Location: Meily Park – Drinking Fountain
Date of Assessment: June 2016

Findings: No accessible drinking fountains
Recommendation: Install or upgrade a
minimum of two drinking fountains per CBC
11B-211.2 and ADAAG 4.15

Estimated Construction Cost: \$10,000
Priority: 3



Attachment 1

Jacob Meily Park (continue)
St. Helena, CA

Location: Meily Park – Bleachers and Play Area

Date of Assessment: June 2016

Findings: No accessible paths to bleachers and play areas

Recommendation: Provide accessible paths to bleachers and play equipment per CBC 11B-206.2.17 and ADAAG 4.3

Estimated Construction Cost: \$25,000

Priority: 1/2



Location: Meily Park – Sidewalk

Date of Assessment: June 2016

Findings: Overgrowth prohibits accessibility

Recommendation: Clear overgrowth to allow 48" path of travel per ADAAG 4.3

Estimated Construction Cost: \$500

Priority: 1



Attachment 1

Mennen Park
1647 Voorhees Circle, St. Helena, CA

Location: Mennen Park – Path of Travel
Date of Assessment: June 2016

Findings: Entry walkway has slope greater than 5%, changes in elevation are greater than ½" and there is no accessible path to picnic area
Recommendation: Convert entry walkway to ramp and upgrade paths to ensure accessibility per ADAAG 4.3

Estimated Construction Cost: \$25,000
Priority: 2



Location: Mennen Park – Drinking Fountain
Date of Assessment: June 2016

Findings: No accessible drinking fountains
Recommendation: Install or upgrade a minimum of two drinking fountains per CBC 11B-211.2 and ADAAG 4.15

Estimated Construction Cost: \$5,000
Priority: 3



Attachment 1

St. Helena High School (Vintage Hall)
1401 Grayson Avenue, St. Helena, CA

Location: Vintage Hall –Ground Floor
 Elevator

Date of Assessment: June 2016

Findings: At Elevator, door jam on the ground floor does not have a star on the door jams – see requirement shown.

Recommendation: Upgrade signs at door jams per CBC 11B-407.2.3.1 and ADAAG 4.13

Estimated Construction Cost: \$300

Priority: 3



407 Elevators

407.2.3 Hoistway Signs. Signs at elevator hoistways shall comply with 407.2.3.407.2.3.1 **Floor Designation.** Floor designations complying with 703.2 and 703.4.1 shall be provided on both jambs of elevator hoistway entrances. Floor designations shall be provided in both *tactile characters* and braille. *Tactile characters* shall be 2 inches (51 mm) high minimum. A *tactile star* shall be provided on both jambs at the main entry level.

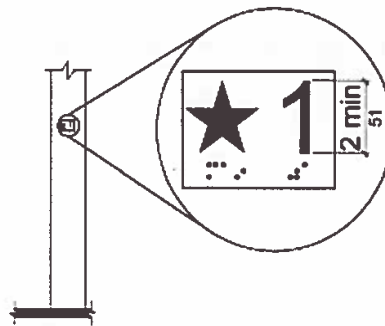


Figure 407.2.3.1 Floor Designations on Jambs of Elevator Hoistway Entrances

Attachment 1

Lyman Park
1498 Main Street, St. Helena, CA

Location: Lyman Park – Amenities
Date of Assessment: June 2016

Findings: No accessible drinking fountains or accessible paths to picnic area, benches and play area

Recommendation: Install or upgrade a minimum of two drinking fountains per CBC 11B-211.2 and ADAAG 4.15, provide accessible paths to amenities per CBC 11B-206.2.17 and ADAAG 4.3

Estimated Construction Cost: \$30,000
Priority: 1/3



Attachment 1

Lyman Park (continued)
1498 Main Street, St. Helena, CA

Location: Lyman Park –Restrooms
Date of Assessment: June 2016

Findings: Missing signage, handles are not in compliance on both men's and women's restrooms.

Recommendation: Provide accessibility per ADAAG 4.23

Estimated Construction Cost: \$5,000
Priority: 1



Attachment 1

Lewis Station
Near 1100 Church Street, St. Helena, CA

Location: Lewis Station – Path of Travel
Date of Assessment: June 2016

Findings: Non-accessible path , changes in elevation are more than ½"
Recommendation: Upgrade paths per ADAAG 4.3

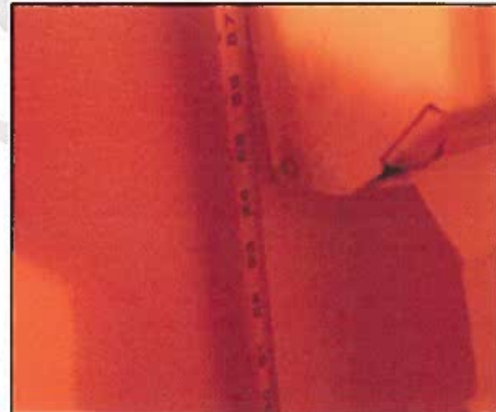
Estimated Construction Cost:
\$10,000-\$25,000
Priority: 1



Location: Lewis Station – Unisex Restroom
Date of Assessment: June 2016

Findings: All fixtures and amenities in restroom are not compliant with reach ranges, drains and water piping are not wrapped
Recommendation: Upgrade restroom per ADAAG 4.23

Estimated Construction Cost: \$2,000
Priority: 2



Attachment 1

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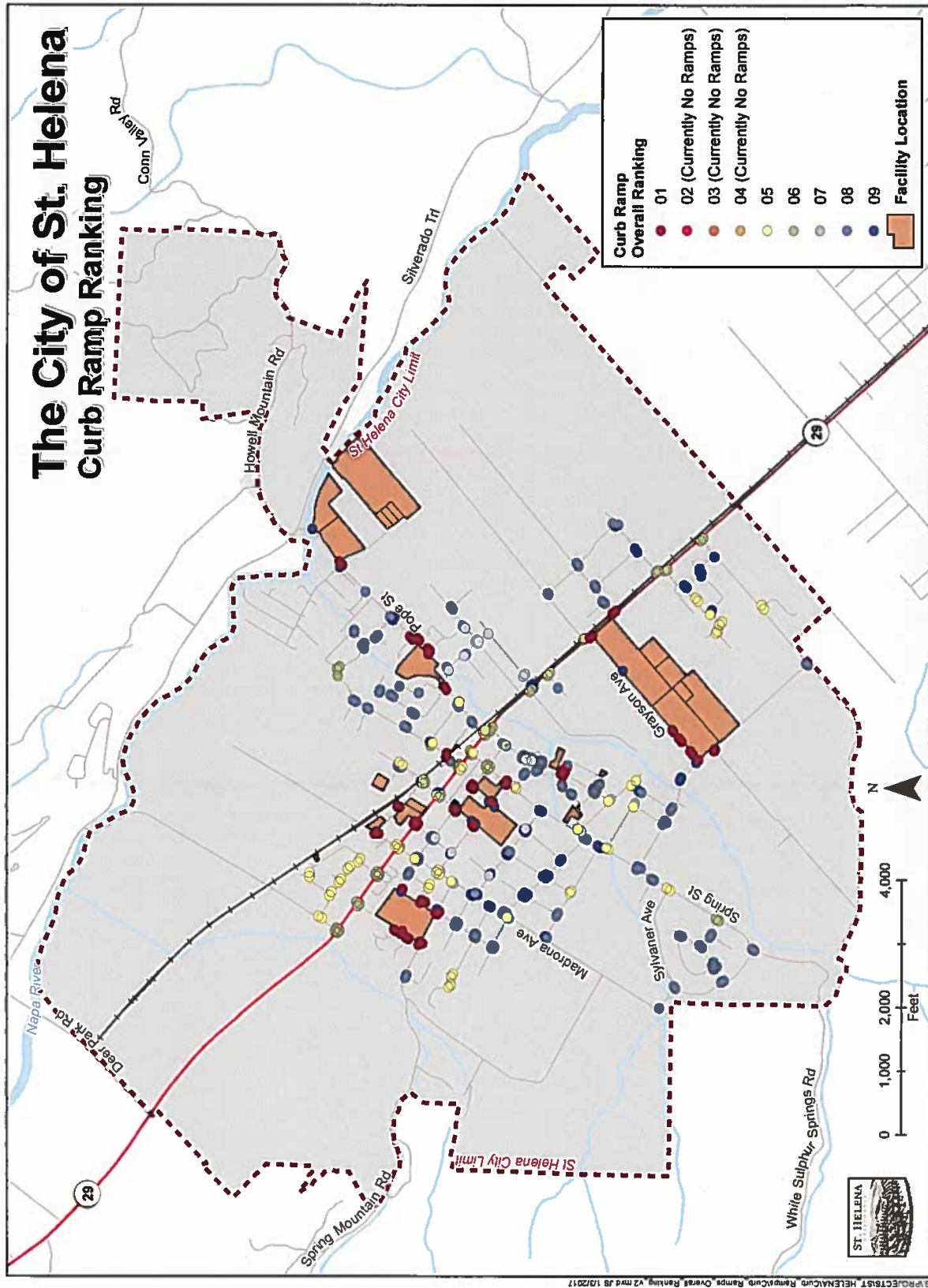
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Attachment 1

Appendix H
Curb Ramp Summary List

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Attachment 1



Attachment 1

SORTED BY INTERSECTION NAME															
UNIQUE ID	FACILITY ID	INTERSECTION NAME	QUAD RANT	RAMP PRESENT	RAMP NEEDED	DISPLACEMENT	EXCESS SLOPE	OBSTRUCTION	DWS INSTALLED	SIDEWALK PRESENT	NOTES	PHYSICAL RANK	LOCATION RANK	OVERALL RANK	*COST ESTIMATE (\$)
298	MID202SE	Adams St	SE	Yes	Yes	No	No	No	Yes	Yes	Not a ramp, for disabled people loading and unloading.	P5	L2-a	09	
286	INT15	Adams St & Allyn Ave	S	Yes	Yes	No	No	No	Yes	Yes		P5	L4	09	
287	INT1E	Adams St & Allyn Ave	E	Yes	Yes	No	No	No	Yes	Yes		P5	L4	09	
288	INT1N	Adams St & Allyn Ave	N	Yes	Yes	No	No	No	Yes	Yes		P5	L4	09	
289	INT1W	Adams St & Allyn Ave	W	Yes	Yes	No	No	No	Yes	Yes		P5	L4	09	
247	INT2N	Adams St & Hudson Ave	N	No	Yes	No	No	No	No	Partial	Right side of sidewalk missing	P2	L4	05	\$ 5,600
248	INT2E	Adams St & Hudson Ave	E	No	Yes	No	No	No	No	Partial	Left side of sidewalk missing	P2	L4	05	\$ 5,600
294	INT3W	Adams St & Kearney St	W	Yes	Yes	No	No	No	No	Yes		P1	L2-a	01	\$ 1,100
295	INT3N	Adams St & Kearney St	N	Yes	Yes	No	No	No	No	Yes		P1	L2-a	01	\$ 1,100
296	INT3E	Adams St & Kearney St	E	Yes	Yes	No	No	No	Yes	Yes		P5	L2-a	09	
297	INT3S	Adams St & Kearney St	S	Yes	Yes	No	No	No	Yes	Yes		P5	L2-a	09	
393	INT4E	Adams St & Library Ln	E	No	Yes	No	No	No	No	Yes	Vertical curb and gutter	P2	L5	05	\$ 5,600
394	INT4S	Adams St & Library Ln	S	No	Yes	No	No	No	No	Yes	Vertical curb and gutter	P2	L5	05	\$ 5,600
90	INT4W	Adams St & Library Ln	W	Yes	Yes	No	No	No	No	Yes		P4-a	L5	08	\$ 1,100
91	INT4N	Adams St & Library Ln	N	Yes	Yes	No	No	No	No	Partial	Left side of sidewalk missing	P4-a	L5	08	\$ 1,100
92	INT5N	Adams St & Main St	N	Yes	Yes	No	No	No	No	Yes		P4-a	L3	06	\$ 1,100
120	INT5SW	Adams St & Main St	SW	Yes	Yes	No	No	No	No	Yes		P4-a	L3	06	\$ 1,100
121	INT5S	Adams St & Main St	S	Yes	Yes	No	No	No	No	Yes		P4-a	L3	06	\$ 1,100
93	INT5E	Adams St & Main St	E	Yes	Yes	No	No	No	Yes	Yes		P5	L3	09	
299	INT7S2	Adams St & Oak Ave	S2	Yes	Yes	No	No	No	No	Yes		P1	L2-a	01	\$ 1,100
300	INT7S1	Adams St & Oak Ave	S1	Yes	Yes	Yes	No	No	No	Yes		P1	L2-a	01	\$ 1,100
302	INT7N	Adams St & Oak Ave	N	Yes	Yes	No	No	Yes	No	Yes	Crosses into vertical curb and gutter	P1	L2-a	01	\$ 1,100
303	INT7W1	Adams St & Oak Ave	W1	Yes	Yes	No	No	No	No	Yes		P1	L2-a	01	\$ 1,100
304	INT7W2	Adams St & Oak Ave	W2	No	Yes	No	No	No	No	Yes		P1	L2-a	01	\$ 5,600
301	INT7E	Adams St & Oak Ave	E	Yes	Yes	No	No	No	Yes	Yes		P5	L2-a	09	

Attachment 1

UNIQUE ID	FACILITY ID	INTERSECTION NAME	QUAD RANT	RAMP PRESENT	RAMP NEEDED	DISPLACEMENT	EXCESS SLOPE	OBSTRUCTION	DWS INSTALLED	SIDEWALK PRESENT	NOTES	PHYSICAL RANK	LOCATION RANK	OVERALL RANK	*COST ESTIMATE (\$)
86	INT8SW	Adams St & Railroad Ave	SW	Yes	Yes	Yes	Yes	No	No	Yes		P4-a	L3	06	\$ 1,100
87	INT8S	Adams St & Railroad Ave	S	Yes	Yes	Yes	Yes	No	No	Yes		P4-a	L3	06	\$ 1,100
88	INT8SE	Adams St & Railroad Ave	SE	Yes	Yes	No	No	No	No	Partial	Left side of sidewalk missing	P4-a	L3	06	\$ 1,100
89	INT8N	Adams St & Railroad Ave	N	Yes	Yes	No	No	No	Yes	Partial	Left side of sidewalk missing	P5	L3	09	
292	INT9E	Adams St & Stockton St	E	Yes	Yes	No	No	No	No	Yes		P4-a	L4	08	\$ 1,100
293	INT9SE	Adams St & Stockton St	SE	Yes	Yes	No	No	No	No	Yes		P4-a	L4	08	\$ 1,100
290	INT9W	Adams St & Stockton St	W	Yes	Yes	No	No	No	Yes	Yes		P5	L4	09	
291	INT9N	Adams St & Stockton St	N	Yes	Yes	No	No	No	Yes	Yes		P5	L4	09	
8	INT13W	Allison Ave & Brown St	W	Yes	Yes	Yes	No	Yes	No	Yes	Telephone pole obstructing	P3	L4	07	\$ 5,600
9	INT13S	Allison Ave & Brown St	S	Yes	Yes	Yes	No	No	No	Yes	Displacement at gutter	P4-a	L4	08	\$ 1,100
1	INT14W	Allison Ave & Charter Oak Ave	W	Yes	No	Yes	Yes	Yes	No	Yes	SNS and telephone pole obstructing. No other ramps in	P3	L4	07	\$ 5,600
7	INT15S	Allison Ave & McCorkle Ave	S	Yes	Yes	No	Yes	Yes	No	Yes	Telephone pole/SNS pole obstructing	P3	L4	07	\$ 5,600
4	INT15E	Allison Ave & McCorkle Ave	E	Yes	Yes	No	No	No	No	Partial	Right side of sidewalk missing	P4-a	L4	08	\$ 1,100
5	INT15N	Allison Ave & McCorkle Ave	N	Yes	Yes	No	No	No	No	Partial	Right side of sidewalk missing	P4-a	L4	08	\$ 1,100
6	INT15W	Allison Ave & McCorkle Ave	W	Yes	Yes	Yes	No	No	No	Yes		P4-a	L4	08	\$ 3,500
11	INT16S	Allison Ave & Pope St	S	Yes	Yes	No	No	Yes	No	Yes	Telephone pole obstructing	P3	L4	07	\$ 5,600
10	INT16E	Allison Ave & Pope St	E	Yes	Yes	No	No	No	No	Yes		P4-a	L4	08	\$ 1,100
275	INT17S	Allyn Ave & Madrona Ave	S	Yes	Yes	No	No	No	Yes	Yes		P5	L4	09	
276	INT17E	Allyn Ave & Madrona Ave	E	Yes	Yes	No	No	No	Yes	Yes		P5	L4	09	
277	INT17N	Allyn Ave & Madrona Ave	N	Yes	Yes	No	No	No	Yes	Yes		P5	L4	09	
370	INT18S	Allyn Ave & Pine St	S	Yes	Yes	No	No	No	Yes	Yes		P5	L4	09	
371	INT18E	Allyn Ave & Pine St	E	Yes	Yes	No	No	No	Yes	Yes		P5	L4	09	
372	INT18N	Allyn Ave & Pine St	N	Yes	Yes	No	No	No	Yes	Yes		P5	L4	09	
373	INT18SW	Allyn Ave & Pine St	SW	Yes	Yes	No	No	No	Yes	Yes		P5	L4	09	
223	INT19W	Allyn Ave & Spring St	W	Yes	Yes	No	No	No	Yes	Yes		P5	L4	09	
224	INT19N	Allyn Ave & Spring St	N	Yes	Yes	No	No	No	Yes	Yes		P5	L4	09	
357	INT20N	Allyn Ave & Tainter St	N	Yes	Yes	No	No	No	Yes	Yes		P5	L4	09	

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UNIQUE ID	FACILITY ID	INTERSECTION NAME	QUAD RANT	RAMP PRESENT	RAMP NEEDED	DISPLACEMENT	EXCESS SLOPE	OBSTRUCTION	DWS INSTALLED	SIDEWALK PRESENT	NOTES	PHYSICAL RANK	LOCATION RANK	OVERALL RANK	*COST ESTIMATE (\$)
358	INT20E	Allyn Ave & Tainter St	E	Yes	Yes	No	No	No	Yes	Yes		P5	L4	09	
361	INT21N	Andrea Ave & Kearney St	N	No	Yes	No	No	No	No	Yes		P2	L4	05	\$ 5,600
362	INT21E	Andrea Ave & Kearney St	E	No	Yes	No	No	No	No	Yes		P2	L4	05	\$ 5,600
359	INT22S	Andrea Ave & Oak Ave	S	Yes	Yes	No	No	No	No	Yes		P4-a	L4	08	\$ 1,100
360	INT22W	Andrea Ave & Oak Ave	W	Yes	Yes	No	No	No	No	Yes		P4-a	L4	08	\$ 1,100
172	INT23E	Arrowhead Dr & Sulphur Springs Ave	E	No	Yes	No	No	No	No	Yes		P2	L4	05	\$ 5,600
173	INT23S	Arrowhead Dr & Sulphur Springs Ave	S	No	Yes	No	No	No	No	Yes		P2	L4	05	\$ 5,600
216	INT27W	Birch St & Hudson Ave	W	Yes	Yes	No	No	No	No	Yes		P4-a	L4	08	\$ 1,100
215	INT27N	Birch St & Hudson Ave	N	Yes	Yes	No	No	No	Yes	Yes		P5	L4	09	
217	INT28NW	Birch St & N Crane Ave	NW	No	Yes	No	No	No	No	Yes		P2	L4	05	\$ 5,600
218	INT28S	Birch St & N Crane Ave	S	No	Yes	No	No	No	No	Yes		P2	L4	05	\$ 5,600
205	INT29N	Birch St & Valley View St	N	Yes	Yes	Yes	No	No	No	Yes		P4-a	L4	08	\$ 1,100
206	INT29E	Birch St & Valley View St	E	Yes	Yes	Yes	No	No	No	Yes		P4-a	L4	08	\$ 1,100
237	INT189W	Chablis Cir & Chablis Ct & Pinot Way	W	Yes	Yes	No	No	No	No	Yes		P4-a	L4	08	\$ 1,100
238	INT189N	Chablis Cir & Chablis Ct & Pinot Way	N	Yes	Yes	No	No	No	No	Yes		P4-a	L4	08	\$ 1,100
239	INT189S	Chablis Cir & Chablis Ct & Pinot Way	S	Yes	Yes	No	No	No	No	Yes		P4-a	L4	08	\$ 1,100
240	INT189E	Chablis Cir & Chablis Ct & Pinot Way	E	Yes	Yes	No	No	No	No	Yes		P4-a	L4	08	\$ 1,100
243	INT31W	Chablis Cir & Pinot Way	W	Yes	Yes	No	No	No	No	Yes		P4-a	L4	08	\$ 1,100
244	INT31N	Chablis Cir & Pinot Way	N	Yes	Yes	Yes	No	No	No	Yes		P4-a	L4	08	\$ 1,100
245	INT32S	Chardonay Way & Colombar Ct	S	Yes	Yes	No	No	No	No	Yes		P4-a	L4	08	\$ 1,100
246	INT32W	Chardonay Way & Colombar Ct	W	Yes	Yes	No	No	No	No	Yes		P4-a	L4	08	\$ 1,100
241	INT33E	Chardonay Way & Pinot Way	E	Yes	Yes	No	No	No	No	Yes		P4-a	L4	08	\$ 1,100
242	INT33S	Chardonay Way & Pinot Way	S	Yes	Yes	No	No	No	No	Yes		P4-a	L4	08	\$ 1,100
231	INT34W	Chardonay Way & Spring St	W	Yes	Yes	No	No	No	No	Yes		P4-a	L3	06	\$ 1,100
232	INT34N	Chardonay Way & Spring St	N	Yes	Yes	No	No	No	No	Yes		P4-a	L3	06	\$ 1,100
2	MID207NW	Charter Oak Ave	NW	Yes	Yes	No	No	Yes	Yes	Yes	Pedestrian sign/pole obstructing	P3	L4	07	\$ 5,600
3	MID207SE	Charter Oak Ave	SE	Yes	Yes	No	No	Yes	Yes	Yes	Pedestrian sign/pole obstructing	P3	L4	07	\$ 5,600

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UNIQUE ID	FACILITY ID	INTERSECTION NAME	QUAD RANT	RAMP PRESENT	RAMP NEEDED	DISPLACEMENT	EXCESS SLOPE	OBSTRUCTION	DWS INSTALLED	SIDEWALK PRESENT	NOTES	PHYSICAL RANK	LOCATION RANK	OVERALL RANK	*COST ESTIMATE (\$)
110	INT35S	Charter Oak Ave & Main St	S	Yes	Yes	No	No	No	No	Yes		P4-a	L3	06	\$ 1,100
111	INT35W	Charter Oak Ave & Main St	W	Yes	Yes	No	No	No	No	Partial	Right side of sidewalk missing	P4-a	L3	06	\$ 1,100
107	INT36E	Charter Oak Ave & Main St	E	Yes	Yes	No	No	No	Yes	No		P5	L3	09	
108	INT36W	Charter Oak Ave & Main St	W	Yes	Yes	No	No	No	Yes	Yes		P5	L3	09	
109	INT36N	Charter Oak Ave & Main St	N	Yes	Yes	No	No	No	Yes	Partial	Left side of sidewalk missing	P5	L3	09	
55	MID217SW	Chiles Ave	SW	Yes	Yes	No	No	No	No	Yes		P4-a	L5	08	\$ 1,100
56	MID217S	Chiles Ave	S	Yes	Yes	No	No	No	No	Yes		P4-a	L5	08	\$ 1,100
53	INT37N	Chiles Ave & June Ln	N	Yes	Yes	No	No	No	No	Yes		P4-a	L4	08	\$ 1,100
54	INT37W	Chiles Ave & June Ln	W	Yes	Yes	No	No	No	No	Yes		P4-a	L5	08	\$ 1,100
19	INT38W	Chiles Ave & Pope St	W	Yes	Yes	No	No	No	No	Yes		P1	L2-a	01	\$ 1,100
20	INT38N	Chiles Ave & Pope St	N	Yes	Yes	No	No	No	No	Yes		P1	L2-a	01	\$ 1,100
57	INT39E	Chiles Ave & Signorelli Cir	E	Yes	Yes	No	No	No	No	Yes		P4-a	L5	08	\$ 1,100
58	INT39S	Chiles Ave & Signorelli Cir	S	Yes	Yes	No	No	No	No	Yes		P4-a	L5	08	\$ 1,100
137	INT41N	Christine Ct & Park St	N	No	Yes	No	No	No	No	Yes		P2	L4	05	\$ 5,600
138	INT41E	Christine Ct & Park St	E	No	Yes	No	No	No	No	Yes		P2	L4	05	\$ 5,600
64	INT42E	Church St & Hunt Ave	E	Yes	Yes	No	No	Yes	No	Yes	Telephone pole obstructing	P1	L2-a	01	\$ 5,600
66	INT42W	Church St & Hunt Ave	W	No	Yes	No	No	No	No	Yes		P1	L2-a	01	\$ 5,600
23	INT43N	Church St & Pope St	N	Yes	Yes	No	No	No	No	Yes		P4-a	L4	08	\$ 1,100
24	INT43W	Church St & Pope St	W	Yes	Yes	No	No	No	No	Yes		P4-a	L4	08	\$ 1,100
33	INT190S	College Ave & Paseo Grand Dr & Pope St	S	Yes	Yes	No	No	No	No	Yes		P1	L2-a	01	\$ 1,100
35	INT190E	College Ave & Paseo Grand Dr & Pope St	E	Yes	Yes	No	No	No	No	Yes		P1	L2-a	01	\$ 1,100
34	INT190W	College Ave & Paseo Grand Dr & Pope St	W	Yes	Yes	No	No	No	Yes	Partial	Left side of sidewalk missing	P5	L2-a	09	
195	INT45E	Crane Ave & Grayson Ave	E	Yes	Yes	No	No	No	No	Yes		P1	L2-a	01	\$ 1,100
194	INT45N	Crane Ave & Grayson Ave	N	Yes	Yes	No	No	No	Yes	Partial	Left side of sidewalk missing	P5	L2-a	09	
174	INT46W	Crane Ave & Sulphur Springs Ave	W	No	No	No	No	No	No	No		P4-a	L4	08	\$ 1,100
175	INT46N	Crane Ave & Sulphur Springs Ave	N	No	No	No	No	No	No	No		P4-a	L4	08	\$ 1,100
192	INT47S	Crane Ave & Valjejo St	S	No	No	No	No	No	No	No		P1	L2-a	01	

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193	INT47W	Crane Ave & Vallejo St	W	No	No	No	No	No	No	No	Existing sidewalk appears private (3' wide)	P1	L2-a	01	
203	INT48N	Crane Ave & Valley View St	N	Yes	Yes	No	No	No	Yes	Partial	Left side of sidewalk missing	P5	L5	09	
204	INT48E	Crane Ave & Valley View St	E	Yes	Yes	No	No	No	Yes	Partial	Right side of sidewalk missing	P5	L5	09	
150	INT191N	Crinella Dr & Main St & Saint Andrews Ct	N	Yes	Yes	No	No	No	No	Yes		P4-a	L3	06	\$ 1,100
151	INT191E	Crinella Dr & Main St & Saint Andrews Ct	E	Yes	Yes	No	No	No	No	Yes		P4-a	L3	06	\$ 1,100
152	INT191W	Crinella Dr & Main St & Saint Andrews Ct	W	Yes	Yes	No	No	No	No	Yes		P4-a	L3	06	\$ 1,100
153	INT191S	Crinella Dr & Main St & Saint Andrews Ct	S	Yes	Yes	No	No	No	No	Yes		P4-a	L3	06	\$ 1,100
131	INT50W	Crinella Dr & Park St	W	No	Yes	No	No	No	No	Yes		P2	L4	05	\$ 5,600
132	INT50S	Crinella Dr & Park St	S	No	Yes	No	No	No	No	Yes		P2	L4	05	\$ 5,600
135	INT49E	Crinella Dr & Park St	E	No	Yes	No	No	No	No	Yes		P2	L4	05	\$ 5,600
136	INT49N	Crinella Dr & Park St	N	No	Yes	No	No	No	No	Yes		P2	L4	05	\$ 5,600
133	INT51NW	Crinella Dr & Voelker Ct	NW	No	Yes	No	No	No	No	Yes		P2	L4	05	\$ 5,600
134	INT51NE	Crinella Dr & Voelker Ct	NE	No	Yes	No	No	No	No	Yes		P2	L4	05	\$ 5,600
165	INT192W	Dahlia St & El Bonita Ave & La Quinta Way	W	No	Yes	No	No	No	No	Yes		P2	L4	05	\$ 5,600
164	INT192S	Dahlia St & El Bonita Ave & La Quinta Way	S	Yes	Yes	No	No	No	Yes	Yes		P5	L4	09	
273	INT57S	Doris Ave & Vineyard Ave	S	No	Yes	No	No	No	No	Yes		P2	L4	05	\$ 5,600
274	INT57W	Doris Ave & Vineyard Ave	W	No	Yes	No	No	No	No	Yes		P2	L4	05	\$ 5,600
271	INT58N	Doris Ct & Vineyard Ave	N	No	Yes	No	No	No	No	Yes		P2	L4	05	\$ 5,600
272	INT58E	Doris Ct & Vineyard Ave	E	No	Yes	No	No	No	No	Yes		P2	L4	05	\$ 5,600
82	INT59W	Dowdell Ln & Fountain St	W	No	No	No	No	No	No	No	Curb cuts in place for ramp	P4-a	L5	08	\$ 1,100
83	INT59N	Dowdell Ln & Fountain St	N	No	No	No	No	No	No	No	Curb cuts in place for ramp	P4-a	L5	08	\$ 1,100
71	INT61E	Dowdell Ln & La Fata St	E	Yes	Yes	No	No	No	No	Yes		P4-a	L5	08	\$ 1,100
72	INT60SE	Dowdell Ln & La Fata St	SE	Yes	Yes	No	No	No	No	Yes		P4-a	L5	08	\$ 1,100
84	INT62E	Dowdell Ln & Main St	E	No	No	No	No	No	No	No		P1	L2-a	01	
85	INT62N	Dowdell Ln & Main St	N	No	No	No	No	No	No	No		P1	L2-a	01	
80	INT63SE	Dowdell Ln & McCormick St	SE	Yes	Yes	No	No	No	No	Yes		P4-a	L5	08	\$ 1,100
81	INT63S	Dowdell Ln & McCormick St	S	Yes	Yes	No	No	No	No	Partial	Left side of sidewalk missing	P4-a	L5	08	\$ 1,100

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62	INT68SE	Edwards St & Hunt Ave	SE	Yes	Yes	No	No	Yes	No	Yes	Telephone pole obstructing	P3	L3	05	\$ 5,600
63	INT68W	Edwards St & Hunt Ave	W	Yes	Yes	No	No	No	No	Yes		P4-a	L3	06	\$ 1,100
61	INT68E	Edwards St & Hunt Ave	E	Yes	Yes	No	No	No	Yes	Yes		P5	L3	09	
395	INT69E	Edwards St & Pope St	E	No	Yes	No	No	No	No	Yes		P2	L4	05	\$ 5,600
21	INT69N	Edwards St & Pope St	N	Yes	Yes	No	Yes	No	No	Yes		P4-a	L4	08	\$ 1,100
22	INT69W	Edwards St & Pope St	W	Yes	Yes	No	No	No	No	Yes		P4-a	L4	08	\$ 1,100
166	INT70E	El Bonita Ave & El Bonita Ct	E	No	Yes	No	No	No	No	Yes		P2	L4	05	\$ 5,600
167	INT70S	El Bonita Ave & El Bonita Ct	S	No	Yes	No	No	No	No	Yes		P2	L4	05	\$ 5,600
101	INT71S	El Bonita Ave & Main St	S	Yes	Yes	No	No	No	No	Partial	Right side of sidewalk missing Tree roots have lifted ramp	P4-a	L3	06	\$ 1,100
102	INT71W	El Bonita Ave & Main St	W	Yes	Yes	Yes	Yes	No	No	Partial	Left side of sidewalk is missing	P4-a	L3	06	\$ 1,100
162	INT72S	El Bonita Ave & Rosebud Ln	S	Yes	Yes	No	No	No	Yes	Yes		P5	L4	09	
163	INT72E	El Bonita Ave & Rosebud Ln	E	Yes	Yes	No	No	No	Yes	Yes		P5	L4	09	
178	MID199SE	Elmhurst Ave	SE	No	Yes	No	No	No	No	Partial	Left side of sidewalk missing	P1	L2-a	01	\$ 5,600
179	MID199NW	Elmhurst Ave	NW	No	Yes	No	No	No	No	Yes		P1	L2-a	01	\$ 5,600
176	INT73W	Elmhurst Ave & Granger Way	W	Yes	Yes	No	No	No	No	Partial	Left side of sidewalk missing	P1	L2-a	01	\$ 1,100
177	INT73N	Elmhurst Ave & Granger Way	N	Yes	Yes	No	No	No	No	Partial	Right side of sidewalk missing	P1	L2-a	01	\$ 1,100
147	INT74S	Elmhurst Ave & Main St	S	Yes	Yes	No	No	No	No	Yes		P4-a	L3	06	\$ 1,100
148	INT74SW	Elmhurst Ave & Main St	SW	Yes	Yes	No	No	No	No	Yes		P4-a	L3	06	\$ 1,100
149	INT74E	Elmhurst Ave & Main St	E	Yes	Yes	No	No	No	No	Yes		P4-a	L3	06	\$ 1,100
180	INT75W	Elmhurst Ave & Quail Ct	W	Yes	Yes	No	No	No	No	Yes		P1	L2-a	01	\$ 1,100
181	INT75N	Elmhurst Ave & Quail Ct	N	Yes	Yes	No	No	No	No	Yes		P1	L2-a	01	\$ 1,100
182	INT76N	Elmhurst Ave & Spring Mountain Rd	N	Yes	Yes	Yes	No	No	No	Yes		P1	L2-a	01	\$ 1,100
183	INT76E	Elmhurst Ave & Spring Mountain Rd	E	No	Yes	No	No	No	No	No		P1	L2-a	01	\$ 5,600
184	INT76SE	Elmhurst Ave & Spring Mountain Rd	SE	No	Yes	No	No	No	No	Partial	Left side of sidewalk missing	P1	L2-a	01	\$ 5,600
127	INT194N	Fulton Ln & Madrona Ave & Main St	N	Yes	Yes	No	Yes	Yes	No	Yes	Pedestrian button in ramp	P3	L3	05	\$ 5,600
128	INT194E	Fulton Ln & Madrona Ave & Main St	E	Yes	Yes	No	Yes	Yes	No	Yes	Telephone pole obstructing	P3	L3	05	\$ 5,600
130	INT194SW	Main St	SW	Yes	Yes	No	No	Yes	No	Yes	Signal pole obstructing	P3	L3	05	\$ 5,600

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129	INT194S	Fulton Ln & Madrona Ave & Main St	S	Yes	Yes	No	No	No	No	Yes		P4-a	L3	06	\$ 1,100
124	INT78S	Fulton Ln & Railroad Ave	S	Yes	Yes	No	No	No	No	Yes		P1	L2-a	01	\$ 1,100
125	INT78E	Fulton Ln & Railroad Ave	E	Yes	Yes	No	No	No	No	Partial	Right side of sidewalk missing	P1	L2-a	01	\$ 1,100
126	INT78N	Fulton Ln & Railroad Ave	N	Yes	Yes	No	No	No	No	Yes		P1	L2-a	01	\$ 1,100
196	MID209SE	Grayson Ave	SE	Yes	Yes	No	No	No	Yes	Yes		P5	L2-a	09	
103	INT84W	Grayson Ave & Main St	W	Yes	Yes	No	No	No	No	Yes		P1	L2-a	01	\$ 1,100
104	INT84S	Grayson Ave & Main St	S	Yes	Yes	No	No	No	No	Yes		P1	L2-a	01	\$ 1,100
197	MID213E	Grayson Ave & Private Rd	E	Yes	Yes	No	No	No	No	Yes		P1	L2-a	01	\$ 1,100
198	MID213S	Grayson Ave & Private Rd	S	Yes	Yes	No	No	No	No	Partial	Right side of sidewalk missing	P1	L2-a	01	\$ 1,100
199	MID212E	Grayson Ave & Private Rd	E	Yes	Yes	No	No	No	No	Partial	Left side of sidewalk missing	P1	L2-a	01	\$ 1,100
200	MID211S	Grayson Ave & Private Rd	S	Yes	Yes	No	No	No	No	Partial	Right side of sidewalk missing	P1	L2-a	01	\$ 1,100
201	MID210E	Grayson Ave & Private Rd	E	Yes	Yes	No	No	No	No	Partial	Left side of sidewalk missing	P1	L2-a	01	\$ 1,100
202	MID210S	Grayson Ave & Private Rd	S	Yes	Yes	No	No	No	No	Partial	Right side of sidewalk missing	P1	L2-a	01	\$ 1,100
49	INT85SW	Grove Ct & Hunt Ave	SW	Yes	Yes	No	No	No	No	Yes		P4-a	L4	08	\$ 1,100
50	INT85N	Grove Ct & Hunt Ave	N	Yes	Yes	No	No	No	No	Yes		P4-a	L4	08	\$ 1,100
37	INT86S	Harvest Ln & Starr Ave	S	Yes	Yes	No	No	No	No	Yes		P4-a	L4	08	\$ 1,100
38	INT86W	Harvest Ln & Starr Ave	W	Yes	Yes	No	No	No	No	Yes		P4-a	L4	08	\$ 1,100
328	INT87E	Hasty Ct & Saint James Dr	E	No	No	No	No	No	No	No		P4-a	L4	08	\$ 1,100
329	INT87N	Hasty Ct & Saint James Dr	N	No	No	No	No	No	No	No		P4-a	L4	08	
139	INT88N	Henry Ct & Park St	N	No	Yes	No	No	No	No	Yes		P2	L4	05	\$ 5,600
140	INT88E	Henry Ct & Park St	E	No	Yes	No	No	No	No	Yes		P2	L4	05	\$ 5,600
363	INT89S	Hillview Pl & Kearney St	S	No	Yes	No	No	No	No	Yes		P1	L2-a	01	\$ 5,600
364	INT89E	Hillview Pl & Kearney St	E	No	Yes	No	No	No	No	Yes		P1	L2-a	01	\$ 5,600
365	INT89N	Hillview Pl & Kearney St	N	Yes	Yes	No	No	No	No	Partial	Right side of sidewalk missing	P1	L2-a	01	\$ 1,100
367	MID200NE	Hillview Pl & Private Rd	NE	Yes	Yes	No	No	No	No	Yes		P1	L2-a	01	\$ 1,100
366	MID200N	Hillview Pl & Private Rd	N	Yes	Yes	No	No	No	Yes	Partial	Right side of sidewalk missing	P5	L2-a	09	
255	INT91S	Hillview Pl & Scott St	S	No	No	No	No	No	No	No		P4-a	L4	08	

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256	INT91W	Hillview Pl & Scott St	W	No	No	No	No	No	No	No		P4-a	L4	08	
257	INT91NW	Hillview Pl & Scott St	NW	No	No	No	No	No	No	No		P4-a	L4	08	
258	INT91E	Hillview Pl & Scott St	E	No	No	No	No	No	No	No		P4-a	L4	08	
267	INT92S	Hillview Pl & Spring Mountain Rd	S	No	Yes	No	No	No	No	Partial	Right side of sidewalk missing	P1	L2-a	01	\$ 5,600
269	INT92N	Hillview Pl & Spring Mountain Rd	N	Yes	Yes	No	No	No	No	Partial	Right side of sidewalk missing	P1	L2-a	01	\$ 1,100
270	INT92W	Hillview Pl & Spring Mountain Rd	W	Yes	Yes	No	No	No	No	Partial	Right side of sidewalk missing	P1	L2-a	01	\$ 1,100
268	INT92E	Hillview Pl & Spring Mountain Rd	E	Yes	Yes	No	No	No	Yes	Yes		P5	L2-a	09	\$ -
263	INT93N	Hillview Pl & Stockton St	N	No	No	No	No	No	No	Partial	Right side of sidewalk missing	P4-a	L4	08	
264	INT93SW	Hillview Pl & Stockton St	SW	No	No	No	No	No	No	No		P4-a	L4	08	
265	INT93E	Hillview Pl & Stockton St	E	No	No	No	No	No	No	No		P4-a	L4	08	
266	INT93S	Hillview Pl & Stockton St	S	No	No	No	No	No	No	No		P4-a	L4	08	
259	INT94SW	Hillview Pl & Vineyard Ave	SW	No	No	No	No	No	No	Partial	Right side of sidewalk missing	P4-a	L4	08	
260	INT94N	Hillview Pl & Vineyard Ave	N	No	No	No	No	No	No	No		P4-a	L4	08	
261	INT94E	Hillview Pl & Vineyard Ave	E	No	No	No	No	No	No	No		P4-a	L4	08	
262	INT94SE	Hillview Pl & Vineyard Ave	SE	No	No	No	No	No	No	No		P4-a	L4	08	
251	INT102SE	Hudson Ave & Madrona Ave	SE	No	No	No	No	No	No	Partial	Right side of sidewalk missing	P4-a	L4	08	
252	INT102E	Hudson Ave & Madrona Ave	E	Yes	Yes	No	No	No	Yes	Partial	Left side of sidewalk missing	P5	L4	09	
213	INT103W	Hudson Ave & Olive Ave	W	No	Yes	No	No	No	No	Yes		P2	L4	05	\$ 5,600
214	INT103S	Hudson Ave & Olive Ave	S	Yes	Yes	No	No	No	No	Yes		P4-a	L4	08	\$ 1,100
249	INT104N	Hudson Ave & Pine St	N	No	No	No	No	No	No	No		P4-a	L4	08	
250	INT104E	Hudson Ave & Pine St	E	No	No	No	No	No	No	No		P4-a	L4	08	
227	INT105E	Hudson Ave & Spring St	E	No	Yes	No	No	No	No	Partial	Right side of sidewalk missing	P2	L4	05	\$ 5,600
228	INT105S	Hudson Ave & Spring St	S	No	Yes	No	No	No	No	Partial	Left side of sidewalk missing	P2	L4	05	\$ 5,600
225	INT106W	Hudson Ave & Spring St	W	Yes	Yes	No	No	No	Yes	Partial	Left side of sidewalk missing	P5	L4	09	
226	INT106N	Hudson Ave & Spring St	N	Yes	Yes	No	No	No	Yes	Partial	Right side of sidewalk missing	P5	L4	09	
51	INT107E	Hunt Ave & June Ln	E	Yes	Yes	No	No	No	No	Yes		P4-a	L4	08	\$ 1,100
52	INT107S	Hunt Ave & June Ln	S	Yes	Yes	No	No	No	No	Yes	Vertical curve (no ramp) and light pole	P4-a	L4	08	\$ 1,100
96	INT108W	Hunt Ave & Main St	W	Yes	Yes	No	No	Yes	No	Yes		P3	L3	05	\$ 5,600

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UNIQUE ID	FACILITY ID	INTERSECTION NAME	QUAD RANT	RAMP PRESENT	RAMP NEEDED	DISPLACEMENT	EXCESS SLOPE	OBSTRUCTION	DWS INSTALLED	SIDEWALK PRESENT	NOTES	PHYSICAL RANK	LOCATION RANK	OVERALL RANK	*COST ESTIMATE (\$)
97	INT108S	Hunt Ave & Main St	S	Yes	Yes	No	No	Yes	No	Yes	Crosses into vertical curb (no ramp) and city trash can	P3	L3	05	\$ 5,600
94	INT108E	Hunt Ave & Main St	E	Yes	Yes	No	No	No	No	Yes		P4-a	L3	06	\$ 1,100
95	INT108N	Hunt Ave & Main St	N	Yes	Yes	No	No	No	No	Yes		P4-a	L3	06	\$ 1,100
47	INT109SW	Hunt Ave & Monte Vista Ave	SW	Yes	Yes	No	No	No	No	Yes		P4-a	L4	08	\$ 1,100
48	INT109N	Hunt Ave & Monte Vista Ave	N	Yes	Yes	No	No	No	No	Yes		P4-a	L4	08	\$ 1,100
65	INT110W	Hunt Ave & Railroad Ave	W	Yes	Yes	No	No	No	No	Yes	Concrete displacement at gutter/ramp	P4-a	L5	08	\$ 1,100
46	INT111S	Hunt Ave & Starr Ave	S	Yes	Yes	No	No	No	No	Yes		P4-a	L3	06	\$ 1,100
313	INT112N	Kearney St & Madrona Ave	N	No	Yes	No	No	No	No	Yes		P2	L4	05	\$ 5,600
314	INT112SW	Kearney St & Madrona Ave	SW	No	Yes	No	No	No	No	Yes		P2	L4	05	\$ 5,600
315	INT112E	Kearney St & Madrona Ave	E	No	Yes	No	No	No	No	Yes		P2	L4	05	\$ 5,600
316	INT112S	Kearney St & Madrona Ave	S	Yes	Yes	Yes	No	Yes	No	Yes	Crosses into vertical curb and gutter	P3	L4	07	\$ 5,600
318	INT113E	Kearney St & Pine St	E	Yes	Yes	No	No	Yes	Yes	Yes	Telephone pole obstructing	P3	L4	07	\$ 5,600
317	INT113N	Kearney St & Pine St	N	Yes	Yes	No	No	No	Yes	Yes		P5	L4	09	
323	INT114W	Kearney St & Spring St	W	Yes	Yes	No	No	No	No	Yes		P1	L2-a	01	\$ 1,100
324	INT114E	Kearney St & Spring St	E	No	Yes	No	No	No	No	Yes		P1	L2-a	01	\$ 5,600
325	INT114N	Kearney St & Spring St	N	Yes	Yes	No	No	Yes	No	Yes	Crosses into vertical curb and gutter	P1	L2-a	01	\$ 5,600
351	INT115E	Kearney St & Tainter St	E	No	Yes	No	No	No	No	Yes		P1	L2-a	01	\$ 5,600
352	INT115S	Kearney St & Tainter St	S	No	Yes	No	No	No	No	Yes		P1	L2-a	01	\$ 5,600
170	INT116S	Kennedy Ct & La Quinta Way	S	No	Yes	No	No	No	No	Yes		P2	L4	05	\$ 5,600
171	INT116W	Kennedy Ct & La Quinta Way	W	No	Yes	No	No	No	No	Yes		P2	L4	05	\$ 5,600
14	INT117S	Kidd Ranch Rd & McCorkle Ave	S	No	No	No	No	No	No	No		P4-a	L4	08	
15	INT117E	Kidd Ranch Rd & McCorkle Ave	E	No	No	No	No	No	No	Partial	Left side of sidewalk missing	P4-a	L4	08	
69	INT120S	La Fata St & Mills Ln	S	No	No	No	No	No	No	No		P4-a	L4	08	
70	INT120E	La Fata St & Mills Ln	E	No	No	No	No	No	No	No		P4-a	L4	08	
73	INT121N	La Fata St & Vintage Ave	N	Yes	Yes	No	No	No	No	Yes		P4-a	L5	08	\$ 1,100
79	INT121S	La Fata St & Vintage Ave	S	Yes	Yes	No	No	No	No	Yes		P4-a	L5	08	\$ 1,100
74	INT121W	La Fata St & Vintage Ave	W	Yes	Yes	No	No	No	Yes	Yes		P5	L5	09	

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UNIQUE ID	FACILITY ID	INTERSECTION NAME	QUAD RANT	RAMP PRESENT	RAMP NEEDED	DISPLACEMENT	EXCESS SLOPE	OBSTRUCTION	DWS INSTALLED	SIDEWALK PRESENT	NOTES	PHYSICAL RANK	LOCATION RANK	OVERALL RANK	*COST ESTIMATE (\$)
168	MID214SE	La Quinta Way	SE	No	Yes	No	No	No	No	Partial	Left side of sidewalk missing	P2	L4	05	\$ 5,600
169	MID214NE	La Quinta Way	NE	No	Yes	No	No	No	No	Yes		P2	L4	05	\$ 5,600
312	INT124N	Madrona Ave & Oak Ave	N	No	Yes	No	No	No	No	Partial	Right side of sidewalk missing	P2	L4	05	\$ 5,600
309	INT124SW	Madrona Ave & Oak Ave	SW	Yes	Yes	No	No	No	No	Yes		P4-a	L4	08	\$ 1,100
310	INT124S	Madrona Ave & Oak Ave	S	Yes	Yes	No	No	No	No	Yes		P4-a	L4	08	\$ 1,100
311	INT124E	Madrona Ave & Oak Ave	E	Yes	Yes	No	No	No	No	Yes		P4-a	L4	08	\$ 1,100
187	INT125E	Madrona Ave & Riesling Way	E	Yes	Yes	No	No	No	No	Partial	Left side of sidewalk missing	P4-a	L4	08	\$ 1,100
254	INT126NW	Madrona Ave & Scott St	NW	No	Yes	No	No	No	No	Partial	Right side of sidewalk missing	P2	L4	05	\$ 5,600
253	INT126W	Madrona Ave & Scott St	W	No	No	No	No	No	No	No		P4-a	L4	08	
285	INT127N	Mountain Rd	N	No	Yes	No	No	No	No	Yes		P2	L4	05	\$ 5,600
284	INT127W	Mountain Rd	W	Yes	Yes	No	No	Yes	No	Yes	Crosses into vertical curb and gutter	P3	L4	07	\$ 5,600
283	INT128E	Madrona Ave & Stockton St	E	Yes	Yes	No	No	No	No	Yes		P4-a	L4	08	\$ 1,100
280	INT128S	Madrona Ave & Stockton St	S	Yes	Yes	No	No	No	Yes	Yes		P5	L4	09	
281	INT129W	Madrona Ave & Stockton St	W	Yes	Yes	No	No	No	Yes	Yes		P5	L4	09	
282	INT129NW	Madrona Ave & Stockton St	NW	Yes	Yes	No	No	No	Yes	Yes		P5	L4	09	
278	INT130N	Madrona Ave & Vineyard Ave	N	Yes	Yes	No	No	No	Yes	Yes		P5	L4	09	
279	INT130W	Madrona Ave & Vineyard Ave	W	Yes	Yes	No	No	No	Yes	Partial	Left side of sidewalk missing	P5	L4	09	
158	INT132NW	Magnolia Ave & Rosebud Ln	NW	Yes	Yes	No	No	No	Yes	Partial	Left side of sidewalk missing	P5	L4	09	
159	INT132E	Magnolia Ave & Rosebud Ln	E	Yes	Yes	No	No	No	Yes	Yes		P5	L4	09	
160	INT131SE	Magnolia Ave & Rosebud Ln	SE	Yes	Yes	No	No	No	Yes	Yes		P5	L4	09	
161	INT131SW	Magnolia Ave & Rosebud Ln	SW	Yes	Yes	No	No	No	Yes	Yes		P5	L4	09	
67	INT134E	Main St & Mills Ln	E	No	No	No	No	No	No	No		P4-a	L3	06	
68	INT134NE	Main St & Mills Ln	NE	No	No	No	No	No	No	No		P4-a	L3	06	
112	INT135S	Main St & Mitchell Dr	S	Yes	Yes	No	No	No	No	Yes		P4-a	L3	06	\$ 1,100
113	INT135W	Main St & Mitchell Dr	W	Yes	Yes	No	No	No	No	Yes		P4-a	L3	06	\$ 1,100
154	INT195SW	Main St & Pine St & Unnamed	SW	Yes	Yes	No	Yes	No	No	Yes		P1	L2-a	01	\$ 3,500
155	INT195S	Main St & Pine St & Unnamed	S	Yes	Yes	Yes	No	No	No	Yes		P1	L2-a	01	\$ 3,500
156	INT195E	Main St & Pine St & Unnamed	E	Yes	Yes	No	No	No	No	Yes		P1	L2-a	01	\$ 1,100

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UNIQUE ID	FACILITY ID	INTERSECTION NAME	QUAD RANT	RAMP PRESENT	RAMP NEEDED	DISPLACE MENT	EXCESS SLOPE	OBSTRUCT ION	DWS INSTALLED	SIDEWALK PRESENT	NOTES	PHYSICAL RANK	LOCATION RANK	OVERALL RANK	*COST ESTIMATE (\$)
117	INT195N	Main St & Pine St & Unamed	N	Yes	Yes	No	No	No	No	Yes		P1	L2-a	01	\$ 1,100
114	INT136E	Main St & Pope St	E	Yes	Yes	No	No	Yes	No	Yes	SNS pole obstructing	P3	L3	05	\$ 5,600
115	INT136N	Main St & Pope St	N	Yes	Yes	No	No	No	No	Yes		P4-a	L3	06	\$ 1,100
116	INT136W	Main St & Pope St	W	Yes	Yes	No	No	No	No	Yes		P4-a	L3	06	\$ 1,100
143	INT137E	Main St & Pratt Ave	E	Yes	Yes	No	No	No	No	Partial	Right side of sidewalk missing	P4-a	L3	06	\$ 1,100
144	INT137N	Main St & Pratt Ave	N	Yes	Yes	No	No	No	No	Partial	Left side of sidewalk missing	P4-a	L3	06	\$ 1,100
145	INT137S	Main St & Pratt Ave	S	Yes	Yes	No	No	No	No	Yes		P4-a	L3	06	\$ 1,100
146	INT137W	Main St & Pratt Ave	W	Yes	Yes	No	No	No	No	Yes		P4-a	L3	06	\$ 1,100
118	INT139S	Main St & Spring St	S	Yes	Yes	Yes	No	Yes	No	Yes	SNS pole obstructing	P3	L3	05	\$ 5,600
117	INT139E	Main St & Spring St	E	Yes	Yes	No	No	No	No	Yes		P4-a	L3	06	\$ 1,100
119	INT139SW	Main St & Spring St	SW	Yes	Yes	No	No	No	No	Yes		P4-a	L3	06	\$ 1,100
98	INT140W	Main St & Sulphur Springs Ave	W	No	No	No	No	No	No	No		P4-a	L3	06	
99	INT140S	Main St & Sulphur Springs Ave	S	No	No	No	No	No	No	No		P4-a	L3	06	
105	INT141S	Main St & Vidovich Ave	S	Yes	Yes	No	No	No	No	Partial	Left side of sidewalk missing	P4-a	L3	06	\$ 1,100
106	INT141W	Main St & Vidovich Ave	W	Yes	Yes	No	No	No	No	Yes		P4-a	L3	06	\$ 1,100
77	INT142E	Main St & Vintage Ave	E	No	No	No	No	No	No	No		P4-a	L3	06	
78	INT142NE	Main St & Vintage Ave	NE	No	No	No	No	No	No	No		P4-a	L3	06	
12	INT143W	Mariposa Ln & Mccorkle Ave	W	Yes	Yes	Yes	No	Yes	No	Yes	SNS pole obstructing. Pavement displaced at ramp.	P3	L4	07	\$ 5,600
13	INT143N	Mariposa Ln & Mccorkle Ave	N	Yes	Yes	Yes	No	No	No	Yes		P4-a	L4	08	\$ 3,500
16	INT144S	Mariposa Ln & Pope St	S	Yes	Yes	No	No	Yes	No	Yes	Pedestrian sign obstructing	P1	L2-a	01	\$ 5,600
17	INT144W	Mariposa Ln & Pope St	W	Yes	Yes	No	No	Yes	No	Yes	Pedestrian sign/telephone pole obstructing	P1	L2-a	01	\$ 5,600
18	INT144E	Mariposa Ln & Pope St	E	Yes	Yes	No	Yes	Yes	No	Yes	SNS pole obstructing	P1	L2-a	01	\$ 5,600
75	INT145W	Mccormick St & Vintage Ave	W	Yes	Yes	No	No	No	Yes	Yes		P5	L5	09	
76	INT145N	Mccormick St & Vintage Ave	N	Yes	Yes	No	No	No	Yes	Yes		P5	L5	09	
42	MID218E	Meadowcreek Cir	E	Yes	Yes	No	No	No	No	Partial	Left side of sidewalk missing	P4-a	L5	08	\$ 1,100
43	MID218SW	Meadowcreek Cir	SW	Yes	Yes	No	No	No	No	Yes		P4-a	L5	08	\$ 1,100
44	INT146E	Meadowcreek Cir & Starr Ave	E	Yes	Yes	No	No	No	No	Yes		P4-a	L3	06	\$ 1,100
45	INT146N	Meadowcreek Cir & Starr Ave	N	Yes	Yes	No	No	No	No	Yes		P4-a	L3	06	\$ 1,100

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UNIQUE ID	FACILITY ID	INTERSECTION NAME	QUAD RANT	RAMP PRESENT	RAMP NEEDED	DISPLACE MENT	EXCESS SLOPE	OBSTRUCT ION	DWS INSTALLED	SIDEWALK PRESENT	NOTES	PHYSICAL RANK	LOCATION RANK	OVERALL RANK	*COST ESTIMATE (\$)
39	INT147E	Meadowcreek Cir & Starr Ave	E	Yes	Yes	No	No	No	No	Partial	Right side of sidewalk missing	P4-a	L4	08	\$ 1,100
40	INT147NE	Meadowcreek Cir & Starr Ave	NE	Yes	Yes	No	No	No	No	Yes		P4-a	L4	08	\$ 1,100
41	INT147W	Meadowcreek Cir & Starr Ave	W	Yes	Yes	No	No	No	No	Yes		P4-a	L4	08	\$ 1,100
340	MD204NW	Mitchell Dr	NW	Yes	Yes	No	No	No	No	Partial	Left side of sidewalk missing	P4-a	L4	08	\$ 1,100
341	MD204SE	Mitchell Dr	SE	Yes	Yes	No	No	No	No	Partial	Right side of sidewalk missing	P4-a	L4	08	\$ 1,100
219	INT148N	Mitchell Dr & N Crane Ave	N	No	Yes	No	No	No	No	Partial	Right side of sidewalk missing	P2	L4	05	\$ 5,600
220	INT148E	Mitchell Dr & N Crane Ave	E	Yes	Yes	No	No	Yes	No	Partial	Crosses into vertical curb and gutter	P3	L4	07	\$ 5,600
343	INT149W	Mitchell Dr & Oak Ave	W	No	No	No	No	No	No	No		P4-a	L3	06	
342	INT149N	Mitchell Dr & Oak Ave	N	Yes	Yes	No	No	No	Yes	Yes		P5	L3	09	
337	INT203N	Mitchell Dr & Saint James Ct	N	Yes	Yes	No	No	Yes	No	Partial	Landscape median obstructs	P3	L4	07	\$ 5,600
336	INT196SW	Mitchell Dr & Saint James Dr	SW	Yes	Yes	No	Yes	Yes	No	Partial	Landscape median obstructs	P3	L4	07	\$ 5,600
338	INT196SE	Mitchell Dr & Saint James Ct	SE	Yes	Yes	No	No	No	No	Partial	Right side of sidewalk missing	P4-a	L5	08	\$ 1,100
339	INT196NE	Mitchell Dr & Saint James Ct	NE	Yes	Yes	No	No	No	No	Partial	Left side of sidewalk missing	P4-a	L4	08	\$ 1,100
332	INT150NW	Mitchell Dr & Saint James Dr	NW	Yes	Yes	No	No	No	No	Partial	Right side of sidewalk missing	P4-a	L5	08	\$ 1,100
333	INT150E	Mitchell Dr & Saint James Dr	E	Yes	Yes	No	No	No	No	Partial	Left side of sidewalk missing	P4-a	L5	08	\$ 1,100
334	INT150SE	Mitchell Dr & Saint James Dr	SE	Yes	Yes	No	No	No	No	Partial	Right side of sidewalk missing	P4-a	L4	08	\$ 1,100
335	INT150SW	Mitchell Dr & Saint James Dr	SW	Yes	Yes	No	No	No	No	Partial	Left side of sidewalk missing	P4-a	L4	08	\$ 1,100
376	INT152E	Mitchell Dr & Voorhees Cir	E	Yes	Yes	No	No	No	No	Partial	Left side of sidewalk missing	P1	L2-a	01	\$ 1,100
377	INT152SE	Mitchell Dr & Voorhees Cir	SE	Yes	Yes	No	No	No	No	Yes		P1	L2-a	01	\$ 1,100
378	INT152W	Mitchell Dr & Voorhees Cir	W	Yes	Yes	No	No	No	No	Partial	Left side of sidewalk missing	P1	L2-a	01	\$ 1,100
379	INT152N	Mitchell Dr & Voorhees Cir	N	Yes	Yes	No	No	No	No	Partial	Right side of sidewalk missing	P1	L2-a	01	\$ 1,100
384	INT151N	Mitchell Dr & Voorhees Cir	N	Yes	Yes	No	No	No	No	Yes		P4-a	L4	08	\$ 1,100
385	INT151E	Mitchell Dr & Voorhees Cir	E	Yes	Yes	No	No	No	No	Yes		P4-a	L4	08	\$ 1,100
386	INT151SE	Mitchell Dr & Voorhees Cir	SE	Yes	Yes	No	No	No	No	Yes		P4-a	L4	08	\$ 1,100
387	INT151W	Mitchell Dr & Voorhees Cir	W	Yes	Yes	No	No	No	No	Yes		P4-a	L4	08	\$ 1,100
222	INT154E	N Crane Ave & Spring St	E	No	Yes	No	No	No	No	No	Crosses into vertical curb and gutter	P2	L4	05	\$ 5,600
221	INT154S	N Crane Ave & Spring St	S	Yes	Yes	No	No	Yes	No	Yes		P3	L4	07	\$ 5,600

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UNIQUE ID	FACILITY ID	INTERSECTION NAME	QUAD RANT	RAMP PRESENT	RAMP NEEDED	DISPLACE MENT	EXCESS SLOPE	OBSTRUCT ION	DWS INSTALLED	SIDEWALK PRESENT	NOTES	PHYSICAL RANK	LOCATION RANK	OVERALL RANK	*COST ESTIMATE (\$)
382	INT155E	Nemo Ct & Voorhees Cir	E	No	No	No	No	No	No	No		P4-a	L5	08	
383	INT155S	Nemo Ct & Voorhees Cir	S	No	No	No	No	No	No	No		P4-a	L4	08	
305	INT156S	Oak Ave & Pine St	S	Yes	Yes	No	No	Yes	No	Yes	Crosses into vertical curb and gutter, ramps do not align	P3	L4	07	\$ 5,600
306	INT156W	Oak Ave & Pine St	W	Yes	Yes	No	No	No	No	Yes		P4-a	L4	08	\$ 1,100
307	INT156E	Oak Ave & Pine St	E	Yes	Yes	No	No	No	No	Yes		P4-a	L4	08	\$ 1,100
308	INT156N	Oak Ave & Pine St	N	Yes	Yes	Yes	No	No	No	Yes		P4-a	L4	08	\$ 3,500
319	INT157E	Oak Ave & Spring St	E	Yes	Yes	No	No	No	No	Yes		P4-a	L3	06	\$ 1,100
320	INT157S	Oak Ave & Spring St	S	Yes	Yes	No	No	No	No	Yes		P4-a	L3	06	\$ 1,100
321	INT157N	Oak Ave & Spring St	N	Yes	Yes	No	No	No	No	Yes		P4-a	L3	06	\$ 1,100
322	INT157W	Oak Ave & Spring St	W	Yes	Yes	No	No	No	No	Yes		P4-a	L3	06	\$ 1,100
344	INT158E	Oak Ave & Tainter St	E	No	Yes	No	No	No	No	Yes		P1	L2-a	01	\$ 3,500
345	INT158S	Oak Ave & Tainter St	S	Yes	Yes	No	No	Yes	No	Yes	Crosses into vertical curb and gutter	P1	L2-a	01	\$ 5,600
346	INT158SW1	Oak Ave & Tainter St	SW1	Yes	Yes	No	No	Yes	No	Yes	Crosses into vertical curb and gutter	P1	L2-a	01	\$ 5,600
347	INT158SW2	Oak Ave & Tainter St	SW2	Yes	Yes	No	No	No	No	Yes		P1	L2-a	01	\$ 1,100
348	INT158N	Oak Ave & Tainter St	N	Yes	Yes	No	No	No	No	Yes		P1	L2-a	01	\$ 1,100
207	INT159SE	Olive Ave & Valley View St	SE	Yes	Yes	No	No	No	No	Yes		P4-a	L4	08	\$ 1,100
208	INT159N	Olive Ave & Valley View St	N	Yes	Yes	No	No	No	No	Yes		P4-a	L4	08	\$ 1,100
209	INT159E	Olive Ave & Valley View St	E	Yes	Yes	No	No	No	No	Yes		P4-a	L4	08	\$ 1,100
141	INT160S	Park St & Pratt Ave	S	No	Yes	No	No	No	No	Partial	Left side of sidewalk missing	P2	L4	05	\$ 5,600
142	INT160E	Park St & Pratt Ave	E	No	Yes	No	No	No	No	Yes		P2	L4	05	\$ 5,600
27	INT164W	Paulson Ct & Pope St	W	Yes	Yes	No	No	Yes	No	Yes	Telephone pole obstructing	P1	L2-a	01	\$ 5,600
28	INT164N	Paulson Ct & Pope St	N	Yes	Yes	No	No	No	No	Yes	No other ramps in intersection	P1	L2-a	01	\$ 1,100
32	INT165N	Peppertree Cir & Pope St	N	Yes	Yes	No	No	No	No	Partial	Right side of sidewalk is missing	P4-a	L4	08	\$ 1,100
368	INT166N	Pine St & Stockton St	N	Yes	Yes	No	No	Yes	Yes	Yes	Hydrant obstructing	P3	L4	07	\$ 5,600
369	INT166E	Pine St & Stockton St	E	Yes	Yes	No	No	No	Yes	Yes		P5	L4	09	
235	INT167NE	Pinot Way & Sylvaner Ave	NE	Yes	Yes	No	No	No	No	Yes		P4-a	L4	08	\$ 1,100
236	INT167E	Pinot Way & Sylvaner Ave	E	Yes	Yes	No	No	No	No	Yes		P4-a	L4	08	\$ 1,100
36	MHD220E	Pope St	E	Yes	Yes	No	No	No	Yes	Partial	No other ramps in intersection, leads to guardrail	P5	L2-a	09	

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UNIQUE ID	FACILITY ID	INTERSECTION NAME	QUAD RANT	RAMP PRESENT	RAMP NEEDED	DISPLACEMENT	EXCESS SLOPE	OBSTRUCTION	DWS INSTALLED	SIDEWALK PRESENT	NOTES	PHYSICAL BANK	LOCATION BANK	OVERALL RANK	*COST ESTIMATE (\$)
25	MID219S	Pope St & Private Rd	S	Yes	Yes	No	No	No	No	Partial	Right side of sidewalk missing	P1	L2-a	01	\$ 1,100
26	MID219E	Pope St & Private Rd	E	Yes	Yes	No	No	No	No	Partial	Left side of sidewalk missing	P1	L2-a	01	\$ 1,100
31	INT169N	Pope St & Starr Ave	N	Yes	Yes	No	No	No	No	Partial	Left side of sidewalk missing	P4-a	L4	08	\$ 1,100
29	INT169S	Pope St & Starr Ave	S	Yes	Yes	No	No	No	Yes	Yes		P5	L4	09	
30	INT169W	Pope St & Starr Ave	W	Yes	Yes	No	No	No	Yes	Yes		P5	L4	09	
122	MID201NE	Railroad Ave & Private Rd	NE	Yes	Yes	No	No	No	No	Partial	Left side of sidewalk missing	P1	L2-a	01	\$ 1,100
123	MID201S	Railroad Ave & Private Rd	S	Yes	Yes	No	No	No	No	Yes		P1	L2-a	01	\$ 1,100
380	INT173E	Reed Ct & Voorhees Cir	E	No	No	No	No	No	No	No		P4-a	L4	08	
381	INT173S	Reed Ct & Voorhees Cir	S	No	No	No	No	No	No	No		P4-a	L4	08	
188	INT174N	Riesling Way & Sylvaner Ave	N	Yes	Yes	No	No	No	No	Partial	Right side of sidewalk missing	P4-a	L4	08	\$ 1,100
189	INT174W	Riesling Way & Sylvaner Ave	W	Yes	Yes	No	No	No	No	Yes		P4-a	L4	08	\$ 1,100
100	INT175NW	Rosebud Ln & Sulphur Springs Ave	NW	Yes	Yes	No	No	No	Yes	Partial	Only ramp for this intersection. Currently crosses to left/vertical gutter	P5	L4	09	
326	INT176E	Saint James Dr & Spring St	E	Yes	Yes	No	Yes	Yes	No	Partial	Crosses into vertical curb and gutter	P3	L3	05	\$ 5,600
327	INT176SE	Saint James Dr & Spring St	SE	Yes	Yes	No	Yes	Yes	No	Partial	Crosses into vertical curb and gutter	P3	L3	05	\$ 5,600
330	INT177W	Saint James Dr & Wallis Ct	W	No	No	No	No	No	No	No		P4-a	L4	08	\$ 1,100
331	INT177S	Saint James Dr & Wallis Ct	S	No	No	No	No	No	No	No		P4-a	L4	08	
59	MID215SW	Signorelli Cir	SW	Yes	Yes	No	No	No	No	Yes		P4-a	L5	08	\$ 1,100
60	MID216E	Signorelli Cir	E	Yes	Yes	No	No	No	No	Yes		P4-a	L5	08	\$ 1,100
229	INT178SW	Spring Brook Ct & Spring St	SW	Yes	Yes	Yes	No	No	No	Yes		P4-a	L4	08	\$ 3,500
230	INT178N	Spring Brook Ct & Spring St	N	Yes	Yes	Yes	No	No	No	Yes		P4-a	L4	08	\$ 3,500
185	INT179S	Spring Mountain Ct & Spring Mountain Rd	S	No	No	No	No	No	No	Partial	Right side of sidewalk missing	P4-a	L4	08	
186	INT179SW	Spring Mountain Rd	SW	No	No	No	No	No	No	No		P4-a	L4	08	
374	INT180W	Spring St & Stockton St	W	Yes	Yes	No	No	No	Yes	Yes		P5	L4	09	
375	INT180NW	Spring St & Stockton St	NW	Yes	Yes	No	No	No	Yes	Yes		P5	L4	09	
190	INT182N	Spring St & Sylvaner Ave	N	No	Yes	No	No	No	No	Yes		P2	L4	05	\$ 5,600
191	INT182SW	Spring St & Sylvaner Ave	SW	No	Yes	No	No	No	No	Yes		P2	L4	05	\$ 5,600
233	INT181W	Spring St & Sylvaner Ave	W	Yes	Yes	No	No	No	No	Yes		P4-a	L4	08	\$ 1,100

Attachment 1

UNIQUE ID	FACILITY ID	INTERSECTION NAME	QUAD RANT	RAMP PRESENT	RAMP NEEDED	DISPLACEMENT	EXCESS SLOPE	OBSTRUCTION	DWS INSTALLED	SIDEWALK PRESENT	NOTES	PHYSICAL RANK	LOCATION RANK	OVERALL RANK	% COST ESTIMATE (\$)
234	INT181N	Spring St & Sylvan Ave	N	Yes	Yes	No	No	No	No	Yes		P4-a	L4	08	\$ 1,100
210	INT183S	Spring St & Valley View St	S	Yes	Yes	No	No	No	No	Yes		P4-a	L4	08	\$ 1,100
211	INT183N	Spring St & Valley View St	N	Yes	Yes	No	No	No	No	Yes		P4-a	L4	08	\$ 1,100
212	INT183E	Spring St & Valley View St	E	Yes	Yes	No	No	No	No	Yes		P4-a	L4	08	\$ 1,100
353	INT185E	Stockton St & Tainter St	E	Yes	Yes	No	No	Yes	Yes	Yes	Telephone pole/TS Obstructing	P3	L4	07	\$ 5,600
354	INT185SE	Stockton St & Tainter St	SE	Yes	Yes	No	No	No	Yes	Yes		P5	L4	09	
355	INT185W	Stockton St & Tainter St	W	Yes	Yes	No	No	No	Yes	Yes		P5	L4	09	
356	INT185N	Stockton St & Tainter St	N	Yes	Yes	No	No	No	Yes	Yes		P5	L4	09	
349	MID221N	Tainter St & Private Rd	N	Yes	Yes	No	No	No	Yes	Yes		P5	L2-a	09	
350	MID222W	Tainter St & Private Rd	W	Yes	Yes	No	No	No	Yes	Yes		P5	L2-a	09	
392	MID208NW	Vidovich Ave	NW	Yes	Yes	No	No	No	No	Partial	Right side of sidewalk missing	P4-a	L5	08	\$ 1,100
388	MID206N	Voorhees Cir & Unnamed St	N	Yes	Yes	No	No	No	No	Partial	Left side of sidewalk missing	P4-a	L4	08	\$ 1,100
389	MID206E	Voorhees Cir & Unnamed St	E	Yes	Yes	No	No	No	No	Partial	Left side of sidewalk missing	P4-a	L4	08	\$ 1,100
390	MID205S	Voorhees Cir & Unnamed St	S	Yes	Yes	No	No	No	No	Partial	Left side of sidewalk missing	P4-a	L4	08	\$ 1,100
391	MID205SW	Voorhees Cir & Unnamed St	SW	Yes	Yes	No	No	No	No	Partial	Right side of sidewalk missing	P4-a	L4	08	\$ 1,100

TOTAL: \$ 759,000

Preliminary Construction Estimate based on the following:

Install DWS only	\$ 1,100
Reconstruct curb ramps (due to displacement/excessive slopes)	\$ 3,500
Reconstruct curb ramps (due to obstruction)	\$ 5,600

* Cost for installing DWS only, some locations may need additional concrete sections remove/replaced in order to install the DWS correctly

**Ramps that are present but noted Ramp Needed = "NO" are estimated for remove/replace with sidewalk.

Attachment 2
2/23/2017



CITY OF ST. HELENA

Americans with Disability Act (ADA)
Self Evaluation and Transition Plan

City Council Meeting
DATE



What is the Americans with Disability Act (ADA) Self Evaluation and Transition Plan?



- Passed by Congress, ADA is a comprehensive civil rights law for persons with disabilities in employment and provisions of goods and services.
- ADA Self Evaluation and Transition Plan is a requirement of public entities to modify its policies, practices or procedures to avoid discrimination against people with disabilities.

The Requirements of the Self Evaluation and Transition Plan

- Completion of a self-evaluation;
- Development of an ADA complaint procedures;
- Designation of a person who is responsible for overseeing compliance; (Public Works Director/City Engineer)
- Development of a transition plan if the self-evaluation identifies any physical modifications necessary for compliance.



The Self Evaluation Goals are to....

- Develop policy recommendations for each department and programs;
- Ensure views from the public, disabled community, and City staff are included in the City's policies; and
- Provide an open dialog between City staff and the disabled community



Attachment 2

2/23/2017

The Transition Plan includes...

- A list of physical barriers in City facilities that limit the accessibility to programs, activities, or services to individuals with disabilities;
- An outline of the methods to be used to remove these barriers and meet accessibility regulations;
- Cost estimates and a prioritized schedule for taking the steps necessary to achieve compliance that is not an undue burden to the City;
- Designation of a person who is responsible for overseeing compliance.

Public Outreach regarding accessibility to the City's policies, programs and services included...

- Survey Forms, Draft Plan, and an invitation to a Public Open House were posted on the City's website, City's public facilities, and specific outreach to stakeholders.
- Public Open house was held at the Fire Station on February 15, 2017, inviting the community's input.
- A total of **X**-survey was received and **Y**-participants attended the meeting.



Transition Plan Elements

- ✓ Policies, Procedures, and Program Accessibility
- ✓ Architectural Barrier Removal for Facilities
- ✓ Curb Ramp Improvements



Policies, Procedures, and Program Accessibility

General Recommendations:

- Include the City's policy on non-discrimination on the basis of disability (website, printed materials, public notices/agendas).
- Establish guidelines and train staff on types of adaptive aids or modifications available for disabled individuals to participate in programs or services.
- Develop and train staff on a disability access program.
- Review the City's Municipal Code and identify corrections to be taken on accessibility
- Amend Transition Plan as needed.



Architectural Barrier Removal for Facilities

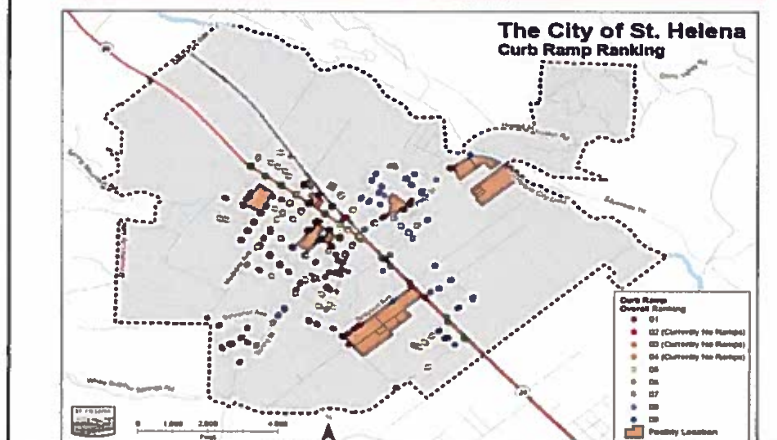
Architectural barriers were observed at:

Buildings	Parks
- City Hall - Police Station - Public Library - Courthouse Building - Town Center - Fire Station (also City Shop) - Historic - Stevens Museum - Oak Street Public Parking - St. Helena High School Historic Administration Building	- Baldwin Park - Levin Station - Lynn Park - McCullough Park - Menden Park - Mary Tyler Park - Jacob Mally Park - Wagon Park - Cross Park - St. Helena State Park

Recommendations:

- Remove barriers to provide accessibility.
- Common barriers included: bathroom/parking signage, fixtures and door hardware, bathroom space clearance, counter heights, parking spaces and main entries.

Barrier Removal at Curb Ramps Replace 328 curb ramps (out of 395 city wide)



Attachment 2
2/23/2017

Summary Budget

Transition Plan Item	Priority Ranking	Estimated Construction Cost (\$)
Policies, Procedures, and Program Accessibility	N/A	Not Estimated
City Facilities	1, 2, 3	\$656,000
Curb Ramps	1 thru 9	\$759,000
TOTAL		\$1,415,000

Add 25% for design, R/W, inspection, etc.

Timeframe Curb Ramps

PHASE ONE – Complete Priority 1 to 4 improvements within (5) years, provided that a minimum budget of \$45,000 per year is allocated.

PHASE TWO – Complete Priority 5 to 6 improvements in (10) years, provided that a minimum budget of \$45,000 per year is allocated.

PHASE THREE– Complete Priority 6 to 9 improvements in (15) years, provided that a minimum budget of \$20,000 per year is allocated.

Note: Many of these will be installed with road maintenance projects

Timeframe Facilities

PHASE ONE – Complete Priority One improvements within (7) years, provided that a minimum budget of \$80,000 per year is allocated.

PHASE TWO – Complete Priority Two improvements in (10) years, provided that a minimum budget of \$15,000 per year is allocated.

PHASE THREE– Complete Priority Three improvements in (15) years, provided that a minimum budget of \$8,000 per year is allocated.

NEXT STEPS ...

- Provide comments of the Draft ADA Self Evaluation and Transition Plan.
- Future action to Approve Resolution **XXXX** adopting the ADA, Title II Self Evaluation and Transition Plan.
- Future action to Approve the ADA Improvement Project Budgets from **NEED SOURCE** to implement Phase I of the ADA Transition Plan.
- Direct City staff with the ADA Coordinator to monitor, review and amend the Transition Plan as needed.



Report to the City Council
Council Meeting of February 28, 2017

Agenda Section: New Business

Subject: Report to City Council as Directed at the January 17, 2017 Special City Council Meeting of the Following Items:

1. Review of Bond Covenants
2. Summary Report on the Major Projects including Funding Assumptions for each Project
3. Overview of Various Financial Mechanisms with Details on Cost Assumptions
4. Review of Perceived Inequity in Allocation Between User Types and Between Base Rate and Usage Rate

Consideration and proposed approval of a resolution authorizing \$45,000 to be taken from the water and wastewater reserves for contracts with bond counsel, municipal financial advisor, and Hansford Economic Consulting to provide additional analysis of the utility rate study dated October 31, 2016 and adopted on November 29, 2016; and

Consideration and proposed approval of a resolution authorizing a second amendment to the contract with Hansford Economic Consulting for an amount not to exceed \$32,792 for additional technical support regarding the rate study dated October 31, 2016 and adopted on November 29, 2016.

CEQA Status: Not a CEQA project

Prepared By: April Mitts, Finance Director

Approved By: Larry Pennell, Interim City Manager

BACKGROUND

On November 29, 2016 City Council approved Resolutions 2016-163 and 2016-164 establishing revised rates for water and wastewater utilities.

On January 17, 2017 at a Special Meeting of the City Council it was requested of staff to provide additional information on the following as they relate to the Utility Rate Study:

1. Review of Bond Covenants;

2. Summary Report on the Major Projects including Funding Assumptions for each Project;
3. Overview of Various Financial Mechanisms with Details on Cost Assumptions; and
4. Review of Perceived Inequity in Allocation Between User Types and Between Base Rate and Usage Rate.

On February 14, 2017 City Council voted on a motion which includes the following as it relates to the Rate Study:

1. Retain a public sector financial consultant and bond counsel to advise an Ad Hoc committee; and
2. Retain Hansford Economic Consulting to work with the Ad Hoc Committee for further analysis of the Rate Study.

DISCUSSION

Review of Bond Covenants

A Bond Covenant is a legally binding term of agreement between a bond issuer and a bond holder. The City currently has three bonds outstanding for the water and wastewater funds – Series 2005B, Series 2006A, and Series 2012B. These bonds were financed through the California Statewide Communities Development Authority (CSCDA) to finance water and wastewater system improvements. With each bond issued the City must legally follow all components of the Installment Purchase Agreement. The Execution Copy of the 2012B Installment Purchase Agreement for the 2012B – Water and Wastewater Bonds is included as Attachment 1.

This City is, and has been, out of compliance with its installment purchase agreement in regards to its debt service requirement of 1.20 or 120%. This requirement states, the City will, at all times while any of the Installment Payments remain unpaid, fix, prescribe and collect rates, fees and charges and manage the operation of the System for each Fiscal Year to pay the following amounts during such Fiscal Year:

1. All current Operation and Maintenance Costs;
2. The Installment Payments and the payments for the other Parity Debt and other debt obligations;
3. All payments required for compliance with the terms of the Installment Purchase Agreement; and
4. All payments to meet any other obligations of the Participant which are charges, liens or encumbrances upon, or payable from, the System Net Revenues.

In addition to the above requirements, the City is required to fix, prescribe and collect rates, fees and charges and manage the operation of the System (water and wastewater) for each Fiscal Year so as to yield System Net Revenues during such Fiscal Year equal to at least 120% of the Annual Debt Service.

The Installment Purchase Agreement does allow for the City to make or permit to be made adjustments to rates, fees and charges and may make or permit to be made such classifications it deems necessary, but cannot reduce or permit to be reduced rates, fees and charges below those then in effect unless the System Revenues from such reduced rates, fees and charges will at all times be sufficient to meet the requirements in Section 6.8 Amounts of Rates, Fees and Charges (Installment Purchase Agreement, pages 18-19).

System Net Revenues is defined as, "System Revenues less Operations and Maintenance Costs." To have a System Net Revenue of 120% of the debt means revenues must exceed expenses by at least 120% of the total debt service. In using the example of the water fund for FY16, the Net System Revenue and Debt Requirements are illustrated in the Table 1.

Table 1

line		
	Revenue	
	Water Sales	\$4,104,537
	Other Operating Revenue	\$172,982
	Nonoperating Revenue	--
	Interest Income	\$45,562
a	TOTAL SYSTEM REVENUES	\$4,323,081
b	OPERATIONS AND MAINTENANCE EXPENSES	4,006,654
c	SYSTEM NET REVENUES (a-b)	\$316,427
	Debt Service	
	CSCDA Series 2006A	\$592,178
	CSCDA Series 2012B	\$408,756
d	TOTAL DEBT SERVICE	\$1,000,934
e	Debt Service Coverage (b ÷ d)	0.32

As illustrated in Table 1, System Net Revenues consist revenue derived from water sales, other operating revenue, nonoperating revenue, and interest income. Other operating revenue would include revenue collected for annexation into the water/wastewater system, revenues received for replacement of broken meters, etc. and nonoperating revenue includes gains/losses on asset disposals or the sale of assets. Transfer from other funds, such as the General Fund, are not considered part of system revenues. This has been confirmed with BLX Group, LLC who provides the City's annual disclosure agreement and with Orrick, Herrington & Sutcliffe LLP who is bond counsel to the California Statewide Communities Development Authority.

Coinciding with the debt service requirements, there are also financial limits in the amount of debt carried by an organization. The standard ratio used to express the limitation is debt service coverage, as calculated above. This measure shows the extent to which

revenues are available to “cover” annual debt service requirements after operating costs have been paid for. Standard & Poor’s (S&P) has set their standard analytical characterizations for utilities and as stated above the City’s bond covenant establishes coverage ratios. The Table 2 is S&P’s Analytical Characterization of Coverage Ratios for Utilities.

Table 2

S&P Analytical Characterizations of Coverage Ratios for Utilities	
Strong	Greater than 1.50
Good	Between 1.26 and 1.50
Adequate	Between 1.0 and 1.25
Insufficient	Less than 1.0

To determine where the City falls within S&P’s coverage ratios for utilities the amount debt financed must be looked at for both the water and wastewater systems. The City’s water system currently has an outstanding principal balance of \$11.1 million dollars of debt issued through its 2006 and 2012 bond issue (FY 15 CAFR, pages 38-41 and HEC Water Rate Study Technical Memorandum, page 10, Table A-9 – Attachment 2). The combined annual payment a little over \$1.1 million dollars with its final payment in 2033 of \$400,000.

The City’s wastewater system currently has an outstanding principal balance of \$3 million of debt issued through its 2005 and 2012 bond issue (FY 15 CAFR, pages 38-41 and HEC Wastewater Rate Study Technical Memorandum, page 9, Table A-9). The combined annual payment is \$250,000 with final payments of \$111,000 in 2032 and 2033.

As stated earlier a requirement of the City’s bond covenants is that rates, fees and charges are at least 1.2 times the annual debt service. While the wastewater system is currently in compliance, the water system is significantly out of compliance. This is illustrated in Table 3 below. Although the wastewater system is in compliance, for the purposes for our bond rating and the bond covenants, the weaker of the two system is considered, which is the water system at a projected 0.32 at the end of FY 16. Despite the passage of the new rates in November 2016, this percentage will not meet the 1.2 times requirement in FY 17, and is estimated to be in compliance by the end of FY 18. Table 3 is a summary of the estimated debt service coverage.

Table 3 - DEBT SERVICE COVERAGE

SYSTEM	FY 15	FY 16	FY 17 Estimated	FY 18 Estimated	FY 19 Estimated
Water	1.01	0.32	0.27	2.22	2.50
S&P Characterization	Adequate	Insufficient	Insufficient	Strong	Strong

Amount Needed to meet Bond Covenants	\$1,200,010	\$1,205,056	\$1,187,101	\$1,179,499	\$1,402,195
Amount Over/(Short)	(\$189,719)	(\$881,100)	(\$917,385)	\$1,002,574	\$1,519,045
Wastewater	2.77	1.48	1.53	5.17	2.07
S&P Characterization	Strong	Good	Strong	Strong	Strong
Amount Needed to meet Bond Covenants	\$302,836	\$309,486	\$303,451	\$304,685	\$1,017,785
Amount Over/(Short)	\$50,473	\$51,581	\$50,575	\$1,007,999	\$737,894

Another requirement of our bond covenants is that continuous disclosure must be done each year on the City's bonds. The City currently contracts with BLX Group, LLC to provide continuous disclosure for the City's bonds. This notice contains certain operating and financial data relating to the City's water and wastewater systems. It is a way in which bond holders and rating agencies can analyze if the City is in good financial health or if there are any concerns of default. If the City is in default of its Installment Purchase Agreement S.E.C. Rule 15c2-12 requires a Voluntary Event Notice – Non-Payment Related Default to be provided. This notice is required to provide information on matters as to which an average prudent investor ought reasonably to be informed before buying or selling any security. Because the City of St. Helena did not meet its debt service coverage requirement for FY 15 and FY 16 voluntary event notices for non-payment related default were provided by the City and posted on EMMA (Electronic Municipal Market Access) which is the official repository for information on all municipal bonds. EMMA provides free public access to official disclosures, trade data, credit ratings and other information about the municipal securities market (Attachments 3 and 4).

Being out of compliance with our bond covenants can, and will have serious consequences if left unaddressed. Bond covenants cannot be taken lightly and is something the market focuses on and is typically the first indication of a financial problem and can cause red flags for investors, bond insurers, and bond issuers. Staff has reached out to Orrick, Herrington & Sutcliffe, LLP, bond counsel for the CSCDA, Jones Hall which provides bond counsel, BLX Group, LLC who is currently retained by the City to provide mandated continuous disclosure regarding our bonds, two independent municipal financial advisors, and Standard & Poor's (S&P) regarding the issue of non-compliance of our bond covenants. After speaking with the various entities staff has compiled a bullet pointed list of potential consequences of not increasing rates to be in compliance with the current bond covenants, these are listed below.

- Inability to incur additional debt – if the City is not currently meeting its current debt requirement it will not be able to pass the Additional Debt Tests required for Parity Debt (another bond with equal rights to a claim as other bonds already issued).
- Ability to finance future projects will be challenged and more expensive.
- Bonds can be downgraded
- A subordinate debt may be available; however, these will be at a higher interest rate.
- Higher interest rates for future borrowing.
- Inability or difficulty obtaining a Municipal Bond Insurance Policy.
- Obtaining new debt could become an issue due to Fair Securities Laws requiring full disclosure which would include the inability to meet the current bond covenants.
- State Loans through the State Revolving Fund have a debt service requirements similar to bonds, if the City is not currently meeting its bond covenants it will be unable to borrow from SRF.
- S&P rating would be reduced.
- If we do default Bond holders, insurers may decide they want to get out and can call an event of default and accelerate the debt – this would force the rates to ensure compliance with the bond covenants.

Summary Report on the Major Projects including Funding Assumptions for each Project
WATER

Water system capital costs in any one year are dependent on the state of the current infrastructure to serve existing customers and necessary improvements to accommodate potential new customers.

The City has identified a total of \$22.6 million in Capital Improvement Costs (CIP) for the water system in the next 10 years in 2016 dollars (HEC Water Rate Study Technical Memorandum Table A-6). The City already has some funding for these projects in the form of existing bond funds, grants, and impact fees. After deducting existing outside funding, the total amount to be funded by the new rates is \$17.7 million in 2016 dollars, which escalates to \$20.8 million in future dollars (HEC Water Rate Study Technical Memorandum, Table A-7). Costs included are allocated to existing and future customers based on their estimated use of facilities. Out of the \$20.8 million, \$18.8 million benefits existing customers and only \$2 million of the total cost is for projects partially benefiting future customers (HEC Water Rate Study Technical Memorandum Table A-8).

Table 4 provides a summary of all CIP projects included in the recent rate study, the total estimated costs, funding source(s), and the amounts provided by existing outside funding (grants, existing debt, and impact fees). This is a summary of information presented in the HEC Water Rate Study Technical Memorandum, Tables A-6 and A-7).

Table 4

CIP Project	Total Estimated Cost	Existing Outside Funding	New Rates Funding	Assumed Financing
York Creek Upper Dam Removal/Mitigation	\$6,177,117	\$4,481,342	\$1,695,775	--
Meadowood Tank Upgrades	\$500,000	\$120,100	\$379,900	--
Bell Canyon Reservoir Improvements	\$900,000	--	\$900,000	--
Dwyer Road Booster Improvements	\$842,523	--	\$421,262	--
Bell Canyon Intake Mid-Valve Repair	\$14,387	--	\$14,387	--
Bell Valve House Valve Replacement	\$526,105		\$526,105	--
Holmes Tank Upgrade	\$1,383,000	--	\$1,383,000	--
Bell Canyon Creek Flow Measurement	\$750,000	\$257,250	\$492,750	--
Sludge Handling Program	\$150,000	--	\$150,000	--
Raw Water Metering Station	\$100,000	--	\$100,000	--
Tank 2 Rehabilitation	\$750,000	--	\$750,000	--
Well Filter Rehabilitation	\$11,103	--	\$11,103	--
Pump Station Upgrades	\$200,000	--	\$200,000	\$200,000
Replace 12" Transmission Line	\$400,000	--	\$400,000	--
Lower York Creek Dam Rehabilitation	\$480,695	--	\$480,695	--
Bell Canyon Intake Tower Replacement	\$2,000,000	--	\$2,000,000	\$2,000,000
Water Treatment Plant Condition Assessment	\$150,000	--	\$150,000	--
Spill Containment at Bell Creek Intake	\$75,000	--	\$75,000	--
SCADA Improvements (Rutherford & Holmes)	\$150,000	--	\$150,000	--
Spill Containment at Stonebridge Well	\$75,000	--	\$75,000	--

CIP Project	Total Estimated Cost	Existing Outside Funding	New Rates Funding	Assumed Financing
Upgrade at Rutherford Pump Station	\$500,000	--	\$500,000	--
Remove Restriction at Rutherford PS	\$150,000	--	\$150,000	--
Update GIS Maps of Water System	\$50,000	--	\$50,000	--
Water Master Plan Update	\$150,000	--	\$150,000	--
Replace Water Mains < 6"	\$4,000,000	--	\$4,000,000	--
Replace 1% of Water Mains Annually	\$150,000	--	\$150,000	--
Additional Storage	\$1,000,000	--	\$1,000,000	--
Annual Maintenance Program	\$950,000	--	\$950,000	--
Total	\$22,584,930	\$4,858,692	\$17,726,238	\$2,200,000

It is the intent of the City to use cash, existing debt, new debt, grants, impact fees, and reserves to fund the projects listed above. The term "Cash" in the Water and Wastewater Rate Study Technical Memorandum's include impact fees, grants, and use of existing debt. All projects listed above take place over a 10 year period. For estimated project timelines; refer to the Water Rate Study Technical Memorandum, Table A-7.

WASTEWATER

Wastewater system capital costs in any one year are dependent on the state of the current infrastructure to serve existing customers and necessary improvements to accommodate potential new customers.

The City has identified a total of \$15.4 million in Capital Improvement Costs (CIP) for the wastewater system in the next 10 years in 2016 dollars (HEC Wastewater Rate Study Technical Memorandum, Table A-5). The City does not have any existing funding for these projects. After escalating project costs to future dollars in order to account for inflation, the total amount to be funded by the new rates \$17.7 million in future dollars (HEC Wastewater Rate Study Technical Memorandum, Table A-6). Costs included are allocated to existing and future customers based on their estimated use of facilities. Out of the \$17.7 million, \$17.6 million benefits existing customers and only \$100,000 of the total cost is for projects partially benefiting future customers (HEC Wastewater Rate Study Technical Memorandum, Table A-8). Table 5 provides a summary of information

presented in HEC Wastewater Rate Study Technical Memorandum, Tables A-5, A-6, and A-7

Table 5

CIP Project	Total Estimated Cost	New Rates Funding	Assumed Financing
Miscellaneous Maintenance Projects	\$550,000	\$550,000	--
Replace 1% of Sewer Mains Annually	\$1,650,000	\$1,650,000	--
Crinella Pump Station Upgrades	\$500,000	\$500,000	--
Add Sewer Pump Stations to SCADA	\$150,000	\$150,000	--
Wet Weather Flow Monitoring	\$50,000	\$50,000	--
Upgrade GIS Maps of Sewer System	\$50,000	\$50,000	--
Sewer Master Plan	\$150,000	\$150,000	--
Replace Rodding Machine	\$40,000	\$40,000	--
CCTV Program	\$165,000	\$165,000	--
Phase 1 – WWTP Upgrades	\$7,474,108	\$7,474,108	\$7,474,108
Reclamation Field Improvements	\$142,000	\$142,000	--
Pond 2 & 3 Levee	\$120,000	\$120,000	--
Facilities Automation	\$144,000	\$144,000	--
New Well	\$65,000	\$65,000	--
Sludge Removal	\$150,000	\$150,000	--
Recycled Water Feasibility Study	\$75,000	\$75,000	--
Temporary Trailer at WRF	\$28,000	\$28,000	--
Replace WRF Operations Building and Shop	\$3,000,000	\$3,000,000	--

Upgrade Chemical Storage Facilities	\$500,000	\$500,000	--
Phase 2 – WWTP Upgrades	\$400,000	\$400,000	\$400,000
Total	\$15,403,108	\$15,403,108	\$7,874,108

For estimated project timelines; refer to the Wastewater Rate Study Technical Memorandum, Table A-7.

Overview of Various Financial Mechanisms with Details on Cost Assumptions

Engineer's estimates were used for projects with preliminary engineering complete. However, work has not started on many projects and cost estimates (assumptions) are based on typical costs for similar projects by other agencies. In this case, the City retained GHD to provide cost estimates for projects that have not started. In all cases, cost estimates are expected to vary as work begins on projects, the scope of work is developed, engineering designs are prepared, and construction bids are received.

The cost estimates (assumptions) are just that, estimates. There are situations where a cost is estimated and when all design aspects and construction bids are received, it is found the estimate was low. For example, at the time this study was prepared, the Reclamation Field Improvements were estimated to cost \$142,000. This was based on input from the City's wastewater plant operator and materials supplier. Preliminary engineering is now complete and the initial cost estimate is \$1.5 million. The cost increase is due to the engineering consultant and staff spending time to perform a thorough assessment of the condition of the existing system, expanding the scope to include replacement of more piping, and installation of additional sprinklers to achieve increased coverage.

In addition, it is estimated that some of the cost estimates made for this study are low and will, when construction begins, be higher than anticipated. This is a key reason why additional monies are set aside in the reserves to address this as well as unanticipated expenses due to unplanned projects.

WATER

The City has identified a minimum of \$17.7 million, net of grant funds and existing bond proceeds, of water system capital improvement projects to be funded over the next 10 years. This cost is inflated to a total of \$20.8 million dollars over the next 10 years.

New debt service is assumed to be incurred, financed by the State Drinking Water Revolving Fund (DWSRF) for two projects:

1. Bell Canyon intake tower replacement
2. Pump Station upgrades

The total estimated DWSRF-funded project costs are \$2.7 million, which includes a 15% contingency factor. The estimated annual debt service is \$166,000 although an additional 10% is due in the first 10 years due to the first 10 years of the loan to build up a reserve of one year debt service. This will bring the total debt payment for the water fund to a little more than \$1.1 million each fiscal year. Existing customers' share of the debt is 86%; the remaining debt service is for future customers' share of the Bell Canyon intake tower replacement.

A part of the rate study and establishment of rates includes collecting rates to cover system rehabilitation costs. Depreciation of current assets is used as the basis for which to cover system rehabilitation costs. Depreciation is calculated based on existing water facilities and new facilities built in the next 5-year period.

WASTEWATER

The City has identified a minimum of \$15.4 million, net of grant funds and existing bond proceeds, of wastewater system capital improvement projects to be funded over the next 10 years. This cost is inflated to a total of \$17.7 million dollars over the next 10 years. This financial plan assumes that:

- Phase I and II of the wastewater treatment plant upgrades will be debt-financed.
- Reserves will be used to finance \$3.7 million for replacement of the wastewater reclamation facility operations building and shop, which is expected to be accomplished fiscal years 2021 through 2023.
- Cash will fund the remaining CIP costs.

CASH FLOW

With the adoption of the calculated rates it is anticipated that the City will be able to meet all water and wastewater enterprise fund obligations and achieve at least six months of operating expenses in cash reserves in each year of the projection. Additionally, it is anticipated the City will meet its 2012B debt service coverage ratio of at least 120% by the end of FY 18. The City may be able to designate (set aside) up to \$3.1 million in the water fund by fiscal year ending 2027 (HEC Water Rate Study Technical Memorandum, page 25) and up to \$1.7 million by fiscal year ending 2022, and \$3.8 million by fiscal year ending 2027 in the wastewater fund (HEC Wastewater Technical Memorandum, page 20). These funds are designated to pay for system rehabilitation. Essentially the use of the water and wastewater systems by current customers cause "wear and tear" on the current system. Similar to the wear and tear on a vehicle or at a home, items need to be fixed and replaced overtime due to use by the current customers. These funds set aside during the next 10 years can be used to fix or replace portions of the water and wastewater system which were used by current customers.

While the cash flow analysis provided are optimistic, there are situations which arise that can quickly diminish the positive cash flow or amount set aside in reserves. The City has an aging infrastructure which has not had regular maintenance and the rates are needed

to address aging infrastructure and new regulatory requirements. The Capital Improvement Project (CIP) list included in the current rate study is based on currently available information and will change as infrastructure failures occur and as regulatory agency requirements change. Additionally, there could be other projects not currently identified which are critical in nature that would quickly diminish reserves.

Review of Perceived Inequity in Allocation between User Types and between Base Rate and Usage Rate

There are two parts to both the water rates and the wastewater rates. The first is the base rate, or service charge. This rate is fixed and does not change from month to month. The second component to the rate structure is the use (or commodity) rates. These vary each month dependent on actual use of the water and wastewater systems and are measured by Hundred Cubit Feed (HCF). The sections below set out to explain what factors are used in determining base and use rates.

All numbers presented in this section are based on the Fiscal Year ending 2017 numbers presented in the report prepared by HEC.

DETERMINING BASE RATES – WATER SYSTEM

Several factors are involved in determining what base rates are charged to what customer classification. Base (service) costs comprise of customer costs and capacity costs.

Customer Costs

Customer costs are allocated to customers based on the number of water accounts (number of meters). This is done by taking the revenue requirement for Non-Fire Services and dividing the number of meters serviced by the City of St. Helena - 2,451. This gives you a Customer Cost per account, per meter, per month of \$17.69. This is what it costs to have the meter installed on your property.

Capacity Costs

Capacity costs are allocated to customers based on the hydraulic capacity of the meter size. Meter ratio and meter flow figures are based on the American Water Works Association (AWWA) standard meter flow and ratios which is the standard used to determine capacity. Simply put, the larger the meter, the more the water flow, and the larger the meter ratio is. The largest number of meters in St. Helena are the 5/8" and 1" single-family meters which account for 1,987 of the 2,452 meters, or 81% of the meters. Be mindful that there are several meters which serve multiple units. For instance, an apartment complex or mobile home park. They may have 1 or 2 meters, but will serve several residential units. The monthly service charge for capacity costs varies dependent on the size of the meter. For instance a single-family residential meter (5/8", 3/4", and 1") has a monthly capacity cost of \$24.22, a 1" non-residential meter has a monthly capacity cost of \$60.55, and a 6" meter which has a monthly capacity cost of \$1,211.01 per month (Water Rate Study Technical Memorandum, page 19, Table 13). In essence, the larger

the meter, the more capacity it has for water to flow through, and the higher the cost for that meter.

Once Customer Costs and Capacity Costs are determined, the two are added together which will give the base rate for the size of the meter. Using our examples above, a single-family residential meter (5/8", 3/4", and 1") has a monthly base fee of \$41.91, a 1" non-residential meter has a monthly base fee of \$78.25, and a 6" meter has a monthly base fee of \$1,228.70. As seen here; the larger the meter size, the higher the capacity, the higher the monthly base charge.

The final item in determining the base rate for water customers is factoring in the cost of meter replacement by meter size. The HEC Water Rate Study Technical memorandum, page 22, Table 16 outlines the monthly cost per size meter. This cost is added to the monthly base rate established by customer costs and capacity costs to determine the final monthly base rate by meter size. Using the same examples as above a single-family residential meter (5/8", 3/4", and 1") has a monthly base fee of \$43.22, a 1" non-residential meter has a monthly base fee of \$80.08, and a 6" meter has a monthly base fee of \$1,252.50. Meters are typically replaced every 20 years and the HEC study factors routine meter replacement at a rate of 5% per year.

As seen in the examples above, the larger the meter, the more water can flow through, and the greater the cost for the City to maintain the meter.

DETERMINING USE CHARGES – WATER SYSTEM

Use, or commodity charges, are determined by taking the total costs allocated to use charges and dividing them by projected water demand in the peak and off-peak season. This is done to determine the cost per hundred cubic feet (HCF). Water use charges are found in the Water Rate Study Technical Memorandum, page 17, Table 11. For 2017 the use charges are \$3,799,993. Page 21, Table 14 of the same document shows the total allocated cost for use divided by total water consumption equals \$5.88 HCF. There is naturally more demand for water from May through October – this is considered peak season. During the peak months the costs of operating the water system is 11% higher. Due to the higher cost of operations, a seasonal rate structure has been adopted by City Council for use charges. Table 14, as referenced above, shows that 240,040 HCF is consumed during the off-peak season and 405,760 HCF is consumed during the peak season. Based on actual consumption the cost per HCF during the off-peak season is \$5.50 and during the peak season is \$6.11 for the remainder of 2017. Use charges do not vary by meter size or by customer category.

For the purpose of the study, water use over the past five years was used as the basis on which to project water use over the next five year (HEC Water Rate Study Technical Memorandum, page 8).

DETERMINING RATES – WASTEWATER SYSTEM (BASE AND USE)

Similar to the water system, there are two types of rates which are charged to the wastewater system. A base rate and a usage rate. The base rate for residential single family, multi-family, and mobile homes has a flat monthly charge per housing unit. Schools pay a flat monthly charge on a per student basis. Non-Residential pay a flat monthly charge by customer type. The wastewater base fee allocates costs on based on flow and strength customer characters (HEC Wastewater Rate Study Technical Memorandum, page 11). The use (flow) rate charged to all customers for wastewater) is based on the winter average water meter reads.

The following four steps are used to determine how wastewater rates are calculated such that the monthly wastewater rates meet legal requirements for base and use charges.

1. The first step is to establish the Wastewater Customer Base and User Characteristics – The wastewater customer base is as follows:
 - a. Residential (single family, multi-family, and mobile homes),
 - b. Schools,
 - c. Car wash,
 - d. Religious places/community center,
 - e. Commercial, grocery and mortuary,
 - f. Laundry,
 - g. Mixed retail with food,
 - h. Motel with food,
 - i. Motel without food,
 - j. Restaurant,
 - k. Napa Valley College,
 - l. Service station
 - m. Winery production (non-pretreated), and
 - n. Sutter Home (treated) winery users.

The list above defines who uses the wastewater system. The second part of this step is to determine user characteristics. A user characteristic is what type of waste is being put through the wastewater system by user type. Wastewater, or sewer, strength is based in industry standards and is a combination of the Biological Oxygen Demand (BOD) and Total Suspended Solids (TSS or SS). Essentially how strong is the waste which will be traveling through the City's wastewater system. The HEC Wastewater Rate Study Technical Memorandum, page 5, Table 2 provides a summary of the BOD and TSS by user. The stronger the waste, the bigger demand on the City's wastewater system, the higher the amount to be paid by that customer base.

2. The second step in determining wastewater base and use rates is to project revenue requirements and allocate the revenue requirements to collection and

treatment of wastewater – Projections of annual cost and non-rate revenues are used to determine revenue requirement as previously described. The total revenue requirement is allocated between collection and treatment. Of this total cost, approximately 72% is for the treatment plant and 28% is for the collection system.

3. The third step is to allocate revenue requirement based on flow and strength to determine Unit Costs – The revenue requirement is allocated based on flow and strength (load) depending on the percentage distribution of operations and maintenance operations attributed to flow, BOD, or TSS. Per unit revenue requirement for each projected year is determined by dividing the allocated revenue requirement by the demand for each customer type.
4. The fourth, and final, step is to determine the revenue requirement by customer type – Per unit costs are multiplied by the flow and strength characteristics of each customer category to determine the annual costs by customer type. The more the flow, BOD, or TSS, the greater the amount is required of the system and the greater the cost will be for the user.

Historically, residential customers are responsible for 69% of the total costs, schools are responsible for 1% of the total costs, and non-residential customers are responsible for 30% of the total costs. Total treatment cost per hundred cubic feet is greatest for high strength customers such as winery production customers who do not pre-treat, restaurants, groceries and mortuaries, and lowest for customers such as car washes and religious places/community centers which have low strength wastewater (HEC Wastewater Rate Study Technical Memorandum, pages 15 and 19). The difference in the cost to treat the high strength customers can be seen in the difference in the base and use rates established in the rate study. e.g. a single-family home has a wastewater base fee of \$48.04 per month and pays a usage rate of \$4.69 per HCF. A high strength customer such as a winery (non-treated) will have a base fee of \$989.21 per month and a usage rate of \$17.31 per HCF. A third example is a restaurant, also a high strength customer, has a base rate of \$840.03 per month and a usage rate of \$10.18 per HCF. Using these examples it can be seen that a high strength user pays approximately 20x more in base fees and approximately 3x more per HCF than the amount of a single-family home.

WHO USES THE CITY'S WATER AND WASTEWATER SYSTEMS

The City services a population of approximately 6,000 people. The City has approximately 2,600 water connections which services:

- More than 2,900 residential units (some connections have more than one residential unit such as apartment complexes and mobile homes);
- Approximately 260 non-residential establishments including businesses, schools, religious places and community centers;

- Approximately 20 industrial customers; and
- About 30 irrigation-only customers

Residential customers comprise 87% of the total customer base and use approximately 50% of total water deliveries. Industrial customers comprise approximately 1% of the customer base and use approximately 21% of total water deliveries.

The City provides wastewater service to the same households, institutional uses and businesses, with the exception of those with septic systems. Wastewater flow by the various groups is as follows:

- Residential customers – 75% of flow
- Commercial customers – 20% of flow
- Industrial customers – 1% of flow
- Other customers – 4% of flow

In comparing the water and wastewater customer base you will see that residential uses of the water system accounts for approximately 50% of all water deliveries and residential accounts for 75% of the wastewater flow. The difference in water and wastewater use is due to the number of wineries and businesses which are on septic and do not use the City's sewer system.

Source: HEC Water and Wastewater Rate Study Final Document dated October 31, 2016, pages 5-7. Water Rate Study Technical Memorandum, Attachment A, page 4, Table A-4.

In reviewing the number of connections and revenue generated by customer class, Table 6 provides a summary of how much each customer paid in FY16.

Table 6 - AVERAGE AMOUNT PAID ANNUALLY PER CUSTOMER BY CLASS – FY16

	Residential	Industrial	Hotel/Spa	Commercial	Other
Water	\$1,120	\$30,202	\$18,696	\$2,995	\$602
Wastewater	\$977	\$26,044	\$22,310	\$3,761	-
TOTAL Annual Amount Paid Per Customer	\$2,097	\$56,246	\$41,006	\$6,756	\$602

ADDITIONAL ITEMS FOR CONSIDERATION

In addition to the four categories addressed above, City Council directive at the February 14, 2017 included retaining a public sector financial consultant, bond council, and Hansford Consulting to work with and advise an Ad Hoc committee and perform further analysis of the Rate Study.

Staff reached out to Hansford Consulting, two municipal financial consultants, and a bond counsel to inquire on costs associated with further analysis. Below are the costs associated with each entity:

1. Municipal Financial Consultant - It is estimated the cost for a Municipal Financial Consultant will not exceed \$5,000.
2. Hansford Consulting - On February 15, 2017 Finance Director Mitts reached out to Hansford Economic Consulting (HEC) for a quote to retain services to assist in further analysis, work with an Ad Hoc Committee and a municipal financial advisor in determining industrial and residential rates, recommend corrective measures, if any, and generate alternative rate models. The quote for additional services is \$32,792 and is included as Attachment 5 with a contract amendment.
3. Bond Counsel – It is estimated the cost for bond counsel will not to exceed \$5,000

FISCAL IMPACT

The fiscal impact to proceed with contracting a municipal financial consultant, contracting with bond counsel, and retaining Hansford Economic Consulting is estimated to be approximately \$43,000. If City Council directs to move forward, \$21,500 need to be taken from the water and wastewater net position for a total of \$43,000.

RECOMMENDED ACTION

Receive and file report.

Provide staff direction on the retention of a municipal financial advisor, bond counsel, and Hansford Economic Consulting. If directed to proceed, staff is recommending:

1. Approval of Resolution No. 2017-___ approving use of water and wastewater funds for a total of \$43,000 split equally between the funds.
2. Approval of Resolution No. 2017-___ approving a contract with Hansford Economic Consulting to provide additional technical support in regards to the rate study.

ATTACHMENTS

1. Attachment 1 – Installment Purchase Agreement Execution Copy 2012B Bond
2. Attachment 2 – Hansford Economic Consulting Water and Wastewater Rate Study dated October 31, 2016.
3. Attachment 3 – Voluntary Event Notice – Non-Payment Related Default FY15
4. Attachment 4 – Voluntary Event Notice – Non-Payment Related Default FY16
5. Attachment 5 – Quote and Second Contract Amendment for Hansford Economic Consulting for additional technical assistance in regards to the rate study.
6. Attachment 6 – Resolution No. 2017-___ authorizing use of \$22,500 from the water reserves and use of \$22,500 from the wastewater reserves for a total of

\$43,000 for contracts with bond counsel, municipal financial advisor, and Hansford Economic Consulting to provide additional analysis of the utility rate study dated October 31, 2016 and adopted on November 29, 2016.

7. Attachment 7 – Resolution No. 2017-____ authorizing a contact with Hansford Economic Consulting for a total amount not to exceed \$32,792 for additional technical support regarding the rate study dated October 31, 2016 and adopted on November 29, 2016.

Attachment 1

EXECUTION COPY

INSTALLMENT PURCHASE AGREEMENT

between

CITY OF ST. HELENA

and

CALIFORNIA STATEWIDE COMMUNITIES DEVELOPMENT AUTHORITY

Dated as of June 1, 2012

relating to

**CALIFORNIA STATEWIDE COMMUNITIES DEVELOPMENT AUTHORITY
WATER AND WASTEWATER REVENUE BONDS
SERIES 2012B**

OHSUSA:750126718.3

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INSTALLMENT PURCHASE AGREEMENT

This INSTALLMENT PURCHASE AGREEMENT, made and entered into as of June 1, 2012, between the CITY OF ST. HELENA, a public agency duly organized and existing under and by virtue of the laws of the State of California (the "Participant"), and CALIFORNIA STATEWIDE COMMUNITIES DEVELOPMENT AUTHORITY, a joint exercise of powers agency duly organized and existing under and by virtue of the laws of the State of California (the "Authority").

WITNESSETH:

WHEREAS, the Participant proposes to finance certain facilities (the "Project") within its enterprise system described in Exhibit A hereto (the "System");

WHEREAS, the Project is a public capital improvement that results in significant public health benefits, including but not limited to more efficient delivery of service and constitutes facilities for the production, storage, transmission, or treatment of water or wastewater;

WHEREAS, the Authority has agreed to assist the Participant in financing the Project;

WHEREAS, the Participant is authorized by the laws of the State of California (the "Law") to enter into this Agreement;

WHEREAS, the Participant and the Authority have duly authorized the execution of this Agreement;

WHEREAS, the Authority will assign its right to receive Installment Payments under this Agreement to Wilmington Trust, N.A., as Trustee under that certain Indenture, dated as of June 1, 2012 relating to the Authority Bonds (as defined below), and will issue its California Statewide Communities Development Authority Water and Wastewater Revenue Bonds, Series 2012B (the "Authority Bonds") to be secured in part by the Installment Payments;

WHEREAS, all acts, conditions and things required by law to exist, to have happened and to have been performed precedent to and in connection with the execution and delivery of this Agreement do exist, have happened and have been performed in regular and due time, form and manner as required by law, and the parties hereto are now duly authorized to execute and enter into this Agreement;

NOW, THEREFORE, IN CONSIDERATION OF THESE PREMISES AND OF THE MUTUAL AGREEMENTS AND COVENANTS CONTAINED HEREIN AND FOR OTHER VALUABLE CONSIDERATION, THE PARTIES HERETO DO HEREBY AGREE AS FOLLOWS:

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ARTICLE I

DEFINITIONS

Section 1.1 Definitions. Unless the context otherwise requires, the terms defined in this Section shall for all purposes hereof and of any amendment hereof or supplement hereto and of any report or other document mentioned herein or therein have the meanings defined herein, the following definitions to be equally applicable to both the singular and plural forms of any of the terms defined herein. Unless the context otherwise requires, all capitalized terms used herein and not defined herein shall have the meanings ascribed thereto in the Indenture.

Agreement

"Agreement" means this Agreement, between the Participant and the Authority, dated as of the date hereof, as originally executed and as it may from time to time be amended or supplemented in accordance herewith.

Annual Debt Service

"Annual Debt Service" means, for any Fiscal Year, the sum of (1) the interest accruing on all Parity Debt during such Fiscal Year, assuming that all Parity Debt is retired as scheduled, plus (2) the principal amount (including principal due as sinking fund installment payments) allocable to all Parity Debt in such Fiscal Year, calculated as if such principal amounts were deemed to accrue daily during such Fiscal Year in equal amounts from, in each case, each payment date for principal or the date of delivery of such Parity Debt (provided that principal shall not be deemed to accrue for greater than a 365-day period prior to any payment date), as the case may be, to the next succeeding payment date for principal, *provided*, that the following adjustments shall be made to the foregoing amounts in the calculation of Annual Debt Service:

(A) with respect to any such Parity Debt bearing or comprising interest at other than a fixed interest rate, the rate of interest used to calculate Annual Debt Service shall be (i) with respect to such Parity Debt then outstanding, one hundred ten per cent (110%) of the greater of (1) the daily average interest rate on such Parity Debt during the twelve (12) calendar months next preceding the date of such calculation (or the portion of the then current Fiscal Year that such Parity Debt has borne interest) or (2) the most recent effective interest rate on such Parity Debt prior to the date of such calculation or (ii) with respect to such Parity Debt then proposed to be issued, 80% of the interest rate on actively traded 30-year United States Treasury obligations;

(B) with respect to any such Parity Debt having twenty-five per cent (25%) or more of the aggregate principal amount thereof due in any one Fiscal Year, Annual Debt Service shall be calculated for the Fiscal Year of determination as if the interest on and principal of such Parity Debt were being paid from the date of incurrence thereof in substantially equal annual amounts over a period of twenty (20) years from the date of such Parity Debt provided, however that the full amount of such Parity Debt shall be included in Annual Debt Service if the date of calculation is within 24 months of the actual maturity of the payment;

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(C) with respect to any such Parity Debt or portions thereof bearing no interest but which are sold at a discount and which discount accretes with respect to such Parity Debt or portions thereof, such accreted discount shall be treated as due when scheduled to be paid;

(D) Annual Debt Service shall not include interest on Parity Debt which is to be paid from amounts constituting capitalized interest; and

(E) if an interest rate swap agreement is in effect with respect to, and is payable on a parity with, any Parity Debt to which it relates, no amounts payable under such interest rate swap in excess of debt service payable under such Parity Debt agreement shall be included in the calculation of Annual Debt Service unless the sum of (i) the interest payable on such Parity Debt, plus (ii) the amounts payable by the Participant under such interest rate swap agreement, less (iii) the amounts receivable by the Participant under such interest rate swap agreement, are greater than the interest payable on such Parity Debt, in which case the amount of such payments to be made that exceed the interest to be paid on such Parity Debt shall be included in such calculation, and for this purpose, the variable amount under any such interest rate swap agreement shall be determined in accordance with the procedure set forth in subparagraph (A) of this definition.

Authority

"Authority" means California Statewide Communities Development Authority, a joint exercise of powers agency duly organized and existing under and by virtue of the laws of the State of California.

Authority Bonds

"Authority Bonds" means the California Statewide Communities Development Authority Water and Wastewater Revenue Bonds, Series 2012B issued by the Authority, and at any time Outstanding pursuant to the Indenture.

Bond Insurer

"Bond Insurer" means Assured Guaranty Municipal Corp., a New York stock insurance company or any successor thereto or assignee thereof.

Business Day

"Business Day" means any day other than a Saturday, a Sunday or a day on which banks located in the city where the Corporate Trust Office is located, are required or authorized to remain closed.

Certificate of the Participant

"Certificate of the Participant" means an instrument in writing signed by the chief executive officer or chief financial officer of the Participant, or by any other officer of the Participant duly authorized by the Participant for that purpose, such authorization to be

Attachment 1

evidenced by a certificate verifying the specimen signatures of such officers at the request of the Trustee.

Code

"Code" means the Internal Revenue Code of 1986, as amended, and the regulations of the United States Department of the Treasury issued thereunder, and in this regard reference to any particular section of the Code shall include reference to all successors to such section of the Code.

Continuing Disclosure Certificate

"Continuing Disclosure Certificate" means that certain Continuing Disclosure Certificate executed by the Participant with respect to the Authority Bonds.

Event of Default

"Event of Default" means an event described in Section 8.1 hereof.

Fiscal Year

"Fiscal Year" means the period beginning on July 1 of each year and ending on the last day of June of the next succeeding year, or any other twelve-month period selected and designated as the official Fiscal Year of the Participant.

Generally Accepted Accounting Principles

"Generally Accepted Accounting Principles" means the uniform accounting and reporting procedures set forth in publications of the American Institute of Certified Public Accountants or its successor, or by any other generally accepted authority on such procedures, and includes, as applicable, the standards set forth by the Governmental Accounting Standards Board or its successor.

Indenture

"Indenture" means the Indenture, dated as of June 1, 2012, between the Authority and the Trustee relating to the Authority Bonds, as it may from time to time be amended or supplemented in accordance with its terms.

Independent Certified Public Accountant

"Independent Certified Public Accountant" means any firm of certified public accountants appointed by the Participant, which is independent of the Participant and the Authority pursuant to the Statement on Auditing Standards No. 1 of the American Institute of Certified Public Accountants.

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Installment Payment Date

"Installment Payment Date" means the fifteenth day of the month prior to each related Interest Payment Date, or if said date is not a Business Day, then the preceding Business Day.

Installment Payments

"Installment Payments" means the Installment Payments of interest and principal scheduled to be paid by the Participant under and pursuant hereto as provided in Exhibit B hereto.

Interest Payment Date

"Interest Payment Date" means the payment dates of the Authority Bonds identified in the Indenture.

Law

"Law" means the laws of the State of California pursuant to which the Participant was formed and operates and Section 5451 of the Government Code of the State of California and in each case all laws amendatory thereof or supplemental thereto.

Maximum Annual Debt Service

"Maximum Annual Debt Service" means, as of any date of calculation, the largest Annual Debt Service during the period from the date of such calculation through the final maturity date of all Parity Debt.

Moody's

"Moody's" means Moody's Investors Service, and its successors and assigns, except that if such shall be dissolved or liquidated or shall no longer perform the services of a municipal securities rating agency, then the term "Moody's" shall be deemed to refer to any other nationally recognized municipal securities rating agency selected by the Participant.

Municipal Bond Insurance Policy

"Municipal Bond Insurance Policy" means the insurance policy issued by the Bond Insurer guaranteeing the scheduled payment of principal of and interest on the Authority Bonds when due.

Net Proceeds

"Net Proceeds" means, when used with respect to any casualty insurance or condemnation award, the proceeds from such insurance or condemnation award remaining after payment of all expenses (including attorneys' fees) incurred in the collection of such proceeds.

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Operation and Maintenance Costs

"Operation and Maintenance Costs" means the reasonable and necessary costs paid or incurred by the Participant for maintaining and operating the System, determined in accordance with Generally Accepted Accounting Principles, including all reasonable expenses of management and repair and all other expenses necessary to maintain and preserve the System in good repair and working order, and including all administrative costs of the Participant that are charged directly or apportioned to the operation of the System, such as salaries and wages of employees, overhead, taxes (if any) and insurance premiums (including payments required to be paid into any self-insurance funds), and including all other reasonable and necessary costs of the Participant or charges required to be paid by it to comply with the terms hereof or of any Supplemental Agreement or of any resolution authorizing the execution of any Parity Debt, such as compensation, reimbursement and indemnification of the Trustee and the Authority and fees and expenses of Independent Certified Public Accountants; but excluding in all cases (i) payment of Parity Debt and Subordinate Obligations, (ii) costs of capital additions, replacements, betterments, extensions or improvements which under Generally Accepted Accounting Principles are chargeable to a capital account, and (iii) depreciation, replacement and obsolescence charges or reserves therefor and amortization of intangibles.

Participant

"Participant" means the City of St. Helena, a public agency duly organized and existing under and by virtue of the laws of the State of California.

Parity Debt

"Parity Debt" means the Installment Payments and any Parity Obligations.

Parity Obligation Payments

"Parity Obligation Payments" means the payments scheduled to be paid by the Participant under and pursuant to the Parity Obligations, which payments are secured by a pledge of System Net Revenues on a parity with the Installment Payments as provided herein.

Parity Obligations

"Parity Obligations" means all obligations of the Participant authorized and executed by the Participant other than the Installment Payments, the Parity Obligation Payments under which are secured by a pledge of the System Net Revenues on a parity with the Installment Payments as provided herein, including but not limited to any Repayment Obligations secured by System Net Revenues on a parity with the Installment Payments.

Participating Underwriter

"Participating Underwriter" shall have the meaning ascribed thereto in the Continuing Disclosure Certificate.

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Prior Liens

"Prior Liens" means those liens, if any, on the System Revenues which are senior to the pledge under this Agreement as identified in Exhibit A hereto.

Project

"Project" means any additions, betterments, extensions and improvements to the System financed or refinanced described in Exhibit A hereto.

Purchase Price

"Purchase Price" means the principal amount plus interest thereon owed by the Participant to the Authority under the terms hereof as provided in Section 4.1.

Rate Stabilization Fund

"Rate Stabilization Fund" means the fund by that name established pursuant to Section 5.4 hereof.

Repayment Obligation

"Repayment Obligation" means the reimbursement obligation or any other payment obligation of the Participant under a written agreement between the Participant and a credit provider to reimburse the credit provider for amounts paid pursuant to a credit facility for the payment of the principal amount or purchase price of and/or interest on any Parity Debt.

Rebate Fund

"Rebate Fund" means the fund by that name established pursuant to Section 4.5 of the Indenture and provided for in Section 6.17 hereof.

Reserve Account

"Reserve Account" means that Account within the Reserve Fund held under the Indenture relating to this Agreement.

Reserve Account Requirement

"Reserve Account Requirement" has the meaning assigned in the Indenture.

Reserve Policy

"Reserve Policy" has the meaning assigned in the Indenture.

Subordinate Obligations

"Subordinate Obligations" means the obligations of the Participant that are subordinate in payment to the Installment Payments.

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Supplemental Agreement

"Supplemental Agreement" means any agreement then in full force and effect which has been entered into by the Participant and the Trustee, amendatory of or supplemental hereto; but only if and to the extent that such Supplemental Agreement is specifically authorized hereunder.

System

"System" means the whole and each and every part of the system identified in Exhibit A hereto of the Participant, including the portion thereof existing on the date hereof, and including all additions, betterments, extensions and improvements to such system or any part thereof hereafter acquired or constructed.

System Net Revenues

"System Net Revenues" means for any period System Revenues less Operation and Maintenance Costs for such period; provided that certain adjustments in the amount of System Net Revenue deemed collected during a Fiscal Year may be made in connection with amounts deposited in the Rate Stabilization Fund as provided in Section 5.4 herein.

System Revenue Fund

"System Revenue Fund" means the fund by that name created pursuant to Section 5.2 hereof.

System Revenues

"System Revenues" means all gross income and revenue received or receivable by the Participant from the ownership or operation of the System, determined in accordance with Generally Accepted Accounting Principles, including all fees (including connection fees), rates, charges and all amounts paid under any contracts received by or owed to the Participant in connection with the operation of the System and all proceeds of insurance relating to the System and investment income allocable to the System and all other income and revenue howsoever derived by the Participant from the ownership or operation of the System or arising from the System, subject to and after satisfaction of any Prior Liens.

Tax Certificate

"Tax Certificate" means collectively all the certificates, each dated the date of the original issuance and delivery of the Authority Bonds, with respect to the requirements of certain provisions of the Code, as each such certificate may from time to time be modified or supplemented in accordance with the terms thereof.

Trustee

"Trustee" means Wilmington Trust, N.A. acting in its capacity as Trustee under and pursuant to the Indenture, and its successors and assigns.

Written Request of the Participant

"Written Request of the Participant" means an instrument in writing signed by the chief executive or chief financial officer of the Participant or their designee, or by any other officer of the duly authorized by the Participant for that purpose, such authorization to be evidenced at the request of the Trustee by a certificate verifying the specimen signatures of such officers.

ARTICLE II

REPRESENTATIONS AND WARRANTIES

Section 2.1 Representations by the Participant. The Participant makes the following representations:

(a) The Participant is a public agency duly organized and existing under and pursuant to the laws of the State of California. The Participant has full legal right, power and authority to enter into this Agreement and carry out its obligations hereunder, to carry out and consummate all transactions contemplated by this Agreement, and the Participant has complied with the provisions of the Law in all matters relating to such transactions. By proper action, the Participant has duly authorized the execution, delivery and due performance of this Agreement.

(b) The officers of the Participant executing this Agreement are duly and properly in office and fully authorized to execute the same.

(c) This Agreement has been duly authorized, executed and delivered by the Participant.

(d) This Agreement, when assigned to the Trustee pursuant to the Indenture, will constitute the legal, valid and binding agreement of the Participant enforceable against the Participant by the Trustee in accordance with its terms for the benefit of the Owners of the Authority Bonds, and any rights of the Authority and obligations of the Participant not so assigned to the Trustee constitute the legal, valid, and binding agreements of the Participant enforceable against the Participant by the Authority in accordance with their terms; except in each case as enforcement may be limited by bankruptcy, insolvency or other laws affecting the enforcement of creditors' rights generally, by the application of equitable principles regardless of whether enforcement is sought in a proceeding at law or in equity and by public policy.

(e) The execution and delivery of this Agreement, the consummation of the transactions herein contemplated and the fulfillment of or compliance with the terms and conditions hereof, will not conflict with or constitute a violation or breach of or default (with due notice or the passage of time or both) under any applicable law or administrative rule or regulation, or any applicable court or administrative decree or order, or any indenture, mortgage, deed of trust, loan agreement, lease, contract or other agreement or instrument to which the Participant is a party or by which it or its properties are otherwise subject or bound, or result in the creation or imposition of any lien, charge or encumbrance of any nature whatsoever upon any of the property or assets of the Participant, which conflict, violation, breach, default, lien, charge or encumbrance might have consequences that would materially and adversely affect the

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consummation of the transactions contemplated by this Agreement, or the financial condition, assets, properties or operations of the System.

(f) No consent or approval of any trustee or holder of any indebtedness of the Participant or any guarantor of indebtedness of or other provider of credit or liquidity of the Participant, and no consent, permission, authorization, order or license of, or filing or registration with, any governmental authority (except with respect to any state securities or "blue sky" laws) is necessary in connection with the execution and delivery of this Agreement, or the consummation of any transaction herein or therein contemplated, or the fulfillment of or compliance with the terms and conditions hereof, except as have been obtained or made and as are in full force and effect.

(g) There is no action, suit, proceeding, inquiry or investigation, before or by any court or federal, state, municipal or other governmental authority, pending, or to the knowledge of the Participant, after reasonable investigation, threatened, against or affecting the Participant or the assets, properties or operations of the Participant which, if determined adversely to the Participant or its interests, would have a material adverse effect upon the consummation of the transactions contemplated by, or the validity of, this Agreement, or upon the financial condition, assets, properties or operations of the System, and the Participant is not in default (and no event has occurred and is continuing which with the giving of notice or the passage of time or both could constitute a default) with respect to any order or decree of any court or any order, regulation or demand of any federal, state, municipal or other governmental authority, which default might have consequences that would materially and adversely affect the consummation of the transactions contemplated by this Agreement, or the financial condition, assets, properties or operations of the System. The Participant enjoys the peaceful and undisturbed possession of all of the premises upon which it is operating the System.

(h) No written information, exhibit or report furnished to the Authority by the Participant in connection with the negotiation of this Agreement contains any untrue statement of a material fact or omits to state a material fact required to be stated therein or necessary to make the statements therein, in the light of the circumstances under which they were made, not misleading.

(i) The Participant's Comprehensive Annual Financial Report for the year ended June 30, 2011 (copies of which have been furnished to the Authority) fairly present the financial position of the System at such date and the results of operations of the System for the year ended on such date, and since such date there has been no material adverse change in the financial condition or results of operations of the System.

(j) The Participant complies in all material respects with all environmental laws and regulations applicable to the System.

(k) The Participant has determined that it is necessary and proper for Participant uses and purposes within the terms of the Law that the Participant finance and/or refinance the acquisition of the Project in the manner provided for in this Agreement.

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(l) All components of the Project are in compliance with Division 13 (commencing with Section 21000) of the Public Resources Code of the State of California or are not "projects" under that division.

Section 2.2 Representations and Warranties by the Authority. The Authority represents and warrants that the Authority is a joint exercise of powers agency duly organized and in good standing under the laws of the State of California, has full legal right, power and authority to enter into this Agreement and to carry out and consummate all transactions contemplated by this Agreement and by proper action has duly authorized the execution, delivery and due performance of this Agreement.

ARTICLE III

ACQUISITION OF THE PROJECT

Section 3.1 Sale and Purchase of Project. In consideration for the Authority's assistance in financing the Project, the Participant agrees to act as the Authority's agent for purposes of construction and acquisition of the Project. The Authority will make the net proceeds of the Authority Bonds allocable to the Participant available to the Participant for this purpose, as provided in the Indenture.

In consideration for the Installment Payments as set forth in Section 4.2, the Authority agrees to sell, and hereby sells, to the Participant, and the Participant agrees to purchase, and hereby purchases, from the Authority, the Project at the purchase price specified in Section 4.1 hereof and otherwise in the manner and in accordance with the provisions of this Agreement.

Section 3.2 Title. All right, title and interest in the Project shall vest in the Participant immediately upon execution and delivery of this Agreement.

Section 3.3 Changes to the Project. The Participant may at any time substitute other public capital improvements for the then existing components of the Project by submitting a Written Request of the Participant to the Authority and the Trustee specifying the components of the Project to be substituted and the new components.

ARTICLE IV

INSTALLMENT PAYMENTS

Section 4.1 Purchase Price.

(a) The Purchase Price to be paid by the Participant hereunder to the Authority is the sum of the principal amount of the Participant's obligations hereunder plus the interest to accrue on the unpaid balance of such principal amount from the effective date hereof over the term hereof, subject to prepayment as provided in Article VII.

(b) The principal amount of the payments to be made by the Participant hereunder is set forth in Exhibit B hereto.

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(c) The interest to accrue on the unpaid balance of such principal amount is as specified in Section 4.2 and Exhibit B hereto, and shall be paid by the Participant as and constitute interest paid on the principal amount of the Participant's obligations hereunder.

Section 4.2 Installment Payments and Additional Payments. The Participant shall, subject to any rights of prepayment provided in Article VII, pay the Authority the Purchase Price in installment payments of interest and principal in the amounts and on the Installment Payment Dates as set forth in Exhibit B hereto.

Each Installment Payment shall be paid to the Authority in lawful money of the United States of America. In the event the Participant fails to make any of the payments required to be made by it under this Section, such payment shall continue as an obligation of the Participant until such amount shall have been fully paid; and the Participant agrees to pay the same with interest accruing thereon at the rate or rates of interest then applicable to the remaining unpaid principal balance of the Installment Payments if paid in accordance with their terms.

The obligation of the Participant to make the Installment Payments is absolute and unconditional, and until such time as the Purchase Price shall have been paid in full (or provision for the payment thereof shall have been made pursuant to Article IX), the Participant will not discontinue or suspend any Installment Payments required to be made by it under this Section when due, whether or not the System or any part thereof is operating or operable or has been completed, or its use is suspended, interfered with, reduced or curtailed or terminated in whole or in part, and such payments shall not be subject to reduction whether by offset or otherwise and shall not be conditional upon the performance or nonperformance by any party of any agreement for any cause whatsoever.

The Participant shall not be obligated to make payments hereunder or incur any liability as a result of the default of any other public agency under an Installment Purchase Agreement, the obligations under which have been assigned to the Trustee under the Indenture in connection with the Authority Bonds.

In addition to the Installment Payments, the Participant shall also pay such amounts ("Additional Payments") as shall be required for the payment of all fees and administrative costs of the Authority and the Trustee relating to the Authority Bonds and allocable to the Participant, including without limitation all expenses, compensation and indemnification of the Authority and the Trustee payable by the Participant hereunder and under the Indenture, fees of auditors, accountants, attorneys or engineers, and all other necessary administrative costs of the Authority or charges required to be paid by it to comply with the terms hereof (including the fees of the disclosure consultant and arbitrage calculations service provided in Section 4.3), of the Authority Bonds or of the Indenture or to indemnify the Authority and its employees, officers and directors and the Trustee; *provided* that the foregoing obligation shall be limited to those amounts reasonably allocable to the Participant.

Section 4.3 Appointment of Dissemination Agent and Arbitrage Calculation Service. The Participant hereby appoints the firm designated pursuant to Section 4.6 of the Indenture as its dissemination agent to assist in compliance with Section 6.18 hereof. The Participant hereby appoints the firm designated pursuant to the Tax Certificate as its arbitrage calculation service to

comply with Sections 6.16 and 6.17 hereof (provided that if the Participant is a "small governmental issuer" as set forth in Section 148(f)(4)(D) of the Code no such firm need be appointed on the Participant's behalf or such services paid for by the Participant).

ARTICLE V

SECURITY

Section 5.1 Pledge of System Net Revenues. All System Net Revenues and all amounts on deposit in the System Revenue Fund are hereby irrevocably pledged to the payment of the Installment Payments as provided herein and the System Net Revenues shall not be used for any other purpose while any of the Installment Payments remain unpaid; provided that out of the System Revenues there may be apportioned such sums for such purposes as are expressly permitted herein. This pledge, together with the pledge created by all other Parity Debt, shall constitute a first and exclusive lien on System Net Revenues and, subject to application of amounts on deposit therein as permitted herein, the System Revenue Fund and other funds and accounts created hereunder for the payment of the Installment Payments and all other Parity Debt in accordance with the terms hereof and of the Indenture and shall attach, be perfected and be valid and binding from and after delivery by the Trustee of the Authority Bonds, without any physical delivery thereof or further act.

Section 5.2 Allocation of System Revenues. In order to carry out and effectuate the pledge and lien contained herein, the Participant agrees and covenants that all System Revenues shall be received by the Participant in trust hereunder and shall be deposited when and as received in a special fund designated as the "System Revenue Fund", which fund is hereby established and which fund the Participant agrees and covenants to maintain and to hold separate and apart from other funds so long as any Installment Payments remain unpaid. To the extent the Participant has an existing fund which satisfies the foregoing requirements, then such shall be deemed to be the "System Revenue Fund" and the Participant shall not be required to create a new fund. The Participant may maintain separate accounts within the System Revenue Fund. The amounts in the System Revenue Fund shall be invested in Authorized Investments. Moneys in the System Revenue Fund shall be used and applied by the Participant as provided in this Agreement.

The Participant shall, from the moneys in the System Revenue Fund, pay all Operation and Maintenance Costs (including amounts reasonably required to be set aside in contingency reserves for Operation and Maintenance Costs, the payment of which is not then immediately required) as such Operation and Maintenance Costs become due and payable. Thereafter, all remaining moneys in the System Revenue Fund shall be set aside by the Participant at the following times for the transfer to the following respective special funds in the following order of priority; and all moneys in each of such funds shall be held in trust and shall be applied, used and withdrawn only for the purposes set forth in this Section.

(a) **Installment Payments.** On or before the first Business Day of each month, the Participant shall, from the moneys in the System Revenue Fund, transfer to the Trustee the Installment Payment due and payable on any Installment Payment Date occurring in such month. The Participant shall also, from the moneys in the System Revenue Fund, transfer to the

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applicable trustee for deposit in the respective payment fund, without preference or priority, and in the event of any insufficiency of such moneys ratably without any discrimination or preference, any other Parity Obligation Payments becoming due in such month in accordance with the provisions of any Parity Obligation.

(b) Reserve Account. On or before the first Business Day of each month, the Participant shall, from the remaining moneys in the System Revenue Fund, thereafter, without preference or priority, and in the event of any insufficiency of such moneys ratably without any discrimination or preference, transfer to the Trustee as provided in Section 3.2 of the Indenture for deposit in the Revenue Fund for application to the Reserve Account in accordance with the Indenture and to the applicable trustee for such other reserve accounts, if any, as may have been established in connection with Parity Obligations that sum, if any, necessary to restore the Reserve Account to an amount equal to the Reserve Account Requirement and otherwise replenish the Reserve Account for any withdrawals (including draws upon the Reserve Policy or any credit facility) to pay the Installment Payments due hereunder and necessary to restore such other reserve accounts to an amount equal to the amount required to be maintained therein; provided that payments to restore the Reserve Account after a withdrawal may be made in monthly installments equal to 1/12 of the aggregate amount needed to restore the Reserve Account to the Reserve Account Requirement as of the date of the withdrawal. The Participant's obligation to replenish the Reserve Account shall be limited to draws on the Reserve Account relating to the Participant. To the extent that draws on the Reserve Account are from a credit facility as permitted under the definition of Reserve Account Requirement in the Indenture, transfers hereunder to restore the Reserve Account shall be made to reimburse the provider of such credit facility.

The Participant shall be obligated to make payments to the Bond Insurer for draws on the Reserve Policy only to the extent of draws on the Reserve Account relating to this Agreement. Interest shall accrue and be payable on draws under the Reserve Policy and all related reasonable expenses incurred by the Bond Insurer from the date of payment by the Bond Insurer at the Late Payment Rate. "Late Payment Rate" means the lesser of (a) the greater of (i) the per annum rate of interest, publicly announced from time to time by JPMorgan Chase Bank at its principal office in the City of New York, as its prime or base lending rate ("Prime Rate") (any change in such Prime Rate to be effective on the date such change is announced by JPMorgan Chase Bank) plus 3%, and (ii) the then applicable highest rate of interest on the Authority Bonds and (b) the maximum rate permissible under applicable usury or similar laws limiting interest rates. The Late Payment Rate shall be computed on the basis of the actual number of days elapsed over a year of 360 days. In the event JPMorgan Chase Bank ceases to announce its Prime Rate publicly, Prime Rate shall be the publicly announced prime or base lending rate of such national bank as the Bond Insurer shall specify. Repayment of draws and payment of expenses and accrued interest thereon at the Late Payment Rate (collectively, "Policy Costs") shall commence in the first month following each draw, and each such monthly payment shall be in an amount at least equal to 1/12 of the aggregate of Policy Costs related to such draw (provided that the Participant may repay the Policy Costs in full at any time during this period).

If the Participant shall fail to pay any Policy Costs in accordance with the requirements set forth above, the Bond Insurer shall be entitled to exercise any and all legal and equitable remedies available to it, including those provided hereunder and under the Indenture other than

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(i) acceleration of the maturity of the Authority Bonds or (ii) remedies which would adversely affect owners of the Authority Bonds.

For purposes of the additional parity debt test in Section 5.3(c) and the rate covenant in Section 6.8(b), System Net Revenues shall provide at least one times coverage of the Policy Costs then due and owing in addition to the other coverage requirements therein.

(c) Surplus. Moneys on deposit in the System Revenue Fund not necessary to make any of the payments required above, may be expended by the Participant at any time for any purpose permitted by law, including but not limited to payments with respect to Subordinate Obligations and deposits to the Rate Stabilization Fund.

Section 5.3 Additional Parity Debt. The Participant may at any time enter into any Parity Debt; provided:

(a) The Participant shall be in compliance with all agreements, conditions, covenants and terms contained herein and in all Supplemental Agreements required to be observed or performed by it, and a Certificate of the Participant to that effect shall have been filed with the Trustee (with the consent of the Bond Insurer this condition shall not apply where the purpose of the proposed Parity Debt is to cure such non-compliance).

(b) The Parity Debt shall have been duly authorized pursuant to the Law and all applicable laws.

(c) The System Net Revenues for the last completed Fiscal Year or any 12 consecutive months within the last 18 months preceding the date of execution of such Parity Debt, as shown by a Certificate of the Participant on file with the Trustee, plus an allowance for increased System Net Revenues arising from any increase in the rates, fees and charges of the System which was duly adopted by the governing board of the Participant prior to the date of the execution of such Parity Debt but which, during all or any part of such 12 month period, was not in effect, in an amount equal to the amount by which the System Net Revenues would have been increased if such increase in rates, fees and charges had been in effect during the whole of such 12 month period, as shown by a Certificate of the Participant on file with the Trustee, shall have produced a sum equal to at least 120% per cent of the Maximum Annual Debt Service as calculated after the execution of such Parity Debt; *provided*, that in the event that all or a portion of such Parity Debt is to be issued for the purpose of refunding and retiring any Parity Debt then outstanding, interest and principal payments on the Parity Debt to be so refunded and retired from the proceeds of such Parity Debt being issued shall be excluded from the foregoing computation of Maximum Annual Debt Service; *provided further*, that the Participant may at any time issue Parity Debt without compliance with the foregoing conditions if the Annual Debt Service for each Fiscal Year during which such Parity Debt is outstanding will not be increased by reason of the issuance of such Parity Debt; and *provided further*, an adjustment shall be made in the amount of System Net Revenues as provided in Section 5.4 hereof.

Nothing contained in this Section shall limit the issuance of any revenue bonds of the Participant payable from the System Net Revenues and secured by a lien and charge on the System Net Revenues if, after the issuance and delivery of such revenue bonds, none of the

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Installment Payments shall be unpaid. Furthermore, nothing contained in this Section shall limit the issuance of any Subordinate Obligations.

Section 5.4 Rate Stabilization Fund. There is hereby established a special fund to be known as the "Rate Stabilization Fund" which shall be held by the Participant. The Participant may, during or within 210 days after a Fiscal Year, deposit surplus System Net Revenues transferred from the System Revenue Fund attributable to such Fiscal Year (on the basis of Generally Accepted Accounting Principles) into the Rate Stabilization Fund. The Participant may at any time withdraw moneys from the Rate Stabilization Fund and deposit such amounts into the System Revenue Fund. Notwithstanding anything to the contrary provided herein, System Net Revenues deposited into the Rate Stabilization Fund shall not be taken into account as System Net Revenues for purposes of the calculations in Sections 5.3 and 6.8(b) in the Fiscal Year to which such deposit is attributable, and amounts withdrawn from the Rate Stabilization Fund and deposited into the System Revenue Fund, during or within 210 days after a Fiscal Year, may be taken into account as System Revenues for purposes of the calculations required under Sections 5.3 and 6.8(b) in such Fiscal Year; provided that, for purposes of the calculation required under Section 5.3, the amount of System Net Revenues before any credits for withdrawals from the Rate Stabilization Fund may not be less than 100% of Maximum Annual Debt Service for outstanding Parity Debt and the proposed additional Parity Debt. The amounts in the Rate Stabilization Fund shall be invested in the Authorized Investments.

ARTICLE VI

COVENANTS OF THE PARTICIPANT

Section 6.1 Punctual Payment. The Participant will punctually pay the Installment Payments in strict conformity with the terms hereof and will faithfully satisfy, observe and perform all agreements, conditions, covenants and terms hereof and of any Supplemental Agreements.

Section 6.2 Legal Existence. The Participant will use all means legally available to maintain its existence.

Section 6.3 Against Encumbrances. The Participant will not mortgage or otherwise encumber, pledge or place any charge upon any of the System Net Revenues except as provided herein, and will not issue any obligations secured by System Net Revenues senior to the Parity Debt; *provided*, that the Participant may at any time issue any Subordinate Obligations.

Section 6.4 Against Sale or Other Disposition of the System. The Participant will not sell or otherwise dispose of the System or any part thereof essential to the proper operation of the System or to the maintenance of the System Net Revenues, unless the Installment Payments have been fully paid or provision has been made therefor in accordance with Article 9.1 hereof. The Participant will not enter into any lease or agreement which impairs the operation of the System or any part thereof necessary to secure adequate System Net Revenues for the payment of the Installment Payments, or which would otherwise impair the rights of the Owners with respect to the System Net Revenues or the operation of the System.

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Section 6.5 Maintenance and Operation of System. The Participant will maintain and preserve the System in good repair and working order at all times and will operate the System in an efficient and economical manner.

Section 6.6 Insurance.

(a) The Participant will procure and maintain at all times insurance on the System against such risks (including accident to or destruction of the System) as are usually insured in connection with operations similar to the System and, to the extent such insurance is available for reasonable premiums from a reputable insurance company, such insurance shall be adequate in amount and, as to the risks insured against, shall be maintained with responsible insurers; *provided*, that such insurance coverage may be satisfied under a self-insurance program which is actuarially sound.

(b) The Participant shall procure and maintain or cause to be procured and maintained public liability insurance covering claims against the Participant (including its directors, officers and employees) for bodily injury or death, or damage to property occasioned by reason of the Participant's operations, including any use of the System, and such insurance shall afford protection in such amounts as are usually covered in connection with operations similar to the System; *provided*, that such insurance coverage may be satisfied under a self-insurance program which is actuarially sound.

(c) If all or any part of the System shall be damaged or destroyed the Net Proceeds realized by the Participant therefrom and allocable to this Agreement shall be deposited by the Participant with the Trustee in a special fund which the Trustee shall establish as needed in trust and applied by the Participant to the cost of acquiring and constructing additions, betterments, extensions or improvements to the System if (A) the Participant first secures and files with the Trustee a Certificate of the Participant showing (i) the loss in annual System Revenues, if any, suffered, or to be suffered, by the Participant by reason of such damage or destruction, (ii) a general description of the additions, betterments, extensions or improvements to the System then proposed to be acquired and constructed by the Participant from such proceeds, and (iii) an estimate of the additional System Revenues to be derived from such additions, betterments, extensions or improvements; and (B) the Trustee has been furnished a Certificate of the Participant, certifying that such additional System Revenues will sufficiently offset on a timely basis the loss of System Revenues resulting from such damage or destruction so that the ability of the Participant to pay Installment Payments when due will not be substantially impaired, and such Certificate of the Participant shall be final and conclusive, and any balance of such proceeds not required by the Participant for such purpose or pursuant to any other Parity Obligation shall be deposited in the System Revenue Fund and applied as provided in Section 5.2 hereof, *provided*, that if the foregoing conditions are not met, then such proceeds shall be deposited with the Trustee and applied to make Installment Payments as they come due and Parity Obligation Payments as they shall become due.

If such damage or destruction have had no effect, or at most an immaterial effect, upon the System Revenues and the security of the Installment Payments, and a Certificate of the Participant to such effect has been filed with the Trustee, then the Participant shall forthwith

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deposit such proceeds in the System Revenue Fund, to be applied as provided in Section 5.2 hereof.

Section 6.7 Eminent Domain Proceeds. If all or any part of the System shall be taken by eminent domain proceedings, the Net Proceeds realized by the Participant therefrom and allocable to this Agreement shall be deposited by the Participant with the Trustee in a special fund which the Trustee shall establish as needed in trust and applied by the Participant to the cost of acquiring and constructing additions, betterments, extensions or improvements to the System if (A) the Participant first secures and files with the Trustee a Certificate of the Participant showing (i) the loss in annual System Revenues, if any, suffered, or to be suffered, by the Participant by reason of such eminent domain proceedings, (ii) a general description of the additions, betterments, extensions or improvements to the System then proposed to be acquired and constructed by the Participant from such proceeds, and (iii) an estimate of the additional System Revenues to be derived from such additions, betterments, extensions or improvements; and (B) the Trustee has been furnished a Certificate of the Participant, certifying that such additional System Revenues will sufficiently offset on a timely basis the loss of System Revenues resulting from such eminent domain proceedings so that the ability of the Participant to pay Installment Payments when due will not be substantially impaired, and such Certificate of the Participant shall be final and conclusive, and any balance of such proceeds not required by the Participant for such purpose or pursuant to any other Parity Obligation shall be deposited in the System Revenue Fund and applied as provided in Section 5.2 hereof, *provided*, that if the foregoing conditions are not met, then such proceeds shall be deposited with the Trustee and applied to make Installment Payments as they come due and Parity Obligation Payments as they shall become due.

If such eminent domain proceedings have had no effect, or at most an immaterial effect, upon the System Revenues and the security of the Installment Payments, and a Certificate of the Participant to such effect has been filed with the Trustee, then the Participant shall forthwith deposit such proceeds in the System Revenue Fund, to be applied as provided in Section 5.2 hereof.

Section 6.8 Amounts of Rates, Fees and Charges.

(a) The Participant will, at all times while any of the Installment Payments remain unpaid, fix, prescribe and collect rates, fees and charges and manage the operation of the System for each Fiscal Year so as to yield System Revenues at least sufficient, after making reasonable allowances for contingencies and errors in the estimates, to pay the following amounts during such Fiscal Year:

(i) All current Operation and Maintenance Costs.

(ii) The Installment Payments and the payments for the other Parity Debt and the Repayment Obligations and the payment of the Subordinate Obligations as they become due and payable.

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(iii) All payments required for compliance with the terms hereof, including restoration of the Reserve Account to an amount equal to the Reserve Account Requirement, and of any Supplemental Indenture.

(iv) All payments to meet any other obligations of the Participant which are charges, liens or encumbrances upon, or payable from, the System Net Revenues.

(b) In addition to the requirements of the foregoing subsection (a) of this Section, the Participant will, at all times while any Installment Payments remain unpaid, to the maximum extent permitted by law, fix, prescribe and collect rates, fees and charges and manage the operation of the System for each Fiscal Year so as to yield System Net Revenues during such Fiscal Year equal to at least 120% per cent of the Annual Debt Service in such Fiscal Year; *provided*, an adjustment shall be made to the amount of System Net Revenues as provided in Section 5.4 hereof.

The Participant may make or permit to be made adjustments from time to time in such rates, fees and charges and may make or permit to be made such classification thereof as it deems necessary, but shall not reduce or permit to be reduced such rates, fees and charges below those then in effect unless the System Revenues from such reduced rates, fees and charges will at all times be sufficient to meet the requirements of this Section.

Section 6.9 Enforcement of and Performance Under Contracts. The Participant shall enforce all material provisions of any contracts to which it is a party, an assignee, successor in interest to a party or third-party beneficiary, in any case where such contracts provide for material payments or services to be rendered to the System. Further, the Participant will comply with, keep, observe and perform all material agreements, conditions, covenants and terms, express or implied, required to be performed by it, contained in all contracts affecting or involving the System, to the extent that the Participant is a party thereto.

Section 6.10 Collection of Charges, Fees and Rates. The Participant will have in effect at all times rules and regulations requiring each user of the System to pay the applicable charges, fees and rates and providing for the billing thereof and for a due date and a delinquency date for each bill. In each case where such bill remains unpaid in whole or in part after it becomes delinquent, the Participant will enforce the collection procedures contained in such rules and regulations.

Section 6.11 No Free Service. The Participant will not permit any part of the System or any facility thereof to be used or taken advantage of free of charge by any corporation, firm or person, or by any public agency (including the State of California and any city, county, public agency, political subdivision, public corporation or agency or any thereof), unless otherwise required by law or existing written agreements.

Section 6.12 Prompt Acquisition and Construction of the Projects. Prior to completion of any part of the Project, the Participant will acquire and construct the Projects with all practicable dispatch, and such acquisition and construction will be made in an expeditious manner and in conformity with the law so as to complete the same as soon as possible.

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Section 6.13 Payment of Claims. The Participant will pay and discharge any and all lawful claims for labor, materials or supplies which, if unpaid, might become a lien or charge upon the System or upon the System Net Revenues or any part thereof, or upon any funds held by the Trustee, or which might impair the security of the Installment Payments; *provided*, that nothing herein contained shall require the Participant to make any such payments so long as the Participant in good faith shall contest the validity of any such claims and such nonpayment will not materially adversely affect the Participant's ability to perform its obligations hereunder.

Section 6.14 Books of Record and Accounts; Financial Statements. The Participant will keep proper books of record and accounts in which complete and correct entries shall be made of all transactions relating to the System and the System Revenue Fund, and upon request will provide information concerning such books of record and accounts to the Trustee.

The Participant will prepare annually, not later than two hundred ten (210) days after the close of each Fiscal Year, so long as any Installment Payments remain unpaid, an audited financial statement of the Participant relating to the System Revenue Fund and all other accounts or funds established pursuant hereto for the preceding Fiscal Year prepared by an Independent Certified Public Accountant, showing the balances in each such account or fund as of the beginning of such Fiscal Year and all deposits in and withdrawals from each such account or fund during such Fiscal Year and the balances in each such account or fund as of the end of such Fiscal Year, which audited financial statement shall include a statement as to the manner and extent to which the Participant has complied with the provisions hereof and of any Supplemental Agreement as it relates to such accounts and funds. The Participant will furnish a copy of such audited financial statement to the Trustee and the Bond Insurer upon request, and will furnish such reasonable number of copies thereof to investment bankers, security dealers and others interested in the Authority Bonds.

Section 6.15 Payment of Taxes and Other Charges and Compliance with Governmental Regulations. The Participant will pay and discharge all taxes, service charges, assessments and other governmental charges which may hereafter be lawfully imposed upon the System or any properties owned by the Participant, or upon the System Revenues, when the same shall become due; *provided*, that nothing herein contained shall require the Participant to make any such payments so long as the Participant in good faith shall contest the validity of any such taxes, service charges, assessments or other governmental charges and such nonpayment will not materially adversely affect the Participant's ability to perform its obligations hereunder.

The Participant will duly comply with all applicable state, federal and local statutes and all valid regulations and requirements of any governmental authority relative to the operation of the System or any part thereof, but the Participant shall not be required to comply with any regulations or requirements so long as the validity or application thereof shall be contested in good faith and such noncompliance will not materially adversely affect the Participant's ability to perform its obligations hereunder.

Section 6.16 Tax Covenants and Matters.

(a) General. The Participant hereby covenants with the holders of the Authority Bonds that, notwithstanding any other provisions of this Agreement, they shall not take any

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action, or fail to take any action, if any such action or failure to take action would adversely affect the exclusion from gross income of interest on the Authority Bonds under Section 103 of the Code. The Participant shall not, directly or indirectly, use or permit the use of proceeds of the Authority Bonds or any of the property financed or refinanced with proceeds of the Authority Bonds, or any portion thereof, by any person other than a governmental unit (as such term is used in Section 141 of the Code) in such manner or to such extent as would result in the loss of exclusion from gross income for federal income tax purposes of interest on the Authority Bonds.

(b) Arbitrage. The Participant shall not, directly or indirectly, use or permit the use of any proceeds of any Authority Bonds, or of any property financed or refinanced thereby, or other funds of the Participant, or take or omit to take any action, that would cause the Authority Bonds to be "arbitrage bonds" within the meaning of Section 148 of the Code. To that end, the Participant shall comply with all requirements of Section 148 of the Code and all regulations of the United States Department of the Treasury issued thereunder to the extent such requirements are, at the time, in effect and applicable to the Authority Bonds.

(c) Federal Guarantee. The Participant shall not make any use of the proceeds of the Authority Bonds or any other funds of the Participant, or take or omit to take any other action, that would cause the Authority Bonds to be "federally guaranteed" within the meaning of Section 149(b) of the Code.

(d) Compliance with Tax Certificate. In furtherance of the foregoing tax covenants of this Section, the Participant covenants that they will comply with the provisions of the Tax Certificate, which is incorporated herein as if fully set forth herein. These covenants shall survive payment in full or defeasance of the Authority Bonds.

Section 6.17 Rebate Fund.

(a) Establishment. Pursuant to the Indenture, the Trustee will hold a special fund (the "Rebate Fund") for any amounts required to satisfy the requirement to make rebate payments to the United States pursuant to Section 148 of the Code and the Treasury Regulations promulgated thereunder. Such amounts shall be free and clear of any lien under this Agreement and shall be governed by this Section, Section 6.16 of this Agreement, Section 4.5 of the Indenture and by the Tax Certificate executed by the Participant. All money at any time deposited in the Rebate Fund shall be held by the Trustee in trust for payment to the United States Treasury. All amounts on deposit in the Rebate Fund shall be governed by this Section and the Tax Certificate, unless and to the extent that the Participant delivers to the Trustee an opinion of nationally recognized bond counsel that the exclusion from gross income for federal income tax purposes of interest on the Authority Bonds will not be adversely affected if such requirements are not satisfied.

(i) Computation of Rebate Amount. Within 55 days of the end of each fifth Bond Year (as such term is defined in the Tax Certificate), and each Bond Year in which funds remain on deposit in the Project Account relating to the Participant, the Participant shall calculate or cause to be calculated the amount of "rebate amount," in accordance with Section 148(f)(2) of the Code and Section 1.148-3 of the Treasury Regulations (taking into account any applicable exceptions with respect to the computation of the "rebate amount," described, if applicable, in the Tax Certificate (e.g., the temporary

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investments exceptions of Section 148(f)(4)(A)(ii) or Section 148(f)(4)(B) of the Code, the expenditure requirements of Section 148(f)(4)(B) or Section 148(f)(4)(C) of the Code or Section 1.148-7(d) of the Treasury Regulations, the exception for certain "small governmental issuers" as set forth in Section 148(f)(4)(D) of the Code, and taking into account whether the election pursuant to Section 148(f)(4)(C)(vii) of the Code (the "1½% Penalty") has been made)), for this purpose treating the last day of the applicable Bond Year as a computation date, within the meaning of Section 1.148-1(b) of the Treasury Regulations.

(ii) Transfer of Moneys. Within 55 days of the end of each such fifth Bond Year, the Participant shall deposit to the Rebate Fund from any legally available moneys for such purpose, if and to the extent required so that the balance in the Rebate Fund shall equal the "rebate amount" so calculated in accordance with this Section.

(b) Deficiencies in the Rebate Fund. In the event that, prior to the time of any payment required to be made from the Rebate Fund, the amount in the Rebate Fund is not sufficient to make such payment when such payment is due, the Participant shall calculate or cause to be calculated the amount of such deficiency and deposit an amount received from any legally available source equal to such deficiency prior to the time such payment is due.

(c) Record Keeping. The Participant shall retain records of all determinations made hereunder until six years after payment in full of the Installment Payments.

(d) Survival of Defeasance. Notwithstanding anything in this Agreement to the contrary, the obligation to comply with the requirements of this Section shall survive the payment in full or defeasance of the Installment Payments.

Section 6.18 Continuing Disclosure. The Participant hereby covenants and agrees that it will comply with and carry out all of the provisions of the Continuing Disclosure Certificate. Notwithstanding any other provision of this Agreement, failure of the Participant to comply with the Continuing Disclosure Certificate shall not be considered an Event of Default; however, any Participating Underwriter or any holder or beneficial owner of the Authority Bonds may take such actions as described under the Continuing Disclosure Certificate to cause the Participant to comply with its obligations under this Section.

Section 6.19 Further Assurances. The Participant will adopt, make, execute and deliver any and all such further indentures, instruments and assurances as may be reasonably necessary or proper to carry out the intention or to facilitate the performance hereof.

Section 6.20 Reimbursement of Bond Insurer and Other Provisions Relating to the Bond Insurer.

(a) The Participant agrees to pay or reimburse the Bond Insurer any and all charges, fees, costs and expenses which the Insurer may reasonably pay or incur in connection with (i) the administration, enforcement, defense or preservation of any rights or security in respect of this Agreement or the Indenture, (ii) the pursuit of any remedies under the Indenture or this Agreement or otherwise afforded by law or equity, (iii) any amendment, waiver or other action with respect to or related to the Indenture or this Agreement whether or not executed or

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completed (iv) any litigation or other dispute in connection with the Indenture or this Agreement or the transactions contemplated thereby, other than amounts resulting from the failure of the Bond Insurer to honor its obligations under Municipal Bond Insurance Policy. The Bond Insurer shall have the right to charge a reasonable fee as a condition to executing any amendment, waiver or consent proposed in respect of the Indenture or this Agreement. Notwithstanding anything herein to the contrary, the Participant agrees to pay to the Bond Insurer (i) a sum equal to the total amounts paid by the Bond Insurer under the Municipal Bond Insurance Policy (the "Insurer Advances"); and (ii) interest on such Insurer Advances from the date paid by the Bond Insurer until payment thereof in full, payable to the Bond Insurer at the Late Payment Rate per annum (collectively, the "Insurer Reimbursement Amounts"). "Late Payment Rate" means the lesser of (a) the greater (i) the per annum rate of interest, publicly announced from time to time by JPMorgan Chase Bank at its principal office in The City of New York, as its prime or base lending rate (any change in such rate of interest to be effective on the date such change is announced by JPMorgan Chase Bank) plus 3%, and (ii) the then applicable highest rate of interest on the Authority Bonds and (b) the maximum rate permissible under applicable usury or similar laws limiting interest rates. The Late Payment Rate shall be computed on the basis of the actual number of days elapsed over a year of 360 days. The Participant hereby covenants and agrees that the Insurer Reimbursement Amounts are secured solely by a lien on a pledge of the System Net Revenues and payable solely from such System Net Revenues on a parity with the Installment Payments.

(b) The Participant will provide the Bond Insurer with its annual budget within 30 days of its adoption and its annual audited financial statements within 210 days after the end of the Participant's Fiscal Year (together with a certification of the Participant that it is not aware of any default or Event of Default hereunder or under the Indenture) together with such other information, data or reports as the Bond Insurer shall reasonably request from time to time and all information furnished pursuant to the Continuing Disclosure Certificate, simultaneously with the furnishing of such information.

(c) The Participant shall not enter into an interest rate swap agreement with respect to payment obligations payable from System Revenues without the prior consent of the Bond Insurer.

ARTICLE VII

PREPAYMENT OF INSTALLMENT PAYMENTS

Section 7.1 Prepayment. The Participant may prepay the Installment Payments in accordance with the provisions of the Indenture applicable to the redemption prior to maturity of the Authority Bonds.

Before making any prepayment pursuant to this Section, the Participant shall give the Authority and the Trustee thirty (30) days prior notice of such prepayment.

ARTICLE VIII

EVENTS OF DEFAULT AND REMEDIES OF THE AUTHORITY

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Section 8.1 Events of Default and Acceleration of Maturities. If one or more of the following Events of Default shall happen, that is to say:

- (1) if default shall be made by the Participant in the due and punctual payment of any Installment Payment or any Parity Debt when and as the same shall become due and payable;
- (2) if default shall be made by the Participant in the performance of any of the other agreements or covenants required herein to be performed by it, and such default shall have continued for a period of thirty (30) days after the Participant shall have been given notice in writing of such default by the Authority or the Trustee; provided that such default shall not constitute an Event of Default hereunder, if the Participant shall commence to cure such default within such thirty (30) day period and thereafter diligently and in good faith shall proceed to cure such default within a reasonable period of time;
- (3) if the Participant shall file a petition or answer seeking arrangement or reorganization under the federal bankruptcy laws or any other applicable law of the United States of America or any state therein, or if a court of competent jurisdiction shall approve a petition filed with or without the consent of the Participant seeking arrangement or reorganization under the federal bankruptcy laws or any other applicable law of the United States of America or any state therein, or if under the provisions of any other law for the relief or aid of debtors any court of competent jurisdiction shall assume custody or control of the Participant or of the whole or any substantial part of its property; or
- (4) if payment of the principal of any Parity Debt is accelerated in accordance with its terms;

then, and in each and every such case during the continuance of such Event of Default specified in clauses (3) and (4) above, the Authority shall, and for any other such Event of Default the Authority may (and at the direction of the Bond Insurer, shall), by notice in writing to the Participant, declare the entire principal amount of the unpaid Installment Payments and the accrued interest thereon to be due and payable immediately, and upon any such declaration the same shall become immediately due and payable; provided that any such declaration of acceleration shall be subject to the prior written consent of the Bond Insurer. This subsection however, is subject to the condition that if at any time after the entire principal amount of the unpaid Installment Payments and the accrued interest thereon shall have been so declared due and payable and before any judgment or decree for the payment of the moneys due shall have been obtained or entered the Participant shall deposit with the Authority a sum sufficient to pay the unpaid principal amount of the Installment Payments or the unpaid payment of any other Parity Debt referred to in clause (1) above due prior to such declaration and the accrued interest thereon, with interest on such overdue installments, at the rate or rates applicable to the remaining unpaid principal balance of the Installment Payments or such other Parity Debt if paid in accordance with their terms, and the reasonable expenses of the Authority and the Bond Insurer, and any and all other defaults known to the Authority (other than in the payment of the entire principal amount of the unpaid Installment Payments and the accrued interest thereon due

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and payable solely by reason of such declaration) shall have been made good or cured to the satisfaction of the Authority and the Bond Insurer or provision deemed by the Authority and the Bond Insurer to be adequate shall have been made therefor, then and in every such case the Authority and the Bond Insurer, by written notice to the Participant, may rescind and annul such declaration and its consequences; but no such rescission and annulment shall extend to or shall affect any subsequent default or shall impair or exhaust any right or power consequent thereon.

Section 8.2 Application of Funds Upon Acceleration. Upon the date of the declaration of acceleration as provided in Section 8.1, all System Revenues thereafter received shall be applied in the following order:

First, to the payment, without preference or priority, and in the event of any insufficiency of such System Revenues ratably without any discrimination or preference, of the fees, costs and expenses of the Authority and Trustee, if any, in carrying out the provisions of this article, including reasonable compensation to its accountants and counsel;

Second, to the payment of Operation and Maintenance Costs;

Third, to the payment of the entire principal amount of the unpaid Installment Payments and the unpaid principal amount of all other Parity Debt and the accrued interest thereon, with interest on the overdue installments at the rate or rates of interest applicable to the Installment Payments and such other Parity Debt if paid in accordance with their respective terms; and

Fourth, to the Bond Insurer, any amounts owed pursuant to Sections 5.2(b), 6.20 and 8.1 hereof.

Section 8.3 Other Remedies of the Authority. The Authority shall have the right with the written consent of the Bond Insurer and shall at the direction of the Bond Insurer:

(a) by mandamus or other action or proceeding or suit at law or in equity to enforce its rights against the Participant or any director, officer or employee thereof, and to compel the Participant or any such director, officer or employee to perform and carry out its or his duties under the Law and the agreements and covenants required to be performed by it or him contained herein;

(b) by suit in equity to enjoin any acts or things which are unlawful or violate the rights of the Authority; or

(c) by suit in equity upon the happening of an Event of Default to require the Participant and its directors, officers and employees to account as the trustee of an express trust.

Notwithstanding anything contained herein, the Authority shall have no security interest in or mortgage on the Project, the System or other facilities of the Participant or any other real property of the Participant and no default hereunder shall result in the loss of the Project, the System or other facilities of the Participant or any other real property of the Participant.

Section 8.4 Non-Waiver. Nothing in this article or in any other provision hereof shall affect or impair the obligation of the Participant, which is absolute and unconditional, to pay the

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Installment Payments to the Authority at the respective due dates or upon prepayment from the System Net Revenues, the System Revenue Fund and the other funds herein pledged for such payment, or shall affect or impair the right of the Authority, which is also absolute and unconditional, to institute suit to enforce such payment by virtue of the contract embodied herein.

A waiver of any default or breach of duty or contract by the Authority shall not affect any subsequent default or breach of duty or contract or impair any rights or remedies on any such subsequent default or breach of duty or contract. No delay or omission by the Authority to exercise any right or remedy accruing upon any default or breach of duty or contract shall impair any such right or remedy or shall be construed to be a waiver of any such default or breach of duty or contract or an acquiescence therein, and every right or remedy conferred upon the Authority by the Law or by this article may be enforced and exercised from time to time and as often as shall be deemed expedient by the Authority.

If any action, proceeding or suit to enforce any right or exercise any remedy is abandoned or determined adversely to the Authority, the Participant and the Authority shall be restored to their former positions, rights and remedies as if such action, proceeding or suit had not been brought or taken.

Section 8.5 Remedies Not Exclusive. No remedy herein conferred upon or reserved to the Authority is intended to be exclusive of any other remedy, and each such remedy shall be cumulative and shall be in addition to every other remedy given hereunder or now or hereafter existing in law or in equity or by statute or otherwise and may be exercised without exhausting and without regard to any other remedy conferred by the Law or any other law.

Section 8.6 Notices. Notwithstanding any other provision hereof, the Trustee shall immediately notify the Bond Insurer if at any time there are insufficient moneys to make any Installment Payments as required and immediately upon the occurrence of any event of default hereunder.

ARTICLE IX

DISCHARGE OF OBLIGATIONS

Section 9.1 Discharge of Obligations. The obligations hereunder may be discharged in the same manner as Authority Bonds may be discharged pursuant to Article VIII of the Indenture.

ARTICLE X

MISCELLANEOUS

Section 10.1 Liability of Participant Limited to System Revenues. Notwithstanding anything contained herein, the Participant shall not be required to advance any moneys derived from any source of income other than the System Revenues, the System Revenue Fund and the other funds provided herein for the payment of the Installment Payments or for the performance of any agreements or covenants required to be performed by it contained herein. The Participant

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may, however, advance moneys for any such purpose so long as such moneys are derived from a source legally available for such purpose and may be legally used by the Participant for such purpose.

The obligation of the Participant to make the Installment Payments is a special obligation of the Participant payable solely from the System Net Revenues, and does not constitute a debt of the Participant or of the State of California or of any political subdivision thereof in contravention of any constitutional or statutory debt limitation or restriction.

Section 10.2 Successor Is Deemed Included in all References to Predecessor. Whenever either the Participant or the Authority is named or referred to herein, such reference shall be deemed to include the successor to the powers, duties and functions that are presently vested in the Participant or the Authority, and all agreements and covenants required hereby to be performed by or on behalf of the Participant or the Authority shall bind and inure to the benefit of the respective successors thereof whether so expressed or not.

Section 10.3 Waiver of Personal Liability. No member, officer, agent or employee of the Authority or any director, officer or employee of the Participant shall be individually or personally liable for the payment of any principal of, or premium, if any, or interest on the Authority Bonds or any sum hereunder or under the Indenture or be subject to any personal liability or accountability by reason of the execution and delivery of this Agreement; but nothing contained herein shall relieve any such member, director, officer, agent or employee from the performance of any official duty provided by law or this Agreement.

Section 10.4 Article and Section Headings, Gender and References. The headings or titles of the several articles and sections hereof and the table of contents appended hereto shall be solely for convenience of reference and shall not affect the meaning, construction or effect hereof, and words of any gender shall be deemed and construed to include all genders. All references herein to "Articles," "Sections" and other subdivisions or clauses are to the corresponding articles, sections, subdivisions or clauses hereof; and the words "hereby", "herein," "hereof," "hereto," "herewith" and other words of similar import refer to this Agreement as a whole and not to any particular article, section, subdivision or clause hereof.

Section 10.5 Partial Invalidity. If any one or more of the agreements or covenants or portions thereof required hereby to be performed by or on the part of the Participant or the Authority shall be contrary to law, then such agreement or agreements, such covenant or covenants or such portions thereof shall be null and void and shall be deemed separable from the remaining agreements and covenants or portions thereof and shall in no way affect the validity hereof. The Participant and the Authority hereby declare that they would have executed this Agreement, and each and every other article, section, paragraph, subdivision, sentence, clause and phrase hereof irrespective of the fact that any one or more articles, sections, paragraphs, subdivisions, sentences, clauses or phrases hereof or the application thereof to any person or circumstance may be held to be unconstitutional, unenforceable or invalid.

Section 10.6 Assignment. This Agreement and any rights hereunder may be assigned by the Authority, as a whole or in part, without the necessity of obtaining the prior consent of the Participant. The Participant acknowledges and agrees that this Agreement and the Installment

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Payments will be assigned to the Trustee and pledged under the Indenture to the payment of the Authority Bonds.

Section 10.7 Net Contract. This Agreement shall be deemed and construed to be a net contract, and the Participant shall pay absolutely net during the term hereof the Installment Payments and all other payments required hereunder, free of any deductions and without abatement, diminution or set-off whatsoever.

Section 10.8 Governing Law; Venue. This Agreement shall be construed in accordance with and governed by the laws of the State of California applicable to contracts made and performed in the State of California. This Agreement shall be enforceable in the State of California, and any action arising hereunder shall (unless waived by the Authority in writing) be filed and maintained in the Superior Court of California, County of Sacramento.

Section 10.9 Effective Date. This Agreement shall become effective upon its execution and delivery, and shall terminate when the Purchase Price shall have been fully paid (or provision for the payment thereof shall have been made to the satisfaction of the Authority).

Section 10.10 Execution in Counterparts. This Agreement may be executed in several counterparts, each of which shall be deemed an original, and all of which shall constitute but one and the same instrument.

Section 10.11 Indemnification of Authority. To the fullest extent permitted by law, the Participant agrees to indemnify, hold harmless and defend the Authority and the Trustee, and each of their respective officers, governing board members, directors, officials, employees, attorneys and agents (collectively, the "Indemnified Parties"), against any and all losses, damages, claims, actions, liabilities, costs and expenses of any conceivable nature, kind or character (including, without limitation, reasonable attorneys' fees, litigation and court costs, amounts paid in settlement and amounts paid to discharge judgments) to which the Indemnified Parties, or any of them, may become subject under federal or state securities laws or any other statutory law or at common law or otherwise arising out of or based upon or in any way relating to:

- (i) the Authority Bonds, the Indenture, this Agreement, the Tax Certificate or the execution or amendment hereof thereof or in connection with transactions contemplated hereby or thereby, including the issuance, sale or resale of the Authority Bonds;
- (ii) any act or omission of the Participant or any of its agents, contractors, servants, employees or licensees in connection with the Project or the System, the operation of the Project or the System, or the condition, environmental or otherwise, occupancy, use, possession, conduct or management of work done in or about, or from the planning, design, acquisition, installation or construction of, the Project or the System or any part thereof;
- (iii) any lien or charge upon payments by the Participant to the Authority and the Trustee hereunder, or any taxes (including, without limitation, all ad valorem taxes

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and sales taxes), assessments, impositions and other charges imposed on the Authority or the Trustee in respect of any portion of the Project or the System;

(iv) any violation of any environmental law, rule or regulation with respect to, or the release of any toxic substance from, the Project or the System or any part thereof;

(v) the defeasance and/or redemption, in whole or in part, of the Authority Bonds;

(vi) any untrue statement or misleading statement or alleged untrue statement or alleged misleading statement of a material fact furnished by the Participant and contained in any offering or disclosure document or continuing disclosure document for the Authority Bonds or any of the documents relating to the Authority Bonds to which the Participant is a party, or any omission or alleged omission from any offering or disclosure document or continuing disclosure document for the Authority Bonds of any material fact necessary to be stated therein in order to make the statements made therein by the Participant, in the light of the circumstances under which they were made, not misleading;

(vii) any declaration of taxability of interest on the Authority Bonds, or allegations that interest on the Authority Bonds is taxable or any regulatory audit or inquiry regarding whether interest on the Authority Bonds is taxable;

(viii) the Trustee's acceptance or administration of the trust of the Indenture, or the exercise or performance of any of its powers or duties thereunder or under any of the documents relating to the Authority Bonds to which it is a party;

except (a) in the case of the foregoing indemnification of the Trustee or any of their respective officers, members, directors, officials, employees, attorneys and agents, to the extent such damages are caused by the negligence or willful misconduct of such Indemnified Party; or (b) in the case of the foregoing indemnification of the Authority or any of its officers, members, directors, officials, employees, attorneys and agents, to the extent such damages are caused by the willful misconduct of such Indemnified Party. In the event that any action or proceeding is brought against any Indemnified Party with respect to which indemnity may be sought hereunder, the Participant, upon written notice from the Indemnified Party, shall assume the investigation and defense thereof, including the employment of counsel selected by the Indemnified Party, and shall assume the payment of all expenses related thereto, with full power to litigate, compromise or settle the same in its sole discretion; provided that the Indemnified Party shall have the right to review and approve or disapprove any such compromise or settlement. Each Indemnified Party shall have the right to employ separate counsel in any such action or proceeding and participate in the investigation and defense thereof, and the Participant shall pay the reasonable fees and expenses of such separate counsel; provided, however, that such Indemnified Party may only employ separate counsel at the expense of the Participant if in its judgment a conflict of interest exists by reason of common representation or if all parties commonly represented do not agree as to the action (or inaction) of counsel.

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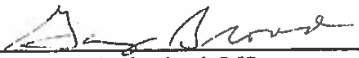
The rights of any persons to indemnity hereunder and rights to payment of fees and reimbursement of expenses pursuant to Section 4.2, hereof shall survive the final payment or defeasance of the Authority Bonds and in the case of the Trustee any resignation or removal. The provisions of this Section shall survive the termination of this Agreement.

Section 10.12 Amendments. This Agreement may only be amended in accordance with the terms of Indenture. Any Ratings Agency rating the Authority Bonds shall receive notice of each amendment to this Agreement and a copy thereof at least 15 days in advance of its execution. The Bond Insurer shall be provided with a full transcript of all proceedings relating to any amendment or supplement hereto.

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IN WITNESS WHEREOF, the parties hereto have executed and attested this Agreement by their officers thereunto duly authorized as of the day and year first written above.

CITY OF ST. HELENA

By: 
Authorized Officer

CALIFORNIA STATEWIDE COMMUNITIES
DEVELOPMENT AUTHORITY

By: _____
Authorized Signatory

OHSUSA;750126718.3

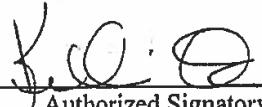
Attachment 1

IN WITNESS WHEREOF, the parties hereto have executed and attested this Agreement by their officers thereunto duly authorized as of the day and year first written above.

CITY OF ST. HELENA

By: _____
Authorized Officer

CALIFORNIA STATEWIDE COMMUNITIES
DEVELOPMENT AUTHORITY

By:  _____
Authorized Signatory

OHSUSA:750126718.3

Attachment 1

EXHIBIT A

INFORMATION CONCERNING PARTICIPANT

Type of System: Wastewater

Description of the Project: New improvements to the Wastewater System, including, but not limited to, levee repair, sewer rehabilitation, aerator replacement, various infrastructure improvements, and vehicle replacements

Prior Liens: None

OHSUSA:750126718.3

A-1

Attachment 1

EXHIBIT B

SCHEDULE OF INSTALLMENT PAYMENTS

1. The principal amount of payments to be made by the Participant hereunder is \$1,555,435.00.

2. The installment payments of principal and interest are payable in the amounts and on the Installment Payment Dates (dates shown are the first day of the month after the Installment Payment Dates which are due on the 15th day of the prior month) as shown in Attachment A.

OHSUSA:750126718.3

B-1

Attachment 1

ATTACHMENT A

<u>Date</u>	<u>Principal Component</u>	<u>Interest Component</u>	<u>Total</u>
10/1/2012	\$ 0	\$16,259	\$ 16,259
4/1/2013	0	29,266	29,266
10/1/2013	55,435	29,266	84,701
4/1/2014	0	28,712	28,712
10/1/2014	56,522	28,712	85,234
4/1/2015	0	27,864	27,864
10/1/2015	58,696	27,864	86,560
4/1/2016	0	26,984	26,984
10/1/2016	60,870	26,984	87,853
4/1/2017	0	26,071	26,071
10/1/2017	61,957	26,071	88,027
4/1/2018	0	24,832	24,832
10/1/2018	64,130	24,832	88,962
4/1/2019	0	24,190	24,190
10/1/2019	66,304	24,190	90,495
4/1/2020	0	22,864	22,864
10/1/2020	68,478	22,864	91,342
4/1/2021	0	21,495	21,495
10/1/2021	71,739	21,495	93,234
4/1/2022	0	20,060	20,060
10/1/2022	73,913	20,060	93,973
4/1/2023	0	18,951	18,951
10/1/2023	76,087	18,951	95,038
4/1/2024	0	17,810	17,810
10/1/2024	78,261	17,810	96,071
4/1/2025	0	16,538	16,538
10/1/2025	81,522	16,538	98,060
4/1/2026	0	14,500	14,500
10/1/2026	84,783	14,500	99,283
4/1/2027	0	12,380	12,380
10/1/2027	89,130	12,380	101,511
4/1/2028	0	10,152	10,152
10/1/2028	93,478	10,152	103,630
4/1/2029	0	8,283	8,283
10/1/2029	97,826	8,283	106,109
4/1/2030	0	6,326	6,326
10/1/2030	101,087	6,326	107,413
4/1/2031	0	4,304	4,304
10/1/2031	105,435	4,304	109,739
4/1/2032	0	2,196	2,196
10/1/2032	109,783	2,196	111,978

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Attachment 2

**HANSFORD ECONOMIC
CONSULTING**



**City of St. Helena (2016)
Water and Wastewater
Rate Study**

FINAL
October 31, 2016

HEC Project #150182

Attachment 2

Attachment 2

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Section 1: INTRODUCTION**1.1 PURPOSE OF STUDY**

The City's responsibility as a water and wastewater system operator is to first and foremost provide the residents and businesses of the City with clean, safe potable water and a reliable wastewater system that meets State and Federal regulatory requirements; second, to protect its water resources, third to manage and maintain the utility systems infrastructure (assets) to be fiscally responsible to current and future residents, and fourth to support public safety (primarily fire defense).

The purpose of this Water and Wastewater Rate Study (Study) is to determine the level of funding required over the next five years to adequately fund the water and wastewater utility systems. This report provides an explanation and justification of the calculated water and wastewater rates through fiscal year 2022 and it documents adherence to the law regarding setting of rates by a municipality. Per California Constitution Article 13D, water and wastewater rates shall not be extended, imposed, or increased by any agency unless it meets all of the following requirements:

- (1) Revenues derived from the fee or charge shall not exceed the funds required to provide the property related service.
- (2) Revenues derived from the fee or charge shall not be used for any purpose other than that for which the fee or charge was imposed.
- (3) The amount of a fee or charge imposed upon any parcel or person as an incident of property ownership shall not exceed the proportional cost of the service attributable to the parcel.
- (4) No fee or charge may be imposed for a service unless that service is actually used by, or immediately available to, the owner of the property in question. Fees or charges based on potential or future use of a service are not permitted.
- (5) No fee or charge may be imposed for general governmental services including, but not limited to, police, fire, ambulance or library, services, where the service is available to the public at large in substantially the same manner as it is to property owners.

The Study includes two accompanying documents, 'City of St. Helena Water Rate Study Technical Memorandum' and 'City of St. Helena Wastewater Rate Study Technical Memorandum'. These documents provide the detailed calculations for each utility rate study.

The water financial model projects revenues and expenses, and calculates rates for the next ten years; however, the City is only proposing to adopt rates for the next five years with the Proposition 218 notification and hearing.

On May 24, 2016 St. Helena City Council authorized the re-establishment of the Ad Hoc Revenue Source Task Force (Task Force) to review and provide input on the rate study (Resolution No. 2016-

Attachment 2

66). Two meetings were held: one on August 4, 2016 and the other on September 13, 2016. The Rate Study Team, consisting of Hansford Economic Consulting and City staff members, requested feedback on policy decisions related to the Rate Study. These meetings were open to the public and recorded, in the hope of increasing transparency and public participation, as well as providing a place for members of the public to ask questions and receive additional information.

Key acronyms used regularly throughout the report are the following:

City = City of St. Helena
 HCF = Hundred Cubic Feet
 MGD = Million Gallons a Day
 CIP = Capital Improvement Project(s)
 SF = Single Family
 SRF = State Revolving Fund
 MHI = Median Household Income

1.2 BACKGROUND ON THE UTILITY SYSTEMS

The City of St. Helena (City) provides water and wastewater services to residents and businesses inside and outside of the City. The City's water sources include surface water from Bell Canyon Reservoir, groundwater from Stonebridge Wells, and purchased treated water from the City of Napa. The Louis Stralla Water Treatment Plant (water treatment plant), which treats surface water stored in Bell Canyon Reservoir, has a capacity of 4.3 million gallons a day (MGD); however, there are flow limitations in the inlet piping which restricts use of the plant to less than its capacity. Stonebridge Wells includes two active groundwater wells and a filtration facility, including filtration tanks, chlorination facilities, and a backwash return system. The filter removes iron and manganese. Treated water from the City's water sources is distributed via six storage tanks and four pump stations.

The City first entered into an agreement with the City of Napa for delivery of treated water in September 2006. The third amendment to that agreement, entered into in December 2011, increases the minimum annual delivery to 600 acre-feet with optional delivery up to 800 acre-feet. Optional additional delivery of 200 acre-feet may be delivered provided the City of Napa has sufficient water supply. If Napa does not have sufficient supply it will attempt to acquire supplemental dry-year water on a single year basis from an outside source. Price and payment terms of the optional supply will differ from the base supply, as detailed in the agreement.

The City currently distributes over 550 million gallons of clean drinking water each year. Water use fluctuates year to year depending on several factors including, but not limited to, growth, weather, sustained drought, plumbing retrofits, and pricing of water. Untreated water suitable for construction water purposes only is also available for purchase from the Lower Reservoir adjacent to York Creek.

The City's wastewater system consists of a collection system of more than 22 miles of pipe. Effluent is treated at the 0.5 million gallons a day (average daily dry weather flow) treatment plant. The wastewater treatment plant was built in 1967. The secondary level treatment plant discharges to the Napa River or land (City-owned grass fields, redwood/willow trees, and mosquito fish ponds).

Attachment 2

The City's National Pollutant Discharge Elimination System (NPDES) permit was renewed in March 2016; at the same time a Cease and Desist Order (CDO) No. R2-2016-0004 was issued because the City is unable to meet the more stringent effluent requirements of the renewed NPDES permit. A draft feasibility study was prepared for the City in August 2016 which recommends improvements at the wastewater treatment plant so that the City can be in compliance and the CDO lifted.

Separate water and wastewater enterprise funds account for the revenues and expenses associated with each of these services. An enterprise fund is a fund that is intended to recover its costs through user fees and charges. Enterprise funds provide the repayment capacity for, and make debt service payments on, any debt incurred for capital projects; therefore, enterprise fund bond-funded projects do not diminish the City's general fund debt capacity.

Enterprise funds need to be managed in a fiscally responsible manner so that users are paying for their current use of the system. Both utility systems need constant maintenance to prolong the life of the assets. If there is insufficient collection of money for system maintenance future users have to pay for repairs when they become critical and costs are more expensive.

1.3 FINANCIAL HEALTH OF THE UTILITY FUNDS

Currently both utility funds are financially at risk. The City continues to use available reserves for both operating expenses and capital improvement projects (projects are funded on a pay-as-you-go basis). The water operating fund currently has \$525,000 of unrestricted cash; the wastewater operating fund has no cash reserves. Total cash balances for operating and capital funds combined as of July 1, 2016 were \$6.1 million in the water fund and \$1.1 million in the wastewater fund.

Utility system costs typically increase at a greater rate than inflation and while City rates have increased in recent years they have not kept pace with the fiscal needs of the water and wastewater enterprise funds. In addition, the current rates do not collect for system rehabilitation of either system which has resulted in the City having to use reserves and delay necessary capital improvements. The lack of improvements to major infrastructure has resulted in heavy fines to the City. If rates are not increased to pay for these items, the City's General Fund will need to be utilized. These are unsustainable actions that will negatively impact other City services such as parks, streets, and library if not corrected.

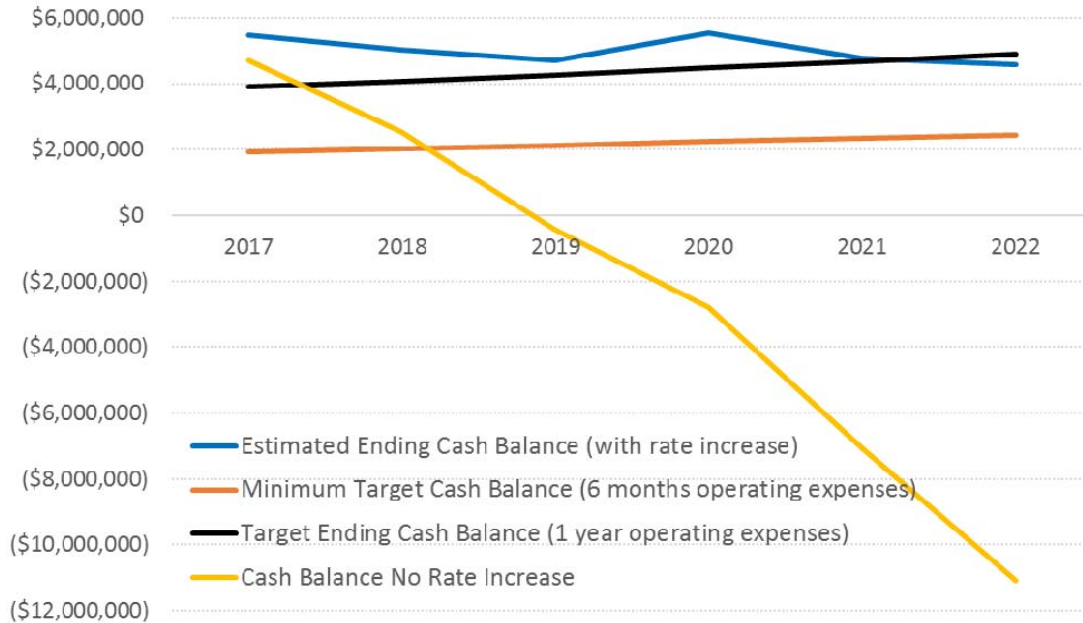
The revenue requirement is the amount that must be raised from rates or other charges for service net of other income such as investment earnings, area surcharges, finance charges, and other miscellaneous revenues. The revenue requirement for the water fund is projected to increase from \$5.5 million to \$8.4 million over the next 5 years. The revenue requirement for the wastewater fund is projected to increase from \$3.0 million to \$4.6 million over the next 5 years.

Including the operating and capital funds for each utility, both the water and wastewater enterprise funds will have negative cash balances within two years without rate increases.

Figure 1 shows the projected cash balances (operating and capital funds combined) for water and **Figure 2** shows the projected cash balances for wastewater (operating and capital funds combined) through fiscal year 2022.

Attachment 2

Figure 1
Projected Water Cash Balances

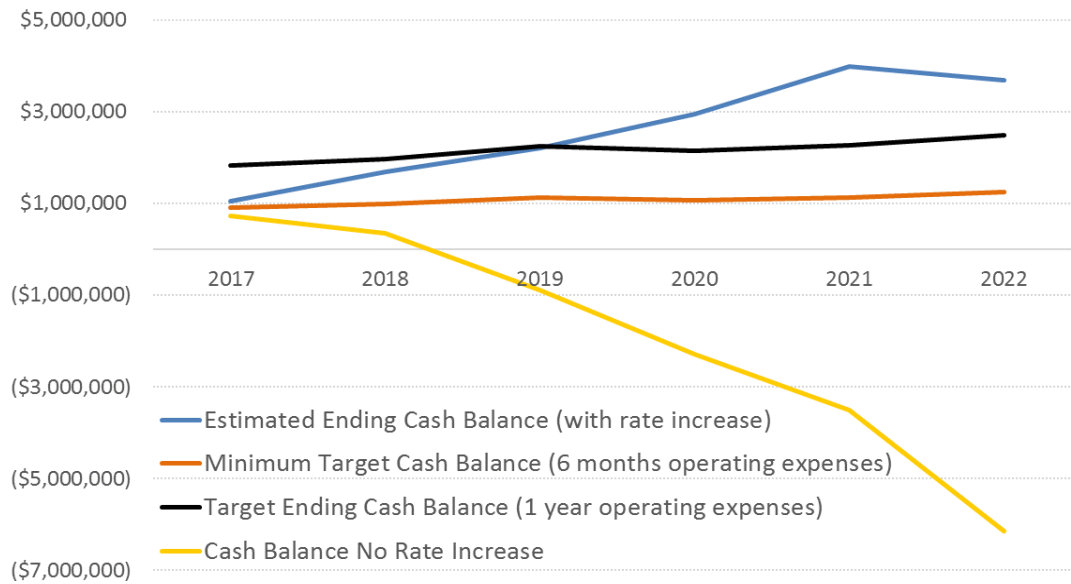


The blue lines show the projected total cash balance with rate increases. The yellow lines show the projected cash balances with no rate increases. The black lines show the target cash balance, equal to one year of operating expenses, and the orange lines show the minimum cash balance at 6 months operating expenses. The goal over time is for the black and blue lines to be as close as possible. These graphs demonstrate that the rate increases are essential.

The projected cash balance for wastewater (with a rate increase) is greater than the target cash balance because of cash outlay necessary in future years for capital improvements, including more than \$2 million for completion of the operations building and shop at the wastewater treatment plant.

Attachment 2

Figure 2
Projected Wastewater Cash Balances



1.4 CUSTOMER BASE

The City services a population of approximately 6,000. The City experienced population decline which began before, and lasted through, the Great Recession (2004 through 2014). Population is now slightly greater than it was in 2000. The average annual population growth from 2000 to 2015 was 0.1%. According to the US Census Bureau there are 2.47 persons per occupied housing unit, a figure that has remained relatively stable since 2000. Historical population change is shown in **Figure 3** below.

The City has approximately 2,600 water connections and serves more than 3,000 residential households, about 260 non-residential establishments, including businesses, schools, religious places and community centers, more than 20 industrial customers, and about 30 irrigation-only customers. A pie chart illustrating the customer base is shown in **Figure 4**.

Water use by residential and non-residential customer type is shown in **Figure 5**. Although residential customers comprise 87% of the total customer base, they use 50% of total water deliveries. Industrial customers, who comprise only 1% of the customer base use 21% of total water deliveries.

Attachment 2

Figure 3
Historical Population Growth

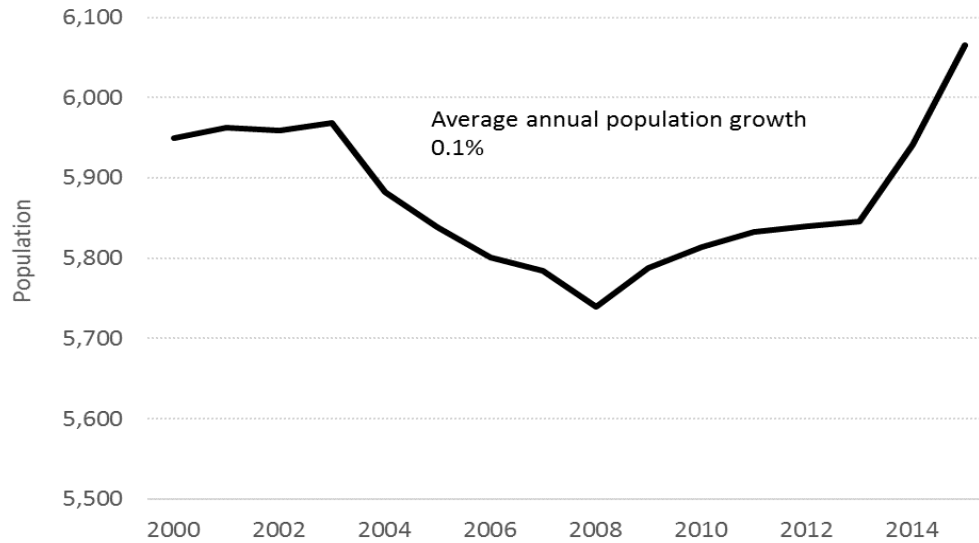
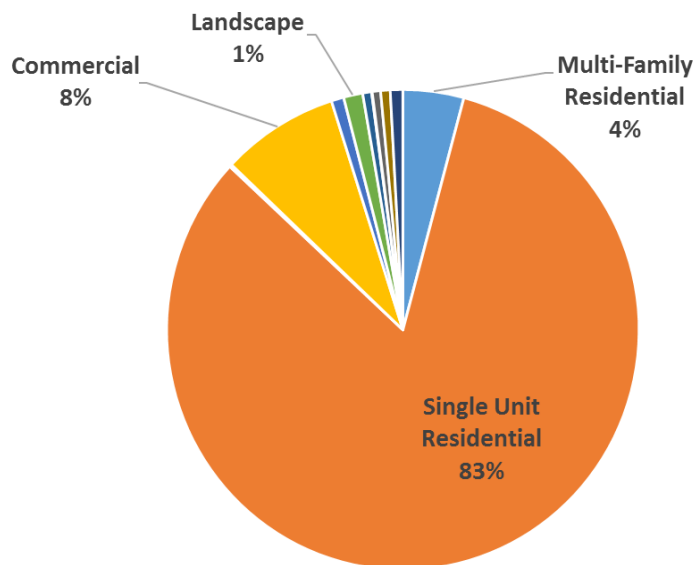
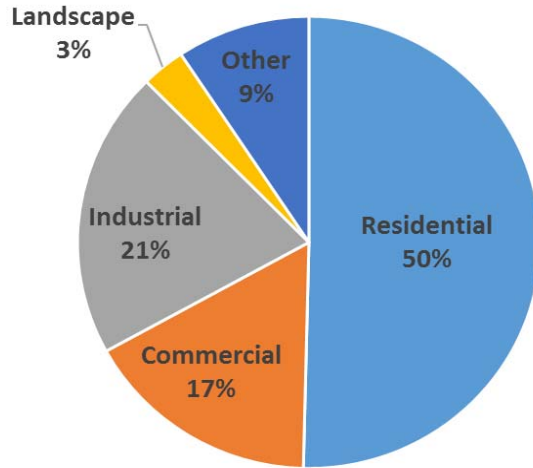


Figure 4
Water Customers



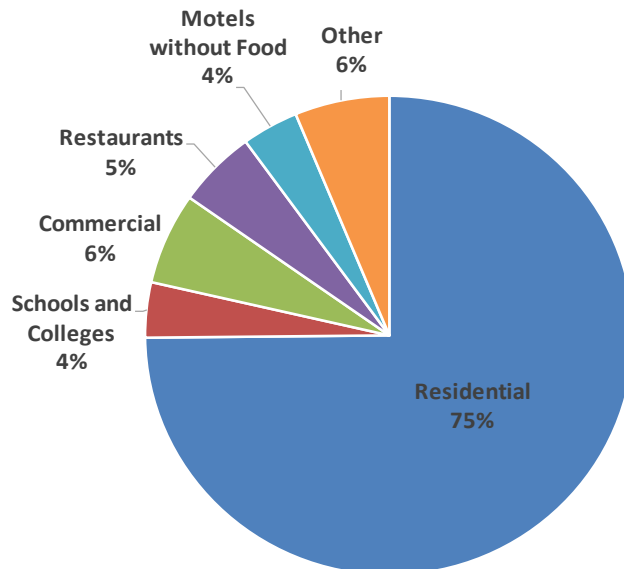
Attachment 2

Figure 5
Water Use by Customer Type



The City provides wastewater service to the same households, institutional uses and businesses, with the exception of those having septic systems. **Figure 6** shows typical annual flow to the wastewater treatment plant by residential and non-residential customer types.

Figure 6
Typical Annual Wastewater Flow by Customer Type



Attachment 2

1.5 MAJOR ASSUMPTIONS

Several major assumptions influence the scope of the report and findings herein. They are summarized here:

- **Water CIP Projects will be funded through rates, grants, old and new debt, impact fees, and reserves.** The York Creek upper dam removal and mitigation project as well as the Meadowood tank upgrades project are expected to be partially grant funded, and partially funded by existing bond proceeds. The Bell Canyon Creek flow measurement project will be partially funded by existing bond proceeds. For large infrastructure projects the City will apply to advantageous loan and grant programs. Pump station upgrades and the Bell Canyon intake tower replacement are assumed to be funded by new debt. Spill containment at both the Bell Creek intake and Stonebridge Well, valve replacement at the Bell Valve House, as well as the Bell Canyon reservoir improvements, will be funded by reserves. Rates (cash) will be used for all other capital outlay needs for existing customers. Impact fees will be used to fund capital project costs attributable to new customers. The water enterprise fund will loan the impact fee fund cash to pay for the new customers' share of facility costs.
- **Wastewater CIP Projects will be funded through rates, reserves and debt.** Reserves will be used to fund the replacement of the wastewater reclamation facility operations building and shop. Phase 1 and Phase 2 of the wastewater treatment plant upgrades are assumed to be funded by new debt. Cash will be used for all other capital improvement projects. The wastewater impact fee fund has sufficient cash to pay for new customers' share of wastewater facility costs.
- **Future users' share of costs updated.** The water and wastewater impact fees must be updated to reflect the CIP presented in the Rate Study. The cash balances for impact fee funds 764 (water) and 774 (wastewater) have not been updated in the Study; with updated CIPs for both utility systems the impact fees need to be updated. An increase in the water impact fee would improve the repayment period from future to existing customers and reduce future rate increases for existing customers.
- **System rehabilitation costs are fully accounted for in the rate models.** Both the water and wastewater rate models include a calculated annual cost for long-term replacement of facilities. Facilities include existing and new facilities built in the next five years. The Study projects that a capital repair and replacement reserve of \$1.7 million could be accumulated in the wastewater fund by 2022. It is not anticipated that any reserve for capital repair and replacement could be accumulated in the water fund.
- **New growth.** New development is assumed to increase at a pace of five single family units per year. This pace of growth was estimated using the St. Helena average annual change in US Census reported number of occupied housing units from 2000 to 2015, and is consistent with the City's General Plan.

Attachment 2

- **Rate structure is modified for both water and wastewater.** In an effort to allocate costs as equitably as possible with available data, the Study modifies the rate structures for both utilities as described further below and elsewhere in this report.
- **The new rate structures are assumed to be in effect February 8, 2017. The following five rate increases are assumed to be in effect November 8 of each year (November 2017, 2018, 2019, 2020, and 2021).** The rate increases go into effect as soon as possible to increase cash flow, and in the fall when price changes have less impact to customers than in the summer months. The new rates would be reflected on the City's February (and thereafter November) utility bills. The rate change dates are based on the City's current billing cycles; if the dates of the billing cycles change (for example meter reads change from the 8th of each month to the 10th of each month) the rate changes will follow the date of the new billing cycle.
- **Low income utilities subsidies, authorized by City Resolution No. 2006-44, are funded by the City general fund so that some utility customers do not subsidize others.** The general fund transfers the appropriate subsidy amount for low income households into the water and wastewater funds to maintain the revenue requirement.
- **Water-specific Assumptions:**
 - **New water meter replacement fee.** With the useful service life of a meter being approximately 20 years, the City needs to collect funds for a routine meter replacement program, replacing about five percent of the meters in the system each year. There are approximately 2,500 meters to be serviced with an approximate annual cost of \$46,000 in 2016 dollars. The new meter replacement fee is included in the updated service charges.
 - **Meadowood area surcharges are eliminated.** Customers in the Meadowood area, which is outside of the City limits, currently pay a surcharge based on consumption by all using those facilities plus a uniform maintenance surcharge. Per the decision made during the September 13th, 2016 Task Force meeting, Meadowood area customers will no longer pay a surcharge.
 - **The percentage of revenue requirement collected in base (flat) fees/service charges gradually increases.** Fixed costs comprise about 70% of the City's water system total annual operating costs. Currently the City collects 30% of costs in service charges and 70% in use charges. The water rate study gradually increases the base charges from 30% of revenue requirement to 36% of revenue requirement over the next five years. Greater revenue collection from service charges increases revenue stability for the enterprise funds. The increase is gradual to avoid large increases to households on fixed incomes.
 - **Single family residential 1" meter customers pay the same rates as single family residential 5/8" meter customers.** The total number of 5/8" meters was adjusted to include single family 1" meters. Due to CA Residential Code Section R313 (fire sprinklers), almost all new residential development is required to install 1" meters in

Attachment 2

order to have sufficient flow for sprinklers; however, most existing homes built prior to implementation of CA Residential Code Section R313 have a 5/8" or 3/4" meter. Because the 1" residential customers utilize the same average amount of water as the 3/4" and 5/8" customers, it is appropriate for them to pay the same rates, and not be penalized by the fire sprinklers requirement.

- o **The new water rate structure includes a drought period surcharge.** A drought period will be defined in the City municipal code. When the City implements Phase 1 drought restrictions it would also implement drought rates. Drought rates are only applied to use charges (does not affect service charges). Drought rates are 6% higher than non-drought rates because during drought years the cost of water per 1,000 gallons is 6% higher than during non-drought years.

1.6 RATE STRUCTURES

Water Rate Structures

The water rate study calculated water charges under two methods of collection for costs recovered through use charges. A brief summary of the rate structure differences is provided below. The Task Force chose the seasonal rate structure as the preferred water rate structure at the September 13th, 2016 Task Force Meeting; therefore, the Study only presents findings of the seasonal rate structure. Details of the seasonal rate structure, along with results, are presented in Section 2.

WATER STUDY	
Uniform Rate Structure	
Same as current rate structure except no tiers for use charges	
All customers pay a base charge by meter size per month + a uniform use charge for all treated water	
Seasonal Rate Structure	
All customers pay a base charge by meter size per month + a seasonal use charge for all water (higher during the peak than off-peak months)	
Peak = May through October	
Off-Peak = November through April	

Wastewater Rate Structures

In the financial modeling for the wastewater rate study two rate structures were considered for collection of the revenue requirement; a modified rate structure and a new rate structure. A comparison of the two rate structures considered is provided on the following page. Per the August 4th, 2016 and September 13th, 2016 Task Force meetings, the City's Task Force chose the new rate structure as the preferred rate structure; therefore, the Study only presents findings of the new rate structure. For record keeping the modified rate structure findings are presented in Attachment B of the 'City of St. Helena Wastewater Rate Study Technical Memorandum'.

Attachment 2

WASTEWATER STUDY	
Modified Rate Structure	
	Same as current rate structure except religious places/community centers are broken out as their own rate category
	Single family pay monthly flat base rate and a flow charge per Hundred Cubic Feet (HCF) of average winter month water
	Multi-family/mobile homes and non-residential pay monthly flat base rate based on meter size per month and a flow charge per HCF of average winter month water
New Rate Structure	
	Mobile Home parks classified as residential; religious places/community centers are broken out as their own rate category
	All Residential (single family, multi-family and mobile homes) pay flat base rates based on number of dwelling units plus a flow charge per HCF of average winter month water
	Flat monthly charge for schools based on number of students
	Non-residential pay a flat base rate by customer type (per account) plus a flow charge per HCF of average winter month water

Attachment 2

Section 2: WATER RATE STUDY SUMMARY

2.1 KEY FINDINGS

- The City has been pulling from reserves for water system operations. At the end of fiscal year 2016 (June 30) the operating fund had a positive unrestricted net position of roughly \$5 million. At the end of fiscal year 2017, the operating fund is expected to be depleted to an unrestricted net position of about \$525,000. System rehabilitation is being funded from reserves because depreciation is not currently included in the rates. This is unsustainable.
- It is projected that in fiscal year 2017 the water fund will have a 0.72 debt service coverage ratio. The City is out of compliance with its bond covenants to maintain a 1.20 minimum debt service coverage ratio. This must be rectified immediately.
- The City has identified a minimum of \$17.7 million, net of grant funds and existing bond proceeds, of water system capital improvements in today's dollars to be funded over the next 10 years. This cost is inflated to a total of \$20.8 million dollars over the next 10 years.
 - o The funding plan applies two City-awarded grants, which total \$1,787,876, for the York Creek dam removal and creek restoration project, as well as existing water bonds in the amount of \$2.7 million.
 - o Meadowood tank upgrades are partially funded by \$120,100 from existing bond proceeds.
 - o The City will continue to aggressively pursue any grant opportunities.
 - o \$0.2 million for pump station upgrades, and \$2.1 million for Bell Canyon intake tower replacement are assumed to be financed by new debt.
 - o All other system improvement costs will be cash-funded.
 - o The project for installation of smart meters is currently unfunded; however, the project is not anticipated to start in the next five years. The total cost for this project is estimated at \$1.5 million, and
 - o A new water meter replacement fee for routine replacement of existing meters, which is included in the monthly service charge, will fund \$0.3 million of meter replacement costs, not included in the CIP.
- By raising the rates in February 2017 the City will generate sufficient revenue to meet its bond covenants, to begin building a healthy reserve, to fund necessary planned capital improvements, and to fully fund water operations without using other City funds. A healthy reserve is necessary to fund emergencies and other unanticipated capital projects. Without the rate increases the water fund is projected to have a negative balance of <\$11.1> million by the end of fiscal year 2022. The water fund would have to be loaned money from other City funds, taking away money for other essential City services such as parks, library and streets.

Current and calculated water rates are shown in **Table 1**.

Attachment 2

Table 1
Calculated Water Rates through Fiscal Year Ending 2022

Charges	Current	Billing Period Beginning *					
		2/8/2017	11/8/2017	11/8/2018	11/8/2019	11/8/2020	11/8/2021
Service Charge		Monthly Charges per Meter					
5/8" , 3/4" & SF 1"	\$27.52	\$43.22	\$51.71	\$60.59	\$64.78	\$68.91	\$73.27
1"	\$63.80	\$80.08	\$96.76	\$114.44	\$123.35	\$132.22	\$141.61
1.5"	\$124.12	\$141.67	\$172.02	\$204.36	\$221.14	\$237.94	\$255.72
2"	\$196.50	\$215.12	\$261.84	\$311.76	\$337.99	\$364.27	\$392.10
3"	\$365.51	\$413.06	\$503.54	\$600.40	\$651.86	\$703.51	\$758.21
4"	\$607.01	\$640.46	\$780.29	\$930.11	\$1,010.10	\$1,090.44	\$1,175.54
6"	\$1,210.18	\$1,252.50	\$1,528.85	\$1,825.17	\$1,983.80	\$2,143.19	\$2,312.05
Private Fire Protection		Monthly Charges per Fire Service Pipe					
4"	\$4.00	\$8.47	\$9.92	\$11.38	\$11.89	\$12.36	\$12.86
6"	\$6.00	\$24.59	\$28.81	\$33.05	\$34.53	\$35.91	\$37.34
8"	\$8.00	\$52.41	\$61.40	\$70.43	\$73.57	\$76.52	\$79.58
Raw Water <i>per Gallon</i>	\$0.00267	\$0.00273	\$0.00320	\$0.00367	\$0.00383	\$0.00398	\$0.00414
TREATED WATER USE CHARGES PER HCF							
NON-DROUGHT PERIOD	[1]						
Off-Peak (Nov-Apr)		\$5.50	\$6.37	\$7.19	\$7.37	\$7.54	\$7.71
Peak (May-Oct)		\$6.11	\$7.09	\$8.00	\$8.20	\$8.38	\$8.58
DROUGHT PERIOD	[1]						
Off-Peak (Nov-Apr)		\$5.81	\$6.73	\$7.60	\$7.79	\$7.97	\$8.15
Peak (May-Oct)		\$6.46	\$7.49	\$8.45	\$8.66	\$8.86	\$9.06

Source: HEC.

* Dates reflect the current billing cycle; if the billing cycle date changes so will these effective dates.

[1] Current Rate Structure rates as follows:

Tiers by customer category (in hcf):	Tier 1	Tier 2		Tier 1	Tier 2
Single family	0-14	15+	Non-residential <=1"	0-36	37+
Multi-family	0-5	6+	Non-residential 1.5"	0-120	121+
			Non-residential 2"	0-192	193+
Price per HCF	\$4.48	\$6.74	Non-residential 3"	0-360	361+
Price per HCF - Landscape Irrigation	\$5.22		Non-residential 4"	0-600	601+
			Non-residential 6"	0-1,250	1,251+
			Non-residential 8"	0-1,920	1,921+

2.2 METHODOLOGY

The detailed methodology for calculation of rates is presented in the 'City of St. Helena Water Rate Study Technical Memorandum'. Under the new seasonal rate structure, customer bills continue to be comprised of 2 fees: (1) fixed monthly service charges (now also including a meter replacement fee), and (2) variable use charges. The new seasonal rate structure is as follows:

- All customers pay the same usage rate per HCF for treated water off-peak (Nov-Apr) and peak (May-Oct). The peak rate is higher than the off-peak rate to reflect the additional costs of water operations during the peak period. Analysis in the 'City of St. Helena Water Rate

Attachment 2

Study Technical Memorandum' demonstrates that water operations costs are 11% higher during the peak period.

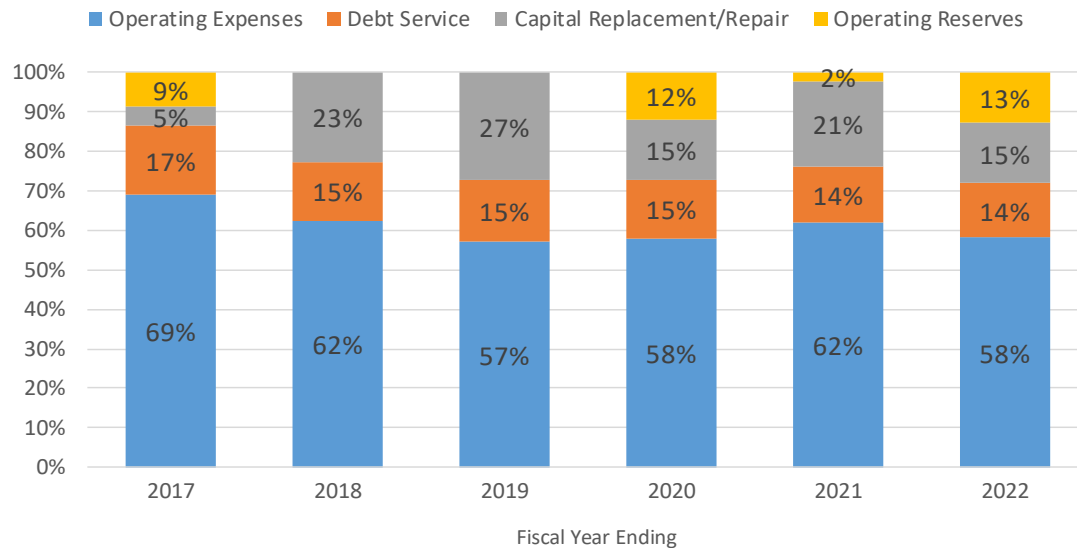
2.3 NEW RATE IMPACTS

Components of revenue requirement are shown in **Figure 7**. Operating expenses are the largest component of cost, followed by capital replacement/repair, debt service, and operating reserves.

Single Family Residential Impacts

Figure 8 shows the water bill impact for a typical single family home in the off-peak months using the seasonal water rate structure in a non-drought period. Single family homes typically use 7 HCF per month in the winter (calculated using January and February data 2011 through 2015). **Figure 9** shows the water bill impact for a typical single family home in the peak months using the seasonal water rate structure in a non-drought period. Single family homes typically use 17 HCF per month in the summer (calculated using July and August data 2011 through 2015).

Figure 7
Components of Water Revenue Requirement



Attachment 2

Figure 8
Typical Water Monthly Bill for the Off-Peak Season

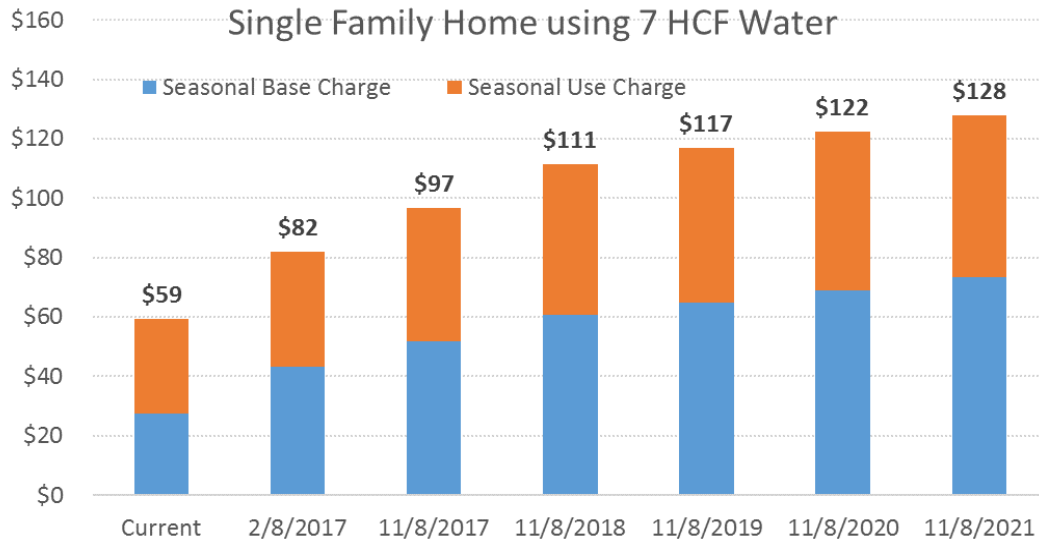
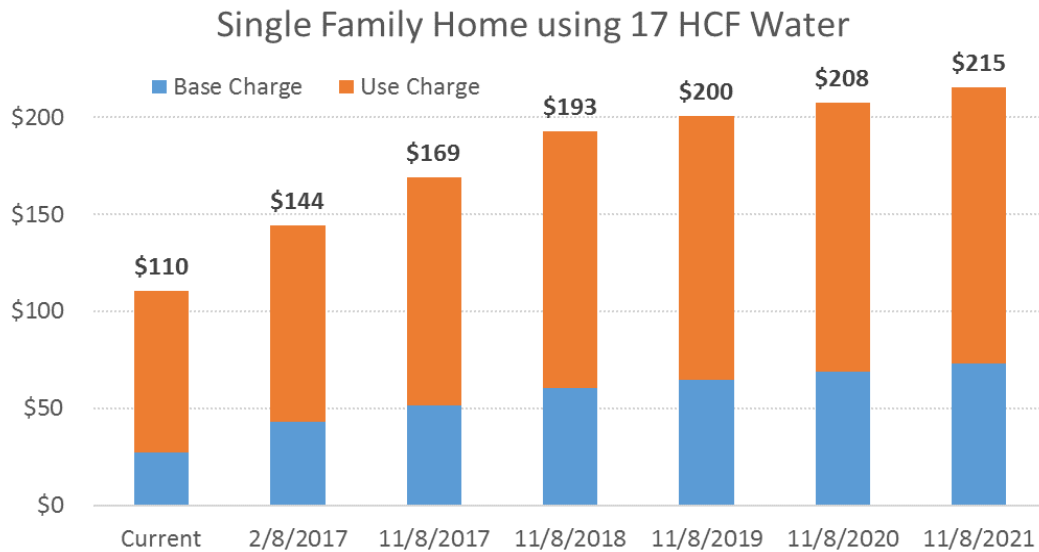


Figure 9
Typical Water Monthly Bill for the Peak Season

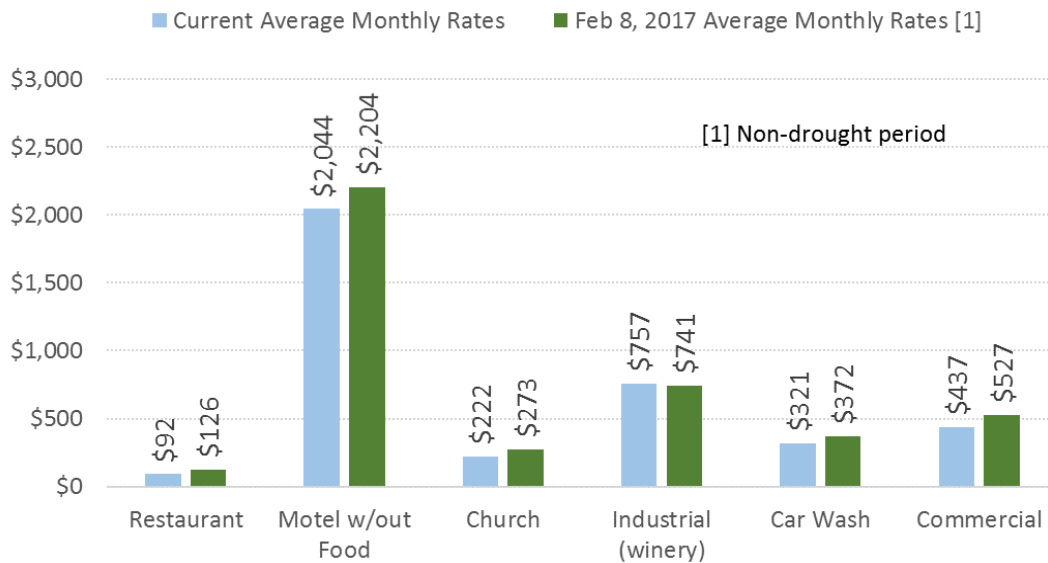


Attachment 2

Non-Residential Users

Six types of non-residential users were selected to illustrate the impacts of water rate increases in February 2017; these include a restaurant, a motel without food, a church, an industrial customer (winery), a cash wash, and a commercial office. **Figure 10** illustrates the impact to each type of water user assuming a non-drought period. Charges are calculated using actual consumption by the customers between January 2015 and December 2015. The impact is greater for all customers with the exception of the industrial customer.

Figure 10
Non-Residential Water Rate Impact



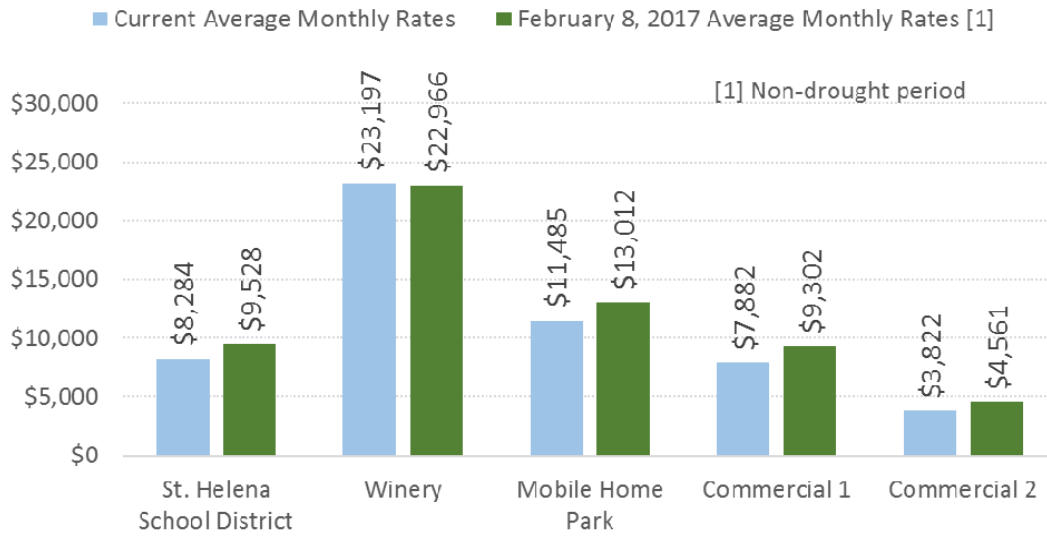
Large Water Users

The largest water users in the City include the St. Helena School District, wineries, mobile home park, and some large commercial businesses.

The Study examines the impact to a selection of these users in **Figure 11** using current charges and February 8, 2017 charges assuming a non-drought period. Charges are calculated using actual consumption by the customers between January 2015 and December 2015. In the selection, average monthly charges increase for all customers except the winery. Actual water bills will differ from customer to customer.

Attachment 2

Figure 11
Average Monthly Water Charges for Large Water Users



Attachment 2

Section 3: WASTEWATER RATE STUDY SUMMARY

3.1 KEY FINDINGS

- The City has been using wastewater fund reserves to fund operations. At the end of fiscal year 2016 (June 30) the operating fund had a negative unrestricted net position of <\$79,805>. At the end of fiscal year 2017, the operating fund is expected to have a negative unrestricted net position of <\$27,000>. System rehabilitation is being funded from reserves because depreciation is not currently included in the rates. This is unsustainable.
- The City has identified a minimum of \$15.4 million, net of grant funds and existing bonds, in capital improvements in today's dollars to be funded over the next 10 years. In future dollars this totals \$17.7 million to be funded over the next 10 years. The financing plan assumes that:
 - o Phases 1 and 2 of the wastewater treatment plant upgrades will be debt-financed.
 - o Reserves will be used to finance \$3.7 million for replacement of the wastewater reclamation facility operations building and shop, which is expected to be accomplished fiscal year 2021 through fiscal year 2023.
 - o Cash will fund the remaining CIP costs.
- By raising the rates in February 2017 the City will generate sufficient revenue to meet its bond covenants, to begin building a healthy reserve, to fund necessary capital improvements and to fully fund wastewater operations without using other City funds. A healthy reserve is necessary to fund emergencies and other unanticipated capital projects. Without the rate increase the wastewater fund is projected to have a negative fund balance within two fiscal years and would have to be loaned money from other City funds, taking away money for other essential City services.
- The new rate structure improves equity among certain customer classes by basing rates on typical flow and strength characteristics of each customer type. Multi-family dwellings and mobile home parks, which display characteristics more similar to residential than non-residential, are shifted to residential. Schools pay on a flat monthly rate per student basis. Non-residential customers' water use is determined by average winter water use, by customer type, to account for water that does not go to the wastewater treatment plant (applied outdoors or otherwise does not enter the sewer collection system).

Table 2 on the next page shows the new wastewater rate schedule. The current rate schedule cannot be compared with the new rate schedule because the structure is different; however, a single family unit currently pays a base monthly charge of \$47.35 and a monthly use charge of \$3.94 per HCF of winter water use.

Attachment 2

Table 2
Calculated Wastewater Rate Schedule
- New Rate Structure

Customer Category		Fiscal Year Ending					
		2017	2018	2019	2020	2021	2022
Billing Period Beginning * ----->		2/8/2017	11/8/2017	11/8/2018	11/8/2019	11/8/2020	11/8/2021
Residential							
Single Family	monthly per unit	\$48.04	\$55.24	\$70.13	\$73.03	\$74.18	\$75.23
Multi-Family	monthly per unit	\$29.07	\$33.42	\$42.43	\$44.18	\$44.88	\$45.52
Mobile Homes	monthly per unit	\$43.11	\$49.57	\$62.93	\$65.53	\$66.56	\$67.51
Residential Rate per HCF	per HCF	\$4.69	\$5.39	\$6.84	\$7.12	\$7.23	\$7.34
Schools Flat Rate per Student	monthly per student	\$1.40	\$1.62	\$2.15	\$2.21	\$2.26	\$2.28
Non-Residential							
Car Wash	monthly per account	\$209.93	\$243.25	\$328.36	\$336.45	\$343.13	\$346.45
Religious Places/Community Centers	monthly per account	\$35.34	\$40.85	\$54.06	\$55.68	\$56.71	\$57.34
Commercial [1]	monthly per account	\$62.70	\$72.20	\$92.64	\$96.19	\$97.78	\$99.09
Groceries and Mortuaries	monthly per account	\$433.93	\$492.12	\$552.00	\$595.15	\$599.41	\$613.71
Laundry	monthly per account	\$970.94	\$1,121.45	\$1,475.85	\$1,522.21	\$1,549.87	\$1,567.76
Mixed Retail w/ Food	monthly per account	\$541.20	\$617.30	\$730.21	\$775.32	\$783.78	\$799.17
Motel with Food	monthly per account	\$2,617.64	\$2,978.36	\$3,444.90	\$3,681.23	\$3,715.59	\$3,795.12
Motel without Food	monthly per account	\$642.15	\$738.08	\$933.28	\$972.87	\$987.93	\$1,002.28
Restaurant	monthly per account	\$840.03	\$952.80	\$1,070.03	\$1,153.27	\$1,161.63	\$1,189.23
Napa Valley College	monthly per account	\$2,889.93	\$3,341.62	\$4,436.77	\$4,565.57	\$4,651.20	\$4,701.87
Service Station	monthly per account	\$93.25	\$107.06	\$134.07	\$140.12	\$142.20	\$144.37
Winery Production (Merryvale/Spottswode)	monthly per account	\$989.21	\$1,116.93	\$1,199.98	\$1,310.53	\$1,315.85	\$1,351.87
Sutter Home Winery	monthly per account	\$876.04	\$1,007.39	\$1,278.85	\$1,331.67	\$1,352.66	\$1,371.89
Car Wash	per HCF	\$3.43	\$3.97	\$5.36	\$5.49	\$5.60	\$5.65
Religious Places/Community Centers	per HCF	\$3.72	\$4.30	\$5.69	\$5.86	\$5.97	\$6.03
Commercial [1]	per HCF	\$4.27	\$4.92	\$6.31	\$6.55	\$6.66	\$6.75
Groceries and Mortuaries	per HCF	\$10.30	\$11.68	\$13.10	\$14.12	\$14.22	\$14.56
Laundry	per HCF	\$3.81	\$4.40	\$5.79	\$5.97	\$6.08	\$6.15
Mixed Retail w/ Food	per HCF	\$6.73	\$7.68	\$9.08	\$9.64	\$9.75	\$9.94
Motel with Food	per HCF	\$7.91	\$9.00	\$10.41	\$11.12	\$11.23	\$11.47
Motel without Food	per HCF	\$4.59	\$5.27	\$6.67	\$6.95	\$7.06	\$7.16
Restaurant	per HCF	\$10.18	\$11.54	\$12.96	\$13.97	\$14.07	\$14.41
Napa Valley College	per HCF	\$3.67	\$4.24	\$5.63	\$5.79	\$5.90	\$5.97
Service Station	per HCF	\$4.82	\$5.53	\$6.93	\$7.24	\$7.35	\$7.46
Winery Production (Merryvale/Spottswode)	per HCF	\$17.31	\$19.55	\$21.00	\$22.93	\$23.03	\$23.66
Sutter Home Winery	per HCF	\$4.50	\$5.17	\$6.57	\$6.84	\$6.95	\$7.04

Source: HEC.

* Dates reflect the current billing cycle; if the billing cycle date changes so will these effective dates.

[1] Commercial includes City buildings.

3.2 METHODOLOGY

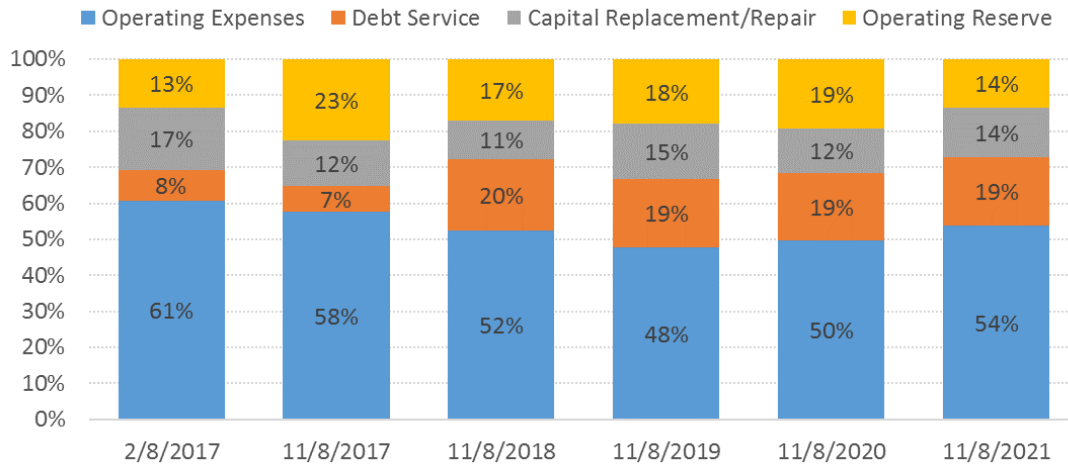
The detailed methodology for calculation of rates is presented in the 'City of St. Helena Wastewater Rate Study Technical Memorandum'.

3.3 NEW RATE IMPACTS

Components of wastewater fund revenue requirement is shown in **Figure 12**. Operating expenses is the largest component of cost (more than 50%).

Attachment 2

Figure 12
Components of Wastewater Revenue Requirement



Residential Bill Impacts

Figure 13 shows monthly bill impacts of the rate increases to single family residential customers under the new rate structure for the next five years.

Figure 13
Wastewater Bill Impact for Single Family Homes

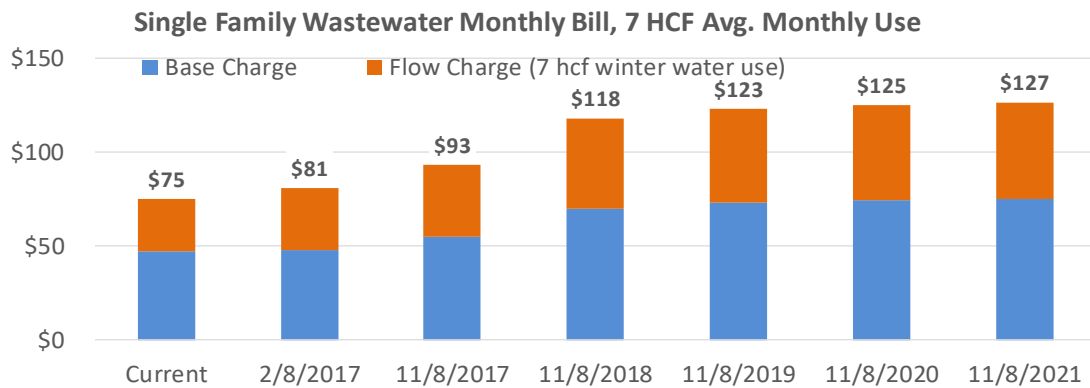


Figure 14 estimates monthly bill impacts of the February 8, 2017 rate changes for a sample of non-residential users. Because monthly bills for non-residential customers will vary from month to month and business type to business type, the examples given are only illustrative. Each non-residential customer will experience a different impact.

Attachment 2

Figure 14
Average Wastewater Monthly Bill Impact for Sample Non-Residential Users

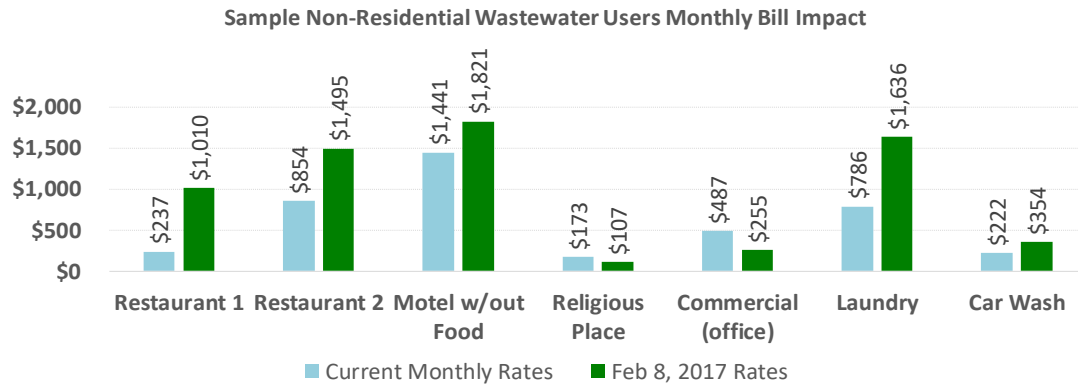
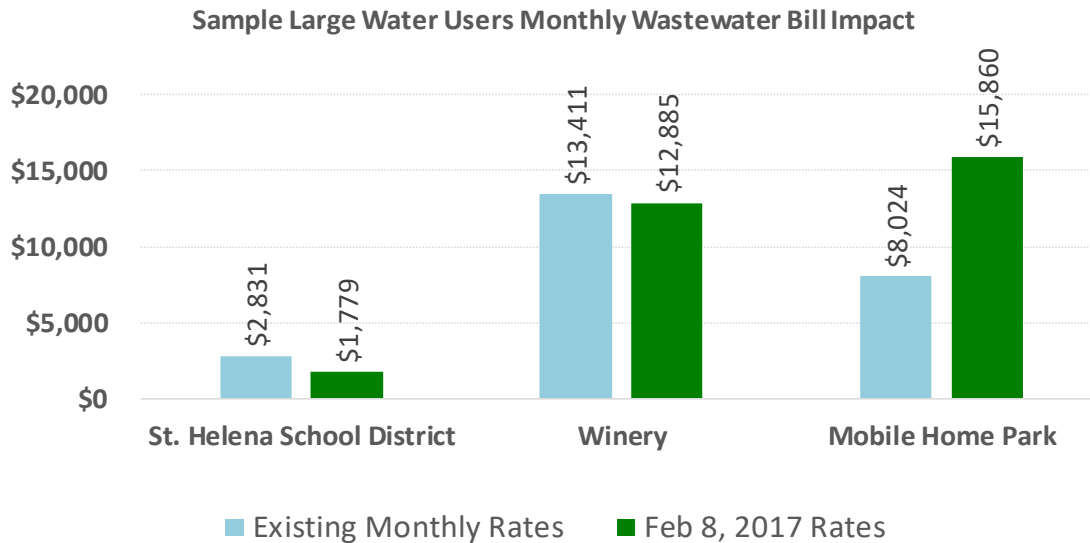


Figure 15 illustrates the impact on the same large water users as in the water rate study, with the exception of the two commercial businesses which do not receive City wastewater service.

Figure 15
Average Wastewater Monthly Bill Impact for Large Water Users



Section 4: COMBINED UTILITIES IMPACT

4.1 RESIDENTIAL IMPACTS

The combined impact of increased water and wastewater rates on typical single family home utility bills is illustrated in **Figure 16** for a typical off-peak month (using 7 HCF water, 7 HCF wastewater), and **Figure 17** for a typical peak month (using 17 HCF water, 7 HCF wastewater). Both comparisons assume a non-drought period.

Figure 16
Single Family Home Utility Costs in Off-Peak Months, based on 7 HCF

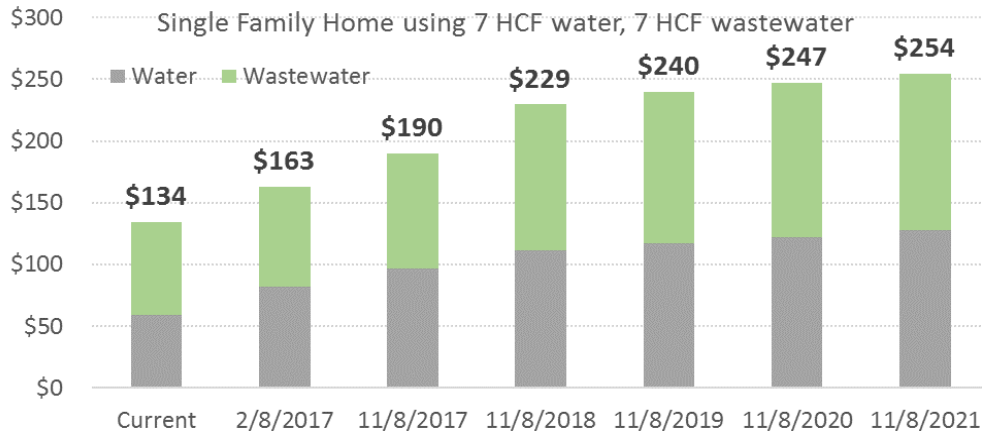
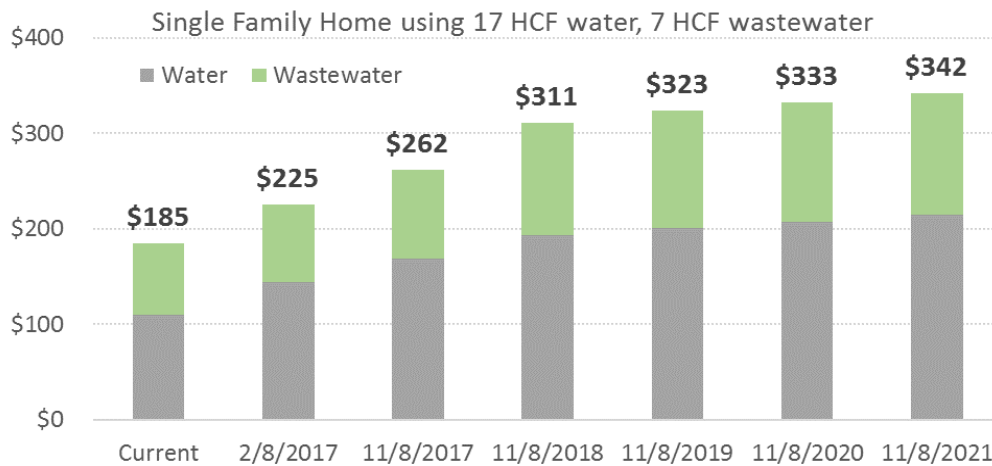


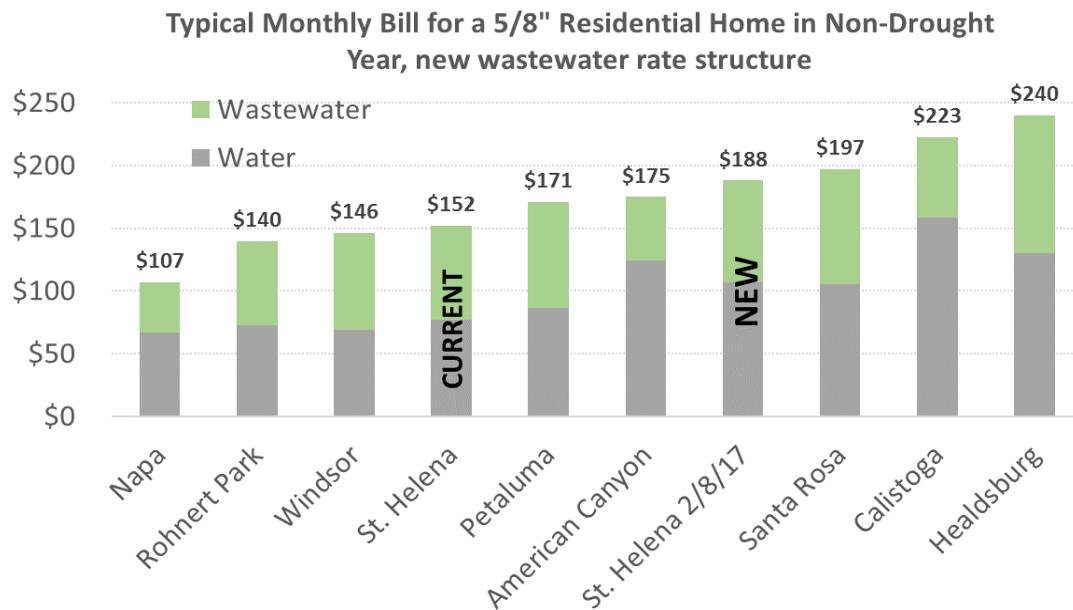
Figure 17
Single Family Home Utility Costs in Peak Months, based on 17 HCF



Attachment 2

Figure 18 illustrates what a household using an average of 11 HCF of water and 7 HCF of wastewater in a month would pay for combined water and wastewater in several comparison cities. For St. Helena, the use rate was calculated using the average of the peak and off-peak use rates. St. Helena's combined water and wastewater rates are currently in the middle of the range and will stay in the middle of the range with the proposed 24% rate increase. Note that the comparison cities utilized may be in the process of rate increases as well; this is a snapshot in time.

Figure 18
Impact of Combined Utility Bill Increases



4.2 AFFORDABILITY

The combined impact of increased utility costs must be considered together since they can increase costs beyond what is considered an affordable threshold. The affordability thresholds are guidelines used by State and Federal funding agencies when determining financing terms for debt-financing projects. The State Revolving Fund (SRF) program bases its evaluation of affordability of water rates on two criteria:

1. The Median Household Income (MHI) of the community compared to the State MHI, and
2. The percentage of MHI spent on water related bills.

Generally, water rates are considered to be burdensome if they are greater than 2.50% of MHI, and wastewater rates are considered to be burdensome if they are greater than 2.00% of MHI (or combined, a total of 4.50% of MHI). If a community's MHI is less than 80 percent of the State MHI, the community is considered "Disadvantaged", in which case a rate greater than 1.5 percent of MHI

Attachment 2

is considered burdensome. St. Helena is not considered disadvantaged, as the City's MHI is more than 127% of the State MHI.

Currently, St. Helena's combined water utility costs are 2.32% of MHI. With the increase in costs in February 2017 water costs will total 1.64% of MHI and wastewater will total 1.24% of MHI. Together, the utilities costs will total 2.88% of MHI. The increased water utility costs are, per the State's definition, well within the affordable threshold. The affordability calculations are shown in **Table 3**.

Table 3
Affordability of Water Utility Costs for Residents

Item	Current Rates	Proposed 2/8/2017 Rates
St. Helena Monthly Median Household Income (MHI) [1]	\$6,535	\$6,535
Monthly Water Bill		
Monthly Water Bill for 11 HCF [2]	\$76.80	\$107.08
Water Bill as Percentage of MHI [3]	1.18%	1.64%
Monthly Wastewater Bill		
Monthly Wastewater Bill for 7 HCF	\$74.93	\$80.84
Wastewater Bill as Percentage of MHI [3]	1.15%	1.24%
Total Monthly Utilities Bill	\$151.73	\$187.92
Monthly Utilities Bill as Percentage of MHI [3]	2.32%	2.88%
Median Household Income (MHI)		
Estimated California [1]	\$61,489	
Estimated St. Helena [1]	\$78,421	
St. Helena MHI as a percentage of the State MHI [4]	127.54%	

Source: HEC, California State Water Resources Control Board, and US Census Bureau.

aff comb

[1] 2014 5-year American Community Survey.

[2] Assumes a non-drought year and average seasonal use rate.

[3] The EPA considers bills unaffordable if combined water and wastewater bills are >4.5% of MHI. The State Clean Water SRF program only provides better loan terms (such as extended term financing, lower interest and principal forgiveness) to communities that are NOT Disadvantaged if the wastewater bill is >4% of MHI.

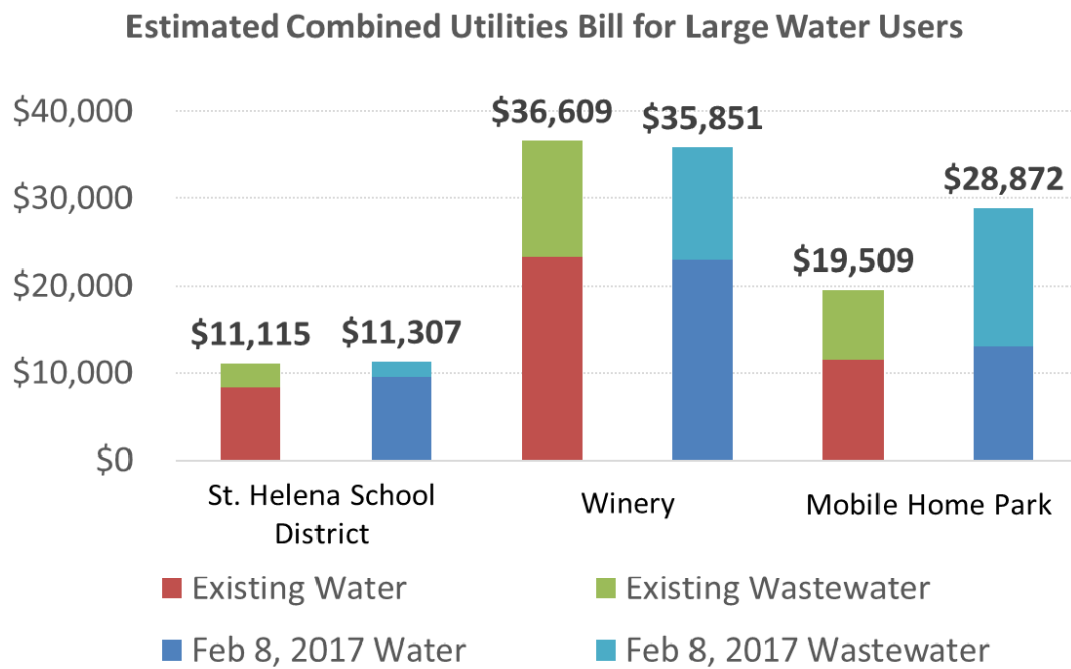
[4] Per the State Water Resources Control Board, a community with an MHI <80% of the Statewide MHI is Disadvantaged.

Attachment 2

4.3 LARGE WATER USERS IMPACTS

Figure 19 shows the cumulative impact of utility rate increases to some of St. Helena’s largest water users in a non-drought period. The St. Helena School District’s water bill increases but its wastewater bill decreases, resulting in a small net increase. The winery’s water bill decreases slightly and its wastewater bill decreases slightly, resulting in a net decrease. The mobile home park’s water bill increases slightly; however, its wastewater bill doubles.

Figure 19
Combined Utilities Impact on Large Water Users



Attachment 2

**HANSFORD ECONOMIC
CONSULTING**



**City of St. Helena (2016)
Water Rate Study
Technical Memorandum**

FINAL
October 31, 2016

HEC Project #150182

Attachment 2

**HANSFORD ECONOMIC
CONSULTING**

PO Box 10384
Truckee, CA 96162

Phone: 530-412-3676
Email: catherine@hansfordecon.com

Technical Memorandum WATER RATE STUDY

To: City of St. Helena

From: Catherine Hansford

Date: October 31, 2016

This technical memorandum presents the detailed water rate study. Support tables are provided in **Attachment A**.

THE WATER FUND

Revenues

The water system is 97% funded by water sales (rates) revenue, 1% by Meadowood area rate surcharges, and 2% by other revenues including investment earnings, finance charges, fees/fines, and other miscellaneous revenues.

Rate revenue is generated according to the current water rate schedule shown in **Table 1**. Under the current rate schedule all customers pay a service charge (or base charge) and a use charge. The service charge is different by meter size, and the use charge varies by customer type. All customers pay use charges in two tiers. The tier 1 rate is applied to single family homes for the first 14 units of water. A unit of water is a hundred cubic feet (HCF). Tier 2 is applied to all water use greater than 14 units consumed each month. The amount of water that tier 1 applies to each month differs by customer type, as shown in **Table 1**.

The Madrone Knoll pump facility (otherwise called the Meadowood pump facility) specifically benefits Meadowood area customers, who are outside the St. Helena city limits. Meadowood area customers pay an additional monthly surcharge for electric use at Meadowood pump facility plus a monthly maintenance fee. The schedule of current Meadowood surcharges is shown in **Table 2**.

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Attachment 2

Page 2 of 27

Water Rate Study, October 31, 2016

Table 1
Current Water Rate Schedule

Customer	Rate Schedule	
Monthly Fixed Service Charge		
Meter Size		Basis of Charge
5/8"	\$27.52	Month
3/4"	\$27.52	Month
1"	\$63.80	Month
1.5"	\$124.12	Month
2"	\$196.50	Month
3"	\$365.51	Month
4"	\$607.01	Month
6"	\$1,210.18	Month
8"	\$1,935.52	Month
Residential Use Charge		[1]
Tier 1 (0-14 Units)	\$4.48	Unit
Tier 2 (15+ Units)	\$6.74	Unit
Multi-Family Residential Use Charge		
Tier 1 (0-5 Units)	\$4.48	Unit
Tier 2 (6+ Units)	\$6.74	Unit
Non-Residential Use Charge		
5/8", 3/4", 1"		
Tier 1 (0-36 Units)	\$4.48	Unit
Tier 2 (37+ Units)	\$6.74	Unit
1.5"		
Tier 1 (0-120 Units)	\$4.48	Unit
Tier 2 (121+ Units)	\$6.74	Unit
2"		
Tier 1 (0-192 Units)	\$4.48	Unit
Tier 2 (193+ Units)	\$6.74	Unit
3"		
Tier 1 (0-360 Units)	\$4.48	Unit
Tier 2 (361+ Units)	\$6.74	Unit
4"		
Tier 1 (0-600 Units)	\$4.48	Unit
Tier 2 (601+ Units)	\$6.74	Unit
6"		
Tier 1 (0-1,250 Units)	\$4.48	Unit
Tier 2 (1,251+ Units)	\$6.74	Unit
8"		
Tier 1 (0-1,920 Units)	\$4.48	Unit
Tier 2 (1,921+ Units)	\$6.74	Unit
Landscape Irrigation Rate (\$ per unit) [2]	\$5.22	Unit

Source: City of St. Helena.

curr rates

[1] 1 unit=100 cubic feet.

[2] Service must be for landscape irrigation of public space (park, school or residential common area). Customer must implement water conservation best management practices, as determined by the city. Customer must accept more stringent water use cutbacks during periods of water shortage, as determined by the City.

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Attachment 2

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Water Rate Study, October 31, 2016

Table 2
Current Monthly Meadowood Area Surcharges

Total Water Consumption in HCF used by all accounts served by the same special reservoirs and pumping stations

0-150	\$1.81
151-200	\$1.45
201-250	\$1.25
251-300	\$1.07
301-350	\$0.88
351-400	\$0.80
401-450	\$0.74
451-500	\$0.65
501-550	\$0.56
551-600	\$0.50
601-1,250	\$0.49
1,251-1,500	\$0.48
1,501-1,750	\$0.47
1,751-2,000	\$0.43
2,001-2,250	\$0.40
2,251-2,500	\$0.39
2,501-2,750	\$0.37
2,751-3,000	\$0.36
3,001-3,250	\$0.34
3,251-3,500	\$0.33
3,501-3,750	\$0.32
3,751 and more	\$0.31
Per Residential Unit	\$27.94
Meadowood Complex (99 units + clubhouse)	\$2,793.60

Source: City of St. Helena.

pump

Expenses

The water fund includes an operating and capital fund. Annual operating costs include all water system operating and capital expenses. Over the past five years, personnel costs (salaries and benefits), Napa purchased water, capital projects, other capital fund expenses, and services have been the largest expenditure items. Personnel costs and Napa purchased water have comprised approximately 64 percent of annual costs. Percentage share of historical expenses by expense category is shown in **Figure 1**.

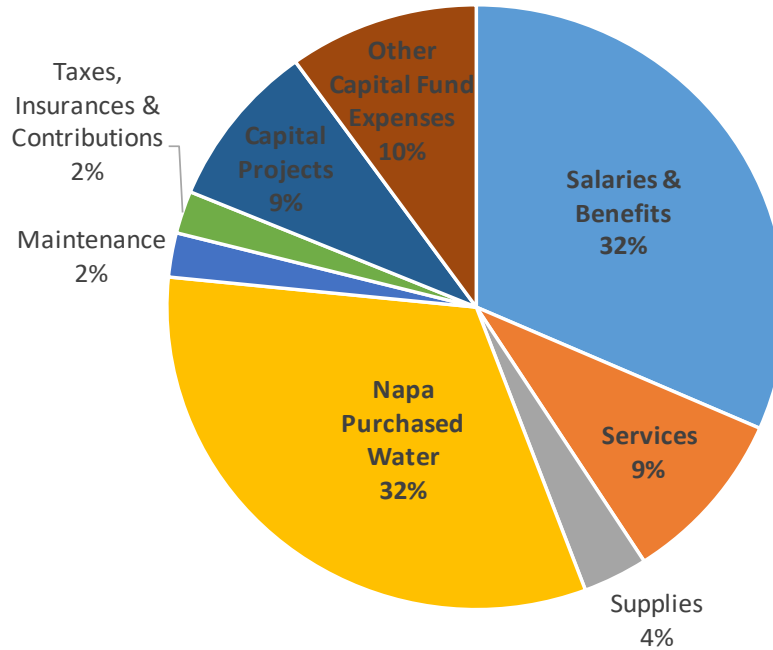
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Water Rate Study, October 31, 2016

Figure 1
Typical Annual Water Fund Expenses

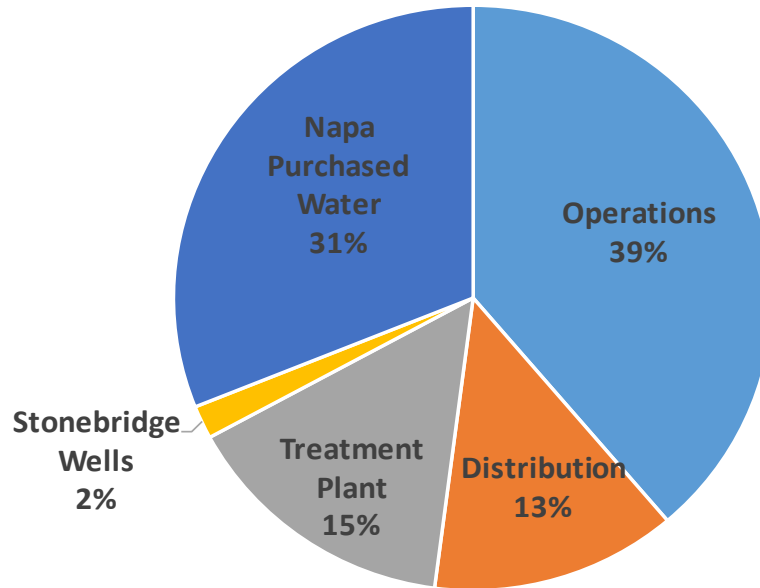


The operating fund expenses are further broken down into operations, distribution, treatment plant, Stonebridge Wells, and Napa purchased water. Percentage share of historical operating annual expenses by these categories is shown in **Figure 2**.

Supporting financial data is provided in Attachment A, **Tables A-1** through **A-3**.

Prepared by HEC

Figure 2
Operating Fund Expenses



THE WATER SYSTEM

The City's water sources include surface water from Bell Canyon Reservoir, groundwater from Stonebridge Wells, and purchased treated water from the City of Napa. The Louis Stralla Water Treatment Plant (water treatment plant), which treats surface water stored in Bell Canyon Reservoir, has a capacity of 4.3 million gallons a day (MGD); however, there are flow limitations in the inlet piping which restricts use of the plant to less than its capacity. Stonebridge Wells includes two active groundwater wells and a filtration facility, including filtration tanks, chlorination facilities and a backwash return system. The filter removes iron and manganese. Treated water from the City's water sources is distributed via six storage tanks and four pump stations.

The City first entered into an agreement with the City of Napa for delivery of treated water in September 2006. The third amendment to that agreement, entered into in December 2011, increases the minimum annual delivery to 600 acre-feet with optional delivery up to 800 acre-feet. Optional additional delivery of 200 acre-feet may be delivered provided the City of Napa has sufficient water supply. If Napa does not have sufficient supply it will attempt to acquire supplemental dry-year water on a single year basis from an outside source. Price and payment terms of the optional supply will differ from the base supply, as detailed in the agreement.

Untreated water available for construction water purposes only is also available for purchase from the Lower Reservoir adjacent to York Creek.

Attachment 2

Page 6 of 27

Water Rate Study, October 31, 2016

Historical system-wide water deliveries are shown in **Table 3**. Almost three-quarters of annual water production is used year-round consistently, and 26% of water production is additional water delivered for increased demand between May and October.

Table 3
Monthly Water Delivery

Month	2013	2014	2015		Avg. Annual Water Delivery (millions of gallons)	Percent of Delivery by Month
<i>millions of gallons</i>						
Jan	27.731	36.865	27.682		30.759	6%
Feb	25.853	24.743	29.805		26.800	5%
Mar	32.701	28.927	39.625		33.751	6%
Apr	43.635	31.822	39.224		38.227	7%
May	59.950	49.464	41.328		50.247	9%
Jun	57.567	50.268	46.679		51.505	10%
Jul	65.613	57.505	51.105		58.074	11%
Aug	67.830	56.303	54.491		59.541	11%
Sep	72.640	55.720	55.173		61.178	11%
Oct	65.278	52.195	52.491		56.655	11%
Nov	44.466	32.516	35.409		37.463	7%
Dec	38.386	30.405	28.648		32.480	6%
Total	601.651	506.733	501.661	A	536.681	100%
Peaking Period (May through October inclusive)				B	337.200	63%
Base Monthly Flow				C	33.247	
Base Annual Flow				D = C*12	398.962	74%
Additional Flow				E = A-D	137.719	26%

Source: City of St. Helena.

delivery

The City uses conjunctive management to preserve its water supplies in the long-term. The share of water supply from one particular source might change month to month. **Figure 3** shows the percentage share of water supply each month using data from 2013 and 2014, both non-drought years. The graph shows that Bell Canyon water is consistently about 40% of the total water supply each month. Water from the City of Napa and Stonebridge Wells fluctuates from year to year but the most variable use of water supply is Stonebridge Wells.

During a non-drought year approximately 40% of water supply is from Bell Canyon, 32% from the City of Napa, and 28% from Stonebridge Wells. This is illustrated in **Figure 4**. During a drought year the City reduces pumping from Stonebridge Wells to preserve groundwater supplies. The percentage share of water supplies during a drought year are 46% from Bell Canyon, 38% from the

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City of Napa, and 16% from Stonebridge Wells, as illustrated in **Figure 5**. Total water deliveries are reduced during a drought year. In 2013, a non-drought year, almost 602 million gallons of water were delivered. In 2015, a drought year, almost 502 million gallons of water were delivered.

Figure 3
Water Sources by Month in a Non-Drought Year

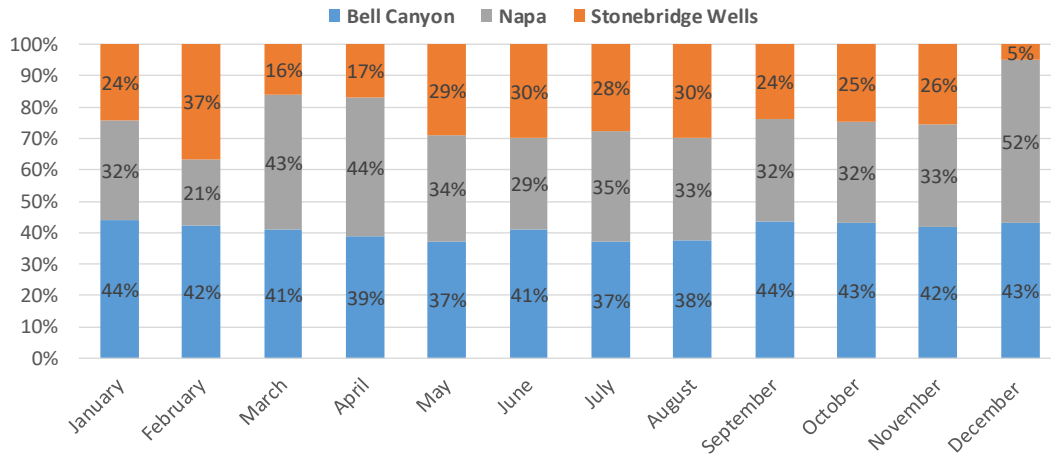
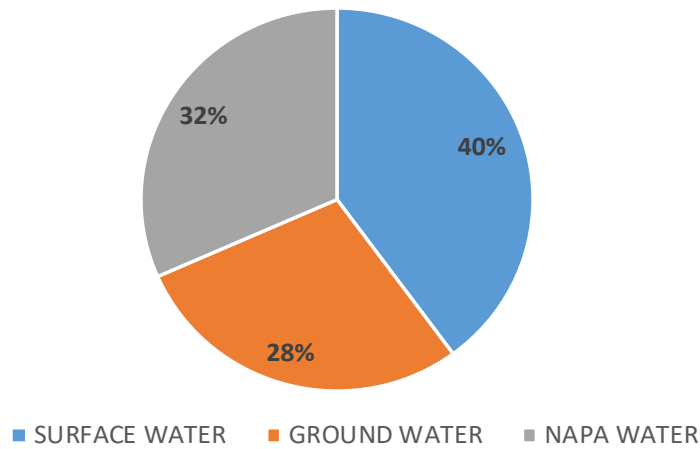
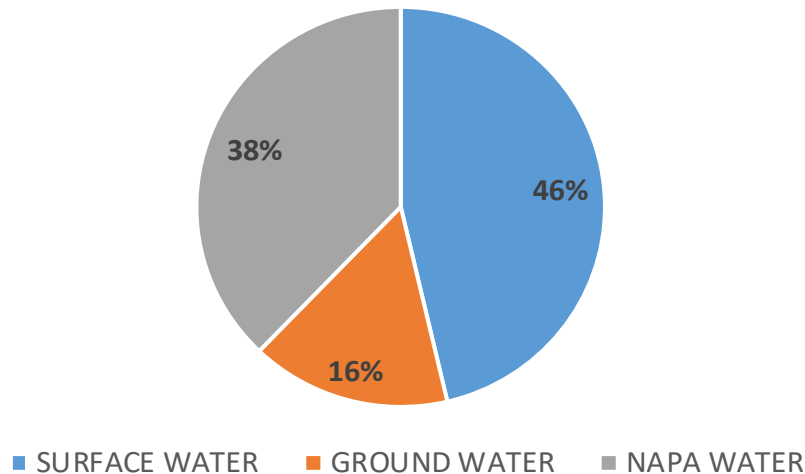


Figure 4
Water Supplies in a Non-Drought Year



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Figure 5
Water Supplies in a Drought Year



WATER USE

Water use fluctuates year to year depending on several factors including, but not limited to, growth, weather, sustained drought, plumbing retrofits, and pricing of water. Average water use by customer type for the past five years is used as the basis on which to project water use over the next five years in the rate study. Historical annual and average annual water use by customer type is shown in **Table A-4**.

Comparison of production and consumption in **Table A-5** shows that unaccounted for water is about 7% of total deliveries which is well within acceptable industry standards. Some unaccounted water will be for hydrant flushing, running to waste at wells and other operational uses of water. Not all unaccounted for water is leaked.

Customer Characteristics

St. Helena experiences greater water demand during summer months than winter months primarily due to outdoor irrigation applications of water. **Table 4** shows average monthly annual use, winter use, and summer use by customer category. With the exception of multi-family, commercial, and laundry customers all water customers use twice as much water, or more, during the summer months than they do in the winter months.

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Water Rate Study, October 31, 2016

Table 4
Customer Usage Characteristics

Customer Type	Number of		Average	Winter	Summer	Summer
	Accounts	Units	Monthly Use	Monthly Average	Monthly Average	to Winter Ratio
			<i>hcf monthly use per unit</i>	[1]	[2]	
Residential						
Single Unit	2,028	2,028	11	7	17	2
Multi-Fam	102	673	7	6	7	1
Mobile Homes	4	247	7	7	13	2
Subtotal Residential	2,134	2,948				
Non-Residential			<i>use per meter</i>			
Commercial	197		34	28	41	1
Industrial	21		541	359	647	2
Landscape	32		53	11	108	10
Religious Places [3]	15		17	9	28	3
Laundry	1		256	265	254	1
Library Schools	14		119	73	164	2
Motel/Hotel	16		152	93	170	2
City Owned	21		52	18	74	4
Subtotal Non-Residential	317					
Total	2,451	2,948				

Source: City of St. Helena and HEC.

char

[1] January and February consumption.

[2] July and August consumption.

[3] Includes community centers.

REVENUE REQUIREMENT

The revenue requirement refers to the amount of money that must be raised for revenue sufficiency of the water fund through rates. The projection of revenue requirement is the cornerstone for calculation of rates. This section explains the derivation of revenue requirement for this Study. Components of revenue requirement include:

- Capital Improvements
- Debt Service
- Meter Replacement Program
- Operations Expenses and Reserves
- System Rehabilitation

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Water Rate Study, October 31, 2016

Non-water sales revenue projections are credited against projected operations costs. Non-water sales include investment earnings, finance charges (late fees for past due payments), existing Meadowood area surcharges, meter replacement fees, and other miscellaneous revenues.

Capital Improvements

Water system capital costs in any one year are dependent on the state of the current infrastructure to serve existing customers and necessary improvements to accommodate potential new customers. **Table 5** summarizes the capital improvement costs identified by the City as necessary in the next ten years. The costs do not include project costs that already have funding sources identified (i.e. have a grant secured or are to be funded with existing City bond proceeds). All costs are expressed in future dollars. The total ten-year capital improvements projects (CIP) cost is estimated at \$20.8 million. Of this total it is anticipated that \$13.8 million will be spent in the next five years.

Costs are further allocated to existing and future customers based on their estimated use of the facilities. Only \$2.0 million of the total cost is for projects partially benefiting future customers. These projects include Meadowood tank upgrades, Dwyer Road booster improvements, Bell House valve replacement, Holmes tank upgrade, Bell Canyon creek flow measurement, Tank 2 rehabilitation, and Bell Canyon intake tower replacement. **Table A-6** and **Table A-7** provide the water system CIP detail in current and future dollars. Future costs are inflated using the Engineering News Record Construction Cost Index (ENR CCI) past 20-year annual average increase of 3.1%.

Table 5
Capital Improvement Costs Summary

Customer	Estimated CIP Costs in Future Dollars		
	Through 2022	2023 to 2027	Total CIP
Existing Customer Share	\$11,747,982	\$7,006,340	\$18,754,322
Future Customer Share	\$2,045,145	\$0	\$2,045,145
Total Existing and Future	\$13,793,127	\$7,006,340	\$20,799,466

Source: HEC.

cip share

CIP funding sources of costs are shown in **Table 6**, with supporting data in **Table A-8**.

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Water Rate Study, October 31, 2016

Table 6
Sources of Funding for CIP Costs

Source	Total Cost	Total Through FY 2022	Fiscal Year Ending					
			2017	2018	2019	2020	2021	2022
				Year 1	Year 2	Year 3	Year 4	Year 5
Future \$'s								
Cash - Capital Fund	\$14,571,782	\$7,565,442	\$274,386	\$1,496,091	\$2,069,348	\$1,195,209	\$1,750,606	\$779,802
Cash - Operations Fund	\$405,604	\$405,604	\$0	\$0	\$0	\$56,453	\$349,151	\$0
Debt - Capital Fund	\$2,001,334	\$2,001,334	\$569,522	\$1,431,811	\$0	\$0	\$0	\$0
Reserves	\$1,775,602	\$1,775,602	\$0	\$159,385	\$0	\$0	\$0	\$1,616,217
Existing Customers CIP	\$18,754,322	\$11,747,982	\$843,908	\$3,087,287	\$2,069,348	\$1,251,662	\$2,099,757	\$2,396,019

Source: City of St. Helena and HEC.

exis rates

Debt Service

The City has existing debt service for a water revenue bond sold in 2006. In 2012, the City entered into an installment purchase agreement with the California Statewide Communities Development Authority to finance for water and wastewater system improvements. The debt is secured by a pledge of the net revenues of the water and wastewater system. The installment purchase agreement includes provisions requiring that the City set rates, fees and charges for each fiscal year so as to yield system net revenues during each fiscal year equal to at least 120% of the annual debt service (including parity debt). The City is currently, and has been, out of compliance with this requirement, which will impact the City's rating for future debt if not corrected. Existing yearly debt service payments are shown in **Table A-9**.

New debt service is assumed to be incurred, financed by the State Drinking Water Revolving Fund (DWSRF), for pump station upgrades and Bell Canyon intake tower replacement. The total estimated DWSRF-funded project costs are \$2.3 million. Due to the size of the projects a 15% contingency factor was added to the estimated City cost. The calculated annual new debt service is calculated based on total project costs of \$2.7 million. The estimated annual debt service is \$166,000 although an additional 10% is due in the first 10 years of the loan to build up a reserve of one year of debt service. Existing customers' share of the debt is 86%; the remaining debt service is for future customers' share of the Bell Canyon intake tower replacement costs. The calculated new debt is shown in **Table 7**.

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Table 7
Estimated DWSRF New Debt

Item	Construction Fiscal Year
Projects Needed in Next 3 Years	2018
Pump Station Upgrades	\$212,514
Bell Canyon Intake Tower Replacement	\$2,104,494
Subtotal Costs	\$2,317,008
Contingency (15%) [1]	\$347,551
Total	\$2,664,559
Estimated Annual Debt Service [2], [3]	\$166,118
<i>Existing Customers Debt Service</i>	<i>\$143,485</i>
<i>Future Customers Debt Service</i>	<i>\$22,632</i>
Total Debt-Financed Infrastructure Cost	\$2,664,559
Estimated Total Financing Costs	\$657,795

Source: State Water Resources Control Board and HEC.

new debt

[1] State-funded projects typically cost more (more administration as well as American Iron and Steel requirements, and labor reporting).

[2] DWSRF loan assumptions:

Interest Rate (2016 rate is 1.6%)	2.2%
Term (years)	20

[3] Annual debt service is 10% higher for the first 10 years to build one year of reserve.

Meter Replacement Program

The City does not currently collect for replacement of water meters; costs of replacement are currently paid for with reserves, which is unsustainable. This rate study includes calculation of annual costs to replace meters. Each year City crews will replace older water meters that are near the end of their useful life, or which are inaccurately measuring water flow. The cost to replace meters by size of meter was used to determine the annual cost of the meter replacement program. The estimated meter replacement fee revenues are shown in **Table 8**. Meter replacement program costs will increase as the number of City water meters increases and as the cost of installation increases. It is estimated that the meter replacement program will increase from approximately \$47,000 in 2017 to \$54,000 in 2022. Meter replacement costs by size are shown in **Table A-10**.

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Table 8
Estimated Meter Replacement Fee Program Cost

Item	Assumption	Fiscal Year Ending					
		2017	2018	2019	2020	2021	2022
			Year 1	Year 2	Year 3	Year 4	Year 5
<i>Projected Growth in Water Meters</i>			5	5	5	5	5
City Water Meters in 2016 [1]		2,485	2,485	2,485	2,485	2,485	2,485
Projected City Water Meters		2,485	2,490	2,495	2,500	2,505	2,510
Estimated Replacement Cost per Meter [2]	3.0%	\$374	\$385	\$397	\$409	\$421	\$434
Percentage of Meters Replaced	20-yr cycle	5.0%	5.0%	5.0%	5.0%	5.0%	5.0%
Estimated Meter Replacement Program Cost		\$46,494	\$47,985	\$49,524	\$51,112	\$52,751	\$54,442

Source: City of St. Helena and HEC.

meter cost

[1] Includes each meter in compound meters.

[2] Weighted average cost of meters.

Operations Expenses and Reserves

Budgeted fiscal year 2017 expenses are used to project future year expenditures. All operating expenditures are increased 5% each year with the exception of maintenance, taxes, insurances and contributions which are increased at 10% per year, and Napa purchased water, increased at 3% per year per the 2011 amended agreement with the City of Napa. **Table A-11** shows historical annual average operating cost increases of 5.3%.

The water rate study has a target cash reserve of six to twelve months of operating expenses. Additional rate revenue will have to be collected to achieve this reserve fund target within the five-year period.

System Rehabilitation

Depreciation is used as the basis for which to collect rates to cover system rehabilitation costs. Inclusion of system rehabilitation costs demonstrates fiscal responsibility toward the assets to potential future investors and helps to establish good credit¹. Depreciation is calculated based on existing water facilities and new facilities built in the next 5-year period. **Table 9** shows the total annual amount included in the rates for system rehabilitation. Supporting data is provided in **Tables A-12** and **A-13**.

¹ Per Governmental Accounting Standards Board (GASB) 34, local governments must report on the value of their infrastructure assets and plan for asset maintenance (including collecting sufficient revenue) to obtain good credit when issuing bonds or procuring other forms of financing for long-term construction projects.

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Table 9
System Rehabilitation Annual Budget Estimate

Depreciation	Fiscal Year Ending					
	2017	2018 Year 1	2019 Year 2	2020 Year 3	2021 Year 4	2022 Year 5
Existing Assets Annual Depreciation	\$875,144	\$902,107	\$929,901	\$958,551	\$988,084	\$1,018,526
New Assets Annual Depreciation	\$25,985	\$72,094	\$104,294	\$158,594	\$268,189	\$309,305
Total Annual Depreciation	\$901,130	\$974,201	\$1,034,195	\$1,117,145	\$1,256,273	\$1,327,831
Percentage of Depreciation in Rates	0%	100%	100%	100%	100%	100%
Estimated System Rehabilitation Cost	\$0	\$974,200	\$1,034,200	\$1,117,100	\$1,256,300	\$1,327,800

Source: HEC.

depr

Meadowood Area Surcharges

Currently approximately \$50,000 each year is generated from surcharges applied in the Meadowood area, which is outside of the City limits. Per the September 13, 2016 Task Force meeting, Meadowood area surcharges are to be eliminated when new rates go into effect February 8, 2017.

Revenue Requirement

Table 10 on page 16 provides the projection of annual costs and revenues and the resulting revenue requirement through fiscal year 2027. Total revenue requirement is projected to increase from \$5.5 million in fiscal year 2017 to \$8.4 million in fiscal year 2022, and \$9.6 million in fiscal year 2027.

COST CLASSIFICATION

After determining a utility's revenue requirements, a utility's next step is determining the cost of service. Utilizing a public agency's approved budget, financial reports, operating data, and capital improvement plans, the rate study categorizes (functionalizes) the costs, expenses, and assets of the water system among major operating functions to determine the cost of service.

After the assets and the costs of operating those assets are properly categorized by function, the rate study allocates those "functionalized costs" to the various customer classes (e.g., single-family residential, multi-family residential and commercial) by determining the characteristics of those classes and the contribution of each to incurred costs such as peaking factors or different delivery costs, service characteristics and demand patterns. Rate design is the final part of the rate-making procedure. The revenue requirement and cost of service analysis are used to determine appropriate rates for each customer class.

Cost classification provides a guideline for the City in determining the portion of revenue requirement to collect through service charges versus use charges. Generally, rates reflect fixed costs in the service charges (flat monthly rates) and variable costs in the use charges (per HCF of

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water). Through the cost classification analysis, it is calculated that fixed costs comprise about 70% of St. Helena's water system total annual operating costs. Currently St. Helena collects 30% of costs recovered through rates in service charges and 70% in use charges.

If all fixed costs (70%) were in the service charge the bill increase would be dramatic for people on a fixed income. This rate study gradually increases the allocation of total costs to base charges from 31% in 2017, to 36% in 2022, and to 41% in 2027. Allocation of the projected revenue requirement is shown in **Table 11**. Supporting detail is shown in **Tables A-14 and A-15** in **Appendix A**.

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Table 10
Projected Revenue Requirement

Operating Expenses and Revenues		Fiscal Year Ending											
		2017 Budgeted	2018 Year 1	2019 Year 2	2020 Year 3	2021 Year 4	2022 Year 5	2023 Year 6	2024 Year 7	2025 Year 8	2026 Year 9	2027 Year 10	
Operating Expenses	Annual Increase												
	5.0%	\$1,612,243	\$1,692,855	\$1,777,498	\$1,866,373	\$1,959,691	\$2,057,676	\$2,160,560	\$2,268,588	\$2,382,017	\$2,501,118	\$2,626,174	
	5.0%	\$507,525	\$532,901	\$559,546	\$587,524	\$616,900	\$647,745	\$680,132	\$714,139	\$749,846	\$787,338	\$826,705	
	5.0%	\$138,690	\$145,625	\$152,906	\$160,551	\$168,579	\$177,007	\$185,858	\$195,151	\$204,908	\$215,154	\$225,911	
	3.0%	\$1,349,019	\$1,389,490	\$1,431,174	\$1,474,109	\$1,518,333	\$1,563,883	\$1,610,799	\$1,659,123	\$1,708,897	\$1,760,164	\$1,812,969	
	10.0%	\$157,079	\$172,787	\$190,066	\$209,072	\$229,970	\$252,977	\$278,275	\$306,103	\$336,713	\$370,384	\$407,422	
	10.0%	\$133,167	\$146,484	\$161,132	\$177,245	\$194,970	\$214,467	\$235,913	\$259,505	\$285,455	\$314,001	\$345,401	
		\$19,373	\$47,985	\$49,524	\$51,112	\$52,751	\$54,442	\$56,186	\$57,987	\$59,845	\$61,763	\$63,741	
		\$0	\$0	\$0	\$0	\$174,576	\$0	\$0	\$0	\$0	\$0	\$0	
		\$0	\$0	\$0	\$56,453	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
		\$0	\$0	\$0	\$0	\$174,576	\$0	\$0	\$0	\$0	\$0	\$0	
		\$3,917,096	\$4,128,126	\$4,321,846	\$4,582,439	\$5,090,354	\$4,968,197	\$5,207,724	\$5,460,595	\$5,727,681	\$6,009,921	\$6,308,323	
	Total Operating Expenses												
	Debt Service												
			\$989,251	\$982,916	\$985,767	\$982,373	\$980,513	\$980,132	\$974,551	\$974,027	\$971,916	\$969,490	\$964,087
		\$0	\$0	\$182,729	\$182,729	\$182,729	\$182,729	\$182,729	\$182,729	\$182,729	\$182,729	\$182,729	
		\$989,251	\$982,916	\$1,168,496	\$1,165,102	\$1,163,243	\$1,162,861	\$1,157,281	\$1,156,757	\$1,154,646	\$1,152,220	\$1,146,816	
		\$274,386	\$521,891	\$1,035,148	\$78,109	\$494,306	\$0	\$523,620	\$362,953	\$0	\$0	\$0	
		\$0	\$974,200	\$1,034,200	\$1,117,100	\$1,256,300	\$1,327,800	\$1,393,200	\$1,472,700	\$1,531,300	\$1,609,700	\$1,665,200	
		\$500,000	\$0	\$0	\$950,000	\$200,000	\$1,069,600	\$600,000	\$700,000	\$965,000	\$800,000	\$650,000	
		\$5,680,733	\$6,607,133	\$7,559,690	\$7,892,750	\$8,204,202	\$8,528,458	\$8,881,824	\$9,153,004	\$9,378,627	\$9,571,841	\$9,770,340	
Total Costs													
Non-Operating Credits (Expenses)													
		\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	
		\$36,000	\$36,000	\$36,000	\$36,000	\$36,000	\$36,000	\$36,000	\$36,000	\$36,000	\$36,000	\$36,000	
		\$48,643	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
		\$32,850	\$32,850	\$32,850	\$32,850	\$32,850	\$32,850	\$32,850	\$32,850	\$32,850	\$32,850	\$32,850	
		\$19,373	\$47,985	\$49,524	\$51,112	\$52,751	\$54,442	\$56,186	\$57,987	\$59,845	\$61,763	\$63,741	
		\$161,866	\$141,835	\$143,374	\$144,962	\$146,601	\$148,292	\$150,036	\$151,837	\$153,695	\$155,613	\$157,591	
		\$5,518,867	\$6,465,298	\$7,416,316	\$7,747,788	\$8,057,602	\$8,380,166	\$8,731,788	\$9,001,167	\$9,224,932	\$9,416,228	\$9,612,749	
		24%	17%	15%	4%	4%	4%	4%	3%	2%	2%	2%	
Percent Increase in Revenue Requirement [2]													
Sources: City of St. Helena and HEC.													

rev req

Source: City of St. Helena and HEC.
[1] FY 2017 costs from 2017 budget for "Surcharge-Meadowood" plus "Pumping Charge". Per Task Force September 13, 2016 meeting, Meadowood surcharges are eliminated.
[2] Percentage increase for FY 2017 based on FY 2016 water sales.

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Table 11
Allocation of Revenue Requirement to Service and Use Charges

Costs	Fiscal Year Ending											
	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	
Total Revenue Requirement	[1]	\$5,518,867	\$6,465,298	\$7,416,316	\$7,747,788	\$8,057,602	\$8,380,166	\$8,731,788	\$9,001,167	\$9,224,932	\$9,416,228	\$9,612,749
Fire Services	0.48%	\$26,569	\$31,126	\$35,704	\$37,300	\$38,792	\$40,345	\$42,037	\$43,334	\$44,411	\$45,332	\$46,279
Non-Fire Services Rev. Req.												
Customer Charges	9.43%											
Subtotal in Customer Charges		\$520,435	\$609,684	\$699,366	\$730,624	\$759,840	\$790,258	\$823,416	\$848,819	\$869,920	\$887,960	\$906,492
% in base	[1]	21.23%	22.23%	23.23%	24.23%	25.23%	26.23%	27.23%	28.23%	29.23%	30.23%	31.23%
Subtotal in Capacity Charges		\$1,171,870	\$1,437,487	\$1,723,098	\$1,877,590	\$2,033,246	\$2,198,443	\$2,378,005	\$2,541,379	\$2,696,806	\$2,846,892	\$3,002,435
% in use	[1]	68.85%	67.85%	66.85%	65.85%	64.85%	63.85%	62.85%	61.85%	60.85%	59.85%	58.85%
Subtotal in Use Charges		\$3,799,993	\$4,387,001	\$4,958,147	\$5,102,274	\$5,225,724	\$5,351,120	\$5,488,329	\$5,567,635	\$5,613,794	\$5,636,044	\$5,657,543
cost allocation												

[1] Percentages shown are rounded to the nearest one hundredth.

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RATES ANALYSIS

Service Charges. Service costs are divided into customer costs and capacity costs. Customer costs are allocated to customers based on the number of water accounts (which is the same as the number of meters). Capacity costs are allocated to customers based on the number of equivalent meters, determined by the relative hydraulic capacity of the meter size relative to a 5/8-inch meter. **Table 12** shows the calculation of equivalent meters, calculation of equivalent fire units, and number of meters by meter size. Total number of meters by customer type is shown in **Table A-16**.

The total number of 5/8" meters was adjusted to include single family 1" meters. Due to CA Residential Code Section R313 (fire sprinklers), almost all new residential development is required to install 1" meters in order to have sufficient flow for sprinklers; however, most existing homes built prior to implementation of CA Residential Code Section R313, have a 5/8" or 3/4" meter. Because the 1" residential customers utilize the same average amount of water as the 3/4" and 5/8" customers, it is appropriate for them to pay the same rates, and not be penalized by the fire sprinklers requirement.

Table 12
Estimated Meter and Fire Equivalent Units

Meter Size	Number of Meters	Meter Flow (gpm)	Meter Ratio	Equivalent Meter Units	Number of Fire Services	Pipe Flow	Equivalent Fire Units
		[1]	[1]			[2]	
5/8"	1,987	20	1.0	1,987			
1"	330	50	2.5	825		1	0
1.5"	61	100	5.0	305		3	0
2"	47	160	8.0	376		6	0
3"	7	320	16.0	112		18	0
4"	9	500	25.0	225	79	38	3,027
6"	11	1,000	50.0	550	33	111	3,673
8"	0	1,600	80.0	0	14	237	3,321
Total	2,452			4,380	126		10,021

Source: American Water Works Association, City of St. Helena and HEC.

m equiv

[1] AWWA standard meter flow and ratios - assumes all larger meters are compound meters (AWWA C702). 1.5" meters and smaller are displacement type. 2" and larger are compound type meters.

[2] Hazen-Williams equation for flow through pressure conduits is pipe diameter raised to the 2.63 power.

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The calculation of monthly service charges through fiscal year 2022 is shown in **Table 13**. The total service charges include addition of the customer and capacity charges. All 5/8", 3/4" and single family residential 1" meters pay the same service charge.

Table 13
Calculated Monthly Service Charge per Meter

		Fiscal Year Ending					
		2017	2018	2019	2020	2021	2022
Billing Period Beginning*		2/8/2017	11/8/2017	11/8/2018	11/8/2019	11/8/2020	11/8/2021
Customer Costs		\$520,435	\$609,684	\$699,366	\$730,624	\$759,840	\$790,258
Customer Accounts		2,451	2,456	2,461	2,466	2,471	2,476
Cost per Account per Month		\$17.69	\$20.69	\$23.68	\$24.69	\$25.63	\$26.60
Capacity Costs		\$1,171,870	\$1,437,487	\$1,723,098	\$1,877,590	\$2,033,246	\$2,198,443
Est. Billable Meter Equivalents		4,032	4,037	4,042	4,047	4,052	4,057
Meter		Capacity Costs Monthly Service Charges per Meter					
Meter Size	Ratio						
5/8", 3/4" & SF 1"	1.0	\$24.22	\$29.67	\$35.52	\$38.66	\$41.82	\$45.16
1"	2.5	\$60.55	\$74.18	\$88.81	\$96.66	\$104.54	\$112.89
1.5"	5.0	\$121.10	\$148.37	\$177.62	\$193.31	\$209.08	\$225.79
2"	8.0	\$193.76	\$237.39	\$284.20	\$309.30	\$334.53	\$361.26
3"	16.0	\$387.52	\$474.77	\$568.40	\$618.59	\$669.05	\$722.52
4"	25.0	\$605.50	\$741.83	\$888.12	\$966.55	\$1,045.39	\$1,128.94
6"	50.0	\$1,211.01	\$1,483.66	\$1,776.24	\$1,933.11	\$2,090.78	\$2,257.87
Total Base Monthly Charges per Meter							
Meter Size							
5/8", 3/4" & SF 1"		\$41.91	\$50.36	\$59.21	\$63.35	\$67.44	\$71.75
1"		\$78.25	\$94.87	\$112.49	\$121.35	\$130.16	\$139.49
1.5"		\$138.80	\$169.05	\$201.31	\$218.00	\$234.70	\$252.38
2"		\$211.46	\$258.07	\$307.88	\$333.99	\$360.15	\$387.86
3"		\$405.22	\$495.46	\$592.08	\$643.28	\$694.68	\$749.12
4"		\$623.20	\$762.52	\$911.80	\$991.24	\$1,071.02	\$1,155.53
6"		\$1,228.70	\$1,504.35	\$1,799.93	\$1,957.80	\$2,116.41	\$2,284.47

Source: City of St. Helena and HEC.

service charge

* Dates reflect the current billing cycle; if the billing cycle date changes so will these effective dates.

Seasonal Rate Structure

Two rate structures were evaluated for collection of use charges: the uniform rate structure and the seasonal rate structure. The September 13th, 2016 Task Force meeting selected the seasonal rate structure as the preferred rate structure for the Study; therefore, only the seasonal rate structure is presented herein.

Total costs allocated to use charges are divided by projected water demand in the peak and off-peak seasons to calculate the use rate per HCF in the peak and off-peak seasons. The use rate during each season is the same for all treated water customers. Water use by season is determined

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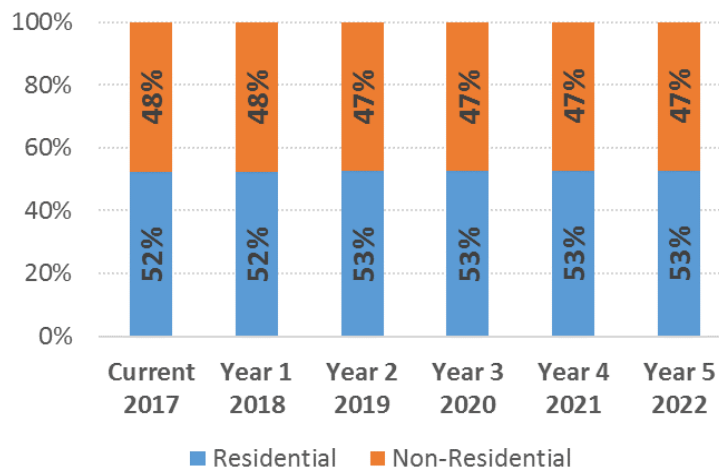
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Water Rate Study, October 31, 2016

in **Table A-17**. Total annual projected water demand is shown in **Figure 6**, with supporting data in **Table A-18**.

Figure 6
Projected Water Demand



The projection of water demand incorporates assumed growth of 5 units per year and an expectation that as water rates increase demand will decrease. The projection of water demand accounts for reduced consumption due to increased rates. The relationship between increased prices and decreased demand is referred to as price elasticity. Price elasticity varies by geography due to many micro-economic variables. Hansford Economic Consulting (HEC) applied industry knowledge to establish assumed price elasticity factors for St. Helena. The price elasticity and water demand analysis is shown in **Tables A-18** through **A-20**.

Off-peak water rates are lower November through April (off-peak months) than during peak months (May through October). During the peak months the costs of operating the water system are 11% higher. Supporting data is provided in **Tables A-17** and **A-21**.

Drought Surcharge

In addition to the seasonal rate structure the City may implement a drought surcharge. The drought surcharge would be implemented when the City enters Phase I drought regulations. **Table A-22** calculates a drought surcharge ratio that would be applied to the seasonal rate structure. The drought surcharge would only be applied to use charges, not to service charges. The analysis demonstrates that during drought years the cost of water is 6% higher than during non-drought years.

The calculation of use charges is shown in **Table 14**.

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Water Rate Study, October 31, 2016

Table 14
Calculated Use Charges per HCF

		Fiscal Year Ending					
		2017	2018	2019	2020	2021	2022
	Billing Period Beginning*	2/8/2017	11/8/2017	11/8/2018	11/8/2019	11/8/2020	11/8/2021
Allocated Cost		\$3,799,993	\$4,387,001	\$4,958,147	\$5,102,274	\$5,225,724	\$5,351,120
Total Consumption		645,800	643,042	644,175	646,780	647,544	648,219
Cost per HCF		\$5.88	\$6.82	\$7.70	\$7.89	\$8.07	\$8.26
SEASONAL RATE STRUCTURE							
Off-Peak Water Use (Nov-Apr)	37%	240,040	239,015	239,436	240,404	240,688	240,939
Peak Water Use (May-Oct)	63%	405,760	404,027	404,739	406,376	406,856	407,280
Total Consumption		645,800	643,042	644,175	646,780	647,544	648,219
Calculated Cost per HCF by Season -- NON-DROUGHT PERIOD							
Off-Peak Costs per HCF		\$5.50	\$6.37	\$7.19	\$7.37	\$7.54	\$7.71
Peak Costs per HCF	1.11	\$6.11	\$7.09	\$8.00	\$8.20	\$8.38	\$8.58
Calculated Cost per HCF by Season -- DROUGHT PERIOD							
Off-Peak Costs per HCF	1.06	\$5.81	\$6.73	\$7.60	\$7.79	\$7.97	\$8.15
Peak Costs per HCF	1.11	\$6.46	\$7.49	\$8.45	\$8.66	\$8.86	\$9.06

Source: HEC.

use charge

* Dates reflect the current billing cycle; if the billing cycle date changes so will these effective dates.

A small portion of fixed costs are associated with private fire protection. Fire costs are allocated to fire customers based on the number of equivalent fire units. Fire service charges are calculated in **Table 15**.

Calculated meter replacement fees are shown in **Table 16**. Meter replacement fees are calculated using data presented in **Table A-10**. The raw water cost and rate per HCF for February 8, 2017 is calculated in **Table 17**. Raw water may only be taken from the Lower Reservoir for construction-related water applications.

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Water Rate Study, October 31, 2016

Table 15
Calculation of Fire Service Charges

		2017	2018	2019	2020	2021	2022
Fire Services		Current	Year 1	Year 2	Year 3	Year 4	Year 5
Billing Period Beginning*		2/8/2017	11/8/2017	11/8/2018	11/8/2019	11/8/2020	11/8/2021
Fire Services Cost Allocation		\$26,569	\$31,126	\$35,704	\$37,300	\$38,792	\$40,345
Equivalent Fire Units		10,021	10,021	10,021	10,021	10,021	10,021
Monthly Cost per Equivalent Fire Unit		\$0.22	\$0.26	\$0.30	\$0.31	\$0.32	\$0.34
Pipe Size	Pipe Flow	Monthly Charge					
1"	1	\$0.22	\$0.26	\$0.30	\$0.31	\$0.32	\$0.34
1.5"	3	\$0.64	\$0.75	\$0.86	\$0.90	\$0.94	\$0.97
2"	6	\$1.37	\$1.60	\$1.84	\$1.92	\$2.00	\$2.08
3"	18	\$3.97	\$4.65	\$5.34	\$5.58	\$5.80	\$6.03
4"	38	\$8.47	\$9.92	\$11.38	\$11.89	\$12.36	\$12.86
6"	111	\$24.59	\$28.81	\$33.05	\$34.53	\$35.91	\$37.34
8"	237	\$52.41	\$61.40	\$70.43	\$73.57	\$76.52	\$79.58

Source: HEC.

fire

* Dates reflect the current billing cycle; if the billing cycle date changes so will these effective dates.

Table 16
Calculated Meter Replacement Fees by Meter Size

Meter Size	Fiscal Year Ending					
	2017	2018	2019	2020	2021	2022
		Year 1	Year 2	Year 3	Year 4	Year 5
	Annual escalator					
3/4" or less	\$1.31	\$1.35	\$1.39	\$1.43	\$1.47	\$1.52
1"	\$1.83	\$1.89	\$1.94	\$2.00	\$2.06	\$2.12
1-1/2"	\$2.88	\$2.96	\$3.05	\$3.14	\$3.24	\$3.33
2"	\$3.66	\$3.77	\$3.88	\$4.00	\$4.12	\$4.24
3"	\$7.84	\$8.08	\$8.32	\$8.57	\$8.83	\$9.09
4"	\$17.26	\$17.78	\$18.31	\$18.86	\$19.42	\$20.01
6"	\$23.79	\$24.51	\$25.24	\$26.00	\$26.78	\$27.58

Source: HEC.

meter fee

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Water Rate Study, October 31, 2016

Table 17
Raw Water Rate Calculation for Fiscal Year 2017

Costs	Estimated Cost FY 2016-17
Total Operating Costs [1]	\$3,897,723
Less Napa Purchased Water	\$1,349,019
Less Stonebridge Wells Costs	\$85,400
Less Distribution Costs	\$685,930
Less Treated Water Costs	\$834,407
Total Raw Water Operating Costs	\$942,967
City Water Supplies (gallons) [2]	345,701,088
Cost per Gallon	\$0.00273
Cost per HCF	\$2.04

Source: City of St. Helena.

raw

[1] Equals total operating costs in the revenue requirement table less the meter replacement program costs, WTP condition assessment costs, updating GIS maps costs, and Water Master Plan update costs.

[2] Based on annual average production of city groundwater and surface water.

A summary of the calculated water rates schedule through fiscal year 2027 is given in **Table 18**.

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Water Rate Study, October 31, 2016

Table 18
Calculated Water Rates

Charges		Billing Period Beginning *											
Current		2/8/2017	11/8/2017	11/8/2018	11/8/2019	11/8/2020	11/8/2021	11/8/2022	11/8/2023	11/8/2024	11/8/2025	11/8/2026	
Service Charge													
5/8", 3/4" & SF 1"	\$27.52	\$43.22	\$51.71	\$60.59	\$64.78	\$68.91	\$73.27	\$78.00	\$82.13	\$85.95	\$89.54	\$93.26	
1"	\$63.80	\$80.08	\$96.76	\$114.44	\$123.35	\$132.22	\$141.61	\$151.81	\$160.89	\$169.40	\$177.51	\$185.90	
1.5"	\$124.12	\$141.67	\$172.02	\$204.36	\$221.14	\$237.94	\$255.72	\$275.02	\$292.36	\$308.70	\$324.35	\$340.54	
2"	\$196.50	\$215.12	\$261.84	\$311.76	\$337.99	\$364.27	\$392.10	\$422.31	\$449.54	\$475.26	\$499.94	\$525.48	
3"	\$365.51	\$413.06	\$503.54	\$600.40	\$651.86	\$703.51	\$758.21	\$817.59	\$871.27	\$922.08	\$970.92	\$1,021.45	
4"	\$607.01	\$640.46	\$780.29	\$930.11	\$1,010.10	\$1,090.44	\$1,175.54	\$1,267.90	\$1,351.51	\$1,430.71	\$1,506.92	\$1,585.75	
6"	\$1,210.18	\$1,252.50	\$1,528.85	\$1,825.17	\$1,983.80	\$2,143.19	\$2,312.05	\$2,495.35	\$2,661.38	\$2,818.75	\$2,970.20	\$3,126.89	
Private Fire Protection													
4"	\$4.00	\$8.47	\$9.92	\$11.38	\$11.89	\$12.36	\$12.86	\$13.40	\$13.81	\$14.15	\$14.45	\$14.75	
6"	\$6.00	\$24.59	\$28.81	\$33.05	\$34.53	\$35.91	\$37.34	\$38.91	\$40.11	\$41.11	\$41.96	\$42.84	
8"	\$8.00	\$52.41	\$61.40	\$70.43	\$73.57	\$76.52	\$79.58	\$82.92	\$85.48	\$87.60	\$89.42	\$91.28	
Raw Water <i>per Gallon</i> [1]	\$0.00267	\$0.00273	\$0.00320	\$0.00367	\$0.00383	\$0.00398	\$0.00414	\$0.00432	\$0.00445	\$0.00456	\$0.00465	\$0.00475	
TREATED WATER USE CHARGES PER HCF													
SEASONAL RATE STRUCTURE													
NON-DROUGHT PERIOD													
Off-Peak (Nov-Apr)	[2]	\$5.50	\$6.37	\$7.19	\$7.37	\$7.54	\$7.71	\$7.90	\$8.01	\$8.06	\$8.08	\$8.11	
Peak (May-Oct)		\$6.11	\$7.09	\$8.00	\$8.20	\$8.38	\$8.58	\$8.79	\$8.90	\$8.97	\$8.99	\$9.02	
DROUGHT PERIOD													
Off-Peak (Nov-Apr)	[2]	\$5.81	\$6.73	\$7.60	\$7.79	\$7.97	\$8.15	\$8.35	\$8.46	\$8.52	\$8.54	\$8.57	
Peak (May-Oct)		\$6.46	\$7.49	\$8.45	\$8.66	\$8.86	\$9.06	\$9.28	\$9.41	\$9.47	\$9.50	\$9.53	
Source: HEC													

Source: HEC.

* Dates reflect the current billing cycle; if the billing cycle date changes so will these effective dates.

[1] Raw water costs increased from fiscal year 2016-17 by the same percentage increase as the revenue requirement.

[2] Current Rate Structure rates as follows:

Tiers by customer category (in hcf):

Single family
Multi-family

Price per HCF

Price per HCF - Landscape Irrigation

Tier 1	Tier 2	Tier 1	Tier 2	Tier 1	Tier 2	Tier 1	Tier 2
0-14	15+	0-36	37+	0-120	121+	0-600	601+
0-5	6+	0-120	121+	0-192	193+	0-1,250	1,251+
\$4.48	\$6.74	0-192	193+	0-360	361+	0-1,920	1,921+
\$5.22		Non-residential 3"					

Non-residential <=1"

Non-residential 1.5"

Non-residential 2"

Non-residential 3"

Non-residential 4"

Non-residential 6"

Non-residential 8"

Tier 1

Tier 2

proj rates

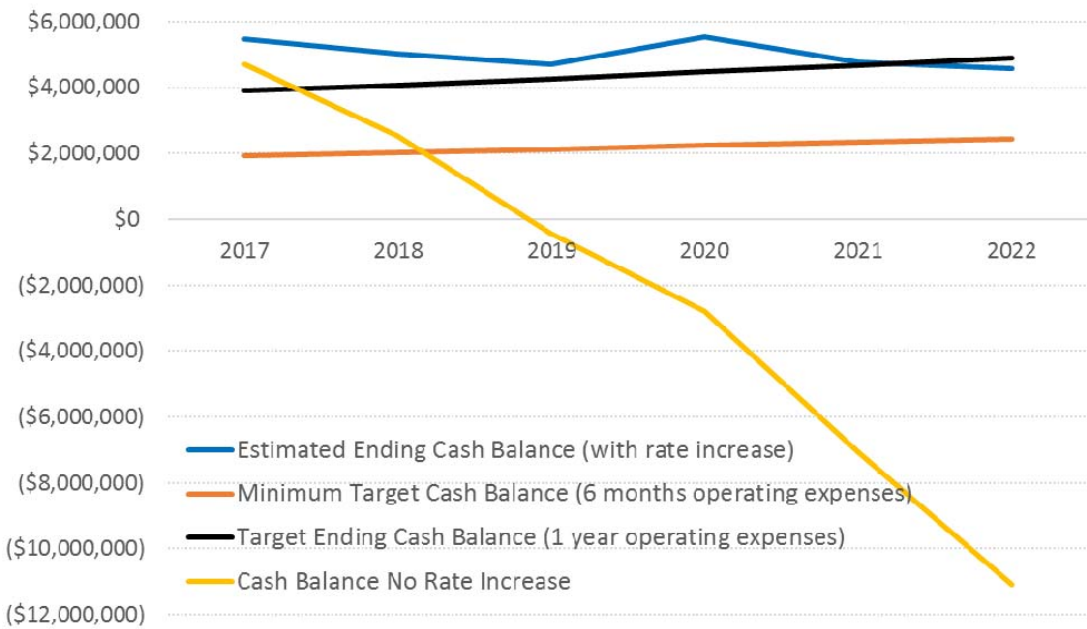
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CASH FLOW

Table 19 and **Table 20** on the following pages show the projected cash flow and cash flow by fund, respectively, through fiscal year 2027. With adoption of the calculated rates it is anticipated that the City will be able to meet all water enterprise fund obligations and achieve at least six months of operating expenses in cash reserves in each year of the projection. The cash flow table demonstrates that a debt service coverage ratio of at least 1.20 will be met. In addition, the City may be able to designate (put aside) up to \$3.1 million by fiscal year ending 2027 for future cash funding of system rehabilitation.

Figure 7 shows projected water fund balances with and without rate increases as well as target and minimum operating cash reserves.

Figure 7
Projected Water Fund Cash Balance (Operating and Capital Funds combined)



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Water Rate Study, October 31, 2016

Table 19
Projected Cash Flow

Revenues and Expenses	Fiscal Year Ending										
	2017 Estimated	2018 Year 1	2019 Year 2	2020 Year 3	2021 Year 4	2022 Year 5	2023 Year 6	2024 Year 7	2025 Year 8	2026 Year 9	2027 Year 10
Billing Period Beginning*											
Revenue	2/8/2017	11/8/2017	11/8/2018	11/8/2019	11/8/2020	11/8/2021	11/8/2022	11/8/2023	11/8/2024	11/8/2025	11/8/2026
Water Sales [1]	\$4,459,929	\$6,149,821	\$7,099,310	\$7,637,297	\$7,954,330	\$8,272,645	\$8,614,580	\$8,911,374	\$9,150,344	\$9,352,463	\$9,547,242
Meadowland Surcharge [1]	\$53,088	\$19,770	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Meter Replacement Fee	\$19,373	\$47,612	\$49,139	\$50,715	\$52,341	\$54,019	\$55,750	\$57,537	\$59,381	\$61,283	\$63,247
Other Revenues	\$93,850	\$93,850	\$93,850	\$93,850	\$93,850	\$93,850	\$93,850	\$93,850	\$93,850	\$93,850	\$93,850
Total Revenues	\$4,626,240	\$6,311,054	\$7,242,299	\$7,781,862	\$8,100,521	\$8,420,513	\$8,764,181	\$9,062,761	\$9,303,574	\$9,507,596	\$9,704,338
Operating Expenses	\$3,917,096	\$4,128,126	\$4,321,846	\$4,582,439	\$5,090,354	\$4,968,197	\$5,207,724	\$5,460,595	\$5,727,681	\$6,009,921	\$6,308,323
Net Revenue before Debt Service and System Rehabilitation	\$709,144	\$2,182,928	\$2,920,454	\$3,199,423	\$3,010,168	\$3,452,317	\$3,556,457	\$3,602,166	\$3,575,893	\$3,497,675	\$3,396,015
Debt Service	\$989,251	\$982,916	\$1,168,496	\$1,165,102	\$1,163,243	\$1,162,861	\$1,157,281	\$1,156,757	\$1,154,646	\$1,152,220	\$1,146,816
Debt Service Coverage [2]	0.72	2.22	2.50	2.75	2.59	2.97	3.07	3.11	3.10	3.04	2.96
System Rehabilitation	\$0	\$974,200	\$1,034,200	\$1,117,100	\$1,256,300	\$1,327,800	\$1,393,200	\$1,472,700	\$1,531,300	\$1,609,700	\$1,665,200
Net Revenue	(\$280,107)	\$225,812	\$717,758	\$917,221	\$590,625	\$961,656	\$1,005,976	\$972,709	\$889,947	\$735,755	\$583,998
Beginning Balance [3]	\$6,113,512	\$5,474,019	\$5,018,555	\$4,701,164	\$5,540,276	\$4,766,595	\$4,590,032	\$5,092,389	\$5,722,146	\$7,177,867	\$8,391,982
Net Revenue	(\$280,107)	\$225,812	\$717,758	\$917,221	\$590,625	\$961,656	\$1,005,976	\$972,709	\$889,947	\$735,755	\$583,998
Cash Funded Capital Projects	(\$274,386)	(\$521,891)	(\$1,035,148)	(\$78,109)	(\$494,306)	\$0	(\$523,620)	(\$362,953)	\$0	\$0	\$0
Spill Containment at Bell Creek & Stonebridge	\$0	(\$159,385)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Bell Canyon Reservoir Improvements	\$0	\$0	\$0	\$0	\$0	(\$1,079,726)	\$0	\$0	\$0	\$0	\$0
Bell Valve House Valve Replacement	\$0	\$0	\$0	\$0	\$0	(\$536,491)	\$0	\$0	\$0	\$0	\$0
Bell Canyon Creek Flow Measurement	(\$85,000)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Transfer Out to Impact Fee Fund	\$0	\$0	\$0	\$0	(\$870,000)	(\$70,000)	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000
Add Back System Depreciation Net of CIP	\$0	\$0	\$0	\$0	\$0	\$547,998	\$0	\$0	\$545,775	\$458,359	\$548,199
Ending Balance	\$5,474,019	\$5,018,555	\$4,701,164	\$5,540,276	\$4,766,595	\$4,590,032	\$5,092,389	\$5,722,146	\$7,177,867	\$8,391,982	\$9,544,179
Months of Operating Expenses in Reserve	17	15	13	15	11	11	12	13	15	17	18
Designated [4]	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$200,000	\$1,300,000	\$2,400,000	\$3,100,000
Undesignated Ending Balance	\$5,474,019	\$5,018,555	\$4,701,164	\$5,540,276	\$4,766,595	\$4,590,032	\$5,092,389	\$5,522,146	\$5,877,867	\$5,991,982	\$6,444,179
Undesignated Months of Op. Exps. in Reserve	17	15	13	15	11	11	12	12	12	12	12
Target Balance [5]	\$3,897,723	\$4,080,141	\$4,272,322	\$4,474,874	\$4,688,452	\$4,913,755	\$5,151,537	\$5,402,608	\$5,667,836	\$5,948,158	\$6,244,582

Source: City of St. Helena and HEC.

* Dates reflect the current billing cycle; if the billing cycle date changes so will these effective dates.

[1] Rates for FY 2017 calculated as 7 months of current rates plus 5 months of rates implemented in February 2017. Rates for all future fiscal years calculated as 4 months of the rates implemented in February of the prior fiscal year plus 8 months of the rates implemented in November of the current fiscal year.

[2] Debt service coverage should be at least 1.20.

[3] Estimated beginning balance for the operating and capital funds combined per the City 2016/17 Budget.

[4] New designated fund for capital repairs and replacement.

[5] Minimum six months and target balance is one year of operating expenses.

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Water Rate Study, October 31, 2016

Table 20
Projected Cash Flow by Fund

Fund	2017 Estimated	2018 Year 1	2019 Year 2	2020 Year 3	2021 Year 4	2022 Year 5	2023 Year 6	2024 Year 7	2025 Year 8	2026 Year 9	2027 Year 10
Operating Fund 561											
Beginning Balance	\$4,923,632	\$4,643,525	\$4,869,337	\$4,487,094	\$4,854,316	\$4,024,941	\$4,364,595	\$4,740,571	\$4,983,280	\$6,439,002	\$7,653,116
Net Revenue	(\$280,107)	\$225,812	\$717,758	\$917,221	\$590,625	\$961,656	\$1,005,976	\$972,709	\$889,947	\$735,755	\$583,998
Add Back System Depreciation Net of CIP	\$0	\$0	\$0	\$0	\$0	\$547,998	\$0	\$0	\$545,775	\$458,359	\$548,199
Transfer Out to Capital Fund	\$0	\$0	(\$1,100,000)	(\$550,000)	(\$550,000)	(\$1,100,000)	(\$650,000)	(\$750,000)	\$0	\$0	\$0
Transfer In (Out) -Impact Fee Fund	\$0	\$0	\$0	\$0	(\$870,000)	(\$70,000)	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000
Ending Balance	\$4,643,525	\$4,869,337	\$4,487,094	\$4,854,316	\$4,024,941	\$4,364,595	\$4,740,571	\$4,983,280	\$6,439,002	\$7,653,116	\$8,805,314
Capital Fund 763											
Beginning Balance	\$1,189,880	\$830,494	\$149,218	\$214,070	\$685,961	\$741,654	\$225,438	\$351,818	\$738,865	\$738,865	\$738,865
Transfer In from Operating Fund	\$0	\$0	\$1,100,000	\$550,000	\$550,000	\$1,100,000	\$650,000	\$750,000	\$0	\$0	\$0
Capital Projects Expenses [1]	(\$359,386)	(\$681,276)	(\$1,035,148)	(\$78,109)	(\$494,306)	(\$1,616,217)	(\$523,620)	(\$362,953)	\$0	\$0	\$0
Ending Balance	\$830,494	\$149,218	\$214,070	\$685,961	\$741,654	\$225,438	\$351,818	\$738,865	\$738,865	\$738,865	\$738,865
Combined Operating and Capital Funds	\$5,474,019	\$5,018,555	\$4,701,164	\$5,540,276	\$4,766,595	\$4,590,032	\$5,092,389	\$5,722,146	\$7,177,867	\$8,391,982	\$9,544,179
Impact Fee Fund 764											
Beginning Balance	\$685,291	\$702,091	\$620,876	\$388,259	\$114,398	\$8,850	\$3,208	\$2,722	\$2,730	\$3,243	\$4,274
Transfer In (Out) -Operating Fund [2]	\$0	\$0	\$0	\$0	\$870,000	\$70,000	(\$20,000)	(\$20,000)	(\$20,000)	(\$20,000)	(\$20,000)
Fee Revenues [3]	\$16,800	\$17,225	\$17,660	\$18,106	\$18,564	\$19,033	\$19,514	\$20,007	\$20,513	\$21,031	\$21,563
Expenses											
Meadowood Tank Upgrades	\$0	\$0	\$136,913	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Dwyer Road Booster	\$0	\$0	\$0	\$259,225	\$223,069	\$0	\$0	\$0	\$0	\$0	\$0
Bell Valve House Valve Replacement	\$0	\$0	\$0	\$0	\$0	\$94,675	\$0	\$0	\$0	\$0	\$0
Holmes Tank Upgrade	\$0	\$0	\$0	\$32,743	\$771,043	\$0	\$0	\$0	\$0	\$0	\$0
Bell Canyon Creek Flow Measurement	\$0	\$88,876	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Tank 2 Rehabilitation	\$0	\$9,563	\$113,364	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Ending Balance	\$702,091	\$620,876	\$388,259	\$114,398	\$8,850	\$3,208	\$2,722	\$2,730	\$3,243	\$4,274	\$5,837

Source: City of St. Helena and HEC.

[1] Cash-funded projects only. Projects that are debt-funded are included in the operating fund.

[2] Future users' share of debt service is approximately \$25,000 each year starting in fiscal year 2019.

[3] Assumes growth of 5 units per year and the current impact fee of \$1.68 per building square foot
2,000 average home building square feet
Fee assumed to grow 2.5% per year.

The impact fee needs to be revised for these CIP costs.

\$3,360 Average fee per unit

Prepared by HEC

Attachment 2

Attachment 2

ATTACHMENT A
WATER RATE STUDY
SUPPORT TABLES

Attachment 2

Attachment 2

Table A-1
City of St. Helena Water Rate Study
Historical Water Fund Financial Performance

Revenues and Expenses	Actual Financials for Fiscal Year Ending					Avg. Annual Percentage Change
	2011	2012	2013	2014	2015	
OPERATING						
Revenues						
Charges For Services	\$3,062,669	\$4,313,393	\$4,731,720	\$4,883,409	\$4,237,307	8.5%
Miscellaneous	\$6,117	\$12,088	\$28,246	\$12,491	\$89,673	95.7%
Total Revenues	\$3,068,786	\$4,325,481	\$4,759,966	\$4,895,900	\$4,326,980	9.0%
Expenses						
Personnel	\$1,207,335	\$1,214,927	\$1,176,559	\$1,131,354	\$1,362,727	3.1%
Contracted Services	\$21,451	\$56,561	\$0	\$0	\$0	-100.0%
Purchased Water	\$787,525	\$1,178,400	\$1,189,925	\$1,327,251	\$1,272,770	12.8%
Utilities	\$105,749	\$106,389	\$147,994	\$170,384	\$161,313	11.1%
Fuel	\$0	\$0	\$0	\$0	\$0	n.a.
Other Supplies and Expenses	\$399,366	\$530,562	\$370,484	\$498,635	\$560,847	8.9%
Depreciation and Amortization	\$617,876	\$657,710	\$792,559	\$792,559	\$1,028,037	13.6%
Subtotal Expenses	\$3,139,302	\$3,744,549	\$3,677,521	\$3,920,183	\$4,385,694	8.7%
NET OPERATING INCOME (LOSS)	(\$70,516)	\$580,932	\$1,082,445	\$975,717	(\$58,714)	
NON OPERATING						
Transfers Out	\$0	(\$55,479)	\$0	\$0	\$0	n.a.
Gains (Loss) on Capital Asset Disposals	\$0	(\$124,356)	\$0	\$0	\$0	n.a.
Interest and Investment Revenue	\$49,268	\$34,746	\$16,909	\$25,476	\$40,968	-4.5%
Interest Expense	(\$387,792)	(\$349,084)	(\$396,126)	(\$343,880)	(\$196,547)	-15.6%
Net Non Operating Revenues (Expenses)	(\$338,524)	(\$494,173)	(\$379,217)	(\$318,404)	(\$155,579)	-17.7%
Capital Contributions	\$190,034	\$321,951	\$169,417	\$287,140	\$152,989	-5.3%
Change in Net Assets	(\$219,006)	\$408,710	\$872,645	\$944,453	(\$61,304)	
Net Assets Beginning Balance	\$10,649,155	\$10,430,149	\$10,502,760	\$11,375,405	\$12,319,858	
Net Assets Ending Balance	\$10,430,149	\$10,838,859	\$11,375,405	\$12,319,858	\$12,258,554	

Source: City of St. Helena.

cafr

Attachment 2

Table A-2
City of St. Helena Water Rate Study
Historical Revenues and Expenditures

Revenues and Expenses	Fiscal Year Ending				Estimated 2016	Budgeted 2017
	2012	2013	2014	2015		
OPERATING FUND						
Revenues						
Investment Earnings	\$33,247	\$16,718	\$24,907	\$30,781	\$24,900	\$25,000
Fire Service Agreement Fees	\$0	\$0	\$0	\$0	\$0	\$0
Raw Water Permit Fees	\$100	\$400	\$550	\$750	\$650	\$800
Water Conservation Fines	\$0	\$0	\$0	\$0	\$0	\$0
Backflow Testing & Insp Fees	\$0	\$300	\$150	\$150	\$150	\$150
Sale Of Capital Asset	\$0	\$0	\$0	\$0	\$0	\$0
Other Revenue	\$11,988	\$6,165	\$11,791	\$7,594	\$5,500	\$8,500
Insurance Receipts	\$0	\$0	\$0	\$0	\$0	\$0
Water Revenue	\$2,251	\$2,089	\$1,306	\$2,327	\$2,300	\$5,500
Surcharge-Meadowood	\$30,210	\$30,223	\$30,223	\$32,223	\$30,223	\$30,223
Pumping Charge	\$23,120	\$23,038	\$23,956	\$22,890	\$23,650	\$18,420
Rates - Inside City Limits	\$3,862,757	\$4,264,423	\$4,381,060	\$3,821,553	\$4,082,365	\$3,343,945
Rates - Outside City Limits	\$337,510	\$364,387	\$385,337	\$345,644	\$359,600	\$359,600
Finance Charges	\$34,418	\$30,514	\$40,533	\$36,142	\$37,150	\$36,000
Sale of Remote Meters	\$571	\$231	\$4,575	\$3,046	\$1,740	\$1,500
Hydrant Rental	\$150	\$150	\$0	\$0	\$0	\$0
Property Rentals	\$8,400	\$8,400	\$8,400	\$8,400	\$8,400	\$8,400
Water Meter Install Fee	\$14,006	\$8,265	\$8,018	\$10,724	\$5,000	\$8,000
Total Revenues	\$4,358,728	\$4,755,303	\$4,920,806	\$4,322,225	\$4,581,628	\$3,846,038
Expenses						
Salaries & Benefits	\$1,217,968	\$1,168,983	\$1,165,302	\$1,299,809	\$1,565,976	\$1,612,243
Services	\$440,097	\$284,472	\$348,495	\$358,264	\$538,363	\$564,625
Supplies	\$147,577	\$100,683	\$82,066	\$117,593	\$142,949	\$151,490
Napa Purchased Water	\$1,178,401	\$1,189,926	\$1,327,251	\$1,272,770	\$1,311,272	\$1,349,019
Maintenance	\$91,794	\$68,433	\$78,880	\$124,006	\$195,116	\$172,579
Taxes, Insurances & Contributions	\$102,988	\$74,528	\$79,111	\$91,930	\$147,415	\$133,167
Capital	\$13,175	\$33,471	\$11,886	\$15,056	\$59,785	\$137,925
Transfers	\$179,836	\$0	\$200,000	\$979,380	\$111,995	\$0
Debt	\$349,084	\$396,126	\$343,980	\$196,547	\$1,008,078	\$1,001,067
Total Expenses	\$3,720,918	\$3,316,623	\$3,636,971	\$4,455,356	\$5,080,949	\$5,122,115
Operating Fund Net Revenues	\$637,810	\$1,438,681	\$1,283,835	(\$133,132)	(\$499,321)	(\$1,276,077)
WATER CAPITAL FUND						
Revenues						
Transfers in	\$182,000	\$92,045	\$200,000	\$979,380	\$75,541	\$0
Total Revenues	\$182,000	\$92,045	\$200,000	\$979,380	\$75,541	\$0
Expenses						
Salaries & Benefits	\$110,984	\$349	\$0	\$0	\$0	\$0
Professional Services	\$233,894	\$430,235	\$1,638,364	\$424,649	\$0	\$0
Training	\$0	\$0	\$0	\$38	\$0	\$0
Supplies	\$0	\$17,802	\$14,030	\$2,382	\$0	\$0
Advertising	\$421	\$0	\$0	\$0	\$0	\$0
Taxes and Charges	\$0	\$0	\$0	\$3,120	\$0	\$0
Capital Projects Budget	\$0	\$0	\$0	\$4,092	\$0	\$0
Capital Equipment	\$0	\$0	\$5,875	\$0	\$0	\$0
Capital Imp Equipment	\$0	\$222,039	\$10,759	\$0	\$0	\$0
Total Expenses	\$345,300	\$670,426	\$1,669,028	\$434,282	\$0	\$0
Capital Fund Net Revenues	(\$163,300)	(\$578,381)	(\$1,469,028)	\$545,098	\$75,541	\$0
WATER IMPACT FUND						
Revenues						
Investment Revenue	\$1,054	\$17	\$569	\$1,787	\$1,500	\$1,800
Other Revenue	\$0	\$21,381	\$0	\$45,937	\$0	\$0
Water Impact Fees	\$321,951	\$169,417	\$287,140	\$152,989	\$110,000	\$100,000
Total Revenues	\$323,005	\$190,815	\$287,709	\$200,713	\$111,500	\$101,800
Expenses						
Transfers Out	\$182,000	\$92,045	\$0	\$0	\$0	\$0
Total Expenses	\$182,000	\$92,045	\$0	\$0	\$0	\$0
Water Impact Fund Net Revenues	\$141,005	\$98,770	\$287,709	\$200,713	\$111,500	\$101,800

Source: City of St. Helena Financial Data.

rev exp

Attachment 2

Table A-3
City of St. Helena Water Rate Study
Historical Expenditures

Expenses	Actuals Fiscal Year Ending				Estimated 2016	Budgeted 2017
	2012	2013	2014	2015		
Operations						
Salaries & Benefits	\$509,098	\$442,817	\$448,242	\$507,936	\$678,792	\$706,986
Services	\$271,166	\$91,007	\$127,243	\$137,836	\$290,421	\$311,925
Supplies	\$11,086	\$13,053	\$12,308	\$10,918	\$20,513	\$18,792
Napa Purchased Water	\$0	\$0	\$0	\$0	\$0	\$0
Maintenance	\$6,942	\$6,959	\$10,452	\$21,512	\$13,246	\$13,197
Taxes, Insurances & Contributions	\$86,653	\$64,812	\$68,027	\$79,911	\$123,415	\$113,467
Capital	\$0	\$5,272	\$113	\$551	\$8,234	\$1,925
Transfers	\$179,836	\$0	\$200,000	\$979,380	\$111,995	\$0
Debt	\$349,084	\$396,126	\$343,980	\$196,547	\$1,008,078	\$1,001,067
Subtotal Operations	\$1,413,864	\$1,020,046	\$1,210,366	\$1,934,592	\$2,254,694	\$2,167,359
Distribution						
Salaries & Benefits	\$362,007	\$357,787	\$357,186	\$413,670	\$497,637	\$490,637
Services	\$50,639	\$56,393	\$72,008	\$76,939	\$86,957	\$85,700
Supplies	\$20,493	\$16,111	\$10,127	\$21,459	\$21,810	\$28,298
Napa Purchased Water	\$0	\$0	\$0	\$0	\$0	\$0
Maintenance	\$37,922	\$36,834	\$44,189	\$52,003	\$57,389	\$60,295
Taxes, Insurances & Contributions	\$0	\$0	\$0	\$0	\$0	\$0
Capital	\$12,238	\$0	\$0	\$0	\$26,000	\$21,000
Transfers	\$0	\$0	\$0	\$0	\$0	\$0
Debt	\$0	\$0	\$0	\$0	\$0	\$0
Subtotal Distribution	\$483,298	\$467,126	\$483,510	\$564,071	\$689,793	\$685,930
Treatment						
Salaries & Benefits	\$346,863	\$368,378	\$359,875	\$378,203	\$389,547	\$414,620
Services	\$84,949	\$89,641	\$94,000	\$89,843	\$102,350	\$109,900
Supplies	\$109,114	\$59,140	\$49,245	\$73,764	\$74,988	\$91,600
Napa Purchased Water	\$1,178,401	\$1,189,926	\$1,327,251	\$1,272,770	\$1,311,272	\$1,349,019
Maintenance	\$36,589	\$24,384	\$21,299	\$50,197	\$104,518	\$83,587
Taxes, Insurances & Contributions	\$16,335	\$9,716	\$11,084	\$12,019	\$24,000	\$19,700
Capital	\$937	\$28,199	\$1,356	\$14,505	\$14,776	\$115,000
Transfers	\$0	\$0	\$0	\$0	\$0	\$0
Debt	\$0	\$0	\$0	\$0	\$0	\$0
Subtotal Treatment	\$1,773,187	\$1,769,383	\$1,864,109	\$1,891,301	\$2,021,451	\$2,183,426
Stonebridge Wells						
Salaries & Benefits	\$0	\$0	\$0	\$0	\$0	\$0
Services	\$33,343	\$47,430	\$55,244	\$53,646	\$58,635	\$57,100
Supplies	\$6,884	\$12,380	\$10,386	\$11,452	\$25,638	\$12,800
Napa Purchased Water	\$0	\$0	\$0	\$0	\$0	\$0
Maintenance	\$10,341	\$257	\$2,940	\$294	\$19,963	\$15,500
Taxes, Insurances & Contributions	\$0	\$0	\$0	\$0	\$0	\$0
Capital	\$0	\$0	\$10,416	\$0	\$10,775	\$0
Transfers	\$0	\$0	\$0	\$0	\$0	\$0
Debt	\$0	\$0	\$0	\$0	\$0	\$0
Subtotal Stonebridge Wells	\$50,568	\$60,067	\$78,986	\$65,392	\$115,011	\$85,400
Total Expenses	\$3,720,918	\$3,316,623	\$3,636,971	\$4,455,356	\$5,080,949	\$5,122,115

Source: City of St. Helena.

hist exp

Attachment 2

Table A-4
City of St. Helena Water Rate Study
Historical Water Use by Customer Category

Customer	2011	2012	2013	2014	2015	Average [1]	% of Avg.
<i>Figures in HCF</i>							
Residential							
Single Unit	257,882	287,886	315,468	256,777	249,219	262,941	39%
Multi-Fam	53,603	53,447	54,233	47,016	41,356	48,856	7%
Mobile Homes	28,762	28,086	33,486	26,478	24,777	27,026	4%
Subtotal Residential	340,247	369,419	403,187	330,271	315,352	338,822	50%
Non-Residential							
Commercial	79,633	84,345	88,911	85,056	70,394	79,857	12%
Industrial	154,499	149,776	163,569	131,722	117,691	138,422	21%
Landscape	26,100	28,440	30,349	17,268	10,650	20,615	3%
Churches	3,308	3,462	3,911	2,847	1,895	2,878	0%
Wells	2,584	2,470	2,531	2,705	2,579	2,585	0%
Laundry	3,390	3,317	3,366	2,949	2,412	3,017	0%
Library Schools	20,009	19,613	20,981	18,022	20,162	19,452	3%
Motel/Hotel	28,650	32,351	32,173	27,028	27,720	28,937	4%
City Owned	9,664	10,554	14,963	11,559	13,088	11,216	2%
Subtotal Non-Residential	327,837	334,328	360,754	299,156	266,591	306,978	46%
Raw Water	36,005	27,617	27,393	21,756	21,274	26,663	4%
Total Billable	704,089	731,364	791,334	651,183	603,217	672,463	100%
Non-Billable	62,293	59,636	69,465	61,384	64,609	61,980	
Total Water	766,382	791,000	860,799	712,567	667,826	725,950	

Source: City of St. Helena

use

[1] Average excludes 2013.

Attachment 2

Table A-5
City of St. Helena Water Rate Study
Calculation of Unaccounted for Water

	2013	2014	2015	Average
	Gallons of Water			
Consumption	568,883,172	477,673,548	446,865,672	497,807,464
Production	601,650,524	506,733,207	501,660,534	536,681,422
Consumption as a % of				
Production	95%	94%	89%	93%
Water	5%	6%	11%	7%

Source: City of St. Helena.

unacc

Table A-6
City of St. Helena Water Rate Study
Estimated Ten-Year Schedule of Water Capital Improvements in 2016 \$'s

Project	Notes	Total Cost	Total Cost Less Existing Funding	Fiscal Year Ending										
				2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027
				Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10	
Estimated Project Costs (2016 \$'s)			[1]	Costs are net of existing bond proceeds and grant funds										
York Creek Upper Dam Removal/Mitigation	Partially funded by grant and City (existing bond proceeds)	\$ 6,177,117	\$1,695,775	\$0	\$847,888	\$847,888	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Meadowood Tank Upgrades	Partially funded by grant and City (existing bond proceeds)	\$500,000	\$379,900	\$0	\$0	\$379,900	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Bell Canyon Reservoir Improvements	Funded by Reserves	\$900,000	\$900,000	\$0	\$0	\$0	\$0	\$0	\$900,000	\$0	\$0	\$0	\$0	\$0
Dwyer Road Booster	Moved out 3 years	\$842,523	\$842,523	\$0	\$0	\$0	\$459,190	\$383,333	\$0	\$0	\$0	\$0	\$0	\$0
Bell Canyon Intake Mid-Valve Repair		\$14,387	\$14,387	\$14,387	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Bell Valve House Valve Replacement	Funded by Reserves	\$526,105	\$526,105	\$0	\$0	\$0	\$0	\$0	\$526,105	\$0	\$0	\$0	\$0	\$0
Holmes Tank Upgrade	Moved out 3 years	\$1,383,000	\$1,383,000	\$0	\$0	\$0	\$58,000	\$1,325,000	\$0	\$0	\$0	\$0	\$0	\$0
	Partially funded by City existing bond proceeds													
Bell Canyon Creek Flow Measurement		\$750,000	\$492,750	\$0	\$492,750	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Sludge Handling Program	Moved out 2 years	\$150,000	\$150,000	\$0	\$0	\$0	\$150,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Raw Water Metering Station		\$100,000	\$100,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$100,000	\$0	\$0
Tank 2 Rehabilitation	Moved out 1 year	\$750,000	\$750,000	\$0	\$60,000	\$690,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Well Filter Rehabilitation		\$11,103	\$11,103	\$11,103	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Pump Station Upgrades	Funded by New Debt	\$200,000	\$200,000	\$0	\$200,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Replace 12" Transmission Main	Moved out 1 year	\$400,000	\$400,000	\$0	\$0	\$0	\$0	\$0	\$0	\$400,000	\$0	\$0	\$0	\$0
Lower York Creek Dam Rehab		\$480,695	\$480,695	\$190,695	\$0	\$0	\$0	\$0	\$0	\$0	\$290,000	\$0	\$0	\$0
Bell Canyon Intake Tower Replacement	Funded by New Debt	\$2,000,000	\$2,000,000	\$650,000	\$1,350,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
WTP Condition Assessment	Moved out 2 years	\$150,000	\$150,000	\$0	\$0	\$0	\$0	\$150,000	\$0	\$0	\$0	\$0	\$0	\$0
Spill Containment at Bell Creek Intake	Funded by Reserves	\$75,000	\$75,000	\$0	\$75,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
SCADA Improvements (Rutherford & Holmes)		\$150,000	\$150,000	\$0	\$0	\$0	\$150,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Spill Containment at Stonebridge Well	Funded by Reserves	\$75,000	\$75,000	\$0	\$75,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Upgrade Rutherford Pump Station		\$500,000	\$500,000	\$0	\$0	\$50,000	\$450,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Remove Restriction at Rutherford PS		\$150,000	\$150,000	\$0	\$50,000	\$100,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Install Smart Meters	Unfunded [2]	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Update GIS Maps of Water System		\$50,000	\$50,000	\$0	\$0	\$0	\$50,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Water Master Plan Update		\$150,000	\$150,000	\$0	\$0	\$0	\$0	\$150,000	\$0	\$0	\$0	\$0	\$0	\$0
	Moved out and increased in later years													
Replace Mains < 6-Inch Diameter		\$4,000,000	\$4,000,000	\$0	\$0	\$0	\$0	\$400,000	\$600,000	\$600,000	\$600,000	\$600,000	\$600,000	\$600,000
Replace 1% of Water Mains Annually		\$150,000	\$150,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$150,000
Additional Storage		\$1,000,000	\$1,000,000	\$0	\$0	\$0	\$0	\$0	\$0	\$500,000	\$500,000	\$0	\$0	\$0
Annual Maintenance Program		\$950,000	\$950,000	\$50,000	\$50,000	\$50,000	\$50,000	\$250,000	\$50,000	\$50,000	\$50,000	\$50,000	\$250,000	\$50,000
Total Estimated Project Costs (2016 \$'s)		\$22,584,930	\$17,726,238	\$916,185	\$3,200,638	\$2,117,788	\$1,367,190	\$2,658,333	\$2,076,105	\$1,550,000	\$1,440,000	\$750,000	\$850,000	\$800,000

Source: City of St. Helena and HEC.

2016 cip

[1] Total Cost Less Existing Funding = Total Cost - Existing Bonds - Existing Grants

[2] Installing Smart Meters program is currently unfunded. Total cost for the program is estimated at \$1.5 million.

Table A-7

City of St. Helena Water Rate Study

Estimated Ten-Year Schedule of Water Capital Improvements in Future \$'s

Project	Notes	Existing Funding	Fiscal Year Ending										
			2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027
			Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10	
Estimated Project Costs (Future \$'s) [1]			Annual Increase 3.1%										
York Creek Upper Dam Removal/Mitigation	Partially funded by grant and City (existing bond proceeds)	\$1,829,635	\$0	\$900,939	\$928,696	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Meadowood Tank Upgrades	Partially funded by grant and City (existing bond proceeds)	\$416,107	\$0	\$0	\$416,107	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Bell Canyon Reservoir Improvements	Funded by Reserves	\$1,079,726	\$0	\$0	\$0	\$0	\$0	\$1,079,726	\$0	\$0	\$0	\$0	\$0
Dwyer Road Booster	Moved out 3 years	\$964,587	\$0	\$0	\$0	\$518,449	\$446,137	\$0	\$0	\$0	\$0	\$0	\$0
Bell Canyon Intake Mid-Valve Repair		\$14,830	\$14,830	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Bell Valve House Valve Replacement	Funded by Reserves	\$631,166	\$0	\$0	\$0	\$0	\$0	\$631,166	\$0	\$0	\$0	\$0	\$0
Holmes Tank Upgrade	Moved out 3 years	\$1,607,570	\$0	\$0	\$0	\$65,485	\$1,542,085	\$0	\$0	\$0	\$0	\$0	\$0
Bell Canyon Creek Flow Measurement	Partially funded by City existing bond proceeds	\$523,581	\$0	\$523,581	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Sludge Handling Program	Moved out 2 years	\$169,358	\$0	\$0	\$0	\$169,358	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Raw Water Metering Station	Moved out 1 year	\$131,403	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$131,403	\$0	\$0	\$0
Tank 2 Rehabilitation	Moved out 1 year	\$819,515	\$0	\$63,754	\$755,761	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Well Filter Rehabilitation		\$11,445	\$11,445	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Pump Station Upgrades	Funded by New Debt	\$212,514	\$0	\$212,514	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Replace 12" Transmission Main		\$494,663	\$0	\$0	\$0	\$0	\$0	\$0	\$494,663	\$0	\$0	\$0	\$0
Lower York Creek Dam Rehab		\$566,250	\$196,570	\$0	\$0	\$0	\$0	\$0	\$0	\$369,680	\$0	\$0	\$0
Bell Canyon Intake Tower Replacement	Funded by New Debt	\$2,104,494	\$670,026	\$1,434,468	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
WTP Condition Assessment	Moved out 2 years	\$174,576	\$0	\$0	\$0	\$0	\$174,576	\$0	\$0	\$0	\$0	\$0	\$0
Spill Containment at Bell Creek Intake	Funded by Reserves	\$79,693	\$0	\$79,693	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
SCADA Improvements (Rutherford & Holmes)		\$169,358	\$0	\$0	\$0	\$169,358	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Spill Containment at Stonebridge Well	Funded by Reserves	\$79,693	\$0	\$79,693	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Upgrade Rutherford Pump Station		\$562,839	\$0	\$0	\$54,765	\$508,073	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Remove Restriction at Rutherford PS		\$162,659	\$0	\$53,128	\$109,531	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Install Smart Meters	Unfunded [2]	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Update GIS Maps of Water System		\$56,453	\$0	\$0	\$0	\$56,453	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Water Master Plan Update		\$174,576	\$0	\$0	\$0	\$0	\$174,576	\$0	\$0	\$0	\$0	\$0	\$0
Replace Mains < 6-Inch Diameter	Moved out and increased in later years	\$5,131,085	\$0	\$0	\$0	\$0	\$465,535	\$719,817	\$741,995	\$764,855	\$788,420	\$812,711	\$837,751
Replace 1% of Water Mains Annually		\$209,438	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$209,438
Additional Storage		\$1,255,708	\$0	\$0	\$0	\$0	\$0	\$0	\$618,329	\$637,379	\$0	\$0	\$0
Annual Maintenance Program		\$1,166,546	\$51,540	\$53,128	\$54,765	\$56,453	\$290,959	\$59,985	\$61,833	\$63,738	\$65,702	\$338,630	\$69,813
Total Estimated Project Costs (Future \$'s)		\$20,799,466	\$944,412	\$3,400,897	\$2,319,626	\$1,543,629	\$3,093,869	\$2,490,694	\$1,916,820	\$1,835,653	\$985,525	\$1,151,341	\$1,117,001

Source: City of St. Helena and HEC.

future clip

[1] Estimated costs increased by historical Engineering News Record Construction Cost Index 20-year average increase.

[2] Installing Smart Meters program is currently unfunded. Total cost for the program is estimated at \$1.5 million.

[3] Total Cost Less Existing Funding = Total Cost - Existing Bonds - Existing Grants

Table A-8
City of St. Helena Water Rate Study
Total Cost by Water System and Share of Cost to Existing Customers

		Percent	Percent		Fiscal Year Ending										
	Funding	Share Existing	Share in	Total Cost	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027
Project	Source	Customers	Rate Model			Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10
Estimated Project Costs (2016 \$'s)		per City CIP													
York Creek Upper Dam Removal/Mitigation	Cash	100%	100%	\$1,695,775	\$0	\$847,888	\$847,888	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Meadowood Tank Upgrades	Cash	67%	67%	\$254,900	\$0	\$0	\$254,900	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Bell Canyon Reservoir Improvements	Reserves	100%	100%	\$900,000	\$0	\$0	\$0	\$0	\$0	\$900,000	\$0	\$0	\$0	\$0	\$0
Dwyer Road Booster	Cash	50%	50%	\$421,262	\$0	\$0	\$0	\$229,595	\$191,667	\$0	\$0	\$0	\$0	\$0	\$0
Bell Canyon Intake Mid-Valve Repair	Cash	100%	100%	\$14,387	\$14,387	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Bell Valve House Valve Replacement	Reserves	85%	85%	\$447,189	\$0	\$0	\$0	\$0	\$0	\$447,189	\$0	\$0	\$0	\$0	\$0
Holmes Tank Upgrade	Cash	50%	50%	\$691,500	\$0	\$0	\$0	\$29,000	\$662,500	\$0	\$0	\$0	\$0	\$0	\$0
Bell Canyon Creek Flow Measurement	Cash	83%	83%	\$409,107	\$0	\$409,107	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Sludge Handling Program	Cash	100%	100%	\$150,000	\$0	\$0	\$0	\$150,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Raw Water Metering Station	Cash	100%	100%	\$100,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$100,000	\$0	\$0
Tank 2 Rehabilitation	Cash	85%	85%	\$637,500	\$0	\$51,000	\$586,500	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Well Filter Rehabilitation	Cash	100%	100%	\$11,103	\$11,103	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Pump Station Upgrades	Debt	100%	100%	\$200,000	\$0	\$200,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Replace 12" Transmission Main	Cash	100%	100%	\$400,000	\$0	\$0	\$0	\$0	\$0	\$0	\$400,000	\$0	\$0	\$0	\$0
Lower York Creek Dam Rehab	Cash	100%	100%	\$480,695	\$190,695	\$0	\$0	\$0	\$0	\$0	\$0	\$290,000	\$0	\$0	\$0
Bell Canyon Intake Tower Replacement	Debt	85%	85%	\$1,700,000	\$552,500	\$1,147,500	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
WTP Condition Assessment	Ops Cash	100%	100%	\$150,000	\$0	\$0	\$0	\$0	\$150,000	\$0	\$0	\$0	\$0	\$0	\$0
Spill Containment at Bell Creek Intake	Reserves	100%	100%	\$75,000	\$0	\$75,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
SCADA Improvements (Rutherford & Holmes)	Cash	100%	100%	\$150,000	\$0	\$0	\$0	\$150,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Spill Containment at Stonebridge Well	Reserves	100%	100%	\$75,000	\$0	\$75,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Upgrade Rutherford Pump Station	Cash	100%	100%	\$500,000	\$0	\$0	\$50,000	\$450,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Remove Restriction at Rutherford PS	Cash	100%	100%	\$150,000	\$0	\$50,000	\$100,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Install Smart Meters	Unfunded	100%	100%	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Update GIS Maps of Water System	Ops Cash	100%	100%	\$50,000	\$0	\$0	\$0	\$50,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Water Master Plan Update	Ops Cash	100%	100%	\$150,000	\$0	\$0	\$0	\$0	\$150,000	\$0	\$0	\$0	\$0	\$0	\$0
Replace Mains < 6-Inch Diameter	Cash	100%	100%	\$4,000,000	\$0	\$0	\$0	\$0	\$400,000	\$600,000	\$600,000	\$600,000	\$600,000	\$600,000	\$600,000
Replace 1% of Water Mains Annually	Cash	100%	100%	\$150,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$150,000
Additional Storage	Cash	100%	100%	\$1,000,000	\$0	\$0	\$0	\$0	\$0	\$0	\$500,000	\$500,000	\$0	\$0	\$0
Annual Maintenance Program	Cash	100%	100%	\$950,000	\$50,000	\$50,000	\$50,000	\$50,000	\$250,000	\$50,000	\$50,000	\$50,000	\$50,000	\$250,000	\$50,000
Total Estimated Project Costs (2016 \$'s)				\$15,913,418	\$818,685	\$2,905,495	\$1,889,288	\$1,108,595	\$1,804,167	\$1,997,189	\$1,550,000	\$1,440,000	\$750,000	\$850,000	\$800,000

Table A-8
City of St. Helena Water Rate Study
Total Cost by Water System and Share of Cost to Existing Customers

Project	Funding Source	Percent Share Existing Customers	Percent Share in Rate Model	Total Cost	Fiscal Year Ending										
					2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027
					Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10	
Estimated Project Costs (Future \$'s) [1]															
York Creek Upper Dam Removal/Mitigation	Cash	100%	100%	\$1,829,635	\$0	\$900,939	\$928,696	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Meadowood Tank Upgrades	Cash	67%	67%	\$279,194	\$0	\$0	\$279,194	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Bell Canyon Reservoir Improvements	Reserves	100%	100%	\$1,079,726	\$0	\$0	\$0	\$0	\$1,079,726	\$0	\$0	\$0	\$0	\$0	
Dwyer Road Booster	Cash	50%	50%	\$482,293	\$0	\$0	\$0	\$259,225	\$223,069	\$0	\$0	\$0	\$0	\$0	
Bell Canyon Intake Mid-Valve Repair	Cash	100%	100%	\$14,830	\$14,830	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Bell Valve House Valve Replacement	Reserves	85%	85%	\$536,491	\$0	\$0	\$0	\$0	\$536,491	\$0	\$0	\$0	\$0	\$0	
Holmes Tank Upgrade	Cash	50%	50%	\$803,785	\$0	\$0	\$0	\$32,743	\$771,043	\$0	\$0	\$0	\$0	\$0	
Bell Canyon Creek Flow Measurement	Cash	83%	83%	\$434,704	\$0	\$434,704	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Sludge Handling Program	Cash	100%	100%	\$169,358	\$0	\$0	\$0	\$169,358	\$0	\$0	\$0	\$0	\$0	\$0	
Raw Water Metering Station	Cash	100%	100%	\$131,403	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$131,403	\$0	\$0	
Tank 2 Rehabilitation	Cash	85%	85%	\$696,588	\$0	\$54,191	\$642,397	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Well Filter Rehabilitation	Cash	100%	100%	\$11,445	\$11,445	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Pump Station Upgrades	Debt	100%	100%	\$212,514	\$0	\$212,514	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Replace 12" Transmission Main	Cash	100%	100%	\$494,663	\$0	\$0	\$0	\$0	\$0	\$494,663	\$0	\$0	\$0	\$0	
Lower York Creek Dam Rehab	Cash	100%	100%	\$566,250	\$196,570	\$0	\$0	\$0	\$0	\$0	\$369,680	\$0	\$0	\$0	
Bell Canyon Intake Tower Replacement	Debt	85%	85%	\$1,788,820	\$569,522	\$1,219,298	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
WTP Condition Assessment	Ops Cash	100%	100%	\$174,576	\$0	\$0	\$0	\$0	\$174,576	\$0	\$0	\$0	\$0	\$0	
Spill Containment at Bell Creek Intake	Reserves	100%	100%	\$79,693	\$0	\$79,693	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
SCADA Improvements (Rutherford & Holmes)	Cash	100%	100%	\$169,358	\$0	\$0	\$0	\$169,358	\$0	\$0	\$0	\$0	\$0	\$0	
Spill Containment at Stonebridge Well	Reserves	100%	100%	\$79,693	\$0	\$79,693	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Upgrade Rutherford Pump Station	Cash	100%	100%	\$562,839	\$0	\$0	\$54,765	\$508,073	\$0	\$0	\$0	\$0	\$0	\$0	
Remove Restriction at Rutherford PS	Cash	100%	100%	\$162,659	\$0	\$53,128	\$109,531	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Install Smart Meters	Unfunded	100%	100%	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Update GIS Maps of Water System	Ops Cash	100%	100%	\$56,453	\$0	\$0	\$0	\$56,453	\$0	\$0	\$0	\$0	\$0	\$0	
Water Master Plan Update	Ops Cash	100%	100%	\$174,576	\$0	\$0	\$0	\$0	\$174,576	\$0	\$0	\$0	\$0	\$0	
Replace Mains < 6-Inch Diameter	Cash	100%	100%	\$5,131,085	\$0	\$0	\$0	\$0	\$465,535	\$719,817	\$741,995	\$764,855	\$788,420	\$812,711	\$837,751
Replace 1% of Water Mains Annually	Cash	100%	100%	\$209,438	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$209,438
Additional Storage	Cash	100%	100%	\$1,255,708	\$0	\$0	\$0	\$0	\$0	\$0	\$618,329	\$637,379	\$0	\$0	\$0
Annual Maintenance Program	Cash	100%	100%	\$1,166,546	\$51,540	\$53,128	\$54,765	\$56,453	\$290,959	\$59,985	\$61,833	\$63,738	\$65,702	\$338,630	\$69,813
Total Estimated Project Costs (Future \$'s)				\$18,754,322	\$843,908	\$3,087,287	\$2,069,348	\$1,251,662	\$2,099,757	\$2,396,019	\$1,916,820	\$1,835,653	\$985,525	\$1,151,341	\$1,117,001
2016 \$'s															
Cash - Capital Fund				\$12,166,229	\$266,185	\$1,407,995	\$1,889,288	\$1,058,595	\$1,504,167	\$650,000	\$1,550,000	\$1,440,000	\$750,000	\$850,000	\$800,000
Cash - Operations Fund				\$350,000	\$0	\$0	\$0	\$50,000	\$300,000	\$0	\$0	\$0	\$0	\$0	\$0
Debt - Capital Fund				\$1,900,000	\$552,500	\$1,347,500	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Reserves				\$1,497,189	\$0	\$150,000	\$0	\$0	\$0	\$1,347,189	\$0	\$0	\$0	\$0	\$0
Total				\$15,913,418	\$818,685	\$2,905,495	\$1,889,288	\$1,108,595	\$1,804,167	\$1,997,189	\$1,550,000	\$1,440,000	\$750,000	\$850,000	\$800,000
Future \$'s															
Cash - Capital Fund				\$14,571,782	\$274,386	\$1,496,091	\$2,069,348	\$1,195,209	\$1,750,606	\$779,802	\$1,916,820	\$1,835,653	\$985,525	\$1,151,341	\$1,117,001
Cash - Operations Fund				\$405,604	\$0	\$0	\$0	\$56,453	\$349,151	\$0	\$0	\$0	\$0	\$0	\$0
Debt - Capital Fund				\$2,001,334	\$569,522	\$1,431,811	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Reserves				\$1,775,602	\$0	\$159,385	\$0	\$0	\$0	\$1,616,217	\$0	\$0	\$0	\$0	\$0
Total				\$18,754,322	\$843,908	\$3,087,287	\$2,069,348	\$1,251,662	\$2,099,757	\$2,396,019	\$1,916,820	\$1,835,653	\$985,525	\$1,151,341	\$1,117,001

Source: City of St. Helena and HEC.

exist share

[1] Estimated costs increased by historical Engineering News Record Construction Cost Index 20-year average increase.

Attachment 2

Table A-9
City of St. Helena Water Rate Study
Existing Annual Debt Service

Fiscal Year Ending	Principal	Interest	Total	Remaining Principal
2017	\$514,130	\$475,121	\$989,251	\$11,121,087
2018	\$528,043	\$454,873	\$982,916	\$10,593,043
2019	\$550,870	\$434,897	\$985,767	\$10,042,174
2020	\$568,696	\$413,677	\$982,373	\$9,473,478
2021	\$591,522	\$388,991	\$980,513	\$8,881,956
2022	\$618,261	\$361,871	\$980,132	\$8,263,696
2023	\$641,087	\$333,464	\$974,551	\$7,622,609
2024	\$668,913	\$305,114	\$974,027	\$6,953,696
2025	\$696,739	\$275,177	\$971,916	\$6,256,956
2026	\$728,478	\$241,012	\$969,490	\$5,528,478
2027	\$760,217	\$203,870	\$964,087	\$4,768,261
2028	\$800,870	\$166,167	\$967,037	\$3,967,391
2029	\$836,522	\$128,353	\$964,874	\$3,130,870
2030	\$877,174	\$90,504	\$967,678	\$2,253,696
2031	\$908,913	\$51,095	\$960,008	\$1,344,783
2032	\$949,565	\$23,400	\$972,965	\$395,217
2033	\$395,217	\$7,904	\$403,122	\$0

Source: City of St. Helena and HEC.

debt serv

Attachment 2

Table A-10
City of St. Helena Water Rate Study
Meter Replacement Costs Estimate

Item	Assumption / Total	Meter Size							
		5/8"	3/4"	1"	1-1/2"	2"	3"	4"	6"
New Meter with Transponder [1]		\$200	\$250	\$350	\$550	\$700	\$1,500	\$3,300	\$4,550
Installation Costs [2]	20%	\$40	\$50	\$70	\$110	\$140	\$300	\$660	\$910
Administration Costs	3%	\$6	\$8	\$11	\$17	\$21	\$45	\$99	\$137
Total Cost per Meter	\$374	\$246	\$308	\$431	\$677	\$861	\$1,845	\$4,059	\$5,597
Replacement Interval (years)		20	20	20	20	20	20	20	20
Cost per Meter per Year		\$12	\$15	\$22	\$34	\$43	\$92	\$203	\$280
Monthly Cost per Meter		\$1.03	\$1.28	\$1.79	\$2.82	\$3.59	\$7.69	\$16.91	\$23.32
Monthly Cost per Billing Meter [3]		\$1.05	\$1.31	\$1.83	\$2.88	\$3.66	\$7.84	\$17.26	\$23.79

Source: City of St. Helena and HEC.

meter prog

[1] Approximate prices based on HEC experience.

[2] Actual installation costs vary by meter size as a percentage of meter cost.

[3] Accounts for an estimated vacancy rate of: 2%

Attachment 2

Table A-11
City of St. Helena Water Rate Study
Comparison of Historical Operating Expenses to Standard Indices

Historical Water Operating Expenses	Actuals Fiscal Year Ending				Estimated 2016	Change	
	2012	2013	2014	2015		Total	Avg. Annual
Salaries & Benefits	\$1,217,968	\$1,168,983	\$1,165,302	\$1,299,809	\$1,565,976	\$348,008	6.5%
Services	\$440,097	\$284,472	\$348,495	\$358,264	\$538,363	\$98,266	5.2%
Supplies	\$147,577	\$100,683	\$82,066	\$117,593	\$142,949	(\$4,628)	-0.8%
Napa Purchased Water	\$1,178,401	\$1,189,926	\$1,327,251	\$1,272,770	\$1,311,272	\$132,872	2.7%
Maintenance	\$91,794	\$68,433	\$78,880	\$124,006	\$195,116	\$103,322	20.7%
Taxes, Insurances & Contributions	\$102,988	\$74,528	\$79,111	\$91,930	\$147,415	\$44,427	9.4%
Total Expenses	\$3,178,823	\$2,887,026	\$3,081,105	\$3,264,373	\$3,901,091	\$722,268	5.3%
Engineering News Record							
	<i>Dec 2011</i>	<i>Dec 2012</i>	<i>Dec 2013</i>	<i>Dec 2014</i>	<i>Dec 2015</i>		
ENR Construction Cost Index 20-City [1]	9,172.00	9,412.00	9,668.00	9,936.00	10,135.00	963.00	2.5%
ENR Construction Cost Index San Francisco	10,204.79	10,355.09	10,898.84	10,915.84	11,155.41	950.62	2.3%
Bureau of Labor Statistics							
Consumer Price Index - California	232.99	237.71	241.53	244.81	250.71	17.73	1.9%
Consumer Price Index - San Francisco	234.33	239.53	245.71	252.27	260.29	25.96	2.7%

Source: City of St. Helena, California Department of Finance, and the Engineering News Record.

indices

[1] Engineering News Record (ENR) Consumer Cost Index (CCI) change 1995 to 2015:

ENR CCI 1995	5,524	Change	Annual Avg. % Change
ENR CCI 2015	10,135	4,611	3.1%

Table A-12
City of St. Helena Water Rate Study
Estimated Depreciation of New Assets

New Asset	Asset Life	Fiscal Year Ending										
		2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027
	years											
York Creek Upper Dam Removal/Mitigation	n.a.	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Meadowood Tank Upgrades	50	\$0	\$0	\$8,322.14	\$8,322	\$8,322	\$8,322	\$8,322	\$8,322	\$8,322	\$8,322	\$8,322
Bell Canyon Reservoir Improvements	80	\$0	\$0	\$0	\$0	\$0	\$13,497	\$13,497	\$13,497	\$13,497	\$13,497	\$13,497
Dwyer Road Booster	50	\$0	\$0	\$0	\$10,369	\$19,292	\$19,292	\$19,292	\$19,292	\$19,292	\$19,292	\$19,292
Bell Canyon Intake Mid-Valve Repair	10	\$1,483	\$1,483	\$1,483	\$1,483	\$1,483	\$1,483	\$1,483	\$1,483	\$1,483	\$1,483	\$1,483
Bell Valve House Valve Replacement	50	\$0	\$0	\$0	\$0	\$0	\$12,623	\$12,623	\$12,623	\$12,623	\$12,623	\$12,623
Holmes Tank Upgrade	50	\$0	\$0	\$0	\$1,310	\$32,151	\$32,151	\$32,151	\$32,151	\$32,151	\$32,151	\$32,151
Bell Canyon Creek Flow Measurement	40	\$0	\$13,090	\$13,090	\$13,090	\$13,090	\$13,090	\$13,090	\$13,090	\$13,090	\$13,090	\$13,090
Sludge Handling Program	40	\$0	\$0	\$0	\$4,234	\$4,234	\$4,234	\$4,234	\$4,234	\$4,234	\$4,234	\$4,234
Raw Water Metering Station	15	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$8,760	\$8,760	\$8,760
Tank 2 Rehabilitation	50	\$0	\$1,275	\$16,390	\$16,390	\$16,390	\$16,390	\$16,390	\$16,390	\$16,390	\$16,390	\$16,390
Well Filter Rehabilitation	10	\$1,145	\$1,145	\$1,145	\$1,145	\$1,145	\$1,145	\$1,145	\$1,145	\$1,145	\$1,145	\$1,145
Pump Station Upgrades	50	\$0	\$4,250	\$4,250	\$4,250	\$4,250	\$4,250	\$4,250	\$4,250	\$4,250	\$4,250	\$4,250
Replace 12" Transmission Main	80	\$0	\$0	\$0	\$0	\$0	\$0	\$6,183	\$6,183	\$6,183	\$6,183	\$6,183
Lower York Creek Dam Rehab	20	\$9,829	\$9,829	\$9,829	\$9,829	\$9,829	\$9,829	\$9,829	\$28,313	\$28,313	\$28,313	\$28,313
Bell Canyon Intake Tower Replacement	80	\$8,375	\$26,306	\$26,306	\$26,306	\$26,306	\$26,306	\$26,306	\$26,306	\$26,306	\$26,306	\$26,306
WTP Condition Assessment	10	\$0	\$0	\$0	\$0	\$17,458	\$17,458	\$17,458	\$17,458	\$17,458	\$17,458	\$17,458
Spill Containment at Bell Creek Intake	50	\$0	\$1,594	\$1,594	\$1,594	\$1,594	\$1,594	\$1,594	\$1,594	\$1,594	\$1,594	\$1,594
SCADA Improvements (Rutherford & Holmes)	10	\$0	\$0	\$0	\$16,936	\$16,936	\$16,936	\$16,936	\$16,936	\$16,936	\$16,936	\$16,936
Spill Containment at Stonebridge Well	50	\$0	\$1,594	\$1,594	\$1,594	\$1,594	\$1,594	\$1,594	\$1,594	\$1,594	\$1,594	\$1,594
Upgrade Rutherford Pump Station	50	\$0	\$0	\$1,095	\$11,257	\$11,257	\$11,257	\$11,257	\$11,257	\$11,257	\$11,257	\$11,257
Remove Restriction at Rutherford PS	50	\$0	\$1,063	\$3,253	\$3,253	\$3,253	\$3,253	\$3,253	\$3,253	\$3,253	\$3,253	\$3,253
Install Smart Meters	15	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Update GIS Maps of Water System	10	\$0	\$0	\$0	\$5,645	\$5,645	\$5,645	\$5,645	\$5,645	\$5,645	\$5,645	\$5,645
Water Master Plan Update	10	\$0	\$0	\$0	\$0	\$17,458	\$17,458	\$17,458	\$17,458	\$17,458	\$17,458	\$17,458
Replace Mains < 6-Inch Diameter	80	\$0	\$0	\$0	\$0	\$5,819	\$14,817	\$24,092	\$33,653	\$43,508	\$53,667	\$64,139
Replace 1% of Water Mains Annually	80	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$2,618
Additional Storage	50	\$0	\$0	\$0	\$0	\$0	\$0	\$12,367	\$25,114	\$25,114	\$25,114	\$25,114
Annual Maintenance Program	10	\$5,154	\$10,467	\$15,943	\$21,589	\$50,685	\$56,683	\$62,866	\$69,240	\$75,810	\$109,673	\$116,655
Total Estimated Annual Depreciation		\$25,985	\$72,094	\$104,294	\$158,594	\$268,189	\$309,305	\$343,313	\$390,479	\$415,665	\$459,687	\$479,758

Source: City of St. Helena and HEC.

new dep

Attachment 2

Table A-13
City of St. Helena Water Rate Study
Depreciation of Existing Assets

Asset Category	Current Depreciation
Buildings	\$36,008
Vehicles	\$8,383
Equipment	\$155,600
Improvements	\$559,834
Pipes	\$115,319
Total	\$875,144

Source: City of St. Helena.

curr depr

Attachment 2

Table A-14
City of St. Helena Water Rate Study
Allocation of Plant in Service

Facility	Percent Allocation					Cost Allocation				
	Customer	Capacity	Fire		Total	Customer	Capacity	Fire		Cost Basis
			Capacity	Use				Capacity	Use	
Buildings	100%				100%	\$1,656,932	\$0	\$0	\$0	\$1,656,932
Vehicles	25%	40%		35%	100%	\$10,522	\$16,835	\$0	\$14,730	\$42,086
Equipment	10%	50%		40%	100%	\$206,127	\$1,030,636	\$0	\$824,509	\$2,061,272
Improvements		75%	10%	15%	100%	\$0	\$7,482,162	\$997,622	\$1,496,432	\$9,976,217
Pipes		75%		25%	100%	\$0	\$2,887,942	\$0	\$962,647	\$3,850,589
Total Plant in Service						\$1,873,580	\$11,417,575	\$997,622	\$3,298,319	\$17,587,095
% of Plant in Service						11%	65%	6%	19%	100%

Source: City of St. Helena and HEC.

plant

Attachment 2

Table A-15
City of St. Helena Water Rate Study
Functional Allocation of Revenue Requirement

Expenditures	BUDGET 2016/17	Allocation Basis	Customer	Capacity	Fire Capacity	Use	Unclassified
Operations							
Salaries & Benefits	\$706,986	Avg. of Classified	0%	0%	0%	0%	100%
Services	\$311,925	Customers	100%	0%	0%	0%	0%
Supplies	\$18,792	Avg. of Classified	0%	0%	0%	0%	100%
Maintenance	\$13,197	Plant In Service	11%	65%	6%	19%	0%
Taxes, Insurances & Contributions	\$113,467	Avg. of Classified	0%	0%	0%	0%	100%
Capital	\$1,925	Plant In Service	11%	65%	6%	19%	0%
Debt	\$1,001,067	Ratio Avg. to Peak Month	0%	74%	0%	26%	0%
Subtotal Operations	\$2,167,359						
Distribution							
Salaries & Benefits	\$490,637	Avg. of Classified	0%	0%	0%	0%	100%
Services & Supplies	\$52,228	Avg. of Classified	0%	0%	0%	0%	100%
Utilities	\$61,770	Avg. of Classified	0%	0%	0%	0%	100%
Maintenance	\$60,295	Plant In Service	11%	65%	6%	19%	0%
Capital	\$21,000	Plant In Service	11%	65%	6%	19%	0%
Subtotal Distribution	\$685,930						
Treatment							
Salaries & Benefits	\$414,620	Ratio Avg. to Peak Month	0%	74%	0%	26%	0%
Services & Supplies	\$64,000	Ratio Avg. to Peak Month	0%	74%	0%	26%	0%
Utilities & Chemicals	\$137,500	Utilities & Chemicals	0%	0%	0%	100%	0%
Maintenance	\$83,587	Plant In Service	11%	65%	6%	19%	0%
Taxes, Insurances & Contributions	\$19,700	Avg. of Classified	0%	0%	0%	0%	100%
Capital	\$115,000	Plant In Service	11%	65%	6%	19%	0%
Subtotal Treatment	\$834,407						
Stonebridge Wells							
Services	\$57,100	Utilities & Chemicals	0%	0%	0%	100%	0%
Supplies	\$12,800	Utilities & Chemicals	0%	0%	0%	100%	0%
Maintenance	\$15,500	Plant In Service	11%	65%	6%	19%	0%
Subtotal Stonebridge Wells	\$85,400						
Napa Purchased Water	\$1,349,019	Napa	0%	75%	0%	25%	0%
TOTAL OPERATING EXPENDITURES	\$5,122,115		\$345,003	\$2,313,324	\$17,613	\$982,594	\$1,463,580
Reallocate As All Others			\$138,017	\$925,435	\$7,046	\$393,082	
ALLOCATION OF OP. EXP.	\$5,122,115		\$483,021	\$3,238,759	\$24,659	\$1,375,676	
	100%		9.4%	63.2%	0.5%	26.9%	

Source: City of St. Helena and HEC.

func

Table A-16
City of St. Helena Water Rate Study
Number of Meters

Meter Size	TOTAL	Customer Type											
		Commercial	Industrial	Residential			Landscape	Churches [2]	Laundry	Library/Schools	Motel/Hotel	All Other	City-Owned
				SF	MF	Mob							
	[1]							[2]					
5/8"	1,987	131	12	1,776	36	1	12	7	0	1	5	0	6
1"	330	40	0	232	36	0	6	6	0	1	2	0	7
1.5"	61	11	1	11	20	1	6	1	1	3	2	0	4
2"	47	11	1	8	6	1	7	1	0	6	4	0	2
3"	7	1	0	0	3	0	1	0	0	0	1	0	1
4"	9	2	1	1	0	0	0	0	0	3	1	1	0
6"	11	1	6	0	1	1	0	0	0	0	1	0	1
Total	2,452	197	21	2,028	102	4	32	15	1	14	16	1	21

Source: City of St. Helena.

meters

[1] Compound meters counted only once.

[2] Includes all religious places and community centers

Table A-17
City of St. Helena Water Rate Study
Calculated Consumption Charges for Seasonal Water Rates

Allocated Peak & Off-Peak	Fiscal Year Ending										
	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027
Allocated Cost	\$3,799,993	\$4,387,001	\$4,958,147	\$5,102,274	\$5,225,724	\$5,351,120	\$5,488,329	\$5,567,635	\$5,613,794	\$5,636,044	\$5,657,543
Off-Peak Water Use (Nov-Apr) 37%	240,040	239,015	239,436	240,404	240,688	240,939	241,176	241,506	241,799	242,079	242,329
Peak Water Use (May-Oct) 63%	405,760	404,027	404,739	406,376	406,856	407,280	407,682	408,238	408,734	409,208	409,631
Total Water Use	645,800	643,042	644,175	646,780	647,544	648,219	648,858	649,744	650,533	651,287	651,960
Off-Peak Costs per HCF	\$5.50	\$6.37	\$7.19	\$7.37	\$7.54	\$7.71	\$7.90	\$8.01	\$8.06	\$8.08	\$8.11
Peak Costs per HCF 1.11	\$6.11	\$7.09	\$8.00	\$8.20	\$8.38	\$8.58	\$8.79	\$8.90	\$8.97	\$8.99	\$9.02

Source: City of St. Helena and HEC.

seasonal rates

Table A-18
City of St. Helena Water Rate Study
Projection of Water Demand

Customer	Fiscal Year Ending										
	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027
		Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10
Residential	All figures in Hundreds of Cubic Feet										
Single Unit	262,941	261,914	262,758	264,154	264,862	265,537	266,199	266,954	267,672	268,377	269,052
Multi-Fam	48,856	48,665	48,696	48,830	48,836	48,836	48,833	48,848	48,856	48,861	48,861
Mobile Homes	27,026	26,920	26,938	27,012	27,015	27,015	27,014	27,022	27,026	27,029	27,029
Subtotal Residential	338,822	337,499	338,393	339,995	340,713	341,388	342,046	342,823	343,554	344,267	344,942
Non-Residential											
Commercial	79,857	79,272	79,369	79,778	79,797	79,797	79,789	79,834	79,857	79,874	79,873
Industrial	138,422	138,084	138,140	138,377	138,387	138,387	138,383	138,409	138,422	138,432	138,432
Landscape	20,615	20,413	20,447	20,587	20,594	20,594	20,591	20,606	20,615	20,620	20,620
Churches	2,878	2,867	2,869	2,876	2,877	2,877	2,877	2,878	2,878	2,878	2,878
Wells	2,585	2,585	2,585	2,585	2,585	2,585	2,585	2,585	2,585	2,585	2,585
Laundry	3,017	3,010	3,011	3,016	3,016	3,016	3,016	3,017	3,017	3,017	3,017
Library Schools	19,452	19,357	19,372	19,439	19,442	19,442	19,441	19,448	19,452	19,454	19,454
Motel/Hotel	28,937	28,768	28,796	28,914	28,920	28,920	28,918	28,930	28,937	28,942	28,942
City Owned	11,216	11,189	11,193	11,213	11,213	11,213	11,213	11,215	11,216	11,217	11,217
Subtotal Non-Residential	306,978	305,543	305,782	306,785	306,831	306,831	306,812	306,921	306,979	307,020	307,018
Total Billable	645,800	643,042	644,175	646,780	647,544	648,219	648,858	649,744	650,533	651,287	651,960
Non-Billable [1]	61,980	61,980	61,980	61,980	61,980	61,980	61,980	61,980	61,980	61,980	61,980
Total Water	707,781	705,022	706,155	708,760	709,525	710,199	710,838	711,724	712,513	713,267	713,941

Source: City of St. Helena and HEC.

demand

[1] Non-Billable water includes unaccounted and/or unbilled water e.g. leaks, and certain city agreements.

Table A-19
City of St. Helena Water Rate Study
Assumptions for the Effect of Increasing Prices on Water Demand (Price Elasticity)

Customer Type	Estimated Elasticity	2018 Year 1	2019 Year 2	2020 Year 3	2021 Year 4	2022 Year 5	2023 Year 6	2024 Year 7	2025 Year 8	2026 Year 9	2027 Year 10
% Change in Price to Meet Revenue Requirement		17.1%	14.7%	4.5%	4.0%	4.0%	4.2%	3.1%	2.5%	2.1%	2.1%
Assumption for Inflation		2.5%	2.5%	2.5%	2.5%	2.5%	2.5%	2.5%	2.5%	2.5%	2.5%
Price Increase Adjusted for Inflation		14.6%	12.2%	2.0%	1.5%	1.5%	1.7%	0.6%	0.0%	-0.4%	-0.4%
Residential											
Single Unit	-0.08	-1.2%	-1.0%	-0.2%	-0.1%	-0.1%	-0.1%	0.0%	0.0%	0.0%	0.0%
Multi-Fam	-0.08	-1.2%	-1.0%	-0.2%	-0.1%	-0.1%	-0.1%	0.0%	0.0%	0.0%	0.0%
Mobile Homes	-0.08	-1.2%	-1.0%	-0.2%	-0.1%	-0.1%	-0.1%	0.0%	0.0%	0.0%	0.0%
Non-Residential											
Commercial	-0.15	-2.2%	-1.8%	-0.3%	-0.2%	-0.2%	-0.3%	-0.1%	0.0%	0.1%	0.1%
Industrial	-0.05	-0.7%	-0.6%	-0.1%	-0.1%	-0.1%	-0.1%	0.0%	0.0%	0.0%	0.0%
Landscape	-0.20	-2.9%	-2.4%	-0.4%	-0.3%	-0.3%	-0.3%	-0.1%	0.0%	0.1%	0.1%
Churches	-0.08	-1.2%	-1.0%	-0.2%	-0.1%	-0.1%	-0.1%	0.0%	0.0%	0.0%	0.0%
Laundry	-0.05	-0.7%	-0.6%	-0.1%	-0.1%	-0.1%	-0.1%	0.0%	0.0%	0.0%	0.0%
Library Schools	-0.10	-1.5%	-1.2%	-0.2%	-0.1%	-0.2%	-0.2%	-0.1%	0.0%	0.0%	0.0%
Motel/Hotel	-0.12	-1.8%	-1.5%	-0.2%	-0.2%	-0.2%	-0.2%	-0.1%	0.0%	0.1%	0.0%
City Owned	-0.05	-0.7%	-0.6%	-0.1%	-0.1%	-0.1%	-0.1%	0.0%	0.0%	0.0%	0.0%

Source: HEC.

elasticity

Attachment 2

Table A-20
City of St. Helena Water Rate Study
Projected Changes in Water Demand due to Price Changes

Customer Type	Fiscal Year Ending									
	2018 Year 1	2019 Year 2	2020 Year 3	2021 Year 4	2022 Year 5	2023 Year 6	2024 Year 7	2025 Year 8	2026 Year 9	2027 Year 10
Residential										
Single Unit [1]	262,941	263,617	264,292	264,968	265,644	266,320	266,995	267,671	268,347	269,023
Multi-Fam	48,856	48,856	48,856	48,856	48,856	48,856	48,856	48,856	48,856	48,856
Mobile Homes	27,026	27,026	27,026	27,026	27,026	27,026	27,026	27,026	27,026	27,026
Subtotal Residential	338,822	339,498	340,174	340,849	341,525	342,201	342,877	343,552	344,228	344,904
Non-Residential										
Commercial	79,857	79,857	79,857	79,857	79,857	79,857	79,857	79,857	79,857	79,857
Industrial	138,422	138,422	138,422	138,422	138,422	138,422	138,422	138,422	138,422	138,422
Landscape	20,615	20,615	20,615	20,615	20,615	20,615	20,615	20,615	20,615	20,615
Churches	2,878	2,878	2,878	2,878	2,878	2,878	2,878	2,878	2,878	2,878
Wells	2,585	2,585	2,585	2,585	2,585	2,585	2,585	2,585	2,585	2,585
Laundry	3,017	3,017	3,017	3,017	3,017	3,017	3,017	3,017	3,017	3,017
Library Schools	19,452	19,452	19,452	19,452	19,452	19,452	19,452	19,452	19,452	19,452
Motel/Hotel	28,937	28,937	28,937	28,937	28,937	28,937	28,937	28,937	28,937	28,937
City Owned	11,216	11,216	11,216	11,216	11,216	11,216	11,216	11,216	11,216	11,216
Subtotal Non-Residential	306,978	306,978	306,978	306,978	306,978	306,978	306,978	306,978	306,978	306,978
Total Billable Water	645,800	953,454	954,129	954,805	955,481	956,157	956,832	957,508	958,184	958,860
Change in Demand due to Price [2]										
Residential										
Single Unit	-1,027	-858	-139	-106	-106	-120	-42	1	31	30
Multi-Fam	-191	-159	-26	-20	-20	-22	-8	0	6	5
Mobile Homes	-106	-88	-14	-11	-11	-12	-4	0	3	3
Subtotal Residential	-1,324	-1,105	-179	-136	-137	-155	-53	1	39	38
Non-Residential										
Commercial	-585	-488	-79	-60	-60	-68	-23	1	17	16
Industrial	-338	-282	-45	-35	-35	-39	-13	0	10	10
Landscape	-201	-168	-27	-21	-21	-23	-8	0	6	6
Churches	-11	-9	-2	-1	-1	-1	0	0	0	0
Laundry	-7	-6	-1	-1	-1	-1	0	0	0	0
Library Schools	-95	-79	-13	-10	-10	-11	-4	0	3	3
Motel/Hotel	-170	-141	-23	-17	-17	-20	-7	0	5	5
City Owned	-27	-23	-4	-3	-3	-3	-1	0	1	1
Subtotal Non-Residential	-1,435	-1,196	-193	-147	-147	-166	-57	1	42	40
Total Billable Water	-2,758	-2,301	-372	-283	-284	-321	-111	3	81	78

Source: HEC.

elas demand

[1] Assumes growth of 5 units per year.

[2] Change applied to summer months consumption only.

Percent of Year	33%	33%	33%	33%	33%	33%	33%	33%	33%	33%
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Attachment 2

Table A-21
City of St. Helena Water Rate Study
Operating Expenses (FY2016) Peak to Off-Peak Ratio

Expenses	TOTAL Excl. Debt	Percent of Year Total
Jul-15	\$280,972	8%
Aug-15	\$156,745	5%
Sep-15	\$373,717	11%
Oct-15	\$367,289	11%
Nov-15	\$297,387	9%
Dec-15	\$391,236	11%
Jan-16	\$256,759	7%
Feb-16	\$158,108	5%
Mar-16	\$267,578	8%
Apr-16	\$252,836	7%
May-16	\$155,424	5%
Jun-16	\$471,651	14%
TOTAL	\$3,429,701	100%
PEAK	\$1,805,798	
PEAK AS % OF TOTAL	53%	
OFF-PEAK	\$1,623,903	
PEAK AVG.	\$300,966	
OFF-PEAK AVG.	\$270,650	
PEAK TO OFF-PEAK RATIO	1.11	

Source: City of St. Helena.

exp monthly 2

[1] Excludes operating costs not influenced by seasonal changes; debt, taxes, insurance, and capital.

Attachment 2

Table A-22
City of St. Helena Water Rate Study
Calculated Drought and Non-Drought Year Water Costs

Source Costs	Imported City of Napa	Surface Water Bell Canyon	Ground Water Stonebridge Wells	Total All Sources
Cost per 1,000 Galls				
	\$6.70	\$2.82	\$0.65	
DROUGHT YEAR				
Wtd. Avg. Cost per 1,000 Galls.	\$2.53	\$1.31	\$0.10	\$3.94
Source of Supply	38%	46%	16%	100%
NON-DROUGHT YEAR				
Wtd. Avg. Cost per 1,000 Galls.	\$2.12	\$1.13	\$0.19	\$3.43
Source of Supply	32%	40%	28%	100%
All Other Operations Costs (assumed not to change) [1]				\$1,814,740
All Other Operations Costs per 1,000 Gallons of City produced water				\$5.68
TOTAL DROUGHT YEAR COST PER 1,000 GALLONS				\$9.62
TOTAL NON-DROUGHT YEAR COSTS PER 1,000 GALLONS				\$9.10
<i>Ratio of Drought to Non-Drought</i>			<i>1.06</i>	

Source: City of St. Helena and HEC.

cost by source

[1] Includes general operations costs; excludes distribution costs, debt, capital, and transfers.

Attachment 2

**HANSFORD ECONOMIC
CONSULTING**



**City of St. Helena (2016)
Wastewater Rate Study
Technical Memorandum**

FINAL
October 31, 2016

HEC Project #150182

Attachment 2

**HANSFORD ECONOMIC
CONSULTING**

PO Box 10384
Truckee, CA 96162

Phone: 530-412-3676
Email: catherine@hansfordecon.com

Technical Memorandum WASTEWATER RATE STUDY

To: City of St. Helena

From: Catherine Hansford

Date: October 31, 2016

This technical memorandum presents the detailed wastewater rate study. Support tables are provided in **Attachment A**.

THE WASTEWATER FUND

Table A-1 in **Attachment A** shows comprehensive audited financial report data for the wastewater fund from 2011 through 2015. Detailed historical revenues and expenses are shown in **Table A-2**, with supporting data in **Table A-3**.

Revenues

The wastewater system is funded through rates, annexation fees, investment earnings, and sewer connection fees. More than 99% of revenue is from wastewater rates. Rate revenue is generated according to the current wastewater rate schedule shown on the following page in **Table 1**. Under the current rate schedule all customers pay a service charge (or base charge) and a flow charge per HCF based on average winter month water use. Residential single family customers pay a flat monthly base charge, and a flow charge. For non-residential customers, including residential multi-family customers, the service charge is different by meter size, and the flow charge is different by customer type.

Expenses

Figure 1 displays the components of expenditures for the past five years for the wastewater capital and operating funds combined. Personnel costs (salaries and benefits), services, and capital projects have been the largest expenditure items.

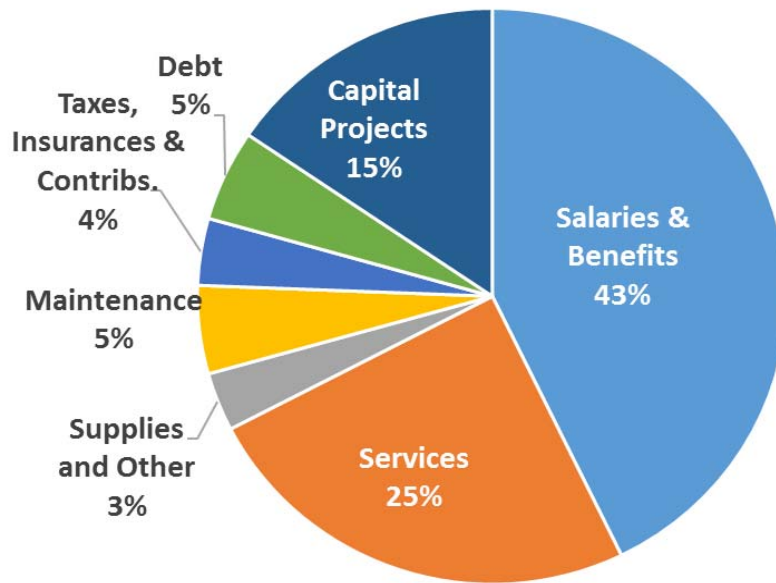
Prepared by HEC

Attachment 2

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Wastewater Rate Study, October 31, 2016

Figure 1
Typical Annual Wastewater Fund Expenditures



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Attachment 2

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Wastewater Rate Study, October 31, 2016

Table 1
Current Wastewater Rate Schedule

Land Use	Base Monthly Rate (2016)	Usage Rate (\$ per hcf of Winter Water Use)
Residential		[1]
Single Family	\$47.35	\$3.94
Multi-family	[2]	\$3.94
Non-Residential Base Rates		
5/8" & 3/4" Meter	\$42.12	
1" Meter	\$102.42	
1 1/2" Meter	\$202.92	
2" Meter	\$323.53	
3" Meter	\$604.94	
4" Meter	\$1,006.96	
6" Meter	\$2,012.00	
Non-Residential Usage Rates (per hcf)		
Car Wash		\$2.85
Schools		\$3.17
Laundry/Laundromat		\$3.34
Churches		\$3.64
City Buildings		\$3.64
Commercial (General)		\$3.64
Winery (Sutter Home)		\$4.27
Motels without Food		\$4.35
Service Stations/Auto Repair		\$4.70
Mixed Retail with Food		\$6.79
Motels with Food		\$8.75
Restaurant		\$11.68
Grocery		\$11.87
Mortuary		\$11.87
Winery (Merryvale)		\$20.94
Winery (Spottswode)		\$20.94

Source: City of St. Helena.

curr

[1] Single family usage charge based on average winter water use, determined as average monthly usage for billing cycles with read dates from January through March. Months with zero usage are to be excluded from the averaging. Usage charge to be adjusted annually in April, based on the newest winter average.

[2] Multi-family pays same base charges based on meter size as non-residential.

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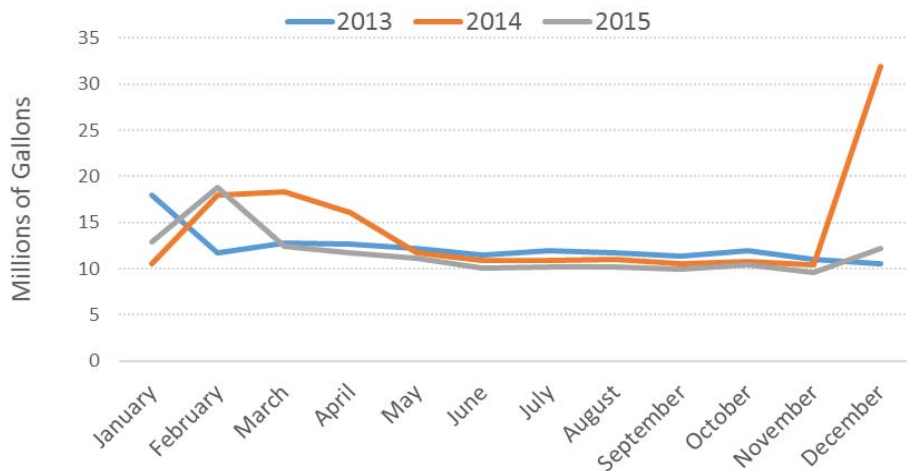
Wastewater Rate Study, October 31, 2016

THE WASTEWATER SYSTEM

The City's wastewater system consists of a collection system of more than 22 miles of pipe. Effluent is treated at the 0.5 million gallons a day (average daily dry weather flow) treatment plant. The wastewater treatment plant was built in 1967. The secondary level treatment plant discharges to the Napa River or land (City-owned grass fields, redwood/willow trees, and mosquito fish ponds). The City's National Pollutant Discharge Elimination System (NPDES) permit was renewed in March 2016; at the same time a Cease and Desist Order (CDO) No. R2-2016-0004 was issued because the City is unable to meet the more stringent effluent requirements of the renewed NPDES permit. A draft feasibility study was prepared for the City in August 2016 which recommends improvements at the wastewater treatment plant so that the City can be in compliance and the CDO lifted.

Figure 2 shows historical monthly influent at the wastewater treatment plant. Data is provided in **Table A-4**. Wastewater inflow at the treatment plant currently averages 0.4 million gallons per day (MGD).

Figure 2
Historical Wastewater Plant Monthly Influent Flow



Customer Characteristics

The number of customers and total calculated flow for each customer and customer category, BOD and TSS characteristics are summarized in **Table 2**.

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Attachment 2

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Wastewater Rate Study, October 31, 2016

Table 2
Summary of User Characteristics

Customer Category	Billing Basis	No. Billing Units	Wastewater Characteristics				Existing Treatment Capacity/Load				Total Annual Capacity/Load			
			Flow	BOD	SS	Flow	BOD	SS	Flow	BOD	SS			
			GPD	MG/L	MG/L	MGD	Lbs/Day	Lbs/Day	MG	Lbs/Year	Lbs/Year			
		(A)	(B)	(C)	(D)	(E)=(A)(B)/1000000	(F)=(C)(E)(8.34)	(G)=(D)(E)(8.34)	(H)=(E)(8.35)	(I)=(C)(H)(8.34)	(J)=(D)(H)(8.34)			
[1]														
Residential														
Single Family	Unit	1,503	175	200	200	0.26	439.25	439.25	96.12	160,328	160,328			
Multi-Family	Unit	669	106	200	200	0.07	118.29	118.29	25.89	43,177	43,177			
Mobile Homes (Vineyard Valley)	Unit	211	157	200	200	0.03	55.33	55.33	12.11	20,197	20,197			
School	Student	1,437	8	130	100	0.01	11.68	8.99	1.94	2,103	1,618			
Non-Residential														
Car Wash	Account	1	1,005	20	150	0.00	0.17	1.26	0.37	61	459			
Religious Places/Community Centers	Account	13	156	130	110	0.00	2.20	1.86	0.74	802	679			
Commercial [2]	Account	126	241	150	200	0.03	37.96	50.61	11.08	13,855	18,473			
Groceries and Mortuaries	Account	3	691	800	800	0.00	13.84	13.84	0.76	5,052	5,052			
Laundry	Account	1	4,181	150	110	0.00	5.23	3.84	1.53	1,909	1,400			
Mixed Retail w/ Food	Account	3	1,319	240	600	0.00	7.92	19.80	1.44	2,891	7,228			
Motel with Food	Account	2	5,429	500	600	0.01	45.28	54.34	3.96	16,528	19,833			
Motel without Food	Account	8	2,297	310	120	0.02	47.51	18.39	6.71	17,340	6,712			
Restaurant	Account	19	1,354	1,000	600	0.03	214.60	128.76	9.39	78,328	46,997			
Napa Valley College	Account	1	12,925	130	100	0.01	14.01	10.78	4.72	5,115	3,935			
Service Station	Account	5	318	180	280	0.00	2.38	3.71	0.58	870	1,353			
Winery Production (Merryvale/Spottswoode)	Account	2	937	2,800	400	0.00	43.78	6.25	0.68	15,981	2,283			
Sutter Home Winery	Account	1	3,195	200	200	0.00	5.33	5.33	1.17	1,945	1,945			
TOTAL (ADWF 0.5 MGD)						0.50	1,064.78	940.64	179.17	386,483	341,669			

Source: City of St. Helena, California Department of Education, Educational Demographics Unit, and HEC

Source: City of St. Helena, California Department of Education Educational Demographics Unit, and HEC.

[1] Schools multiplied by 180 days per year.

[2] Commercial includes City buildings.

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Attachment 2

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Wastewater Rate Study, October 31, 2016

REVENUE REQUIREMENT

The revenue requirement refers to the amount of money that must be raised through rates. The projection of revenue requirement is the cornerstone for calculation of rates. This section explains the derivation of revenue requirement for this Study. Components of revenue requirement include:

- Capital Improvements
- Debt Service
- Operations Expenses and Reserves
- System Rehabilitation
- Wastewater Fund Reserves

Non-water sales revenue projections are credited against projected operations costs. Non-water sales include investment earnings and sewer connection fees.

Capital Improvements

Table 3 summarizes the capital improvement costs identified by the City as necessary in the next ten years. The costs do not include project costs that already have funding sources identified (i.e. have a grant secured or are to be funded with existing City bond proceeds). All costs are expressed in future dollars. The total ten-year capital improvement projects (CIP) costs is estimated at \$17.7 million. Of this total it is anticipated that \$13.0 million will be spent in the next five years.

Table A-5 and **Table A-6** provide the wastewater system CIP list of facilities, provided by the City for the next 10 years, in current and future dollars respectively. Major necessary improvements include phase 1 upgrades to the wastewater treatment plant, replacing the wastewater reclamation facility operations building and shop, and sewer mains replacement or rehabilitation.

Costs are further allocated to existing and future customers based on their estimated use of the facilities. Only \$125,000 of the total cost is for projects partially benefiting future customers. These projects include reclamation field facilities and miscellaneous maintenance improvements. Supporting data is provided in **Table A-7**, in 2016 dollars, and **Table A-8**, in future dollars. All other CIP items are allocated entirely to existing customers. Existing customers' costs included in rates are shown in **Table A-9**.

Future costs are inflated using the Engineering News Record Construction Cost Index (ENR CCI) past 20-year annual average increase of 3.1%.

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Attachment 2

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Wastewater Rate Study, October 31, 2016

Table 3
Wastewater Capital Improvement Costs by Customer Share

Customer	Estimated CIP Costs in Future Dollars		
	Through 2022	2023 to 2027	Total CIP
Existing Customer Share	\$12,909,786	\$4,699,894	\$17,609,680
Future Customer Share	\$57,033	\$68,049	\$125,082
Total Existing and Future	\$12,966,819	\$4,767,944	\$17,734,763

Source: HEC.

cip share

CIP funding sources of costs are shown in **Table 4**.

Table 4
Sources of Funding for Existing Customers CIP Costs

Project	Total Cost Less Existing Funding	Total Through FY 2022	Fiscal Year Ending					
			2017	2018	2019	2020	2021	2022
Future \$'s								
Cash - Capital Fund	\$4,636,494	\$2,636,034	\$521,023	\$426,887	\$391,846	\$686,181	\$270,883	\$339,214
Cash - Operations Fund	\$561,029	\$462,386	\$15,462	\$69,067	\$235,491	\$16,936	\$17,458	\$107,973
Debt - Capital Fund	\$8,746,428	\$8,495,287	\$239,259	\$743,798	\$3,582,746	\$3,693,130	\$116,384	\$119,970
Reserves	\$3,665,729	\$1,316,079	\$0	\$0	\$0	\$0	\$116,384	\$1,199,695
Total CIP	\$17,609,680	\$12,909,786	\$775,744	\$1,239,752	\$4,210,083	\$4,396,247	\$521,108	\$1,766,852

Source: City of St. Helena and HEC.

exis rates

Debt Service

The City has wastewater system debt associated with a 2005 bond issue, and refunding of that bond issue in 2012. Yearly debt service for the wastewater system is shown in **Table A-9**.

New debt is anticipated to be incurred for phase 1 and phase 2 of the wastewater treatment plant (WWTP) upgrades. For the rate study it is assumed these projects are funded with a Clean Water State Revolving Fund (CWSRF) loan. Due to the size of the projects, a 15% contingency factor was added to the estimated City cost. The estimated new CWSRF debt service is shown in **Table 5**. A year of debt service must be accumulated prior to repayment of the loan, which begins one year after completion of construction.

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Attachment 2

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Wastewater Rate Study, October 31, 2016

Table 5
Estimated CWSRF Debt Financing for WWTP Upgrades

Item	Construction Fiscal Year
Treatment Plant Phase 1	2019
Construction Cost Estimate	\$8,258,933
Contingency (15%) [1]	\$1,238,840
Total	\$9,497,773
Estimated Annual Debt Service [2]	\$592,124
Estimated Total Financing Costs	\$2,344,700
Treatment Plant Phase 2	2022
Construction Cost Estimate	\$487,495
Contingency (15%) [1]	\$73,124
Total	\$560,619
Estimated Annual Debt Service [2]	\$34,951
Estimated Total Financing Costs	\$138,399
Total Debt-Financed Infrastructure Cost	\$10,058,393
Estimated Total Financing Costs	\$2,483,099

Source: State Water Resources Control Board and HEC.

new debt

[1] State-funded projects typically cost more (more administration as well as American Iron and Steel requirements, and labor reporting).

[2] CWSRF loan assumptions:

Interest Rate	2.2%
Term (years)	20

Operations Expenses and Reserves

Estimated fiscal year 2015/16 operating expenses are used to project future year operating expenditures. All operating expenditures are increased 5% each year with the exception of capital, which is increased at 3% per year, and maintenance, taxes, insurances and contributions which are increased at 10% per year to be more consistent with higher historical increases for these expenses. **Table A-10** shows historical annual average operating cost increases of 14.6%. Fiscal year 2015/16 was abnormally high. Taking this out of the calculation, the data shows historical annual average operating cost increases of only 4.9%.

System Rehabilitation Costs

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Attachment 2

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Wastewater Rate Study, October 31, 2016

Depreciation is used as the basis for which to collect rates to cover system rehabilitation costs. Inclusion of system rehabilitation costs demonstrates fiscal responsibility toward the assets to potential future investors and helps to establish good credit¹. Depreciation is calculated based on existing wastewater assets and new assets added to the wastewater system in the next five years. **Table 6** shows the total annual amount of depreciation for existing and new assets included in the rate study. If the collected revenue is not applied to a CIP rehabilitation project it should be designated within the fund for the purposes of repair and rehabilitation only. Supporting data is provided in **Tables A-11** and **A-12**.

Table 6
System Rehabilitation Annual Costs

Asset List	Fiscal Year Ending					
	2017	2018	2019	2020	2021	2022
Existing Assets	\$340,044	\$350,521	\$361,320	\$372,452	\$383,928	\$395,756
Projected Assets Annual Depreciation	\$16,613	\$41,264	\$98,143	\$159,973	\$176,412	\$230,848
Total Annual Depreciation	\$356,657	\$391,785	\$459,463	\$532,425	\$560,339	\$626,604
<i>Percent Depreciation for System Rehabilitation</i>	100%	100%	100%	100%	100%	100%
System Rehabilitation	\$356,700	\$391,800	\$459,500	\$532,400	\$560,300	\$626,600

Source: City of St. Helena and HEC.

depr

Revenue Requirement

Table 7 on the next page provides the projection of annual costs and revenues and the resulting revenue requirement through fiscal year ending 2027. Total revenue requirement is projected to increase from \$3.0 million in the fiscal year 2017 to \$4.6 million in fiscal year 2022 to \$5.7 million in fiscal year 2027.

¹ Per Governmental Accounting Standards Board (GASB) 34, local governments must report on the value of their infrastructure assets and plan for asset maintenance (including collecting sufficient revenue) to obtain good credit when issuing bonds or procuring other forms of financing for long-term construction projects.

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Wastewater Rate Study, October 31, 2016

Table 7
Projected Revenue Requirement

Revenues and Expenses		Assumptions	Fiscal Year Ending										
			2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027
Operating Expenses	**	Budgeted	\$1,071,519	\$1,125,095	\$1,181,350	\$1,240,417	\$1,302,438	\$1,367,536	\$1,435,938	\$1,507,735	\$1,583,122	\$1,662,278	\$1,745,392
	5.0%	Services & Benefits	\$319,189	\$335,148	\$351,906	\$369,501	\$387,976	\$407,375	\$427,744	\$449,131	\$471,588	\$495,167	\$519,925
	5.0%	Supplies	\$75,942	\$79,739	\$83,726	\$87,912	\$92,308	\$96,923	\$101,770	\$106,858	\$112,201	\$117,811	\$123,702
	**	Maintenance	\$130,513	\$143,564	\$157,921	\$173,713	\$191,084	\$210,192	\$231,212	\$254,333	\$279,766	\$307,743	\$338,517
	10.0%	Taxes, Insurances & Contribs.	\$105,967	\$116,564	\$128,220	\$141,042	\$155,146	\$170,661	\$187,727	\$206,500	\$227,150	\$249,865	\$274,851
	**	Capital	\$101,700	\$104,751	\$107,894	\$111,130	\$114,464	\$117,898	\$121,435	\$125,078	\$128,831	\$132,695	\$136,677
	3.0%	Wet Weather Flow Monitoring	\$0	\$0	\$54,765	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
		Update GIS Maps of Sewer System	\$0	\$53,128	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
		Sewer Master Plan	\$0	\$0	\$164,296	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
		CCTV Program	\$15,462	\$15,939	\$16,430	\$16,936	\$17,458	\$17,995	\$18,550	\$19,121	\$19,711	\$20,318	\$20,944
Recycled Water Feasibility Study			\$0	\$0	\$0	\$16,936	\$17,458	\$17,995	\$18,550	\$19,121	\$19,711	\$20,318	\$20,944
Total Operating Expenses			\$1,820,292	\$1,973,928	\$2,246,507	\$2,140,652	\$2,260,874	\$2,478,583	\$2,524,375	\$2,668,756	\$2,822,367	\$2,985,876	\$3,160,007
Debt Service													
		Existing Debt	\$252,876	\$253,904	\$256,030	\$252,890	\$253,823	\$255,392	\$250,938	\$251,669	\$252,022	\$252,310	\$251,490
		WWTP New Debt - Phase 1	\$0	\$0	\$592,124	\$592,124	\$592,124	\$592,124	\$592,124	\$592,124	\$592,124	\$592,124	\$592,124
		WWTP New Debt - Phase 2	\$0	\$0	\$0	\$0	\$0	\$34,951	\$34,951	\$34,951	\$34,951	\$34,951	\$34,951
**		Total Debt Service	\$252,876	\$253,904	\$848,154	\$845,014	\$845,947	\$882,467	\$878,012	\$878,744	\$879,097	\$879,384	\$878,565
		Capital Projects	\$164,323	\$35,087	\$0	\$153,781	\$0	\$0	\$154,028	\$0	\$0	\$0	\$0
		System Rehabilitation	\$356,700	\$391,800	\$459,500	\$532,400	\$560,300	\$626,600	\$690,300	\$712,900	\$732,900	\$775,900	\$797,200
		Operating Reserves	\$400,000	\$775,000	\$725,000	\$805,000	\$875,000	\$625,000	\$650,000	\$850,000	\$900,000	\$900,000	\$900,000
SUBTOTAL Annual Cost			\$2,994,191	\$3,429,719	\$4,279,161	\$4,476,847	\$4,542,121	\$4,612,649	\$4,896,715	\$5,110,400	\$5,334,364	\$5,541,161	\$5,735,771
**	Base		\$1,662,575	\$1,743,878	\$2,423,538	\$2,511,316	\$2,609,080	\$2,748,778	\$2,854,324	\$2,972,389	\$3,097,965	\$3,231,965	\$3,374,001
	Use		\$1,331,616	\$1,685,841	\$1,855,623	\$1,965,531	\$1,933,042	\$1,863,871	\$2,042,391	\$2,138,010	\$2,236,399	\$2,309,196	\$2,361,771
Credits													
		Investment Earnings	\$4,615	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
		Sewer Connection Fee	\$900	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Credits			\$5,515	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
REVENUE REQUIREMENT			\$2,988,676	\$3,429,719	\$4,279,161	\$4,476,847	\$4,542,121	\$4,612,649	\$4,896,715	\$5,110,400	\$5,334,364	\$5,541,161	\$5,735,771
Annual Percentage Change			42%	15%	25%	5%	1%	2%	6%	4%	4%	4%	4%
Base Costs Percentage			56%	51%	57%	56%	57%	60%	58%	58%	58%	58%	59%
Use Costs Percentage			44%	49%	43%	44%	43%	40%	42%	42%	42%	42%	41%

Source: HEC.

** Amounts included in Base Costs

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Attachment 2

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Wastewater Rate Study, October 31, 2016

RATES ANALYSIS

In the financial modeling for the wastewater rate study two rate scenarios were considered for collection of the revenue requirement; a modified rate structure and a new rate structure. Under the modified rate structure:

- Residential single family continues to pay a flat monthly charge per unit, plus a flow charge per HCF of winter water use.
- Non-Residential, including multi-family and mobile homes, pay a flat monthly charge by water meter size plus a flow charge per HCF of winter water use by customer type.
- Religious paces/community centers are placed into their own customer category (previously included as commercial).

Under the new rate structure:

- Residential single family, multi-family, and mobile homes pay a flat monthly charge per housing unit.
- Schools pay a flat monthly charge on a per student basis.
- Non-Residential pay a flat monthly charge by customer type plus a flow charge by customer type per HCF of winter water use.

In the new rate structure, there are no charges based on water meter size and all costs are allocated on flow and strength customer characteristics.

Per the August 4th, 2016 and September 13th, 2016 Task Force meetings, the City's Task Force chose the new rate structure as the preferred rate structure; therefore, the body of this memorandum includes the methodology and results of the new rate structure only. For record keeping the modified rate structure is presented in **Attachment B**.

New Rate Structure

The following four steps outline how wastewater rates are calculated such that the monthly wastewater rates meet legal requirements. The accompanying tables show the calculations for the first year of the analysis, fiscal year 2016-17, in order to demonstrate the model and illustrate how the rates are calculated. The same cost allocation methodology is used for all years considered in this analysis.

- 1. Establish the Wastewater Customer Base and User Characteristics** – The wastewater customer base includes residential (single family, multi-family, and mobile homes), schools, car wash, religious places/community center, commercial, grocery and mortuary, laundry, mixed retail with food, motel with food, motel without food, restaurant, Napa Valley College, service station, winery production, and Sutter Home Winery users. Wastewater flow parameters are based on City winter average (January through March) water meter reads and sewer strength is based on industry standards. *Wastewater inflow at the treatment plant currently averages 0.5 million gallons per day (MGD). The number of customers and total calculated flow for each customer and customer category, Biological Oxygen Demand (BOD) and Total Suspended Solids (TSS) characteristics were summarized earlier in the report in Table 2.*

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Attachment 2

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Wastewater Rate Study, October 31, 2016

2. **Project Revenue Requirement and Allocate to Collection and Treatment** –Projections of annual costs and non-rate revenues are used to determine revenue requirement as previously described. *The revenue requirement (the amount to be funded through wastewater service charges/rates) for fiscal year 2016-17 is \$3.0 million. The revenue requirement is allocated between collection and treatment. Of this total cost, approximately 72% is for the treatment plant and 28% for the collection system. Table 8 shows the allocation of projected costs between the wastewater collection system and the treatment plant for fiscal year 2016-17.*
3. **Allocate Revenue Requirement based on Flow and Strength and Determine Unit Costs** – The revenue requirement is allocated based on flow and load (strength) depending on the percentage distribution of operations and maintenance operations attributed to flow, BOD, or TSS. Per unit revenue requirement for each projected year is determined by dividing the allocated revenue requirement by the demand for each customer type.

Costs are allocated to customer categories as follows:

- A. Allocate the costs (by Cost Category) to flow, BOD and TSS
- B. Determine the Unit Cost by Cost Category

Each of these steps is described in greater detail below.

A. Cost Allocation to Flow, BOD, and SS

Costs are allocated to flow, BOD, and SS based on percentage allocation or distribution factors. These percentage allocation factors are based on the estimated distribution of the treatment and collection facilities O&M activities between or related to flow, BOD, and TSS.

Table 9 shows the calculation of unit costs by cost category for flow, BOD, and TSS. Collection costs are strictly related to flow and therefore, 100 percent of the collection costs are allocated to flow. Treatment plant costs are allocated by cost category for flow, BOD and TSS using the subtotal percentages from the collection and treatment cost allocations.

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Attachment 2

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Wastewater Rate Study, October 31, 2016

Table 8

Revenue Requirement Distributed between Collection and Treatment

- New Rate Structure based on Flow and Strength

FY 2017

Expenditures	Projected Total	Allocation		Collection		Treatment	
		Collection	Treatment	Operations	Capital	Operations	Capital
Salaries & Benefits	\$1,071,519	21%	79%	\$227,165		\$844,354	
Services	\$319,189	4%	96%	\$12,682		\$306,507	
Supplies	\$75,942	22%	78%	\$16,619		\$59,323	
Maintenance	\$130,513	11%	89%	\$14,137		\$116,376	
Taxes, Insurances & Contribs.	\$105,967	0%	100%	\$0		\$105,967	
Capital	\$101,700	0%	100%	\$0		\$101,700	
Wet Weather Flow Monitoring	\$0	100%	0%	\$0		\$0	
Update GIS Maps of Sewer System	\$0	50%	50%	\$0		\$0	
Sewer Master Plan	\$0	50%	50%	\$0		\$0	
CCTV Program	\$15,462	100%	0%	\$15,462		\$0	
Recycled Water Feasibility Study	\$0	0%	100%	\$0		\$0	
Total Debt Service	\$252,876	100%	0%	\$252,876		\$0	
Capital Projects	\$164,323	0%	100%	\$0		\$164,323	
System Rehabilitation	\$356,700	50%	50%	\$178,350		\$178,350	
Total Operating Expenses	\$2,594,191	28%	72%	\$270,603	\$446,689	\$1,534,227	\$342,673
Operating Reserve	\$400,000						
Less Offsetting Revenue	(\$5,515)						
Total	\$2,988,676						

alloc

Source: HEC.

Prepared by HEC

Attachment 2

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Wastewater Rate Study, October 31, 2016

Table 9
Unit Cost Determination
- New Rate Structure based on Flow and Strength

FY 2017

Cost Category	Percent Allocation			Cost			Total Influent			Unit Cost Per:		
	Allocated Costs	Flow	BOD	SS	Flow	BOD	SS	Flow	BOD	Mgal of Flow	Klb of BOD	Klb of SS
	(A)	(B)	(C)	(D)	(E) = (A)*(B)	(F) = (A)*(C)	(G) = (A)*(D)	(H)	(I)	(K) = (E)/(H)	(L) = (F)/(I)	(M) = (G)/(I)
Operating Costs	Table 8											
Collection System Costs	\$270,603	100%	0%	0%	\$270,603	\$0	\$0	179	386	\$1,510.29	\$0.00	\$0.00
Treatment Costs	\$1,534,227	34%	33%	33%	\$521,637	\$506,295	\$506,295	179	386	\$2,911.36	\$1,310.01	\$1,481.83
Capital Costs												
Collection System Costs	\$446,689	100%	0%	0%	\$446,689	\$0	\$0	179	386	\$2,493.05	\$0.00	\$0.00
Treatment Costs	\$342,673	34%	33%	33%	\$116,509	\$113,082	\$113,082	179	386	\$650.26	\$292.59	\$330.97
Subtotal Collection Costs	\$717,291	100%	0%	0%	\$717,291	\$0	\$0	179	386	\$4,003.34	\$0.00	\$0.00
Subtotal Treatment Costs	\$1,876,900	34%	33%	33%	\$638,146	\$619,377	\$619,377	179	386	\$3,561.61	\$1,602.60	\$1,812.80
Subtotal Costs	\$2,594,191	52%	24%	24%	\$1,355,437	\$619,377	\$619,377			\$7,564.96	\$1,602.60	\$1,812.80
Other Costs												
Operating Reserve	\$400,000	52%	24%	24%	\$208,996	\$95,502	\$95,502	179	386	\$1,166.45	\$247.11	\$279.52
Less Offsetting Revenue	(\$5,515)	52%	24%	24%	(\$2,882)	(\$1,317)	(\$1,317)	179	386	(\$16.08)	(\$3.41)	(\$3.85)
Subtotal Other Costs	\$394,485	52%	24%	24%	\$206,114	\$94,185	\$94,185			\$1,150.36	\$243.70	\$275.66
TOTAL COSTS	\$2,988,676				\$1,561,552	\$713,562	\$713,562			\$8,715.32	\$1,846.30	\$2,088.46

unit

Source: HEC.

Prepared by HEC

Attachment 2

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Wastewater Rate Study, October 31, 2016

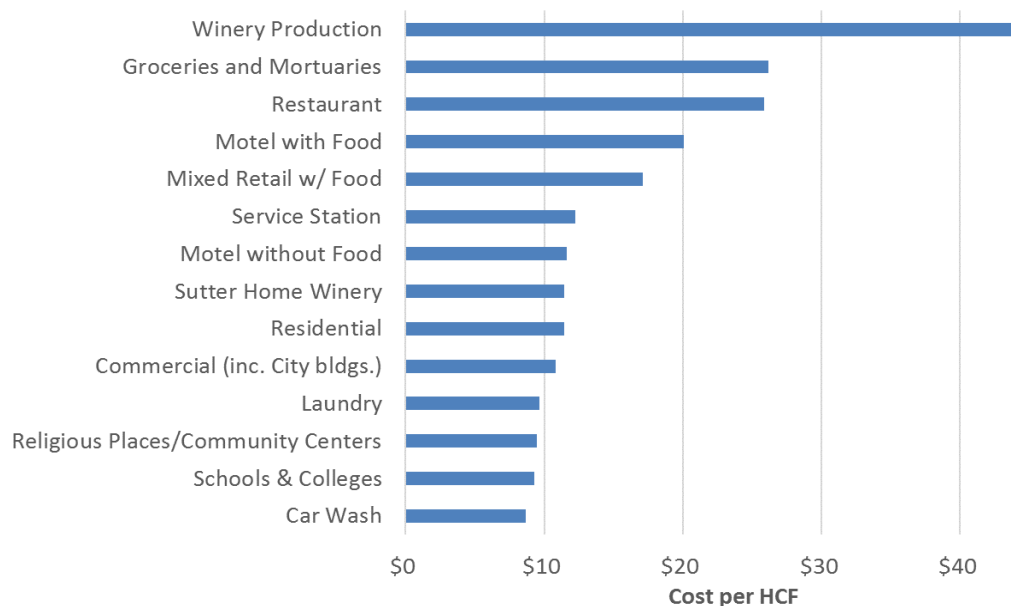
B. Unit Cost by Cost Category

The allocated costs are then divided by total annual capacity from **Table 2** to determine the unit cost by flow, BOD, and TSS units of measurement. These unit costs are used to determine the cost allocated to each customer type in the next step.

4. **Determine Revenue Requirement by Customer Type** – The per unit costs are multiplied by the flow and strength characteristics of each customer category to determine the annual cost by customer type. *The unit costs determined in **Table 9** are multiplied by the flow, BOD, or TSS for each customer type. These costs are then summed to determine the total costs allocated to each customer type, as shown in **Table 10**.*

Total allocated costs to each customer category are shown in **Table 11**. Residential customers are responsible for 69% of the total costs, schools are responsible for 1% of the total costs, and non-residential customers are responsible for 30% of the total costs. Total treatment cost per hundred cubic feet is greatest for high strength customers such as winery production customers, restaurants, groceries and mortuaries, and lowest for customers such as car washes and religious places/community centers which have low strength wastewater. This data is shown graphically in **Figure 3**.

Figure 3
Cost per Hundred Cubic Feet by Customer Type



Prepared by HEC

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Wastewater Rate Study, October 31, 2016

Table 10

Allocation of Costs to Flow, BOD, and SS by Customer Category

- New Rate Structure based on Flow and Strength

FY 2017

Unit Cost/Customer Category	Flow MG/Yr	BOD Klb/Yr	SS Klb/Yr	Collection			Treatment			Other			TOTAL
				Flow (\$/Mgal)	Flow (\$/Mgal)	SS (\$/Klb)	Flow (\$/Mgal)	BOD (\$/Klb)	SS (\$/Klb)	Flow (\$/Mgal)	BOD (\$/Klb)	SS (\$/Klb)	
Unit Cost													
				\$4,003.34	\$3,561.61	\$1,602.60	\$1,812.80	\$1,150.36	\$243.70	\$275.66			
Residential													
Single Family	96	160	160	\$384,800	\$342,342	\$256,941	\$290,642	\$110,573	\$39,072	\$44,196			\$1,468,566
Multi-Family	26	43	43	\$103,629	\$92,195	\$69,196	\$78,271	\$29,778	\$10,522	\$11,902			\$395,493
Mobile Homes	12	20	20	\$48,474	\$43,125	\$32,367	\$36,612	\$13,929	\$4,922	\$5,567			\$184,996
School	2	2	2	\$7,766	\$6,909	\$3,371	\$2,933	\$2,232	\$513	\$446			\$24,170
Non-Residential													
Car Wash	0	0	0	\$1,469	\$1,307	\$98	\$832	\$422	\$15	\$127			\$4,270
Religious Places/Community Centers	1	1	1	\$2,961	\$2,635	\$1,285	\$1,230	\$851	\$195	\$187			\$9,345
Commercial [1]	11	14	18	\$44,338	\$39,445	\$22,204	\$33,488	\$12,740	\$3,376	\$5,092			\$160,685
Groceries and Mortuaries	1	5	5	\$3,031	\$2,697	\$8,096	\$9,158	\$871	\$1,231	\$1,393			\$26,477
Laundry	2	2	1	\$6,109	\$5,435	\$3,059	\$2,538	\$1,755	\$465	\$386			\$19,748
Mixed Retail w/ Food	1	3	7	\$5,783	\$5,145	\$4,633	\$13,103	\$1,662	\$705	\$1,993			\$33,022
Motel with Food	4	17	20	\$15,867	\$14,117	\$26,488	\$35,954	\$4,559	\$4,028	\$5,467			\$106,480
Motel without Food	7	17	7	\$26,850	\$23,887	\$27,789	\$12,168	\$7,715	\$4,226	\$1,850			\$104,485
Restaurant	9	78	47	\$37,599	\$33,450	\$125,529	\$85,196	\$10,804	\$19,089	\$12,955			\$324,622
Napa Valley College	5	5	4	\$18,887	\$16,803	\$8,197	\$7,133	\$5,427	\$1,247	\$1,085			\$58,778
Service Station	1	1	1	\$2,320	\$2,064	\$1,394	\$2,453	\$667	\$212	\$373			\$9,483
Winery Production (Merryvale/Spottswode)	1	16	2	\$2,740	\$2,437	\$25,612	\$4,139	\$787	\$3,895	\$629			\$40,239
Sutter Home Winery	1	2	2	\$4,669	\$4,154	\$3,117	\$3,526	\$1,342	\$474	\$536			\$17,818
TOTAL	179	386	342	\$717,291	\$638,146	\$619,377	\$619,377	\$206,114	\$94,185	\$94,185			\$2,988,676

Source: HEC.

[1] Commercial includes City buildings.

Prepared by HEC

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Wastewater Rate Study, October 31, 2016

Table 11
Calculated Cost per Hundred Cubic Feet
- New Rate Structure based on Flow and Strength

FY 2017

Customer Category	Allocated Cost	Percentage of Cost	Annual Flow (MG)	Cost per 1,000 Gallons	Cost per HCF
Residential					
Single Family	\$1,468,566	49%	96.12	\$15.28	\$11.43
Multi-Family	\$395,493	13%	25.89	\$15.28	\$11.43
Mobile Homes	\$184,996	6%	12.11	\$15.28	\$11.43
Subtotal Residential	\$2,049,055	69%	134.11	\$15.28	\$11.43
School	\$24,170	1%	1.94	\$12.46	\$9.32
Non-Residential					
Car Wash	\$4,270	0%	0.37	\$11.64	\$8.70
Religious Places/Community Centers	\$9,345	0%	0.74	\$12.63	\$9.45
Commercial [1]	\$160,685	5%	11.08	\$14.51	\$10.85
Groceries and Mortuaries	\$26,477	1%	0.76	\$34.97	\$26.16
Laundry	\$19,748	1%	1.53	\$12.94	\$9.68
Mixed Retail w/ Food	\$33,022	1%	1.44	\$22.86	\$17.10
Motel with Food	\$106,480	4%	3.96	\$26.87	\$20.10
Motel without Food	\$104,485	3%	6.71	\$15.58	\$11.65
Restaurant	\$324,622	11%	9.39	\$34.56	\$25.85
Napa Valley College	\$58,778	2%	4.72	\$12.46	\$9.32
Service Station	\$9,483	0%	0.58	\$16.36	\$12.24
Winery Production (Merryvale/Spottswode)	\$40,239	1%	0.68	\$58.80	\$43.98
Sutter Home Winery	\$17,818	1%	1.17	\$15.28	\$11.43
Subtotal Non-Residential	\$915,452	31%	43.12	\$21.23	\$15.88
TOTAL	\$2,988,676	100%	179.17	\$16.68	\$12.48

Source: HEC.

flow cost

[1] Commercial includes City buildings.

Table 12 presents the calculated rates for February 8, 2017. The total allocated costs to each customer category provide the basis for the rates. It is projected that 59% of costs will be recovered through flat monthly charges (residential and school customers, as well as base charges for non-residential customers) and 41% of costs will be recovered through consumption charges. Customers with consumption charges pay for average monthly winter water passing through the water meter, measured from January through March.

Table 13 shows the projected wastewater rate schedule through fiscal year 2027.

Prepared by HEC

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Wastewater Rate Study, October 31, 2016

Table 12
Wastewater Rates Calculations for February 8, 2017
- New Rate Structure based on Flow and Strength

FY 2017

Customer Category	Billing Basis	No. Billing Units	Allocated Cost	Base 59%	Flow 41%	Annual Cost per Billing Unit		Monthly Cost	
						Base	Flow	Base	Usage per HCF
Residential									
Single Family	Unit	1,503	\$1,468,566	\$866,454	\$602,112	\$576	\$401	\$48.04	\$4.69
Multi-Family	Unit	669	\$395,493	\$233,341	\$162,152	\$349	\$242	\$29.07	\$4.69
Mobile Homes	Unit	211	\$184,996	\$109,148	\$75,848	\$517	\$359	\$43.11	\$4.69
Residential			\$2,049,055	\$1,208,943	\$840,113				
School	Student	1,437	\$24,170	\$14,260	\$9,910	\$10	\$7	\$1.40	
Non-Residential (\$ per hcf of Winter Water Use)									
Car Wash	Account	1	\$4,270	\$2,519	\$1,751	\$2,519	\$1,751	\$209.93	\$3.43
Religious Places/Community Centers	Account	13	\$9,345	\$5,513	\$3,831.32	\$424	\$295	\$35.34	\$3.72
Commercial [1]	Account	126	\$160,685	\$94,804	\$65,881	\$752	\$523	\$62.70	\$4.27
Groceries and Mortuaries	Account	3	\$26,477	\$15,621	\$10,856	\$5,207	\$3,619	\$433.93	\$10.30
Laundry	Account	1	\$19,748	\$11,651	\$8,097	\$11,651	\$8,097	\$970.94	\$3.81
Mixed Retail w/ Food	Account	3	\$33,022	\$19,483	\$13,539	\$6,494	\$4,513	\$541.20	\$6.73
Motel with Food	Account	2	\$106,480	\$62,823	\$43,657	\$31,412	\$21,828	\$2,617.64	\$7.91
Motel without Food	Account	8	\$104,485	\$61,646	\$42,839	\$7,706	\$5,355	\$642.15	\$4.59
Restaurant	Account	19	\$324,622	\$191,527	\$133,095	\$10,080	\$7,005	\$840.03	\$10.18
Napa Valley College	Account	1	\$58,778	\$34,679	\$24,099	\$34,679	\$24,099	\$2,889.93	\$3.67
Service Station	Account	5	\$9,483	\$5,595	\$3,888	\$1,119	\$778	\$93.25	\$4.82
Winery Production (Merryvale/Spottswoode)	Account	2	\$40,239	\$23,741	\$16,498	\$11,871	\$8,249	\$989.21	\$17.31
Sutter Home Winery	Account	1	\$17,818	\$10,512	\$7,305	\$10,512	\$7,305	\$876.04	\$4.50
Non-Residential and Schools			\$939,621	\$554,376	\$385,245				
TOTAL			\$2,988,676	\$1,763,319	\$1,225,357				

rates

Source: City of St. Helena, California Department of Education Educational Demographics Unit, and HEC.

[1] Commercial includes City buildings.

Prepared by HEC

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Wastewater Rate Study, October 31, 2016

Table 13
Projected Wastewater Rate Schedule
- New Rate Structure based on Flow and Strength

Customer Category	Billing Period Beginning *----->	Fiscal Year Ending											Rate Sum
		2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	
Residential													
Single Family	monthly per unit	\$48.04	\$55.24	\$70.13	\$73.03	\$74.18	\$75.23	\$79.74	\$83.28	\$86.84	\$90.13	\$93.20	
Multi-Family	monthly per unit	\$29.07	\$33.42	\$42.43	\$44.18	\$44.88	\$45.52	\$48.24	\$50.39	\$52.54	\$54.53	\$56.39	
Mobile Homes	monthly per unit	\$43.11	\$49.57	\$62.93	\$65.53	\$66.56	\$67.51	\$71.55	\$74.73	\$77.93	\$80.87	\$83.63	
Residential Rate per HCF	per HCF	\$4.69	\$5.39	\$6.84	\$7.12	\$7.23	\$7.34	\$7.78	\$8.12	\$8.47	\$8.79	\$9.09	
Schools Flat Rate per Student	monthly per student	\$1.40	\$1.62	\$2.15	\$2.21	\$2.26	\$2.28	\$2.41	\$2.52	\$2.62	\$2.71	\$2.80	
Non-Residential													
Car Wash	monthly per account	\$209.93	\$243.25	\$328.36	\$336.45	\$343.13	\$346.45	\$365.12	\$382.42	\$397.39	\$411.10	\$423.62	
Religious Places/Community Centers	monthly per account	\$35.34	\$40.85	\$54.06	\$55.68	\$56.71	\$57.34	\$60.54	\$63.35	\$65.91	\$68.25	\$70.41	
Commercial [1]	monthly per account	\$62.70	\$72.20	\$92.64	\$96.19	\$97.78	\$99.09	\$104.91	\$109.63	\$114.25	\$118.51	\$122.47	
Groceries and Mortuaries	monthly per account	\$433.93	\$492.12	\$552.00	\$595.15	\$599.41	\$613.71	\$658.17	\$683.48	\$717.89	\$749.95	\$781.06	
Laundry	monthly per account	\$970.94	\$1,121.45	\$1,475.85	\$1,522.21	\$1,549.87	\$1,567.76	\$1,656.08	\$1,732.56	\$1,802.98	\$1,867.65	\$1,927.33	
Mixed Retail w/ Food	monthly per account	\$541.20	\$617.30	\$730.21	\$775.32	\$783.78	\$799.17	\$852.68	\$887.69	\$929.47	\$968.22	\$1,005.31	
Motel with Food	monthly per account	\$2,617.64	\$2,978.36	\$3,444.90	\$3,681.23	\$3,715.59	\$3,795.12	\$4,057.95	\$4,220.11	\$4,424.57	\$4,614.57	\$4,797.54	
Motel without Food	monthly per account	\$840.03	\$952.80	\$1,070.03	\$1,153.27	\$1,161.63	\$1,189.23	\$1,275.22	\$1,324.33	\$1,390.92	\$1,452.93	\$1,513.11	
Napa Valley College	monthly per account	\$2,889.93	\$3,341.62	\$4,436.77	\$4,565.57	\$4,651.20	\$4,701.87	\$4,962.71	\$5,194.00	\$5,402.37	\$5,593.58	\$5,769.41	
Service Station	monthly per account	\$93.25	\$107.06	\$134.07	\$140.12	\$142.20	\$144.37	\$153.21	\$159.92	\$166.89	\$173.33	\$179.38	
Winery Production (Merryvale/Spottswode)	monthly per account	\$989.21	\$1,116.93	\$1,199.98	\$1,310.53	\$1,315.85	\$1,351.87	\$1,455.91	\$1,508.79	\$1,588.84	\$1,663.63	\$1,736.98	
Sutter Home Winery	monthly per account	\$876.04	\$1,007.39	\$1,278.85	\$1,331.67	\$1,352.66	\$1,371.89	\$1,454.02	\$1,518.68	\$1,583.65	\$1,643.55	\$1,699.58	
Car Wash	per HCF	\$3.43	\$3.97	\$5.36	\$5.49	\$5.60	\$5.65	\$5.96	\$6.24	\$6.48	\$6.71	\$6.91	
Religious Places/Community Centers	per HCF	\$3.72	\$4.30	\$5.69	\$5.86	\$5.97	\$6.03	\$6.37	\$6.67	\$6.94	\$7.18	\$7.41	
Commercial [1]	per HCF	\$4.27	\$4.92	\$6.31	\$6.55	\$6.66	\$6.75	\$7.15	\$7.47	\$7.78	\$8.07	\$8.34	
Groceries and Mortuaries	per HCF	\$10.30	\$11.68	\$13.10	\$14.12	\$14.22	\$14.56	\$15.62	\$16.22	\$17.03	\$17.79	\$18.53	
Laundry	per HCF	\$3.81	\$4.40	\$5.79	\$5.97	\$6.08	\$6.15	\$6.50	\$6.80	\$7.07	\$7.33	\$7.56	
Mixed Retail w/ Food	per HCF	\$6.73	\$7.68	\$9.08	\$9.64	\$9.75	\$9.94	\$10.60	\$11.04	\$11.56	\$12.04	\$12.50	
Motel with Food	per HCF	\$7.91	\$9.00	\$10.41	\$11.12	\$11.23	\$11.47	\$12.26	\$12.75	\$13.37	\$13.94	\$14.50	
Motel without Food	per HCF	\$4.59	\$5.27	\$6.67	\$6.95	\$7.06	\$7.16	\$7.59	\$7.93	\$8.27	\$8.58	\$8.88	
Restaurant	per HCF	\$10.18	\$11.54	\$12.96	\$13.97	\$14.07	\$14.41	\$15.45	\$16.04	\$16.85	\$17.60	\$18.33	
Napa Valley College	per HCF	\$3.67	\$4.24	\$5.63	\$5.79	\$5.90	\$5.97	\$6.30	\$6.59	\$6.86	\$7.10	\$7.32	
Service Station	per HCF	\$4.82	\$5.53	\$6.93	\$7.24	\$7.35	\$7.46	\$7.92	\$8.26	\$8.62	\$8.95	\$9.27	
Winery Production (Merryvale/Spottswode)	per HCF	\$17.31	\$19.55	\$21.00	\$22.93	\$23.03	\$23.66	\$25.48	\$26.40	\$27.80	\$29.11	\$30.40	
Sutter Home Winery	per HCF	\$4.50	\$5.17	\$6.57	\$6.84	\$6.95	\$7.04	\$7.47	\$7.80	\$8.13	\$8.44	\$8.73	

Source: HEC

* Dates reflect the current billing cycle; if the billing cycle date changes so will these effective dates.
[1] Commercial includes City buildings.

Prepared by HEC

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Wastewater Rate Study, October 31, 2016

Special user rates are calculated for new industries moving to the City that have special requirements attached to their operating permit with the City. Municipal code 13.20.020E would have to be revised from the current formula of $A(V)+B(BOD)+C(SS)+D$ to remove D, which is no longer applicable under the new rate structure. In the special user charges formula:

V is volume of water in millions of gallons

BOD is biochemical oxygen demand in pounds

SS is total suspended solids in pounds

A is allocated cost for each million gallons of flow

B is allocated cost per pound for biochemical oxygen demand

C is allocated cost per pound of total suspended solids

D is charge for water meter size

Table 14 shows the calculated special user rates through fiscal year 2022.

Table 14
Special User Rates

Municipal Code 13.20.020 E	Current	Fiscal Year Ending					
		2017	2018	2019	2020	2021	2022
Billing Period Beginning * ---->		2/8/2017	11/8/2017	11/8/2018	11/8/2019	11/8/2020	11/8/2021
[1]							
A (per million gallons of flow)	\$2,107.21	\$8,715.32	\$10,206.65	\$14,910.59	\$14,979.88	\$15,353.37	\$15,416.45
B (per pound of BOD)	\$1.02	\$1.85	\$2.07	\$2.08	\$2.32	\$2.32	\$2.39
C (per pound of SS)	\$1.17	\$2.09	\$2.34	\$2.35	\$2.62	\$2.62	\$2.71

Source: City of St. Helena and HEC.

special

* Dates reflect the current billing cycle; if the billing cycle date changes so will these effective dates.

[1] Current rates were set July 2011.

CASH FLOW

Table 15 shows the projected cash flow for the wastewater fund and **Figure 4** demonstrates cash balances with and without rate increases. With adoption of the calculated rates it is anticipated that the City will be able to meet all wastewater enterprise fund obligations, including existing and potential debt service coverage requirements, and achieve at least six months of operating expenses in cash reserves in each year of the projection. The cash flow table demonstrates that a debt service coverage ratio of at least 1.20 will be met. In addition, the City may be able to designate (put aside) up to \$1.7 million by fiscal year ending 2022, and \$3.8 million by fiscal year ending 2027 for future cash funding of system rehabilitation.

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Wastewater Rate Study, October 31, 2016

Table 15
Projected Cash Flow

Revenues and Expenses	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027
<i>New EDUs</i>											
Operating Revenues											
Charges For Services	\$2,533,343	\$3,282,705	\$3,996,014	\$4,410,951	\$4,520,363	\$4,589,140	\$4,802,027	\$5,039,172	\$5,259,709	\$5,472,228	\$5,670,901
Growth in Services		\$4,850	\$5,578	\$7,081	\$7,373	\$7,489	\$7,596	\$8,050	\$8,408	\$8,768	\$9,100
Total Sewer Sales	\$2,533,343	\$3,287,555	\$4,001,591	\$4,418,032	\$4,527,736	\$4,596,629	\$4,809,622	\$5,047,222	\$5,268,118	\$5,480,997	\$5,680,001
Investment Earnings	\$4,615	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Sewer Connection Fee	\$900	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Operating Revenues	\$2,538,858	\$3,287,555	\$4,001,591	\$4,418,032	\$4,527,736	\$4,596,629	\$4,809,622	\$5,047,222	\$5,268,118	\$5,480,997	\$5,680,001
Operating Expenses											
	\$1,820,292	\$1,973,928	\$2,246,507	\$2,140,652	\$2,260,874	\$2,478,583	\$2,524,375	\$2,668,756	\$2,822,367	\$2,985,876	\$3,160,007
Operating Revenue before Capital Improvements and Debt Service	\$718,566	\$1,313,627	\$1,755,084	\$2,277,380	\$2,266,862	\$2,118,047	\$2,285,247	\$2,378,466	\$2,445,751	\$2,495,120	\$2,519,994
Debt Service											
Existing Debt	\$252,876	\$253,904	\$256,030	\$252,890	\$253,823	\$255,392	\$250,938	\$251,669	\$252,022	\$252,310	\$251,490
WWTP New Debt - Phase 1	\$0	\$0	\$592,124	\$592,124	\$592,124	\$592,124	\$592,124	\$592,124	\$592,124	\$592,124	\$592,124
WWTP New Debt - Phase 2	\$0	\$0	\$0	\$0	\$0	\$34,951	\$34,951	\$34,951	\$34,951	\$34,951	\$34,951
Total Debt Service	\$252,876	\$253,904	\$848,154	\$845,014	\$845,947	\$882,467	\$875,012	\$878,744	\$875,097	\$879,384	\$878,565
<i>Debt Service Coverage [1]</i>	2.84	5.17	2.07	2.70	2.68	2.40	2.60	2.71	2.78	2.84	2.87
System Rehabilitation	\$356,700	\$391,800	\$459,500	\$532,400	\$560,300	\$626,600	\$690,300	\$712,900	\$732,900	\$775,900	\$797,200
Net Revenues (Deficit)	\$108,989	\$667,923	\$447,430	\$895,967	\$860,615	\$608,980	\$716,935	\$786,822	\$833,754	\$839,836	\$844,230
Beginning Fund Balance [2]	\$1,110,075	\$1,054,742	\$1,687,578	\$2,202,662	\$2,948,848	\$3,982,496	\$3,679,166	\$1,892,423	\$3,156,634	\$4,487,090	\$5,669,380
Net Revenues (Deficit)	\$108,989	\$667,923	\$447,430	\$895,967	\$860,615	\$608,980	\$716,935	\$786,822	\$833,754	\$839,836	\$844,230
Cash Funded Capital Improvements	(\$164,323)	(\$35,087)	\$0	(\$153,781)	\$0	\$0	(\$154,028)	\$0	\$0	\$0	\$0
Add Back System Rehabilitation	\$0	\$0	\$67,654	\$0	\$289,417	\$287,386	\$0	\$477,388	\$496,702	\$342,454	\$546,224
Replace WRF Operations Building and Shop	\$0	\$0	\$0	\$0	(\$116,384)	(\$1,199,695)	(\$2,349,650)	\$0	\$0	\$0	\$0
Ending Fund Balance	\$1,054,742	\$1,687,578	\$2,202,662	\$2,948,848	\$3,982,496	\$3,679,166	\$1,892,423	\$3,156,634	\$4,487,090	\$5,669,380	\$7,059,834
<i>Months of Operating Expenses in Reserve</i>	7	10	12	17	21	18	9	14	19	23	27
Designated Balance [4]	\$0	\$0	\$0	\$800,000	\$1,700,000	\$1,700,000	\$1,700,000	\$1,700,000	\$1,700,000	\$2,600,000	\$3,800,000
Undesignated Balance	\$1,054,742	\$1,687,578	\$2,202,662	\$2,148,848	\$2,282,496	\$1,979,166	\$197,423	\$1,456,634	\$2,787,090	\$3,069,380	\$3,259,834
<i>Months of Operating Expenses in Reserve</i>	7	10	12	12	12	10	1	7	12	12	12
Target Operating Reserves [3]	\$1,820,292	\$1,973,928	\$2,246,507	\$2,140,652	\$2,260,874	\$2,478,583	\$2,524,375	\$2,668,756	\$2,822,367	\$2,985,876	\$3,160,007

Source: HEC.

[1] Debt service coverage should be at least 1.20.

[2] Estimated beginning balance for the operating and capital funds combined per the City 2016/17 Budget.

[3] Minimum six months and target balance is one year of operating expenses.

[4] Designation for future system rehabilitation costs in new, separate fund.

Prepared by HEC

Attachment 2

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Wastewater Rate Study, October 31, 2016

Figure 4
Projected Wastewater Cash Balances

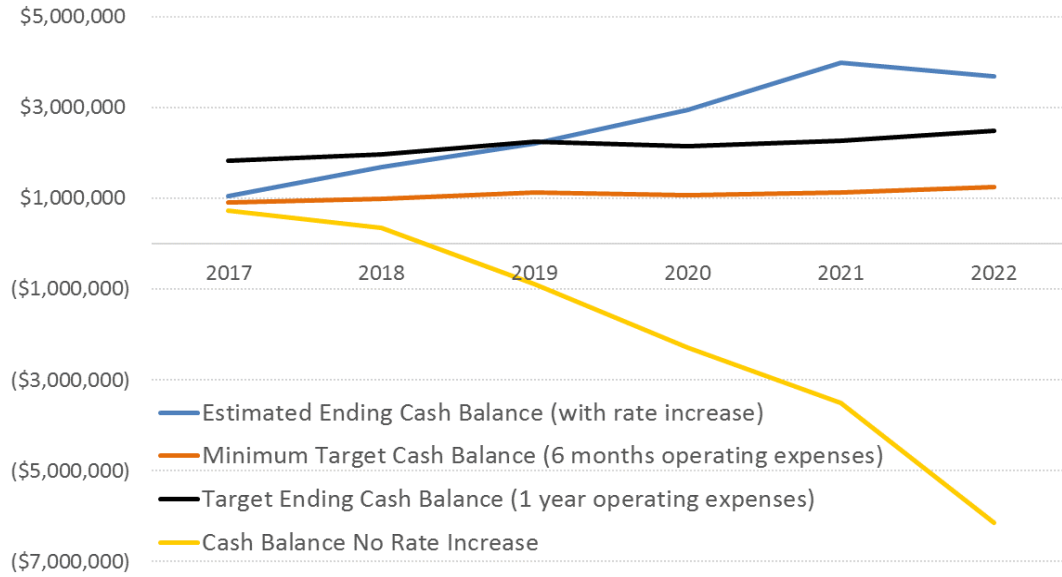


Table 16 on the following page shows the projected cash flow by fund.

Prepared by HEC

Attachment 2

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Wastewater Rate Study, October 31, 2016

Table 16
Projected Wastewater Fund Balances

Fund	Fiscal Year Ending										
	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027
Operating Fund 571											
Beginning Balance	(\$79,805)	\$29,184	\$697,108	\$1,212,192	\$2,112,159	\$3,262,191	\$3,658,557	\$1,875,492	\$2,389,702	\$3,720,159	\$4,902,449
Net Revenue	\$108,989	\$667,923	\$447,430	\$899,967	\$860,615	\$608,980	\$716,935	\$786,822	\$839,836	\$844,230	\$844,230
Add Back System Rehabilitation	\$0	\$0	\$67,654	\$0	\$289,417	\$287,386	\$0	\$477,388	\$496,702	\$342,454	\$546,224
Transfer Out to Capital Fund	\$0	\$0	\$0	\$0	\$0	(\$500,000)	(\$2,500,000)	(\$750,000)	\$0	\$0	\$0
Ending Balance	\$29,184	\$697,108	\$1,212,192	\$2,112,159	\$3,262,191	\$3,658,557	\$1,875,492	\$2,389,702	\$3,720,159	\$4,902,449	\$6,292,902
Capital Fund 773											
Beginning Balance	\$1,189,880	\$1,025,557	\$990,470	\$990,470	\$836,689	\$720,305	\$20,610	\$16,932	\$766,932	\$766,932	\$766,932
Transfer In from Operating Fund	\$0	\$0	\$0	\$0	\$0	\$500,000	\$2,500,000	\$750,000	\$0	\$0	\$0
Capital Projects Expenses [1]	(\$164,323)	(\$35,087)	\$0	(\$153,781)	(\$116,384)	(\$1,199,695)	(\$2,503,678)	\$0	\$0	\$0	\$0
Ending Balance	\$1,025,557	\$990,470	\$990,470	\$836,689	\$720,305	\$20,610	\$16,932	\$766,932	\$766,932	\$766,932	\$766,932
Combined Operating and Capital Funds											
	\$1,054,742	\$1,687,578	\$2,202,662	\$2,948,848	\$3,982,496	\$3,679,166	\$1,892,423	\$3,156,634	\$4,487,090	\$5,669,380	\$7,059,834
Impact Fee Fund 774											
Beginning Balance	\$698,783	\$676,115	\$675,355	\$674,546	\$673,683	\$672,767	\$671,793	\$670,760	\$669,665	\$668,505	\$633,753
Fee Revenues [2]	\$4,700	\$4,819	\$4,941	\$5,065	\$5,193	\$5,325	\$5,459	\$5,597	\$5,739	\$5,884	\$6,032
Expenses											
Miscellaneous Maintenance Projects	(\$5,412)	(\$5,578)	(\$5,750)	(\$5,928)	(\$6,110)	(\$6,298)	(\$6,492)	(\$6,692)	(\$6,899)	(\$40,636)	(\$7,330)
Reclamation Field Improvements	(\$21,956)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Project Expenses	(\$27,368)	(\$5,578)	(\$5,750)	(\$5,928)	(\$6,110)	(\$6,298)	(\$6,492)	(\$6,692)	(\$6,899)	(\$40,636)	(\$7,330)
Ending Balance	\$676,115	\$675,355	\$674,546	\$673,683	\$672,767	\$671,793	\$670,760	\$669,665	\$668,505	\$667,353	\$632,455
Source: HEC											

Flow by fund

Source: HEC.

[1] Cash-funded projects only. Projects that are debt-funded are included in the operating fund.

[2] Assumes growth of 5 units per year and the current impact fee of \$0.47 per building square foot

Fee assumed to grow 2.5% per year.

The impact fee needs to be revised for these CIP costs.

\$940 Average fee per unit

Prepared by HEC

Attachment 2

Attachment 2

ATTACHMENT A
WASTEWATER RATE STUDY
SUPPORT TABLES

Attachment 2

Attachment 2

Table A-1
City of St. Helena Wastewater Rate Study
Historical Wastewater Fund Financial Performance

Revenues and Expenses	Actual Financials for Fiscal Year Ending					Avg. Annual Percentage Change
	2011	2012	2013	2014	2015	
OPERATING						
Revenues						
Charges For Services	\$1,616,414	\$2,008,709	\$2,050,983	\$2,143,947	\$2,208,105	8.1%
Miscellaneous	\$1,098	\$1,200	\$17,708	\$8,925	\$32,759	133.7%
Subtotal Revenues	\$1,617,512	\$2,009,909	\$2,068,691	\$2,152,872	\$2,240,864	8.5%
Expenses						
Personnel	\$842,317	\$829,804	\$795,479	\$827,027	\$938,472	2.7%
Contracted Services	\$68,782	\$806	\$0	\$0	\$0	-100.0%
Fuel	\$0	\$0	\$0	\$0	\$0	n.a.
Utilities	\$80,906	\$74,339	\$85,819	\$85,755	\$87,970	2.1%
Other Supplies and Expenses	\$313,342	\$327,119	\$361,451	\$429,526	\$525,742	13.8%
Depreciation and Amortization	\$472,561	\$483,070	\$473,784	\$473,784	\$713,189	10.8%
Subtotal Expenses	\$1,777,908	\$1,715,138	\$1,716,533	\$1,816,092	\$2,265,373	6.2%
NON OPERATING						
Gains (Loss) on Capital Asset Disposals	(\$1,169)	(\$2,762)	\$0	\$0	\$0	-100.0%
Interest and Investment Revenue	\$9,180	\$7,990	\$3,478	\$5,515	\$10,347	3.0%
Interest Expense	(\$81,081)	(\$78,070)	(\$86,521)	(\$69,139)	(\$41,398)	-15.5%
Net Operating Revenues	(\$73,070)	(\$72,842)	(\$83,043)	(\$63,624)	(\$31,051)	-19.3%
Capital Contributions	\$94,235	\$217,765	\$98,047	\$4,900	\$19,600	
Change in Net Assets	(\$139,231)	\$439,694	\$367,162	\$278,056	(\$35,960)	
Net Assets Beginning Balance	\$8,421,556	\$8,282,325	\$8,592,123	\$8,959,285	\$9,237,341	
Net Assets Ending Balance	\$8,282,325	\$8,722,019	\$8,959,285	\$9,237,341	\$9,201,381	

Source: City of St. Helena.

cafr

Attachment 2

Table A-2
City of St. Helena Wastewater Rate Study
Historical Revenues and Expenditures

Revenues and Expenses	Actuals Fiscal Year Ending				Estimated 2016	Budgeted 2017
	2012	2013	2014	2015		
OPERATING FUND						
Revenues						
Investment Earnings	\$1,380	\$1,532	\$2,697	\$1,000	\$4,500	\$4,615
Annexation Fees	\$500	\$3,428	\$8,925	\$0	\$0	\$0
Rates	\$2,008,709	\$2,050,983	\$2,143,947	\$2,151,615	\$2,260,735	\$2,105,132
Sewer Connection Fee	\$0	\$0	\$4,900	\$0	\$0	\$900
Subtotal Revenues	\$2,010,589	\$2,055,942	\$2,160,470	\$2,152,615	\$2,265,235	\$2,110,647
Expenses						
Salaries & Benefits	\$829,613	\$795,480	\$827,047	\$896,865	\$987,778	\$1,071,519
Services	\$231,717	\$194,235	\$220,039	\$406,364	\$822,159	\$319,189
Supplies	\$48,460	\$55,452	\$80,836	\$41,318	\$91,641	\$75,942
Maintenance	\$81,882	\$72,003	\$68,000	\$118,625	\$167,473	\$130,513
Taxes, Insurances & Contribs.	\$76,885	\$54,533	\$64,460	\$73,328	\$122,416	\$105,967
Capital	\$22,631	\$26,001	\$58,925	\$817	\$170,139	\$101,700
Transfers	\$2,763	\$200,000	\$100,000	\$1,541,664	\$352,634	\$0
Debt	\$78,071	\$86,521	\$69,140	\$41,398	\$258,105	\$252,877
Subtotal Expenses	\$1,372,022	\$1,484,224	\$1,488,447	\$3,120,379	\$2,972,345	\$2,057,707
Operating Fund Net Revenues	\$638,567	\$571,718	\$672,023	(\$967,764)	(\$707,110)	\$52,940
CAPITAL FUND						
Revenues						
Transfers In	\$86,000	\$609,793	\$100,000	\$1,541,664	\$389,087	\$0
Subtotal Revenues	\$86,000	\$609,793	\$100,000	\$1,541,664	\$389,087	\$0
Expenses						
Salaries & Benefits	\$118,932	\$6,737	\$0	\$0	\$0	\$0
Professional Services	\$61,042	\$57,831	\$69,810	\$502,161	\$0	\$0
Advertising	\$344	\$0	\$0	\$803	\$0	\$0
Equipment Rental	\$2,345	\$11,727	\$0	\$0	\$0	\$0
Supplies	\$2,999	\$741	\$4,315	\$464	\$0	\$0
Maintenance	\$8,172	\$0	\$0	\$0	\$0	\$0
Capital Imp Land	\$21,993	\$0	\$0	\$0	\$0	\$0
Capital Projects Budget	\$0	\$0	\$0	\$12,420	\$0	\$0
Capital Equipment	\$0	\$3,261	\$17,765	\$13,831	\$0	\$0
Capital Imp Equipment	\$73,415	\$1,056,244	\$122,351	\$19,229	\$0	\$0
Subtotal Expenses	\$289,243	\$1,136,540	\$214,241	\$548,909	\$0	\$0
Capital Fund Net Revenues	(\$203,243)	(\$526,747)	(\$114,241)	\$992,755	\$389,087	\$0
IMPACT FUND						
Revenues						
Investment Earnings	\$6,423	\$1,872	\$2,818	\$2,587	\$2,000	\$2,500
Other Revenues	\$0	\$14,281	\$0	\$30,625	\$0	\$0
Impact Fees	\$217,766	\$98,047	(\$81,929)	\$19,600	\$15,000	\$18,000
Subtotal Revenues	\$224,188	\$114,200	(\$79,111)	\$52,812	\$17,000	\$20,500
Expenses						
Transfers Out	\$86,000	\$409,793	\$0	\$0	\$0	\$0
Subtotal Expenses	\$86,000	\$409,793	\$0	\$0	\$0	\$0
Impact Fund Net Revenues	\$138,188	(\$295,593)	(\$79,111)	\$52,812	\$17,000	\$20,500

Source: City of St. Helena.

rev exp

Attachment 2

Table A-3
City of St. Helena Wastewater Rate Study
Historical Wastewater Operating Fund Expenses by Fund

Expenses	Actuals Fiscal Year Ending				Estimated	Budgeted
	2012	2013	2014	2015	2016	2017
TREATMENT						
Salaries & Benefits	\$304,386	\$283,226	\$333,535	\$311,489	\$374,936	\$383,496
Services	\$108,212	\$125,718	\$140,438	\$185,439	\$439,873	\$124,950
Supplies	\$25,216	\$40,359	\$62,141	\$22,082	\$60,285	\$44,800
Maintenance	\$71,106	\$61,752	\$54,974	\$90,803	\$145,017	\$104,787
Taxes, Insurances & Contribs.	\$8,390	\$7,793	\$14,879	\$8,557	\$17,723	\$16,000
Capital	\$22,631	\$20,729	\$58,911	\$817	\$20,305	\$100,000
Transfers	\$0	\$0	\$0	\$0	\$0	\$0
Debt	\$0	\$0	\$0	\$0	\$0	\$0
Subtotal Treatment	\$539,940	\$539,577	\$664,878	\$619,187	\$1,058,139	\$774,033
COLLECTION						
Salaries & Benefits	\$177,746	\$185,921	\$176,868	\$191,484	\$106,094	\$103,176
Services	\$1,349	\$3,295	\$2,734	\$4,437	\$3,972	\$5,170
Supplies	\$12,655	\$5,382	\$8,690	\$8,918	\$11,926	\$12,550
Maintenance	\$3,833	\$3,293	\$3,164	\$6,400	\$9,410	\$12,729
Taxes, Insurances & Contribs.	\$0	\$0	\$0	\$0	\$0	\$0
Capital	\$0	\$0	\$0	\$0	\$141,600	\$0
Transfers	\$0	\$0	\$0	\$0	\$0	\$0
Debt	\$0	\$0	\$0	\$0	\$0	\$0
Subtotal Collection	\$195,583	\$197,891	\$191,456	\$211,239	\$273,002	\$133,625
OPERATIONS						
Salaries & Benefits	\$347,482	\$326,332	\$316,644	\$393,892	\$506,748	\$584,847
Services	\$122,156	\$65,222	\$76,868	\$216,488	\$378,314	\$189,069
Supplies	\$10,590	\$9,710	\$10,005	\$10,318	\$19,430	\$18,592
Maintenance	\$6,942	\$6,959	\$9,861	\$21,422	\$13,046	\$12,997
Taxes, Insurances & Contribs.	\$68,495	\$46,740	\$49,581	\$64,771	\$104,693	\$89,967
Capital	\$0	\$5,272	\$13	\$0	\$8,234	\$1,700
Transfers	\$2,763	\$200,000	\$100,000	\$1,541,664	\$352,634	\$0
Debt	\$78,071	\$86,521	\$69,140	\$41,398	\$258,105	\$252,877
Subtotal Operations	\$636,498	\$746,756	\$632,112	\$2,289,953	\$1,641,204	\$1,150,049
Total Expenses	\$1,372,022	\$1,484,224	\$1,488,447	\$3,120,379	\$2,972,345	\$2,057,707

Source: City of St. Helena.

op exp

Attachment 2

Table A-4
City of St. Helena Wastewater Rate Study
Historical Wastewater Plant Influent Flow

Month	2013	2014	2015
<i>Total Flow (millions of gallons)</i>			
January	17.953	10.586	12.838
February	11.676	17.922	18.802
March	12.789	18.283	12.453
April	12.641	16.041	11.762
May	12.131	11.722	11.142
June	11.461	10.912	10.021
July	11.918	10.851	10.118
August	11.717	10.962	10.162
September	11.405	10.478	9.973
October	11.928	10.802	10.416
November	10.990	10.436	9.539
December	10.546	31.952	12.211
Yearly Total	147.155	170.947	139.4374

Source: City of St. Helena.

inf flow

Table A-5
City of St. Helena Wastewater Rate Study
Wastewater Capital Improvements Schedule in 2016 \$'s

Project	Notes	Total Cost Less		Fiscal Year Ending										
		Total Cost	Existing Funding	2017 Current	2018 Year 1	2019 Year 2	2020 Year 3	2021 Year 4	2022 Year 5	2023 Year 6	2024 Year 7	2025 Year 8	2026 Year 9	2027 Year 10
Estimated Project Costs (2016 \$'s)			[1]											
Sewer Collection System														
Miscellaneous Maintenance Projects		\$550,000	\$550,000	\$35,000	\$35,000	\$35,000	\$35,000	\$35,000	\$35,000	\$35,000	\$35,000	\$35,000	\$200,000	\$35,000
Replace 1% of Sewer Mains Annually		\$1,650,000	\$1,650,000	\$150,000	\$150,000	\$150,000	\$150,000	\$150,000	\$150,000	\$150,000	\$150,000	\$150,000	\$150,000	\$150,000
Crinella Pump Station Upgrades		\$500,000	\$500,000	\$0	\$0	\$75,000	\$425,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Add Sewer Pump Stations to SCADA		\$150,000	\$150,000	\$0	\$0	\$0	\$0	\$50,000	\$100,000	\$0	\$0	\$0	\$0	\$0
Wet Weather Flow Monitoring		\$50,000	\$50,000	\$0	\$0	\$50,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Update GIS Maps of Sewer System		\$50,000	\$50,000	\$0	\$50,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Sewer Master Plan		\$150,000	\$150,000	\$0	\$0	\$150,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Replace Rodding Machine		\$40,000	\$40,000	\$0	\$0	\$40,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
CCTV Program		\$165,000	\$165,000	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000
Subtotal Sewer Collection		\$3,305,000	\$3,305,000	\$200,000	\$250,000	\$515,000	\$625,000	\$250,000	\$300,000	\$200,000	\$200,000	\$200,000	\$365,000	\$200,000
Treatment Plant														
WWTP Upgrades Ph. 1	Funded by New Debt	\$7,474,108	\$7,474,108	\$232,108	\$700,000	\$3,271,000	\$3,271,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Reclamation Field Improvements		\$142,000	\$142,000	\$142,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Pond 2 & 3 Levee		\$120,000	\$120,000	\$60,000	\$0	\$60,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Facilities Automation		\$144,000	\$144,000	\$0	\$144,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
New Well		\$65,000	\$65,000	\$65,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Sludge Removal		\$150,000	\$150,000	\$75,000	\$75,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Recycled Water Feasibility Study		\$75,000	\$75,000	\$0	\$0	\$0	\$0	\$0	\$75,000	\$0	\$0	\$0	\$0	\$0
Temp Trailer at WRF		\$28,000	\$28,000	\$5,000	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000	\$5,000	\$0	\$0	\$0
Replace WRF Operations Building and Shop	Funded by Reserves	\$3,000,000	\$3,000,000	\$0	\$0	\$0	\$0	\$100,000	\$1,000,000	\$1,900,000	\$0	\$0	\$0	\$0
Upgrade Chemical Storage Facilities		\$500,000	\$500,000	\$0	\$0	\$0	\$0	\$0	\$0	\$500,000	\$0	\$0	\$0	\$0
Phase 2 WWTP Upgrades	Funded by New Debt	\$400,000	\$400,000	\$0	\$0	\$0	\$0	\$100,000	\$100,000	\$100,000	\$100,000	\$0	\$0	\$0
Subtotal Treatment Plant		\$12,098,108	\$12,098,108	\$579,108	\$922,000	\$3,334,000	\$3,274,000	\$203,000	\$1,178,000	\$2,503,000	\$105,000	\$0	\$0	\$0
Total Estimated Project Costs (2016 \$'s)		\$15,403,108	\$15,403,108	\$779,108	\$1,172,000	\$3,849,000	\$3,899,000	\$453,000	\$1,478,000	\$2,703,000	\$305,000	\$200,000	\$365,000	\$200,000

Source: City of St. Helena and HEC.

2016 cip

[1] Total Cost Less Existing Funding = Total Cost - Existing Bonds - Existing Grants

Table A-6
City of St. Helena Wastewater Rate Study
Wastewater Capital Improvements Schedule in Future \$'s

Project	Notes		Fiscal Year Ending										
			2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027
		Total Cost	Current	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10
Estimated Project Costs (Future \$'s) [1]				Annual Increase	3.1%								
Sewer Collection System													
Miscellaneous Maintenance Projects		\$687,508	\$36,078	\$37,190	\$38,336	\$39,517	\$40,734	\$41,989	\$43,283	\$44,617	\$45,991	\$270,904	\$48,869
Replace 1% of Sewer Mains Annually		\$1,988,624	\$154,621	\$159,385	\$164,296	\$169,358	\$174,576	\$179,954	\$185,499	\$191,214	\$197,105	\$203,178	\$209,438
Crinella Pump Station Upgrades		\$561,995	\$0	\$0	\$82,148	\$479,847	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Add Sewer Pump Stations to SCADA		\$178,161	\$0	\$0	\$0	\$0	\$58,192	\$119,970	\$0	\$0	\$0	\$0	\$0
Wet Weather Flow Monitoring		\$54,765	\$0	\$0	\$54,765	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Update GIS Maps of Sewer System		\$53,128	\$0	\$53,128	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Sewer Master Plan		\$164,296	\$0	\$0	\$164,296	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Replace Rodding Machine		\$43,812	\$0	\$0	\$43,812	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
CCTV Program		\$198,862	\$15,462	\$15,939	\$16,430	\$16,936	\$17,458	\$17,995	\$18,550	\$19,121	\$19,711	\$20,318	\$20,944
Subtotal Sewer Collection		\$3,931,152	\$206,162	\$265,642	\$564,083	\$705,658	\$290,959	\$359,909	\$247,332	\$254,952	\$262,807	\$494,399	\$279,250
Treatment Plant													
WWTP Upgrades Ph. 1	Funded by New Debt	\$8,258,933	\$239,259	\$743,798	\$3,582,746	\$3,693,130	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Reclamation Field Improvements		\$146,375	\$146,375	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Pond 2 & 3 Levee		\$127,567	\$61,849	\$0	\$65,718	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Facilities Automation		\$153,010	\$0	\$153,010	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
New Well		\$67,003	\$67,003	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Sludge Removal		\$157,003	\$77,311	\$79,693	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Recycled Water Feasibility Study		\$89,977	\$0	\$0	\$0	\$0	\$0	\$89,977	\$0	\$0	\$0	\$0	\$0
Temp Trailer at WRF		\$32,189	\$5,154	\$3,188	\$3,286	\$3,387	\$3,492	\$3,599	\$3,710	\$6,374	\$0	\$0	\$0
Replace WRF Operations Building and Shop	Funded by Reserves	\$3,665,729	\$0	\$0	\$0	\$0	\$116,384	\$1,199,695	\$2,349,650	\$0	\$0	\$0	\$0
Upgrade Chemical Storage Facilities		\$618,329	\$0	\$0	\$0	\$0	\$0	\$0	\$618,329	\$0	\$0	\$0	\$0
Phase 2 WWTP Upgrades	Funded by New Debt	\$487,495	\$0	\$0	\$0	\$0	\$116,384	\$119,970	\$123,666	\$127,476	\$0	\$0	\$0
Subtotal Treatment Plant		\$13,803,610	\$596,950	\$979,688	\$3,651,751	\$3,696,517	\$236,259	\$1,413,241	\$3,095,354	\$133,850	\$0	\$0	\$0
Total Estimated Project Costs (Future \$'s)		\$17,734,763	\$803,112	\$1,245,330	\$4,215,833	\$4,402,174	\$527,219	\$1,773,150	\$3,342,686	\$388,801	\$262,807	\$494,399	\$279,250
Total Estimated Project Costs (2016 \$'s)		\$15,403,108	\$779,108	\$1,172,000	\$3,849,000	\$3,899,000	\$453,000	\$1,478,000	\$2,703,000	\$305,000	\$200,000	\$365,000	\$200,000
Total Estimated Project Costs (Future \$'s)		\$17,734,763	\$803,112	\$1,245,330	\$4,215,833	\$4,402,174	\$527,219	\$1,773,150	\$3,342,686	\$388,801	\$262,807	\$494,399	\$279,250

Source: City of St. Helena and HEC.

future cip

[1] Estimated costs increased by historical ENR Construction Cost Index 20 year average increase.

Table A-7
City of St. Helena Wastewater Rate Study
Existing Customers Share of CIP Costs in 2016 \$'s

Project	Funding Source	Percent Share Existing Customers	Percent Share Existing Customers in Rate Model	Total Cost	Fiscal Year Ending										
					2017 Current	2018 Year 1	2019 Year 2	2020 Year 3	2021 Year 4	2022 Year 5	2023 Year 6	2024 Year 7	2025 Year 8	2026 Year 9	2027 Year 10
Estimated Project Costs (2016 \$'s)															
Sewer Collection System															
Miscellaneous Maintenance Projects	Cash	85%	85%	\$467,500	\$29,750	\$29,750	\$29,750	\$29,750	\$29,750	\$29,750	\$29,750	\$29,750	\$29,750	\$170,000	\$29,750
Replace 1% of Sewer Mains Annually	Cash	100%	100%	\$1,650,000	\$150,000	\$150,000	\$150,000	\$150,000	\$150,000	\$150,000	\$150,000	\$150,000	\$150,000	\$150,000	\$150,000
Crinella Pump Station Upgrades	Cash	100%	100%	\$500,000	\$0	\$0	\$75,000	\$425,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Add Sewer Pump Stations to SCADA	Cash	100%	100%	\$150,000	\$0	\$0	\$0	\$0	\$50,000	\$100,000	\$0	\$0	\$0	\$0	\$0
Wet Weather Flow Monitoring	Ops Cash	100%	100%	\$50,000	\$0	\$0	\$50,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Update GIS Maps of Sewer System	Ops Cash	100%	100%	\$50,000	\$0	\$50,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Sewer Master Plan	Ops Cash	100%	100%	\$150,000	\$0	\$0	\$150,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Replace Rodding Machine	Cash	100%	100%	\$40,000	\$0	\$0	\$40,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
CCTV Program	Ops Cash	100%	100%	\$165,000	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000
Subtotal Collection System				\$3,222,500	\$194,750	\$244,750	\$509,750	\$619,750	\$244,750	\$294,750	\$194,750	\$194,750	\$194,750	\$335,000	\$194,750
Treatment Plant															
WWTP Upgrades Ph. 1	Debt	100%	100%	\$7,474,108	\$232,108	\$700,000	\$3,271,000	\$3,271,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Reclamation Field Improvements	Cash	85%	85%	\$120,700	\$120,700	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Pond 2 & 3 Levee	Cash	100%	100%	\$120,000	\$60,000	\$0	\$60,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Facilities Automation	Cash	100%	100%	\$144,000	\$0	\$144,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
New Well	Cash	100%	100%	\$65,000	\$65,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Sludge Removal	Cash	100%	100%	\$150,000	\$75,000	\$75,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Recycled Water Feasibility Study	Ops Cash	100%	100%	\$75,000	\$0	\$0	\$0	\$0	\$0	\$75,000	\$0	\$0	\$0	\$0	\$0
Temp Trailer at WRF	Cash	100%	100%	\$28,000	\$5,000	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000	\$5,000	\$0	\$0	\$0
Replace WRF Operations Building and Shop	Reserves	100%	100%	\$3,000,000	\$0	\$0	\$0	\$0	\$100,000	\$1,000,000	\$1,900,000	\$0	\$0	\$0	\$0
Upgrade Chemical Storage Facilities	Cash	100%	100%	\$500,000	\$0	\$0	\$0	\$0	\$0	\$0	\$500,000	\$0	\$0	\$0	\$0
Phase 2 WWTP Upgrades	Debt	100%	100%	\$400,000	\$0	\$0	\$0	\$0	\$100,000	\$100,000	\$100,000	\$100,000	\$0	\$0	\$0
Subtotal Treatment				\$12,076,808	\$557,808	\$922,000	\$3,334,000	\$3,274,000	\$203,000	\$1,178,000	\$2,503,000	\$105,000	\$0	\$0	\$0
Total Estimated Project Costs (2016 \$'s)				\$15,299,308	\$752,558	\$1,166,750	\$3,843,750	\$3,893,750	\$447,750	\$1,472,750	\$2,697,750	\$299,750	\$194,750	\$335,000	\$194,750
Cash - Capital Fund				\$3,935,200	\$505,450	\$401,750	\$357,750	\$607,750	\$232,750	\$282,750	\$682,750	\$184,750	\$179,750	\$320,000	\$179,750
Cash - Operations Fund				\$490,000	\$15,000	\$65,000	\$215,000	\$15,000	\$15,000	\$90,000	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000
Debt - Capital Fund				\$7,874,108	\$232,108	\$700,000	\$3,271,000	\$3,271,000	\$100,000	\$100,000	\$100,000	\$100,000	\$0	\$0	\$0
Reserves				\$3,000,000	\$0	\$0	\$0	\$0	\$100,000	\$1,000,000	\$1,900,000	\$0	\$0	\$0	\$0
Total				\$15,299,308	\$752,558	\$1,166,750	\$3,843,750	\$3,893,750	\$447,750	\$1,472,750	\$2,697,750	\$299,750	\$194,750	\$335,000	\$194,750

Source: City of St. Helena.

2016 exist share

Table A-8
City of St. Helena Wastewater Rate Study
Existing Customers Share of CIP Costs in Future \$'s

Project	Funding Source	Percent Share Existing Customers	Percent Share Existing Customers in Rate Model	Total Cost	Fiscal Year Ending										
					2017 Current	2018 Year 1	2019 Year 2	2020 Year 3	2021 Year 4	2022 Year 5	2023 Year 6	2024 Year 7	2025 Year 8	2026 Year 9	2027 Year 10
Estimated Project Costs (Future \$'s) [1]					Annual Increase	3.1%									
Sewer Collection System															
Miscellaneous Maintenance Projects	Cash	85%	85%	\$584,382	\$30,667	\$31,611	\$32,585	\$33,589	\$34,624	\$35,691	\$36,791	\$37,924	\$39,093	\$230,268	\$41,538
Replace 1% of Sewer Mains Annually	Cash	100%	100%	\$1,988,624	\$154,621	\$159,385	\$164,296	\$169,358	\$174,576	\$179,954	\$185,499	\$191,214	\$197,105	\$203,178	\$209,438
Crinella Pump Station Upgrades	Cash	100%	100%	\$561,995	\$0	\$0	\$82,148	\$479,847	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Add Sewer Pump Stations to SCADA	Cash	100%	100%	\$178,161	\$0	\$0	\$0	\$0	\$58,192	\$119,970	\$0	\$0	\$0	\$0	\$0
Wet Weather Flow Monitoring	Ops Cash	100%	100%	\$54,765	\$0	\$0	\$54,765	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Update GIS Maps of Sewer System	Ops Cash	100%	100%	\$53,128	\$0	\$53,128	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Sewer Master Plan	Ops Cash	100%	100%	\$164,296	\$0	\$0	\$164,296	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Replace Rodding Machine	Cash	100%	100%	\$43,812	\$0	\$0	\$43,812	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
CCTV Program	Ops Cash	100%	100%	\$198,862	\$15,462	\$15,939	\$16,430	\$16,936	\$17,458	\$17,995	\$18,550	\$19,121	\$19,711	\$20,318	\$20,944
Subtotal Collection System				\$3,828,026	\$200,750	\$260,064	\$558,332	\$699,730	\$284,849	\$353,610	\$240,839	\$248,259	\$255,908	\$453,764	\$271,920
Treatment Plant															
WWTP Upgrades Ph. 1	Debt	100%	100%	\$8,258,933	\$239,259	\$743,798	\$3,582,746	\$3,693,130	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Reclamation Field Improvements	Cash	85%	85%	\$124,419	\$124,419	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Pond 2 & 3 Levee	Cash	100%	100%	\$127,567	\$61,849	\$0	\$65,718	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Facilities Automation	Cash	100%	100%	\$153,010	\$0	\$153,010	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
New Well	Cash	100%	100%	\$67,003	\$67,003	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Sludge Removal	Cash	100%	100%	\$157,003	\$77,311	\$79,693	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Recycled Water Feasibility Study	Ops Cash	100%	100%	\$89,977	\$0	\$0	\$0	\$0	\$0	\$89,977	\$0	\$0	\$0	\$0	\$0
Temp Trailer at WRF	Cash	100%	100%	\$32,189	\$5,154	\$3,188	\$3,286	\$3,387	\$3,492	\$3,599	\$3,710	\$6,374	\$0	\$0	\$0
Replace WRF Operations Building and Shop	Reserves	100%	100%	\$3,665,729	\$0	\$0	\$0	\$0	\$116,384	\$1,199,695	\$2,349,650	\$0	\$0	\$0	\$0
Upgrade Chemical Storage Facilities	Cash	100%	100%	\$618,329	\$0	\$0	\$0	\$0	\$0	\$0	\$618,329	\$0	\$0	\$0	\$0
Phase 2 WWTP Upgrades	Debt	100%	100%	\$487,495	\$0	\$0	\$0	\$0	\$116,384	\$119,970	\$123,666	\$127,476	\$0	\$0	\$0
Subtotal Treatment				\$13,781,654	\$574,994	\$979,688	\$3,651,751	\$3,696,517	\$236,259	\$1,413,241	\$3,095,354	\$133,850	\$0	\$0	\$0
Total Estimated Project Costs (Future \$'s)				\$17,609,680	\$775,744	\$1,239,752	\$4,210,083	\$4,396,247	\$521,108	\$1,766,852	\$3,336,193	\$382,109	\$255,908	\$453,764	\$271,920
2016 \$'s															
Cash - Capital Fund				\$3,935,200	\$505,450	\$401,750	\$357,750	\$607,750	\$232,750	\$282,750	\$682,750	\$184,750	\$179,750	\$320,000	\$179,750
Cash - Operations Fund				\$490,000	\$15,000	\$65,000	\$215,000	\$15,000	\$15,000	\$90,000	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000
Debt - Capital Fund				\$7,874,108	\$232,108	\$700,000	\$3,271,000	\$3,271,000	\$100,000	\$100,000	\$100,000	\$100,000	\$0	\$0	\$0
Reserves				\$3,000,000	\$0	\$0	\$0	\$0	\$100,000	\$1,000,000	\$1,900,000	\$0	\$0	\$0	\$0
Total				\$15,299,308	\$752,558	\$1,166,750	\$3,843,750	\$3,893,750	\$447,750	\$1,472,750	\$2,697,750	\$299,750	\$194,750	\$335,000	\$194,750
Future \$'s															
Cash - Capital Fund				\$4,636,494	\$521,023	\$426,887	\$391,846	\$686,181	\$270,883	\$339,214	\$844,328	\$235,512	\$236,198	\$433,446	\$250,976
Cash - Operations Fund				\$561,029	\$15,462	\$69,067	\$235,491	\$16,936	\$17,458	\$107,973	\$18,550	\$19,121	\$19,711	\$20,318	\$20,944
Debt - Capital Fund				\$8,746,428	\$239,259	\$743,798	\$3,582,746	\$3,693,130	\$116,384	\$119,970	\$123,666	\$127,476	\$0	\$0	\$0
Reserves				\$3,665,729	\$0	\$0	\$0	\$0	\$116,384	\$1,199,695	\$2,349,650	\$0	\$0	\$0	\$0
Total				\$17,609,680	\$775,744	\$1,239,752	\$4,210,083	\$4,396,247	\$521,108	\$1,766,852	\$3,336,193	\$382,109	\$255,908	\$453,764	\$271,920

Source: City of St. Helena.

fut exist share

[1] Estimated costs increased by historical ENR Construction Cost Index 20 year average increase.

Attachment 2

Table A-9
City of St. Helena Wastewater Rate Study
Existing Wastewater Debt Service Schedule

Fiscal Year Ending	Principal	Interest	Total	Remaining Principal
2015	\$126,522	\$125,841	\$252,363	\$3,063,478
2016	\$133,696	\$121,538	\$255,233	\$2,929,783
2017	\$135,870	\$117,007	\$252,876	\$2,793,913
2018	\$141,957	\$111,947	\$253,904	\$2,651,957
2019	\$149,130	\$106,900	\$256,030	\$2,502,826
2020	\$151,304	\$101,586	\$252,890	\$2,351,522
2021	\$158,478	\$95,345	\$253,823	\$2,193,044
2022	\$166,739	\$88,653	\$255,392	\$2,026,304
2023	\$168,913	\$82,025	\$250,938	\$1,857,391
2024	\$176,087	\$75,582	\$251,669	\$1,681,304
2025	\$183,261	\$68,762	\$252,022	\$1,498,044
2026	\$191,522	\$60,788	\$252,310	\$1,306,522
2027	\$199,783	\$51,708	\$251,490	\$1,106,739
2028	\$209,130	\$42,220	\$251,351	\$897,609
2029	\$218,478	\$32,763	\$251,241	\$679,131
2030	\$227,826	\$23,359	\$251,185	\$451,304
2031	\$236,087	\$13,584	\$249,671	\$215,217
2032	\$105,435	\$6,500	\$111,935	\$109,783
2033	\$109,783	\$2,196	\$111,978	\$0

Source: City of St. Helena.

debt service

Attachment 2

Table A-10
City of St. Helena Wastewater Rate Study
Operating Expenses Cost Escalation Factors

Expenses	Actuals Fiscal Year Ending				Estimated 2016	Total Change	Annual Avg. % Change
	2012	2013	2014	2015			
Salaries & Benefits	\$829,613	\$795,480	\$827,047	\$896,865	\$987,778	\$158,165	4.5%
Services	\$231,717	\$194,235	\$220,039	\$406,364	\$822,159	\$590,442	37.2%
Supplies	\$48,460	\$55,452	\$80,836	\$41,318	\$91,641	\$43,181	17.3%
Maintenance	\$81,882	\$72,003	\$68,000	\$118,625	\$167,473	\$85,591	19.6%
Taxes, Insurances & Contribs.	\$76,885	\$54,533	\$64,460	\$73,328	\$122,416	\$45,531	12.3%
Total Expenses	\$1,268,557	\$1,171,702	\$1,260,382	\$1,536,500	\$2,191,467	\$922,910	14.6%
Engineering News Record							
	<i>Dec 2011</i>	<i>Dec 2012</i>	<i>Dec 2013</i>	<i>Dec 2014</i>	<i>Dec 2015</i>		
ENR Construction Cost Index 20-City [1]	9,172.00	9,412.00	9,668.00	9,936.00	10,135.00	963.00	2.5%
ENR Construction Cost Index San Francisco	10,204.79	10,355.09	10,898.84	10,915.84	11,155.41	950.62	2.3%
Bureau of Labor Statistics							
Consumer Price Index - California	232.99	237.71	241.53	244.81	250.71	17.73	1.9%
Consumer Price Index - San Francisco	234.33	239.53	245.71	252.27	260.29	25.96	2.7%

Source: City of St. Helena, Bureau of Labor Statistics, and the Engineering New Record.

index

[1] Engineering News Record (ENR) Consumer Cost Index (CCI) change 1995 to 2015:

ENR CCI 1995	5,524	Change	<u>Annual Avg. % Change</u>
ENR CCI 2015	10,135	4,611	3.1%

Attachment 2

Table A-11
City of St. Helena Wastewater Rate Study
Existing Asset Depreciation

Asset Category	Current Depreciation
Buildings	\$22,667
Vehicles	\$18,067
Equipment	\$43,216
Improvements	\$239,170
Pipes	\$16,925
Total	\$340,044

Source: City of St. Helena and HEC.

cur depr

Table A-12
City of St. Helena Wastewater Rate Study
Estimated Depreciation of Projected Assets

Improvement Type	Average Life of Asset (years)	Fiscal Year Ending										
		2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027
		Current Year	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10
Sewer Collection System [1]												
Miscellaneous Maintenance Projects	10	\$3,608	\$7,327	\$11,160	\$15,112	\$19,186	\$23,384	\$27,713	\$32,174	\$36,774	\$63,864	\$68,751
Reclamation Field Improvements	50	\$2,927	\$2,927	\$2,927	\$2,927	\$2,927	\$2,927	\$2,927	\$2,927	\$2,927	\$2,927	\$2,927
Replace 1% of Sewer Mains Annually	80	\$1,933	\$3,925	\$5,979	\$8,096	\$10,278	\$12,527	\$14,846	\$17,236	\$19,700	\$22,240	\$24,858
New Well	40	\$1,675	\$1,675	\$1,675	\$1,675	\$1,675	\$1,675	\$1,675	\$1,675	\$1,675	\$1,675	\$1,675
Crinella Pump Station Upgrades	50	\$0	\$0	\$1,643	\$11,240	\$11,240	\$11,240	\$11,240	\$11,240	\$11,240	\$11,240	\$11,240
Add Sewer Pump Stations to SCADA	10	\$0	\$0	\$0	\$0	\$5,819	\$17,816	\$17,816	\$17,816	\$17,816	\$17,816	\$17,816
Wet Weather Flow Monitoring	n.a.	n.a.	n.a.	n.a.	n.a.	n.a.	n.a.	n.a.	n.a.	n.a.	n.a.	n.a.
Update GIS Maps of Sewer System	n.a.	n.a.	n.a.	n.a.	n.a.	n.a.	n.a.	n.a.	n.a.	n.a.	n.a.	n.a.
Sewer Master Plan	n.a.	n.a.	n.a.	n.a.	n.a.	n.a.	n.a.	n.a.	n.a.	n.a.	n.a.	n.a.
Replace Rodding Machine	15	\$0	\$0	\$2,921	\$2,921	\$2,921	\$2,921	\$2,921	\$2,921	\$2,921	\$2,921	\$2,921
CCTV Program	n.a.	n.a.	n.a.	n.a.	n.a.	n.a.	n.a.	n.a.	n.a.	n.a.	n.a.	n.a.
Subtotal Sewer Collection		\$10,143	\$15,854	\$26,306	\$41,971	\$54,046	\$72,491	\$79,138	\$85,990	\$93,053	\$122,683	\$130,188
Treatment Plant [1]												
WWTP Upgrades Ph. 1	80	\$2,991	\$12,288	\$57,073	\$103,237	\$103,237	\$103,237	\$103,237	\$103,237	\$103,237	\$103,237	\$103,237
Pond 2 & 3 Levee	40	\$1,546	\$1,546	\$3,189	\$3,189	\$3,189	\$3,189	\$3,189	\$3,189	\$3,189	\$3,189	\$3,189
Facilities Automation	20	\$0	\$7,650	\$7,650	\$7,650	\$7,650	\$7,650	\$7,650	\$7,650	\$7,650	\$7,650	\$7,650
Sludge Removal	40	\$1,933	\$3,925	\$3,925	\$3,925	\$3,925	\$3,925	\$3,925	\$3,925	\$3,925	\$3,925	\$3,925
Recycled Water Feasibility Study	5	\$0	\$0	\$0	\$0	\$0	\$17,995	\$17,995	\$17,995	\$17,995	\$17,995	\$17,995
Temp Trailer at WRF	n.a.	n.a.	n.a.	n.a.	n.a.	n.a.	n.a.	n.a.	n.a.	n.a.	n.a.	n.a.
Replace WRF Operations Building and Shop	80	\$0	\$0	\$0	\$0	\$1,455	\$16,451	\$45,822	\$45,822	\$45,822	\$45,822	\$45,822
Upgrade Chemical Storage Facilities	50	\$0	\$0	\$0	\$0	\$0	\$0	\$12,367	\$12,367	\$12,367	\$12,367	\$12,367
Phase 2 WWTP Upgrades	40	\$0	\$0	\$0	\$0	\$2,910	\$5,909	\$9,000	\$12,187	\$12,187	\$12,187	\$12,187
Subtotal Treatment Plant		\$6,470	\$25,410	\$71,837	\$118,001	\$122,366	\$158,357	\$203,186	\$206,372	\$206,372	\$206,372	\$206,372
Total Cumulative Depreciation		\$16,613	\$41,264	\$98,143	\$159,973	\$176,412	\$230,848	\$282,324	\$292,363	\$299,425	\$329,056	\$336,560

Source: City of St. Helena.

new depr

[1] Depreciation in future dollars.

Attachment 2

Table A-13
City of St. Helena Wastewater Rate Study
Calculated Winter Use and Total Billed Water Use for Sewer by Customer Type

Customer Type	Winter Months Jan-Mar 2015	# Units /Accounts /Students	Winter Months Jan-Mar 2015	Average	Average in Gallons
Residential	Total Water Use		Use per Unit per Day in HCF	HCF per Day	GPD
Single Family	34,381	1,503	0.25	0.24	175
Multi-Family	9,259	669	0.15	0.15	106
Mobile Homes (Vineyard Valley)	4,331	211	0.23	0.22	157
Residential	47,971	2,383	0.22	0.21	154
Non-Residential					
Car Wash	126	1	1.40	1.40	1,005
Church/CommCenter	254	13	0.22	0.22	156
Commercial	3,803	126	0.34	0.34	241
Grocery	260	3	0.96	0.96	691
Laundry	524	1	5.82	5.82	4,181
Mixed Retail w/ Food	496	3	1.84	1.84	1,319
Motel w/ Food	1,361	2	7.56	7.56	5,429
Motel w/out Food	2,303	8	3.20	3.20	2,297
Restaurant	3,225	19	1.89	1.89	1,354
Napa Valley College	1,620	1	18.00	18.00	12,925
Service Station	199	5	0.44	0.44	318
Merryvale Winery	235	2	1.31	1.31	937
Sutter Home (industrial) [1]	8,009	1	88.99	4.45	3,195
School	1,304	1,437	0.01	0.01	7

Source: City of St. Helena.

winter

[1] Only 5% of winter water use for this account is estimated to reach the wastewater plant.

Attachment 2

ATTACHMENT B

MODIFIED WASTEWATER RATE STRUCTURE

METHODOLOGY

- 1. Determine Number of Sewer Meter Equivalents** – First establish the daily flow for one EDU (equivalent dwelling unit). This flow is the flow per day for a 5/8" meter since almost all residential units have a 5/8" water meter. Calculate the number of sewer meter equivalents using the current City meter ratios. *Using metered water usage data, it is determined that residential units use 280 gallons per day on average; however, only 180 gallons per day reaches the wastewater treatment plant, determined by average winter water use. **Table B-1** shows the flow per day by meter size and the calculation of estimated sewer meter equivalents for non-residential customers.*
- 2. Allocate Revenue Requirement to Residential and Non-Residential** – Single Family residential customers are allocated costs based on percentage of flow. They are then further allocated to fixed base costs collected in flat monthly charges by dwelling unit and use costs collected in consumption charges. Non-residential costs, including multi-family, are allocated based on percentage of flow by non-residential customers. Non-residential costs are further allocated to fixed base costs collected in flat monthly charges by meter size and use costs collected in consumption charges. **Table B-2** shows the allocation of revenue requirement. *Costs are allocated 57% to residential and 43% to non-residential.*
- 3. Calculate Rates** – Divide base residential costs by the number of residential units. Divide residential use costs by typical residential winter water use. Divide non-residential base costs by the number of sewer meter equivalents. Divide non-residential use costs by typical non-residential winter water use. *Calculated rates are shown in **Table B-2**.*
- 4. Compare Rates** – A comparison of current and calculated wastewater rates for the next ten years, through fiscal year 2027, is included in **Table B-3**.

Attachment 2

Attachment 2

Table B-1
City of St. Helena Wastewater Rate Study
Calculation of Non-Residential Meter Equivalents

Item	Number of Meters	Meter Ratios	Flow per Day in Gallons	Estimated Sewer Meter Equivalents
Single Family (One EDU)			180	
Non-Residential				
5/8"	150	1.00	180	150
1"	73	2.43	438	178
1.5"	40	4.82	867	193
2"	32	7.68	1,383	246
3"	7	14.36	2,585	101
4"	7	23.91	4,303	167
6"	6	47.77	8,598	287
Total Estimated Non-Residential Sewer Equivalents				1,321
Source: City of St. Helena and HEC.				m equivs

Table B-2
City of St. Helena Wastewater Rate Study
Allocation of Revenue Requirement to Residential and Non-Residential

Item		Fiscal Year Ending										
		2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027
Revenue Requirement		\$2,988,676	\$3,429,719	\$4,279,161	\$4,476,847	\$4,542,121	\$4,612,649	\$4,896,715	\$5,110,400	\$5,334,364	\$5,541,161	\$5,735,771
Residential												
Base Costs	29%	\$866,454	\$994,317	\$1,240,581	\$1,297,893	\$1,316,816	\$1,337,263	\$1,419,618	\$1,481,567	\$1,546,497	\$1,606,450	\$1,662,870
Use Costs	28%	\$840,113	\$964,089	\$1,202,866	\$1,258,435	\$1,276,784	\$1,296,609	\$1,376,460	\$1,436,526	\$1,499,482	\$1,557,612	\$1,612,317
Number of Units (single family only)		1,503	1,508	1,513	1,518	1,523	1,528	1,533	1,538	1,543	1,548	1,553
Base Annual Cost		\$576.48	\$659.36	\$819.95	\$855.00	\$864.62	\$875.17	\$926.04	\$963.31	\$1,002.27	\$1,037.76	\$1,070.75
Monthly Base Charge per Residential Unit		\$48.04	\$54.95	\$68.33	\$71.25	\$72.05	\$72.93	\$77.17	\$80.28	\$83.52	\$86.48	\$89.23
Estimated Annual Billed Usage		186,767	187,212	187,658	188,103	188,548	188,994	189,439	189,884	190,329	190,775	191,220
Use Charge per HCF		\$4.50	\$5.15	\$6.41	\$6.69	\$6.77	\$6.86	\$7.27	\$7.57	\$7.88	\$8.16	\$8.43
Non-Residential												
Base Costs	30%	\$896,865	\$1,029,217	\$1,284,124	\$1,343,447	\$1,363,035	\$1,384,200	\$1,469,444	\$1,533,569	\$1,600,777	\$1,662,835	\$1,721,235
Use Costs	13%	\$385,245	\$442,096	\$551,590	\$577,072	\$585,486	\$594,577	\$631,194	\$658,738	\$687,607	\$714,264	\$739,349
Meter Equivalents		1,321	1,321	1,321	1,321	1,321	1,321	1,321	1,321	1,321	1,321	1,321
Base Charge per Meter Equivalent		\$679.18	\$779.41	\$972.45	\$1,017.37	\$1,032.21	\$1,048.23	\$1,112.79	\$1,161.35	\$1,212.25	\$1,259.24	\$1,303.47
Monthly Base Charge per Meter Equivalent		\$56.60	\$64.95	\$81.04	\$84.78	\$86.02	\$87.35	\$92.73	\$96.78	\$101.02	\$104.94	\$108.62
5/8"	1.0	\$56.60	\$64.95	\$81.04	\$84.78	\$86.02	\$87.35	\$92.73	\$96.78	\$101.02	\$104.94	\$108.62
1"	2.4	\$137.63	\$157.94	\$197.05	\$206.16	\$209.16	\$212.41	\$225.49	\$235.33	\$245.64	\$255.17	\$264.13
1.5"	4.8	\$272.67	\$312.91	\$390.41	\$408.45	\$414.40	\$420.84	\$446.75	\$466.25	\$486.68	\$505.55	\$523.31
2"	7.7	\$434.74	\$498.90	\$622.46	\$651.22	\$660.71	\$670.97	\$712.29	\$743.37	\$775.95	\$806.03	\$834.34
3"	14.4	\$812.89	\$932.84	\$1,163.88	\$1,217.65	\$1,235.40	\$1,254.59	\$1,331.85	\$1,389.97	\$1,450.89	\$1,507.13	\$1,560.06
4"	23.9	\$1,353.10	\$1,552.78	\$1,937.35	\$2,026.86	\$2,056.41	\$2,088.34	\$2,216.95	\$2,313.69	\$2,415.09	\$2,508.71	\$2,596.82
6"	47.8	\$2,703.62	\$3,102.59	\$3,871.01	\$4,049.85	\$4,108.89	\$4,172.70	\$4,429.67	\$4,622.97	\$4,825.57	\$5,012.65	\$5,188.69
Use Charge per HCF	Est. Annual Billed Use											
Car Wash	511	\$3.43	\$3.93	\$4.90	\$5.13	\$5.21	\$5.29	\$5.61	\$5.86	\$6.11	\$6.35	\$6.57
Religious Places/Community Centers	1,030	\$3.72	\$4.27	\$5.33	\$5.57	\$5.65	\$5.74	\$6.09	\$6.36	\$6.64	\$6.90	\$7.14
Commercial	15,423	\$4.27	\$4.90	\$6.12	\$6.40	\$6.49	\$6.59	\$7.00	\$7.30	\$7.62	\$7.92	\$8.20
Groceries and Mortuaries	1,054	\$10.30	\$11.81	\$14.74	\$15.42	\$15.65	\$15.89	\$16.87	\$17.60	\$18.38	\$19.09	\$19.76
Laundry	2,125	\$3.81	\$4.37	\$5.46	\$5.71	\$5.79	\$5.88	\$6.24	\$6.51	\$6.80	\$7.06	\$7.31
Mixed Retail w/ Food	2,012	\$6.73	\$7.72	\$9.64	\$10.08	\$10.23	\$10.39	\$11.03	\$11.51	\$12.01	\$12.48	\$12.92
Motel with Food	5,520	\$7.91	\$9.08	\$11.32	\$11.85	\$12.02	\$12.21	\$12.96	\$13.52	\$14.12	\$14.66	\$15.18
Motel without Food	9,340	\$4.59	\$5.26	\$6.57	\$6.87	\$6.97	\$7.08	\$7.51	\$7.84	\$8.19	\$8.50	\$8.80
Restaurant	13,079	\$10.18	\$11.68	\$14.57	\$15.24	\$15.47	\$15.71	\$16.67	\$17.40	\$18.16	\$18.87	\$19.53
Napa Valley College	6,570	\$3.67	\$4.21	\$5.25	\$5.49	\$5.57	\$5.66	\$6.01	\$6.27	\$6.55	\$6.80	\$7.04
Service Station	807	\$4.82	\$5.53	\$6.90	\$7.22	\$7.32	\$7.44	\$7.89	\$8.24	\$8.60	\$8.93	\$9.25
Winery Production (Merryvale/Spottswoode)	953	\$17.31	\$19.87	\$24.79	\$25.93	\$26.31	\$26.72	\$28.36	\$29.60	\$30.90	\$32.09	\$33.22
Sutter Home Winery	1,624	\$4.50	\$5.16	\$6.44	\$6.74	\$6.84	\$6.94	\$7.37	\$7.69	\$8.03	\$8.34	\$8.63
Schools	5,288	\$1.87	\$2.15	\$2.68	\$2.81	\$2.85	\$2.89	\$3.07	\$3.20	\$3.34	\$3.47	\$3.60

Source: City of St. Helena and HEC.

curr alloc rates

Source: City of St. Helena and HEC.

curr alloc rates

Table B-3
City of St. Helena Wastewater Rate Study
Calculated Wastewater Rates - Modified Current Rate Structure

Land Use	Current Rates Effective	2017 2/8/2017	2018 11/8/2017	2019 11/8/2018	2020 11/8/2019	2021 11/8/2020	2022 11/8/2021	2023 11/8/2022	2024 11/8/2023	2025 11/8/2024	2026 11/8/2025	2027 11/8/2026
Residential												
Flat Monthly Charge per Unit	\$47.35	\$48.04	\$54.95	\$68.33	\$71.25	\$72.05	\$72.93	\$77.17	\$80.28	\$83.52	\$86.48	\$89.23
Use Charge per HCF	\$3.94	\$4.50	\$5.15	\$6.41	\$6.69	\$6.77	\$6.86	\$7.27	\$7.57	\$7.88	\$8.16	\$8.43
Non-Residential												
Flat Monthly Charge per Account												
5/8"	\$42.12	\$56.60	\$64.95	\$81.04	\$84.78	\$86.02	\$87.35	\$92.73	\$96.78	\$101.02	\$104.94	\$108.62
1"	\$102.42	\$137.63	\$157.94	\$197.05	\$206.16	\$209.16	\$212.41	\$225.49	\$235.33	\$245.64	\$255.17	\$264.13
1.5"	\$202.92	\$272.67	\$312.91	\$390.41	\$408.45	\$414.40	\$420.84	\$446.75	\$466.25	\$486.68	\$505.55	\$523.31
2"	\$323.53	\$434.74	\$498.90	\$622.46	\$651.22	\$660.71	\$670.97	\$712.29	\$743.37	\$775.95	\$806.03	\$834.34
3"	\$604.94	\$812.89	\$932.84	\$1,163.88	\$1,217.65	\$1,235.40	\$1,254.59	\$1,331.85	\$1,389.97	\$1,450.89	\$1,507.13	\$1,560.06
4"	\$1,006.96	\$1,353.10	\$1,552.78	\$1,937.35	\$2,026.86	\$2,056.41	\$2,088.34	\$2,216.95	\$2,313.69	\$2,415.09	\$2,508.71	\$2,596.82
6"	\$2,012.00	\$2,703.62	\$3,102.59	\$3,871.01	\$4,049.85	\$4,108.89	\$4,172.70	\$4,429.67	\$4,622.97	\$4,825.57	\$5,012.65	\$5,188.69
Use Charge per HCF												
Car Wash	\$2.85	\$3.43	\$3.93	\$4.90	\$5.13	\$5.21	\$5.29	\$5.61	\$5.86	\$6.11	\$6.35	\$6.57
Religious Places/Community Centers	\$3.64	\$3.72	\$4.27	\$5.33	\$5.57	\$5.65	\$5.74	\$6.09	\$6.36	\$6.64	\$6.90	\$7.14
Commercial	\$3.64	\$4.27	\$4.90	\$6.12	\$6.40	\$6.49	\$6.59	\$7.00	\$7.30	\$7.62	\$7.92	\$8.20
Groceries and Mortuaries	\$11.87	\$10.30	\$11.81	\$14.74	\$15.42	\$15.65	\$15.89	\$16.87	\$17.60	\$18.38	\$19.09	\$19.76
Laundry	\$3.34	\$3.81	\$4.37	\$5.46	\$5.71	\$5.79	\$5.88	\$6.24	\$6.51	\$6.80	\$7.06	\$7.31
Mixed Retail w/ Food	\$6.79	\$6.73	\$7.72	\$9.64	\$10.08	\$10.23	\$10.39	\$11.03	\$11.51	\$12.01	\$12.48	\$12.92
Motel with Food	\$8.75	\$7.91	\$9.08	\$11.32	\$11.85	\$12.02	\$12.21	\$12.96	\$13.52	\$14.12	\$14.66	\$15.18
Motel without Food	\$4.35	\$4.59	\$5.26	\$6.57	\$6.87	\$6.97	\$7.08	\$7.51	\$7.84	\$8.19	\$8.50	\$8.80
Restaurant	\$11.68	\$10.18	\$11.68	\$14.57	\$15.24	\$15.47	\$15.71	\$16.67	\$17.40	\$18.16	\$18.87	\$19.53
Napa Valley College	\$3.64	\$3.67	\$4.21	\$5.25	\$5.49	\$5.57	\$5.66	\$6.01	\$6.27	\$6.55	\$6.80	\$7.04
Service Station	\$4.70	\$4.82	\$5.53	\$6.90	\$7.22	\$7.32	\$7.44	\$7.89	\$8.24	\$8.60	\$8.93	\$9.25
Winery Production (Merryvale/Spottswoode)	\$20.94	\$17.31	\$19.87	\$24.79	\$25.93	\$26.31	\$26.72	\$28.36	\$29.60	\$30.90	\$32.09	\$33.22
Sutter Home Winery	\$4.27	\$4.50	\$5.16	\$6.44	\$6.74	\$6.84	\$6.94	\$7.37	\$7.69	\$8.03	\$8.34	\$8.63
Schools	\$3.17	\$1.87	\$2.15	\$2.68	\$2.81	\$2.85	\$2.89	\$3.07	\$3.20	\$3.34	\$3.47	\$3.60

Source: City of St. Helena and HEC.

calc rates

Attachment 3

S.E.C. Rule 15c2-12
Voluntary Event Notice – Non-Payment Related Default

The City of St. Helena (the "City") hereby provides notice of the following voluntary notice related to the following bonds (the "Bonds"):

- \$21,560,000 California Statewide Communities Development Authority Water Revenue Bonds (Pooled Financing Program) Series 2006A City of St. Helena (Napa County)
- \$7,155,000 California Statewide Communities Development Authority Water and Wastewater Revenue Bonds Series 2012B City of St. Helena (Napa County)

Each maturity of the Bonds is identified by the corresponding CUSIP Number set forth below:

Maturity Date (October 1)	Series 2006A CUSIP	Series 2012B CUSIP
2016	13077WDY3	13078AVU8
2017	13077WDZ0	13078AVV6
2018	13077WEA4	13078AVW4
2019	13077WEB2	13078AVX2
2020	13077WEC0	13078AVY0
2021	13077WED8	13078AVZ7
2022		13078AWA1
2023		13078AWB9
2024		13078AWC7
2026	13077WEE6	
2027		13078AWD5
2031	13077WEF3	
2032		13078AWE3

Note: *The CUSIP number above is being provided for the convenience of Bondholders. The City is not responsible for the accuracy or completeness of such numbers.*

Voluntary Notice – Non-Payment Related Default: The Installment Purchase Agreements contain a covenant of the City to ensure in each Fiscal Year that System Revenues are at least sufficient to pay Operation and Maintenance Costs, Installment Payments and certain other expenses during such Fiscal Year and that System Net Revenues are at least equal to 120% of Annual Debt Service in such Fiscal Year. As a result of the Governor's declaration of a drought and the requirement to cut water usage, revenues in the Fiscal Year 2015 were lower than anticipated. For the Fiscal Year ended 2015, Net Revenues were less than 120% of Annual Debt Service. The City entered into a contract with Hansford Economic Consulting on November 10, 2015 to provide a Utility Rate Study in an effort to re-evaluate the rates currently being charged for water and sewer services. It is anticipated the study will be complete and new rates implemented by July 1, 2016.

Other Matters - This notice is provided pursuant to the Continuing Disclosure Agreements executed in connection with the Bonds (the "Disclosure Certificates"). The filing of this notice does not constitute or imply any representation regarding any other financial or operating information about the City or any representation that no other circumstances or events have occurred which may have a bearing on the City's financial condition or an investor's decision to buy, sell or hold the Bonds.

Dated: January 29, 2016

CITY OF ST. HELENA

Attachment 4

S.E.C. Rule 15c2-12
Voluntary Event Notice – Non-Payment Related Default

The City of St. Helena (the "City") hereby provides notice of the following voluntary notice related to the following bonds (the "Bonds"):

- \$21,560,000 California Statewide Communities Development Authority Water Revenue Bonds (Pooled Financing Program) Series 2006A City of St. Helena (Napa County)
- \$7,155,000 California Statewide Communities Development Authority Water and Wastewater Revenue Bonds Series 2012B City of St. Helena (Napa County)

Each maturity of the Bonds is identified by the corresponding CUSIP Number set forth below:

Maturity Date (October 1)	Series 2006A CUSIP	Series 2012B CUSIP
2017	13077WDZ0	13078AVV6
2018	13077WEA4	13078AVW4
2019	13077WEB2	13078AVX2
2020	13077WEC0	13078AVY0
2021	13077WED8	13078AVZ7
2022		13078AWA1
2023		13078AWB9
2024		13078AWC7
2026	13077WEE6	
2027		13078AWD5
2031	13077WEF3	
2032		13078AWE3

Note: *The CUSIP number above is being provided for the convenience of Bondholders. The City is not responsible for the accuracy or completeness of such numbers.*

Voluntary Notice – Non-Payment Related Default: The Installment Purchase Agreements contain a covenant of the City to ensure in each Fiscal Year that System Revenues are at least sufficient to pay Operation and Maintenance Costs, Installment Payments and certain other expenses during such Fiscal Year and that System Net Revenues are at least equal to 120% of Annual Debt Service in such Fiscal Year. As a result of the Governor's declaration of a drought and the requirement to cut water usage, revenues in the Fiscal Years 2015 and 2016 were lower than anticipated. For the Fiscal Years ended 2015 and 2016, Net Revenues were less than 120% of Annual Debt Service. The City entered into a contract with Hansford Economic Consulting on November 10, 2015 to provide a Utility Rate Study in an effort to re-evaluate the rates currently being charged for water and sewer services. Based on the Utility Rate Study, the City adopted new rates implemented such new rates effective January 9, 2017. A copy of the City Resolutions and new rate schedule are attached hereto as Appendix A.

Other Matters - This notice is provided pursuant to the Continuing Disclosure Agreements executed in connection with the Bonds (the "Disclosure Certificates"). The filing of this notice does not constitute or imply any representation regarding any other financial or operating information about the City or any representation that no other circumstances or events have occurred which may have a bearing on the City's financial condition or an investor's decision to buy, sell or hold the Bonds.

Dated: January 26, 2017

CITY OF ST. HELENA

Attachment 4

**APPENDIX A
CITY RESOLUTIONS**

Attachment 4

CITY OF ST. HELENA

RESOLUTION No. 2016-163

Resolution Establishing a Revised Schedule for Water Rates

RECITALS

- A. The City of St. Helena provides water services throughout the City, including to certain customers outside the boundaries of the City; and
- B. The City of St. Helena's water system is operated as a self-supporting utility enterprise; and
- C. The City operates and maintains both a water and wastewater utilities including treatment, collection and distribution systems and has determined that the current rate structure will not support the current and future costs of the systems, therefor the City wishes to update the rates for water service; and
- D. On October 25, 2016 the first reading of Ordinance No. 2016-13 was held to amend Chapters 13.04 Water Service System, 13.12 Water Use Efficiency and Use Guidelines, 13.20 Sewer Service System and Section 17.112.140 Water Efficient Landscaping, with the second reading and approval of the municipal code updates held on November 29, 2016, with the effective date being January 9, 2017; and
- E. Ordinance 2016-13, updated Chapter 13.04 to become effective January 9, 2016, the updated Section 13.04.080 establishes that water rates will be established by Council Resolution; and
- F. Current Water and Wastewater Rates were last reviewed in 2011. The 2011 rate changes implemented annual rate increases for five years based on the Consumer Price Index (CPI). The last annual rate increase was in January 2016, in accordance with the St. Helena municipal code; and
- G. The current Water and Wastewater Rates do not provide adequate funding for the water and wastewater systems; and
- H. Hansford Economic Consulting (HEC) prepared a cost of service analysis entitled St. Helena (2016) Water and Wastewater Rate Study (Rate Study) containing analyses and recommendation for adjusting the City's utility rates. The purpose of this study was to evaluate the rate structure to ensure if it adequately provided for the maintenance, operation and replacement/rehabilitation of its water and wastewater

Attachment 4

systems, and determine the level of funding required to adequately fund the water and wastewater systems, providing the residents and businesses with safe and reliable water and wastewater systems that meets State and Federal requirements; and

- I. On September 27, 2016 Council accepted the draft 2016 Rate Study, and on November 29, 2016 Council accepted the St. Helena (2016) Water and Wastewater Rate Study final document; and
- J. On May 24, 2016 City Council authorized Resolution 2016-66, approving the re-establishment of the Ad Hoc Revenue Source Task Force (Task Force). The Resolutions stated "The City Council desires to re-establish the Ad Hoc Revenue Task Force to function in an advisory capacity to the City Council to review the structure, methodology and equitability of the proposed water and waste water rates; and provide feedback to Staff". Two meetings were held one on August 4, 2016 and the other on September 13, 2016, these meetings were open to the public, recorded and all materials were posted online; and
- K. Pursuant to the provisions of Article 13D, Section 6, of the California Constitution (e.g., Proposition 218), prior to an increase in water or sewer (wastewater) rates, property owners shall be provided at least 45 days' notice of a public hearing to consider an increase in any such water and sewer rates together with an explanation of: (1) the amount of the propose rate increase, (2) the basis on which the rate increase is calculated, (3) the reason for the rate increase, and (4) the date, time and place of a public hearing to consider the rate increase, together with an explanation of the rights of property owners to submit written protests to the proposed rate increase. The proposed rate increases may not be imposed if written protests are submitted by a majority of the property owners subject to the increased rates; and
- L. On October 4, 2016 the City mailed over 3500 copies a Notice of Proposed Increase in Water and Wastewater Rates and Public Hearing regarding such increases to property owners and to utility customers; and
- M. Notice of Public Hearing was also published in the newspaper each week for two weeks prior to the date of the public hearing; and
- N. On November 29, 2016, prior to the adoption of this Resolution, the City Council conducted and concluded a duly noticed public hearing concerning the proposed water and wastewater rate increase and considered all written and oral comments presented; and at its conclusion the City Clerk tabulated the number of protests received, and reported that there was not a majority protest of the proposed water or wastewater rates by owners or tenants of identified parcel receiving such services; and
- O. In accordance with the requirements of the California Environmental Quality Act ("CEQA"), California Public Resources Code section 21000 et seq., the State CEQA

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Guidelines, California Code of Regulations, Title 14, Chapter 3, sections 15000 et seq., and the Environmental Impact Report Guidelines of the City of St. Helena, City staff has reviewed the proposed rate increase and recommends that the approval of the rate increase is Statutorily Exempt pursuant to CEQA Guidelines Section 15273 as it applies only to rates to obtain funds necessary to operate and maintain service for the water and wastewater system; and

P. All legal prerequisites have occurred prior to the adoption of this Resolution.

RESOLUTION

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

1. The procedures followed and the rate schedules proposed herein are in compliance with the California Constitution Article XIII D.
2. The City Council hereby finds that the above recitations are true and correct and, accordingly, are incorporated as a material part of this Resolution.
3. The City Council hereby finds that the rate increase is Statutorily Exempt pursuant to CEQA Guidelines section 15273 as it applies only to rates to obtain funds necessary to operate and maintain service for the water and sewer system.
4. Water Rate Schedule
 - a. The City Council adopts the water rate schedule in "Exhibit A" attached hereto and incorporated herein by this reference.
5. Time of Effectiveness
 - a. The charges for both water and wastewater will become effective on January 9, 2017 and a rate increase will occur every billing period beginning in November for the next five (5) years (2017, 2018, 2019, 2020 and 2021) pursuant to "Exhibit A".

Approved at a Special Meeting of the St. Helena City Council on November 29, 2016, by the following vote:

Mayor Galbraith:	Yes
Vice Mayor White:	Yes
Councilmember Crull:	Yes
Councilmember Dohring:	Yes
Councilmember Pitts:	Yes

Attachment 4

APPROVED:



Alan Galbraith, Mayor

ATTEST:



Cindy Black, City Clerk



Attachment 4

Exhibit A
Calculated Water Rates through Fiscal Year Ending 2022

Charges	Current	Billing Period Beginning *					
		2/8/2017	11/8/2017	11/8/2018	11/8/2019	11/8/2020	11/8/2021
Service Charge				Monthly Charges per Meter			
5/8", 3/4" & SF 1"	\$27.52	\$43.22	\$51.71	\$60.59	\$64.78	\$68.91	\$73.27
1"	\$63.80	\$80.08	\$96.76	\$114.44	\$123.35	\$132.22	\$141.61
1.5"	\$124.12	\$141.67	\$172.02	\$204.36	\$221.14	\$237.94	\$255.72
2"	\$196.50	\$215.12	\$261.84	\$311.76	\$337.99	\$364.27	\$392.10
3"	\$365.51	\$413.06	\$503.54	\$600.40	\$651.86	\$703.51	\$758.21
4"	\$607.01	\$640.46	\$780.29	\$930.11	\$1,010.10	\$1,090.44	\$1,175.54
6"	\$1,210.18	\$1,252.50	\$1,528.85	\$1,825.17	\$1,983.80	\$2,143.19	\$2,312.05
Private Fire Protection				Monthly Charges per Fire Service Pipe			
4"	\$4.00	\$8.47	\$9.92	\$11.38	\$11.89	\$12.36	\$12.86
6"	\$6.00	\$24.59	\$28.81	\$33.05	\$34.53	\$35.91	\$37.34
8"	\$8.00	\$52.41	\$61.40	\$70.43	\$73.57	\$76.52	\$79.58
Raw Water <i>per Gallon</i>	\$0.00267	\$0.00273	\$0.00320	\$0.00367	\$0.00383	\$0.00398	\$0.00414
TREATED WATER USE CHARGES PER HCF							
NON-DROUGHT PERIOD	[1]						
Off-Peak (Nov-Apr)		\$5.50	\$6.37	\$7.19	\$7.37	\$7.54	\$7.71
Peak (May-Oct)		\$6.11	\$7.09	\$8.00	\$8.20	\$8.38	\$8.58
DROUGHT PERIOD	[1]						
Off-Peak (Nov-Apr)		\$5.81	\$6.73	\$7.60	\$7.79	\$7.97	\$8.15
Peak (May-Oct)		\$6.46	\$7.49	\$8.45	\$8.66	\$8.86	\$9.06

Source: HEC.

* Dates reflect the current billing cycle; if the billing cycle date changes so will these effective dates.

[1] Current Rate Structure rates as follows:

Tiers by customer category (in hcf):		<u>Tier 1</u>	<u>Tier 2</u>		<u>Tier 1</u>	<u>Tier 2</u>
Single family	0-14	15+	Non-residential <=1"		0-36	37+
Multi-family	0-5	6+	Non-residential 1.5"		0-120	121+
			Non-residential 2"		0-192	193+
Price per HCF	\$4.48	\$6.74	Non-residential 3"		0-360	361+
Price per HCF - Landscape Irrigation	\$5.22		Non-residential 4"		0-600	601+
			Non-residential 6"		0-1,250	1,251+
			Non-residential 8"		0-1,920	1,921+

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CITY OF ST. HELENA

RESOLUTION No. 2016-164

Resolution Establishing a Revised Schedule for Wastewater Rates

RECITALS

- A. The City of St. Helena provides wastewater services throughout the City, including to certain customers outside the boundaries of the City; and
- B. The City of St. Helena's wastewater system is operated as a self-supporting utility enterprise; and
- C. The City operates and maintains both a water and wastewater utilities including treatment, collection and distribution systems and has determined that the current rate structure will not support the current and future costs of the systems, therefor the City wishes to update the rates for wastewater service; and
- D. On October 25, 2016 the first reading of Ordinance No. 2016-13 was held to amend Chapters 13.04 Water Service System, 13.12 Water Use Efficiency and Use Guidelines, 13.20 Sewer Service System and Section 17.112.140 Water Efficient Landscaping, with the second reading and approval of the municipal code updates held on November 29, 2016, with the effective date being January 9, 2017; and
- E. Ordinance 2016-13, updated Chapter 13.20 to become effective January 9, 2016, the updated Section 13.20.020 establishes that wastewater rates will be established by Council Resolution; and
- F. Current Water and Wastewater Rates were last reviewed in 2011. The 2011 rate changes implemented annual rate increases for five years based on the Consumer Price Index (CPI). The last annual rate increase was in January 2016, in accordance with the St. Helena municipal code; and
- G. The current Water and Wastewater Rates do not provide adequate funding for the water and wastewater systems; and
- H. Hansford Economic Consulting (HEC) prepared a cost of service analysis entitled St. Helena (2016) Water and Wastewater Rate Study (Rate Study) containing analyses and recommendation for adjusting the City's utility rates. The purpose of this study was to evaluate the rate structure to ensure if it adequately provided for the maintenance, operation and replacement/rehabilitation of its water and wastewater

Attachment 4

systems, and determine the level of funding required to adequately fund the water and wastewater systems, providing the residents and businesses with safe and reliable water and wastewater systems that meets State and Federal requirements; and

- I. On September 27, 2016 Council accepted the draft 2016 Rate Study, and on November 29, 2016 Council accepted the St. Helena (2016) Water and Wastewater Rate Study final document; and
- J. On May 24, 2016 City Council authorized Resolution 2016-66, approving the re-establishment of the Ad Hoc Revenue Source Task Force (Task Force). The Resolutions stated "The City Council desires to re-establish the Ad Hoc Revenue Task Force to function in an advisory capacity to the City Council to review the structure, methodology and equitability of the proposed water and waste water rates; and provide feedback to Staff". Two meetings were held one on August 4, 2016 and the other on September 13, 2016, these meetings were open to the public, recorded and all materials were posted online; and
- K. Pursuant to the provisions of Article 13D, Section 6, of the California Constitution (e.g., Proposition 218), prior to an increase in water or sewer (wastewater) rates, property owners shall be provided at least 45 days' notice of a public hearing to consider an increase in any such water and sewer rates together with an explanation of: (1) the amount of the propose rate increase, (2) the basis on which the rate increase is calculated, (3) the reason for the rate increase, and (4) the date, time and place of a public hearing to consider the rate increase, together with an explanation of the rights of property owners to submit written protests to the proposed rate increase. The proposed rate increases may not be imposed if written protests are submitted by a majority of the property owners subject to the increased rates; and
- L. On October 4, 2016 the City mailed over 3500 copies a Notice of Proposed Increase in Water and Wastewater Rates and Public Hearing regarding such increases to property owners and to utility customers; and
- M. Notice of Public Hearing was also published in the newspaper each week for two weeks prior to the date of the public hearing; and
- N. On November 29, 2016, prior to the adoption of this Resolution, the City Council conducted and concluded a duly noticed public hearing concerning the proposed water and wastewater rate increase and considered all written and oral comments presented; and at its conclusion the City Clerk tabulated the number of protests received, and reported that there was not a majority protest of the proposed water or wastewater rates by owners or tenants of identified parcel receiving such services; and
- O. In accordance with the requirements of the California Environmental Quality Act ("CEQA"), California Public Resources Code section 21000 et seq., the State CEQA

Attachment 4

Guidelines, California Code of Regulations, Title 14, Chapter 3, sections 15000 et seq., and the Environmental Impact Report Guidelines of the City of St. Helena, City staff has reviewed the proposed rate increase and recommends that the approval of the rate increase is Statutorily Exempt pursuant to CEQA Guidelines Section 15273 as it applies only to rates to obtain funds necessary to operate and maintain service for the water and wastewater system; and

P. All legal prerequisites have occurred prior to the adoption of this Resolution.

RESOLUTION

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

1. The procedures followed and the schedules proposed herein are in compliance with the California Constitution Article XIII D.
2. The City Council hereby finds that the above recitations are true and correct and, accordingly, are incorporated as a material part of this Resolution.
3. The City Council hereby finds that the rate increase is Statutorily Exempt pursuant to CEQA Guidelines section 15273 as it applies only to rates to obtain funds necessary to operate and maintain service for the water and sewer system.
4. Wastewater Rate Schedule
 - a. The City Council adopts the wastewater (sewer) rate schedule in Exhibit "A" attached hereto and incorporated herein by this reference.
5. Time of Effectiveness
 - a. The charges for both water and wastewater will become effective on January 9, 2017 and a rate increase will occur every billing period beginning in November for the next five (5) years (2017, 2018, 2019, 2020 and 2021) pursuant to "Exhibit A".

Approved at a Special Meeting of the St. Helena City Council on November 29, 2016, by the following vote:

Mayor Galbraith:	Yes
Vice Mayor White:	Yes
Councilmember Crull:	Yes
Councilmember Dohring:	Yes
Councilmember Pitts:	Yes

Attachment 4

APPROVED:


Alan Galbraith, Mayor

ATTEST:


Cindy Black, City Clerk



Attachment 4

Exhibit A**Calculated Wastewater Rates through Fiscal Year Ending 2022 - New Rate Structure**

Customer Category		Fiscal Year Ending					
		2017	2018	2019	2020	2021	2022
Billing Period Beginning * ---->		2/8/2017	11/8/2017	11/8/2018	11/8/2019	11/8/2020	11/8/2021
Residential							
Single Family	monthly per unit	\$48.04	\$55.24	\$70.13	\$73.03	\$74.18	\$75.23
Multi-Family	monthly per unit	\$29.07	\$33.42	\$42.43	\$44.18	\$44.88	\$45.52
Mobile Homes	monthly per unit	\$43.11	\$49.57	\$62.93	\$65.53	\$66.56	\$67.51
Residential Rate per HCF	per HCF	\$4.69	\$5.39	\$6.84	\$7.12	\$7.23	\$7.34
Schools Flat Rate per Student	monthly per student	\$1.40	\$1.62	\$2.15	\$2.21	\$2.26	\$2.28
Non-Residential							
Car Wash	monthly per account	\$209.93	\$243.25	\$328.36	\$336.45	\$343.13	\$346.45
Religious Places/Community Centers	monthly per account	\$35.34	\$40.85	\$54.06	\$55.68	\$56.71	\$57.34
Commercial [1]	monthly per account	\$62.70	\$72.20	\$92.64	\$96.19	\$97.78	\$99.09
Groceries and Mortuaries	monthly per account	\$433.93	\$492.12	\$552.00	\$595.15	\$599.41	\$613.71
Laundry	monthly per account	\$970.94	\$1,121.45	\$1,475.85	\$1,522.21	\$1,549.87	\$1,567.76
Mixed Retail w/ Food	monthly per account	\$541.20	\$617.30	\$730.21	\$775.32	\$783.78	\$799.17
Motel with Food	monthly per account	\$2,617.64	\$2,978.36	\$3,444.90	\$3,681.23	\$3,715.59	\$3,795.12
Motel without Food	monthly per account	\$642.15	\$738.08	\$933.28	\$972.87	\$987.93	\$1,002.28
Restaurant	monthly per account	\$840.03	\$952.80	\$1,070.03	\$1,153.27	\$1,161.63	\$1,189.23
Napa Valley College	monthly per account	\$2,889.93	\$3,341.62	\$4,436.77	\$4,565.57	\$4,651.20	\$4,701.87
Service Station	monthly per account	\$93.25	\$107.06	\$134.07	\$140.12	\$142.20	\$144.37
Winery Production (Merryvale/Spottswoode)	monthly per account	\$989.21	\$1,116.93	\$1,199.98	\$1,310.53	\$1,315.85	\$1,351.87
Sutter Home Winery	monthly per account	\$876.04	\$1,007.39	\$1,278.85	\$1,331.67	\$1,352.66	\$1,371.89
Car Wash	per HCF	\$3.43	\$3.97	\$5.36	\$5.49	\$5.60	\$5.65
Religious Places/Community Centers	per HCF	\$3.72	\$4.30	\$5.69	\$5.86	\$5.97	\$6.03
Commercial [1]	per HCF	\$4.27	\$4.92	\$6.31	\$6.55	\$6.66	\$6.75
Groceries and Mortuaries	per HCF	\$10.30	\$11.68	\$13.10	\$14.12	\$14.22	\$14.56
Laundry	per HCF	\$3.81	\$4.40	\$5.79	\$5.97	\$6.08	\$6.15
Mixed Retail w/ Food	per HCF	\$6.73	\$7.68	\$9.08	\$9.64	\$9.75	\$9.94
Motel with Food	per HCF	\$7.91	\$9.00	\$10.41	\$11.12	\$11.23	\$11.47
Motel without Food	per HCF	\$4.59	\$5.27	\$6.67	\$6.95	\$7.06	\$7.16
Restaurant	per HCF	\$10.18	\$11.54	\$12.96	\$13.97	\$14.07	\$14.41
Napa Valley College	per HCF	\$3.67	\$4.24	\$5.63	\$5.79	\$5.90	\$5.97
Service Station	per HCF	\$4.82	\$5.53	\$6.93	\$7.24	\$7.35	\$7.46
Winery Production (Merryvale/Spottswoode)	per HCF	\$17.31	\$19.55	\$21.00	\$22.93	\$23.03	\$23.66
Sutter Home Winery	per HCF	\$4.50	\$5.17	\$6.57	\$6.84	\$6.95	\$7.04

Source: HEC.

* Dates reflect the current billing cycle; if the billing cycle date changes so will these effective dates.

[1] Commercial includes City buildings.

Attachment 4

CITY OF ST. HELENA

RESOLUTION No. 2016-165

Resolution Establishing a Revised Schedule for Non-Treated (Raw) Water Charges

RECITALS

- A. The City of St. Helena provides non-treated (raw) water from the lower reservoir via the Elmhurst pump station to be used for grading, dust control, street, pipeline, or similar construction activities, as well as for irrigation. Customers wanting to utilize non-treated water available at the lower creek reservoir, must obtain a permit through the City on a quarterly basis; and
- B. Charges for non-treated water are not imposed on property owners as an incident of property ownership and therefore are not subject to the same legal requirements for rate setting as potable water; and
- C. City staff requested the non-treated water rates to be included in the rate study; and
- D. The rates for non-treated water were evaluated and set based on the actual cost of providing non-treated water in St. Helena.
- E. On September 27, 2016 Council accepted the draft 2016 Rate Study, and on November 29, 2016 Council accepted the St. Helena (2016) Water and Wastewater Rate Study final document; and
- F. Notice of Public Hearing was also published in the newspaper each week for two weeks prior to the date of the public hearing; and
- G. In accordance with the requirements of the California Environmental Quality Act ("CEQA"), California Public Resources Code section 21000 et seq., the State CEQA Guidelines, California Code of Regulations, Title 14, Chapter 3, sections 15000 et seq., and the Environmental Impact Report Guidelines of the City of St. Helena, City staff has reviewed the proposed rate increase and recommends that the approval of the rate increase is Statutorily Exempt pursuant to CEQA Guidelines Section 15273 as it applies only to rates to obtain funds necessary to operate and maintain non-treated water service; and
- H. All legal prerequisites have occurred prior to the adoption of this Resolution.

Attachment 4

RESOLUTION

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

1. The City Council hereby finds that the above recitations are true and correct and, accordingly, are incorporated as a material part of this Resolution.
2. The City Council hereby finds that the rate increase is Statutorily Exempt pursuant to CEQA Guidelines section 15273 as it applies only to rates to obtain funds necessary to operate and maintain non-treated water service.
3. Amount of Fees
 - a. The amount of non-treated (raw) water charges shall be as set forth per the table below which is incorporated herein by this reference.

	<i>Current</i>	2/8/2017	11/8/2017	11/8/2018	11/8/2019	11/8/2020	11/8/2021
Raw Water per Gallon	\$0.00267	\$0.00273	\$0.00320	\$0.00367	\$0.00383	\$0.00398	\$0.00414

4. Time of Effectiveness
 - a. The charges for both water and wastewater will become effective on January 9, 2017 and a rate increase will occur every billing period beginning in November for the next five (5) years (2017, 2018, 2019, 2020 and 2021) pursuant to "Exhibit A".

Approved at a Special Meeting of the St. Helena City Council on November 29, 2016, by the following vote:

Mayor Galbraith: Yes
 Vice Mayor White: Yes
 Councilmember Crull: Yes
 Councilmember Dohring: Yes
 Councilmember Pitts: Yes

APPROVED:


 Alan Galbraith, Mayor

ATTEST:


 Cindy Black, City Clerk



Attachment 5

February 21, 2017

April Mitts, Finance Director
1480 Main St.
St. Helena, CA

Subject: Water and Wastewater Rate Studies Review

Dear April:

It has been a great privilege to work on the City of St. Helena (City) water and wastewater rates update. New rates were adopted by City Council November 29, 2016.

As of January, 2017 the City has a new City Council (some continuing members and some new). The new City Council has approved further work to be undertaken on the rate studies. The additional work includes review of the studies, engaging a public financial consultant, forming a new ad hoc committee, and potentially revising rates prior to November 2017. HEC has prepared the following scope of services to assist the City with these efforts.

SCOPE OF SERVICES

The proposed scope of services includes the following tasks:

Task 1. Prepare Memorandum

As part of the review of the rate studies, HEC will provide further information and explanation of rate study elements that the City would like further clarification on. In particular, HEC will provide greater depth of explanation on the functional allocation used to allocate costs among customer groups so that it is clear that the rates adopted by City Council are defensible and upholdable. The memorandum may be prepared before or after Task 2 (meetings with City staff and City Council members).

Task 2: Attend Informational Meetings

HEC will meet with City staff and City Council members on an individual basis to review the rate studies; discussing all key elements. HEC anticipates conducting these meetings over the course of one day in St. Helena. These meetings may occur before or after tasks 3 and 4.

Task 3: Ad Hoc Committee Materials and Presentations

The City is forming a new ad hoc committee to review the water and wastewater rate study. The City is also engaging a public financial consultant to advise the ad hoc committee on available financing options for the capital improvement projects, and other key assumptions of the study.

In this task HEC will work with the City's financial consultant and the ad hoc committee and may make changes to the water and wastewater rate models based on their input and

Page 2 of 3
February 21, 2017

direction. Presentation materials, communications, and other aspects necessary to coordinate efforts with the ad hoc committee and the financial consultant will be conducted under this task. HEC has included two trips to St. Helena for this task.

Task 4: Run Additional Financial Scenarios

Additional financial scenarios may be generated as a result of discussions under Task 3. Such scenarios may include more debt financing, for example. HEC will run additional scenarios as asked, and summarize findings in a Power Point format. Note that because it is unknown at this point how many scenarios need to be run, and the extent of the changes to the model, the budget associated with this task is difficult to estimate.

Task 5: City Council Presentation/Workshop

After discussing rate study key elements and assumptions with individuals, HEC will attend a council meeting, which will likely be in workshop format. At the workshop, HEC will review all of the rate study items that the City Council members requested clarification on, and answer any further questions.

Task 6: Contingency

It is difficult to know the extent of the work necessary for tasks 1 through 5 at this stage, and particularly Task 4. As ad hoc committee members and/or City Council members ask questions, the nature of work needed may change. HEC recommends providing a contingency of 15% in the scope of services for changing needs as they arise.

ESTIMATED BUDGET

Table 1 on the following page summarizes the estimated cost based on HEC's understanding of the work to be completed.

HEC looks forward to continuing to work with the City. Please review this proposal and call me with any questions or comments.

Sincerely,



Catherine R. Hansford
HANSFORD ECONOMIC CONSULTING

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February 21, 2017

Table 1
Estimated Cost

Task		2017 billing rates	Hansford \$165	Kirkpatrick \$120	Gustafson \$95	Clerical \$75	Total Estimated Cost
Task 1	Prepare Memorandum		15.0	0.0	10.0	5.0	\$3,800
Task 2	Attend Informational Meetings		14.0	0.0	14.0	5.0	\$4,015
Task 3	Ad Hoc Committee Materials & Presentations		24.0	24.0	0.0	5.0	\$7,215
Task 4	Run Additional Financial Scenarios		20.0	20.0	20.0	5.0	\$7,975
Task 5	Conduct Public Presentation/Workshop		10.0	0.0	15.0	5.0	\$3,450
Task 6	Contingency (15%)						\$3,968
Total Estimated Staff Cost							\$30,423
Estimated Reimbursable Costs [1]							\$2,368
Total Estimated Cost							\$32,792

Note: HEC reserves the right to move budget between tasks as necessary to complete the scope of work up to the authorized budget amount.

[1]	Includes 5 trips to St Helena:	
	Mileage @ Fed. Reimbursement rate	\$968
	Lodging (3 nights/2 persons)	\$1,200
	Meals	\$200
	Total Estimated Reimbursable	\$2,368

Attachment 6

CITY OF ST. HELENA

RESOLUTION NO. 2017-_____

**RESOLUTION APPROVING USE OF
WATER RESERVES OF \$22,500 AND USE
OF WASTEWATER RESERVES OF \$22,500
FOR A TOTAL OF \$43,000 FOR
CONTRACTS WITH BOND COUNSEL,
MUNICIPAL FINANCIAL ADVISOR, AND
HANSFORD ECONOMIC CONSULTING
TO PROVIDE ADDITIONAL ANALYSIS OF
THE UTILITY RATE STUDY DATED
OCTOBER 31, 2016 AND ADOPTED ON
NOVEMBER 29, 2016**

RECITALS

WHEREAS, on February 14, 2017 City Council voted on a motion which included retaining a public sector financial consultant and bond counsel to advise an Ad Hoc committee on the rate study dated October 31, 2016 and adopted on November 29, 2016; and

WHEREAS, City Council requested to retain Hansford Economic Consulting to work with the Ad Hoc committee, bond counsel, and the municipal financial advisor for further analysis on the rate study; and

WHEREAS, the total costs for additional analysis was not a budgeted item in FY 16/17; and

WHEREAS, funds needed to complete this analysis must be taken from the water and wastewater reserves.

RESOLUTION

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

1. Use of \$22,500 from the water fund reserves for additional analysis of the October 31, 2016 rate study; and

2. Use of \$22,500 from the wastewater fund reserves for additional analysis of the October 31, 2016 rate study.

Approved at a Regular Meeting of the St. Helena City Council on February 28, 2017, by the following vote:

Mayor Galbraith:	_____
Vice Mayor White:	_____
Councilmember Dohring:	_____
Councilmember Koberstein:	_____
Councilmember Ellsworth:	_____

APPROVED:

ATTEST:

Alan Galbraith, Mayor

Cindy Black, City Clerk

Attachment 7

CITY OF ST. HELENA

RESOLUTION NO. 2017-_____

**RESOLUTION APPROVING THE SECOND
AMENDMENT TO THE CONTRACT WITH
HANSFORD ECONOMIC CONSULTING
FOR AN AMOUNT NOT TO EXCEED
\$32,792 FOR ADDITIONAL TECHNICAL
SUPPORT REGARDING THE RATE
STUDY DATED OCTOBER 31, 2016 AND
ADOPTED ON NOVEMBER 29, 2016**

RECITALS

WHEREAS, on February 14, 2017 City Council voted on a motion which included retaining Hansford Economic Consulting to work with the Ad Hoc committee, bond counsel, and the municipal financial advisor for further analysis on the rate study; and

WHEREAS, the City desires to employ Consultant to furnish additional services relating to the rate study dated October 31, 2016 and prepared by Hansford Economic Consulting.

RESOLUTION

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

1. The City approves the Second Amendment to the contract with Hansford Economic Consultant for an additional \$32,792; and
2. The City Council authorizes the City Manager to execute the agreement on behalf of the City.

Approved at a Regular Meeting of the St. Helena City Council on February 28, 2017, by the following vote:

Mayor Galbraith: _____

Vice Mayor White: _____

Councilmember Dohring: _____

Councilmember Koberstein: _____

Councilmember Ellsworth: _____

APPROVED:

ATTEST:

Alan Galbraith, Mayor

Cindy Black, City Clerk



Report to City Council Rate Study

By: April Mitts, Finance Director

Finance Department

February 28, 2017 City Council Meeting



City Council Request – January 17, 2017

- Review Bond Covenants
- Summary Report on the Major Projects including Funding Assumptions for each Project
- Overview of Various Financial Mechanisms with Details on Cost Assumptions
- Review of Perceived Inequity in Allocation Between User Types and Between Base Rate and Usage Fees



City Council Request – January 17, 2017 Bond Covenants

- Bonds
 - Series 2005B – Wastewater \$2,200,000 – 25 years
 - Series 2006A – Water \$8,885,000 – 25 years
 - Series 2012B – Water \$5,599,565 and Wastewater \$1,555,435 – 20 years



City Council Request – January 17, 2017

Bond Covenants

- Bonds
 - Water System – outstanding principal balance of \$11.1 million
 - \$1 million annually
 - Final Payment in 2033
 - Wastewater System – outstanding principal balance of \$3 million
 - \$250,000 annually
 - Final payment in 2033



City Council Request – January 17, 2017

Bond Covenants

- Installment Purchase Agreement – Attachment 1
 - Definitions
 - Representations and Warranties
 - Acquisition of the Project
 - Installment Payments
 - Security
 - Covenants of the Participant
 - Prepayment of Installment Payments
 - Events of Default and Remedies
 - Discharge of Obligations
 - Miscellaneous



City Council Request – January 17, 2017 Bond Covenants

- Bond Covenant – a legally binding term of agreement between a bond issuer and a bond holder.
- The City is currently out of compliance with its Bond Covenants in regards to debt service
 - Requirement – The City must have System Net Revenues equal to at least 1.2 or 120% of the Annual Debt Service



City Council Request – January 17, 2017

Bond Covenants

- System Net Revenues are:
 - System Revenues - Operations and Maintenance Costs
- System Revenues are defined as:
 - Water/Wastewater Sales
 - Operating Revenue
 - New connections
 - Monies received from damaged to system
 - Nonoperating Revenue
 - Sale of assets
 - Interest Income



City Council Request – January 17, 2017

Bond Covenants

- Operations and Maintenance Costs are defined as:
 - Reasonable and necessary costs paid or incurred for maintaining and operating the system
 - Expenses of management and repair and all other expenses necessary to maintain and preserve the system in good repair and working order
 - All administrative costs charged directly or apportioned to the operations of the system



City Council Request – January 17, 2017

Bond Covenants

line	FY 2015/16 – Water Fund	
	Revenue	
	Water Sales	\$4,104,537
	Other Operating Revenue	\$172,982
	Nonoperating Revenue	--
	Interest Income	\$45,562
a	TOTAL SYSTEM REVENUES	\$4,323,081
b	OPERATIONS AND MAINTENANCE EXPENSES	4,006,654
c	SYSTEM NET REVENUES (a-b)	\$316,427
	Debt Service	
	CSCDA Series 2006A	\$592,178
	CSCDA Series 2012B	\$408,756
d	TOTAL DEBT SERVICE	\$1,000,934
e	Debt Service Coverage (c ÷ d)	9 0.32



City Council Request – January 17, 2017 Bond Covenants

- Debt Service Requirements through Bonds
- Financial Limits in the Amount of Debt Carried by an Organization
 - Shows the extent to which revenues are available to “cover” annual debt service requirements after operating costs have been paid for
 - Standard & Poor’s (S&P) has set standard analytical characterizations for utilities



City Council Request – January 17, 2017 Bond Covenants

S&P Analytical Characterizations of Coverage Ratios for Utilities

Strong	Greater than 1.50
Good	Between 1.26 and 1.50
Adequate	Between 1.0 and 1.25
Insufficient	Less than 1.0



City Council Request – January 17, 2017

Bond Covenants

SYSTEM	FY 15	FY 16	FY 17 Estimated	FY 18 Estimated	FY 19 Estimated
Water	1.01	0.32	0.27	2.22	2.50
S&P Characterization	Adequate	Insufficient	Insufficient	Strong	Strong
Amount Needed to meet Bond Covenants	\$1,200,010	\$1,205,056	\$1,187,101	\$1,179,499	\$1,402,195
Amount Over/(Short)	(\$189,719)	(\$881,100)	(\$917,385)	\$1,002,574	\$1,519,045



City Council Request – January 17, 2017

Bond Covenants

SYSTEM	FY 15	FY 16	FY 17 Estimated	FY 18 Estimated	FY 19 Estimated
Wastewater	2.77	1.48	1.53	5.17	2.07
S&P Characterization	Strong	Good	Strong	Strong	Strong
Amount Needed to meet Bond Covenants	\$302,836	\$309,486	\$303,451	\$304,685	\$1,017,785
Amount Over/(Short)	\$50,473	\$51,581	\$50,575	\$1,007,999	\$737,894



City Council Request – January 17, 2017 Bond Covenants

- City's bond covenants require:
 - Rates, fees and charges are set at least 1.2 times of the annual debt service
 - The City can not reduce rates, fees, and charges unless those charges will at all times be sufficient to meet the bond covenants
 - Continuous disclosure of City's financials
 - A way for bond holders and rating agencies to analyze the financial health of the City



City Council Request – January 17, 2017 Bond Covenants

If in default of the Installment Purchase Agreement, S.E.C. Rule 15c2-12 requires a Voluntary Event Notice – Non-Payment Related to Default

- This notice is required to provide information on matters an average prudent investor ought reasonably to be informed of before buying or selling any security
 - Filed in FY 14/15
 - Filed in FY 15/16
 - Will be filed in FY 16/17 (based on projections)



City Council Request – January 17, 2017 Bond Covenants

Being out of compliance with our Bond Covenants:

- Can not be taken lightly
- Something the market focuses on
- Typically the first indication of a financial problem
- Can cause red flags for investors, bond insurers, and bond issuers is not remedied



City Council Request – January 17, 2017 Bond Covenants

Staff reached out to regarding compliance:

- Orrick, Herrington & Sutcliffe, LLP (Bond Counsel)
- Jones Hall (Bond Counsel)
- BLX Group, LLC (Provides Continuous Disclosure)
- Two independent municipal financial advisors
- Standard & Poor's



City Council Request – January 17, 2017 Bond Covenants

Potential Consequences of Non-Compliance:

- Inability to incur additional debt
- Ability to finance future projects will be challenged and more expensive
- Bonds can be downgraded
- Higher interest rates for borrowing
- Inability or difficulty obtaining a Municipal Bond Insurance Policy



City Council Request – January 17, 2017 Bond Covenants

Potential Consequences of Non-Compliance (con't):

- Obtaining new debt could become an issue due to Fair Securities Laws requiring full disclosure which would include the inability to meet the current bond covenants
- State loans through SRF have debt service requirements, if City is not meeting current bond covenants it will be unable to borrow from SRF
- Standard & Poor's rating would be reduced



City Council Request – January 17, 2017 Bond Covenants

Potential Consequences of Non-Compliance (con't):

- Insurers may call an event of default and accelerate the debt – this would force the rates to ensure compliance with the bond covenants



City Council Request – January 17, 2017 Bond Covenants - Summary

- City is currently out of compliance
- Reducing the current rates is not possible until the 1.2 debt service ratio is met
- Being out of compliance is serious and will hurt the ability of the City to borrow for future projects



City Council Request – January 17, 2017

Major Projects Including Funding Assumptions



City Council Request – January 17, 2017

Major Projects including Funding Assumptions

How is it decided what is paid for using debt vs. cash

- Who does it benefit?
 - Current Customers
 - Future Customers
 - Both
- What is the lifespan of the project?
- How much debt can be borrowed?
- What are the Project Characteristics that Support Use of Debt?
 - GFOA Financial Policies states, “A project may have specific characteristics that support debt usage. A project that represents a one-time investment (e.g., construction of a new facility) is usually considered more appropriate use of debt than a project addressing an ongoing need (e.g., maintenance of the facility)”



City Council Request – January 17, 2017 Major Projects including Funding Assumptions Water System

- Identified a total of \$22.6 million in Capital Improvement Costs (CIPs)
- Over the next 10 years
- Total amount to be funded:
 - \$17.7 million – 2016 Dollars
 - \$20.8 million – Future Dollars
 - \$18.8 million benefits current customers
 - \$2 million partially benefits future customers



City Council Request – January 17, 2017

Major Projects including Funding Assumptions

Water System

CIP Project	Timeline	Total Estimated Cost	Existing Outside Funding	New Rates Funding	Assumed Financing
York Creek Upper Dam Removal/Mitigation	2018-2019	\$6,177,117	\$4,481,342	\$1,695,775	--
Meadowood Tank Upgrades	2019	\$500,000	\$120,100	\$379,900	--
Bell Canyon Reservoir Improvements	2022	\$900,000	--	\$900,000	--
Dwyer Road Booster Improvements	2020-2021	\$842,523	--	\$421,262	--
Bell Canyon Intake Mid-Valve Repair	2017	\$14,387	--	\$14,387	--
Bell Valve House Valve Replacement	2022	\$526,105		\$526,105	--
Holmes Tank Upgrade	2020-2021	\$1,383,000	--	\$1,383,000	--



City Council Request – January 17, 2017

Major Projects including Funding Assumptions

Water System

CIP Project	Timeline	Total Estimated Cost	Existing Outside Funding	New Rates Funding	Assumed Financing
Bell Canyon Creek Flow Measurement	2018	\$750,000	\$257,250	\$492,750	--
Sludge Handling Program	2020	\$150,000	--	\$150,000	--
Raw Water Metering Station	2025	\$100,000	--	\$100,000	--
Tank 2 Rehabilitation	2018-2019	\$750,000	--	\$750,000	--
Well Filter Rehabilitation	2017	\$11,103	--	\$11,103	--
Pump Station Upgrades	2018	\$200,000	--	\$200,000	\$200,000
Replace 12" Transmission Line	2023	\$400,000	--	\$400,000	26 --



City Council Request – January 17, 2017

Major Projects including Funding Assumptions

Water System

CIP Project	Timeline	Total Estimated Cost	Existing Outside Funding	New Rates Funding	Assumed Financing
Lower York Creek Dam Rehabilitation	2017 2024	\$480,695	--	\$480,695	--
Bell Canyon Intake Tower Replacement	2017-2018	\$2,000,000	--	\$2,000,000	\$2,000,000
Water Treatment Plant Condition Assessment	2021	\$150,000	--	\$150,000	--
Spill Containment at Bell Creek Intake	2018	\$75,000	--	\$75,000	--
SCADA Improvements (Rutherford & Holmes)	2020	\$150,000	--	\$150,000	--
Spill Containment at Stonebridge Well	2018	\$75,000	--	\$75,000	--
Upgrade at Rutherford Pump Station	2019-2020	\$500,000	--	\$500,000	27 --



City Council Request – January 17, 2017

Major Projects including Funding Assumptions

Water System

CIP Project	Timeline	Total Estimated Cost	Existing Outside Funding	New Rates Funding	Assumed Financing
Remove Restriction at Rutherford PS	2018-2019	\$150,000	--	\$150,000	--
Update GIS Maps of Water System	2020	\$50,000	--	\$50,000	--
Water Master Plan Update	2021	\$150,000	--	\$150,000	--
Replace Water Mains < 6	2021-2027	\$4,000,000	--	\$4,000,000	--
Replace 1% of Water Mains Annually	2027	\$150,000	--	\$150,000	--
Additional Storage	2023-2024	\$1,000,000	--	\$1,000,000	--
Annual Maintenance Program	2017-2027	\$950,000	--	\$950,000	28 --



City Council Request – January 17, 2017

Major Projects including Funding Assumptions

Water System

CIP Project	Total Estimated Cost	Existing Outside Funding	New Rates Funding	Assumed Financing
Total	\$22,584,930	\$4,858,692	\$17,726,238	\$2,200,000



City Council Request – January 17, 2017 Major Projects including Funding Assumptions Wastewater System

- Identified a total of \$15.4 million in Capital Improvement Costs (CIPs)
- Over the next 10 years
- Total amount to be funded:
 - \$15.4 – 2016 Dollard
 - \$17.7 million – Future Dollars
 - \$17.6 million benefits current customers
 - \$100,000 partially benefits future customers



City Council Request – January 17, 2017

Major Projects including Funding Assumptions

Wastewater System

CIP Project	Timeline	Total Estimated Cost	New Rates Funding	Assumed Financing
Miscellaneous Maintenance Projects	2017-2027	\$550,000	\$550,000	--
Replace 1% of Sewer Mains Annually	2017-2027	\$1,650,000	\$1,650,000	--
Crinella Pump Station Upgrades	2019-2020	\$500,000	\$500,000	--
Add Sewer Pump Stations to SCADA	2021-2022	\$150,000	\$150,000	--
Wet Weather Flow Monitoring	2019	\$50,000	\$50,000	--
Upgrade GIS Maps of Sewer System	2018	\$50,000	\$50,000	--
Sewer Master Plan	2019	\$150,000	\$150,000	--



City Council Request – January 17, 2017

Major Projects including Funding Assumptions

Wastewater System

CIP Project	Timeline	Total Estimated Cost	New Rates Funding	Assumed Financing
Replace Rodding Machine	2019	\$40,000	\$40,000	--
CCTV Program	2017-2027	\$165,000	\$165,000	--
Phase 1 – WWTP Upgrades	2017-2020	\$7,474,108	\$7,474,108	\$7,474,108
Reclamation Field Improvements	2017	\$142,000	\$142,000	--
Pond 2 & 3 Levee	2017 2019	\$120,000	\$120,000	--
Facilities Automation	2018	\$144,000	\$144,000	--
New Well	2017	\$65,000	\$65,000	--



City Council Request – January 17, 2017

Major Projects including Funding Assumptions

Wastewater System

CIP Project	Timeline	Total Estimated Cost	New Rates Funding	Assumed Financing
Sludge Removal	2017-2018	\$150,000	\$150,000	--
Recycled Water Feasibility Study	2022	\$75,000	\$75,000	--
Temporary Trailer at WRF	2017-2024	\$28,000	\$28,000	--
Replace WRF Operations Building and Shop	2021-2023	\$3,000,000	\$3,000,000	--
Upgrade Chemical Storage Facilities	2023	\$500,000	\$500,000	--
Phase 2 – WWTP Upgrades	2021-2024	\$400,000	\$400,000	\$400,000
	TOTAL	\$15,403,108	\$15,403,108	\$7,874,108



City Council Request – January 17, 2017

Overview of Various Financial Mechanisms with Details on Cost Assumptions



City Council Request – January 17, 2017

Overview of Various Financial Mechanisms with Details on Cost Assumptions

Cost Assumptions (estimates)

- Engineer's estimates used for projects with preliminary engineering complete
- Where work has not started cost assumptions are based on typical costs for similar projects by other agencies
- City retained GHD to provide cost assumptions for projects not yet started



City Council Request – January 17, 2017 Overview of Various Financial Mechanisms with Details on Cost Assumptions

- Cost assumptions (estimates) are expected to vary as work begins on projects
 - Scope of work is developed
 - Engineering designs are prepared
 - Construction bids are received



City Council Request – January 17, 2017

Overview of Various Financial Mechanisms with Details on Cost Assumptions

- Cost assumptions are just that, assumptions
 - e.g., Reclamation Field Improvements
 - Estimated - \$142,000 for the rate study based on input from the City's wastewater plant operator and materials supplier
 - Actual - \$1.5 million after preliminary engineering is complete
 - Condition of the existing system
 - Expanding to scope to replace more piping
 - Installation of additional sprinklers to achieve increased coverage



City Council Request – January 17, 2017 Overview of Various Financial Mechanisms with Details on Cost Assumptions

- Staff believe most cost estimates in the study are low and when actual construction begins costs will be much higher
- This is a key reason why additional monies are set aside in the reserves to address this as well as unanticipated expenses due to unplanned projects
 - Water main break on Crane
 - Process chemicals for the WWTP



City Council Request – January 17, 2017 Overview of Various Financial Mechanisms with Details on Cost Assumptions

- Water – New Debt - \$2.7 million
 - Bell Canyon intake tower replacement
 - Pump Station upgrades
- Total debt service for the water fund - \$13.8 million
- \$1.1 million annually in debt service
- 1.2 ratio = \$1.3 million Net System Revenues



City Council Request – January 17, 2017 Overview of Various Financial Mechanisms with Details on Cost Assumptions

- Wastewater – New Debt - \$7.9 million
 - Phase I – WWTP Upgrades - \$7,474,108
 - Phase II – WWTP Upgrades - \$400,000
- Total debt service for the wastewater fund - \$10.9 million
- \$880,000 annually in debt service
- 1.2 ratio = \$1.1 million Net System Revenues



City Council Request – January 17, 2017

Overview of Various Financial Mechanisms with Details on Cost Assumptions

- Cash Flow
 - Anticipated the City will meet its 2012B debt service coverage of at least 120% by end of FY 18
 - May be able to designate up to \$3.1 million in the water fund by FY 27
 - May be able to designate up to \$2.7 million in the wastewater fund by FY 27
 - These funds are designated for system rehabilitation
 - wear and tear by existing customers



City Council Request – January 17, 2017

Overview of Various Financial Mechanisms with Details on Cost Assumptions

- Cash Flow
 - Optimistic cash flow projections
 - Situations which could diminish cash flow
 - Infrastructure failure
 - New regulatory requirements
 - Higher than projected project costs
 - Unanticipated projects



City Council Request – January 17, 2017

Review of Perceived Inequity in Allocation Between User Types and Between Base Rate and Usage Rate



City Council Request – January 17, 2017 Review of Perceived Inequity

- What are customers charged for
 - Base Rate or Service Charge
 - Fixed Rate
 - Does not change from month to month
 - Use Rate or Commodity Rate
 - Vary each month
 - Charged based on the amount of water used



City Council Request – January 17, 2017 Review of Perceived Inequity

Determining Base Rates – Water

There are three sections to the Base Rate:

- Customer Costs
 - Revenue Requirement divided by the number of meters
 - \$17.69 per month for every type of user (2,452 meters)
 - What it costs to have the meter installed on your property



City Council Request – January 17, 2017 Review of Perceived Inequity

Determining Base Rates – Water

- Capacity Costs
 - Allocated to customers based on the hydraulic capacity of the meter size
 - Meter ratio and meter flow figures are based on the American Water Works Association (AWWA)
 - Simply put, the larger the meter, the more the water flow, the larger the meter ratio is



City Council Request – January 17, 2017

Review of Perceived Inequity

Determining Base Rates – Water

- Capacity Costs
 - The largest number of meters in St. Helena are the 5/8” and 1” single-family meters
 - 1,987 or the 2,452 meters – 81%
 - There are several meters not included above which serve multiple units – apartment complexes, mobile homes



City Council Request – January 17, 2017

Review of Perceived Inequity

Determining Base Rates – Water

- Capacity Costs
 - Monthly service charge varies dependent on the meter size

Size/Type	Monthly Cost
Single-Family up to 1"	\$24.22
Non-Residential 1"	\$60.55
6"	\$1,211.01



City Council Request – January 17, 2017 Review of Perceived Inequity

Determining Base Rates – Water

- Customer Costs and Capacity Costs and then added to the meter replacement costs to get the base rate for the size meter

Size/Type	Customer Cost	Capacity Costs	Meter Replacement	Total Monthly Cost
Single-Family up to 1"	\$17.69	\$24.22	\$1.31	\$43.22
Non-Residential 1"	\$17.69	\$60.55	\$1.84	\$80.08
6"	\$17.69	\$1,211.01	\$23.80	\$1,252.50



City Council Request – January 17, 2017

Review of Perceived Inequity

Determining Base Rates – Water

- The larger the meter
- The more water can flow through
- The greater the cost for the City to maintain the meter



City Council Request – January 17, 2017

Review of Perceived Inequity

Determining Use Rate – Water

- Determined by taking the total costs allocated to use charges and dividing them by the projected water demand in the peak and off-peak season
- This is done to determine the cost per hundred cubic feet (HRF)



City Council Request – January 17, 2017 Review of Perceived Inequity in Allocation Between User Types and Between Base Rate and Usage Rate

Determining Use Rate – Water

- Peak – 405,760 HFC is consumed – 63%
 - \$5.50 per HCF
- Off-Peak – 240,040 HFC is consumed – 37%
 - \$6.11 per HCF
- Use charge (HCF) do not vary by meter size or by customer category



City Council Request – January 17, 2017

Review of Perceived Inequity

Determining Base and Use (flow) Rate – Wastewater

- Residential Single-Family, Multi-Family, and Mobile Homes – flat monthly charge per housing unit (base)
- Schools – flat monthly charge per student (base)
- Non-Residential – flat monthly charge by customer type
- Base fee is allocated based on flow and strength customer characteristics



City Council Request – January 17, 2017

Review of Perceived Inequity

Determining Base and Use (flow) Rate – Wastewater

- The Use (flow) rate is charged to all customers for wastewater based on the winter average water meter reads
- 4 steps used to determine how wastewater rates are calculated so the monthly wastewater rates meet legal requirements for base and use charges



City Council Request – January 17, 2017

Review of Perceived Inequity

Determining Base and Use (flow) Rate – Wastewater

1. Establish Wastewater Customer Base and User Characteristics

Customer Base

Residential	Schools	Car Wash
Religious Places/Community Center	Commercial, Grocery, Mortuary	Laundry
Mixed Retail with Food	Motel with Food	Motel without Food
Restaurant	Napa Valley College	Service Station
Winery Production (non-treated)	Winery Production (pretreated)	



City Council Request – January 17, 2017 Review of Perceived Inequity

Determining Base and Use (flow) Rate – Wastewater

1. Establish Wastewater Customer Base and User Characteristics

User Characteristics – what type of waste is being put through the system by Customer Base

- Wastewater, or sewer, strength is based on industry standards and a combination of:
 - Biological Oxygen Demand (BOD)
 - Total Suspended Solids (TSS or SS)



City Council Request – January 17, 2017

Review of Perceived Inequity

Determining Base and Use (flow) Rate – Wastewater

1. Establish Wastewater Customer Base and User Characteristics

- BOD and TSS measure how strong is the waste that is traveling through the City's wastewater system
- The stronger the waste, the bigger demand on the City's wastewater system, the higher the amount to be paid by that customer



City Council Request – January 17, 2017

Review of Perceived Inequity

Determining Base and Use (flow) Rate – Wastewater

2. Project revenue requirements and allocate requirements to collection and treatment
 - Treatment – 72%
 - Collection – 28%



City Council Request – January 17, 2017 Review of Perceived Inequity

Determining Base and Use (flow) Rate – Wastewater

3. Allocate revenue requirement based on flow and strength to determine Unit Costs based on:
 - Percentage distribution of operations (treatment vs. collection)
 - Maintenance of operations attributed to Flow, BOD, or TSS



City Council Request – January 17, 2017 Review of Perceived Inequity

Determining Base and Use (flow) Rate – Wastewater

4. Determine the revenue requirement by customer type
 - Per unit costs are multiplied by the flow and strength characteristics of each customer category to determine the annual costs by customer type
 - The more flow, BOD, or TSS, the greater amount is required of the system and the greater the cost will be for the user



City Council Request – January 17, 2017 Review of Perceived Inequity

Determining Base and Use (flow) Rate – Wastewater

- Residential – 69% of the total costs
- Schools – 1% of the total costs
- Non-Residential – 30% of the costs



City Council Request – January 17, 2017 Review of Perceived Inequity

Determining Base and Use (flow) Rate – Wastewater

- Treatment cost per hundred cubic feet (HCF)
 - Greatest for high strength customers such as winery production who does not pretreat, restaurants, groceries and mortuaries
 - Lowest for customers such as car washes and religious places/community centers



City Council Request – January 17, 2017 Review of Perceived Inequity

Determining Base and Use (flow) Rate – Wastewater

- Difference in the cost to treat high and low strength customers can be seen in the difference in the base and use rate for the wastewater system

Customer Type	Base	Use per HCF
Single Family Home	\$48.04	\$4.69
Restaurant	\$840.03	\$10.18
Winery (non-treated)	\$989.21	\$17.31

63



City Council Request – January 17, 2017 Review of Perceived Inequity

Determining Base and Use (flow) Rate – Wastewater

- High Strength customers pay approximately 20x more in base fees and approximately 3x more in HCF than a single-family home



City Council Request – January 17, 2017

Users of the City's Water and Wastewater Systems



City Council Request – January 17, 2017

Users of the City's Water and Wastewater Systems

- Water – 2,600 connections
 - 2,900 residential units (multi-family, mobile homes included)
 - 260 non-residential (businesses, schools, religious places)
 - 20 industrial
 - 30 irrigation-only
 - Residential – 87% of total customer base and 50% of water deliveries
 - Industrial customers – 1% of the customer base and 21% of water deliveries



City Council Request – January 17, 2017

Users of the City's Water and Wastewater Systems

- Wastewater
 - Residential – 75% of flow*
 - Commercial – 20% of flow
 - Industrial – 1% of flow
 - Other customers – 4% of flow

*difference between water and wastewater is the number of wineries and businesses on septic and not using the wastewater system



City Council Request – January 17, 2017

Users of the City's Water and Wastewater Systems

AVERAGE AMOUNT PAID ANNUALLY PER CUSTOMER CLASS

	Residential	Industrial	Hotel/Spa	Commercial	Other
Water	\$1,120	\$30,202	\$18,696	\$2,995	\$602
Wastewater	\$977	\$26,044	\$22,310	\$3,761	-
TOTAL Annual Amount Paid Per Customer	\$2,097	\$56,246	\$41,006	\$6,756	\$602



City Council Request – January 17, 2017 Additional Items for Consideration

February 14, 2017 City Council Directive:

- Retain public sector financial consultant
- Retain Bond Counsel
- Retain Hansford Consulting
- Form an Ad Hoc committee to work with the above and perform further analysis of the Rate Study



City Council Request – January 17, 2017 Additional Items for Consideration

February 14, 2017 City Council Directive – Direct Costs:

- Retain public sector financial consultant - \$5,000
- Retain Bond Counsel - \$5,000
- Retain Hansford Consulting - \$32,792



City Council Request – January 17, 2017 Additional Items for Consideration

February 14, 2017 City Council Directive – Fiscal Impact

- \$43,000
 - \$21,500 from the water net position (reserves)
 - \$21,500 from the wastewater net position (reserves)



City Council Request – January 17, 2017 Recommended Action

- File and Receive Report
- Provide staff direction on the retention of the municipal financial advisor, bond counsel, and Hansford Economic Consulting. If directed, staff is recommending:
 - Approval of resolution authorizing use of water and wastewater net position for a total of \$43,000 split equally between the funds
 - Approval of resolution approving contract amendment with Hansford Economic Consulting to provide additional technical support in regards to the rate study

Via E-Mail Delivery: citycouncil@cityofsthelena.org

St. Helena City Council:

Alan Galbraith
Peter White
Paul Dohring
Mary Koberstein
Geoff Ellsworth

February 20, 2017

RE: Palmaz Heliport

Dear council members,

As you may know, the Amalia Palmaz Living Trust has applied for a Use Permit to construct a private Heliport and Hanger on its property in unincorporated Napa County.

We ask the City of St. Helena to make its voice heard on this issue before this matter is brought before the Napa County Planning Commission on March 1, 2017.

The City of Napa has already voiced its concern. Community Development Director Rick Tooker in a letter dated June 13, 2016 expressed the city's concerns regarding safety and noise of the proposed Palmaz helicopter flying over the city's residents and schools. The City of Napa's letter can be found in the "Responses to Comments" section of the Final Environmental Impact Report for the project.

The City of St. Helena may prohibit private heliports within the city limits today. But the city is surrounded by miles upon miles of unincorporated land. If the precedent for private heliports is set, anyone in unincorporated Napa County could apply for a Heliport Use Permit. And it should be noted one does not need to actually own an \$11 million helicopter – all one needs to enable helicopter air charter service for personal transportation is a simple concrete pad and permission to land.

The cumulative impact of hundreds of Napa Valley residents using helicopters to commute to their unincorporated area properties would be detrimental to City of St. Helena residents and businesses. Residents choose to live in St. Helena specifically for its bucolic charm. And St. Helena wine and hospitality businesses similarly rely on the valley's noise free setting. Imagine the average Friday afternoon or Sunday evening during helicopter commute hours?

The City of St. Helena would be powerless to address the issue once Napa County grants Use Permits.

The FAA has complete regulatory authority over the nation's airspace. The only role the FAA grants cities and counties is compatibility planning (zoning). Cities and counties have no control over airport operations once a Use Permit is granted – number of flights, hours of operation, flight path, type of equipment used, etc. Communities such as Los Angeles and the Hamptons have struggled with helicopter noise for years, unable to address the issue due to this lack of regulatory authority.

Please consider joining the Napa Agricultural Protection Association, the North Bay Association of Realtors, the City of Napa, and 109 concerned citizens who have all expressed their concerns through the EIR process, and the hundreds more who have signed petitions against this project.

Sincerely,

Robert Pursell

George Caloyannidis
2202 Diamond Mountain Road
Calistoga, CA 94515
calti@comcast.net

March 23, 2017

To the St. Helena City Council

RE: HELICOPTER LANDINGS IN NAPA COUNTY

Municipalities may regulate helicopter landings under their power to regulate land uses. Once a helicopter is off the ground, municipalities no longer have regulating authority. That authority lies solely with the Federal Aviation Administration whose primary concern is flight safety.

Napa County under Ordinance # P 04-0198-ORD enacted June 15, 2014, prohibits helicopter landings at wineries in order to prevent an entire new industry of helicopter operators crisscrossing the sky and disrupting the Napa valley scenic and quiet agricultural environment.

At the time, the Supervisors - in denying the application by Constant Diamond Mountain winery in conjunction with Wine Country Helicopters - felt that the minimal traffic calming and potential financial contributions of helicopter landings at wineries would open the door to a new disruptive industry model and were not enough to counterbalance the environmental costs.

The County still allows helicopter operations and landings for emergency services, agricultural purposes and subject to a Use-Permit for private uses.

Currently, there is a private use helicopter application for a landing Use Permit on Hagen Road in Napa Napa(UP# P14-000261) making its way through the process at the County with the scheduled hearing at the Planning Commission on March 1, 2017. It is a first.

Private use helicopters are solely for private recreational or convenience purposes with only negative effects to the public on a variety of fronts, including risks of accidents helicopters are prone to, higher CO2 emissions and especially noise pollution. Absolutely nothing justifies their use.

Currently there are reported private helicopter helipads on Diamond Mountain, Pritchard Hill, Hennessy Ridge and reported landings at the above locations and on Tubbs Lane in Calistoga and Atlas Peak Road that we know of. Many others are possibly taking place around the county due to lack of enforcement. All the above are operating without Use Permits and are waiting for the one in question to be approved to file for approvals.

St. Helena is surrounded by county lands with hundreds, if not thousands of parcels which would satisfy FAA safety landing requirements.

As such Use Permits run with the land, if this first Use Permit is granted, hundreds if not thousands by wealthy homeowners will follow or ones in conjunction with air taxi operators who will avail themselves of the business opportunity. Uber tested this model during the recent Aspen Festival.

The sure to follow proliferation of helicopter flights over St. Helena skies will have a profound negative effect on the peace and quiet environment of the city.

A resolution by the St. Helena City Council objecting to any and all private helicopter landings on Napa County lands is imperative.