



City of St. Helena
Regular City Council Meeting
Tuesday, June 12, 2018 @ 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 and 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.
6. PRESENTATIONS AND PUBLIC RECOGNITIONS
 - 6.1. Introduction of St. Helena Planning and Community Improvement Department
 - 6.2. Proclamation for LGBTQ Pride Month 9
[Proclamation](#)
 - 6.3. Proclamation for Elder and Dependent Adult Abuse Prevention Month 11
[Proclamation](#)
7. STAFF BRIEFING
 - 7.1. None
8. CONSENT ITEMS
Members of the Council or the public may ask that any items be considered individually for purposes of considering alternative action, for extended

discussion, or for public comment. Unless that is done, one motion may be used to adopt all recommended actions. (Roll Call Vote)

- 8.1. Consideration and proposed approval of Regular Meeting Minutes of May 22, 2018 13 - 20

CEQA Determination: Not a CEQA project
Prepared By: Cindy Tzaopoulos, City Clerk
Recommendation:
Staff recommends approving the minutes.

[Minutes](#)

- 8.2. Consider and approve resolution: (1) authorizing a budget transfer of \$18,000 from the Park Impact Fees Fund 734 to Civic Capital Improvement Project Fund 733, and (2) authorizing a budget increase of \$18,000 to 733-5037-2130 for Carpy Field Softball Light Project C-46. 21 - 28

CEQA Determination: Not a CEQA project
Prepared By: Andre Pichly, Recreation Director
Recommendation:
Staff recommends the City Council approve a resolution: (1) authorizing a budget transfer of \$18,000 to Park Impact Fees Fund 734 to Civic Capital Improvement Project Fund 733, and (2) authorizing a budget increase of \$18,000 to 733-5037-2130 for Carpy Field Softball Light Project C-46

[Staff Report](#)

- 8.3. Consideration and proposed approval of a resolution calling and giving notice of the General Municipal Election to be held in the City of St. Helena on November 6, 2018 and requesting the Board of Supervisors of the County of Napa Consolidate the General Municipal Election with the Statewide Election. 29 - 53

CEQA Determination: Not a CEQA project
Prepared By: Cindy Tzaopoulos, City Clerk
Recommendation:
Staff recommends the City Council adopt a Resolution calling and giving notice of the General Municipal Election to be held in the City of St. Helena on November 6, 2018 and requesting the Board of Supervisors of the County of Napa consolidate the General Municipal Election with the Statewide Election to be held on November 6, 2018.

[Staff Report](#)

- 8.4. Consideration of a Recommendation to the Napa County Board of Supervisors Re-Appointing Peter F. Murphy as the City of St. Helena Measure A Financial Oversight Committee representative 55 - 57

CEQA Determination: Not a CEQA project
Prepared By: Cindy Tzaopoulos, City Clerk
Recommendation:
It is appropriate for the Mayor and Council to review the request for re-appointment and discuss recommending the applicant to the Napa

County Board of Supervisors.

[Staff Report](#)

- 8.5. Consideration and proposed approval of a resolution authorizing the City Manager to execute a professional services agreement with Ralph Andersen & Associates to conduct a classification and compensation study and organizational review of Public Works Department in an amount not to exceed \$44,500. 59 - 104

CEQA Determination: Not a CEQA project

Prepared By: Kathy Robinson, Human Resources & IT Director

Recommendation:

Staff recommend City Council approve Resolution 2018-XX authorizing the City Manager to execute a professional services agreement with Ralph Andersen & Associates to conduct a classification and compensation study and organizational review of Public Works department in an amount not to exceed \$44,500.

[Staff Report](#)

- 8.6. Consideration and Proposed Approval of a Resolution Rescinding Resolution 2013-26 Rules of Procedure for the Conduct of Council Meetings, Rescinding Resolution 2011-18 City Council Standards of Conduct, and Re-establishing Rules of Procedure for the Conduct of Council Meetings and Re-establishing City Council Standards of Conduct 105 - 144

CEQA Determination: Not a CEQA project

Prepared By: Cindy Tzafopoulos, City Clerk

Recommendation:

The working group and Staff recommend reviewing and adopting the resolution rescinding resolution 2013-26 and resolution 2011-18 and amending City Council Rules of Procedure for the Conduct of Council meetings and amending City Council Standards of Conduct.

[Staff Report - Pdf](#)

- 8.7. Consideration and proposed approval of a resolution authorizing the release of unclaimed checks per Section 50053 of the Government Code of the State of California allowing for unclaimed checks held over three years to become the property of the local agency after notice if not claimed and if no verified complaint is filed and served. 145 - 151

CEQA Determination: Categorically exempt from CEQA, Sections 15323, 15061

Prepared By: Jennifer Weeks, Accounting Technician

Recommendation:

Adopt a Resolution Authorizing the release of unclaimed checks pursuant to California Government Code Section 50050, 50053 and 50055 to the City of St. Helena (Attachment 3).

[Staff Report](#)

- 8.8. Consideration and Proposed Approval of a Resolution Adopting Fiscal Year 2018-19 City of St. Helena Annual Operations Budget which includes the addition of two full-time Firefighter positions and one part- 153 - 454

time, limited term Senior Planner Position.

CEQA Determination: Exempt

Prepared By: April Mitts, Finance Director

Recommendation:

Staff recommends adoption of Resolution approving Fiscal Year 2018-19 budget.

[Staff Report - Pdf](#)

9. PUBLIC HEARINGS

- 9.1. Introduction and first reading of an ordinance amending the City's Zoning Ordinance, St. Helena Municipal Code ("SHMC") Title 17, potentially revising Section 17.148, Signs, to be consistent with current case law as deemed appropriate by the City Council. 455 - 486

CEQA Determination: It is determined that the Ordinance is exempt from CEQA pursuant to Guidelines Sections 15061(b)(1), 15061(b)(2), and specifically, the "General Rule" Section 15061(b)(3), where it can be seen with certainty that the proposed action will have no significant effect on the environment.

Prepared By: Aaron Hecock, Senior Planner

Recommendation:

It is recommended by the Planning Commission of the City of St. Helena that the City Council review the Draft Ordinance and proposed text amendments to the Sign Ordinance and:

1. Determine that the proposed Zoning Code text amendments are exempt from the requirements of CEQA pursuant to CEQA Guidelines Section 15061; and
2. Review and approve the text amendments to St. Helena Municipal Code Title 17, Chapter 17.148 in order to update and modify existing Zoning Code regulations governing signs to establish compliance with current State law; and
3. Introduce and conduct first reading of the ordinance, by title only and waive further reading.

[Staff Report](#)

10. NEW BUSINESS

- 10.1. Consideration and proposed approval of a resolution authorizing the City Manager to execute an agreement with Pacific Legacy for Archaeological Collections Management for an amount not to exceed \$86,800.10. 487 - 594

CEQA Determination: Not a CEQA project

Prepared By: April Mitts, Finance Director

Recommendation:

Staff recommends City Council adopt the resolution authorizing the City Manager to execute an agreement with Pacific Legacy for Archaeological Collections Management from St. Helena Flood Control Project in an amount not to exceed \$86,800.10.

[Staff Report](#)

- 10.2. Council discussion and consideration of placing an increase in the transient occupancy tax (TOT) on the November 2018 ballot, including but not limited to the one percent (1%) increase sought under discussion by a two person subcommittee of the Napa County Board of Supervisors, and other options and amounts as deemed appropriate by the City Council. 595 - 614

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

Prepared By: Noah Housh, Planning & Community Improvement Director

Recommendation:

It is recommended the City Council discuss placing an increase in the transient occupancy tax (TOT) on the November 2018 ballot.

[Staff Report](#)

[Public Comment](#)

[Public Comment1](#)

[Handout](#)

- 10.3. St. Helena Assets Planning Engagement (SHAPE) Committee Final Report 615 - 737

CEQA Determination: Not a CEQA project

Prepared By: Mark T. Prestwich, City Manager

Recommendation:

Receive and File the SHAPE Committee Final Report.

[Staff Report](#)

- 10.4. Introduction and First Reading of an Ordinance Prohibiting Use of Consumer Fireworks 739 - 744

CEQA Determination: Not a CEQA project

Prepared By: John Sorensen, Fire Chief

Recommendation:

Staff recommends the City Council introduce and conduct first reading of the ordinance, by title only and waive further reading.

[Staff Report](#)

- 10.5. City Council review of a referral from the County of Napa requesting comments on a proposed Minor Modification, Development Agreement and CEQA analysis for the Vineland Vista Mobile Home Park, located at 341 St Helena Highway (APNs 027-130-005 & 027-130-006) in the jurisdiction of the County of Napa. 745 - 771

CEQA Determination: Not a CEQA project

Prepared By: Noah Housh, Planning & Community Improvement Director

Recommendation:

It is recommended that the City Council review the provided information

from the County of Napa and provide staff with any comments or concerns they would wish staff to communicate.

[Staff Report](#)

[Public Comment](#)

- 10.6. Adoption of a Resolution Opposing a Potential November 2018 Ballot Measure: The Tax Fairness, Transparency, and Accountability Act of 2018 773 - 790

CEQA Determination: Not a CEQA project

Prepared By: April Mitts, Finance Director

Recommendation:

Staff recommends the City Council adopt a resolution opposing The Tax Fairness, Transparency, and Accountability Act of 2018.

[Staff Report](#)

- 10.7. City Council review and approval of a Reciprocal Easement Agreement between Spring Mountain Hotel LLC (Las Alcobas) and Treasury Wine Estates American Company (Beringer Vineyards) governing use, access and maintenance of a bridge previously approved to connect their two properties, located at 1915 Main Street and 2000 Main Street. 791 - 815

CEQA Determination: Mitigated Negative Declaration

Prepared By: Noah Housh, Planning & Community Improvement Director

Recommendation:

It is recommended that the City Council approve the proposed Reciprocal Easement Agreement between Spring Mountain Hotel LLC (Las Alcobas) and Treasury Wine Estates Americas Company (Beringer Vineyards) governing the use, access and maintenance of the pedestrian bridge providing access between the two properties at 1915 Main Street and 2000 Main Street in St. Helena.

[Staff Report](#)

[Item 10.7 additional information](#)

11. ITEMS LIKELY TO BE PLACED ON THE NEXT OR FUTURE MEETING AGENDA:

- 11.1.

June City Council Meetings:	
6/25 Joint Council/SHAPE Meeting @ 6pm	
6/26 (staff reports due 6/8)	
PROCLAMATIONS AND PUBLIC RECOGNITION:	
6/26 Parks & Rec Month	
CONSENT:	
6/26 Award contract for IT Services - IT	
6/26 2nd Reading Fireworks Ordinance - Fire	
6/26 Little League Contract Amendment - Recreation	
6/26 Spring Mountain Agreement - PW	
6/26 Water Storage Tanks and Pump Station Upgrades - Award of Contract – PW	
6/26 TDA-3 Grant Resolutions - PW	

High School to Submit Annual Request Re: Street Closure for Homecoming Parade - PW
6/26 Adopt and approve compensation schedule - HR
6/26 2nd Reading Fireworks Ordinance - Fire
6/26 Award of Contract for overlay - PW
6/26 Downtown restroom update - PW
6/26 Award of Contract for master utility plan - PW
6/26 Curb Ramp Upgrades - award of contract - PW
6/26 Amended Coop Agreement with Caltrans for Grayson Signal for electricity(Caltrans to attend)
6/26 M Group Update - Planning
6/26 Resolution Adopting GANN Limit (Appropriations) - Finance
6/26 Scanning RFP Award - Admin
6/26 Sign 2nd Reading - Planning
<i>PH or NEW BUSINESS:</i>
6/26 TOT Ballot Measure - Admin
6/26 Light Up Lyman Park and Ice Rink - Rec
6/26 Boards, Committee and Commission Appt - Admin
6/26 Bimonthly Goals and Objectives Update - Admin
6/26 1st Reading E-Cig Smoking Ordinance - Rec
6/26 Housing Whitepaper Discussion - Admin
<u>July City Council Meetings:</u>
7/10 Mtg Cancelled
7/24 (staff reports due 7/6)
<i>CONSENT:</i>
7/24 2525 Madrona Parcel Map - Planning
7/24 2nd Reading E-Cig Smoking Ordinance - Rec
<i>PH or NEW BUSINESS:</i>
7/24 Kosmont – Downtown Market Study - Admin
Design Review Ordinance - Planning
Concept Review Ordinance - Planning
7/24 LOCC Voting Delegate and Reso's - Admin
<u>August City Council Meetings:</u>
8/14 (staff reports due 7/27)
8/28 (staff reports due 8/10)
<i>PH or NEW BUSINESS:</i>
8/28 Bimonthly Goals and Objectives Update - Admin
<u>September City Council Meetings:</u>
9/11 (staff reports due 8/24)
9/25 (staff reports due 9/7)
<i>CONSENT:</i>
St. Helena Resolution for Affordable Housing Bond (SB3) - Mayor

The next Regular City Council meeting is scheduled for June 26, 2018, 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 June 1, 2018.



Cindy Tzaopoulos, City Clerk

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

CHALLENGING DECISIONS OF CITY ENTITIES

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

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

SUPPLEMENTAL MATERIAL RECEIVED AFTER THE POSTING OF THE AGENDA

Any supplemental writings or documents distributed to a majority of the City Council regarding any item on this Agenda, after the posting of the Agenda, will be available for public review in the City Clerk's Office located at 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.

City of St. Helena

PROCLAMATION

LGBTQ Pride Month

June 2018

Whereas, June is commemorated as “International Gay Pride Month” honoring the history, achievements, and contributions of LGBTQ people are celebrated around the globe; and

Whereas, the City of St. Helena celebrates the vast diversity of its citizens, including those who are lesbian, gay, bisexual, transgender, queer (or questioning), and seeks to be a safe, healthy and inclusive place for all citizens and their families; and

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

Whereas, the City of St. Helena it is committed to support and encourage diversity in the workplace and throughout the community;

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

Whereas, California has been a leader in advancing the civil rights of its LGBTQ citizens. And while further progress is needed, it is important to recognize and celebrate the substantial gains that have been achieved.

Now, therefore let it be resolved, that I, Alan Galbraith, Mayor of the City of St. Helena, do hereby proclaim June 2018 as “**Lesbian, Gay, Bisexual, Transgender, and Queer Pride Month**” and invite everyone to reflect on ways we all can live and work together with a commitment to mutual respect and understanding.

Dated: June 12th, 2018

Alan Galbraith, Mayor
City of St. Helena

**City of St. Helena
PROCLAMATION**

**Elder and Dependent Adult Abuse Prevention Month
June 2018**

WHEREAS, every year, more than two million disabled and elderly citizens are victims of physical and emotional abuse and neglect, and exploitation and they are denied many of their rights; and

WHEREAS, in 2017, approximately 450,000 more vulnerable adults were the victims of abuse, neglect, or exploitation in the United States; and

WHEREAS, the health and well-being of disabled and elderly people in our state should be one of our highest priorities and of concern to all Americans; and

WHEREAS, no aspect of our society—technology, agriculture, science, religion, sports, education—would enjoy its current prominence without the contributions from those who are elderly or have disabilities; and

WHEREAS, we can all benefit from the wisdom and knowledge acquired by Americans who are elderly or have disabilities. The experience of their past can help our state meet the challenge of its future; and

WHEREAS, people who are elderly or have disabilities are among the most important resources of our state, and it is fitting that we recognize the need to protect their health, safety, and rights;

NOW, THEREFORE, BE IT PROCLAIMED, that I, Alan Galbraith, Mayor of the City of Saint Helena, do hereby proclaim the month of June, 2018 to be Elder and Dependent Adult Abuse Prevention month in Saint Helena, and urge all citizens to work together in the years to come to help reduce abuse and neglect of people who are elderly or have disabilities.

Dated this 12th Day of June, 2018

Alan Galbraith, Mayor
City of St. Helena

MINUTES
City of St. Helena
Regular City Council Meeting
Tuesday, May 22, 2018 @ 6:00 PM
Vintage Hall Board Room - Second Floor
465 Main Street, St. Helena

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

Present: Mayor Alan Galbraith, Vice Mayor Peter White, Councilmember Paul Dohring, Councilmember Mary Koberstein, and Councilmember Geoff Ellsworth

Absent: None

- 1. CALL TO ORDER**
- 2. PLEDGE OF ALLEGIANCE**
- 3. ROLL CALL**
- 4. PUBLIC FORUM:**

No public comment was received.

- 5. REPORTS BY STAFF AND CITY COUNCIL, FUTURE AGENDA ITEMS, and AB 1234 REPORTS:**

City Attorney Thomas Brown noted that there was no reportable action taken at the May 22, 2018 Special City Council Closed Session meeting.

City Manager Mark Prestwich provided a SHAPE Committee update and noted the final report will be presented to the City Council at their June 12, 2018 City Council meeting.

Finance Director April Mitts provided an update from the May 9, 2018 City Council Budget Study Session.

Planning Director Noah Housh provided a General Plan EIR update.

Mayor Galbraith reported on attending a recent Monrovia meeting and noted the new teen program by the Girls and Boys Club is being well attended.

Regular City Council
May 22, 2018

6. PRESENTATIONS AND PUBLIC RECOGNITIONS

- 6.1 Proclamation observing National Public Works Week 2018 was presented to the St. Helena Public Works Department.

7. STAFF BRIEFING

- 7.1 None

8. CONSENT ITEMS

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

8.1 *Updated 5/18/18

Consideration and approval of a Resolution 2018-66 approving a two year agreement with Housing Authority of the City of Napa to provide contract Housing Authority services in an amount not to exceed \$78,267 ~~\$88,444~~ (\$38,614 ~~\$43,465~~ in FY 2018-19 and \$39,653 ~~\$44,649~~ in FY 2019-20).

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

Prepared By: Noah Housh, Planning & Community Improvement Director

Recommendation:

Staff recommends City Council approve the Resolution authorizing a two-year agreement with Housing Authority of the City of Napa in an amount not to exceed \$88,114 to continue their services as the contract housing authority for the City of St. Helena.

8.2 *Updated 5/18/18 to include May 3, 2018 Minutes

Consideration and proposed approval of Special Meeting Minutes of May 3, 2018, Regular Meeting Minutes of May 8, 2018 and Special Budget Study Session Minutes of May 9, 2018. ~~(Minutes will be provided before the meeting)~~ Provided May 18, 2018

Prepared By: Cindy Tzaferopoulos, City Clerk

8.3 Second Reading and Proposed Adoption of an Ordinance 2018-1 Granting the City Manager Authority to Execute Settlement Agreements, Waive Otherwise Applicable Fees and Penalties up to \$2,000, and Resolve Appeals Subject to Chapter 1.16 of this Code and Other Disputes Involving City Codes

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

Prepared By: Mark T. Prestwich, City Manager

Recommendation:

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Staff recommends the City Council conduct the second reading of the ordinance, adopt by title only and waive further reading.

- 8.4 Consideration of a resolution 2018-67 approving out-of-state travel for Recreation Director André Pichly to attend a Commission for the Accreditation of Parks and Recreation Agencies (CAPRA) site visitation for the Cleveland Metroparks, in Cleveland, Ohio, June 4-7, 2018, with no fiscal impact to the City.

CEQA Determination: Not a CEQA project

Prepared By: Andre Pichly, Recreation Director

Recommendation:

Staff recommends the City Council adopt the resolution approving out-of-state travel for Recreation Director André Pichly to attend a Commission for the Accreditation of Parks and Recreation Agencies (CAPRA) site visitation for the Cleveland Metroparks, in Cleveland, Ohio, June 4-7, 2018, with no fiscal impact to the City.

Item 8.5 was removed from Consent.

- 8.5 ~~Consideration and approval of a resolution 2018-68: (1) Approving a five-year Contract between the City of Saint Helena and Motorola Solutions to provide Body Worn Camera Services and Equipment to the Police Department for \$7,380.00 per year for a five-year not-to-exceed cost of \$36,900.00 for services and \$11,216.00 for equipment for a total not-to-exceed amount of \$48,116.00 over a five-year period; and (2) Authorizing a budget increase of \$11,216.00 to Bureau of State and Community Corrections Fund (278) Capital Equipment (278-4900-2630).~~
- 8.6 Consideration of a Resolution 2018-69 approving Amendment No. 1 to the Joint Powers Agreement Regarding the Use and Equitable Distribution of Flood Protection Sales Tax Revenues

CEQA Determination: Not a CEQA project

Prepared By: April Mitts, Finance Director

Recommendation:

Staff recommends the City Council approve a Resolution approving Amendment No. 1 to the Joint Powers Agreement Regarding the Use and Equitable Distribution of Flood Protection Sales Tax Revenues.

Councilmember Paul Dohring moved to approve Consent items 8.1 through 8.4 and 8.6. The motion was seconded by Vice Mayor Peter White and on roll call carried by the following vote:

AYES: Mayor Alan Galbraith, Vice Mayor Peter White, Councilmember Paul Dohring, Councilmember Mary Koberstein, and Councilmember Geoff Ellsworth

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NOES: None
ABSENT: None
ABSTAIN: None
RECUSE: None

Item 8.7 was removed from Consent.

- 8.7 Consideration and proposed approval to adopt:
a) Resolution 2018-70 of support for Measure D; and
b) Resolution 2018-71 of support for Regional Measure 3

CEQA Determination: Not a CEQA project
Prepared By: Mark T. Prestwich, City Manager
Recommendation:
Consideration of resolutions in support of Measure D and Regional Measure 3.

City Manager Mark Prestwich reported on this item.

Mayor Galbraith requested the resolutions be voted on separately.

No public comment was received.

Vice Mayor Peter White moved to adopt Item 8.7 b) Resolution of support for Regional Measure 3. The motion was seconded by Councilmember Geoff Ellsworth and on roll call carried by the following vote:

AYES: Mayor Alan Galbraith, Vice Mayor Peter White, Councilmember Paul Dohring, Councilmember Mary Koberstein, and Councilmember Geoff Ellsworth
NOES: None
ABSENT: None
ABSTAIN: None
RECUSE: None

Councilmember Geoff Ellsworth moved to adopt Item 8.7 a) Resolution of support for Measure D. The motion was seconded by Councilmember Mary Koberstein and on roll call carried by the following vote:

AYES: Councilmember Paul Dohring, Councilmember Mary Koberstein, and Councilmember Geoff Ellsworth
NOES: Vice Mayor Peter White
ABSENT: None
ABSTAIN: Mayor Alan Galbraith
RECUSE: None

- 8.5 Consideration and approval of a resolution 2018-68: (1) Approving a five-year

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Contract between the City of Saint Helena and Motorola Solutions to provide Body Worn Camera Services and Equipment to the Police Department for \$7,380.00 per year for a five-year not-to-exceed cost of \$36,900.00 for services and \$11,216.00 for equipment for a total not-to-exceed amount of \$48,116.00 over a five-year period; and (2) Authorizing a budget increase of \$11,216.00 to Bureau of State and Community Corrections Fund (278) Capital Equipment (278-4900-2630).

CEQA Determination: Not a CEQA project
Prepared By: William Imboden, Chief of Police
Recommendation:

Staff recommends City Council approve the Resolution: (1) Approving a five-year Contract between the City of Saint Helena and Motorola Solutions to provide Body Worn Camera Services and Equipment to the Police Department for \$7,380.00 per year for a five-year not-to-exceed cost of \$36,900.00 for services and \$11,216.00 for equipment for a total not-to-exceed amount of \$48,116.00 over a five-year period; and (2) Authorizing a budget increase of \$11,216.00 to Bureau of State and Community Corrections Fund (278) Capital Equipment (278-4900-2630).

Chief of Police William Imboden reported on this item.

No public comment was received.

Councilmember Paul Dohring moved to approve Item 8.5. The motion was seconded by Vice Mayor Peter White and on roll call carried by the following vote:

AYES: Mayor Alan Galbraith, Vice Mayor Peter White, Councilmember Paul Dohring, Councilmember Mary Koberstein, and Councilmember Geoff Ellsworth
NOES: None
ABSENT: None
ABSTAIN: None
RECUSE: None

9. PUBLIC HEARINGS

9.1 None

10. NEW BUSINESS

10.1 St. Helena Chamber of Commerce Annual Report and FY 2018/19 Budget

CEQA Determination: Not a CEQA project
Prepared By: Mark T. Prestwich, City Manager
Recommendation:

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Receive and file, and provide direction regarding preparation of an amendment to the agreement.

City Manager Mark Prestwich reported on this item.

Chamber Vice President & Chief Strategy Officer Joaquin Razo provided the Chamber presentation.

KC Garrett, Marcelle Adderley, Marcus Marquez, Bobbi Monnette and Tracy Sweeney addressed the City Council.

City Manager Mark Prestwich and Council Members Dohring and Koberstein were appointed to a working group to work with the Chamber regarding the Chamber contract.

It was the consensus of the City Council to move forward with the current contract budgeted amount.

- 10.2 Consideration and Proposed Approval of a Resolution Rescinding Resolution 2013-26 Rules of Procedure for the Conduct of Council Meetings, Rescinding Resolution 2011-18 City Council Standards of Conduct, and Re-establishing Rules of Procedure for the Conduct of Council Meetings and Re-establishing City Council Standards of Conduct

CEQA Determination: Not a CEQA project
Prepared By: Cindy Tzaferopoulos, City Clerk
Recommendation:

The working group and Staff recommend reviewing and adopting the resolution rescinding resolution 2013-26 and resolution 2011-18 and amending City Council Rules of Procedure for the Conduct of Council meetings and amending City Council Standards of Conduct.

Mayor Galbraith and Council Member Dohring reported on this item.

Bobbi Monnette addressed the City Council.

It was the consensus of the City Council to table this item for additional review of section 3.4 Sanctions until the June 12, 2018 City Council meeting.

- 10.3 *New Item 5/18/18
Council discussion and consideration of placing an increase in the transient occupancy tax (TOT) on the November 2018 ballot, including but not limited to the one percent (1%) increase sought under discussion by a two person subcommittee of the Napa County Board of Supervisors, and other options and amounts as deemed appropriate by the City Council.

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May 22, 2018

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

Prepared By: Noah Housh, Planning & Community Improvement Director

Recommendation:

It is recommended that the City Council discuss placing an increase in the transient occupancy tax (TOT) on the November 2018 ballot.

City Manager Mark Prestwich reported on this item.

Marcelle Adderley, Bobbi Monnette and Tracy Sweeney addressed the City Council.

This item will be brought back for further discussion at the June 12, 2018 City Council meeting.

11. ITEMS LIKELY TO BE PLACED ON THE NEXT OR FUTURE MEETING AGENDA:

11.1

June City Council Meetings:
6/12 (staff reports due 5/25)
6/26 (staff reports due 6/8)
<i>PROCLAMATIONS AND PUBLIC RECOGNITION:</i>
Elder Abuse Prevention Month proclamation – PD
6/12 June is Pride Month - Admin
6/12 LGBTQ Pride Month June 2018 - Admin
6/26 Parks & Rec Month
<i>CONSENT:</i>
6/12 Comp/Class Study HR
Call the November election - Admin
6/12 Little League Contract Amendment - Recreation
Sign 1st Reading - Planning
Spring Mountain Agreement - PW
6/12 Budget adoption – Finance
6/12 Escheat – Finance
6/12 Water Storage Tanks and Pump Station Upgrades - Award of Contract – PW
High School to Submit Annual Request Re: Street Closure for Homecoming Parade - PW
6/12 Adopt and approve compensation schedule - HR
6/26 Award of Contract for overlay - PW
6/26 Award of Contract for downtown restroom - PW
6/26 Award of Contract for master utility plan - PW
6/26 Curb Ramp Upgrades - award of contract - PW

Regular City Council
May 22, 2018

6/26 Kosmont – Downtown Market Study - Admin
6/26 2525 Madrona Parcel Map - Planning
6/26 Smoking Ordinance - Rec
6/26 Amended Coop Agreement with Caltrans for Grayson Signal for electricity(Caltrans to attend)
<i>PH or NEW BUSINESS:</i>
6/12 Pacific Legacy – Finance
6/12 Light Up Lyman Park and Ice Rink - Rec
6/26 Housing Whitepaper Discussion - Admin
6/12 SHAPE Committee Report Out - Admin
Bimonthly Goals and Objectives Update - Admin
6/12 Sign Ordinance
<u>July City Council Meetings:</u>
7/10 Mtg Cancelled
7/24 (staff reports due 7/6)
Resolution Adopting GANN Limit (Appropriations) - Finance

12. ADJOURNMENT

The May 22, 2018 regular City Council meeting minutes were adopted at the June 12, 2018 City Council meeting.

Mayor Galbraith adjourned the meeting at 8:06 p.m.

APPROVED:

ATTEST:

Alan Galbraith, Mayor

Cindy Tzafopoulos, City Clerk



Report to the City Council
Council Meeting of May 22, 2018

Agenda Section: Consent

Subject: Consider and approve resolution: (1) authorizing a budget transfer of \$18,000 from the Park Impact Fees Fund 734 to Civic Capital Improvement Project Fund 733, and (2) authorizing a budget increase of \$18,000 to 733-5037-2130 for Carpy Field Softball Light Project C-46.

CEQA Determination: Not a CEQA project

Prepared By: Andre Pichly, Recreation Director

Reviewed By: April Mitts, Finance Director

Approved By: Mark T. Prestwich, City Manager

BACKGROUND

The City owns and is responsible for the maintenance, electric bill and repair of the field lights at Carpy Field at the St. Helena Unified School District's Elementary School. These lights were installed to allow City sports leagues to play after school and evening games. When the lights were installed, the regulations for City owned and operated infrastructure on school district property were much less challenging. The City and the School District now partner regularly to complete work and maintenance on the lights due to insurance, safety, contracting requirements, and scheduling.

After many years of complaints by league players about the lack of working lights and having less than ideal visibility on the field due to poorly lit areas, the City and the School District received a quote of \$20,903 to restore power to the light poles. On July 11, 2017, the City Council approved, via Resolution No. 2017-100, a Memorandum of Understanding (MOU) with the School District whereby the City would pay for \$18,000 and the School District will pay the remaining costs (Attachment 1).

DISCUSSION

Dating back to 2008, the Carpy Field lights had not worked due to a power issue, which limited the hours that the facility could be used for softball games and other evening sports activities. This has now been resolved with the School District's electrical contractor having completed the necessary repairs. Per the MOU with School District, the City will pay the School District the agreed upon \$18,000 for the work performed by the electrical contractor, and the School District will pay the remaining costs.

FISCAL IMPACT

The cost is \$18,000, which will be appropriated from Park Impact Fees – Fund 734.

RECOMMENDED ACTION

Staff recommends the City Council approve a resolution: (1) authorizing a budget transfer of \$18,000 to Park Impact Fees Fund 734 to Civic Capital Improvement Project Fund 733, and (2) authorizing a budget increase of \$18,000 to 733-5037-2130 for Carpy Field Softball Light Project C-46

ATTACHMENTS

[Attachment 1 - 2017-100 Authorizing the City Manager to Execute a MOU with the St. Helena Unified School District for the Carpy Field Softball Light Project, C-46](#)

[Attachment 2 - Resolution SHUSD Carpy Lights](#)

CITY OF ST. HELENA

RESOLUTION No. 2017-100

Resolution Authorizing the City Manager to Execute a Memorandum of Understanding with the Saint Helena Unified School District for the Carpy Field Softball Light Project, C-46

RECITALS

- A. The City of St. Helena is responsible to maintain and the repairs for the lights at Carpy Field which are used for softball and soccer; and
- B. Due to the complexity of the project to restore power to the lights along Tainter St. an MOU with the School District is required; and
- C. The City will contribute \$18,000 towards the project which is budgeted under project C-46 and the School District will pay the remaining costs and manage the project located at the St. Helena Elementary School.

RESOLUTION

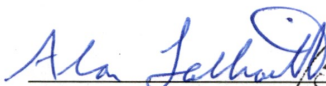
The City Council of the City of St. Helena hereby resolves as follows:

- 1. Authorizes the City Manager to execute the Memorandum of Understanding (Exhibit A).

Approved at a Regular Meeting of the St. Helena City Council on July 11, 2017, by the following vote:

Mayor Galbraith:	<u>yes</u>
Vice Mayor White:	<u>yes</u>
Councilmember Dohring:	<u>yes</u>
Councilmember Ellsworth:	<u>yes</u>
Councilmember Koberstein:	<u>yes</u>

APPROVED:


Alan Galbraith, Mayor



ATTEST:


Cindy Black, City Clerk



Memorandum of Understanding
Between the City of Saint Helena
and
the Saint Helena Unified School District

The purpose of this Memorandum of Understanding (MOU) is to outline the agreement between the City of Saint Helena and the Saint Helena Unified School District (SHUSD) as it relates to the payment for repairs of the lights at Carpy Field at the Saint Helena Elementary School. Currently the two lights along Tainter Street poles require electricity and other elements as outlined in the attached proposal (Exhibit A). The Carpy Field Lights were installed by the City of St Helena, who is responsible for the maintenance and the payment of the electric bill. However, since they are on school district property for this level of work the SHUSD will be the lead on the project and enter into a contract with the vendor.

The City of St. Helena agrees to:

- Provide an amount not to exceed \$18,000 to the St Helena Unified School District for the repairs needed to repair the lights along Tainter Street, per Exhibit A, so the lights operational and function as intended.

The Saint Helena Unified School District agrees to:

- Provide any additional funding necessary to complete the Carpy Field Light project described in Exhibit A;
- Negotiate and be solely responsible for all agreements with contractors and/or other trades including, without limitation, electricians, necessary for the work outlined in Exhibit A.;
- Add the City of St Helena as an additional insured on SHUSD's commercial liability insurance policy;
- Require the contractor and/or other trades performing the work to:
 - (1) defend, indemnify, and hold harmless the City of Saint Helena from and against any and all demands, claims, loss, expense, liability, suits and/or judgments for any damages, sickness, death, or injury to or by any person(s) or property including, without limitation,

all consequential damages, from any cause whatsoever arising directly or indirectly from or connected with the, work being performed in Exhibit A, and

- o (2) add the City of Saint Helena as an additional insured on its commercial general liability insurance, which shall provide coverage for no less than \$2.0 million per claim/occurrence.

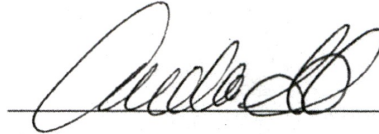


City of St. Helena

Date

~~Larry Pennell~~

Erica Ahmann Smithies
Interim City Manager
Acting



St. Helena Unified School District

Date

6/23/17



PO Box 818 • Napa, CA 94559 • State Lic # 214940 • Telephone: (707) 252-6611 • Fax: (707) 252-4960

Proposal Date: August 23, 2016 Effective To: September 22, 2016 Page 1 of 1

PROJECT PROPOSAL

Name of Project: **St Helena Elementary Pole Light Power** Location: **1401 Grayson Ave, Saint Helena, Ca**
To: **SHUSD** Phone: Fax:

Attn: **Perry Herrera**

DESCRIPTION OF WORK

We are pleased to present the following quote for the electrical work on the above referenced project:

Base price includes:

- Furnish and install up to 225' of PVC conduit and wire to feed two existing pole lights.
- Trench and backfill up to 225' for new conduit.
- Disconnect existing wiring at two poles and connect new power wiring.
- Add one ground rod and wiring at two poles.

Total Installed Price \$ 20,903.00

Clarifications:

- We exclude permit, plans, engineering and PG&E work and/or fees.
- Work is to be completed during normal working hours (M-F 7am-4pm).
- We exclude any additional work required by authority having jurisdiction.

We appreciate the opportunity to provide this quote. Please contact our office if you have any questions.

For Napa Electric:

Dan Frandsen

Dan Frandsen

I, the undersigned, authorize the work described above, to be installed and paid for subject to the conditions listed below.

Terms as follows: At completion of work

Signature of Buyer: _____

(Please sign original and return: keep copy for your records)

CITY OF ST. HELENA

RESOLUTION NO. 2018-__

Authorizing (1) a budget transfer of \$18,000 from the Park Impact Fees Fund 734 to Civic Capital Improvement Project Fund 733 and (2) authorizing a budget increase of \$18,000 to 733-5037-2130 for Carpy Field Softball Light Project C-46

RECITALS

- A. The City of St. Helena is the primary user of the St Helena Unified School District's Carpy Field for its Adult Softball League and uses the field lights for games that take place during the evening hours; and
- B. Per a Memorandum of Understanding (MOU) with the School District entered into on July 11, 2017 via Resolution No. 2017-100, the City agreed to pay up to \$18,000 for the complete repairs to the field lights at Carpy Field which were in need of electrical upgrading; and
- C. The City shall make a payment of no more than \$18,000 to the St Helena Unified School District for the complete repairs of the Carpy Field lights even if the total cost for repairs exceeds \$18,000.
- D. The School District's electrical contractor has completed necessary repairs.

RESOLUTION

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

- 1. Authorize a budget transfer of \$18,000 from the Park Impact Fees Fund 734 to Civic Capital Improvement Project Fund 733; and
- 2. Authorize a budget increase of \$18,000 to 733-5037-2130 for the repairs to the Carpy Field Lights, CIP Project C-46.

Approved at a Regular Meeting of the St. Helena City Council on May 22, 2018 by the following vote:

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

Councilmember Koberstein: _____

APPROVED:

ATTEST:

Alan Galbraith, Mayor

Cindy Tzaopoulos, City Clerk



Report to the City Council
Council Meeting of June 12, 2018

Agenda Section: Consent

Subject: Consideration and proposed approval of a resolution calling and giving notice of the General Municipal Election to be held in the City of St. Helena on November 6, 2018 and requesting the Board of Supervisors of the County of Napa Consolidate the General Municipal Election with the Statewide Election.

CEQA Determination: Not a CEQA project

Prepared By: Cindy Tzaopoulos, City Clerk

Reviewed By: Mark T. Prestwich, City Manager

Approved By: Mark T. Prestwich, City Manager

BACKGROUND

The City is required by its Municipal Code and State law to conduct a General Municipal Election in November of even-numbered years and to request consolidation of this election with the statewide election conducted by Napa County.

DISCUSSION

The consolidated General Municipal Election is scheduled for November 6, 2018. The citizens of the City of St. Helena will be asked to vote for a Mayor for a term of two years and two Councilmembers for a term of four years. Mayor Galbraith, Vice Mayor White and Councilmember Dohring have terms expiring after the November 2018 election.

The Council must approve a resolution calling and giving notice of the consolidated General Municipal Election and requesting the Napa County Board of Supervisors to establish a counting precinct and provide the City of St. Helena with certain services in conjunction with the election. This resolution must be sent to the County of Napa for approval by the Board of Supervisors.

Once the election process has been initiated with the adoption of the proposed resolution, the next steps are the public noticing of the election and the opening of the nomination period. The nomination period for the November 6, 2018 election opens 8:00 a.m. Monday, July 16, 2018 and closes at 5:00 p.m. Friday, August 10, 2018.

During the nomination period, July 16 through August 10, any eligible St. Helena resident interested in running for City Council may take out and file nomination papers for candidacy. If any incumbent City Council member up for election does not submit nomination papers by August 10, then the nomination period for potential non-incumbent candidates is extended until August 15.

The City Clerk's Office will have election packets, by appointment, for St. Helena residents interested in becoming candidates for the City Council beginning at 8:00 a.m. on Monday, July 16, 2018. The election packets will include nomination paper forms, campaign financing reporting forms and instructions, and other documents, including an explanatory election guide for candidates.

The schedule outlined above is for the upcoming City Council election only. As the City Council has expressed a possible intention to place a measure(s) on the ballot, it should be noted that the Napa County Elections Division has requested the Council submit resolutions no later than the end of June. However, as provided by the Elections Code, the last date to adopt a resolution to submit a measure for the November 6, 2018, General Municipal Election is August 10, 2018. A detailed November 8, 2018 election calendar is attached to this report.

FISCAL IMPACT

The cost of a consolidated election is split between the number of entities on the ballot, number of positions, and number of ballot measures. The City is budgeting \$35,000 for the November 2018 Consolidated General Municipal Election.

RECOMMENDED ACTION

Staff recommends the City Council adopt a Resolution calling and giving notice of the General Municipal Election to be held in the City of St. Helena on November 6, 2018 and requesting the Board of Supervisors of the County of Napa consolidate the General Municipal Election with the Statewide Election to be held on November 6, 2018.

ATTACHMENTS

[Resolution](#)

[2018 Election Calendar of Events](#)

CITY OF ST. HELENA

RESOLUTION NO. 2018-

CALLING AND GIVING NOTICE OF A GENERAL MUNICIPAL ELECTION TO BE HELD ON TUESDAY, NOVEMBER 6, 2018; REQUESTING CONSOLIDATION OF THE CITY'S GENERAL ELECTION WITH THE STATEWIDE GENERAL ELECTION TO BE HELD ON THE SAME DATE; AND REQUESTING THAT COUNTY OF NAPA PROVIDE ELECTION SERVICES

RECITALS

WHEREAS, under the provisions of the laws relating to general law cities in the State of California and the City of St. Helena's Municipal Code, a General Municipal Election shall be held on November 6, 2018, for the election of certain municipal officers; and

WHEREAS, pursuant to the California Elections Code, the City Council of the City of St. Helena calls and gives notice of the General Municipal Election; and

WHEREAS, the County of Napa will be conducting a Statewide General Election in St. Helena on November 6, 2018; and

WHEREAS, it is desirable that the General Municipal Election be consolidated with the Statewide Election to be held on the same date, and that within the City, the precincts, polling places, and election officers of the two elections be the same, and that the County Elections Division of the County of Napa canvass the returns of the General Municipal Election and that this Election be held in all respects as if there were only one Election.

RESOLUTION

NOW THEREFORE THE CITY COUNCIL OF THE CITY OF ST. HELENA DOES HEREBY RESOLVE, DECLARE, DETERMINE AND ORDER AS FOLLOWS:

Section 1. Pursuant to the requirements of the laws of the State of California, there shall be, and is hereby called and ordered to be held, on Tuesday, November 6, 2018 a Consolidated General Municipal Election of the qualified electors of the City, for the purpose of electing a Mayor for a full term of two (2) years and two (2) Councilmembers for full terms of four (4) years.

Section 2. The ballots to be used in the election shall be, both as to form and matter contained therein, such as may be required by law.

Section 3. Notice of the time and place of holding the election is given and the City Clerk is authorized, instructed, and directed to give further or additional notice of the election, in time, form and manner as required by law.

Section 4. Pursuant to the requirement of Section 10403 of the Elections Code, the Board of Supervisors of the County of Napa is hereby requested to consent and agree to the consolidation of the City of St. Helena's General Municipal Election with the Statewide Election to be held on November 6, 2018.

Section 5. That the City Council may also request at a later date that the Board of Supervisors permit the consolidated election to include a local ballot measure(s) to be determined by separate resolution of the City Council of the City of St. Helena.

Section 6. That the City Council acknowledges that the consolidated election will be held and conducted in the manner prescribed by Section 10418 of the Elections Code.

Section 7. That the City of St. Helena requests the services of the County Election Department to conduct said General Municipal election and the Board of Supervisors is requested to issue instructions to the County Election Department to take any and all steps necessary for the holding of a consolidated election.

Section 8. That the County Election Department is authorized and instructed to procure and furnish any and all official ballots, notices, printed matter and all supplies and equipment and other necessary items in order to properly and lawfully conduct the election.

Section 9. That the County Election Department is authorized to canvass the returns of the Election. The election shall be held in all respects as if there were only one election, and only one form of ballot shall be used. The election will be held and conducted in accordance with the provisions of law regulating the statewide election.

Section 10. That the City of St. Helena recognizes that additional cost will be incurred by the County by reason of this consolidation and agrees to reimburse the County for any costs that are not reimbursed by the State.

Section 11. That in all particulars not recited in this resolution, the election shall be held and conducted as provided by law for holding municipal elections.

Section 12. That the City Clerk is hereby directed to file a certified copy of this Resolution with the Board of Supervisors and the County Election Department of the County of Napa.

PASSED, APPROVED and ADOPTED at a regular meeting of the City Council of the City of St. Helena held on the 12th of June, 2018 by the following vote:

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

APPROVED:

ATTEST:

Alan Galbraith, Mayor

Cindy Tzafoopoulos, City Clerk

CALENDAR OF EVENTS

City Elections (Consolidated)

General Municipal Election

November 6, 2018

November 6, 2018

**City Elections (Consolidated)
General Municipal Election
November 6, 2018**

Laws in effect in 2018 (Calendar laws updated 10/30/2017)
(check with your county for their deadlines for arguments and rebuttal filings)

Date(s)	E minus	to E minus	Action
May 18	-172		Suggested Last Day to File Petitions Regarding Measure
June 18	-141		Suggested Last Day for Council to Adopt Resolutions
June 19	-140		Suggested Last Day to Post Notice of Deadline for Filing Arguments and Impartial Analyses
June 19			Election Official to Publish Notice of Election – Measure(s) Only, No Candidates
7 - 14 days after date Council puts measure(s) on the ballot			Suggested Last Day to File Arguments & Impartial Analyses / Recommended to be 7-14 days after Council calls Election
July 2 to July 16	-127	-113	Election Official to Publish Notice of Election - Candidates
July 9	-120		Last Day to Adopt Regulations for Candidates Statements
10 days after Arguments are due			Last Day to File Rebuttal Arguments / 10 Days after Arguments
July 16 to August 10	-113	-88	Filing Period for Nomination Papers and Candidate's Statements
August 10	-88		Last Day to Call Election For Ballot Measures
August 10 by 5:00 pm	-88		Last Day for County to Receive Resolutions Requesting Services or Consolidation
August 10	-88		Last Day to File Nomination Papers (Consolidated Cities)
August 15	-83		Last Day to File Nomination Papers – Extended Filing Period if incumbent fails to file
August 15	-83		Last Day to Withdraw Measure(s) from Ballot
August 16	-82		Secretary of State to Determine Order of Names on Ballot
August 20 or August 27	-78	-71	Last Day of Public Review Period for Candidates Statements
August 23	-75		Time to Cancel Election – Insufficient Candidates
September 10 to October 23	-57	-14	Filing Period for Write-in Candidate
October 8	-29		First Day for Mailing Permanent Vote by Mail Voter Ballots
October 8 to October 30	-29	-7	Voters May Request Vote by Mail Ballots with Regular Applications
October 16	-21		Last Day to Mail Voter Information Guides and Polling Place Notices
October 22	-15		Last Day to Register to Vote
October 23	-14		Last Day to File for Write-in Candidate
October 30	-7		Last Day for Election Official to Publish Notice of Nominees
October 31 to November 6	-6	0	Emergency/Late Vote by Mail Voting Period
November 5	-1		Last Day for Council to Adopt Procedures to Resolve Tie Vote
November 6	0		ELECTION DAY
November 9	3		Last Day to Receive Vote by Mail Voter Ballots If Postmarked on Election Day
November 14	8		Last Day to Receive Signed "Unsigned Ballot Statements" for unsigned Vote by Mail Voter Ballots
No Later Than December 14	38		Last Day to Declare Results & Install Newly Elected Mayor, Councilmember(s), Etc.
December 4 December 21	E+30+15+?		Reorganize Council and Choose Mayor Pro Tem (and Mayor if applicable)
April 1, 2019			Last Day to Submit Report on Measures to Secretary of State

**Index and Check List
for City Conducting Election
City Elections (Consolidated)
General Municipal Election
November 6, 2018**

November 6, 2018

<u>New Form No.</u>	<u>Item</u>	<u>Action</u>	<u>Suggested Date</u>	<u>Completion Date</u>
Preliminary Assignments				
R-1-CM	Resolution: Calling Election	Adopt	By 6/18	_____
R-2-A or R-2-B	Resolution: County Services	Adopt	By 6/18	_____
R-3	Resolution: Regulations for Candidate's Statements	Adopt	By 6/18	_____
R-4	Resolution: Authorize Runoff Election in case of Tie Vote	Adopt	By 11/5	_____
R-6	Resolution: Arguments - optional, but if adopted, SHOULD be at same meeting election is called	Adopt	By 6/18	_____
R-7	Resolution: Rebuttal Arguments - optional, but if adopted, MUST be at same meeting election is called	Adopt	By 6/18	_____
N-1	Notice: Election, Candidates and/or Measure(s)	Publish/Post	thru 7/16	_____
N-2	Notice: Last Day for Submitting Arguments & Impartial Analyses	Post	By 6/19	_____
F-A-1	Form: Statement of Authors of Arguments / Rebuttals	To Authors	As required	_____
F-A-2	Form: Authorization for Other Persons to Sign Rebuttal Arguments	To Authors	As required	_____
	Two copies of R-2-A or R-2-B to Board of Supervisors	Fax/email	By 8/10	_____
	One copy of R-2-A or R-2-B, R-1-CM to County Elections Department	Fax/email	By 8/10	_____
If Cancelling Election				
R-11	Certificate: Insufficient Nominees	To Council	By 8/15	_____
N-4	Notice: Insufficient Nominees	Publish	By 8/18	_____
R-12	Resolution: Appointment to Office / Cancel Election	Adopt	By 8/23	_____
Intermediate Assignments				
	Nomination Petition Signatures checked	Check	As received	_____
	Impartial Analyses, Arguments, Rebuttals to County	Fax/email	As received	_____
	Candidate's Statements to County	Fax/email	By 8/16	_____
	Candidate's Names & Designations from Affidavit of Nominee to County	Fax/email	By 8/16	_____
N-3	Notice: Nominees for Public Office	Publish/Post	By 10/30	_____
If wanting a Runoff Election instead of resolving a tie vote by lot				
R-4	Resolution: Establishing Special Runoff Election	Adopt	By 11/5	_____
R-10	Resolution: Calling for Special Runoff Election	Adopt	By 1/0	_____
After Election Day Assignments				
R-8	Election Official's Certificate of Canvass	To Council	By 11/30	_____
R-9	Resolution: Declaring Result of Election	Adopt	By 11/30	_____

November 6, 2018

***City Elections (Consolidated)
General Municipal Election
November 6, 2018***

*Laws in effect in 2018
(Calendar laws updated 10/30/2017)*

New Laws Chaptered in 2017 Go Into Effect on January 1, 2018

Explaining Conventions Used in this Calendar:

(§ xx, Elections Code) indicates the Elections Code section is reproduced exactly.

(See §§ xx, Elections Code) indicates a paraphrase of the Elections Code section(s).

A heading without a date specifically attached either has no legal deadline or the legal deadline varies.

(It does not assume the deadline of the item before it).

Use of the word "SUGGESTED" in a heading indicates there is no deadline or Martin & Chapman Co. is suggesting an earlier deadline than the legal deadline.

November 6, 2018

**City Elections (Consolidated)
General Municipal Election
November 6, 2018**

*Laws in effect in 2018
(Calendar laws updated 10/30/2017)*

Date	E minus	to E minus Events
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May 18	E -172	Suggested Last Day to File Petitions Regarding Measure If a petition is being circulated about the city to put a measure on the ballot at the election, it is suggested that the petition be filed by this date in order to allow the Election Official the full 30 to 60 working days to verify the petition and certify it to the Council.
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June 18	E -141	Suggested Last Day for Council to Adopt Resolutions Required: Resolution (or Ordinance) calling election. (Resolution R-1-CM or any other Resolution R-1-xx); Resolution to Board of Supervisors requesting county services. (Resolution R-2-A for standalone election or Resolution R-2-B for consolidated election) Resolution establishing candidate statement policy unless previously adopted. (Resolution R-3). Election Official to request reporting packets from FPPC and nomination packets from vendor or county. All Resolutions (once adopted) must be sent to the County, and must be RECEIVED by the County no later than 5 p.m. on the 88th day before the election.
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		Optional: If having a measure on the ballot . . . Resolution authorizing Council members to file arguments and/or directing City Attorney to write impartial analysis. (Resolution R-6); (See §§ 9280, 9282, Elections Code.) Resolution authorizing rebuttal arguments if not previously adopted. (Resolution R-7)
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November 6, 2018

Date E minus to E minus Events

June 19 or day after Council calls election for measure(s)	E -140	Suggested Last Day to Post Notice of Deadline for Filing Arguments and Impartial Analyses
		If City measures are to be submitted to the voters of the City, it is suggested that on or before this day, the Election Official fix the last day for submitting Arguments For and Against City measures and the Impartial Analysis by the City Attorney, and a notice of the last day for filing be posted on the official bulletin board. Last day is recommended to be seven (7) to fourteen (14) days after the City Council calls the election, as the 14 day period does not apply to cities whose elections are consolidated with county elections per EC 9286(b). Check with your county Election Official for their recommended filing date. (Form N-2). (See § 9286, Elections Code.)

July 2 July 16	to E -127 to E -113	Election Official to Publish Notice of Election - Candidates
		The Election Official shall publish a notice of election once in a newspaper in the City. The notice shall be headed "Notice of Election" and shall contain a statement of: (a) The time of the election; (b) The offices to be filled. The notice shall also state that if no one or only one person is nominated for each office the council may appoint someone to the office. If there is no newspaper of general circulation published and circulated in the city, the notice shall be typewritten and copies shall be posted conspicuously within that time in at least three public places in the city (Notice N-1). (See §§ 12101, 12102, 10242, Elections Code; § 6061, Government Code.)

No deadline except ONCE before Election Day	Election Official to Publish Notice of Election - Measures
	In case any measure (or charter amendment) is to be submitted at the election, the Election Official shall publish a synopsis of the measure once. The Election Official shall consolidate the notice of election and the measure to be voted on into one notice if the measure was placed on the ballot before the notice of election is published pursuant to §12101 (Form N-1). Otherwise, the notice shall be published no later than 7 days before the election. (See § 9268, 12111, Elections Code.)

November 6, 2018

Date E minus to E minus Events

No deadline except ONCE before Election Day	Election Official to Publish Notice of Election – Measure(s) Only, No Candidates
Measure Only	In case any measure is to be submitted at a special election where no candidates are to be elected, the Election Official shall publish a synopsis of the measure once. There is no deadline in the Elections Code, publish once before election day. If there is no newspaper of general circulation published and circulated in the city, the notice shall be typewritten and copies shall be posted conspicuously within the time prescribed in at least three public places in the city (Form N-1). (See § 12111, Elections Code; § 6061, Government Code.)

7 - 14 days after date Council puts measure(s) on the ballot	Suggested Last Day to File Arguments & Impartial Analyses / Recommended to be 7-14 days after Council calls Election
	The Election Official shall set the date for the deadline for the filing of arguments and impartial analyses to be recommended to be seven (7) to fourteen (14) days after the City Council calls the election in order to allow ample time for the 10-calendar-day public examination period, translation, typesetting, printing and mailing to the voter. Arguments may be changed or withdrawn by their proponents until and including the date fixed by the Election Official. (See §§ 9280 – 9287, 9295, Elections Code.) Check with your county Election Official for their recommended filing dates.

	The Election Official shall make a copy of the materials referred to in §§ 9223 (copy of ordinance), 9280 (city attorney analyses), 9281 and 9282 (arguments), and 9285 (rebuttals), available for public examination in the Election Official's office for a period of 10 calendar days immediately following the filing deadline for submission of those materials. Any person may obtain a copy of such materials from the Election Official for use outside of the Election Official's office. The Election Official may charge a fee to any person obtaining a copy of the material, which fee shall not exceed the actual cost incurred by the Election Official in providing the copy. (See § 9295, Elections Code.)
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Date	E minus to E minus Events
	During the 10-day examination period provided by this section, any voter of the jurisdiction in which the election is being held, or the Election Official, himself or herself, may seek a writ of mandate or an injunction requiring any or all such materials to be amended or deleted. A peremptory writ of mandate or an injunction shall be issued only upon clear and convincing proof that the material in question is false, misleading or inconsistent with the requirements of this chapter, and that issuance of the writ or injunction will not substantially interfere with the printing or distribution of official election materials as provided by law. (See § 9295, Elections Code.)
July 9	E -120 Last Day to Adopt Regulations for Candidates Statements
	Last day for local agency to adopt or amend regulations regarding charges for printing candidate's statements, length of statements, etc., pursuant to § 13307(e), Elections Code. These regulations shall not be revoked or modified after this date. (Resolution R-3). (See § 13307(e), Elections Code.)
10 days after Arguments are due	Last Day to File Rebuttal Arguments / 10 Days after Arguments
	The last day to file rebuttal arguments if authorized by the City Council is not more than 10 days after primary arguments are due. (See § 9285, Elections Code.)
July 16 August 10 August 13	E -113 to E -88 or E -85 if closed on Friday Filing Period for Nomination Papers and Candidate's Statements
During normal office hours, as posted on the last day of filing	Consolidated Cities: The provisions of Elections Code §§ 15 and 10104 that allow the last day for the performance of any act to be performed on the next business day with the same effect as if it had been performed upon the day appointed, if the last day is a holiday, or due to an off-Friday due to a reduced work week or other non-Government-Code holidays declared by the city, do not apply to nomination paper deadlines for cities consolidated with the county elections. The Election Official shall maintain posted office hours on the last day of filing. (See §§ 15, 10407, Elections Code.)

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Date	E minus	to E minus	Events
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Nomination Papers

Between these days (both days included), during normal office hours, as posted, voters may nominate candidates for election by signing a nomination paper. Each candidate shall be proposed by not less than 20 nor more than 30 voters in a city of 1,000 registered voters or more, and not less than five nor more than 10 voters in a city of less than 1,000 registered voters, but only one candidate may be named in any one nomination paper.

No voter may sign more than one nomination paper for the same office, and in the event the voter does so, that voter's signature shall count only on the first nomination paper filed which contains the voters signature. Nomination papers subsequently filed and containing that signature shall be considered as though his signature does not appear thereon.

Each seat on the governing body is a separate office.

Any person at least 18 years of age or older may circulate a nomination paper.
(See §§ 10220 Elections Code.)

Only one person may circulate each nomination paper.
(See §§ 10220, Elections Code.)

A candidate shall not file nomination papers for more than one municipal office or term of office for the same municipality in the same election.
(See §§ 10220.5, Elections Code.)

Other Materials:

At the time nomination papers are issued, the Election Official shall give the candidate a copy of the Code of Fair Campaign Practices and a copy of §§ 20400 – 20444, Elections Code. Any candidate may subscribe to the code by filing a copy with the Election Official who shall keep it as a public record.
(See §§ 20400 – 20444, Elections Code.)

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Date E minus to E minus Events

The Election Official shall give the following items to each candidate or the candidate's representative at the time nomination papers are issued:

- (a) Nomination paper.
- (b) Ballot Designation Worksheet.
- (c) Candidates Statement form with word count standards.
- (d) A written statement of the regulations with respect to charges for the Candidates Statement (**Resolution R-3**).
- (e) Statement of Economic Interest (State Law requires Mayor, Council, elected City Treasurer and elected City Attorney filing. City codes may require filing for additional offices).
- (f) A copy of Government Code § 84305.
- (g) Code of Fair Campaign Practices forms.

Optional Items:

- (1) Financial Worth Statement
- (2) FPPC Forms 700, 410, 501, 497, etc.
- (3) "A Guide for Selecting Ballot Designations" (See Election Manual)
- (4) Local information (explained below):
 - (A) You may wish to give out the Financial Worth Statement only if requested by the candidate.
 - (B) Election Officials have found it useful to give candidates the following items not required by state law:
 - (i) City codes regarding campaign signs in public right-of-way and regarding noise controls; and
 - (ii) Precinct maps.

The Election Official may wish to have the candidate sign a receipt for materials provided by the Election Official.

Candidates Statements

Each candidate may prepare a Candidate's Statement according to guidelines provided by the Election Official. Such statement may include the name, age, occupation, and a brief description of no more than 200 words of the candidate's education and qualifications expressed by the candidate himself or herself.

Such statement shall be limited to a recitation of the candidate's own personal background and qualifications, and shall not in any way make reference to other candidates for that office or to another candidate's qualifications, character or activities.

Such statement shall be filed at the time nomination papers are filed (unless a runoff or general election is to occur within 88 days of a primary or first election, the statement shall then be filed with the Election Official by the third day following the governing body's declaration of the results from the primary or first election, unless the City Charter or Municipal Code provides otherwise).

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A Candidates Statement may be withdrawn but not changed during the period for filing nomination papers and until 5:00 p.m. on the day following the close of nomination. Candidates statements shall remain confidential until the expiration of the filing deadline.

A candidate statement may also be made available only on the jurisdictions website or transmitted electronically if the election official does so, and this statement does not have to be in the printed voter information guide. A candidate statement that is in the printed voter information guide shall be included with any statements that are posted or distributed electronically. The election official shall determine if a charge shall be levied against a candidate for statements that are only posted on website and distributed electronically.

(See §§ 13307, 13311, Elections Code.)

If a candidate alleges to be indigent and unable to pay in advance the requisite fee for submitting a candidate statement, the candidate shall submit to the local agency a statement of financial worth to be used in determining whether or not he or she is eligible to submit a candidate statement without payment of the fee in advance. The statement of financial worth shall be submitted by the candidate together with his or her candidate statement in accordance with the deadline specified in §13307.

(See § 13309, Elections Code.)

For the 10 calendar days after the filing deadline, the Election Official shall make a copy of the candidates statements available for public examination in the Election Official's office. Any person may obtain a copy of the candidates statements from the Election Official for use outside of the Election Official's office. The Election Official may charge a fee to any person obtaining a copy of the material, which fee shall not exceed the actual cost incurred by the Election Official in providing the copy.

(See § 13313, Elections Code.)

July 31, 2018	semi-annual	Last Day to File Campaign Expenditure Statements - Semi-Annual Statement
(Semi-Annual)		Last day for each elected officer and candidates and each committee supporting or opposing a candidate or candidates and each committee supporting or opposing a ballot measure or ballot measures to file campaign statements with the Election Official. The closing date shall be June 30. (See §§ 84200, 84215e, Government Code.)

November 6, 2018

Date	E minus	to E minus Events
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August 10	E -88	Last Day to Call Election For Ballot Measures
The earlier "Suggested Last Day" for placing a measure(s) on the ballot was recommended so the measure(s) would be added to the ballot at the same time the election is called and that the Argument filing would occur 7-14 days later and Rebuttal filing 10 days after that. . If calling election on a later date, set argument deadline to be 7-14 days from council action /choose argument and rebuttal deadlines as early as possible (but not later than 7-14 days from council action). (See §§ 1405, 1410, 1415, 9214, 9215, 9241, 9255, 11242, Elections Code.) A measure placed on the ballot may be amended or withdrawn by resolution filed with the election official by the 83rd day before the election. (See § 9605, Elections Code.)		

August 10	E -88	Last Day for County to Receive Resolutions Requesting Services or Consolidation
The city shall, at least 88 days prior to the date of the election, file with the Board of Supervisors (and the Registrar of Voters) the resolution of its governing board calling the election and the resolution requesting services or consolidation. The resolutions must be received by the County no later than 5:00 P.M. (See § 10403, Elections Code.)		

August 10	E -88	Last Day to File Nomination Papers (Consolidated Cities)
Nomination papers must be filed by this date by the close of business as posted on this day. (See §§ 10220, 10224, 10407, Elections Code.) No incumbent may file during the extended filing period. There is no extended filing period where there is no incumbent eligible to be elected. (See § 10225, Elections Code.) For Consolidated Cities Until this day, or the 83rd day before the election for any office requiring an extended filing period, until the close of business as posted, a candidate may withdraw his nomination paper after it is filed with the Election Official. (See §§ 10224, 10225, Elections Code.)		

November 6, 2018

Date	E minus	to E minus Events
August 15	E -83	Last Day to File Nomination Papers – Extended Filing Period if incumbent fails to file Nomination papers must be filed by this date with the Election Official to nominate candidates other than the person who was the incumbent on the last day filing, if applicable, when nomination papers for an incumbent elective officer of the city were not filed pursuant to §§ 10220 and 10224, Elections Code. No incumbent may file during the extended filing period. This section is not applicable where there is no incumbent eligible to be elected. <i>(See §§ 10225, 10407, Elections Code.)</i> Through the last day for filing for any office requiring an extended filing period, a candidate may withdraw his nomination paper after it is filed with the Election Official. <i>(See §§ 10224, 10225, Elections Code.)</i>
August 15	E -83	Last Day to Withdraw Measure(s) from Ballot Notwithstanding any other provision of law, whenever a legislative body has ordered that a measure or proposal be submitted to the voters of any jurisdiction at a special election, the order of election shall not be amended or withdrawn after the 83rd day prior to the election. (Resolution R-14) The order of election shall be amended or withdrawn upon the filing of a resolution by the legislative body stating the specifics concerning the amendment or withdrawal. The resolution shall be filed with the election official not later than the 83rd day prior to the election. <i>(§ 9605, Elections Code.)</i>
August 16	E -82	Secretary of State to Determine Order of Names on Ballot The Secretary of State shall conduct a drawing of the letters of the alphabet constituting a randomized alphabet to be used in determining the order of all candidates on the ballot. The results of the drawing shall be mailed immediately to each Election Official. <i>(See §§ 13112, 13113(d), Elections Code.)</i>

November 6, 2018

Date E minus to E minus Events

August 20 August 27	or E -78	or E -71	Last Day of Public Review Period for Candidates Statements
For the 10 calendar days after the filing deadline for candidates statements, the Election Official shall make a copy of the candidates statements available for public examination in the Election Official's office. Any person may obtain a copy of the candidates statements from the Election Official for use outside of the Election Official's office. The Election Official may charge a fee to any person obtaining a copy of the material, which fee shall not exceed the actual cost incurred by the Election Official in providing the copy. (See § 13313, Elections Code.)			

During the 10-calendar-day examination period provided by this section, any voter of the jurisdiction in which the election is being held, or the Election Official, himself or herself, may seek a writ of mandate or an injunction requiring any or all of the material in the candidates statements to be amended or deleted. (See § 13313, Elections Code.)			
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From Close of Nominations thru August 23	E -75	Time to Cancel Election – Insufficient Candidates
If no more candidates file for office than there are offices to be filled and if there are no other offices or measures on the ballot, the Election Official shall notify the council that it may either: (1) Appoint to the office the person who has been nominated. (2) Appoint to the office any eligible elector if no one has been nominated. (3) Hold the election if either no one or only one person has been nominated. (Resolution R-11)		

The Election Official shall publish a notice of these facts once in a newspaper of general circulation in the city. After the fifth day following the date of publication, the council may make the appointment prior to and including this day or direct the election to be held. (Notice N-4) If the governing body of a city makes an appointment, the Election Official shall not accept for filing any statements of write-in candidacy which is submitted after the appointment is made. (Resolution R-12) (See § 10229, Elections Code; § 6061, Government Code.)			
Aug 10	or	Aug 15	Nominations Close
Aug 10	to	Aug 15	Notify Council (after nominations close, after normal business hours)
Aug 11	to	Aug 18	Publish Notice (after nominations close, after normal business hours)
Aug 16	to	Aug 23	Five Day Waiting Period Ends
		Aug 23	Last day to Cancel Election

November 6, 2018

Date E minus to E minus Events

September 10
October 23

to E -57

to E -14

Filing Period for Write-in Candidate

Between these days (both days included), any person who desires to have his or her name as written on the ballot of the election counted for a particular office shall file a statement of write-in candidacy which shall contain the candidate's name, residence address, a declaration stating that he or she is a write-in candidate, the title of the office for which he or she is running, the date of the election and a nominating petition with the required number of signatures.

(See §§ 8600 – 8604, 10103, 10220, 15340, 15341, 15342, Elections Code.)

October 8

E -29

First Day for Mailing Permanent Vote by Mail Voter Ballots

**For Polling Place
Election**

First day for Elections Official to mail Permanent Vote by Mail Voter Ballots. These voters do not have to send in a Vote by Mail Voter Application, they are on the county file as being a Permanent Vote by Mail Voter.

(See §§ 3200, 3201, 3202, 3203, Elections Code.)

October 8
October 30

to E -29

to E -7

Voters May Request Vote by Mail Ballots with Regular Applications

Between these days (both days included), any voter entitled to vote by Vote by Mail voter ballot may file a written or electronic application for a Vote by Mail voter ballot with the Election Official. The written application shall be signed by the applicant and shall show his place of residence. The electronic application does not need a signature. Applications received prior to the first day of the period shall be held and processed by the Election Official following the first day of the period, in the same manner as if received at that time.

(See §§ 3001, 3003, 3007.7 Elections Code.)

Any individual, organization, or group that distributes applications for Vote by Mail voter ballots and receives completed application forms shall return the forms to the appropriate elections official within 72 hours of receiving the completed forms, or before the deadline for application, whichever is sooner. The name, address, and telephone number of any organization which authorizes the distribution of the applications shall be included on the application.

November 6, 2018

Date	E minus to E minus Events	
October 16	E -21	Last Day to Mail Voter Information Guides and Polling Place Notices
		Last day for the Election Official to mail to each registered voter (registered by 54 days before the election) a voter information guide and a polling place notice showing the location of the precinct polling place of the voter. (See § 13303, Elections Code.)
October 22	E -15	Last Day to Register to Vote
		Affidavits of registration shall be accepted at all times except during the 14 days immediately preceding any election, when registration shall cease for that election as to electors residing in the territory within which the election is to be held. Transfers of registration for an election may be made from one precinct to another precinct in the same county at any time when registration is in progress in the precinct to which the elector seeks to transfer. (See § 2107, Elections Code.)
October 23	E -14	Last Day to File for Write-In Candidate
		Any person who desires to have his or her name as written on the ballot of the election counted for a particular office shall file a statement of write-in candidacy which shall contain the candidate's name, residence address, a declaration stating that he or she is a write-in candidate, the title of the office for which he or she is running, the date of the election and a nominating petition with the required number of signatures. (See §§ 8600 – 8604, 10103, 10220, 15340, 15341, 15342, Elections Code.)
October 30	E -7	Last Day for Election Official to Publish Notice of Nominees
		Last day for the Election Official to publish a list of the names of the nominees in the order in which they appear on the ballot and the respective office for which they have been nominated. If there is no newspaper published and circulated in the city, the notice shall be typewritten and copies shall be posted conspicuously within the time prescribed in at least three public places in the city. Publication shall be once in the City. (Notice N-3). (See § 12110, Elections Code.)

November 6, 2018

Date	E minus	to E minus	Events
October 31 November 6	to E -6	to E 0	Emergency/Late Vote by Mail Voting Period Between these days (both days included) any voter unable to go to the polls because of conditions resulting in his or her absence from the precinct on election day may request in a written statement, signed under penalty of perjury that a ballot be delivered to him or her. This written statement shall not be required if the Vote by Mail voter ballot is voted in the office of the elections official as defined by subdivision (b) of Section 3018, at the time of the request. This ballot shall be delivered by the elections official to any authorized representative of the voter who presents this written statement to the official. (See § 3021, Elections Code.)
			Before the election the elections official shall send to the inspector of each precinct in his city a list of the voters in that precinct applying for and receiving ballots under the provisions of this chapter. (See § 3013, Elections Code.)
November 5	E -1		Last Day for Council to Adopt Procedures to Resolve Tie Vote Last day for legislative body, by resolution, to adopt procedures to resolve a tie vote at a Special Runoff Election. (Resolution R-4). The council shall call the Special Runoff Election after the Declaration of the Result, recount or judicial certification of the election which resulted in a tie vote. (Resolution R-10). <i>(See § 15651(b), Elections Code.)</i>
November 6	E 0		ELECTION DAY The polls shall be open on the day of election between such hours as the City Council may determine, but not less than eight consecutive hours. The hours of opening and closing the polls shall be specified in the notice of election, otherwise, they shall be the same as provided for general elections. <i>(See § 10242, Elections Code.)</i>

November 6, 2018

Date	E minus	to E minus Events
November 9	E+ 3	Last Day to Receive Vote by Mail Voter Ballots If Postmarked on Election Day Vote by Mail ballots can now be received up to 3 days after the date of the election if one the following conditions are met: (a) The ballot is postmarked on or before election day or is time stamped or date stamped by a bona fide private mail delivery company on or before election day. (b) If the ballot has no postmark, a postmark with no date, or an illegible postmark, the vote by mail ballot identification envelope is date stamped by the elections official upon receipt of the vote by mail ballot from the United States Postal Service or a bona fide private mail delivery company, and is signed and dated pursuant to Section 3011 on or before election day. (c) For purposes of this section, "bona fide private mail delivery company" means a courier service that is in the regular business of accepting a mail item, package, or parcel for the purpose of delivery to a person or entity whose address is specified on the item. (See § 3020, 3117, 4103 Elections Code.)
November 14	E+ 8	Last Day to Receive Signed "Unsigned Ballot Statements" for unsigned Vote by Mail Voter Ballots If an elections official determines that a voter has failed to sign the identification envelope, the elections official shall not reject the vote by mail ballot if the voter does any of the following: (a) Signs the identification envelope at the office of the elections official during regular business hours before 5 p.m. on the eighth day after the election. (b) Before 5 p.m. on the eighth day after the election, completes and submits an unsigned ballot statement form. (See § 3019 Elections Code.)
No Later Than December 14 For Consolidated Elections	E+ 38	Last Day to Declare Results & Install Newly Elected Mayor, Councilmember(s), Etc. Last day to declare the results and install a newly elected mayor, city councilperson, city clerk, etc. When a city election is consolidated with a statewide election, a newly elected official is to be installed in office no later than the next regularly scheduled city council meeting after a certified statement of the results of the election is submitted by the county elections official to the city council, or at a special meeting called for this purpose. (See § 10263, Elections Code) The Election Official shall certify the results to the Council who shall then comply with the other provisions of § 10262 and 10263. (Resolution R-8). (See § 10262, 10263, Elections Code.)

November 6, 2018

Date	E minus	to E minus	Events
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For Consolidated Elections	Before installing new officers, (if officers were elected), the council shall adopt a resolution in accordance with §§ 10263 and 10264 of the Elections Code and the Election Official shall enter in the minutes a statement of the results. (Resolution R-9). (See §§ 10263, 10264, Elections Code.) The Election Official shall immediately issue a Certificate of Election and administer the oath to each person elected. (See § 10265, Elections Code.)
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December 4 December 21	to E+ 28 to E+ 45 Reorganize Council and Choose Mayor Pro Tem (and Mayor if applicable) (At same meeting as Declaration of Results and Installation) The city council shall meet at the meeting at which the declaration of the election results is made and choose one of its number as mayor pro tempore, and one of its number as mayor, if there is not an elected mayor. (See § 36801, Government Code.)
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(30 days after Assuming Office)	Filing of Statement of Economic Interests (30 days after Assuming Office) Every person elected to the office of Mayor, Member of the City Council, City Treasurer and other public offices which manage public investments and persons leaving those offices to file a statement disclosing his or her investments and his or her interests in real property. (See §§ 87202, 87204, Government Code.)
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January 31, 2019 (Semi-Annual)	semi-annual Last Day to File Campaign Expenditure Statements - Semi-Annual Statement Last day for each elected officer and candidates and each committee supporting or opposing a candidate or candidates and each committee supporting or opposing a ballot measure or ballot measures to file campaign statements with the Election Official. The closing date shall be December 31. (See §§ 84200, 84215e, Government Code.)
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November 6, 2018

Date	E minus	to E minus Events
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April 1, 2019	every odd year	Last Day to Submit Report on Measures to Secretary of State
		On or before April 1 of each odd-numbered year, the Election Official of each legislative body shall file a report, that is provided to all City Clerks several months prior by the Secretary of State and contains the following information: (a) The number of municipal initiative petitions circulated during the preceding two calendar years which did not qualify for the ballot, and the number of these proposed initiatives for which reports were prepared pursuant to Section 9212. (b) With respect to municipal initiative measures that qualified for the ballot in the preceding two calendar years, the number which were approved by the voters, and the number of these ballot measures for which reports were prepared pursuant to Section 9212. (c) With respect to municipal initiative measures that qualified for the ballot in the preceding two calendar years, the number which were not approved by the voters, and the number of these ballot measures for which reports were prepared pursuant to Section 9212. (§ 9213, <i>Elections Code</i>.)



Report to the City Council
Council Meeting of June 12, 2018

Agenda Section: Consent

Subject: Consideration of a Recommendation to the Napa County Board of Supervisors Re-Appointing Peter F. Murphy as the City of St. Helena Measure A Financial Oversight Committee representative

CEQA Determination: Not a CEQA project

Prepared By: Cindy Tzaopoulos, City Clerk

Reviewed By: Mark T. Prestwich, City Manager

Approved By: Mark T. Prestwich, City Manager

BACKGROUND

The Napa County Measure A Financial Oversight Committee (FOC) is comprised of 17 Napa County citizens, appointed by the Napa County Board of Supervisors. Their charge is to ensure that the local sales tax money raised as a result of the passage of the March 1998 Measure A Flood Protection and Watershed Improvement Ordinance is used only for the flood protection and watershed improvement projects listed in the Ordinance.

The Financial Oversight Committee has two functions. The majority of the Committee's time is invested informing the public regarding the expenditure of Flood Protection Sales Tax proceeds as a result of the approval of Ordinance No. 1 (NCFPWIA) (hereafter "Measure A"). The Committee may also be required to review replacement projects and make recommendations regarding such projects to the Napa County Flood Control and Water Conservation District (the "District"), which shall then consider recommending such projects to the Napa County Flood Protection & Watershed Improvement Authority (the "Authority"). However, replacement projects may be reviewed and recommended by the Committee only if a project identified in Section 8 of Measure A is determined to be not economically or environmentally feasible.

The Measure A Ordinance states that the Financial Oversight Committee shall be responsible for:

- Providing the public with information regarding the manner in which expenditures of Flood Protection Sales Tax proceeds have occurred.
- Reviewing the expenditures of Flood Protection Sales Tax proceeds, and the expenditure of proceeds received as a result of the issuance of bonds or other obligations payable from Flood Protection Sales Tax proceeds, and causing to be prepared an annual audit regarding the use of these proceeds.
- Reviewing the financial impact of all projects approved by the Authority utilizing Flood Protection Sales Tax proceeds and advising the public whether such projects are consistent with the purpose, spirit, intent, and language of Measure A.
- Informing the public if there is an expenditure of Flood Protection Sales Tax proceeds which is inconsistent with the purpose and intent of Measure A.
- Making recommendations to the District regarding replacement projects as required by Measure A.

Mr. Peter F. Murphy has represented the City of St. Helena on the Measure A Financial Oversight Committee since Measure A was passed in 1998.

DISCUSSION

Mr. Murphy has submitted an application for re-appointment to the Napa County Board of Supervisors. He has also provided a written request to the City of St. Helena for consideration to continue serving the community. Part of the application process is to have a recommendation from the St. Helena City Council to the Board of Supervisors supporting the re-appointment.

FISCAL IMPACT

There is no fiscal impact.

RECOMMENDED ACTION

It is appropriate for the Mayor and Council to review the request for re-appointment and discuss recommending the applicant to the Napa County Board of Supervisors.

ATTACHMENTS

[Renew2018LetSHfoc](#)

Peter F. Murphy

198 Daisy Drive, Napa, CA 94558
707-337-3190 email: atsmurphy@msn.com

Mark Prestwich
City Manager

Care of
Cindy Tzaopoulos

I have been on the Measure A Financial Oversight Committee representing the City of St Helena since Measure A was passed in 1998. My term expires June 30, 2018 and I would like to continue to represent the City for another three year term.

I have filed an application with the County of Napa for approval of the Board of Supervisors and I need a Letter of Recommendation from the City of St Helena. I have made it my mission to help the city of St Helena have representation on the committee and insure funds were available for the city's flood project. As time marches on and the end of Measure A tax monies is in sight, I will work to make sure St Helena will get the flood maintenance monies to which it is entitled.

If the City Council determines another is better suited to represent the City on the Measure A Financial Oversight Committee, I will gladly turn over my notes and insights to make a smooth transition.

Please call me to review the situation at 707-337-3190.

Sincerely,
Peter F. Murphy

Cc:
Barbara Fultz
Administrative Support Technician
County Executive Office – (707) 253-4595
[1195 Third Street – Room 310 - Napa, CA 94559](#)



Report to the City Council
Council Meeting of June 12, 2018

Agenda Section: Consent

Subject: Consideration and proposed approval of a resolution authorizing the City Manager to execute a professional services agreement with Ralph Andersen & Associates to conduct a classification and compensation study and organizational review of Public Works Department in an amount not to exceed \$44,500.

CEQA Determination: Not a CEQA project

Prepared By: Kathy Robinson, Human Resources & IT Director

Reviewed By: April Mitts, Finance Director

Approved By: Mark T. Prestwich, City Manager

BACKGROUND

Classification and compensation studies are performed to assess and ensure accurate and legally compliant class specifications and to maintain competitive and equitable pay. Over time, changes in City operations and staffing can affect the type, scope and level of work being performed. Best practices suggest organizations conduct a study at least every seven years if not more frequently. The City last completed a study in May of 2008 but did not implement the recommendations of that study. Prior to the 2008 study, the City conducted and implemented a study in 2002.

On April 10, 2018, City Council ratified a successor Memorandum of Understanding (MOU) with the St. Helena Employees Association (SHEA) which included an agreement to complete a classification and compensation study in fiscal year 2018/19. The Human Resources department released a Request for Proposals (RFP) on March 23, 2018 for a Classification and Compensation Study with an optional bid for an organizational review of the Public Works Department.

DISCUSSION

On April 16, 2018 the City received five (5) responses with three (3) of the firms submitting a formal proposal with the optional Public Works organizational review. The proposals were as follows:

Firm Name	Total Class/Comp Only	PW Optional	Total w/PW Optional
CPS HR Consulting	\$ 96,715.00	\$ 11,035.00	\$ 107,750.00
JB Reward Systems	\$ 45,500.00	\$ 8,400.00	\$ 51,700.00
Ralph Andersen & Associates	\$ 44,500.00	<i>did not bid</i>	\$ 44,500.00
Creative Management Solutions	\$ 37,200.00	<i>did not bid</i>	\$ 37,200.00
The Mercer Group	\$ 19,875.00	\$ 2,950.00	\$ 22,825.00

Each of the proposing firms were interviewed by a five member employee panel comprised of one representative from each of the bargaining units (POA and SHEA), one each from the unrepresented employees (department heads and mid-managers), and the City Manager. One hour was allocated for each respondent to discuss their understanding of what the City sought for the study, their project approach for the classification and compensation portion, and how they would incorporate the Public Works organizational review. Panelists ranked each firm based on their own assessment and discussed the strengths and weaknesses of each presentation after all interviews were conducted.

It was a consensus that Ralph Andersen & Associates (RS&A) ranked first among the panelists. The panel agreed that RS&A provided the best understanding of the project, presented a thorough understanding of the City's unique organizational structure and challenges, and has extensive experience conducting classification and compensation studies for other California municipalities. Additionally, while RS&A did not submit a formal bid to complete the optional Public Works review, it was conveyed during the interview that a Public Works analysis would rely on information obtained during the classification study and would be an extension of that study, including preparation of a separate report addressing organizational recommendations.

It is recommended the City accept the revised proposal (Attachment 1) that includes the additional task of a review and recommendation regarding reporting relationships and staffing levels for the Public Works Department (at no additional cost), and award the contract to Ralph Andersen & Associates in an amount not to exceed of \$44,500 (Attachment 2) which is below the FY 2018-19 budgeted amount of \$49,500.

FISCAL IMPACT

Total fiscal impact is \$44,500 and has been incorporated in the FY 2018/19 proposed budget.

RECOMMENDED ACTION

Staff recommend City Council approve Resolution 2018-XX authorizing the City Manager to execute a professional services agreement with Ralph Andersen &

Associates to conduct a classification and compensation study and organizational review of Public Works department in an amount not to exceed \$44,500.

ATTACHMENTS

[Attachment 1. PROPOSAL - St Helena Class and Comp w PW Org](#)

[Attachment 2. PSA Ralph Andersen with Exhibits](#)

[Attachment 3. RESO Ralph Andersen](#)



5800 Stanford Ranch Road
Suite 410
Rocklin, California 95765
916.630.4900
916.630.4911 (fax)

May 21, 2018

Ms. Kathy Robinson
Human Resources & Technology Director
City of St. Helena
krobinson@cityofsthelenga.org

Dear Ms. Robinson:

We are pleased to submit our proposal to conduct a Classification and Citywide Compensation Study for the City of St. Helena. The scope of the study includes a classification study of selected positions and a total compensation study covering 78 positions and 92 active job classifications. As part of the classification study, the consultant will also review and provided recommendations regarding reporting relationships and staffing levels for the Public Works Department. To facilitate your review, the proposal includes the following:

- **Experience & Qualifications** – Background information about the firm, contact information, and the personnel assigned to the project.
- **Understanding of Project Scope** – A description of methodologies and a detailed work plan that has proven to be successful in completing similar projects.
- **Delivery Schedule & Timeline** – A proposed timeline for the project.
- **Project Budget** – Proposed 'fixed fee' for completing the study as proposed in the work plan, with a breakdown of professional services and expenses.
- **References** – References for similar projects.

I am certain that you will find our work plan is responsive to each of your study objectives, and our reputation and experience are unmatched in successfully completing consulting engagements of this nature. Ralph Andersen & Associates is a leader in providing local government consulting services and has successfully completed hundreds of classification and compensation studies.

The full resources of the firm will be available to perform consulting services for the duration of the project. Doug Johnson, Vice President, will be the Project Manager for this engagement and will have the assistance of an experienced consulting team. If you have any questions or need additional information, please do not hesitate to contact Doug Johnson at (916) 630-4900. We look forward to the opportunity to work with you on this important assignment.

Sincerely,

Heather Renschler
President/CEO

www.ralphandersen.com

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Executive Summary

Ralph Andersen & Associates is a recognized leader in providing a full range of management consulting services to cities, counties, special districts, educational institutions, and non-profit organizations. The firm is a California corporation and has been in business providing consulting services to public agencies since 1972. Highlights of our proposal are:

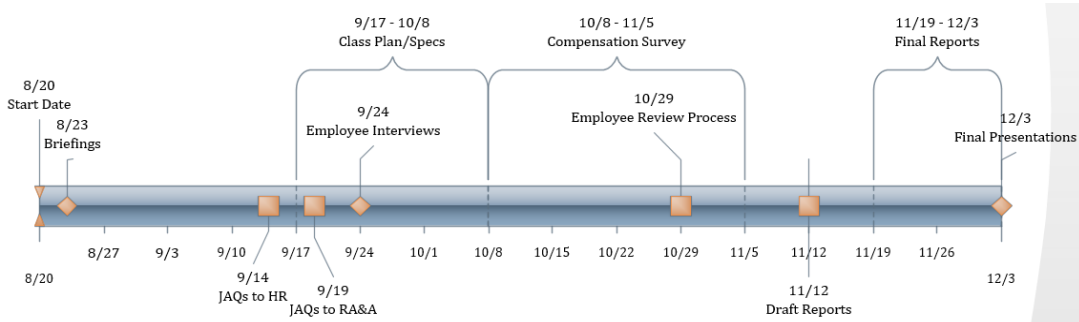
- **California Focus** – Ralph Andersen & Associates has been providing local government consulting since 1972 and, while we maintain a nationwide practice, the vast majority of our work is in California. We understand the unique aspects of public sector compensation in California and the unique markets that exist throughout the state.
- **Proven Methodologies and Work Plans** – Our consultants have decades of experience working on both large and small consulting engagements, often involving complex issues. We have developed an approach to conducting compensation and classification surveys that is proven and meets the professional standards established by compensation professionals. We are proud to be ad-hoc consultants, not constrained by a specific system or approach. We have a number of evaluation tools at our disposal and we emphasize customized data analysis to make sure we are meeting the specific objectives and needs of our clients. Our methods stand up to the test in mediation, fact-finding, and arbitration proceedings.
- **Experienced Consulting Team** – Our staff are full-time, experienced professionals who have worked with hundreds of public sector clients. We do not rely on contract personnel. For this project, Doug Johnson, Vice President, will be the project manager and chief analyst. Mr. Johnson will be assisted by an experienced consulting team made up of Jeff McMurdo and Holly Kok, both of whom have conducted extensive compensation and benefit surveys for large and small cities, utilities, and local government agencies.
- **Value** – Our proposed cost may not be the lowest in the industry, but we make sure we dedicate the appropriate resources to ensure the success of the study. For compensation surveys, we utilize data collection, analysis, and reporting tools that are unmatched by our peers. We can quickly update data, run what-if scenarios, and quickly model different labor markets and market positions including their cost impacts. We will adapt our work plan to best meet the City's goals without wasting resources.
- **Timeliness** – We have prepared a schedule that meets the City's objectives with plenty of room for City review, comment, and discussion.
- **Collaborative Process** – We are comfortable working with project committees and different stakeholders. Our data collection and reporting are transparent, and we are eager to respond to any questions regarding comparabilities and data.

Ralph Andersen & Associates is a multi-disciplined, full-service local government consulting organization dedicated to helping our clients improve operating efficiency and organizational effectiveness. We look forward to the opportunity to discuss our qualifications and further tailor our work plan to meet the City's objectives.

Ralph Andersen & Associates has conducted hundreds of classification and total compensation surveys for cities including classification and compensation for the cities of Sacramento, Palm Springs, Stockton, Hercules, Modesto, Simi Valley, Beaumont, Merced, Palo Alto, Irwindale, Hermosa Beach, San Bernardino, and the counties of Sonoma and Napa.

City of St. Helena

The firm utilizes a project management system that helps meet project deadlines while balancing the firm's staff resources. As part of study initiation tasks, we will develop a project schedule with key milestone dates similar to the one shown below. This schedule will identify key dates that will keep the project on track. We make every effort to make up time in project schedules should the City require additional time for completing questionnaires or reviewing preliminary and draft recommendations.



As part of our ongoing communication with City Human Resources Staff, we will maintain a project completion and status schedule that shows the percentage completion of each task as well as the schedule for future/upcoming tasks. A sample status schedule is provided below.

While it is important to keep the project on schedule, our approach emphasizes deliverables that meet the objectives of the City. We are committed to being fully responsive to the questions, issues, and data needs required of the project and will prepare sufficient documents to ensure study acceptance and implementation. This includes necessary follow-up research, additional meetings, and alternative scenarios/models. Our analytical tools are designed for “what-if” scenarios and the ability to quickly determine the result and cost impacts of specific policy decisions.

Sample Status Schedule

Task	% Complete	8/20	8/27	9/3	9/10	9/17	9/24	10/1	10/8	10/15	10/22	10/29	11/5	11/12	11/19	11/26	12/3
Classification																	
Project Kick Off Meeting	100%																
Employee Briefings	100%																
Employees Complete JAQs	100%																
Managers Review JAQs	100%																
JAQs to RA&A	100%																
Prepare Interview Schedule	100%																
Employee Interviews	100%																
Review Draft Class Report	100%																
Write Job Descriptions	50%																
Employee Notices and Specs	0%																
Summary of Issues	0%																
Employee Responses	0%																
Final Job Descriptions	0%																
Compensation																	
Compensation Policy	100%																
Compensation Survey	0%																
Draft Compensation Report	0%																
Follow-up Research	0%																
Final Compensation Report	0%																
Final Presentations	0%																

The firm anticipates allocating three consultants on this project, all of whom will have sufficient availability to meet the timing requirements of the City. Our staff are all full-time members of the firm and have worked successfully together on numerous large classification and compensation projects.

The approach and methodologies used by Ralph Andersen & Associates meet industry professional standards and best practices. Our consultants are well-versed in the requirements of a successful total compensation study.

Ralph Andersen & Associates will not be using any subcontractors/consultants for this project with all work being performed by full-time staff members. The firm is an Equal Opportunity Employer and is not only committed to non-discriminatory practices but also conducts significant outreach efforts through internships and college foundation programs. Ralph Andersen & Associates has no financial ties or relationships with St. Helena, its officials, or employees.

This project will be managed and staff out of the firm's Sacramento headquarters:

City of St. Helena

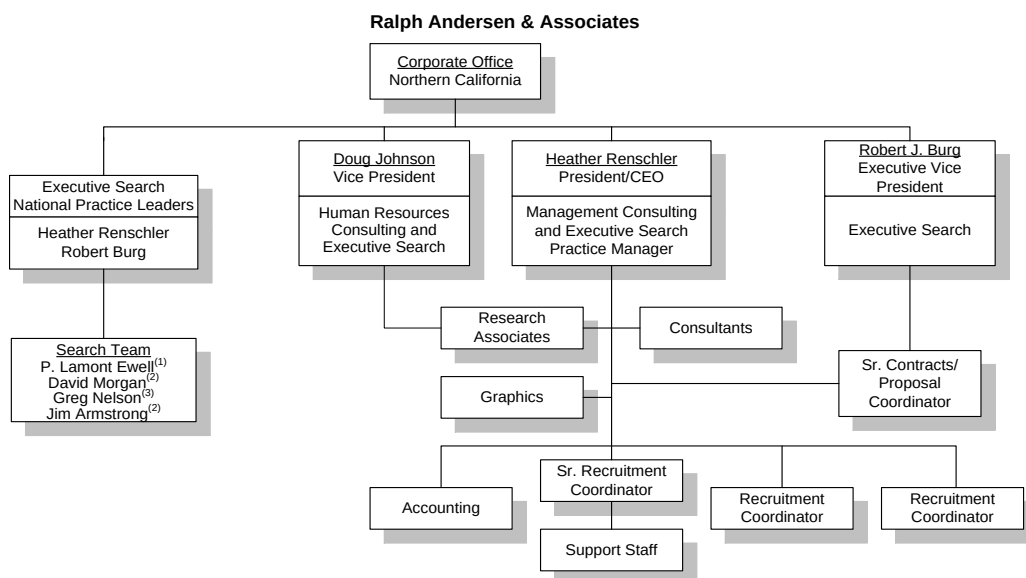
Doug Johnson, Vice President
Ralph Andersen & Associates
5800 Stanford Ranch Road, Suite 410
Rocklin, California 95765
916.630.4900 916.630.4911 fax
doug@ralphandersen.com

Experience & Qualifications

The Firm

Ralph Andersen & Associates was incorporated as a California Corporation in 1972 and has over 45 years of local government consulting experience serving the needs of cities, counties, special districts, community colleges, non-profit organizations, and state governments. Key service areas of the firm include Human Resources Consulting, Executive Search, and Management Consulting.

Ralph Andersen & Associates serves a nationwide clientele through its Corporate Office in the Sacramento area (Rocklin, California). The firm employs 11 full-time staff, 3 part-time staff, and has additional contractors and affiliations as needed to provide a full range of services. A corporate organization chart is provided below.



⁽¹⁾Former City Manager and Fire Chief

⁽²⁾Former City Manager

⁽³⁾Former Police Chief

Updated December 2017

For this project, staff from the firm's human resources practice will provide the consulting services. The human resource practice focuses on those services that are not easily provided by in-house human resources staff. Key services include:

- **Classification Studies** – These projects include job analysis, class plan development, position allocation, career ladders, class specifications, FLSA analysis, ADA compliance, and related analysis.

City of St. Helena

- **Compensation Studies** – The firm provides a full range of compensation services including labor market selection, base salary and benefit surveys, private-public data comparisons, benchmark selection, and internal relationship analysis.
- **Expert Testimony and Arbitration Support** – The firm has had significant experience providing technical support in arbitration and mediation hearings and has significant experience working with labor and management groups. This expertise includes the selection of comparable agencies and the elements of compensation appropriate for labor market surveys.
- **Job Evaluation Systems** – In addition to having a copyrighted Point Factor Job Evaluation System, the staff of Ralph Andersen & Associates have significant expertise in developing customized job evaluation systems and “hybrid” solutions.
- **Performance Management Programs** – Performance management serves as a foundation for measuring/tracking organization and employee performance. We have several standard systems that have demonstrated success in a variety of public agencies. In addition, Ralph Andersen & Associates can develop tailored performance management systems to fit the unique needs of our clients.
- **Pay-for-Performance/Incentive Programs** – Ralph Andersen & Associates is a leader in developing effective pay-for-performance programs for public agencies including merit progression systems, lump sum and incentive programs, and other mechanisms tied to employee or organizational measurement criteria.
- **Technical Assistance** – Ralph Andersen & Associates also provides a full range of hourly technical assistance including conducting job audits, support for labor relations, and expert testimony.

Additional information about the firm’s services and background can be found at our web site at www.ralphandersen.com.

Project Staffing

Consultants, complemented by consulting firms, define the difference between success and failure in projects of this nature. Ralph Andersen & Associates understands that selection of a project team with the right mix of skills and experience is the most important decision that will be made during the study. The team must be well led and the project well managed if the study objectives are to be achieved.

In defining the project team for this engagement, consideration of the current workload of all consulting staff was taken into account to ensure our ability to fully meet your stated needs and objectives. Doug Johnson, Vice President, will serve as the Project Manager and will have responsibility for all primary contact with the City as well as all on-site review meetings and presentations. Mr. Johnson has managed hundreds of consulting engagements including large public agencies throughout California and the United States.

As shown in the chart, the staffing for this project will include:

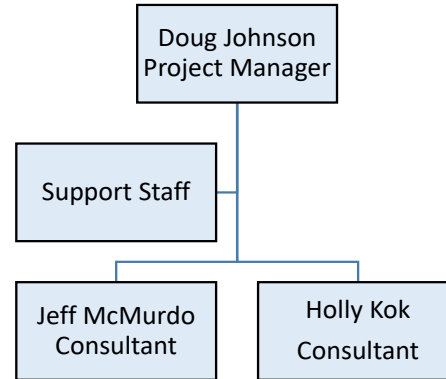
- **Doug Johnson, Vice President** – Mr. Johnson will serve as the Project Manager and will conduct all on-site meetings, prepare all written reports, and serve as chief analyst on the project. He is the firm’s most experienced Project Manager and has expertise in working with cities similar to St. Helena involving complex classification and compensation issues.
- **Jeff McMurdo, Consultant** – Mr. McMurdo is the most experienced consultant at the firm and has extensive experience conducting employee interviews, developing

City of St. Helena

classification recommendations, developing job descriptions, and collecting and analyzing market data.

- **Holly Kok** – Ms. Kok has extensive research and analytical experience conducting market studies and is also involved in employee interviews and the development of job descriptions.

All three of these staff members are available for the scheduled duration of the project. Anticipated workloads for all staff have been considered in assigning staff to this project. The firm's staffing and project management systems allow for multiple studies to be conducted simultaneously without impacting the completion dates of the project. Brief staff resumes are provided below.



Doug Johnson, Vice President

Mr. Johnson is currently a Vice President with Ralph Andersen & Associates and has over 30 years of local government consulting experience. Mr. Johnson has 17 years of experience with Ralph Andersen & Associates in addition to 13 years as President of Johnson & Associates, a human resources consulting firm. Mr. Johnson is the firm's expert in job analysis, market comparability, compensation, benefits, and related matters. He has served as an expert witness in arbitration proceedings and mediation sessions, mostly involving police and fire issues. He has extensive experience working with elected officials, public executives, staff members, labor organizations, and ad-hoc committees. He leads the firm's human resource consulting services and participates in all facets of the firm's recruitments.

Mr. Johnson's expertise includes consulting experience with public agencies throughout the United States including cities, counties, utilities, community colleges, school districts, special districts, nonprofit organizations, and private companies. Mr. Johnson has provided consulting assistance to hundreds of public sector agencies and is a recognized expert in compensation issues. Specific areas of expertise include:

- Job classification studies
- Job evaluation system design and implementation
- Pay plan development and administration
- Market comparability research and analysis
- Total compensation analysis
- Private sector data analysis
- Performance management.

Mr. Johnson holds a Bachelor of Arts degree in Psychology with a minor in Communication Studies from California State University, Sacramento. His course work emphasized organizational development and performance incentives. He is an active member of WorldAtWork, The Total Rewards Association.

City of St. Helena

Jeff McMurdo, Consultant

Mr. McMurdo has over 17 years of consulting experience and serves on a variety of project consulting teams focusing on classification and compensation plan development. He has primary responsibility for conducting market research on compensation studies and participates extensively in the employee interview and review phases of classification studies. Key responsibilities of Mr. McMurdo include:

- Conducting job analysis interviews, analyzing positions and job classifications, and preparing job descriptions.
- Designing survey data collection forms, questionnaires, and related instruments.
- Market survey research including the review and analysis of budgets, organization charts, MOUs, job descriptions, salary schedules, and benefit documents.
- Data compilation including job comparability, range structure analysis, benefit data, and related survey information.

He has conducted over a hundred compensation surveys including recent surveys for the cities of Anaheim, Simi Valley, Irwindale, Hercules, Temple City, Ketchikan, Stockton, Reno, Sacramento, Laguna Hills, Palo Alto, and Sunnyvale. He has also worked with a number of special districts including Olivenhain Municipal Water District, Otay Water District, and Monterey Regional Water Pollution Control Agency. Mr. McMurdo holds a Bachelor of Science degree in Business Administration from California State University, Sacramento. His course work emphasized human resource management.

Holly Kok, Consultant

Ms. Kok is a Consultant with Ralph Andersen & Associates and has extensive data collection and research experience. She serves as a staff consultant on the full range of human resources projects. Her experience includes participation in classification studies and conducting large and complex compensation surveys. Ms. Kok's expertise includes:

- Participation in classification job audits and development of classification recommendations and class specifications.
- Collection and analysis of labor market salary and benefit data.
- Development of salary recommendations.

Ms. Kok has worked with a number of cities and special districts including the cities of Palm Springs, Merced, Hercules, Coachella, and Monterey along with the special districts of San Diego Water Authority, South Tahoe PUD, and Otay Water District. She holds a Bachelor of Science degree from Seattle Pacific University.

Additional firm resources, including support staff and project consultants, will be available to ensure successful and timely completion of the study.

Project Scope

The City of St. Helena is interested in conducting a Classification and Compensation Study involving 78 positions and 92 active job classifications. To ensure that the City's objectives are met, the following key study components and anticipated end-products are included in the work plan developed by Ralph Andersen & Associates.

- Conduct a meeting with City representatives at project initiation to confirm the study goals, objectives, and deliverables
- Conduct an extensive review of background documents
- Distribute job analysis questionnaires and conduct supplemental interviews with employees
- Establish a management and employee review and appeal process
- Review historical practices and recommend survey agencies, survey job classifications, and identify data collection needs
- Conduct a custom salary and benefit survey and analyze the market data
- Conduct internal relationship analyses and incorporate with the market survey results
- Develop draft and final reports incorporating all study recommendations and supporting data
- Present the findings to managers, employees, labor representatives, project committees, and the City Council, as needed.

Ralph Andersen & Associates has a strong commitment to develop and implement customized and tailored classification and compensation systems. While we have broad expertise and experience from hundreds of successful consulting assignments, we are committed to a “customer service” approach to all of our client engagements. This assures the preparation of study end-products that are uniquely customized to the City of St. Helena.

Involvement of City Staff

The work plan prepared by Ralph Andersen & Associates provides all of the necessary firm resources to complete the study with minimal time impacts on City staff. The minimal involvement required of City staff includes:

- Compiling background materials not readily available on the City's website
- Coordinating and scheduling meetings
- Reviewing and providing input on draft reports
- Providing direction on policy issues.

Specific roles and requirements of stakeholder groups will be discussed during project initiation meetings.

Project Approach

The approach our firm uses to conduct classification and compensation studies is customized to the specific needs and objectives of each client. While the work plan we have provided in this proposal is proven, we are happy to adapt our work plan and approach as needed during project initiation meetings and throughout the process. Our firm has an outstanding reputation working with elected officials, managers, and labor representatives. Our goal is to provide products and deliverables that ensure implementation by the City. Highlights of our approach include:

- A transparent and collaborative process. We have significant experience working with diverse stakeholders and ensuring that the project deliverables meet the objectives of the City. Our efforts include briefing sessions, meetings, workshops, and a comprehensive and interactive review of draft reports. We are confident in our ability to research and respond to issues that require clarification and to provide information and data that responds to issues of disagreement.
- Custom data presentations including base salary and benefits data. We do not rely on “canned” data analysis tools. The firm uses dynamic Excel spreadsheets and can prepare total compensation datasheets for all survey jobs.
- We are one of the few firms that has experience with private sector data analysis. We subscribe to the largest private sector database in North America, which is updated quarterly. This data can be regionalized to fit the recruitment region of the City.
- Extensive review and input by managers, employees, labor representatives, and elected officials. We provide easy to review draft reports and work with the City to ensure that the final reports meet or exceed all study objectives.

We will review our recommended approach including communication and stakeholder interaction plans with the City at the beginning of the project to ensure the City’s requirements are fully incorporated into the work plan.

Techniques

The consultant team will identify a wide range of background data that will be collected from the City as part of the study. The consultant team will provide the City with a complete list of background needs upon initiation of the project.

Materials collected and reviewed during this initial stage of the project will, at a minimum, include:

- Organization charts
- Existing class specifications
- Budgets
- Current pay plan and related salary schedules
- Benefits summaries
- Memorandums of Understanding
- Relevant administrative rules and procedures.

These materials provide an understanding of the City’s personnel system and of current applicable policies and procedures.

Job Analysis Questionnaires

Project consultants will distribute a Job Analysis Questionnaire (JAQ) to all employees included in the classification analysis. The questionnaire provides an opportunity for employees to fully describe the duties and responsibilities of their position. The questionnaire is also designed to record data regarding other job related information such as the knowledge, skills, abilities, education, and physical requirements necessary to perform the work, as well as supervisory and managerial responsibilities.

Each questionnaire will be reviewed by the employee's supervisory and managerial staff to ensure completeness and accuracy. Once completed, the questionnaires will be forwarded to the consultants for examination prior to the job analysis interviews. The questionnaire will be distributed and explained in detail during an employee briefing session at the initiation of the project. Appendix B includes a sample Job Analysis Questionnaire, however, all questionnaires used by Ralph Andersen & Associates can be tailored to each specific client and study.

Job Analysis Interviews

As a supplement to the questionnaires, project consultants will conduct interviews with a high percentage of employees included in the classification study. This will ensure that the consultants are able to obtain information regarding any existing job classification issues as well as confirm the job duties and tasks performed.

Compensation Policy Development

This methodology relates to the identification and documentation of the City's compensation philosophies, policies, and procedures. The consulting team will confirm specific policies, both implicit and explicit, and assess their impact on the City's overall ability to attract, recruit, employ, advance, and retain high quality personnel. These policies and practices will include the relative labor market position the City seeks to maintain in the competitive labor market, the types of employers with which the City chooses to compete, and the relative importance placed on internal equity vs. market forces in the development of the salary plan. This assessment can be conducted through meetings with managers or with broader input using a workshop session that includes project team members, managers, and the City Council.

Assessment of Comparable Agencies

In determining comparable agencies to be used in the study, Ralph Andersen & Associates recommends that the City consider historical practices, geographical location, services provided, economic similarity, and agency size. The Project Manager will conduct a comprehensive analysis of potential survey agencies, identify possible options, and develop specific recommendations using data for all factors (distance, population, FTEs, revenues/expenditures, relative cost of living, and other factors). Survey agency recommendations can be part of a workshop session with elected officials, managers, and labor representatives.

Compensation Data Collection and Analysis

The methodology utilized in collecting and analyzing compensation data involves an extensive process to ensure accuracy, reliability, and completeness. Ralph Andersen & Associates does not rely on published or previously collected data; all data is collected personally by the consulting

team, who have, based on the classification analysis, an in-depth knowledge and understanding of the survey classifications.

Supporting our approach to labor market surveys, this component of the study will include the development of a comprehensive survey packet, the collection of base salary, salary structure, and total compensation data through written and electronic materials and telephone calls, and the analysis of the data at the survey market mean, median, and requested percentiles.

Work Plan

Task 1 – Project Kick-off Meetings

The consultants will begin all administrative and coordinative efforts in support of the project initiation meetings and briefings. Among other things, this will include:

- Preparation of a project schedule
- Identification and review of background data including existing class specifications, organization charts, employee listings, salary schedules, and related information
- Identification of scheduling parameters for meetings and interaction with various City employee groups.

This initial step in the study process will be used to identify significant compensation concerns that should be clarified during the initial meeting or addressed during the course of the study.

The consultants will meet with the City's Project Manager and other staff as appropriate to ensure a full understanding of project objectives and deliverables. The project work plan and schedule will be adapted to achieve the objectives. This meeting will also include a discussion of the City's compensation policies and confirmation of survey agencies, survey jobs, and survey elements.

Task 2 – Employees Complete Questionnaires

The JAQ provides employees with an opportunity to describe the duties and responsibilities of their positions with an emphasis on job related information such as knowledge, skills, abilities, and physical capabilities required to perform the work assigned. Space is also provided on the questionnaire for employees to make any additional comments they wish. The completed questionnaires are reviewed by supervisory and managerial staff, with space provided for their comments. Appendix B includes a sample JAQ which will be reviewed with the City before distribution to employees.

Task 3 – Conduct Job Analysis Interviews

Prior to conducting interviews, the consultants will thoroughly review the completed questionnaires. The consultants will evaluate position duties and responsibilities, classification series, class titles, job families, reporting relationships, and internal relationships. Based on this preliminary analysis, the project team will identify areas of concern that will be clarified or probed during the job analysis interviews.

A high percentage of employees in the classification study will be included in the interviews. The consultants will assume responsibility for the preparation of the employee interview schedule. The City's Project Manager, or designee, will be responsible for scheduling interview rooms, notifying employees, and related coordinative activities.

Task 4 – Prepare and Review Preliminary Classification Report

With the completion of the employee interviews, a preliminary classification report will be prepared. Key components of the preliminary report will include:

- Identification of all key issues identified in the classification analysis
- Recommended job titles
- Preliminary employee allocations.

In preparing the preliminary classification report, each position is analyzed according to the criteria set forth at initial review meetings. Such criteria typically will include factors relating to job knowledge, experience, training, decision making, management control, working conditions, and outside contacts. Like positions are grouped into tentative classes forming the basis for initial class definition.

The preliminary classification report will be reviewed with key management staff prior to preparing class specifications. Because the concepts provide the foundation for the resulting classification plan, management review of the recommendations in their respective areas of responsibility is essential.

Task 5 – Prepare Class Specifications

Once the preliminary classification recommendations have been reviewed, the project consultants will revise, update, or create new class specifications based on the issues identified in previous tasks. The City's current job description format will be maintained if appropriate. The class specifications will be drafted and undergo a management/employee review process to ensure they accurately and adequately describe the scope of responsibilities. Once finalized, they will be provided to the City in both an electronic and hard-copy format.

Task 6 – Undertake Management/Employee Review Process

As an important component of the overall classification study, the project consultant team will provide additional opportunities for employee participation and input through the conduct of an employee review process. These steps will (1) build and facilitate the City's understanding of the newly developed classification plan; (2) enhance employee commitment and understanding of the recommended system by giving each employee the opportunity to comment on the system; and (3) ensure that the consultants receive as much information as possible regarding the nature and responsibilities of the various positions in order to make appropriate and equitable final classification recommendations. The various subtasks within this portion of the project are as follows.

Task 6.1 – Distribute class specifications to all employees included within the study scope – Each employee will receive an individual copy of the specification for the class to which his/her position has been allocated along with a Position Allocation Notice and Employee Review Form. This will provide employees with an opportunity to review and comment on their proposed classification and allocation. These comments will then be forwarded to management for review and comment.

Task 6.2 – Review written comments received from employees – All written comments or suggestions from employees regarding the recommended class plan will be thoroughly reviewed and analyzed by the project consultants. Based upon written responses received, the consultant team will incorporate appropriate suggested revisions into the final classification plan.

Task 6.3 – Conduct follow-up telephone interviews as necessary – Based upon the analysis of written comments forwarded to the project consultants and where consultant staff needs further information prior to finalizing recommendations, follow-up interviews will be conducted by the project consultants with individual employees. This step will further clarify and refine any remaining problems or issues.

Task 7 – Finalize the Classification Recommendations

With the completion of the employee appeal process, the consultants will finalize all classification study recommendations. Supporting the finalization of the classification plan, each employee who submitted a notice for review will receive a direct response from the project consultants. This response will specifically outline the consultant's understanding of the employee's concern, specify the steps taken to resolve the concern, and indicate to the employee the substance of the consultant's final recommendation. This task will also include the development of organization and staffing recommendations for the Public Works Department.

Task 8 – Discuss and Document Compensation Policy

The City's compensation policy directly impacts all study end-products resulting from the compensation components of the analysis. As a starting point for this phase of the study, therefore, we propose that the consulting team meet with key management staff to clarify and confirm the City's compensation policy. Important considerations to be discussed include historical practices, recruitment and retention issues, pros and cons of the current compensation system, and reliance on external market data versus internal equity for purposes of setting salaries. The consultants will work with appropriate City representatives to determine comparison agencies and the scope of compensation data to be collected.

Our analysis of the potential and recommended survey agencies will be documented in a memorandum report after consultation with appropriate City representatives. If desired, the consultants can conduct a workshop session that identifies labor market selection parameters, options, and pros/cons of different market approaches. The draft labor market recommendations will be reviewed by appropriate City representatives so that all questions and issues are resolved. Due to the fact that these decisions directly impact the parameters of the market survey, as well as the design and structure of the resulting compensation plan, our suggested approach recommends that these study tasks occur prior to the collection and analysis of the market data.

Task 9 – Collect Compensation Data

After the compensation policy discussion, the consultant team will collect and analyze the compensation data. Our proposed approach would include:

- An initial contact to each labor market agency included in the study to explain the purpose and scope of the survey and confirm cooperation.
- The collection and analysis of source documents from each survey agency including position control documents, job descriptions, salary schedules, benefit summaries, and MOUs.
- The confirmation of all compensation data through telephone calls, email, and other means. This will assure that comparability is established and that all compensation data is factual and complete.

Our survey can also include the collection and analysis of private sector data using private databases the firm subscribes to.

Task 10 – Compile and Format Compensation Data

The salary data, once collected and thoroughly reviewed for completeness and accuracy, will be appropriately formatted and the results tabulated in a consistent and uniform manner by the project consultants. The analysis will include pay structure trends and base salary analysis to ensure all appropriate comparison criteria is available for developing recommendations. Through the use of spreadsheet applications developed by our office, it is anticipated that standard formulas will be applied in the calculation of the survey data mean, median, and selected percentiles, with the corresponding percentage relationship to the market data also calculated. Data presentation will be customized to fit the City's objectives as specified in the RFP.

Task 11 – Audit and Finalize Compensation Data

Prior to developing specific salary recommendations, the consultants will thoroughly review and audit the collected survey data. This will include a detailed analysis of data reliability, comparability, statistical validity, and consistency. This audit will be conducted by the project manager independent of the consultant who collected that data. This will ensure that the most accurate and defensible survey data is utilized in comparing the City's compensation plan to the pay practices of the labor market. This analysis will also include the preparation of graphs and other presentation materials to aide in understanding the market relationships broken down by employee/bargaining group.

Task 12 – Conduct Internal Relationship Analysis

Using the results of the job evaluation analysis, the consultants will analyze internal pay relationships. The internal pay relationship analysis will involve a number of steps in order to arrive at sound and equitable relationships for the new compensation plan. Among others, the most important of these will include:

- Analysis of existing and historical pay relationships
- Development of consistent, uniform, and realistic guidelines for determining internal relationships
- Recommendation of equitable and appropriate internal relationship differentials based on the above.

Since the balance of market values versus internal values can be a policy issue, options and methodologies for achieving an appropriate balance of internal and external salary equity will be reviewed with the City before developing the salary range recommendations.

Task 13 – Develop Salary Recommendations

Based upon the results of the internal relationships analysis and the labor market survey, the project consultants will develop salary recommendations for all job classes included as a part of the study process. These salary recommendations will clearly document the means of determining the appropriate pay range and the computation of the dollar and percentage difference between the current maximum salary and the recommended maximum salary.

Before finalizing the recommendations, a careful audit of the results will be undertaken to ensure that internal salary compression or compaction does not result.

Task 14 – Develop Implementation Strategy Options and Compute Implementation Costs

Recognizing that public agencies often have limited funds available for implementation, the project consultants will develop several strategies for implementing the recommended salary structure. Such strategies will address:

- The placement of individual employees into ranges and steps
- Implementation phasing according to the needs and priorities of the City
- Integration of the study recommendations with the balance of the City's human resource management system including recruitment, selection, and performance appraisal.

The cost estimates will reflect City-wide impacts, as well as impacts on individual employees. The cost estimates will serve as a basis for the City to make necessary policy decisions to implement the compensation system in an orderly and effective manner.

Task 15 – Prepare and Review Preliminary Compensation Report

The Preliminary Compensation Report documents all compensation study recommendations and the supporting information used for developing the recommendations. Specifically, the Preliminary Report will include the following:

- The City's documented compensation policy including survey agencies and survey classifications
- Results of the labor market salary survey using tables and graphs
- Documentation of selected benchmark classifications and the related job families
- Appendices containing detailed labor market data sheets, recommended salary schedules, and supporting documentation.

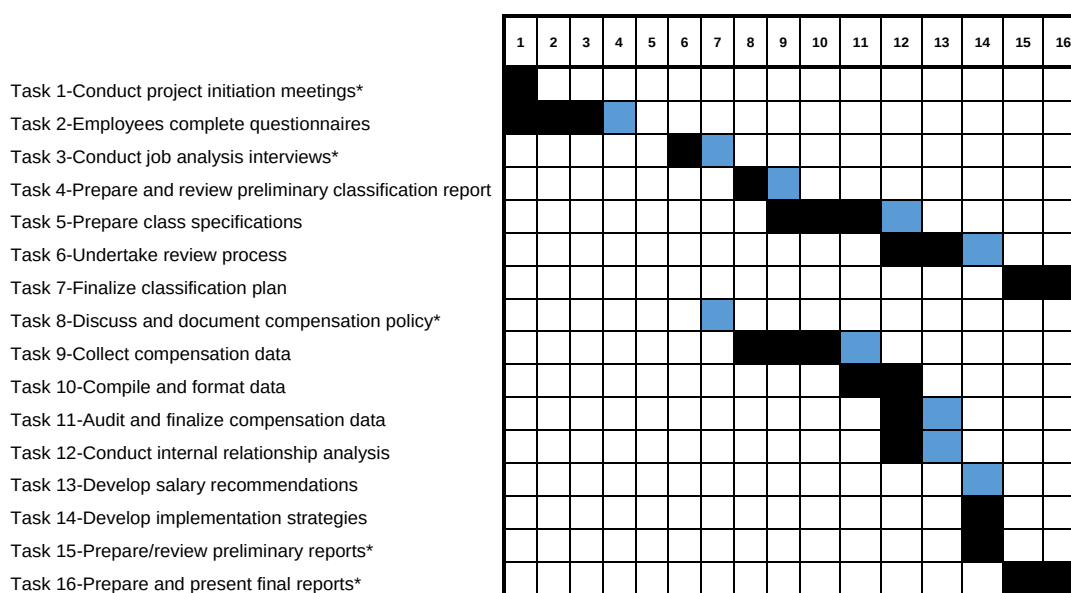
The project consultants will conduct an in-depth review of the Preliminary Compensation Report with the City including presentations with employee groups. Any needed corrections, clarifications, or modifications will be discussed at this time.

Task 16 – Prepare and Submit Final Reports

The Final Reports will incorporate any appropriate revisions identified and submitted during the review of the preliminary reports and will serve as the implementation and maintenance manuals for updating and maintaining the classification and compensation plans. The submittal of final reports will also include on-site presentations to managers, employees, and City Council.

Project Timeline

Projects of this nature are highly sensitive. Because of this sensitivity and the anxiety experienced by many employees when going through this type of process, it is beneficial to complete the analysis in the most expedient manner feasible. Assuming full cooperation of the City and the survey agencies, our project schedule assumes that all study activities can be completed within sixteen (16) weeks with a completion date in September 2018.



* On-site meeting

Blue denotes project milestones

Project Cost

The total fixed cost for professional service fees and expenses to conduct the limited classification and citywide compensation study, as proposed, amounts to \$44,500. The cost of professional services and expense reimbursement is based upon the project as described in the work plan, and is a “fixed fee” regardless of which consultant performs the task and/or the number of hours needed to complete a particular element of the study. The table provided below has a breakdown of the total fixed cost by professional services and expense reimbursement:

Professional Services	\$42,000
Expense Reimbursement*	\$2,500
Total Fixed Cost	\$44,500

* Includes clerical services, copying/printing, postage/delivery, long distance telephone, transportation, lodging, meals, and related items.

The costs outlined assume five (5) separate field trips to the City of St. Helena to conduct study-kick off meetings, employee briefings, interviews, and report presentations. Reviews of preliminary and draft documents can also be accomplished by video or teleconference.

If additional on-site meetings are required, they would be billed at a reduced hourly billing rate of \$135/hour, to a maximum of \$1,350/day, plus expense reimbursement.

If the scope of the analysis creates budget problems for the City, or if additional analysis is desired, we are willing to review the work plan and adjust it and the cost so that it is mutually satisfactory.

References

The staff of Ralph Andersen & Associates has extensive experience providing services directly related to those sought by the City of St. Helena for hundreds of clients. The firm utilizes a project management system that helps meet project deadlines while balancing the firm's staff resources. We do not rely on outside contractors.

The firm has conducted numerous studies for clients similar in size to the City of St. Helena. The following references represent just a small sample of similar assignments conducted by the firm. We are certain you will find that our record and our reputation are outstanding.

City of Lake Forest, CA

Scope of Work: Ad hoc consulting services including organizational analysis, classification studies, and compensation studies. This is an ongoing project an averages \$50,000 a year in fees.

Contact: Debra DeBruhl Rose, City Manager
25550 Commercentre Drive, Suite 100, Lake Forest, CA 92630
(949) 461-3414
drose@lakeforestca.gov

City of Modesto

Scope of Work: Total Compensation Study in 2012 and updates in 2014 and 2016 for all city classifications in support of labor negotiations. These projects have ranged in cost from \$35,000 to \$60,000.

Contact: Joe Lopez, City Manager
1010 10th Street, Modesto, CA 95354
(209) 571-5126
joelopez@modestogov.com

City of Sacramento, CA

Scope of Work: Total compensation study involving all jobs and employee groups including arbitrations for police classifications. These projects have ranged in price from \$15,000 to \$125,000

Contact: Shelley Banks-Robinson, Labor Relations Manager
915 I Street Sacramento, CA 95814
(916) 808-5541
[SMBanks-Robinson@cityofsacramento.org](mailto: SMBanks-Robinson@cityofsacramento.org)

City of Irwindale, CA

Scope of Work: Citywide classification and compensation study covering all job classificaitons. This study cost \$70,000.

Contact: Mary Hull, Human Resources Manager
5050 North Irwindale Ave., Irwindale, CA 91706
(626) 430-2204
mhull@irwindaleca.gov

City of Palo Alto, CA

Scope of Work: Multiple total compensation studies since 2014 including several current surveys. This is an ongoing project. Project costs range from \$6,000 to \$75,000. Project Team: Doug Johnson, Jeff McMurdo, Rachel Adams.

Contact: Rumi Portillo, Chief People Officer
250 Hamilton Avenue, Palo Alto, CA 94303
(650) 329-2376
rumi.portillo@cityofpaloalto.org

A sample study report is provided in Appendix A.

AGREEMENT FOR PROFESSIONAL SERVICES

THIS AGREEMENT, made and entered into on June 12, 2018 by and between the City of St. Helena, located in the County of Napa, State of California (City), and **Ralph Andersen & Associates** (Consultant).

RECITALS:

A. City desires to employ Consultant to furnish professional services in connection with the project described as: **classification and compensation study and organizational review of Public Works Department**.

B. Consultant has represented that Consultant has the necessary expertise, experience, and qualifications to perform the required duties.

NOW, THEREFORE, in consideration of the mutual premises, covenants, and conditions herein contained, the parties agree as follows:

SECTION 1 – BASIC SERVICES

Consultant agrees to perform the services set forth in **Exhibit A, “Scope of Services”** and made part of this Agreement.

SECTION 2 – ADDITIONAL SERVICES

Consultant shall not be compensated for any services rendered in connection with its performance of this Agreement that are in addition to or outside of those set forth in this Agreement or **Exhibit A, “Scope of Services”**, unless such additional services and compensation are authorized in advance and in writing by the City Council or City Manager of the City.

SECTION 3 – TIME FOR COMPLETION

The time for completion of services shall be as identified in **Exhibit A, “Scope of Services”**.

SECTION 4 – COMPENSATION AND METHOD OF PAYMENT

A. Subject to any limitations set forth in this Agreement, City agrees to pay consultant the amount specified in Exhibit B, “Compensation” attached hereto and made a part hereof. Total compensation shall not exceed **\$44,500**, unless additional compensation is approved in accordance with Section 2.

B. Consultant shall furnish to City an original invoice for all work performed and expenses incurred during the preceding month. The invoice shall detail charges by the following categories if applicable: labor (by sub-category), travel, materials, equipment, supplies, subconsultant contracts, and miscellaneous expenses. City shall independently review each invoice submitted to determine whether the work performed and expenses incurred are in compliance with the provisions of this Agreement. If no charges or expenses are disputed, the invoice shall be

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approved, and City will use its best efforts to cause Consultant to be paid within 30 days of receipt of invoice. If the City disputes any charges or expenses, the City will return the original invoice to Consultant for correction and resubmission. If the City reasonably determines, in its sole judgment, that the invoiced charges and expenses exceed the value of the services performed to date and that it is probable that the Agreement will not be completed satisfactorily within the contract price, City may retain all or a portion of the invoiced charges and expenses. Within thirty (30) days of satisfactory completion of the project, City shall pay the retained amount, if any, to Consultant.

C. Payment to the Consultant for work performed pursuant to this Agreement shall not be deemed to waive any defects in work performed by Consultant.

SECTION 5 – STANDARD OF PERFORMANCE

Consultant represents and warrants that it has the qualifications, experience and facilities necessary to properly perform the services required under this Agreement in a thorough, competent and professional manner. Consultant shall at all times faithfully, competently and to the best of its ability, experience and talent, perform all services described herein. In meeting its obligations under this Agreement, Consultant shall employ, at a minimum, generally accepted standards and practices utilized by persons engaged in providing services similar to those required of Consultant under this Agreement.

SECTION 6 – INSPECTION AND FINAL ACCEPTANCE

City may inspect and accept or reject any of Consultant's work under this Agreement, either during performance or when completed. City shall reject or finally accept Consultant's work within sixty (60) days after submitted to City, unless the parties mutually agree to extend such deadline. City shall reject work by a timely written explanation, otherwise Consultant's work shall be deemed to have been accepted. City's acceptance shall be conclusive as to such work except with respect to latent defects and fraud. Acceptance of any of Consultant's work by City shall not constitute a waiver of any of the provisions of this Agreement including, but not limited to, the sections pertaining to indemnification and insurance.

SECTION 7 – INSURANCE REQUIRED

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

- D. Minimum Scope of Insurance. Coverage shall be at least as broad as:
1. Insurance Services Office Commercial General Liability coverage (occurrence form CG 0001).
 2. Insurance Services Office form number CA 0001 (Ed. 1/87) covering Automobile Liability, code 1 (any auto).
 3. Workers' Compensation insurance as required by the State of California and Employer's Liability Insurance.
- E. Minimum Limits of Insurance. Consultant shall maintain limits no less than:

1. General Liability: \$2,000,000 per occurrence for bodily injury, personal injury and property damage including operations, products and completed operations, as applicable. If Commercial General Liability Insurance or other form with a General Liability Insurance or other form with a general aggregate limit is used, either the general aggregate limit shall apply separately to this project/location or the general aggregate limit shall be twice the required occurrence limit.
2. Automobile Liability: \$2,000,000 per accident for bodily injury and property damage.
3. Employer's Liability: \$2,000,000 per accident for bodily injury or disease.

F. Professional Liability Insurance. When Consultant under this Agreement is duly licensed under California Business and Professions Code as an architect, landscape architect, environmental engineer or other professional engineer, or land surveyor ("design professional"), Consultant shall maintain at least \$2,000,000 of professional liability insurance.

G. Excess Limits. If Consultant maintains higher limits than the minimums shown above, City requires and shall be entitled to coverage for the higher limits maintained by Consultant. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to the City.

H. Primary Coverage. For any claims related to this contract the Consultants insurance coverage shall be primary insurance as respects to City, its officers, officials, employees and volunteers. Any insurance or self-insurance maintained by the City, its officers, officials, employees, or volunteers shall be excess of Consultants insurance and shall not contribute with it.

I. Deductibles and Self-Insured Retentions. Any deductibles or self-insured retentions of \$25,000 or greater must be declared to and approved by the City.

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

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

K. Waiver of Subrogation. Consultant's commercial general liability, automobile liability, workers' compensation, and employer's liability policies shall be endorsed with a waiver of subrogation. The insurance company, in its endorsement, agrees to waive all rights of subrogation against the City, its agents, officers, officials, employees and volunteers for losses paid under the terms of this policy which arises from the work performed by the named insured for the City.

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

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

SECTION 8 – INDEMNIFICATION

A. To the fullest extent allowed by law (including without limitation California Civil Code Sections 2782 and 2782.8), as may be applicable, Consultant shall indemnify and hold harmless City, its agents, officers, officials, employees, and volunteers from any and all claims, demands, suits, loss, damages, injury, and/or liability (including any and all costs and expenses in connection therewith) (collectively, "Liabilities"), incurred by reason of any negligent or otherwise wrongful act or omission of Consultant, its officers, agents, employees and subcontractors, or any of them, under or in connection with this Agreement; and Consultant agrees at its own cost, expense and risk to defend any and all claims, actions, suits, or other legal proceedings brought or instituted against City, its agents, officers, officials, employees and volunteers, or any of them, arising out of such negligent or otherwise wrongful act or omission, and to pay and satisfy any resulting judgments.

B. When Consultant under this Agreement is duly licensed under California Business and Professions Code as an architect, landscape architect, professional engineer, or land surveyor ("design professional"), the provisions of this section regarding Consultant's duty to defend and indemnify apply only to claims that arise out of or relate to the negligence, recklessness, or willful misconduct of the design professional.

C. If any action or proceeding is brought against Indemnitees by reason of any of the matters against which Consultant has agreed to indemnify Indemnitees as provided above, Consultant, upon notice from City, shall defend Indemnitees at Consultant's expense by counsel acceptable to City, such acceptance not to be unreasonably withheld. Indemnitees need not have first paid for any of the matters to which Indemnitees are entitled to Indemnification in order to be so indemnified. The insurance required to be maintained by Consultant shall ensure Consultant's obligations under this section, but the limits of such insurance shall not limit the liability of Consultant hereunder. The provisions of this section shall survive the expiration or earlier termination of this Agreement.

D. The provisions of this section do not apply to claims to the extent occurring as a result of the City's sole negligence, active negligence, or willful acts or misconduct.

E. Duty to Cooperate. Each party shall notify the other party immediately in writing of any claim or damage related to activities or services performed under this Agreement. The parties shall cooperate with each other in the investigation and disposition of all Liabilities arising out of the activities or services under this Agreement.

SECTION 9 – INDEPENDENT CONTRACTOR STATUS

A. Consultant is and shall at all times remain a wholly independent contractor and not an officer, employee or agent of City. Consultant shall have no authority to bind City in any manner or to incur an obligation, debt or liability of any kind on behalf of or against City, whether by contract or otherwise, unless such authority is expressly conferred under this Agreement or is otherwise expressly conferred in writing by City.

B. The personnel performing the services under this Agreement on behalf of Consultant shall at all times be under Consultant's exclusive direction and control. Neither City, nor any elected or appointed boards, officers, officials, employees or agents of City, shall have control over the conduct of Consultant or any of Consultant's officers, employees or agents, except as set forth in this Agreement. Consultant shall not at any time or in any manner represent that Consultant or any of Consultant's officers, employees or agents are in any manner officials, officers, employees or agents of City.

C. Neither Consultant, nor any of Consultant's officers, employees or agents, shall obtain any rights to retirement, health care or any other benefits which may otherwise accrue to City's employees. Consultant expressly waives any claim Consultant may have to any such rights.

SECTION 10 – CONFLICTS OF INTEREST AND ANTI-FRAUD AND ANTI-CORRUPTION POLICIES

A. Consultant covenants that neither it, nor any officer or principal of its firm, has or shall acquire any interest, directly or indirectly, which would conflict in any manner with the interests of City or which would in any way hinder Consultant's performance of services under this Agreement. Consultant further covenants that in the performance of this Agreement, no person having any such interest shall be employed by it as an officer, employee, agent, or subcontractor without the express written consent of the City Manager. Consultant agrees to at all times avoid conflicts with the interests of City in the performance of this Agreement.

B. City understands and acknowledges that Consultant is, as of the date of execution of this Agreement, independently involved in the performance of non-related services for other governmental agencies and private parties. Consultant is aware of any stated position of City relative to such projects. Any future position of City on such projects shall not be considered a conflict of interest for purposes of this section.

C. Consultant understands and acknowledges City maintains an anti-fraud and anti-corruption policy to protect the City, its operations, and its employees from and against financial risks, operational breaches, and unethical, fraudulent and corrupt activities. Consultant represents

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

SECTION 11 – OWNERSHIP OF DOCUMENTS

A. All original maps, models, designs, drawings, photographs, studies, surveys, reports, data, notes, computer files, files and other documents prepared, developed or discovered by Consultant in the course of providing any services pursuant to this Agreement shall become the sole property of City and may be used, reused or otherwise disposed of by City without the permission of the Consultant. When requested by City, but no later than three years after project completion, Consultant shall deliver to City all such original maps, models, designs, drawings, photographs, studies, surveys, reports, data, notes, computer files, files and other documents.

B. All copyrights, patents, trade secrets, or other intellectual property rights associated with any ideas, concepts, techniques, inventions, processes, improvements, developments, works of authorship, or other products developed or created by Consultant during the course of providing services (collectively the "Work Product") shall belong exclusively to City. The Work Product shall be considered a "work made for hire" within the meaning of Title 17 of the United States Code. Without reservation, limitation, or condition, Consultant hereby assigns, at the time of creation of the Work Products, without any requirement of further consideration, exclusively and perpetually, any and all right, title, and interest Consultant may have in the Work Product throughout the world, including without limitation any copyrights, patents, trade secrets, or other intellectual property rights, all rights of reproduction, all rights to create derivative works, and the right to secure registrations, renewals, reissues, and extensions thereof.

SECTION 12 – CONFIDENTIAL INFORMATION; RELEASE OF INFORMATION

A. All information gained or work product produced by Consultant in performance of this Agreement shall be considered confidential, unless such information is in the public domain or already known to Consultant. Consultant shall not release or disclose any such information or work product to persons or entities other than City without prior written authorization from the City Manager, except as may be required by law.

B. Consultant, its officers, employees, agents or subcontractors, shall not, without prior written authorization from the City Manager or unless requested by the City Attorney of City, voluntarily provide declarations, letters of support, testimony at depositions, response to interrogatories or other information concerning the work performed under this Agreement. Response to a subpoena or court order shall not be considered "voluntary" provided consultant gives City notice of such court order or subpoena.

C. If Consultant, or any officer, employee, agent or subcontractor of Consultant, provides any information or work product in violation of this Agreement, then City shall have the right to reimbursement and indemnity from Consultant for any damages, costs and fees, including attorneys' fees, caused by or incurred as a result of Consultant's conduct.

D. Consultant shall promptly notify City should Consultant, its officers, employees, agents or subcontractors be served with any summons, complaint, subpoena, notice of deposition, request for documents, interrogatories, request for admissions or other discovery request, court order or subpoena from any party regarding this Agreement and the work performed thereunder. City retains the right, but has no obligation, to represent Consultant or be present at any deposition, hearing or similar proceeding. Consultant agrees to cooperate fully with City and to provide City with the opportunity to review any response to discovery requests provided by Consultant. However, this right to review any such response does not imply or mean the right by City to control, direct, or rewrite such response.

SECTION 13 – SUSPENSION OF WORK

City may, at any time, by ten (10) days written notice suspend further performance by Consultant. All suspensions shall extend the time schedule for performance in a mutually satisfactory manner and Consultant shall be paid for services performed and reimbursable expenses incurred prior to the suspension date.

SECTION 14 – COMPLIANCE WITH LAW

Consultant shall keep itself informed of and comply with all applicable federal, state and local laws, statutes, codes, ordinances, regulations and rules in effect during the term of this Agreement. Consultant shall obtain any and all licenses, permits and authorizations necessary to perform the services set forth in this Agreement. Neither City, nor any elected or appointed boards, officers, officials, employees or agents of City, shall be liable, at law or in equity, as a result of any failure of Consultant to comply with this section.

SECTION 15 – COMPLIANCE WITH CIVIL RIGHTS

During the performance of this contract, Consultant agrees as follows:

A. Equal Employment Opportunity. In connection with the execution of this Agreement, Consultant shall not discriminate against any employee or applicant for employment because of race, religion, color, ancestry, age, sexual orientation, gender, gender identity and gender expression as protected categories specifically and expressively in that category, physical handicap, medical condition, marital status, sex, or national origin. Such actions shall include, but not be limited to, the following: employment, promotion, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rate of pay or other forms of compensation; and selection for training including apprenticeship.

B. Nondiscrimination Civil Rights Act of 1964. Consultant will comply with all federal regulations relative to nondiscrimination to federally-assisted programs.

C. Solicitations for Subcontractors including Procurement of Materials and Equipment. In all solicitations, either by competitive bidding or negotiations, made by Consultant for work to

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be performed under a subcontract, including procurement of materials or leases of equipment, each potential subcontractor, supplier, or lessor shall be notified by Consultant of Consultant's obligations under this Agreement and the regulations relative to nondiscrimination.

SECTION 16 – RECORDS

A. Records of Consultant's direct labor costs, payroll costs, and reimbursable expenses pertaining to this project covered by this Agreement will be kept on a generally recognized accounting basis and made available to City if and when required for a period of up to 3 years from the date of Consultant's final invoice.

B. Consultant's records and design calculations will be available for examination and audit if and as required. The cost of any reproductions shall be paid by City.

SECTION 17 – COOPERATION BY CITY

All public information, data, reports, records, and maps as are existing and available to City as public records, and which are necessary for carrying out the work as outlined in the Exhibit A, "Scope of Services", shall be furnished to Consultant in every reasonable way to facilitate, without undue delay, the work to be performed under this Agreement.

SECTION 18 – NOTICES

All notices required or permitted to be given under this Agreement shall be in writing and shall be personally delivered, or sent by facsimile or first class mail, addressed as follows:

To City: City Manager
 1480 Main Street
 St. Helena, California 94574

To Consultant: Ralph Andersen & Associates
 5800 Stanford Ranch Road, Suite 140
 Rocklin, CA 95765
 916.630.4900

Notice shall be deemed effective on the date personally delivered or transmitted by facsimile, or, if mailed, three (3) days after deposit in the custody of the U.S. Postal Service.

SECTION 19 – TERMINATION

A. City may terminate this Agreement, with or without cause, at any time by giving ten (10) days written notice of termination to Consultant. If such notice is given, Consultant shall cease immediately all work in progress.

B. If either Consultant or City fail to perform any material obligation under this Agreement, then, in addition to any other remedies, either Consultant, or City may terminate this Agreement immediately upon written notice.

C. Upon termination of this Agreement by either Consultant or City, all property belonging to City which is in Consultant's possession shall be delivered to City. Consultant shall furnish to City a final invoice for work performed and expenses incurred by Consultant, prepared as set forth in this Agreement.

SECTION 20 – ATTORNEYS' FEES

If litigation or other proceeding is required to enforce or interpret any provision of this Agreement, the prevailing party in such litigation or other proceeding shall be entitled to an award of reasonable attorneys' fees, costs and expenses, in addition to any other relief to which it may be entitled. In addition, any legal fees, costs and expenses incurred to enforce the provisions of this Agreement shall be reimbursed to the prevailing party.

SECTION 21 – ENTIRE AGREEMENT

This Agreement, including the attached Exhibits, is the entire, complete, final and exclusive expression of the parties with respect to the matters addressed therein and supersedes all other agreements or understandings, whether oral or written, or entered into between Consultant and City prior to the execution of this Agreement. No statements, representations or other agreements, whether oral or written, made by any party which are not embodied herein shall be valid and binding unless in writing duly executed by the parties or their authorized representatives.

SECTION 22 – SUCCESSORS AND ASSIGNS

This Agreement shall be binding on the heirs, executors, administrators, successors and assigns of the parties. However, this Agreement shall not be assigned by Consultant without written consent of the City.

SECTION 23 – CONTINUITY OF PERSONNEL

Consultant shall make every reasonable effort to maintain the stability and continuity of Consultant's staff assigned to perform the services required under this Agreement. Consultant shall notify City of any changes in Consultant's staff assigned to perform the services required under this Agreement, prior to any such performance.

SECTION 24 – DEFAULT

In the event that Consultant is in default under the terms of this Agreement, the City shall not have any obligation or duty to continue compensating Consultant for any work performed after the date of default and may terminate this Agreement immediately by written notice to Consultant.

SECTION 25 – WAIVER

Waiver by any party to this Agreement of any term, condition, or covenant of this Agreement shall not constitute a waiver of any other term, condition, or covenant. Waiver by any party of any breach of the provisions of this Agreement shall not constitute a waiver of any other provision, or a waiver of any subsequent breach or violation of any provision of this Agreement.

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Acceptance by City of any work or services by Consultant shall not constitute a waiver of any of the provisions of this Agreement.

SECTION 26 – LAW TO GOVERN; VENUE

This Agreement shall be interpreted, construed and governed according to the laws of the State of California. In the event of litigation between the parties, venue in state trial courts shall lie exclusively in the County of Napa. In the event of litigation in a U.S. District Court, venue shall lie exclusively in the Northern District of California, in San Francisco.

SECTION 27 – SEVERABILITY

If any term, condition or covenant of this Agreement is declared or determined by any court of competent jurisdiction to be invalid, void or unenforceable, the remaining provisions of this Agreement shall not be affected thereby and the Agreement shall be read and construed without the invalid, void or unenforceable provision(s).

SECTION 28 – SPECIAL PROVISIONS

This Agreement is subject to the following special provisions: none.

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

Consultant:

By: Heather Renschler
 Name: Heather Renschler
 Title: President/CEO

City:

By: _____
 Name: Mark T. Prestwich
 Title: City Manager

Approved as to Form:

By: _____
 Name: Thomas B. Brown
 Title: City Attorney

Exhibit A “Scope of Services”

City of St. Helena

Project Scope

The City of St. Helena is interested in conducting a Classification and Compensation Study involving 78 positions and 92 active job classifications. To ensure that the City’s objectives are met, the following key study components and anticipated end-products are included in the work plan developed by Ralph Andersen & Associates.

- Conduct a meeting with City representatives at project initiation to confirm the study goals, objectives, and deliverables
- Conduct an extensive review of background documents
- Distribute job analysis questionnaires and conduct supplemental interviews with employees
- Establish a management and employee review and appeal process
- Review historical practices and recommend survey agencies, survey job classifications, and identify data collection needs
- Conduct a custom salary and benefit survey and analyze the market data
- Conduct internal relationship analyses and incorporate with the market survey results
- Develop draft and final reports incorporating all study recommendations and supporting data
- Present the findings to managers, employees, labor representatives, project committees, and the City Council, as needed.

Ralph Andersen & Associates has a strong commitment to develop and implement customized and tailored classification and compensation systems. While we have broad expertise and experience from hundreds of successful consulting assignments, we are committed to a “customer service” approach to all of our client engagements. This assures the preparation of study end-products that are uniquely customized to the City of St. Helena.

Involvement of City Staff

The work plan prepared by Ralph Andersen & Associates provides all of the necessary firm resources to complete the study with minimal time impacts on City staff. The minimal involvement required of City staff includes:

- Compiling background materials not readily available on the City’s website
- Coordinating and scheduling meetings
- Reviewing and providing input on draft reports
- Providing direction on policy issues.

Specific roles and requirements of stakeholder groups will be discussed during project initiation meetings.

Project Approach

The approach our firm uses to conduct classification and compensation studies is customized to the specific needs and objectives of each client. While the work plan we have provided in this proposal is proven, we are happy to adapt our work plan and approach as needed during project initiation meetings and throughout the process. Our firm has an outstanding reputation working with elected officials, managers, and labor representatives. Our goal is to provide products and deliverables that ensure implementation by the City. Highlights of our approach include:

- A transparent and collaborative process. We have significant experience working with diverse stakeholders and ensuring that the project deliverables meet the objectives of the City. Our efforts include briefing sessions, meetings, workshops, and a comprehensive and interactive review of draft reports. We are confident in our ability to research and respond to issues that require clarification and to provide information and data that responds to issues of disagreement.
- Custom data presentations including base salary and benefits data. We do not rely on “canned” data analysis tools. The firm uses dynamic Excel spreadsheets and can prepare total compensation datasheets for all survey jobs.
- We are one of the few firms that has experience with private sector data analysis. We subscribe to the largest private sector database in North America, which is updated quarterly. This data can be regionalized to fit the recruitment region of the City.
- Extensive review and input by managers, employees, labor representatives, and elected officials. We provide easy to review draft reports and work with the City to ensure that the final reports meet or exceed all study objectives.

We will review our recommended approach including communication and stakeholder interaction plans with the City at the beginning of the project to ensure the City’s requirements are fully incorporated into the work plan.

Techniques

The consultant team will identify a wide range of background data that will be collected from the City as part of the study. The consultant team will provide the City with a complete list of background needs upon initiation of the project.

Materials collected and reviewed during this initial stage of the project will, at a minimum, include:

- Organization charts
- Existing class specifications
- Budgets
- Current pay plan and related salary schedules
- Benefits summaries
- Memorandums of Understanding
- Relevant administrative rules and procedures.

These materials provide an understanding of the City’s personnel system and of current applicable policies and procedures.

Job Analysis Questionnaires

Project consultants will distribute a Job Analysis Questionnaire (JAQ) to all employees included in the classification analysis. The questionnaire provides an opportunity for employees to fully describe the duties and responsibilities of their position. The questionnaire is also designed to record data regarding other job related information such as the knowledge, skills, abilities, education, and physical requirements necessary to perform the work, as well as supervisory and managerial responsibilities.

Each questionnaire will be reviewed by the employee's supervisory and managerial staff to ensure completeness and accuracy. Once completed, the questionnaires will be forwarded to the consultants for examination prior to the job analysis interviews. The questionnaire will be distributed and explained in detail during an employee briefing session at the initiation of the project. Appendix B includes a sample Job Analysis Questionnaire, however, all questionnaires used by Ralph Andersen & Associates can be tailored to each specific client and study.

Job Analysis Interviews

As a supplement to the questionnaires, project consultants will conduct interviews with a high percentage of employees included in the classification study. This will ensure that the consultants are able to obtain information regarding any existing job classification issues as well as confirm the job duties and tasks performed.

Compensation Policy Development

This methodology relates to the identification and documentation of the City's compensation philosophies, policies, and procedures. The consulting team will confirm specific policies, both implicit and explicit, and assess their impact on the City's overall ability to attract, recruit, employ, advance, and retain high quality personnel. These policies and practices will include the relative labor market position the City seeks to maintain in the competitive labor market, the types of employers with which the City chooses to compete, and the relative importance placed on internal equity vs. market forces in the development of the salary plan. This assessment can be conducted through meetings with managers or with broader input using a workshop session that includes project team members, managers, and the City Council.

Assessment of Comparable Agencies

In determining comparable agencies to be used in the study, Ralph Andersen & Associates recommends that the City consider historical practices, geographical location, services provided, economic similarity, and agency size. The Project Manager will conduct a comprehensive analysis of potential survey agencies, identify possible options, and develop specific recommendations using data for all factors (distance, population, FTEs, revenues/expenditures, relative cost of living, and other factors). Survey agency recommendations can be part of a workshop session with elected officials, managers, and labor representatives.

Compensation Data Collection and Analysis

The methodology utilized in collecting and analyzing compensation data involves an extensive process to ensure accuracy, reliability, and completeness. Ralph Andersen & Associates does not rely on published or previously collected data; all data is collected personally by the consulting

team, who have, based on the classification analysis, an in-depth knowledge and understanding of the survey classifications.

Supporting our approach to labor market surveys, this component of the study will include the development of a comprehensive survey packet, the collection of base salary, salary structure, and total compensation data through written and electronic materials and telephone calls, and the analysis of the data at the survey market mean, median, and requested percentiles.

Work Plan

Task 1 – Project Kick-off Meetings

The consultants will begin all administrative and coordinative efforts in support of the project initiation meetings and briefings. Among other things, this will include:

- Preparation of a project schedule
- Identification and review of background data including existing class specifications, organization charts, employee listings, salary schedules, and related information
- Identification of scheduling parameters for meetings and interaction with various City employee groups.

This initial step in the study process will be used to identify significant compensation concerns that should be clarified during the initial meeting or addressed during the course of the study.

The consultants will meet with the City's Project Manager and other staff as appropriate to ensure a full understanding of project objectives and deliverables. The project work plan and schedule will be adapted to achieve the objectives. This meeting will also include a discussion of the City's compensation policies and confirmation of survey agencies, survey jobs, and survey elements.

Task 2 – Employees Complete Questionnaires

The JAQ provides employees with an opportunity to describe the duties and responsibilities of their positions with an emphasis on job related information such as knowledge, skills, abilities, and physical capabilities required to perform the work assigned. Space is also provided on the questionnaire for employees to make any additional comments they wish. The completed questionnaires are reviewed by supervisory and managerial staff, with space provided for their comments. Appendix B includes a sample JAQ which will be reviewed with the City before distribution to employees.

Task 3 – Conduct Job Analysis Interviews

Prior to conducting interviews, the consultants will thoroughly review the completed questionnaires. The consultants will evaluate position duties and responsibilities, classification series, class titles, job families, reporting relationships, and internal relationships. Based on this preliminary analysis, the project team will identify areas of concern that will be clarified or probed during the job analysis interviews.

A high percentage of employees in the classification study will be included in the interviews. The consultants will assume responsibility for the preparation of the employee interview schedule. The City's Project Manager, or designee, will be responsible for scheduling interview rooms, notifying employees, and related coordinative activities.

Task 4 – Prepare and Review Preliminary Classification Report

With the completion of the employee interviews, a preliminary classification report will be prepared. Key components of the preliminary report will include:

- Identification of all key issues identified in the classification analysis
- Recommended job titles
- Preliminary employee allocations.

In preparing the preliminary classification report, each position is analyzed according to the criteria set forth at initial review meetings. Such criteria typically will include factors relating to job knowledge, experience, training, decision making, management control, working conditions, and outside contacts. Like positions are grouped into tentative classes forming the basis for initial class definition.

The preliminary classification report will be reviewed with key management staff prior to preparing class specifications. Because the concepts provide the foundation for the resulting classification plan, management review of the recommendations in their respective areas of responsibility is essential.

Task 5 – Prepare Class Specifications

Once the preliminary classification recommendations have been reviewed, the project consultants will revise, update, or create new class specifications based on the issues identified in previous tasks. The City's current job description format will be maintained if appropriate. The class specifications will be drafted and undergo a management/employee review process to ensure they accurately and adequately describe the scope of responsibilities. Once finalized, they will be provided to the City in both an electronic and hard-copy format.

Task 6 – Undertake Management/Employee Review Process

As an important component of the overall classification study, the project consultant team will provide additional opportunities for employee participation and input through the conduct of an employee review process. These steps will (1) build and facilitate the City's understanding of the newly developed classification plan; (2) enhance employee commitment and understanding of the recommended system by giving each employee the opportunity to comment on the system; and (3) ensure that the consultants receive as much information as possible regarding the nature and responsibilities of the various positions in order to make appropriate and equitable final classification recommendations. The various subtasks within this portion of the project are as follows.

Task 6.1 – Distribute class specifications to all employees included within the study scope – Each employee will receive an individual copy of the specification for the class to which his/her position has been allocated along with a Position Allocation Notice and Employee Review Form. This will provide employees with an opportunity to review and comment on their proposed classification and allocation. These comments will then be forwarded to management for review and comment.

Task 6.2 – Review written comments received from employees – All written comments or suggestions from employees regarding the recommended class plan will be thoroughly reviewed and analyzed by the project consultants. Based upon written responses received, the consultant team will incorporate appropriate suggested revisions into the final classification plan.

Task 6.3 – Conduct follow-up telephone interviews as necessary – Based upon the analysis of written comments forwarded to the project consultants and where consultant staff needs further information prior to finalizing recommendations, follow-up interviews will be conducted by the project consultants with individual employees. This step will further clarify and refine any remaining problems or issues.

Task 7 – Finalize the Classification Recommendations

With the completion of the employee appeal process, the consultants will finalize all classification study recommendations. Supporting the finalization of the classification plan, each employee who submitted a notice for review will receive a direct response from the project consultants. This response will specifically outline the consultant's understanding of the employee's concern, specify the steps taken to resolve the concern, and indicate to the employee the substance of the consultant's final recommendation. This task will also include the development of organization and staffing recommendations for the Public Works Department.

Task 8 – Discuss and Document Compensation Policy

The City's compensation policy directly impacts all study end-products resulting from the compensation components of the analysis. As a starting point for this phase of the study, therefore, we propose that the consulting team meet with key management staff to clarify and confirm the City's compensation policy. Important considerations to be discussed include historical practices, recruitment and retention issues, pros and cons of the current compensation system, and reliance on external market data versus internal equity for purposes of setting salaries. The consultants will work with appropriate City representatives to determine comparison agencies and the scope of compensation data to be collected.

Our analysis of the potential and recommended survey agencies will be documented in a memorandum report after consultation with appropriate City representatives. If desired, the consultants can conduct a workshop session that identifies labor market selection parameters, options, and pros/cons of different market approaches. The draft labor market recommendations will be reviewed by appropriate City representatives so that all questions and issues are resolved. Due to the fact that these decisions directly impact the parameters of the market survey, as well as the design and structure of the resulting compensation plan, our suggested approach recommends that these study tasks occur prior to the collection and analysis of the market data.

Task 9 – Collect Compensation Data

After the compensation policy discussion, the consultant team will collect and analyze the compensation data. Our proposed approach would include:

- An initial contact to each labor market agency included in the study to explain the purpose and scope of the survey and confirm cooperation.
- The collection and analysis of source documents from each survey agency including position control documents, job descriptions, salary schedules, benefit summaries, and MOUs.
- The confirmation of all compensation data through telephone calls, email, and other means. This will assure that comparability is established and that all compensation data is factual and complete.

Our survey can also include the collection and analysis of private sector data using private databases the firm subscribes to.

Task 10 – Compile and Format Compensation Data

The salary data, once collected and thoroughly reviewed for completeness and accuracy, will be appropriately formatted and the results tabulated in a consistent and uniform manner by the project consultants. The analysis will include pay structure trends and base salary analysis to ensure all appropriate comparison criteria is available for developing recommendations. Through the use of spreadsheet applications developed by our office, it is anticipated that standard formulas will be applied in the calculation of the survey data mean, median, and selected percentiles, with the corresponding percentage relationship to the market data also calculated. Data presentation will be customized to fit the City's objectives as specified in the RFP.

Task 11 – Audit and Finalize Compensation Data

Prior to developing specific salary recommendations, the consultants will thoroughly review and audit the collected survey data. This will include a detailed analysis of data reliability, comparability, statistical validity, and consistency. This audit will be conducted by the project manager independent of the consultant who collected that data. This will ensure that the most accurate and defensible survey data is utilized in comparing the City's compensation plan to the pay practices of the labor market. This analysis will also include the preparation of graphs and other presentation materials to aide in understanding the market relationships broken down by employee/bargaining group.

Task 12 – Conduct Internal Relationship Analysis

Using the results of the job evaluation analysis, the consultants will analyze internal pay relationships. The internal pay relationship analysis will involve a number of steps in order to arrive at sound and equitable relationships for the new compensation plan. Among others, the most important of these will include:

- Analysis of existing and historical pay relationships
- Development of consistent, uniform, and realistic guidelines for determining internal relationships
- Recommendation of equitable and appropriate internal relationship differentials based on the above.

Since the balance of market values versus internal values can be a policy issue, options and methodologies for achieving an appropriate balance of internal and external salary equity will be reviewed with the City before developing the salary range recommendations.

Task 13 – Develop Salary Recommendations

Based upon the results of the internal relationships analysis and the labor market survey, the project consultants will develop salary recommendations for all job classes included as a part of the study process. These salary recommendations will clearly document the means of determining the appropriate pay range and the computation of the dollar and percentage difference between the current maximum salary and the recommended maximum salary.

Before finalizing the recommendations, a careful audit of the results will be undertaken to ensure that internal salary compression or compaction does not result.

Task 14 – Develop Implementation Strategy Options and Compute Implementation Costs

Recognizing that public agencies often have limited funds available for implementation, the project consultants will develop several strategies for implementing the recommended salary structure. Such strategies will address:

- The placement of individual employees into ranges and steps
- Implementation phasing according to the needs and priorities of the City
- Integration of the study recommendations with the balance of the City's human resource management system including recruitment, selection, and performance appraisal.

The cost estimates will reflect City-wide impacts, as well as impacts on individual employees. The cost estimates will serve as a basis for the City to make necessary policy decisions to implement the compensation system in an orderly and effective manner.

Task 15 – Prepare and Review Preliminary Compensation Report

The Preliminary Compensation Report documents all compensation study recommendations and the supporting information used for developing the recommendations. Specifically, the Preliminary Report will include the following:

- The City's documented compensation policy including survey agencies and survey classifications
- Results of the labor market salary survey using tables and graphs
- Documentation of selected benchmark classifications and the related job families
- Appendices containing detailed labor market data sheets, recommended salary schedules, and supporting documentation.

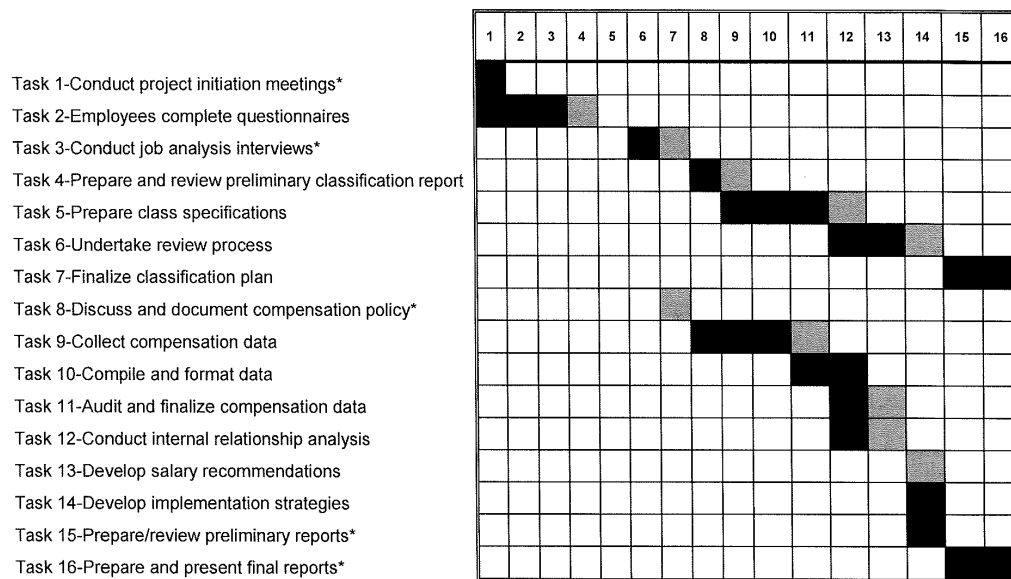
The project consultants will conduct an in-depth review of the Preliminary Compensation Report with the City including presentations with employee groups. Any needed corrections, clarifications, or modifications will be discussed at this time.

Task 16 – Prepare and Submit Final Reports

The Final Reports will incorporate any appropriate revisions identified and submitted during the review of the preliminary reports and will serve as the implementation and maintenance manuals for updating and maintaining the classification and compensation plans. The submittal of final reports will also include on-site presentations to managers, employees, and City Council.

Project Timeline

Projects of this nature are highly sensitive. Because of this sensitivity and the anxiety experienced by many employees when going through this type of process, it is beneficial to complete the analysis in the most expedient manner feasible. Assuming full cooperation of the City and the survey agencies, our project schedule assumes that all study activities can be completed within sixteen (16) weeks with a completion date in September 2018.



* On-site meeting

Blue denotes project milestones

Exhibit B “Compensation”

City of St. Helena

Project Cost

The total fixed cost for professional service fees and expenses to conduct the limited classification and citywide compensation study, as proposed, amounts to \$44,500. The cost of professional services and expense reimbursement is based upon the project as described in the work plan, and is a “fixed fee” regardless of which consultant performs the task and/or the number of hours needed to complete a particular element of the study. The table provided below has a breakdown of the total fixed cost by professional services and expense reimbursement:

Professional Services	\$42,000
Expense Reimbursement*	\$2,500
Total Fixed Cost	\$44,500

* Includes clerical services, copying/printing, postage/delivery, long distance telephone, transportation, lodging, meals, and related items.

The costs outlined assume five (5) separate field trips to the City of St. Helena to conduct study-kick off meetings, employee briefings, interviews, and report presentations. Reviews of preliminary and draft documents can also be accomplished by video or teleconference.

If additional on-site meetings are required, they would be billed at a reduced hourly billing rate of \$135/hour, to a maximum of \$1,350/day, plus expense reimbursement.

If the scope of the analysis creates budget problems for the City, or if additional analysis is desired, we are willing to review the work plan and adjust it and the cost so that it is mutually satisfactory.

CITY OF ST. HELENA

RESOLUTION NO. 2018-XX

Authorizing the City Manager to execute a Professional Services Agreement with Ralph Andersen & Associates to conduct a classification and compensation study and organizational review of Public Works Department in an amount not to exceed \$44,500

RECITALS

- A. The City desires to hire a Consultant to furnish professional services to conduct a classification and compensation study and organizational review of the Public Works Department; and
- B. Ralph Andersen & Associates have the necessary expertise, experience, and qualification to perform the required duties.

RESOLUTION

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

- 1. The City Council approves the Agreement with Ralph Andersen & Associates for a total not to exceed amount of \$44,500; 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 June 12, 2018 by the following vote:

Mayor Galbraith:

Vice Mayor White:

Councilmember Dohring:

Councilmember Koberstein:

Councilmember Ellsworth:

APPROVED: ATTEST:

Alan Galbraith, Mayor

Cindy Tzaopoulos, City Clerk



Report to the City Council
Council Meeting of June 12, 2018

Agenda Section: Consent

Subject: Consideration and Proposed Approval of a Resolution Rescinding Resolution 2013-26 Rules of Procedure for the Conduct of Council Meetings, Rescinding Resolution 2011-18 City Council Standards of Conduct, and Re-establishing Rules of Procedure for the Conduct of Council Meetings and Re-establishing City Council Standards of Conduct

CEQA Determination: Not a CEQA project

Prepared By: Cindy Tzaopoulos, City Clerk

Reviewed By: Mark T. Prestwich, City Manager

Approved By: Mark T. Prestwich, City Manager

BACKGROUND

On November 14, 2017, the City Council reviewed five broad three-year organizational goals and associated 12-month strategic objectives to accomplish the goals developed at a facilitated public workshop on October 4, 2018.

At the meeting of November 14, 2017, the City Council directed the City Manager to work with Mayor Galbraith and Council Member Dohring to review and update the City Council's Protocols and Rules of Conduct. The working group also included City Clerk Cindy Tzaopoulos.

On May 22, 2018, the City Council reviewed the proposed Rules of Procedure for the Conduct of Council Meetings and Re-establishing City Council Standards of Conduct. The City Council requested the working group to include additional language in section 3.4 Sanctions and bring this item back for consideration at the next Council meeting.

DISCUSSION

The working group met on a few occasions to review and update the City Council Rules of Procedure and Standards of Conduct. The updated document incorporates City Council's direction and current practices and is recommended for approval by the working group.

FISCAL IMPACT

There is no fiscal impact.

RECOMMENDED ACTION

The working group and Staff recommend reviewing and adopting the resolution rescinding resolution 2013-26 and resolution 2011-18 and amending City Council Rules of Procedure for the Conduct of Council meetings and amending City Council Standards of Conduct.

ATTACHMENTS

[2018 Rules of Procedure and Conduct](#)

CITY OF ST. HELENA

RESOLUTION NO. 2018-

**RESCINDING RESOLUTION NO. 2013-26
ADOPTING RULES OF PROCEDURE FOR
THE CONDUCT OF COUNCIL MEETINGS,
RESCINDING RESOLUTION 2011-18
APPROVING CITY COUNCIL STANDARDS
OF CONDUCT, AND RE-ESTABLISHING
RULES OF PROCEDURE FOR THE
CONDUCT OF COUNCIL MEETINGS AND
RE-ESTABLISHING CITY COUNCIL
STANDARDS OF CONDUCT**

RECITALS

- A. WHEREAS, City Council Rules of Procedure for the Conduct of Council Meetings are established to provide an effective environment for the City Council to provide leadership; and
- B. WHEREAS, City Council Standards of Conduct are established to provide guidance to Council Members to assist in fully understanding the role and scope of the responsibilities of office; and
- C. WHEREAS, City Council reviews City Council Rules of Procedure for the Conduct of Council Meetings and reviews City Council Standards of Conduct and revise as deemed necessary.

RESOLUTION

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

- 1. Resolution No. 2013-26 Adopting Rules of Procedure for the Conduct of Council Meetings is hereby rescinded; and
- 2. Resolution No. 2011-18 Adopting City Council Standards of Conduct is hereby rescinded; and
- 3. City Council Rules of Procedure and Standards of Conduct are adopted and hereby made part of this resolution. Attached hereby as Exhibit A.

Approved at a Regular Meeting of the St. Helena City Council on June 12, 2018, by the following vote:

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

APPROVED:

ATTEST:

Alan Galbraith, Mayor

Cindy Tzaferopoulos, City Clerk

Exhibit A - City Council Rules of Procedure and Standards of Conduct

Exhibit A



CITY COUNCIL

RULES OF PROCEDURE FOR THE CONDUCT OF COUNCIL MEETINGS

&

STANDARDS OF CONDUCT

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APPENDIX

Exhibit–*Rosenberg’s Rules of Order*: Simple Parliamentary Procedures for the 21st
Century

1. PURPOSE

The purpose for establishing City Council Protocols is to provide an effective environment for the City Council to provide leadership. The protocols may be amended by resolution adopted by a majority vote of the Council Members and should be reviewed on a regular basis to ensure that the document remains helpful to the Council by providing a framework for effective leadership.

The protocols set forth herein are not intended to limit the inherent power and general legal authority of the City Council. Any of the protocols herein may be waived by a majority vote of the Council Members when it is deemed that there is good cause to do so based upon the particular facts and circumstances.

1.1 Council-Manager Form of Government

The City of St. Helena operates according to the Council-Manager form of government which vests authority in an elected City Council which, in turn, hires an appointed executive, the City Manager. The City Council is composed of five members elected from the City on a nonpartisan basis to serve overlapping four-year terms. The Mayor is elected at-large to serve a two-year term as presiding officer at City Council meetings and as the official head of the City for legislative and ceremonial purposes. The City Manager is appointed by the City Council and serves at the pleasure of that body.

The City Council is the City's legislative and policy-making body. Acting as a whole, the City Council is responsible for setting the direction of City policy and for adopting ordinances, resolutions and other orders as necessary for governing the City. The City Manager is responsible for the overall administration of the City, which includes implementation of the general policies set by the City Council in addition to the day-to-day operation of all City functions. The City Manager, with the help of the Staff, provides the City Council with the information needed to fulfill its policy-making role.

The Council-Manager form of government separates legislative and executive responsibilities in a manner similar to state and federal governments. This system provides "checks and balances" of both policy and administrative branches of government by limiting the power of each.

1.2 City Council Vision and Mission Statement

Vision Statement

The City of St. Helena will strive to be economically sustainable, and continue to be a family-friendly, diverse and safe community which prudently manages its financial and human resources, continues to upkeep and improve its infrastructure, ensures its water security, provides a full range of housing, business, cultural and recreational opportunities and embraces and retains

its historic, small-town character, beautiful natural environment and high quality of life.

Mission Statement

The City of St. Helena is dedicated to serving the needs and desires of our citizens by:

- Maintaining and improving our short and long-term economic sustainability
- Offering excellent professional services to all customers
- Establishing, improving and maintaining City infrastructure
- Maintaining and encouraging an environmentally sustainable community
- Preserving and embracing the historic, small-town, rural character of St Helena
- Expanding and improving recreational services and facilities and cultural opportunities
- Encouraging a wide range of innovative, well-designed housing available for residents of all ages and income levels
- Facilitating full civic participation and ongoing communication
- Strengthening partnerships with the private, non-profit and public sectors

(See Resolution Number 2016-47, dated April 12, 2016.)

2. RULES OF PROCEDURE FOR THE CONDUCT OF COUNCIL MEETINGS

2.1 Regular Meeting

The Council shall hold a Regular Meeting on the second and fourth Tuesday of each month, except that the Council may by motion at a Regular Meeting and with adequate public notice, either cancel that meeting or reschedule it to some other date.

Regular Meetings shall be held at the Vintage Hall Board Room, 465 Main Street, St. Helena, and shall begin at 6:00 p.m. If it is necessary to hold a closed session prior to the start of a Regular Meeting, the closed session may begin earlier than the normal starting time to allow the Regular Meeting to begin at 6:00 p.m. The closed session shall begin in an open meeting and the Council shall adjourn to closed session.

2.2 Special, Emergency, and Adjourned Meetings

(a) **Special Meetings.** The Mayor or the Vice Mayor in the Mayor's absence or a majority of the members of the Council may at any time call a Special Meeting. At least twenty-four hours before a Special Meeting, written notice

of the meeting stating its time and place and the subjects to be considered shall be (a) delivered to the Mayor and each Councilmember personally or by any other means; (b) posted on the Council's principal bulletin board and place of meeting; and (c) emailed to the agenda subscribers. Only those items of business specified in the notice may be considered at a Special Meeting called in this manner.

(b) **Emergency Meeting.** The Council may hold an Emergency Meeting in emergency situations as set forth in the City's Municipal Code and State Law.

(c) **Adjourned Meeting.** A properly called Regular, Special, or Emergency Meeting may be adjourned to a time and place specified. A copy of the notice of adjournment shall be posted as specified on the door of the place where the meeting was held within twenty-four hours after the time of the adjournment. Further notice need not be given of an adjourned session of a properly called Regular, Special, or Emergency Meeting.

2.3 Regular Meeting Agenda

(a) **Setting and Posting of Agenda.** The agenda of business to come before the Council at a Regular Meeting shall normally be closed at the end of eighteen business days preceding the meeting. Under State Law the agenda for a Regular Meeting must be posted at least seventy-two (72) hours prior to the scheduled convening of the Regular Meeting, and no items may be added to the agenda fewer than seventy-two (72) hours prior to the meeting except as may be allowed by State Law. The City Council endeavors to publish the meeting agenda at least ten days prior to the meeting.

(b) **Placing Items on the Council Agenda.** Each City Council agenda shall specifically provide for a discussion of Future Agenda Items. Any Council Member may request that an item be considered on a future agenda during that portion of the City Council meeting and, upon agreement by a second Council Member concurring that Staff time and City resources should be expended on the item, the item shall be placed on the soonest practical regularly scheduled Council meeting as determined by the City Manager. A member of the public may request that an item be placed on a future agenda during Public Forum or through other communication with a Council Member. Staff reports may not be prepared on Council Member requested items until Council discussion has occurred and direction provided by the Council unless Staff otherwise determines. If Council action is contemplated, proposed action shall be included in the Staff report. The City Manager may also add any item of business to a future agenda in his or her sole discretion.

(c) **Agenda Packet Distribution.** Each Councilmember shall be furnished a copy of the agenda and the package of agenda material by 5:00 p.m., on the Friday eleven days preceding a Regular Meeting, and the agenda and

agenda materials shall be available for public inspection and distribution or copying at that time. Each Councilmember may opt out from receiving a paper agenda and instead receive and review the agenda electronically on a City issued iPad. Any agenda materials not included in the agenda package by 5:00 p.m., that Friday shall be separately identified, and the Council may by majority vote continue such agenda item until the following meeting to allow for proper study of the materials.

(d) **Order of Agenda.** The business of the Council shall be taken up for consideration in substantially the following order except as may be otherwise ordered:

1. Call to Order
2. Pledge of Allegiance
3. Roll Call
4. Public Forum
5. Reports by Staff and City Council, Future Agenda Items and AB 1234 Reports
6. Presentations and Public Recognitions
7. Staff Briefing
8. Consent Items and Items Removed from Consent
9. Public Hearings
10. New Business
11. Items likely to be placed on the next or future meeting agenda.
12. Adjournment

(e) A copy of the agenda and the package of agenda materials shall be made available for public inspection at City Hall and at the St. Helena Public Library at or near the time they are circulated to the City Council.

2.4 Public Testimony and Comments Before the Council

(a) **Addressing the Council Generally.** Each person addressing the Council may give his or her name and address (optional) in an audible tone of voice for the record. Each person's comments are limited to four minutes except as provided in section (b) regarding land use Public Hearings. In the further interest of time, speakers may be asked to limit their comments to new materials and not repeat what a prior speaker said. Organized groups may choose a single spokesperson who may speak for the group. Speakers may not concede their allotted time to another speaker. The Mayor may extend time for the speaker.

(b) **Addressing Council at Land Use Public Hearings.** An applicant appellant at a land use Public Hearing shall be permitted to address the

Council for 15 minutes following the Staff report. If there is a spokesperson for the opposition, the spokesperson shall be permitted to speak for 15 minutes. All other speakers are limited to four minutes each. Applicant shall first be permitted five minutes at close of public comments for rebuttal. If the applicant is the appellee the appellant shall have 15 minutes, the applicant appellee shall have 15 minutes, the appellant five minutes, and the applicant appellee five minutes.

(c) **Presentation by Spokesperson.** Whenever any group of persons wishes to address the Council on the same subject matter, it shall be proper for the Mayor to request that a spokesperson be chosen by the group to address the Council, and, in case additional matters are to be presented at the time by any other member of the group, to limit the number of persons so addressing the Council so as to avoid unnecessary repetition before the Council.

(d) **Irrelevant Testimony.** The Mayor shall rule out of order any testimony not relevant to the agenda item then under discussion.

(e) **Protocol.** The purpose of public testimony is for Councilmembers to benefit from the views of the public. Comments from the public should be directed towards the Council. Councilmembers and Staff should avoid entering into a dialogue with members of the public who may address the Council. Questions raised by members of the public may be referred to Staff.

(f) **Public Comment on Agendized Items.** Members of the public are entitled to speak on any item on the agenda during a Public Hearing on the subject matter opened by the Mayor. Each person is entitled to speak on any agenda item only once at any meeting, and the right to speak at the appropriate time waives any further right to address the Council on that item at that meeting. Participation in debate on any item before the Council shall be limited to members of the Council, although Councilmembers may ask members of the public for additional information.

(g) **Public Comment on Non-Agendized Items.** Members of the public are entitled to speak on matters of municipal concern not on the agenda, during consideration of that portion of the meeting agenda entitled "Public Forum" when that item is called by the Mayor. Each person is entitled to speak on non-agendized items 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 may take place unless and until the matter properly appears on the agenda.

2.5 Roll Call and Voice Votes

A roll call vote shall be taken on the approval of the Consent Calendar, the introduction of ordinances, and the adoption of ordinances, resolutions, and orders

for the payment of money. Roll call votes shall be entered in the minutes of the Council showing those members voting yes, those voting no, and those abstaining or absent.

Any other motion may be passed by voice vote provided, however, that any Councilmember may request a roll call vote on any items to be voted on.

2.6 Consent Items

Those items on the agenda considered routine by the City Manager shall be grouped together under "Consent Items" and the recommended actions approved by a single vote of the Council. At the request of any Councilmember or any other person, a Consent Item shall be considered separately following approval of the remaining "Consent Items." Items approved under the heading "Consent Items" will appear in the Council minutes in their proper form, as if approved item by item.

2.7 Reports

Under the agenda heading "Reports" the City Manager, other City Staff, and Councilmembers may make reports on matters not on the agenda. Also at this time, Councilmembers or Staff may identify issues or agenda items that need to be addressed by the City Attorney during the meeting, and may propose future agenda items.

2.8 Closing Time of Council Meetings

Council meetings shall adjourn by 10:00 p.m. However, the Council may by majority vote extend the meeting up to an additional thirty minutes (10:30 p.m.) if the Council deems such extension necessary. A unanimous Council vote shall be required to extend the meeting past 10:30 p.m. and adjourn by 11:00 p.m. Otherwise, the meeting shall be adjourned to another day acceptable to the Council, or unfinished business may be continued to the next regular meeting.

2.9 New Business

The Council shall not consider any resolution, motion, or matter which does not affect the conduct of the business of the City of St. Helena or its corporate powers or duties as a municipal corporation nor shall the Council consider any resolution or motion supporting or disapproving any legislation or action pending in the Legislature of the State of California, the Congress of the United States or before any officer or agency of the State or Nation unless such proposed legislation or action, if adopted, will affect the conduct of the municipal business or the powers and duties of the City of St. Helena or its officers or employees as such.

2.10 Office of the Mayor

The Mayor shall preside at meetings of the Council, shall be entitled to vote on all matters, and shall be considered a Councilmember for all purposes, including the determination of whether a quorum is present. The Mayor will recognize members that wish to speak.

The Mayor shall have the following powers:

- a) To rule motions in or out of order, including any motion patently offered for obstructive or dilatory purposes;
- b) To enforce the Council's rules regarding public testimony and to determine whether a speaker has gone beyond reasonable standards of courtesy in his or her remarks and to entertain and rule on objections from other members on this ground;
- c) To ensure that the public has reasonable opportunity to be heard;
- d) To entertain and answer questions of parliamentary law or procedure;
- e) To call a brief recess at any time;
- f) To adjourn in an emergency;
- g) To appoint a Vice Mayor subject to Council approval who shall serve during the term of the Mayor, and becomes the Mayor Pro Tempore in the Mayor's absence.

2.11 Office of Mayor Pro Tempore

A Councilmember who serves as Mayor pro tempore shall be entitled to vote on all matters and shall be considered a Councilmember for all purposes, including the determination of whether a quorum is present. In the Mayor's absence, the Mayor pro tempore shall have the Mayor's powers and duties. If the Mayor should become physically or mentally unable to perform the duties of his or her office, the other Councilmembers may by unanimous vote declare the Mayor is incapacitated and confer the Mayor's powers and duties on the Mayor pro tempore.

When the Mayor declares that he or she is no longer incapacitated, and a majority of the Council concurs, the Mayor shall resume the exercise of his or her powers and duties. If both the Mayor and the Mayor pro tempore are absent from a meeting, the Council may elect from among its members a temporary chair to preside at the meeting.

2.12 Action by the Council

Action by the Council shall be by motions made and voted upon. A motion shall require a second. The Mayor and any other Councilmember may make or second a motion. A substantive motion is out of order while another substantive motion is pending.

2.13 Adoption by Majority Vote

A motion shall be adopted by a majority of the votes cast, a quorum being present, unless otherwise required by these rules or the laws of California. Resolutions, orders for the payment of money, and all ordinances require at least three votes for passage.

2.14 Discussion

The City Council shall address an agenda item as follow:

- (a) Staff shall introduce the agenda item and present the Staff report.
- (b) City Council shall ask questions of Staff.
- (c) The Mayor will invite public comment on the item.
- (d) Having received all public testimony, the Council will deliberate on the matter.
- (e) If appropriate, the Mayor will entertain a motion, including any motion proposed by the Mayor.
- (f) If a motion has received a second, the Mayor shall state the motion and if any Council Member wishes for the discussion, open for additional Council discussion.
- (g) The Mayor shall preside over the discussion according to the following general principles:
 - 1. The maker of the motion is entitled to speak first;
 - 2. A person who has not spoken on the issue shall be recognized before someone who has already spoken;
 - 3. To the extent possible, the discussion shall alternate between opponents and proponents of the measure.

2.15 Ratification of Actions

To the extent permitted by law, the Council may ratify actions taken on its behalf but without its prior approval. A motion to ratify is a substantive motion.

2.16 Procedural Motions

- (a) In addition to substantive proposals, the following procedural motions, and no others, shall be in order. Unless otherwise noted, each motion is debatable, may be amended, and requires a majority of the votes cast, a quorum being present, for adoption.

- (b) To Adjourn. The motion may be made only at the conclusion of action of a pending substantive matter; it cannot interrupt deliberation of a pending matter.
- (c) To Take a Brief Recess.
- (d) Call to Follow the Agenda. The motion must be made at the first reasonable opportunity, or the right to make it is waived for the out-of-order item in question.
- (e) To Suspend the Rules. The motion requires for adoption a vote of a majority of the quorum of the Council. The Council may not suspend provisions of the rules that are state requirements imposed by law on the Council.
- (f) To Divide a Complex Motion and Consider It by Paragraph.
- (g) To Call the Previous Question. The motion is not in order until every member has had an opportunity to speak once.
- (h) To Continue an Item to a Future Meeting Certain.
- (i) To Refer to Staff for Action.
- (j) To Amend. An amendment to a motion must be pertinent to the subject matter of the motion. An amendment is improper if the amended motion has the same effect as rejection of the original motion. A motion may be amended, and that amendment may be amended, but no further amendments may be made until the last amendment is disposed of by a vote.
- (k) To Reconsider. The motion must be made by a member who voted with the prevailing side, and only at the meeting during which the original vote was taken, including any continuation of that meeting through adjournment to a time and place certain, or at the next Regular Meeting unless intervening actions taken based on the original action make such reconsideration impracticable. The motion cannot interrupt deliberation on a pending matter, but is in order at any time before final adjournment of the meeting.
- (l) To Rescind or Repeal a Previous Action. A motion to rescind or repeal a previous action is not in order if the rescission or repeal is forbidden by law or made inappropriate by virtue of actions taken in accordance with the previous action.
- (m) To call for a Straw Vote. The Mayor, at the Mayor's discretion, may call for a Straw Vote among members on any item prior to inviting public testimony or Council comment.

2.17 Withdrawal of Motion

A motion may be withdrawn by the introducer at any time before a vote, with or without the consent of any "seconder" of the motion. However, any other

Councilmember may ask to be considered the introducer of the motion and, if again seconded, debate may continue without further interruption.

2.18 Duty to Vote

Every member must vote on every item unless prevented from doing so by virtue of an actual or potential conflict of interest under applicable State Law. Any member who believes he or she has a conflict or potential conflict of interest must announce such at the initiation of discussion or when such conflict or potential conflict becomes apparent, and shall refrain from any part in the debate, deliberations, or voting on that issue, except as allowed by State Law.

2.19 Introduction and Passage of Ordinance

A proposed ordinance shall be deemed to be introduced on the date the subject matter is first voted on by the Council. The Mayor shall read the title of the ordinance, after which a roll call vote shall be taken to introduce the ordinance. The City Clerk shall then read the ordinance in its entirety unless such reading is waived by a separate motion adopted by unanimous vote of the Councilmembers present. An ordinance, other than an urgency, may not be passed within five days of its introduction or alteration. Corrections of typographical or clerical errors are not alterations.

2.20 Closed Sessions

- (a) The Council may hold closed sessions only as provided for by law and according to the provisions herein.
- (b) As part of any regular or special City Council meeting as appropriate, the City Council, the City Attorney, and relevant Staff may discuss and agree upon the need for any future closed sessions, including the legal authority for the closed session and the nature of the matter to be discussed, in adequate detail to meaningfully inform the public while maintaining required confidentiality and any applicable attorney-client privilege. Where the City Manager and City Attorney agree that the nature of a matter requires consideration in closed session, the requirement for prior open session discussion shall not apply.
- (c) The City Council agenda for any regular or special Council meeting shall include general information about closed sessions as follows:

The City Council will convene in open session at the stated time, but will then adjourn to address any closed sessions items listed on the agenda. The public is invited to address the Council with comment on any listed closed session item immediately prior to Council's adjournment into closed session or consistent with any other provisions permitting public

comment. The Council will reconvene in Public Session at 6:00 p.m. or at the first Council meeting following any closed session. At that time, if appropriate and as required under the Brown Act, any actions taken during the preceding closed session will be announced by the City Attorney or Mayor. If necessary, the Council may reconvene in closed session to continue discussion of listed items following the completion of open session business.

- (d) The City Council agenda for any regular or special Council meeting at which the Council will adjourn to closed session shall provide notice of that closed session as provided for under the Brown Act and shall include a narrative description of the legal authority for the closed session and the nature of the matter to be discussed in adequate detail to inform the public while maintaining required confidentiality or any applicable attorney-client privilege. Reporting out of closed session shall be consistent with the requirements of Brown Act, and may be of greater detail than required when the disclosure of such detail is not inconsistent with maintaining required confidentiality and any applicable attorney-client privilege.

2.21 Quorum

A majority of the actual membership of the Council, including the Mayor but excluding vacant seats, shall constitute a quorum. A member who has withdrawn from a meeting without being excused by majority vote of the remaining members present shall be counted as present for purposes of determining whether or not a quorum is present.

2.22 Telephonic Attendance Of Council Members At Council Meetings

- (a) The City Council Procedures provisions concerning Telephonic Attendance shall apply to all Boards and Commissions as well as the City Council. Requests by Council Members to attend a Council meeting via telephonic appearance are actively discouraged. Telephonic attendance shall only be permitted in the event of extraordinary events such as a medical, family or similar emergency requiring a Council Member's absence. In addition, at least a quorum of the Council must participate from a location within the City (Government Code Section 54953(b)(3)).
- (b) If these two threshold requirements are met, the Council Member who will be appearing telephonically must ensure that:
 1. The meeting agenda identifies the teleconference location and is posted at that location in an area that is accessible and visible 24 hours a day for at least 72 hours prior to the meeting.

2. The teleconference location is open and fully accessible to the public, and fully accessible under the Americans with Disabilities Act, throughout the entire meeting. These requirements apply to private residences, hotel rooms, and similar facilities, all of which must remain fully open and accessible throughout the meeting, without requiring identification or registration.

3. The teleconference technology used is open and fully accessible to all members of the public, including those with disabilities.

4. Members of the public who attend the meeting at the teleconference location have the same opportunity to address the Council from the remote location that they would if they were present in Council Chambers.

5. The teleconference location must not require an admission fee or any payment for attendance.

6. If the Council Member determines that any or all of these requirements cannot be met, he or she shall not participate in the meeting via teleconference.

(c) Approved Teleconference Guidelines for Council Members:

1. One-week advance written notice must be given by the Council Member to the City Clerk's office; the notice must include the address at which the teleconferenced meeting will occur, the address the Council packet should be mailed to, who is to initiate the phone call to establish the teleconference connection, and the phone number of the teleconference location. Cellular telephones shall not be used to participate in teleconferenced meetings.

2. The Council Member is responsible for posting the Council agenda in the remote location, or having the agenda posted by somebody at the location and confirming that posting has occurred. The City Clerk will assist, if necessary, by faxing or mailing the agenda to whatever address or fax number the Council Member requests; however, it is the Council Member's responsibility to ensure that the agenda arrives and is posted. If the Council Member will need the assistance of the City Clerk in delivery of the agenda, the fax number or address must be included in the one-week advance written notice above.

3. The Council Member must ensure that the location will be publicly accessible while the meeting is in progress.

4. The Council Member must state at the beginning of the Council meeting that the 72-hour posting requirement was met at the location and that the location is publicly accessible. The Council Member also must describe the location. Furthermore, the City Clerk

will provide Council with a quarterly report detailing the telephone charges associated with teleconferenced meetings.

2.23 Public Hearings

Public Hearings shall be scheduled and notice published without any action required by the City Council, excepting that the Council may, if it so desires, scheduled a Public Hearing on an item of interest for a date certain. In order to accommodate members of the public responding to a noticed Public Hearing, such Hearings will, to the extent practicable, begin at 6:00 p.m. At the time designated for the Public Hearing, or soon after as is practicable, the Mayor shall direct the attention of the Council Members to the Staff report and Staff may respond to questions from Council members, after which the Mayor shall formally open the Public Hearing and members of the public shall be allowed to speak in accordance with the rules set forth elsewhere in these Rules of Procedure. When the allotted time expires, or when no one wishes to speak who has not done so, the Mayor shall declare the hearing closed.

Following the close of the Public Hearing, the Council may discuss or take action on the matter in accordance with these rules. The Mayor may in his or her discretion allow questions and/or comments from the public after close of Public Hearing.

2.24 Appointments to Committees and Boards

The City Clerk posts a Notice of Vacancy in the City designated posting locations, the City's website and sends a Media Release to the St. Helena Star advertising vacancies to Commissions, Committees and Boards.

Applicants must submit a completed application to the City Clerk and shall be interviewed by the Council at a special meeting prior to a regular meeting. Applicants are requested to list references on their applications and individual Council Members may contact those references as part of the interview process. Council Members contacting references should disclose this information during the appointment process.

Council reviews applicants for appointments to Commissions, Committees and Boards based on interviews and qualifications. Council shall rank all applicants from highest to lowest and appoint by ballot process. Mayor shall nominate applicants and appointments are subject to approval by the majority of Council.

Depending on the qualifications of the applicants and the needs of the City, there may be times when the City Council does not appoint an applicant who has applied. If an applicant is not appointed, the City Clerk will automatically readvertise for the vacant position(s) to seek additional applicants.

2.25 Rosenberg's Rules of Order: Simple Parliamentary Procedures for the 21st Century

All procedural matters not otherwise provided for in or controlled by state law or by any ordinance, resolution, rule or regulation of the City shall be governed by Rosenberg's Rules of Order: Simple Parliamentary Procedures for the 21st Century (attached as Exhibit). However, no ordinance, resolution, or other action of the Council shall be invalidated or the legality thereof otherwise affected by the failure or omission of the Council to observe or follow such rules. Certain procedures relating to motions, agenda item discussion, debate, and courtesies contained in *Rosenberg's Rules of Order: Simple Parliamentary Procedures for the 21st Century* are incorporated into this document, except to the extent they are modified by this Protocol document.

3. CITY COUNCIL STANDARDS OF CONDUCT

3.1 Policy Purpose

The St. Helena City Council adopts this Code of Ethics and Conduct to assure that all elected and appointed officials, while exercising their office, conduct themselves in a manner that will instill public confidence and trust in the fair operation and integrity of St. Helena's City government.

3.2 Ethics

The citizens and businesses of St. Helena are entitled to have fair, ethical and accountable local government. To this end, the public should have full confidence that their elected and appointed officials:

- Comply with both the letter and spirit of the laws and policies affecting the operations of government;
- Are independent, impartial and fair in their judgment and actions;
- Use their public office for the public good, not for personal gain; and
- Conduct public deliberations and processes openly, unless required by law to be confidential, in an atmosphere of respect and civility.

Therefore, members of the City Council, City Treasurer, and City Clerk and of all Boards, Committees and Commissions shall conduct themselves in accordance with the following ethical standards:

- (a) **Act in the Public Interest.** Recognizing that stewardship of the public interest must be their primary concern, members will work for the common good of the people of St. Helena and not for any private or personal interest, and they will assure fair and equal treatment of all persons, claims and transactions coming before them.

(b) **Comply with both the spirit and the letter of the Law and City Policy.** Members shall comply with the laws of the nation, the State of California and the City of St. Helena in the performance of their public duties.

(c) **Conduct of Members.** The professional and personal conduct of members while exercising their office must be above reproach and avoid even the appearance of impropriety. Members shall refrain from abusive conduct, personal charges or verbal attacks upon the character or motives of other members of Council, Boards, Committees and Commissions, the Staff or public.

(d) **Respect for Process.** Members shall perform their duties in accordance with the processes and rules of order established by the City Council.

(e) **Conduct at Public Meetings.** Members shall prepare themselves for public issues, listen courteously and attentively to all public discussions before the body, and focus on the business at hand.

(f) **Decisions Based on Merit.** Members shall base their decisions on the merits and substance of the matter at hand, rather than on unrelated considerations. When making adjudicative decisions (those decisions where the member is called upon to determine and apply facts peculiar to an individual case), members shall maintain an open mind until the conclusion of the hearing on the matter and shall base their decisions on the facts presented at the hearing and the law.

(g) **Communication.** Members shall publicly disclose substantive information that is relevant to a matter under consideration by the body which they may have received from sources outside of the public decision-making process.

(h) **Conflict of Interest.** In order to assure their independence and impartiality on behalf of the common good and compliance with conflict of interest laws, members shall use their best efforts to refrain from creating an appearance of impropriety in their actions and decisions. Members shall not use their official positions to influence government decisions in which they have (a) a material financial interest, (b) an organizational responsibility or personal relationship which may give the appearance of a conflict of interest, or (c) a strong personal bias.

A member who has a potential conflict of interest regarding a particular decision shall disclose the matter to the City Attorney and reasonably

cooperate with the City Attorney to analyze the potential conflict. If advised by the City Attorney to seek advice from the Fair Political Practices Commission (FPPC) or other appropriate state agency, a member shall not participate in a decision unless and until he or she has requested and received advice allowing the member to participate. A member shall diligently pursue obtaining such advice. The member shall provide the Mayor and the City Attorney a copy of any written request or advice, and conform his or her participation to the advice given. In providing assistance to members, the City Attorney represents the City and not individual members.

In accordance with the law, members shall disclose investments, interests in real property, sources of income, and gifts; and if they have a conflict of interest regarding a particular decision, shall not, once the conflict is ascertained, participate in the decision and shall not discuss or comment on the matter in any way to any person including other members unless otherwise permitted by law.

(i) **Gifts and Favors.** Members shall not take any special advantage of services or opportunities for personal gain, by virtue of their public office that is not available to the public in general. They shall refrain from accepting any gifts, favors or promises of future benefits which might compromise their independence of judgment or action or give the appearance of being compromised.

(j) **Confidential Information.** Members must maintain the confidentiality of all written materials and verbal information provided to members which is confidential or privileged. Members shall neither disclose confidential information without proper legal authorization, nor use such information to advance their personal, financial or other private interests.

(k) **Use of Public Resources.** Members shall not use public resources which are not available to the public in general (e.g., City Staff time, equipment, supplies or facilities) for private gain or for personal purposes not otherwise authorized by law.

(l) **Representation of Private Interests.** In keeping with their role as stewards of the public interest, members of Council shall not appear on behalf of the private interests of third parties before the Council or any Board, Committee, Commission or proceeding of the City, nor shall members of Boards, Committees and Commissions appear before their own bodies or before the Council on behalf of the private interests of third parties on matters related to the areas of service of their bodies.

(m) **Advocacy.** Members shall represent the official policies or positions of the City Council, Board, Committee or Commission to the best of their ability when designated as delegates for this purpose. When presenting their individual opinions and positions, members shall explicitly state they do not represent their body or the City of St. Helena, nor will they allow the inference that they do. Councilmembers and Board, Committee and Commission members have the right to endorse candidates for all Council seats or other elected offices. It is inappropriate to mention or display endorsements during Council meetings, or Board, Committee and Commission meetings, or other official City meetings.

(n) **Policy Role of Members.** Members shall respect and adhere to the council-manager structure of St. Helena City government as outlined in the St. Helena City Code. In this structure, the City Council determines the policies of the City with the advice, information and analysis provided by City Staff, Boards, Committees and Commissions, and the public. Except as provided by the City Code, members shall not interfere with the administrative functions of the City or the professional duties of City Staff; nor shall they impair the ability of Staff to implement Council policy decisions.

(o) **Independence of Boards, Committees and Commissions.** Because of the value of the independent advice of Boards, Committees and Commissions to the public decision-making process, members of Council shall refrain from using their position to unduly influence the deliberations or outcomes of Board, Committee and Commission proceedings.

(p) **Positive Work Place Environment.** Members shall support the maintenance of a positive and constructive work place environment for City employees and for citizens and businesses dealing with the City. Members shall recognize their special role in dealings with City employees to in no way create the perception of inappropriate direction to Staff.

3.3 Code of Ethics and Conduct

The Code of Ethics and Conduct are designed to describe the manner in which elected and appointed officials should treat one another, City Staff, constituents, and others they come into contact with while representing the City of St. Helena.

(a) Elected and Appointed Officials' Conduct with Each Other in Public Meetings

Elected and appointed officials are individuals with a wide variety of backgrounds, personalities, values, opinions, and goals. Despite this diversity, all have chosen to serve in public office in order to preserve

and protect the present and the future of the community. In all cases, this common goal should be acknowledged even though individuals may not agree on every issue.

1. Honor the role of the chair in maintaining order

It is the responsibility of the chair to keep the comments of members on track during public meetings. Members should honor efforts by the chair to focus discussion on current agenda items. If there is disagreement about the agenda or the chair's actions, those objections should be voiced politely and with reason, following procedures outlined in parliamentary procedure.

2. Practice civility and decorum in discussions and debate

Difficult questions, tough challenges to a particular point of view, and criticism of ideas and information are legitimate elements of debate by a free democracy in action. Free debate does not require nor justify, however, public officials to make belligerent, personal, impertinent, slanderous, threatening, abusive, or disparaging comments.

3. Avoid personal comments that could offend other members

If a member is personally offended by the remarks of another member, the offended member should make notes of the actual words used and call for a "point of personal privilege" that challenges the other member to justify or apologize for the language used. The chair will maintain control of this discussion.

4. Demonstrate effective problem-solving approaches

Members have a public stage and have the responsibility to show how individuals with disparate points of view can find common ground and seek a compromise that benefits the community as a whole.

(b) Elected and Appointed Officials' Conduct with the Public in Public Meetings

Making the public feel welcome is an important part of the democratic process. No signs of partiality, prejudice or disrespect should be evident on the part of individual members toward an individual participating in a public forum. Every effort should be made to be fair and impartial in listening to public testimony.

1. Be welcoming to speakers and treat them with care and gentleness.

- a. While questions of clarification may be asked, the official's primary role during public testimony is to listen.

2. *Be fair and equitable in allocating public hearing time to individual speakers.*
 - a. The chair will determine and announce limits on speakers at the start of the public hearing process.
3. *Practice active listening*
 - a. It is disconcerting to speakers to have members not look at them when they are speaking. It is fine to look down at documents or to make notes, but reading for a long period of time or gazing around the room gives the appearance of disinterest. Members shall try to be conscious of facial expressions, and avoid those that could be interpreted as "smirking," disbelief, anger or boredom.
4. *Maintain an open mind*
 - a. Members of the public deserve an opportunity to influence the thinking of elected and appointed officials.
5. *Ask for clarification, but avoid debate and argument with the public*
 - a. Only the chair – not individual members – can interrupt a speaker during a presentation. However, a member can ask the chair for a point of order if the speaker is off the topic or exhibiting behavior or language the member finds disturbing.

(c) Elected and Appointed Officials' Conduct with City Staff

Governance of a City relies on the cooperative efforts of elected officials, who set policy, appointed officials who advise the elected, and City Staff who implement and administer the Council's policies. Therefore, every effort should be made to be cooperative and show mutual respect for the contributions made by each individual for the good of the community.

1. *Treat all Staff as professionals*
 - a. Clear, honest communication that respects the abilities, experience, and dignity of each individual is expected. Poor behavior towards Staff is not acceptable.
2. *Do not disrupt City Staff from their jobs*
 - a. Elected and appointed officials should not disrupt City Staff while they are in meetings, on the phone, or engrossed in performing their job functions in order to have their individual needs met. Do not attend City Staff meetings unless requested by Staff – even if the elected

or appointed official does not say anything, his or her presence implies support, shows partiality, may intimidate Staff, and hampers Staff's ability to do their job objectively.

3. *Never publicly criticize an individual employee*

- a. Elected and appointed officials should never express concerns about the performance of a City employee in public, to the employee directly, or to the employee's manager. Comments about Staff performance should only be made to the City Manager through private correspondence or conversation. Appointed officials should make their comments regarding Staff to the City Manager or the Mayor.

4. *Do not get involved in administrative functions*

- a. Elected and appointed officials acting in their individual capacity must not attempt to influence City Staff on the making of appointments, awarding of contracts, selecting of consultants, processing of development applications, or granting of City licenses and permits.

5. *Do not solicit political support from Staff*

- a. Elected and appointed officials should not solicit any type of political support (financial contributions, display of posters or lawn signs, name on support list, etc.) from City Staff. City Staff may, as private citizens with constitutional rights, support political candidates but all such activities must be done away from the workplace.

6. *No Attorney-Client Relationship*

- a. Members shall not seek to establish an attorney-client relationship with the City Attorney, including his or her Staff and attorneys contracted to work on behalf of the City. The City Attorney represents the City and not individual members. Members who consult with the City Attorney cannot enjoy or establish an attorney-client relationship with the attorney.

(d) Council Conduct with Boards, Committees and Commissions

The City has established several Boards, Committees and Commissions as a means of gathering more community input. Citizens who serve on Boards, Committees and Commissions become more involved in government and serve as advisors to the City Council. They are a valuable resource to the City's leadership and should be treated with appreciation and respect.

1. *Respect Role of Liaison to City's Boards, Committees and Commissions*

Several of the City's Boards, Committees and Commissions have a Council Member who serves as its Council liaison. The City Council will collectively review and approve liaison appointments annually. Council Members serving as liaisons should act as an advisor and resource to committee/board/commission members and the committee/board/commission's Staff liaison when issues regarding process, procedure, attendance, interpersonal or public relations arise.

2. *Respect that Boards, Committees and Commissions serve the community, not individual Councilmembers*

The City Council appoints individuals to serve on Boards, Committees and Commissions, and it is the responsibility of Boards, Committees and Commissions to follow policy established by the Council. But Board, Committee and Commission members do not report to individual Councilmembers (whether or not they are serving as liaisons), nor should Councilmembers feel they have the power or right to threaten Board, Committee and Commission members with removal if they disagree about an issue. Appointment and re-appointment to a Board, Committee or Commission should be based on such criteria as expertise, ability to work with Staff and the public, and commitment to fulfilling official duties. A Board, Committee or Commission appointment should not be used as a political "reward."

3. *Be respectful of diverse opinions*

A primary role of Boards, Committees and Commissions is to represent many points of view in the community and to provide the Council with advice based on a full spectrum of concerns and perspectives. Councilmembers may have a closer working relationship with some individuals serving on Boards, Committees and Commissions, but must be fair and respectful of all citizens serving on Boards, Committees and Commissions.

4. *Keep political support away from public forums*

Board, Committee and Commission members may offer political support to a Councilmember, but not in a public forum while conducting official duties. Conversely, Councilmembers may support Board, Committee and Commission members who are running for office, but not in an official forum in their capacity as a Councilmember.

3.4 Enforcement and Sanctions

(a) Acknowledgement of Code of Ethics and Conduct

Upon assuming office each Councilmember, and each Board, Committee and Commission Member ("Member"), shall sign a statement affirming that he or she has been provided with and has read the Code of Ethics and Conduct. Each Councilmember, Board, Committee and Commission Member, shall adhere to the Code of Ethics and Conduct as well as the Council's Rules of Procedure. Councilmembers who do not sign an acknowledgement that they have read and understand the Code of Ethics and Conduct shall be ineligible for intergovernmental assignments or Council subcommittees. Board, Committee and Commission members who do not sign an acknowledgement that they have read and understand the Code of Ethics and Conduct are not eligible to hold office.

(b) Ethics Training for Local Officials

Councilmembers, City Treasurer, City Clerk, Board, Committee and Commission Members shall report annually to the City Clerk with respect to his or her compliance with State or City mandated requirements for ethics training. Councilmembers, City Treasurer, City Clerk, Board, Committee and Commission Members who are out of compliance with State or City mandated requirements for ethics training shall not represent the City on intergovernmental assignments or Council subcommittees and may be subject to sanctions.

(c) Behavior and Conduct

The St. Helena Code of Ethics and Conduct expresses standards of ethical conduct expected for members of the St. Helena City Council, Boards, Committees and Commissions. Each Member him or herself has the primary responsibility to assure that he or she understands and satisfies the ethical standards, so that the public can continue to have full confidence in the integrity of government. The chairs of Boards, Committees and Commissions and the Mayor and Council have the additional responsibility to intervene when actions of Members that appear to be in violation of the Code of Ethics and Conduct are brought to their attention. Without violating Brown Act serial meeting requirements, individual Members should point out to the offending Member perceived infractions of the Code of Ethics and Conduct. If the offenses continue, then the process under 3.4(e) 1-10 shall govern.

(d) Council Authority

Under California law, the Council does not have the legal authority to remove Members elected or appointed to the City Council or to otherwise deprive them of their office. However, as provided in Section 3.4(e) 9., a

majority of the Councilmembers may remove a Councilmember from any or all Council honorary and/or ceremonial positions and ad-hoc and standing committees, as well as from positions with other governmental agencies or other organizations they hold by virtue of appointment by the City Council.

(e) Process to Address Alleged Violation of Code of Ethics and Conduct

1. *Complaint.* Where any person has substantial evidence that a Member has materially violated the Code of Ethics and Conduct, he or she may file a written statement with the City Clerk who will then provide it to the City Council, and the affected Member. The name of the complainant shall initially be redacted and kept confidential and not disclosed until it has been determined as provided in Section 3.4(e) 2 that there is substantial evidence that the Member has materially violated the Code of Ethics and Conduct.

“*Substantial evidence*” means evidence that reasonably supports a conclusion. It does not mean simply any evidence, nor does it include mere opinions. It must be reasonable in nature, credible, and of solid value.

2. *Hearing Officer.* Upon receipt of a Complaint as provided in Section 3.4(e) 1., or upon the direction of the City Council, the Mayor, in consultation with the City Manager, shall make a preliminary determination whether there is substantial evidence to support a conclusion that a Member has materially violated the Code of Ethics and Conduct, thereby warranting the further proceedings below. If the Mayor either submitted the Complaint or is the subject of the Complaint, the Vice Mayor (and who is not the subject of the complaint) shall make the preliminary determination as provided above.

If the Mayor (or, where the Mayor is disqualified as set forth above, the Vice Mayor) makes the initial determination that there is substantial evidence to support a conclusion that a Member has materially violated the Code of Ethics and Conduct, thereby warranting the further proceedings, he or she, in consultation with the City Manager, shall appoint an independent Hearing Officer to review and investigate the Complaint. If the Mayor either submitted the Complaint or is the subject of the Complaint, the Vice Mayor (and who is not the subject of the complaint) shall appoint the Hearing Officer as provided above.

In the event both the Mayor and Vice Mayor are disqualified as set forth above or otherwise unable to carry out the duties under this Section, the Council member with the longest tenure shall do so. If two or more Council members have equal tenure, the Council member (who is not the subject of the Complaint) shall be selected by a process of drawing straws supervised by the City Clerk.

3. *Investigation.* To the extent reasonably practicable, the Hearing Officer shall investigate and report, within not more than thirty (30) days, as to whether there is substantial evidence in support of an allegation that a Member has materially violated the Code of Ethics and Conduct. If the Hearing Officer concludes that there is not substantial evidence to support an alleged violation, or that the violation

was not material, he or she shall so report to the Council and the matter shall be deemed dismissed unless the Council directs that a public hearing be held pursuant to Section 3.4(e) 5. If the Hearing Officer concludes that there is substantial evidence to support an alleged material violation of the Code of Ethics and Conduct, he or she shall issue a report ("Report") to the City Council and the Member. The Hearing Officer shall allow the affected Member a reasonable opportunity to provide any written comments, evidence and/or arguments which the Hearing Officer shall consider in the investigation and Report.

4. *Enforcement.* The City Council, in its sole discretion, shall enforce the Code of Ethics and Conduct against Members depending upon the extent and severity of the violation by means of either (i) a warning (ii) a written reprimand; (iii) censure; (iv) removal from assignments; or (v) other action as deemed appropriate to the City Council, including without limitation disavowal and/or disapproval of the Member's violation and/or other action and/or statement. The following procedure shall be utilized:
5. *Receipt of Report.* As reasonably practicable, within 30 days after receipt of the Report, the Council will hold a public hearing after which it will determine, among any other determination the Council may deem appropriate, whether the Complaint should be dismissed, a warning should be issued, a written reprimand should be issued, censure issued, or the Member should be removed from his or her office (only for Members other than Council members) or assignments. The City shall provide written notice of the public hearing and opportunity to be heard to the affected Member. The City Council determination shall be set forth in written findings that the Council may direct staff to prepare for subsequent Council approval.
6. *Dismissal.* Where the Council, based on the Report and any statement from the affected Member, determines that it is clear that no violation occurred or that only a trivial or de minimus violation occurred, or that the Complaint was motivated by revenge or other improper motive, the Council may dismiss the Complaint.
7. *Warning.* Where the Council, based on the Report and any statement from the affected Member, determines that there is some evidence that only a minor violation or a questionable practice has occurred, the Council may issue a written warning to the affected Member specifying the violation(s) and requesting corrective action.
8. *Reprimand.* Where the Council, based on the Report, any statement from the affected Member, and other evidence accepted, determines that there is substantial evidence that the Member has materially violated one or more provisions of the Code of Ethics and Conduct, the Council may adopt a resolution reprimanding the affected Member for their conduct, stating that any violations shall cease, and requesting corrective action. The affected Member may file a rebuttal to the Reprimand with the City Clerk which will become a matter of public record.

9. *Censure.* Where the Council, based on the Report, any statement from the affected Member, and other evidence accepted at a public hearing of the matter, determines that there is substantial evidence that the Member has materially violated one or more provisions of the Code of Ethics and Conduct, and that such violation(s) impugn the integrity or dignity of the City or that such violations are egregious or chronic in nature, then the Council may adopt a resolution censuring the affected Member by condemning his or her actions, removing the Member from all appointive positions representing the City in front of other governments and agencies, demoting the affected Commissioner, Committee or Board member appointed by the City Council who holds a position of chairperson or vice chairperson, stating that the violations shall cease, and demanding corrective actions. The affected Member may file a rebuttal to the Censure with the City Clerk which will become a matter of public record.
10. *Removal from Office.* Notwithstanding any of the provisions in this Section 3.4, the City Council may remove any Commissioner, Committee or Board member appointed by the City Council at its pleasure, and nothing in the Code of Ethics and Conduct or these rules effects or diminishes such power nor vests such Commissioners or Board members with any additional rights.

3.5 Implementation

The Code of Ethics and Conduct is intended to be self-enforcing and is an expression of the standards of conduct for members expected by the City. It therefore becomes most effective when members are thoroughly familiar with it and embrace its provisions.

For this reason, this document shall be included in the regular orientations for candidates for City Council, City Treasurer, City Clerk, applicants to Board, Committee and Commissions, and newly elected and appointed officials. Members entering office shall sign a statement (example below) acknowledging they have read and understand the Code of Ethics and Conduct. In addition, the Code of Ethics and Conduct shall be periodically reviewed by the City Council, Boards, Committees and Commissions, and updated it as necessary.

Example:

I affirm that I have read and understand the City of St. Helena Code of Ethics and Conduct for Elected and Appointed Officials.

Signature

Date

Exhibit

Rosenberg's Rules of Order: Simple Parliamentary Procedures for the 21st Century



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Rosenberg's Rules of Order: Simple Parliamentary Procedures for the 21st Century

by Dave Rosenberg

The rules of procedure at meetings should be simple enough for most people to understand. Unfortunately, that hasn't always been the case. Virtually all clubs, associations, boards, councils and bodies follow a set of rules, *Robert's Rules of Order*, which are embodied in a small but complex book. Virtually no one I know has actually read this book cover to cover.

Worse yet, the book was written for another time and purpose. If you are running the British Parliament, *Robert's Rules of Order* is a dandy and quite useful handbook. On the other hand, if you're running a meeting of a five-member body with a few members of the public in attendance, a simplified version of the rules of parliamentary procedure is in order. Hence, the birth of "Rosenberg's Rules of Order."

This publication covers the rules of parliamentary procedure based on my 20 years of experience chairing meetings in state and local government. These rules have been simplified and slimmed down for 21st century meetings, yet they retain the basic tenets of order to which we are accustomed.

"Rosenberg's Rules of Order" are supported by the following four principles:

1. **Rules should establish order.** The first purpose of the rules of parliamentary procedure is to establish a

framework for the orderly conduct of meetings.

2. **Rules should be clear.** Simple rules lead to wider understanding and participation. Complex rules create two classes: those who understand and participate and those who do not fully understand and do not fully participate.
3. **Rules should be user-friendly.** That is, the rules must be simple enough that citizens feel they have been able to participate in the process.
4. **Rules should enforce the will of the majority while protecting the rights of the minority.** The ultimate purpose of the rules of procedure is to encourage discussion and to facilitate decision-making by the body. In a democracy, the majority rules. The rules must enable the majority to express itself and fashion a result, while permitting the minority to also express itself (but not dominate) and fully participate in the process.

The Chairperson Should Take a Back Seat During Discussions

While all members of the governing body should know and understand the rules of parliamentary procedure, it is the chairperson (chair) who is charged with applying the rules of conduct. The chair should be well versed in those

rules, because the chair, for all intents and purposes, makes the final ruling on the rules. In fact, all decisions by the chair are final unless overruled by the governing body itself.

Because the chair conducts the meeting, it is common courtesy for the chair to take a less active role than other members of the body in debates and discussions. This does *not* mean that the chair should not participate in the debate or discussion. On the contrary, as a member of the body, the chair has full rights to participate in debates, discussions and decision-making. The chair should, however, strive to be the last to speak at the discussion and debate stage, and should not make or second a motion unless he or she is convinced that no other member of the body will do so.

The Basic Format for an Agenda Item Discussion

Formal meetings normally have a written, published agenda; informal meetings may have only an oral or understood agenda. In either case, the meeting is governed by the agenda and the agenda constitutes the body's agreed-upon road map for the meeting. And each agenda item can be handled by the chair in the following basic format.

First, the chair should clearly announce the agenda item number and should clearly state what the subject is. The chair should then announce the format that will be followed.

Second, following that agenda format, the chair should invite the appropriate people to report on the item, including any recommendation they might have. The appropriate person may be the chair, a member of the governing body,

There are exceptions to the general rule of free and open debate on motions. The exceptions all apply when there is a desire to move on.

a staff person, or a committee chair charged with providing information about the agenda item.

Third, the chair should ask members of the body if they have any technical questions for clarification. At this point, members of the governing body may ask clarifying questions to the people who reported on the item, and they should be given time to respond.

Fourth, the chair should invite public comments or, if appropriate at a formal meeting, open the meeting to public input. If numerous members of the public indicate a desire to speak to the subject, the chair may limit the time of each public speaker. At the conclusion of the public comments, the chair should announce that public input has concluded (or that the public hearing, as the case may be, is closed).

Fifth, the chair should invite a motion from the governing body members. The chair should announce the name of the member who makes the motion.

Sixth, the chair should determine if any member of the body wishes to second the motion. The chair should announce the name of the member who seconds the motion. It is normally good practice for a motion to require a second before proceeding with it, to ensure that it is not just one member of the body who is interested in a particular approach. However, a second is not an absolute requirement, and the chair can proceed with consideration and a vote on the motion even when there is no second. This is a matter left to the discretion of the chair.

Seventh, if the motion is made and seconded, the chair should make sure everyone understands the motion. This is done in one of three ways:

1. The chair can ask the maker of the motion to repeat it;
2. The chair can repeat the motion; or
3. The chair can ask the secretary or the clerk of the body to repeat the motion.

Eighth, the chair should now invite discussion of the motion by the members of the governing body. If there is no desired discussion or the discussion has ended, the chair should announce that the body will vote on the motion. If there has been no discussion or a very brief discussion, the vote should proceed immediately, and there is no need to repeat the motion. If there has been substantial discussion, it is normally best to make sure everyone understands the motion by repeating it.

Debate on policy is healthy; debate on personalities is not. The chair has the right to cut off discussion that is too personal, too loud or too crude.

Ninth, the chair takes a vote. Simply asking for the “ayes” and then the “nays” is normally sufficient. If members of the body do not vote, then they “abstain.” Unless the rules of the body provide otherwise or unless a super-majority is required (as delineated later in these rules), a simple majority determines whether the motion passes or is defeated.

Tenth, the chair should announce the result of the vote and should announce what action (if any) the body has taken. In announcing the result, the chair should indicate the names of the members, if any, who voted in the minority on the motion. This announcement might take the following form: “The motion passes by a vote of 3-2, with Smith and Jones dissenting. We have passed the motion requiring 10 days’ notice for all future meetings of this governing body.”

Motions in General

Motions are the vehicles for decision-making. It is usually best to have a motion before the governing body prior to discussing an agenda item, to help everyone focus on the motion before them.

Motions are made in a simple two-step process. First, the chair recognizes the member. Second, the member makes a motion by preceding the member’s desired approach with the words: “I move ...” A typical motion might be: “I move that we give 10 days’ notice in the future for all our meetings.”

The chair usually initiates the motion by:

1. Inviting the members to make a motion: “A motion at this time would be in order.”

2. Suggesting a motion to the members: “A motion would be in order that we give 10-days’ notice in the future for all our meetings.”
3. Making the motion.

As noted, the chair has every right as a member of the body to make a motion, but normally should do so only if he or she wishes a motion to be made but no other member seems willing to do so.

The Three Basic Motions

Three motions are the most common:

1. **The basic motion.** The basic motion is the one that puts forward a decision for consideration. A basic motion might be: “I move that we create a five-member committee to plan and put on our annual fundraiser.”
2. **The motion to amend.** If a member wants to change a basic motion that is under discussion, he or she would move to amend it. A motion to amend might be: “I move that we amend the motion to have a 10-member committee.” A motion to amend takes the basic motion that is before the body and seeks to change it in some way.

3. The substitute motion. If a member wants to completely do away with the basic motion under discussion and put a new motion before the governing body, he or she would “move a substitute motion.” A substitute motion might be: “I move a substitute motion that we cancel the annual fundraiser this year.”

Motions to amend and substitute motions are often confused. But they are quite different, and so is their effect, if passed.

A motion to amend seeks to retain the basic motion on the floor, but to modify it in some way.

A substitute motion seeks to throw out the basic motion on the floor and substitute a new and different motion for it.

The decision as to whether a motion is really a motion to amend or a substitute motion is left to the chair. So that if a member makes what that member calls a motion to amend, but the chair determines it is really a substitute motion, the chair's designation governs.

When Multiple Motions Are Before The Governing Body

Up to three motions may be on the floor simultaneously. The chair may reject a fourth motion until the three that are on the floor have been resolved.

When two or three motions are on the floor (after motions and seconds) at the same time, the *first* vote should be on the *last* motion made. So, for example, assume the first motion is a basic “motion to have a five-member committee to plan and put on our annual fundraiser.” During the discussion of this motion, a member might make a second motion to “amend the main motion to have a 10-member committee, not a five-member committee, to plan and put on our annual fundraiser.” And perhaps, during that discussion, a member makes yet a third motion as a “substitute motion that we not have an annual fundraiser this year.” The proper procedure would be as follows.

First, the chair would deal with the *third* (the last) motion on the floor, the substitute motion. After discussion and debate, a vote would be taken first on the third motion. If the substitute motion *passes*, it would be a substitute for the basic motion and would eliminate it. The first motion would be moot, as would the second motion (which sought to amend the first motion), and the action on the agenda item would be complete. No vote would be taken on the first or second motions. On the other hand, if the substitute motion (the third motion) *failed*, the chair would proceed to consideration of the second (now the last) motion on the floor, the motion to amend.

If the substitute motion failed, the chair would then deal with the second (now the last) motion on the floor, the motion to amend. The discussion and debate would focus strictly on the amendment (should the committee be five or 10 members). If the motion to amend *passed*, the chair would now move to consider the main motion (the first motion) as *amended*. If the motion to amend failed, the chair would now move to consider the main motion (the first motion) in its original format, not amended.

The challenge for anyone chairing a public meeting is to accommodate public input in a timely and time-sensitive way, while maintaining steady progress through the agenda items.

Third, the chair would now deal with the first motion that was placed on the floor. The original motion would either be in its original format (five-member committee) or, if amended, would be in its amended format (10-member committee). And the question on the floor for discussion and decision would be whether a committee should plan and put on the annual fundraiser.

To Debate or Not to Debate

The basic rule of motions is that they are subject to discussion and debate. Accordingly, basic motions, motions to amend, and substitute motions are all eligible, each in their turn, for full discussion before and by the body. The debate can continue as long as members of the body wish to discuss an item, subject to the decision of the chair that it is time to move on and take action.

There are exceptions to the general rule of free and open debate on motions. The exceptions all apply when there is a desire of the body to move on. The following motions are *not* debatable (that is, when the following motions are made and seconded, the chair must immediately call for a vote of the body without debate on the motion):

A motion to adjourn. This motion, if passed, requires the body to immediately adjourn to its next regularly scheduled meeting. This motion requires a simple majority vote.

A motion to recess. This motion, if passed, requires the body to immediately take a recess. Normally, the chair determines the length of the recess, which may range from a few minutes to an hour. It requires a simple majority vote.

A motion to fix the time to adjourn. This motion, if passed, requires the body to adjourn the meeting at the specific time set in the motion. For example, the motion might be: “I move we adjourn this meeting at midnight.” It requires a simple majority vote.

A motion to table. This motion, if passed, requires discussion of the agenda item to be halted and the agenda item to

be placed on "hold." The motion may contain a specific time in which the item can come back to the body: "I move we table this item until our regular meeting in October." Or the motion may contain no specific time for the return of the item, in which case a motion to take the item off the table and bring it back to the body will have to be taken at a future meeting. A motion to table an item (or to bring it back to the body) requires a simple majority vote.

A motion to limit debate. The most common form of this motion is to say: "I move the previous question" or "I move the question" or "I call for the question." When a member of the body makes such a motion, the member is really saying: "I've had enough debate. Let's get on with the vote." When such a motion is made, the chair should ask for a second to the motion, stop debate, and vote on the motion to limit debate. The motion to limit debate requires a two-thirds vote of the body. Note that a motion to limit debate could include a time limit. For example: "I move we limit debate on this agenda item to 15 minutes." Even in this format, the

the motion fails. If one member is absent and the vote is 3-3, the motion still fails.

All motions require a simple majority, but there are a few exceptions. The exceptions occur when the body is taking an action that effectively cuts off the ability of a minority of the body to take an action or discuss an item. These extraordinary motions require a two-thirds majority (a super-majority) to pass:

Motion to limit debate. Whether a member says, "I move the previous question," "I move the question," "I call for the question" or "I move to limit debate," it all amounts to an attempt to cut off the ability of the minority to discuss an item, and it requires a two-thirds vote to pass.

Motion to close nominations. When choosing officers of the body, such as the chair, nominations are in order either from a nominating committee or from the floor of the body. A motion to close nominations effectively cuts off the right of the minority to nominate officers, and it requires a two-thirds vote to pass.

pend the rules for a particular purpose. For example, the body (a private club) might have a rule prohibiting the attendance at meetings by non-club members. A motion to suspend the rules would be in order to allow a non-club member to attend a meeting of the club on a particular date or on a particular agenda item.

The Motion to Reconsider

There is a special and unique motion that requires a bit of explanation all by itself: the motion to reconsider. A tenet of parliamentary procedure is finality. After vigorous discussion, debate and a vote, there must be some closure to the issue. And so, after a vote is taken, the matter is deemed closed, subject only to reopening if a proper motion to reconsider is made.

A motion to reconsider requires a majority vote to pass, but there are two special rules that apply only to the motion to reconsider.

First is the matter of timing. A motion to reconsider must be made at the meeting where the item was first voted upon or at the very next meeting of the body. A motion to reconsider made at a later time is untimely. (The body, however, can always vote to suspend the rules and, by a two-thirds majority, allow a motion to reconsider to be made at another time.)

Second, a motion to reconsider may be made only by certain members of the body. Accordingly, a motion to reconsider may be made only by a member who voted *in the majority* on the original motion. If such a member has a change of heart, he or she may make the motion to reconsider (any other member of the body may second the motion). If a member who voted *in the minority* seeks to make the motion to reconsider, it must be ruled out of order. The purpose of this rule is finality. If a member of the minority could make a motion to reconsider, then the item could be brought back to the body again and again, which would defeat the purpose of finality.

If you are running the British Parliament, *Robert's Rules of Order* is a dandy and quite useful handbook.

motion to limit debate requires a two-thirds vote of the body. A similar motion is a *motion to object to consideration of an item*. This motion is not debatable, and if passed, precludes the body from even considering an item on the agenda. It also requires a two-thirds vote.

Majority and Super-Majority Votes

In a democracy, decisions are made with a simple majority vote. A tie vote means the motion fails. So in a seven-member body, a vote of 4-3 passes the motion. A vote of 3-3 with one abstention means

Motion to object to the consideration of a question. Normally, such a motion is unnecessary, because the objectionable item can be tabled or defeated straight up. However, when members of a body do not even want an item on the agenda to be considered, then such a motion is in order. It is not debatable, and it requires a two-thirds vote to pass.

Motion to suspend the rules. This motion is debatable, but requires a two-thirds vote to pass. If the body has its own rules of order, conduct or procedure, this motion allows the body to sus-

If the motion to reconsider passes, then the original matter is back before the body, and a new original motion is in order. The matter may be discussed and debated as if it were on the floor for the first time.

Courtesy and Decorum

The rules of order are meant to create an atmosphere where the members of the body and the members of the public can attend to business efficiently, fairly and with full participation. And at the same time, it is up to the chair and the members of the body to maintain common courtesy and decorum. Unless the setting is very informal, it is always best for only one person at a time to have the floor, and it is always best for every

It is usually best to have a motion before the governing body prior to discussing an agenda item, to help everyone focus.

lege relate to anything that would interfere with the normal comfort of the meeting. For example, the room may be too hot or too cold, or a blowing fan might interfere with a person's ability to hear.

Order. The proper interruption would be: "Point of order." Again, the chair would ask the interrupter to "state your point." Appropriate points of order

Withdraw a motion. During debate and discussion of a motion, the maker of the motion on the floor, at any time, may interrupt a speaker to withdraw his or her motion from the floor. The motion is immediately deemed withdrawn, although the chair may ask the person who seconded the motion if he or she wishes to make the motion, and any other member may make the motion if properly recognized.

Special Notes About Public Input

The rules outlined here help make meetings very public-friendly. But in addition, and particularly for the chair, it is wise to remember three special rules that apply to each agenda item:

Rule One: Tell the public what the body will be doing.

Rule Two: Keep the public informed while the body is doing it.

Rule Three: When the body has acted, tell the public what the body did.

Public input is essential to a healthy democracy, and community participation in public meetings is an important element of that input. The challenge for anyone chairing a public meeting is to accommodate public input in a timely and time-sensitive way, while maintaining steady progress through the agenda items. The rules presented here for conducting a meeting are offered as tools for effective leadership and as a means of developing sound public policy. ■

Motions to amend and substitute motions are often confused. But they are quite different, and so is their effect, if passed.

speaker to be first recognized by the chair before proceeding to speak.

The chair should always ensure that debate and discussion of an agenda item focus on the item and the policy in question, not on the personalities of the members of the body. Debate on policy is healthy; debate on personalities is not. The chair has the right to cut off discussion that is too personal, too loud or too crude.

Debate and discussion should be focused, but free and open. In the interest of time, the chair may, however, limit the time allotted to speakers, including members of the body. Can a member of the body interrupt the speaker? The general rule is no. There are, however, exceptions. A speaker may be interrupted for the following reasons:

Privilege. The proper interruption would be: "Point of privilege." The chair would then ask the interrupter to "state your point." Appropriate points of privi-

relate to anything that would not be considered appropriate conduct of the meeting; for example, if the chair moved on to a vote on a motion that permits debate without allowing that discussion or debate.

Appeal. If the chair makes a ruling that a member of the body disagrees with, that member may appeal the ruling of the chair. If the motion is seconded and after debate, if it passes by a simple majority vote, then the ruling of the chair is deemed reversed.

Call for orders of the day. This is simply another way of saying, "Let's return to the agenda." If a member believes that the body has drifted from the agreed-upon agenda, such a call may be made. It does not require a vote, and when the chair discovers that the agenda has not been followed, the chair simply reminds the body to return to the agenda item properly before them. If the chair fails to do so, the chair's determination may be appealed.

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Report to the City Council
Council Meeting of June 12, 2018

Agenda Section: Consent

Subject: Consideration and proposed approval of a resolution authorizing the release of unclaimed checks per Section 50053 of the Government Code of the State of California allowing for unclaimed checks held over three years to become the property of the local agency after notice if not claimed and if no verified complaint is filed and served.

CEQA Determination: Categorically exempt from CEQA, Sections 15323, 15061

Prepared By: Jennifer Weeks, Accounting Technician

Reviewed By: April Mitts, Finance Director

Approved By: Mark T. Prestwich, City Manager

BACKGROUND

Section 50053 of the Government Code of the State of California allows for unclaimed checks which have been held over three (3) years to become the property of the local agency after notice if not claimed and if no verified complaint is filed and served. Section 50050 of the California Government Code outlines the notification process for escheating unclaimed checks, and Section 50052 describes the claiming process. Attached is a listing of all outstanding checks that meet this criteria. Section 50055 authorizes the transfer without publication of checks under \$15.00 which are more than one year old.

On December 13, 2016, City Council approved Resolution 2016-170 approving Administrative Policy P-FI-0006 establishing an escheat policy for unclaimed money allowing the City to address unclaimed checks (Attachment 1).

DISCUSSION

The City staff initiated action to print the required notifications in the local newspaper. The ad ran in the St. Helena Star for two consecutive weeks on Thursday, April 5th and April 12th, 2018.

On April 5th, City staff posted a copy of the ad on the City's website under the Finance Department's webpage (<http://cityofsthenelena.org/finance/page/escheat-policy-unclaimed-money>); the list was removed on May 31st, 2018 at 4:00pm; the deadline to file a claim was May 21st, 2018.

The City received one claim on the outstanding checks for a total of \$90.00.

FISCAL IMPACT

A credit to the following funds will occur: General Fund (101) - \$1,055.86 and Water Fund (561) - \$95.24 (Attachment 2).

RECOMMENDED ACTION

Adopt a Resolution Authorizing the release of unclaimed checks pursuant to California Government Code Section 50050, 50053 and 50055 to the City of St. Helena (Attachment 3).

ATTACHMENTS

[Attachment 1 Resolution 2016-170](#)

[Attachment 2 Escheat Submission List for Staff Report](#)

[Attachment 3 Resolution 2018 - Release of unclaimed checks](#)

Amendment 1

CITY OF ST. HELENA

RESOLUTION NO. 2016-170

**RESOLUTION APPROVING ADMINISTRATIVE POLICY
P-FI-0006 ESTABLISHING AN ESCHEAT POLICY FOR
UNCLAIMED MONEY AND REPEALING AND
RESCINDING ANY PREVIOUS POLICIES OR
ADMINISTRATIVE MEMORANDA WHICH ARE
INCONSISTENT WITH ADMINISTRATIVE POLICY
P-FI-0006 ESCHEAT POLICY FOR UNCLAIMED MONEY
POLICY**

RECITALS

- A. The City of St. Helena recognizes that from time to time checks issued by the City will remain un-cashed despite efforts made by City staff to make contact with the payees and re-issue checks; and
- B. Sections 50050-50056 of the Government Code of the State of California provide procedures for escheating un-cashed checks to the local agency if over one year old and less than \$15.00 or over three years old and more than \$15.00 following publication in the local newspaper; and
- C. The City Council desires to adopt a Policy for the handling of un-cashed checks in accordance with Sections 50050-50056 of the Government Code of the State of California; and
- D. To avoid any inconsistencies with policy application, it is necessary to repeal and rescind any previous policies and procedures which conflict with Finance Policy P-FI-0006 Escheat Policy for Unclaimed Money.

RESOLUTION

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

- 1. Fiscal Policies – Escheat Policy for Unclaimed Money incorporated herein as Exhibit A is hereby approved by the City Council.
- 2. The City hereby repeals and rescinds any previous policies or administrative memoranda which are inconsistent with Finance Policy P-FI-0006 Escheat Policy for Unclaimed Money.

Approved at a Regular Meeting of the St. Helena City Council on December 13, 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 2

Payee	Amount	Fund	Check #	Date	Payee Number	Comment	Fund
Data Ticket Inc.	\$ 100.00	General Fund	87796	03/27/2014	AR- DATA	Data Retrieval Police Department	101-4900-2145
AFLAC	\$ 805.86	General Fund	88381	06/12/2014	AR - AFLAC	Supplemental Insurance	101-2039-0000
Kelly Pitts	\$ 50.00	General Fund	88501	06/18/2014	AR - PITTS	Park Refund	101-2351-0000
Rocio Tepen	\$ 50.00	General Fund	88667	07/03/2014	AR - /TEPEN	Park Refund	101-2351-0000
Andrea Garcia	\$ 50.00	General Fund	89424	09/10/2014	AR - /GARCIA	Park Refund	101-2351-0000
\$ 1,055.86 GENERAL FUND							
Christina Ramsay	\$ 19.88	Water Enterprise	88504	06/18/2014	UB*00158	Refund Check	561-2009-0000
Melinda Kelly	\$ 15.36	Water Enterprise	89437	09/10/2014	UB*00165	Refund Check	561-2009-0000
Whitney Andre	\$ 60.00	Water Enterprise	89904	11/07/2014	UB*00180	Refund Check	561-2009-0000
\$ 95.24 WATER ENTERPRISE FUND							

Attachment 3

CITY OF ST. HELENA

RESOLUTION NO. 2018-XX

RESOLUTION AUTHORIZING THE RELEASE OF UNCLAIMED MONIES PURSUANT TO SECTION 50055 OF THE GOVERNMENT CODE OF THE STATE OF CALIFORNIA

RECITALS

- A. Sections 50050-50056 of the Government Code of the State of California outlines the process for the notification process of the unclaimed checks; and
- B. Section 50055 of the California Government Code allows for unclaimed checks of less than \$15.00 or any amount if the depositor's name is unknown, to become the property of the local agency after a period of one (1) year without the necessary publication of a notice in a newspaper; and
- C. Section 50050 of the California Government Code allows for unclaimed checks more than three (3) years old to become the property of the local agency following publication in the local newspaper; and
- D. Each of the checks listed on the attached summary meets this criteria.

RESOLUTION

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

1. A credit to the following funds of the City of St. Helena, in accordance with the provisions of Sections 50050-50056 of the California Government Code, on the attached list in the total amount:

General Fund (101) - \$1,055.86
Water Fund (561) - \$95.24

Approved at a Regular Meeting of the St. Helena City
Council on June 12, 2018 by the following vote:

Mayor Galbraith:_____

Vice Mayor White:_____

Councilmember Dohring:_____

Councilmember Koberstein:_____

Councilmember Ellsworth:_____

APPROVED:ATTEST:

Alan Galbraith, Mayor

Cindy Tzafoopoulos, City Clerk



Report to the City Council
Council Meeting of June 12, 2018

Agenda Section: Consent

Subject: Consideration and Proposed Approval of a Resolution Adopting Fiscal Year 2018-19 City of St. Helena Annual Operations Budget which includes the addition of two full-time Firefighter positions and one part-time, limited term Senior Planner Position.

**CEQA Exempt
Determination:**

Prepared By: April Mitts, Finance Director

Reviewed By: Mark T. Prestwich, City Manager

Approved By: Mark T. Prestwich, City Manager

BACKGROUND

In November 2017, the City Council adopted 3-Year Goals and 12-Month Strategic Objectives to guide the direction of the organization and staff work. Following the City Council Goals and Objectives session, the Fiscal Year (FY) 2018-19 budget process began in January 2018 with Department Heads beginning to form their budgets based on the FY 2017-18 budget. On May 9, 2018, the draft budget was presented to City Council for review, discussion, and direction.

DISCUSSION

During the May 9, 2018 budget session City Council provided direction to staff and this direction included:

- Providing \$30,000 in funding to the Boys & Girls Club (B&GC) to facilitate the transition of teen programming services from the City to the B&GC;
- Decreasing the Attorney budget by \$45,000; and
- Addition of two full-time Firefighters for an increase of \$211,989 to improve service levels.

Staff incorporated City Council direction in the proposed budget as well as made other minor modifications as additional budget information became available. The following changes were made to the Draft budget and incorporated into the Proposed Budget:

- Incorporating actual Worker's Compensation and Health Benefit figures which resulted in a reduction in overall expenditures;
- Adjustments to contracts for Cal Ops, Housing Authority, Springbrook, and Department of Dam Safety which lowered overall expenditures;
- Additional of Performance Evaluation Software for an additional \$9,000 to streamline and manage employee performance reviews; and
- Corrected amount for purchase of Capital Equipment - Ditch Witch for an additional \$60,000 to the Water Enterprise Fund.

Staff has finalized the proposed Fiscal Year 2018-19 Budget which is balanced and being presented to City Council for adoption. The FY 2018-19 budget includes the addition of two full-time Firefighters and one part-time, limited-term, Senior Planner.

Final Budget Summary (General Fund, Water Fund, and Wastewater Fund)

General Fund Estimated Net Position

<i>Fund 101 Only - Fiscal Year 2019</i>	
Estimated Ending Fund Balance @ 6/30/2018	4,170,457
Estimated Revenue @ 6/30/2019	14,264,191
Estimated Expenses @ 6/30/2019	14,264,191
Transfers to other funds	
Revenue Less Expenses	-
Use of Reserves	-
Estimated Net Position	4,170,457
Estimated Unassigned Net Position	3,650,906
Percent of Expenses Based on Total Net Position	29%
Percent of Expenses Based on Unassigned Net Position	26%

Water Fund Estimated Fund Balance (561 Only)

6/30/2019 Balance	561 Only
Ending Fund Balance @ 6/30/2018	3,597,273
Previously Allocated to Capital Fund	-
Water Impact Fees	-
Estimated Revenue @ 6/30/2019	6,093,314
Estimated Expenses @ 6/30/2019	5,857,884
Transfers Out	235,430
Revenue Less Expenses	-
Use of Water Cash	-
Estimated Net Position	3,597,273
Percent of Expenses	59%

Wastewater Fund Estimated Fund Balance (571 Only)

6/30/2019 Balance	571 Only
Ending Fund Balance @ 6/30/2018	488,074
Previously Allocated to Capital Fund	-
Water Impact Fees	-
Estimated Revenue @ 6/30/2018	3,155,179
Estimated Expenses @ 6/30/2018	2,556,834
Transfers Out	358,346
Revenue Less Expenses	-
Use of Sewer Cash	-
Estimated Net Position	728,074
Percent of Expenses	25%

FISCAL IMPACT

The total proposed budget including all funds is \$37.4 million for Fiscal Year 2018-19. The General Fund operating budget is \$14.3 million, the Water Fund operating budget is \$6.4 million, and the Waste Water operating budget is \$2.9 million for Fiscal Year 2018-19. Details for all other funds are included in the Proposed Budget for Fiscal Year 2018-19.

RECOMMENDED ACTION

Staff recommends adoption of Resolution approving Fiscal Year 2018-19 budget.

ATTACHMENTS

[Attachment 1 - FY 2018-19 Proposed Budget](#)

[Attachment 2 - FY 2018-19 Budget Resolution](#)



Operations & Capital Budget FY 2018/19

Alan Galbraith *Mayor*

Peter White *Vice Mayor*

Paul Dohring *Council Member*

Mary Koberstein *Council Member*

Geoff Ellsworth *Council Member*



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City of St. Helena

*"We will conduct city affairs on behalf of our citizens
using an open and creative process."*

Budget Message

Honorable Mayor and Members of the City Council,

It's a privilege to present to you the proposed Fiscal Year (FY) 2018-19 Operations and Capital Budget for the City of St. Helena. This annual financial plan implements the City Council's goals and strategic priorities for the efficient delivery of community services. It also preserves the City's 25% General Fund reserve, reflecting the City Council's disciplined financial stewardship of City resources.

Over the past year, a great amount of work has been invested in establishing organizational goals/objectives, stabilizing operations, and enhancing public engagement. The City Council's goal setting and prioritization efforts led to the adoption of five 3-Year Goals and 12-Month Strategic Objectives in fall 2017 to guide the direction of the organization and staff work.

The 3-year goals established by the City Council include:

- Improve and Maintain Safe and Reliable City Infrastructure with a Commitment to Environmental Stewardship and Public Health
- Enhance Organizational Performance
- Ensure Long Term Economic Sustainability while Safeguarding St. Helena's Unique Culture & Quality of Life
- Commit to Full Public Participation, Ongoing Communication, and Regional Collaboration
- Stabilize, Maintain, and Improve Access to Housing

Economic Outlook

The City is experiencing improved economic stability with all major revenues (property tax, sales tax and transient occupancy tax) increasing. As of April 2018, the Napa County unemployment rate reached a 17-year low, dropping to 2.8% according to the California Economic Development Department. Statewide, California's unemployment rate is 3.8%. These low unemployment figures are generally seen near the end of an economic expansion. Therefore, it will be necessary for the City to carefully monitor revenue growth in the coming year and adjust swiftly to changing economic conditions if necessary. Continued investment in cost-containment strategies, such as the prefunding of retiree medical expenses that the City Council directed be incorporated into

FY 2018-19 Budget Message

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this budget, will also improve the City's ability to avoid service level disruptions when the next recession arrives.

FY 2017-18 Year in Review

There is much to celebrate as we close FY 2018-19. In addition to the goals and objectives set by City Council, City Staff have worked vigorously to complete other tasks, identify organizational improvements and implement efficiencies. These efforts, reinforced by the City's core values, contribute to a positive impact on St. Helena's quality of life and economic health. The following is a partial list of organizational accomplishments during the past 12 months:

City Council

- Hired new City Manager
- Adopted new Water/Wastewater Rates
- Adopted 3-year Goals and 12-month Strategic Objectives
- Formed St. Helena Assets Planning Engagement (SHAPE) Committee

Administration

- Launched SHINE, the City's new quarterly Newsletter
- Established Passport to Excellence Customer Service Program
- Continued implementation of Laserfiche
- Completed AB1234 Ethics Training
- Ensured timely completion of Form 700 Statements
- Replaced City's 20-year old phone system with a VoIP phone system
- Updated Library's cabling infrastructure to accommodate the Library's high-speed broadband implementation
- Moved City's email notification system from a paid service to the City's internal website email distribution system
- Reestablished Safety Committee
- Conducted 27 active recruitments and onboarded 46 new hires, which included 17 full-time, 26 part-time, and 3 Commissioners

Finance

- Completed Forensic Audit
- Completed FY 2016-17 audit by January 2018
- Automated the internal Budget Process
- Implemented Auditor recommendations on Policy and Procedure Improvements
- Completed the California Municipal Financial Health Diagnostic
- Updated the City's Long Range Financial Forecast

Building & Planning

- Reviewed 289 sets of Plans
- Performed 1,491 Inspections

FY 2018-19 Budget Message

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- 43 Commercial Permits Issued
- 462 Building Permits Issued
- 27 Code Compliance Cases opened with 13 of them being closed
- 70 Project Submitted
- 26 Design Reviews
- 12 Demolitions
- 15 Use Permits
- Collected \$635,000 in fees through April 20, 2018 (by year end is anticipated to have 76% cost recovery)

City Attorney

- Provided written and oral legal advice in response to ongoing inquiries from City Council and staff
- Assisted in the development and drafting of the City's new commercial vehicle ordinance, sign ordinance, fireworks ordinance, and mobile home rent control ordinance
- Managed all City litigation matters, including *Citizens Voice v. City of St. Helena* (upholding in the California Court of Appeal City approval of Davies Winery project), *St. Helena Residents For An Equitable General Plan v. City of St. Helena* (upholding in Napa Superior Court City approval of multi-family residential project at 632 McCorkle Street), *Citizens For Responsible Winery Growth v. City of St. Helena* (challenging City approval of Beringer design review), *California River Watch v. City of St. Helena* (settling case challenging City's operation of waste water treatment plant), *Water Audit, Inc. V. City of St. Helena* (settling case challenging City's operation of the Bell Canyon Reservoir)
- Negotiation of settlement agreements related to the City's enforcement of its transient occupancy tax and short-term rental ordinances for several properties
- Assist City staff in various code enforcement matters
- Assist City staff in ongoing public contract drafting and administration
- Assisted with legal issues and ordinance revisions related to water and waste water rate setting and billing issues
- Assisted in the complex agreements for the Our Town St. Helena and Turley Flats affordable housing projects

Library

- Implemented two new ways of resource sharing: Link+ for physical materials and Hoopla for streaming items
- Loaned 162,656 items/110,245 visits to the library
- 702 programs offered at the library
- Re-upholstery of four chairs and 12 bench cushions

Recreation

- Hired new Department Director
- Created and filled a second Recreation Supervisor Position

FY 2018-19 Budget Message

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- Consolidated department operations by transitioning the Teen Center building into the Parks & Recreation Department Office
- Developed a new Vision and Theme for the Department
 - o Vision: Harvesting Community Experiences that Celebrate St. Helena
 - o Theme: Here to have Fun!

Fire

- Responded to 977 Calls
 - o Fire – 20
 - o EMS/Rescue – 466
 - o Hazardous Condition – 47
 - o Service Call - 89
 - o Good Intent (cancelled) – 275
 - o False Call – 53
 - o Severe Weather - 3
- Responded to Atlas Peak and Tubbs Fires
- Established Fire Station 217 in service
- Purchased new Wildland personal protective gear for all Firefighters (paid for by the Firefighter Association)
- Purchased new high visibility rain coats for all Firefighters (paid for by the Association)
- Hired six paid-per-call Firefighters

Police

- Completed Department Inspections/Photos
- Completed Interview Room and Equipment
- Created Women's Locker Room
- Renewed K9 Program and Secured Grant for K9
- Created Volunteer Program
- Added 5th Dispatcher/Created Supervisor Position
- Added "Simunitions" (simulated ammunition) Equipment for Training
- Implemented Body Worn Camera Program
- Gained a Social Media Presence

Public Works

- Completed Charter Oak Avenue/Allison Avenue Overlay
- Added Bike Lanes on Pope Street
- Completed Facilities Conditions Assessment of City buildings/properties
- Repaired Carnegie Building Elevator
- Completed emergency storm drain repairs on Oak Street
- Planted 14 New Elm Trees
- Installed three new Radar Speed Signs
- Implemented Asset Management Program

FY 2018-19 Budget Message

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- Implemented Activated Carbon Filtration at Louis Stralla Water Treatment Plant
- Started Design on Bell Canyon Intake Tower
- Started Design on the Bell Canyon Inflow Creek Measurement
- Completed Reservoir Spillway Assessments for both Reservoirs
- Completed Ground Water Monitoring and Transport Study
- Started Design on Crinella Pump Station Upgrade
- Consistent Permit Compliance at the Wastewater Treatment Plant

FY 2018-19 Budget Overview

The FY 2018-19 budget process began in January 2018 with the Finance Department issuing instructions, budget worksheets, and other budget related files to the Department Heads as outlined in the Budget Calendar Worksheet.

OPERATION & MAINTENANCE BUDGET BUDGET CALENDAR FISCAL YEAR 2018/19		
Date	Item	Completed
January 26, 2018	Finance Department issues instructions, budget worksheets, and word files to departments	✓
February 13, 2018	Staff present Budget Calendar at City Council Meeting	✓
February 23, 2018	Department Heads submit budget worksheets to Finance Director	✓
February 26-March 2, 2018	Finance Director compiles Revenue/Expense worksheets for review	✓
March 5-16, 2018	City Manager, Finance Director, and Department Heads meet to review budgets and verify budget requests align with City Council Goals	✓
March 19-23, 2018	Finance Director compiles budget worksheets based on Dept. Head Meetings	✓
March 26-30, 2018	Follow-up discussions as needed to finalize Department budget requests	✓
March 27, 2018	Finance and City Manager Budget update to City Council	✓
April 2-20, 2018	Finance prepare draft summary budget to City Manager and draft transmittal letter	✓
April 24, 2018	Non-Profit summaries presented to City Council for consideration and direction to staff	✓
April 24-27, 2018	Finance presents final Operation & Maintenance Budget to City Manager.	✓
May 9, 2018	Budget Study Session - 9-noon	✓
May 23, 2018	Budget Study Session - 9-noon (not needed)	n/a
June 12, 2018	Council adopts Budget Resolution	
July 1, 2018	Finance prepares final Operation & Maintenance Budget for Distribution	

On May 9, 2018, the draft budget was presented to the City Council for review, discussion, and direction. Direction provided to staff included:

- Providing \$30,000 in funding to the Boys & Girls Club (B&GC) to facilitate the transition of teen programming services from the City to the B&GC
- Decrease the Attorney budget by (\$45,000)
- Addition of two full-time Firefighters for an increase of \$211,989 to improve service levels

FY 2018-19 Budget Message

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Staff has incorporated City Council direction in the proposed budget as well as made other modifications as additional budget information became available. Changes include:

- Incorporating actual Worker's Compensation and Health Benefit figures which resulted in a reduction in overall expenditures
- Adjustments to contracts for Cal Ops, Housing Authority, Springbrook, and Department of Dam Safety which lowered overall expenditures
- Addition of Performance Evaluation Software for an additional \$9,000 to streamline and manage employee performance reviews
- Corrected amount for purchase of Capital Equipment – Ditch Witch for an additional \$60,000 to the Water Enterprise Fund.

A detailed overview is provided for each fund and department throughout the proposed budget document. The sections below provide high level overview of the Revenues and Expenses for the City's three main funds: General Fund, Water Fund, and Waste Water Fund.

Revenues

General Fund revenues continue to experience an increase primarily due to:

1. Implementation of Measure D, a ½ cent sales tax measure effective April 1, 2017 which is estimated to generate an additional \$1.5 million in FY 2018-19
2. Opening of Las Alcobas Hotel in Spring of 2017 with an estimated additional revenue of \$1.2 million, and
3. Continued modest economic growth. Although FY 2017-18 did experience a decline in both transient occupancy tax (TOT) and sales revenues due to the Fire Event in October 2017, the City is seeing revenues normalizing.

The City's three main General Fund revenue sources are property, sales and transient occupancy taxes (TOT). These funding sources account for 89% of General Fund revenues. In FY 2018-19, property taxes are projected to increase 3.5%, sales taxes are projected to increase by 3.9%, and TOT revenues are projected to increase by 5%. General Fund revenues are estimated at \$14,264,200 for FY 2018-19, an overall increase of 7%.

The Water and Waste Water funds are beginning to stabilize after being financially stressed over the past few years. The stabilization is due to the recent passage of rate adjustments for both enterprise funds to fund necessary capital improvements for both systems. It is expected both funds will meet their necessary debt covenants at the end of the Fiscal Year, as well as bring the cash balance of the Waste Water fund to 25%.

Water Enterprise Fund revenues are estimated at \$6,093,300, an overall increase of 3.23% over FY 2017-18 and a 61% increase over FY 2016-17 (prior to the new rate adoption).

Wastewater Enterprise Fund revenues are estimated at \$3,155,200, an overall increase of 1% over FY 2017-18 and a 44% increase over FY 2016-17 (prior to the new rate adoption).

FY 2018-19 Budget Message

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Expenses

The FY 2018-19 budget incorporates established City Council goals, items related to the After-Incident Action Report following the October 2017 Fire Event, and operational necessities.

Highlights of expenditures include:

- Measure T Maintenance of Effort (MOE) requirements and Pavement Restoration
- Preparation of an Integrated Utility Master Plan
- Transfer of \$100,000 to Civic Capital Improvement Program (CIP)
- Transfer of \$100,000 to Streets CIP for Dredging Sulphur Creek
- Funding of the Americans with Disabilities Act (ADA) Transition Plan
- Purchase of emergency preparedness items identified in the After-Incident Action Report
- Pre-funding a portion of the City's retiree medical liability
- Purchase iPads to reduce the need for paper agendas and improve staff efficiency
- Funding of a Compensation and Classification Study and Public Works Management Level Review
- Limited term Part-time Senior Planner
- Part-time Code Enforcement Officer (1 day per week)
- Parking Study
- Funding of community serving non-profit organizations
- New Public Computers at the Library
- Replacement of 20-year-old chairs at the Library
- Rental of new Corporation Yard Trailers
- Funding for removal of Upper York Creek Dam
- Replacement of three vehicles utilizing the Enterprise Fleet Management lease program
- Purchase of Ditch Witch, Rodding Machine, Chemical Feed Pumps, and Bobcat/Skidsteer

General Fund Expenditure are estimated at \$14,264,200 for FY 2018-19, an overall increase of 3% from the FY 2017-18 Amended Budget.

Water Enterprise Fund Expenses are estimated at \$6,093,300, an overall decrease of 7% from the FY 2017-18 Amended Budget.

Waste Water Enterprise Fund Expenses are estimated at \$2,915,200, an overall decrease of 29% from the FY 2017-18 Amended Budget. This decrease is primarily attributed to a transfer from the Waste Water Enterprise Fund of \$866,700 to the Waste Water CIP fund which occurred in FY 2017-18.

Acknowledgements

Preparing the City's annual financial plan is a shared effort involving community residents, the time and talents of City employees, and City Council leadership who played a critical role in establishing and prioritizing organizational objectives.

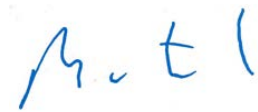
FY 2018-19 Budget Message

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I have great appreciation for the collaboration and long hours that were invested in producing this budget. An extraordinary amount of this effort was managed by the City's Finance Department staff, led by our Finance Director Dr. April Mitts who I credit for steadfastly ensuring our budget process ran smoothly and adhered to schedule.

As the new fiscal year begins, our City staff looks forward to working with the City Council to accomplish the goals and strategic objectives that guide this budget.

Respectfully Submitted,



Mark T. Prestwich
City Manager

CITY OF ST. HELENA
OPERATING BUDGET
FISCAL YEAR 2018-19

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OPERATING BUDGET
FISCAL YEAR 2018-19

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CITY OF ST. HELENA
OPERATING BUDGET
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INTRODUCTORY SECTION

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City of St. Helena, *California*

CITY COUNCIL

Alan Galbraith

Mayor

Peter White

Vice Mayor

Paul Dohring

Council Member

Mary Koberstein

Council Member

Geoff Ellsworth

Council Member



Mark Prestwich – City Manager/Treasurer

Thomas Brown – City Attorney

Cindy Tzaopoulos – City Clerk

ADMINISTRATIVE TEAM

Noah Housh – Community Improvement Director

April Mitts – Finance Director

John Sorensen – Fire Chief

Kathy Robinson – Human Resources & Information Technology Director

Chris Kreiden – Library Director

William Imboden – Police Chief

Erica Ahmann Smithies – Public Works Director

André Pichly – Parks & Recreation Director

BOARDS/COMMISSIONS/COMMITTEES

Board of Library Trustees

Parks and Recreation Commission

Planning Commission

Tree Committee

Active Transportation & Sustainability Committee

CITY OF ST. HELENA
FUND BUDGET SUMMARY
Fiscal Year 2018/2019

	ESTIMATED 6/30/2018 FUND BALANCE*	PROPOSED 2019 REVENUES	PROPOSED 2019 EXPENDITURES	PROJECTED 6/30/2019 ENDING BALANCE*
FUND 101, GENERAL FUND	4,170,457	14,264,191		
Non-Departmental			1,458,327	
City Council			286,769	
City Manager/Clerk/Human Resources			1,004,140	
Finance			401,832	
City Attorney			425,000	
Planning/Building			1,157,552	
Library			1,055,590	
Recreation			216,295	
Fire			1,219,151	
Police			3,204,405	
Public Works			3,835,130	
TOTAL GENERAL FUND	\$ 4,170,457	\$ 14,264,191	\$ 14,264,191	\$ 4,170,457
OTHER FUNDS				
Fund 210, Community Development Block Grant	-	-	-	-
Fund 211, Environmental Protection Agency Grant	7,500	-	-	7,500
Fund 212, Department of Homeland Security	(6,500)	-	-	(6,500)
Fund 213, Gang Violence Suppression Grant	14,676	106	-	14,782
Fund 216, Public Safety Impact Fees	326,321	32,600	8,371	350,550
Fund 218, Public Library Foundation	72	20	-	92
Fund 219, CLSA Library Restoration	8,120	50	7,500	670
Fund 220, Napa Valley Now	44	-	-	44
Fund 222, Park Bond Act	222	-	-	222
Fund 223, Skate Park Lighting	1,180	10	-	1,190
Fund 224, Public Safety (COPS)	61,469	111,200	124,800	47,869
Fund 225, State Gas Tax 2105	63,677	35,284	54,000	44,961
Fund 226, State Gas Tax 2106	75,213	21,085	48,000	48,298
Fund 227, State Gas Tax 2107	72,367	47,094	93,000	26,461
Fund 228, State Gas Tax 2107.5	7,783	2,040	-	9,823
Fund 229, State Gas Tax 2103	15,751	46,503	-	62,254
Fund 230, Road Maint & Rehab Account	40,893	107,142	40,000	108,035
Fund 235, Measure A	114,305	5,161,349	5,171,349	104,305
Fund 237, Emergency Flood Relief	168,460	1,200	-	169,660
Fund 238, Training Development	13,682	750	6,000	8,432
Fund 240, Measure T	-	1,200,000	-	1,200,000
Fund 241, Measure T Class 1 Trails	-	66,700	-	66,700
Fund 278, BSCC Grant	9,653	45	-	9,698
Fund 279, Asset Forfeiture	51,781	10,400	6,500	55,681

Fund 280, Teen Center	34,321	-	26,300	8,021
Fund 283, Tree City USA	120,306	62,100	105,073	77,333
Fund 286, Bocce Ball	88,372	40,500	46,548	82,324
Fund 287, Harvest Festival	182	11,300	12,800	(1,318)
Fund 288, Fourth of July	20,513	43,000	45,300	18,213
Fund 289, Recreation Programs	215,264	327,800	455,607	87,457
Fund 290, Tourism Improvement District	3,830	536,861	536,661	4,030
Fund 291, SB-1186 State Fees	1,027	1,735	2,762	-
Fund 295, N.O.A.A.	2,619	24	-	2,643
Fund 329, Stabo Trust	36,069	300	-	36,369
Fund 375, Murray Ex Trust	44,165	2,280	-	46,445
Fund 380, Friends and Foundation	4,446	135,110	135,110	4,446
Fund 381, Ryan Library Trust	12,413	450	-	12,863
Fund 382, Martin Library Trust	24,262	650	1,600	23,312
Fund 384, Tweed Trust Enhancement Dist	660,254	51,300	50,000	661,554
Fund 420, Fire Station GO Bonds	145,963	-	-	145,963
Fund 443, South St. Helena Drainage	29,111	250	-	29,361
Fund 561, Water Enterprise**	3,597,273	6,093,314	6,093,314	3,597,273
Fund 571, Sewer Enterprise**	488,074	3,155,179	2,915,180	728,073
Fund 582, Garage	(11,184)	241,419	241,940	(11,705)
Fund 592, Equipment Replacement	99,355	50,000	-	149,355
Fund 593, Fire Capital Equipment Replacement	69,409	-	-	69,409
TOTAL OTHER FUNDS	\$ 6,732,711	\$ 17,597,150	\$ 16,227,714	\$ 8,102,147

CAPITAL FUNDS

Fund 700, Flood Control Protection	101,143	51,200	-	152,343
Fund 713, Civic Improvement Impact Fees	632,203	80,500	1,750	710,953
Fund 733, Civic Capital Improvement	745,715	203,000	470,000	478,715
Fund 734, Park Impact Fees	729,028	155,000	50,000	834,028
Fund 740, Traffic Mitigation Impact Fees	2,220,129	92,500	-	2,312,629
Fund 741, Streets Capital Improvement	603,275	1,065,389	2,173,936	(505,272)
Fund 742, Storm Drain Impact Fees	626,442	29,500	-	655,942
Fund 744, Housing Impact Fees	(0)	-	-	(0)
Fund 745, Parking In-Lieu	564,528	4,800	30,000	539,328
Fund 751, Affordable Housing	929,270	259,000	25,000	1,163,270
Fund 763, Water Capital Improvement	2,619,790	1,035,430	2,692,116	963,104
Fund 764, Water Impact Fees	264,357	51,200	-	315,557
Fund 773, Wastewater Capital Improvement	1,364,755	358,346	1,570,410	152,691
Fund 774, Wastewater Impact Fees	632,024	20,000	-	652,024
TOTAL CAPITAL FUNDS	\$ 12,032,658	\$ 3,405,865	\$ 7,013,212	\$ 8,425,311

*Estimated Balances include Notes/Loans of \$455,000 and Prepaid Expenses of \$65,000, which are not part of the available Fund Balance.

**Beginning Balances for Fund 561 and Fund 571 are the Unrestricted Net Position.

***CIP Revenues will be amended as funding is received. Measure T funds will be transferred to Streets Capital after expenses have been incurred.

SCHEDULE OF TRANSFERS
Fiscal Year 2018/2019

#	FROM:	TO:	DESCRIPTION	Amount
FROM: GENERAL FUND				
1	101	283	Tree City Operations	62,100
2	101	289	Recreation Operations	155,000
3	101	288	4th of July	40,000
4	101	581	Retiree Medical	152,420
5	101	592	Equipment Replacement Fund	50,000
6	101	700	Capital Reserve Requirement Flood Project	50,000
7	101	763	Upper York Creek	800,000
8	101	733	ADA Transition - Facilities	103,000
9	101	733	Civic CIP	100,000
10	101	741	Streets CIP - ADA Transition - Curb Ramps	110,000
11	101	741	Streets CIP - R18-79 Pavement Retoration	77,500
12	101	741	Streets CIP - Integrated Utility Master Plan	100,000
13	101	741	Streets CIP - MOE Measure T R18-79	379,189
14	101	741	Streets CIP - Dredging Sulphur Creek	100,000
15	101	241	Streets CIP - Measure T Class 1 Trails	66,700
TOTAL TRANSFERS FROM GENERAL FUND				2,345,909
FROM: GAS TAX FUNDS				
16	225	741	Streets CIP - R18-79 per Reso. 2017-149	54,000
17	226	741	Streets CIP - R18-79 per Reso. 2017-149	48,000
18	227	741	Streets CIP - R18-79 per Reso. 2017-149	90,000
19	230	741	Streets CIP - R18-79 per Reso. 2017-149	40,000
TOTAL TRANSFERS FROM GAS TAX FUNDS				232,000
FROM: TEEN CENTER FUND				
20	280	289	Transfer balance of Teen Ctr to Recreation	26,300
TOTAL TRANSFERS FROM TEEN CENTER				26,300
FROM: TID				
21	290	101	TID Assessment Admin Fee	5,367
TOTAL TRANSFERS FROM TID FUND				5,367
FROM: WATER OPERATIONS FUND				
22	561	763	Water CIP	235,430
TOTAL TRANSFERS FROM WATER FUND				235,430
FROM: WASTEWATER OPERATIONS FUND				
23	571	773	Waste Water CIP	358,346
TOTAL TRANSFERS FROM WASTEWATER FUND				358,346

TOTAL TRANSFERS 3,203,352

SCHEDULE OF TRANSFERS
Fiscal Year 2018/2019

SUMMARY TRANSFERS OUT:			
General Fund	101	=	2,345,909
Gas Tax Fund	225	=	54,000
Gas Tax Fund	226	=	48,000
Gas Tax Fund	227	=	90,000
Gas Tax Fund	230	=	40,000
Teen Center Fund	280	=	26,300
TID Fund	290	=	5,367
Water Fund	561	=	235,430
Waste Water Fund	571	=	358,346
TOTALS:			3,203,352

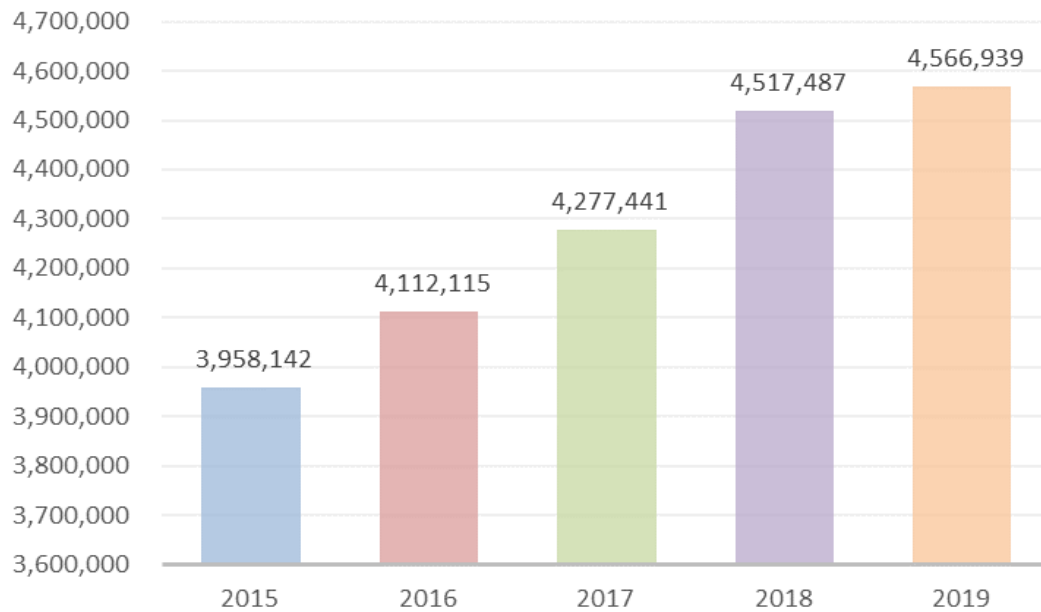
SUMMARY TRANSFERS IN:			
OPERATIONS			
General Fund	101	=	5,367
Tree City	283	=	62,100
Recreation	289	=	181,300
Fourth of July	288	=	40,000
Reitree Medical	581	=	152,420
Capital Equipment	592	=	50,000
Subtotal Operations			491,187
CAPITAL			
Measure T Class 1 Trails	241	=	66,700
Capital Reserve - Flood Control	700	=	50,000
Civic CIP	733	=	203,000
Streets CIP	741	=	998,689
Water CIP	763	=	1,035,430
Wastewater CIP	773	=	358,346
Subtotal Capital			2,712,165
TOTALS:			3,203,352

**CITY OF ST. HELENA
DESCRIPTIONS OF REVENUE SOURCES**

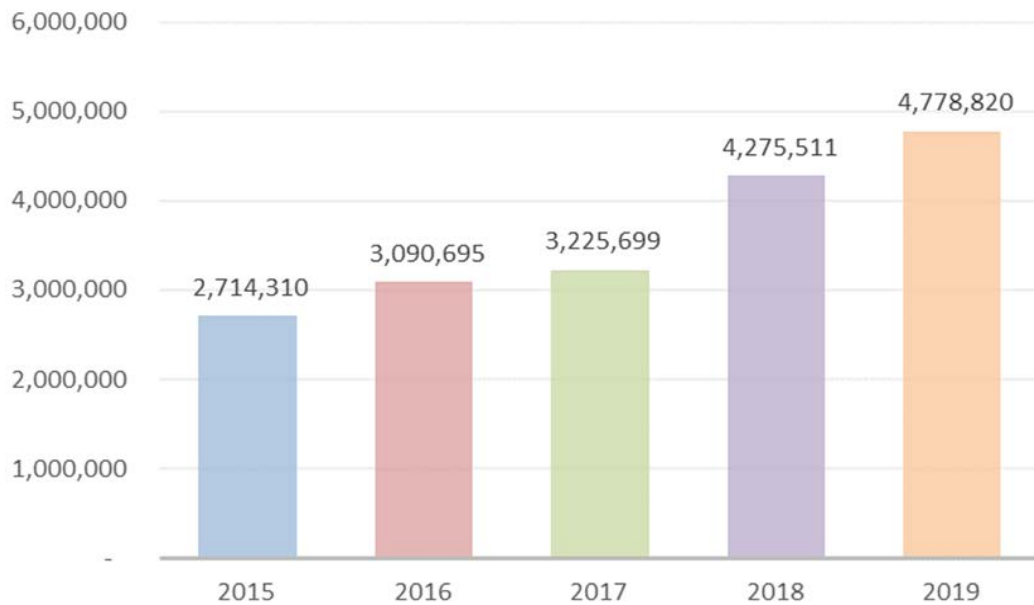
FISCAL YEAR 2018-2019

GENERAL FUND

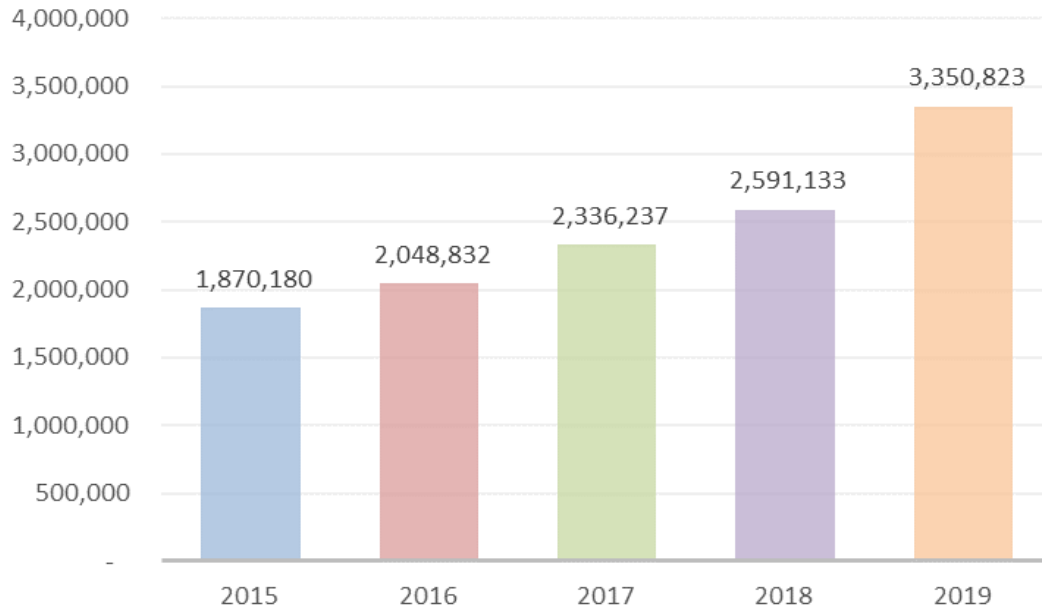
Property Taxes (\$4,566,939) - Real property within the City is taxed at 1% of assessed value as determined by the County Assessor. The City's share of this tax is approximately 16%. For fiscal year 2018-2019 a growth factor of 3.5% has been applied per the County Assessor. Napa County is using the Teeter Plan for collections that provides the City with 100% of the taxes assessed with the County in turn keeping all delinquent penalties and interest collected. This category includes revenues for Property Tax Secured, Property Tax Unsecured, Prior Year Property Tax, Homeowner Property Tax, Real Property Transfer Tax, and In Lieu VLF. Previous budgets had a separate revenue category for In Lieu VLF; starting in FY 2017-2018 this item was added to the budget document to more closely resemble the CAFR.



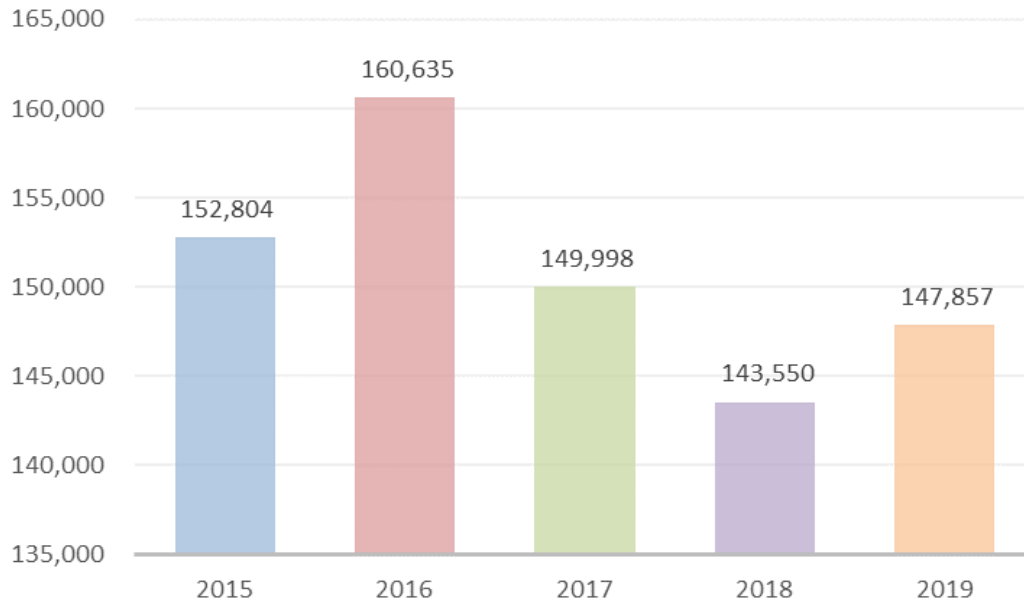
Sales Tax and Sales Tax in Lieu (\$4,778,820) - The City receives 1.5% of retail sales made within the City limits. The diversity of commercial operations such as retail shops, restaurants, building supply, and car dealers insure a constant level of income from this source. Sales Tax for the City is estimated to grow by about 3.9% per our sales tax consultant. Fiscal Year 2017-2018 realized the first full year with Measure D Sales Tax collection. Prior to Measure D the City received 1% of retail sales made within the City limits. The passage of Measure D added an additional 0.5%.



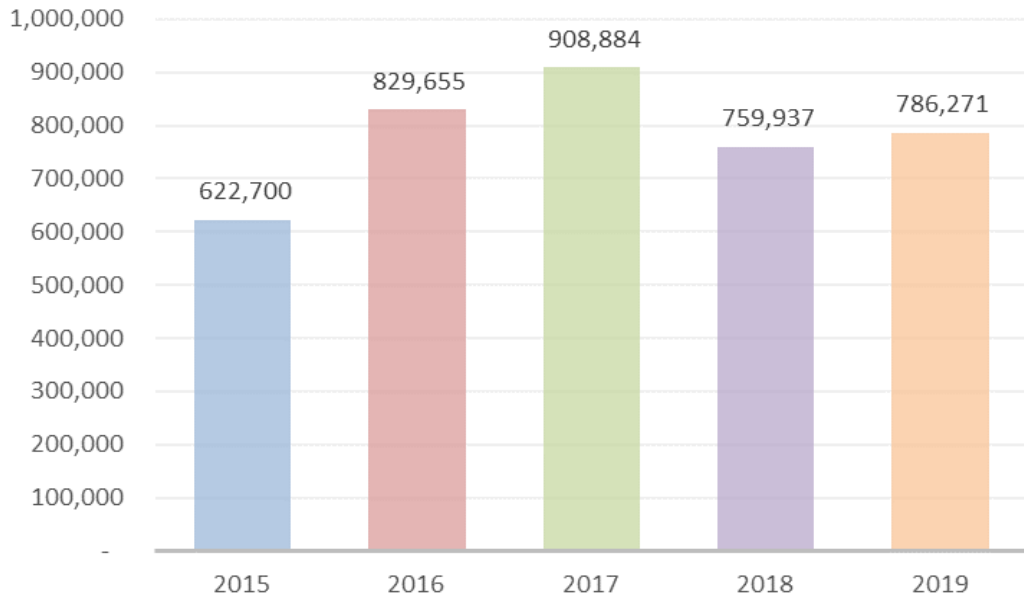
Transient Tax (\$3,350,823) - The City has a tax rate of 12% on all revenues paid to Hotels and Bed and Breakfast Inns. The tax is paid by the guests staying at these accommodations. This revenue is estimated to increase at a rate of 29% for the next fiscal year based on estimated year end revenues and the opening of a new hotel. In fiscal year 2011-2012 the City adopted a short-term rental ordinance allowing twenty-five residential units to participate in short-term rentals.



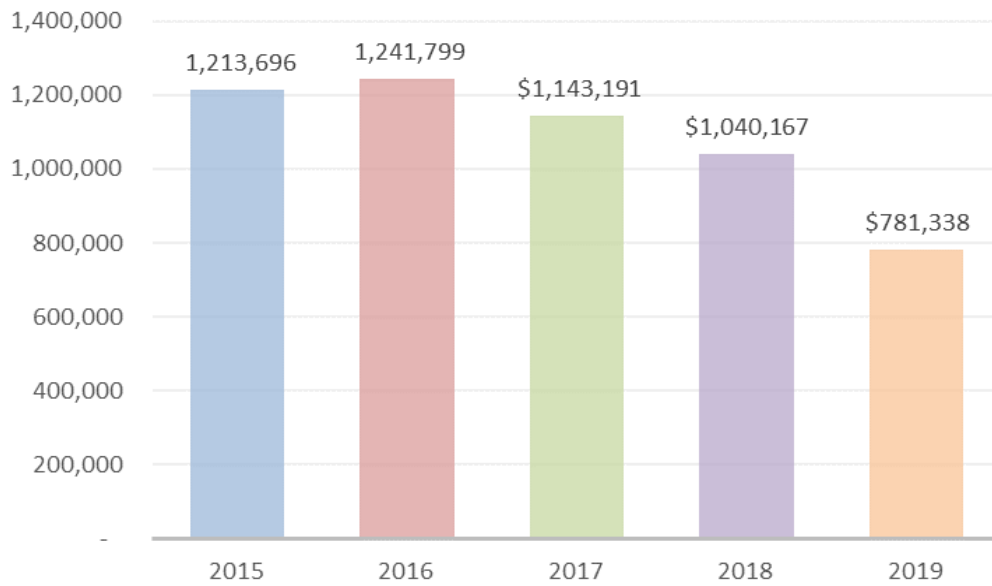
Business License Tax (\$147,857) - This revenue is generated by a license tax paid by all businesses operating within the City. Considering prior year actual and the current state of the economy, it is projected that revenues will remain constant.



Building & Planning Revenue (\$786,271) - This category includes revenues for Building Permits, Building Inspection and Administrative Fees, Planning Application and Permit Fees, and Short-Term Rental Permit Fees.

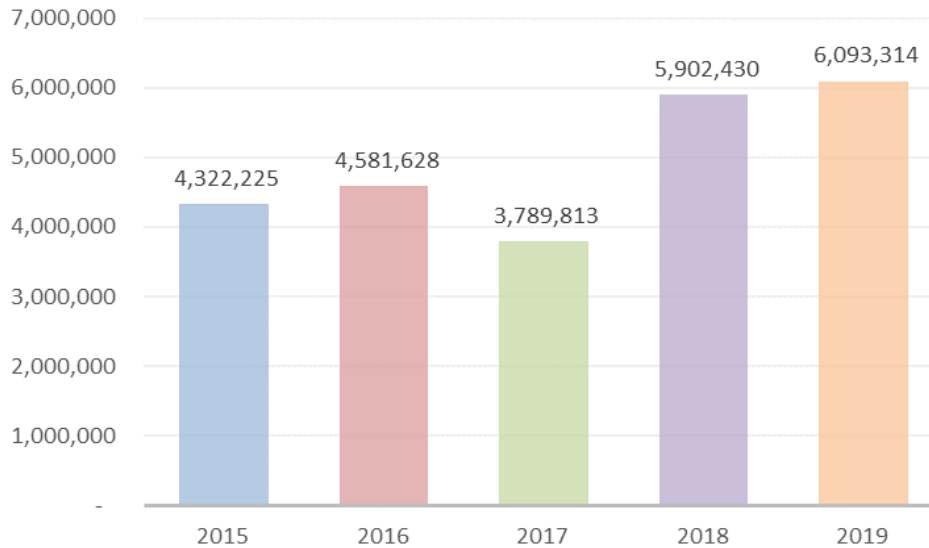


Other (\$781,338) - This category includes revenues for Franchise Taxes, Charges for Services, Fines and Forfeits, Development Fees, Intergovernmental Fees, Interest and Rents, and Miscellaneous General Fund Revenues.

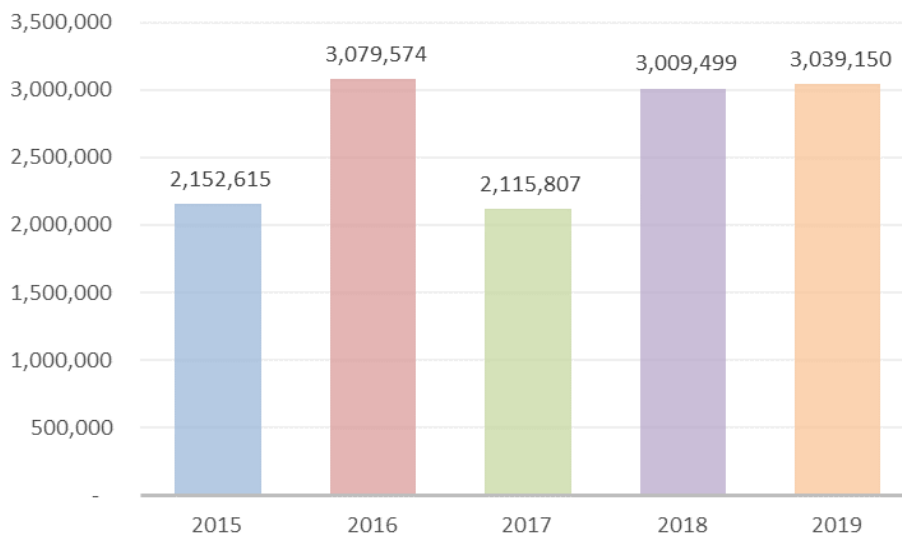


ENTERPRISE FUNDS

Water Enterprise Service Charges (\$6,093,314) - Revenues charged to users of the municipal water system. A multi-year rate increase was approved by Council in November 2017. The most recent rate increase was effective with the December 2017 billing cycle. Funds are used to pay for debt service payments, operations and maintenance, and capital projects.



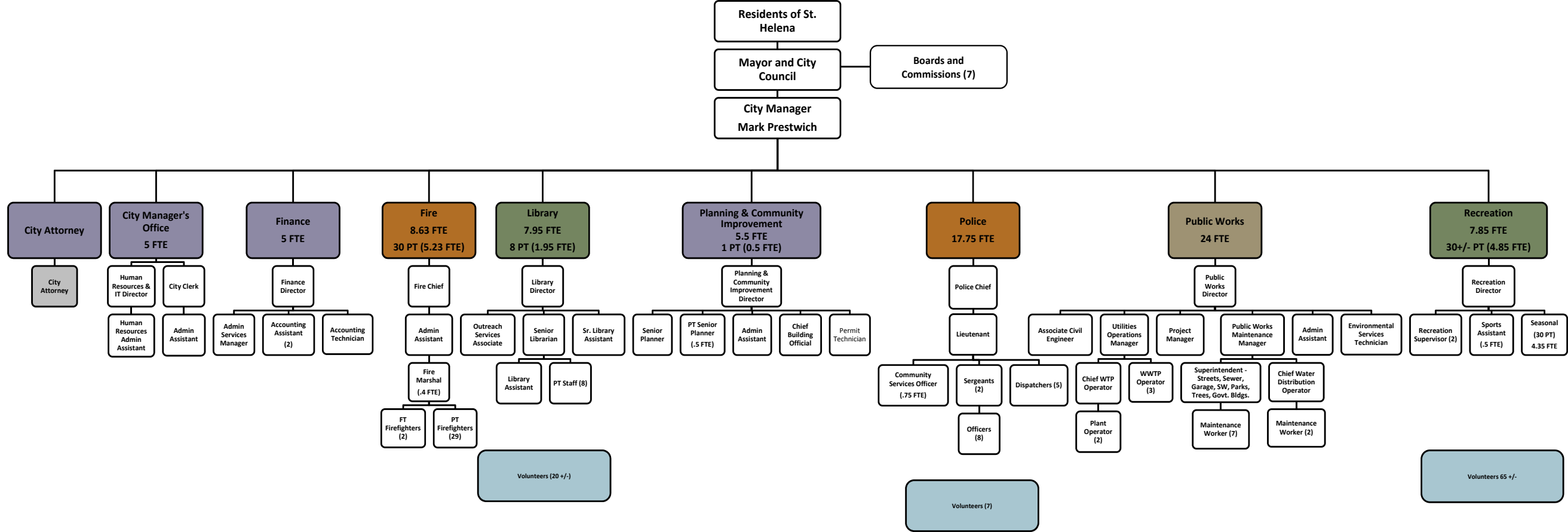
Wastewater (Sewer) Enterprise Service Charges (\$3,039,150) - Revenues charged to users of the municipal sewer system. A long-range financial plan and multi-year rate increase was approved by Council in November 2017. The most recent rate increase was effective with the December 2017 billing cycle. Funds are used to pay for debt service payments, operations and maintenance, and capital projects.



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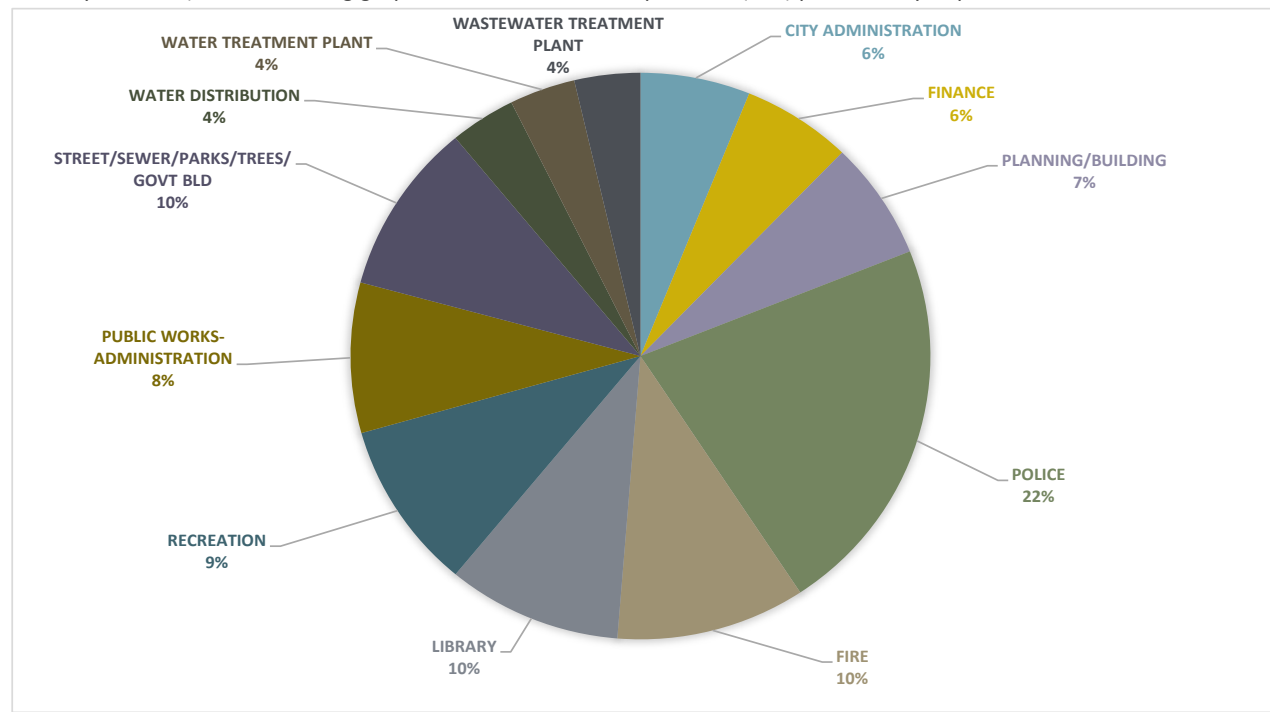
City of St. Helena Citywide Organizational Chart FY 2018/19



CITY OF ST. HELENA
ALLOCATION OF CITY POSITIONS
Fiscal Year 2018/19

STAFF OVERVIEW

A significant part of the City's Operating Budget is salaries and benefits. Funding for employees who in turn provide services to our citizenry make up 54% of the total operational budget; amounting to \$11,137,565 (including Unfunded Liability for PERS). The following graph identifies full-time equivalent (FTE) positions by department.



STAFFING COMPARISON BY DEPARTMENT
IN FULL-TIME EQUIVALENTS

DEPARTMENTS	FY 14/15	FY 15/16	FY 16/17	FY 17/18	FY 18/19	CURRENT +/-
CITY ADMINISTRATION	2.00	4.60	4.50	5.00	5.00	0.00
FINANCE	5.00	5.00	5.00	5.00	5.00	0.00
PLANNING/BUILDING	3.00	3.00	4.50	5.00	5.50	0.50
POLICE	16.50	16.50	16.75	17.75	17.75	0.00
FIRE	1.20	1.20	5.95	6.35	8.63	2.28
LIBRARY	11.32	10.20	7.99	7.95	7.95	0.00
RECREATION	5.60	5.60	6.85	7.85	7.85	0.00
PUBLIC WORKS-ADMINISTRATION	4.00	5.07	6.00	6.00	7.00	1.00
STREET/SEWER/PARKS/TREES/GOVT BLD	0.00	0.00	0.00	7.00	8.00	1.00
WATER DISTRIBUTION	4.00	4.00	4.15	4.00	3.00	(1.00)
WATER TREATMENT PLANT	3.00	3.00	3.15	3.00	3.00	0.00
WASTEWATER TREATMENT PLANT	3.00	3.00	3.00	3.00	3.00	0.00
BUILDING MAINTENANCE	0.00	0.25	0.25	0.00	0.00	0.00
STREET MAINTENANCE	4.00	3.20	2.10	0.00	0.00	0.00
TREE CITY USA	0.10	0.10	0.10	0.00	0.00	0.00
PARKS MAINTENANCE	4.90	4.65	3.65	0.00	0.00	0.00
CITY GARAGE	0.00	0.80	0.60	0.00	0.00	0.00
TOTAL FTE'S	67.62	70.17	74.54	77.90	81.68	3.78

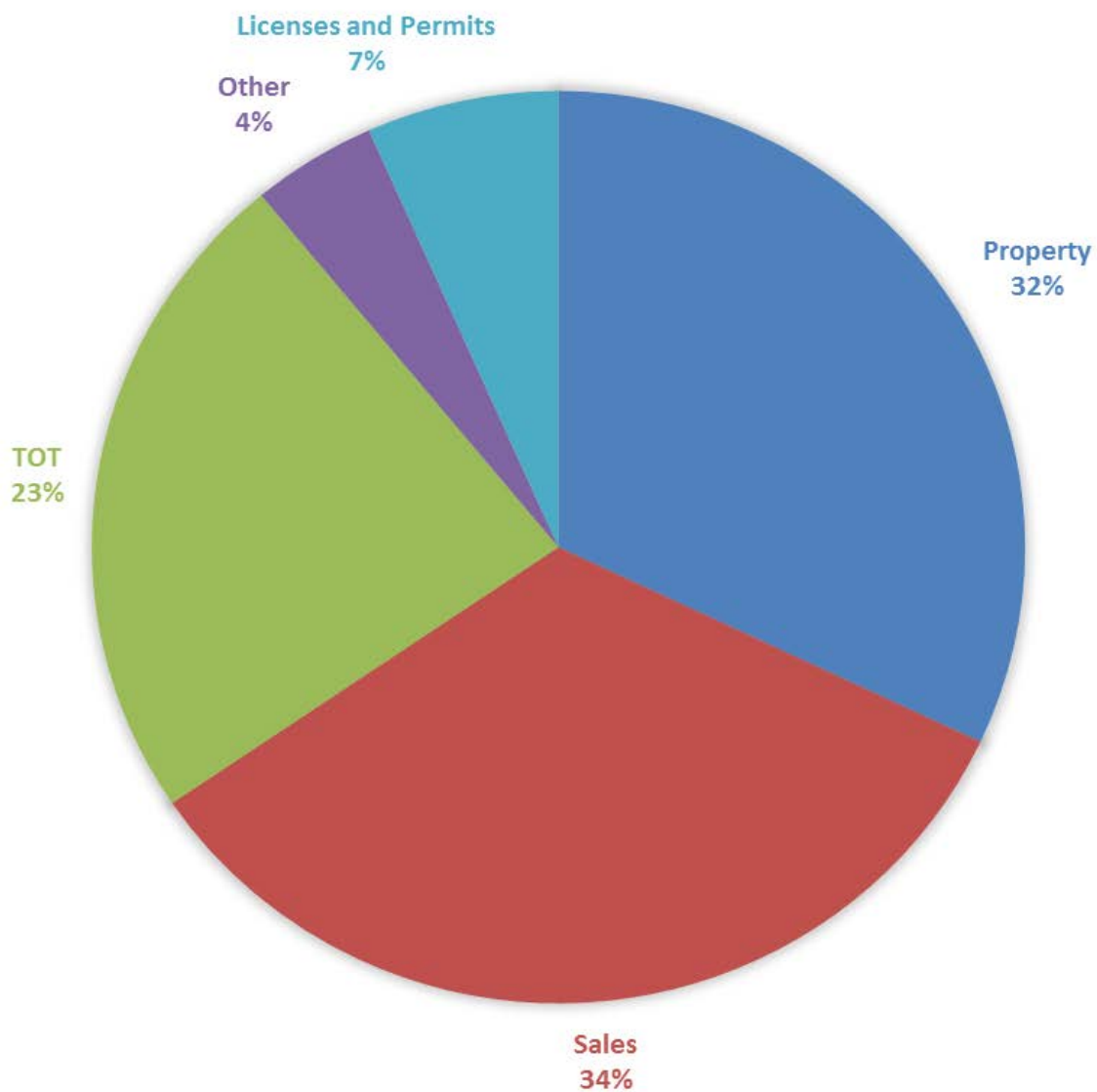
Authorized positions for fiscal year 2019 are 81.68 FTE's. Part-time positions make up 12.33 FTE's of the total FTE's. Not included in the above figures are 1 Mayor, 4 Council Members, 5 Planning Commissioners, Recreation Program Instructors or Tree Maintenance Workers who are hired on an as needed basis.

The proposed budget shows the addition of a position in the Public Works Administration. During fiscal year 2018, City Council approved in a reorganization of the Human Resources, Finance and Public Works Departments which resulted in the addition of 1 FTE in the Public Works Administration. The fiscal year 18/19 budget reflects a transition of one Maintenance Worker from Water Distribution to the Streets/Sewer/Parks/Trees/Government Buildings Department. This is reflected in the chart above; there we no staffing additions to Public Works, just realignment of existing positions. A part-time limited term Senior Planner was added in the FY 19 budget as well as 2 full time firefighters. Salaries and benefits compromise of approximately 54% of the total City budget (removing transfers to internal funds and CIP project funds).

GENERAL FUND

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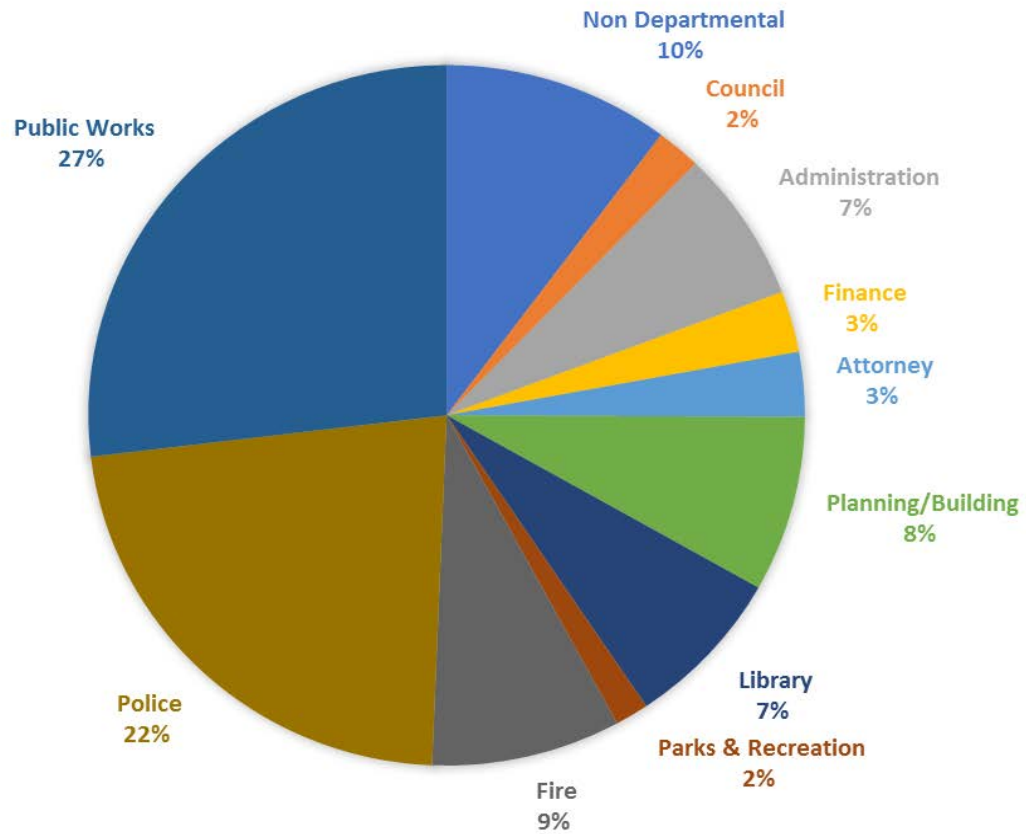
CITY OF ST. HELENA
GENERAL FUND REVENUES - \$14,264,191
FISCAL YEAR 2018/19



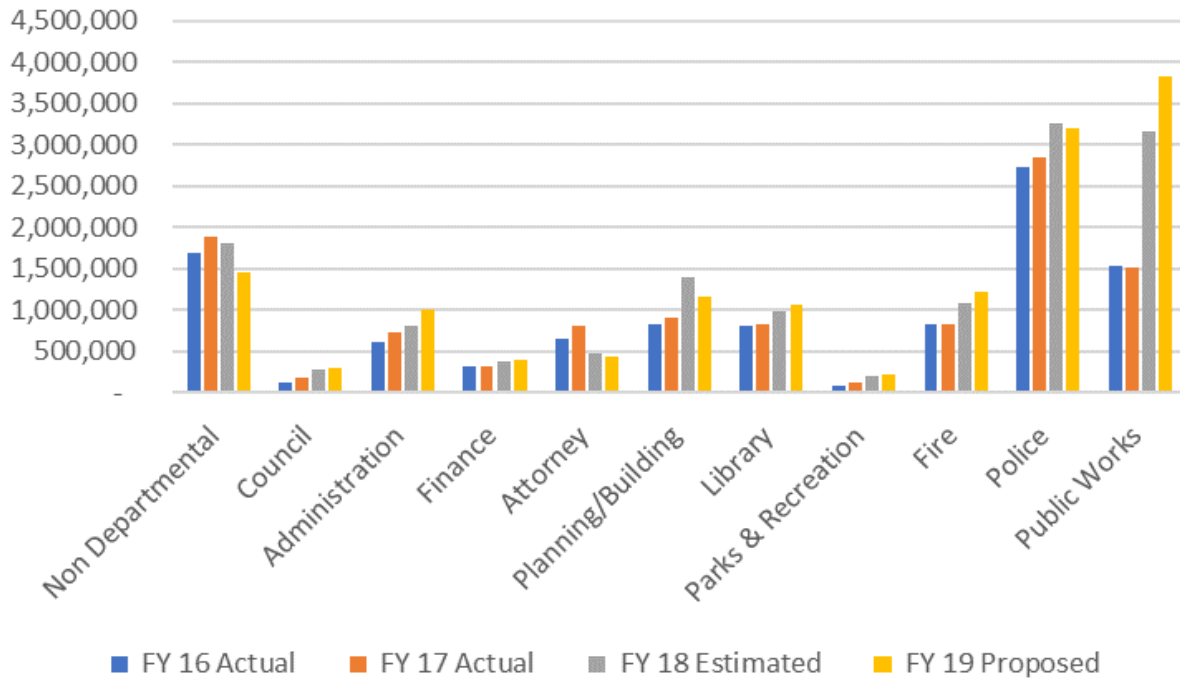
**CITY OF ST. HELENA
GENERAL FUND REVENUE COMPARISON
FY 2018/2019**



CITY OF ST. HELENA
GENERAL FUND YEAR EXPENDITURES - \$14,264,191
BY DEPARTMENT
FISCAL YEAR 2018/2019



**CITY OF ST. HELENA
GENERAL FUND YEAR OVER YEAR EXPENDITURES
FY 2018/2019**



GF Revenue Update

Budget Analysis

Account	Description	Actual 2015	Actual 2016	Actual 2017	Estimated 2018	Proposed 2019
Property Taxes						
101-30-10-00-00	Property Tax-Secured	2,977,499	3,187,030	3,295,653	3,511,848	3,634,763
101-30-11-00-00	ERAF Shift to State	187,782	89,610	94,115	105,000	-
101-30-20-00-00	Property Tax-Unsecured	122,911	114,923	117,577	121,921	126,189
101-30-30-00-00	Prior Year Property Tax		1,506	3,736	1	600
101-30-90-00-00	Real Property Transfer Tax	92,290	110,376	111,591	117,098	120,611
101-32-05-00-00	In Lieu VLF	562,034	593,294	639,236	645,619	668,216
101-32-20-00-00	Homeowner Property Tax	15,626	15,376	15,533	16,000	16,560
Property Taxes		3,958,142	4,112,115	4,277,441	4,517,487	4,566,939
Sales Tax						
101-30-40-00-00	Retail Sales/Use Tax	1,962,589	2,511,879	2,868,566	2,809,874	3,146,890
101-30-42-00-00	Public Safety Sales Tax	57,198	57,794	60,197	55,700	58,485
101-30-43-00-00	Sales Tax In Lieu	694,523	521,022		-	-
101-30-44-00-00	Measure D	-	-	296,936	1,409,937	1,573,445
Sales Tax		\$2,714,310	\$3,090,695	3,225,699	4,275,511	4,778,820
Transient Occupancy Taxes						
101-30-41-00-00	Sales Tax Increment Res 91-18					-
101-30-50-00-00	Transient Occupancy Tax	1,863,939	2,014,498	2,281,834	2,586,633	3,341,964
101-30-51-00-00	Transient Tax Penalty	6,241	34,334	54,403	4,500	8,859
Transient Occupancy Taxes		1,870,180	2,048,832	2,336,237	2,591,133	3,350,823
Other Taxes						
101-30-60-00-00	Franchise Tax	184,215	192,986	209,478	198,815	208,755
Other Taxes		184,215	192,986	209,478	198,815	208,755
Charges for Service						
101-30-61-00-00	Comcast PEG Access Fees	16,186	28,302	17,809	24,000	24,720
101-30-75-00-00	Fire Inspection Fees	5,830	716	1,320	1,000	1,030
101-31-21-00-00	Building Inspection Fees	2,831	3,818	540	3,500	3,605
101-31-22-00-00	Building Admin Fees	4,840	4,098	135	3,500	3,605
101-31-23-00-00	Other Fire Revenues	80	25,775		1	-
101-33-10-00-00	Planning Fees		103	(4)	100	100
101-33-30-00-00	Sales Of Maps/Publications	563	21	193	150	165
101-33-50-00-00	Police Services	27,675	31,833	28,771	30,000	30,900
101-33-51-00-00	Animal Control Services	(837)			-	-
101-33-60-00-00	Administrative Fees	5,588	100	1,500	7,200	7,725
101-33-70-00-00	Planning Fees	25,446	14,525	62,345	15,000	17,047
101-33-80-00-00	Engineering Fees	925	812	7,057	1,000	7,210
101-33-90-00-00	Street/Sidewalk/Curb Repair	5,592	-		-	-
Charges for Service		94,718	110,102	119,666	85,451	96,107
Fines and Forfeits						
101-31-40-00-00	Vehicle Code Fines	43,215	30,230	40,727	1	26,780
101-31-50-00-00	Other Police Fines	52,130	37,872	24,134	27,000	27,810
101-31-55-00-00	A/R Late Penalty	641	1,658	4,463	500	2,993
101-33-63-00-00	Civil Penalties		41,000	65,400	1	550
101-34-20-00-00	Library Fines & Fees	16,170	15,539	7,585	7,000	7,070
Fines and Forfeits		112,156	126,299	142,309	34,502	65,203

Account	Description	Actual 2015	Actual 2016	Actual 2017	Estimated 2018	Proposed 2019
Licenses and Permits						
101-30-70-00-00	Application & Permit Fees	9,825	1,825	3,975	2,500	2,575
101-30-80-00-00	Business License	152,615	159,728	149,779	143,000	147,290
101-30-81-00-00	Business License Penalty	189	906	219	550	567
101-31-20-00-00	Building Permits	416,475	486,542	549,240	472,000	486,160
101-33-15-00-00	Short Term Rental Permit	4,300	17,200	13,500	6,750	9,000
101-33-74-00-00	Planning App & Permit Fees	168,809	303,472	283,125	259,082	266,854
101-33-84-00-00	Public Works App & Permit Fees	47,075	37,300	39,725	35,000	36,050
101-33-86-00-00	Well Permit Fee	1,300	1,300	1,300	650	1,300
Licenses and Permits		800,588	1,008,273	1,040,863	919,532	949,796
Development Fees						
101-33-81-00-00	Public Works Land & Dev Fees	17,600	21,600	20,800	6,500	13,519
Development Fees		17,600	21,600	20,800	6,500	13,519
Intergovernmental						
101-32-10-00-00	Motor Vehicle In-Lieu	2,476	2,447	4,391	2,500	2,575
101-32-40-00-00	Highway Maintenance	(3,700)			-	
101-32-70-00-00	County Fire Contract	28,855	48,855	48,855	48,855	48,855
101-32-80-00-00	Emergency Relief	148,524	207,525	122,712	130,000	
101-34-61-49-00	Contrib from Gov - Police	9,332	1,351		7,000	2,500
101-34-71-00-00	Reimb State Mandated Costs	68,268	21,037		2,000	2,020
101-34-73-00-00	Other State Revenue	5,000	5,008	19	5,000	5,050
101-34-75-00-00	Restitution	7,408	14,186	3,848	2,000	-
101-36-80-00-00	Library Abatement	3,576	3,784	2,903	3,600	3,636
101-38-00-80-00	Restitution Revenue	16,818			-	-
Intergovernmental		286,557	304,193	182,726	200,955	64,636
Interest and Rents						
101-31-70-00-00	Investment Earnings	22,912	50,720	(40,336)	15,550	25,000
101-34-76-00-00	Cash Overage/Shortage	1,040	(250)	0	1	-
101-31-75-00-00	Interest Income	-	1,569		1	-
101-36-10-00-00	Rental Income	187,824	165,340	180,809	116,664	67,000
101-36-11-00-00	Tennis Court Rentals	12,455	5,504	5,827	4,000	4,040
Interest and Rents		224,231	222,883	\$ 146,300	\$136,216	96,040
Miscellaneous						
101-33-20-00-00	Legal Cost Recovery	27,444	48,052	158,922	50,000	45,000
101-33-21-00-00	Storm Drain Cost Recovery	877	-		-	-
101-33-40-00-00	Other Filing/Certification Fee	-	-		-	-
101-33-85-00-00	Public Wks Violation/Repair Fe	-	-		-	-
101-34-21-00-00	TRB Library Revenue	-	-		20,000	-
101-34-22-00-00	Library Copies	-	-	3,431	3,000	3,030
101-34-23-00-00	Library Lost Material	-	-	503	400	404
101-34-24-00-00	Library Room Rental	-	-	430	350	354
101-34-31-00-00	Donations	-	1,743	1,000	1,000	-
101-34-51-00-00	Sale of Capital Assets	-	-		-	-
101-34-60-00-00	Contributions from non-govt	6,235	-		87,500	-
101-34-61-00-00	Contributions from Government	-	-		-	-
101-34-61-46-00	Contributions from Gov - Library				5,883	1,000
101-34-68-00-00	TID Admin Fee	-	-		-	-
101-34-70-00-00	Other Revenue	29,456	32,055	22,118	20,000	20,200
101-34-74-00-00	Insurance Refund	1,079	223		-	-
101-39-98-00-00	Operating Transfers In	51,240	3,043	3,530	30,000	3,565
Miscellaneous		116,331	85,116	189,934	218,133	73,553
TOTALS		10,266,711	11,191,394	\$ 11,891,452	\$13,184,235	\$14,264,191

GENERAL FUND DEPARTMENT SUMMARY					
Dept	Description	FY 16 Actual	FY 17 Actual	FY 18 Estimated	FY 19 Proposed
4000	Non Departmental	1,683,687	1,888,296	1,807,542	1,458,327
4100	Council	124,637	169,672	268,184	286,769
4200	Administration	613,548	723,505	804,817	1,004,140
4300	Finance	320,045	323,782	375,853	401,832
4400	Attorney	640,851	813,589	470,000	425,000
4500	Planning/Building	823,484	898,802	1,395,220	1,157,552
4600	Library	797,217	823,975	973,376	1,055,590
4728	Parks & Recreation	90,119	125,021	203,395	216,295
4800	Fire	823,516	835,760	1,080,331	1,219,151
4900	Police	2,724,803	2,841,072	3,252,869	3,204,405
5000	Public Works	1,536,185	1,514,934	3,170,969	3,835,130
Grand Total		10,178,093	10,958,408	13,802,556	14,264,191

GENERAL FUND ESTIMATED NET POSITION	
Estimated Ending Fund Balance @ 6/30/2018	4,170,457
Estimated Revenue @ 6/30/2019	14,264,191
Estimated Expenses @ 6/30/2019	14,264,191
Transfers to other funds	
Revenue Less Expenses	-
Use of Reserves	-
Estimated Net Position	4,170,457
Estimated Unassigned Net Position	3,650,906
Percent of Expenses Based on Total Net Position	29%
Percent of Expenses Based on Unassigned Net Position	26%

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CITY COUNCIL (4100)

City Council

Alan Galbraith – Major
Peter White – Vice Major
Paul Dohring – Council Member
Mary Koberstein – Council Member
Geoff Ellsworth – Council Member

Purpose

The City Council is the governing body of the City of St. Helena and has the power to make and enforce all laws related to municipal affairs, subject only to the limitations of the City Code and the State Constitution. The Council is responsible for the formulation of policy, enactment of legislation, control of revenues, and the appropriation of funds.

CITY COUNCIL EXPENSES BY FUND					
Fund	Description	FY 16 Actual	FY 17 Actual	FY 18 Estimated	FY 19 Proposed
101	General Fund	124,637	169,672	268,184	286,769
561	Water Enterprise	44,632	26,581	12,669	16,771
571	Sewer Enterprise	25,504	21,484	12,669	16,771
751	Affordable Housing	-	-	10,000	10,000
Grand Total		194,773	217,738	303,522	330,311

CITY COUNCIL EXPENSES BY OBJECT CODE					
Object Code	Description	FY 16 Actual	FY 17 Actual	FY 18 Estimated	FY 19 Proposed
20	Salaries & Benefits	127,312	108,530	84,459	111,811
21	Services	30,250	56,414	106,463	35,300
22	Supplies	377	1,557	2,000	9,500
24	Taxes, Insurances & Contributi	36,833	51,236	110,600	173,700
Grand Total		194,773	217,738	303,522	330,311

Budget Council 4100

Account Number	Description	FY 16 Actual	FY 17 Actual	FY 18 Estimated	FY 19 Proposed
101	General Fund				
41	Council				
101-41-00-20-20	Temp/Part Time	8,100	11,448	12,600	12,600
101-41-00-20-40	FICA/Medicare	909	1,208	1,285	1,285
101-41-00-20-45	Employer PERS	1,637	1,631	757	212
101-41-00-20-47	PERS Unfunded Liability	-	-	1,209	353
101-41-00-20-50	Employee PERS	429	729	932	202
101-41-00-20-55	Health Insurance	42,097	47,687	37,771	59,028
101-41-00-20-61	Workers Comp	-	-	-	-
101-41-00-20-65	SDI	-	-	-	-
101-41-00-20-75	Deferred Comp	4,003	4,615	4,567	4,589
20	Salaries & Benefits	57,176	67,318	59,121	78,269
101-41-00-21-10	Communications	1,241	3,113	1,900	1,800
101-41-00-21-15	Postage	32	121	100	100
101-41-00-21-27	Equipment Lease Exp	-	-	-	-
101-41-00-21-40	Professional Fees	6,000	4,800	15,000	15,000
101-41-00-21-45	Other Contract Services	14,515	27,185	71,063	-
101-41-00-21-52	Facility Rental	-	-	-	-
101-41-00-21-53	Memberships & Publications	4,716	5,038	6,300	6,300
101-41-00-21-55	Training & Conference	3,746	9,304	12,100	12,100
101-41-00-21-60	Other Travel	-	-	-	-
21	Services	30,250	49,561	106,463	35,300
101-41-00-22-07	Copies	-	-	-	-
101-41-00-22-12	Computer Equipment	-	470	1,000	7,500
101-41-00-22-13	Office Supplies	309	582	500	1,500
101-41-00-22-15	Special Department Supplies	69	505	500	500
22	Supplies	377	1,557	2,000	9,500
101-41-00-24-05	Contributions	36,833	51,236	100,600	163,700
101-41-00-24-25	Taxes & Other Charges	-	-	-	-
24	Taxes, Insurances & Contributi	36,833	51,236	100,600	163,700
00	Administration	124,637	169,672	268,184	286,769
561	Water Enterprise				
41	Council				
561-41-00-20-20	Temp/Part Time	6,300	3,563	2,700	2,700
561-41-00-20-40	FICA/Medicare	707	387	275	275
561-41-00-20-45	Employer PERS	1,274	915	162	45
561-41-00-20-47	PERS Unfunded Liability	-	-	259	76
561-41-00-20-50	Employee PERS	334	212	200	43
561-41-00-20-55	Health Insurance	32,905	16,525	8,094	12,649
561-41-00-20-75	Deferred Comp	3,113	1,553	979	983
20	Salaries & Benefits	44,632	23,155	12,669	16,771
561-41-00-21-10	Communications	-	3,427	-	-
21	Services	-	3,427	-	-
00	Administration	44,632	26,581	12,669	16,771

Budget Council 4100

Account Number	Description	FY 16 Actual	FY 17 Actual	FY 18 Estimated	FY 19 Proposed
571	Sewer Enterprise				
41	Council				
571-41-00-20-20	Temp/Part Time	3,600	2,906	2,700	2,700
571-41-00-20-40	FICA/Medicare	404	311	275	275
571-41-00-20-45	Employer PERS	728	658	162	45
571-41-00-20-47	PERS Unfunded Liability	-	-	259	76
571-41-00-20-50	Employee PERS	191	176	200	43
571-41-00-20-55	Health Insurance	18,802	12,787	8,094	12,649
571-41-00-20-75	Deferred Comp	1,779	1,219	979	983
20	Salaries & Benefits	25,504	18,057	12,669	16,771
571-41-00-21-10	Communications	-	3,427	-	-
21	Services	-	3,427	-	-
00	Administration	25,504	21,484	12,669	16,771
751	Affordable Housing				
41	Council				
751-41-00-24-05	Contributions	-	-	10,000	10,000
24	Taxes, Insurances & Contributi	-	-	10,000	10,000
00	Administration	-	-	10,000	10,000
Grand Total		194,773	217,738	303,522	330,311

CITY COUNCIL - 4100
EXPENSE DETAIL

Description	Object Code	Funding Source	Total Budgeted
<i>Professional Fees</i>	<i>2140</i>	<i>101</i>	
Public Engagement - Housing Initiative		5,500	5,500
Public Engagement - Good Governance		3,000	3,000
Miscellaneous Services		6,500	6,500
TOTAL - Professional Fees	2140	\$ 15,000	\$ 15,000
<i>Memberships & Publications</i>	<i>2153</i>	<i>101</i>	
IIMC		200	200
League of California Cities		4,800	4,800
NCLOG		300	300
Miscellaneous		1,000	1,000
TOTAL - Memberships & Publications	2153	\$ 6,300	\$ 6,300
<i>Training and Conferences</i>	<i>2155</i>	<i>101</i>	
NLOG Meetings		2,100	2,100
League of California Cities		7,500	7,500
Miscellaneous Council Training/Meetings		5,000	5,000
TOTAL - Training and Conferences	2155	\$ 14,600	\$ 14,600
<i>Contributions</i>	<i>2405</i>	<i>101</i>	<i>751</i>
Boys & Girls Club		40,000	40,000
CA Federation of Women/St. Helena Junior		1,300	1,300
Wormen's Club			
Friends of Cameo		10,000	10,000
Kiwanis		3,000	3,000
Lincoln Theater		10,000	10,000
Native Sons of Golden West		10,000	10,000
Nimbus Arts		10,000	10,000
OLE Health - St. Helena Health Center		10,000	10,000
Our Town St. Helena			10,000
Rianda House		10,000	10,000
Robert Louis Stevenson Museum		5,000	5,000
St. Helena Community Band		10,000	10,000
St. Helena Farmer's Market		6,400	6,400
St. Helena Historical Society		8,000	8,000
St. Helena Little League		10,000	10,000
St. Helena Preschool for All		10,000	10,000
UpValley Family Center		10,000	10,000
TOTAL - Contributions	2405	\$ 163,700	\$ 10,000 \$ 173,700

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ADMINISTRATION

(4200)

Purpose

The City Manager is responsible for providing general administrative management of the City; acting as a liaison between the City Council and Staff; carrying out, on behalf of the City Council, its policies, rules, regulations and laws; overseeing the delivery of public service; reviewing and approving staff reports for Council meetings.

The City Clerk is responsible for the preparation of Council Agendas, Brown Act compliance, records management, Fair Political Practices Commission (FPPC) reporting requirements, and assistance to the City Council.

The Human Resource/Information Technology Director is responsible for the recruitment of new employees, benefits, training, retirement, information technology, risk management and phone systems.

Staffing

Administration consists of the following departments: City Manager, City Clerk, Human Resources, and Information Technology and currently has 5 FTE staff members consisting of:

City Manager (1)
 City Clerk (1)
 HR/IT Director (1)
 Records Assistant (1)
 HR Administrative Assistant (1)

ADMINISTRATION EXPENSES BY FUND					
Fund	Description	FY 16 Actual	FY 17 Actual	FY 18 Estimated	FY 19 Proposed
101	General Fund	613,548	723,505	804,817	1,004,140
561	Water Enterprise	122,884	139,696	253,400	253,933
571	Sewer Enterprise	116,552	139,788	222,333	171,926
Grand Total		852,983	1,002,989	1,280,550	1,429,999

ADMINISTRATION EXPENSES BY OBJECT CODE					
Object Code	Description	FY 16 Actual	FY 17 Actual	FY 18 Estimated	FY 19 Proposed
20	Salaries & Benefits	703,230	861,818	982,289	921,998
21	Services	134,414	114,543	242,864	425,246
22	Supplies	9,082	22,150	32,835	54,800
23	Maintenance	4,050	299	15,274	21,455
26	Capital	2,208	4,179	5,340	6,500
10	FICA/Medicare	-	-	1,948	-
Grand Total		852,983	1,002,989	1,280,550	1,429,999

Budget Administration - City Manager 4200

Account Number	Description	FY 16 Actual	FY 17 Actual	FY 18 Estimated	FY 19 Proposed
101	General Fund				
42	City Manager				
101-42-00-20-08	Post-Employment Disbursement	-	-	-	-
101-42-00-20-10	Salary-Regular	311,264	354,856	113,928	127,742
101-42-00-20-20	Temp/Part Time	6,601	51,403	-	-
101-42-00-20-30	Overtime	291	178	-	-
101-42-00-20-40	FICA/Medicare	21,398	28,660	6,405	7,049
101-42-00-20-45	Employer PERS	40,610	60,388	7,064	8,474
101-42-00-20-47	PERS Unfunded Liability	-	-	11,277	14,110
101-42-00-20-50	Employee PERS	-	-	-	-
101-42-00-20-55	Health Insurance	55,039	67,815	17,574	15,797
101-42-00-20-61	Workers Comp	13,089	9,050	2,657	2,811
101-42-00-20-65	SDI	2,366	2,710	599	747
101-42-00-20-71	Unemployment	3,895	878	-	-
101-42-00-20-75	Deferred Comp	5,845	6,283	1,534	1,668
101-42-00-20-85	Auto Allowance	7,520	6,476	3,600	3,900
101-42-00-20-89	Charity Event Reimbursement	-	875	-	-
20	Salaries & Benefits	467,917	589,571	164,638	182,298
101-42-00-21-05	Advertising	5,604	5,855	-	-
101-42-00-21-10	Communications	3,351	4,729	5,000	5,000
101-42-00-21-15	Postage	395	629	300	400
101-42-00-21-27	Equipment Lease Exp	-	-	-	-
101-42-00-21-30	Professional Contracts	29,015	101	5,000	-
101-42-00-21-45	Other Contract Services	82,369	38,255	20,000	25,000
101-42-00-21-53	Memberships & Publications	5,268	4,604	2,600	2,600
101-42-00-21-55	Training & Conference	8,258	22,163	12,700	13,300
101-42-00-21-56	Admin Recruitment	154	33,204	1,855	-
101-42-00-21-60	Other Travel	-	-	100	100
21	Services	134,414	109,538	47,555	46,400
101-42-00-22-07	Copies	-	-	-	-
101-42-00-22-12	Computer Equipment	3,532	1,579	1,000	1,000
101-42-00-22-13	Office Supplies	2,822	2,710	700	1,000
101-42-00-22-14	Election Expense	148	12,794	-	-
101-42-00-22-15	Special Department Supplies	1,158	2,988	300	300
22	Supplies	7,659	20,071	2,000	2,300
101-42-00-23-11	Maint Office Equip	-	-	-	-
101-42-00-23-35	Software Maintenance	1,350	147	500	-
23	Maintenance	1,350	147	500	-
101-42-00-24-25	Taxes & Other Charges	-	-	-	-
24	Taxes, Insurances & Contributi	-	-	-	-
101-42-00-26-40	Furniture & Fixtures	2,208	4,179	2,000	2,000
101-42-00-26-60	Capital Imp Buildings	-	-	-	-
26	Capital	2,208	4,179	2,000	2,000
00	Administration	613,548	723,505	216,693	232,998
561	Water Enterprise				

Budget Administration - City Manager 4200

Account Number	Description	FY 16 Actual	FY 17 Actual	FY 18 Estimated	FY 19 Proposed
42	City Manager				
561-42-00-20-08	Post-Employment Disbursement	-	-	-	-
561-42-00-20-10	Salary-Regular	83,032	77,066	37,976	39,305
561-42-00-20-20	Temp/Part Time	-	17,134	-	-
561-42-00-20-30	Overtime	-	12	-	-
561-42-00-20-40	FICA/Medicare	5,491	6,347	2,135	2,169
561-42-00-20-45	Employer PERS	12,206	15,402	2,355	2,608
561-42-00-20-47	PERS Unfunded Liability	-	-	11,277	14,110
561-42-00-20-50	Employee PERS	-	-	-	-
561-42-00-20-55	Health Insurance	13,260	14,408	5,858	4,861
561-42-00-20-61	Workers Comp	2,703	2,044	886	865
561-42-00-20-65	SDI	595	527	200	230
561-42-00-20-75	Deferred Comp	1,429	1,414	511	513
561-42-00-20-85	Auto Allowance	2,107	1,759	1,200	1,200
561-42-00-20-89	Charity Event Reimbursement	-	-	-	-
561-42-00-20-97	Housing Allowance	-	-	-	-
20	Salaries & Benefits	120,823	136,112	62,398	65,861
561-42-00-21-30	Professional Contracts	-	10	500	500
561-42-00-21-45	Other Contract Services	-	1,667	2,000	2,000
561-42-00-21-55	Training & Conference	-	(317)	500	500
561-42-00-21-56	Admin Recruitment	-	1,129	-	-
21	Services	-	2,489	3,000	3,000
561-42-00-22-12	Computer Equipment	636	530	-	500
561-42-00-22-15	Special Department Supplies	76	489	-	-
22	Supplies	711	1,020	-	500
561-42-00-23-35	Software Maintenance	1,350	76	-	-
23	Maintenance	1,350	76	-	-
00	Administration	122,884	139,696	65,398	69,361
571	Sewer Enterprise				
42	City Manager				
571-42-00-20-08	Post-Employment Disbursement	-	-	-	-
571-42-00-20-10	Salary-Regular	78,770	77,066	37,976	29,479
571-42-00-20-20	Temp/Part Time	-	17,134	-	-
571-42-00-20-30	Overtime	-	12	-	-
571-42-00-20-40	FICA/Medicare	5,162	6,347	2,135	1,627
571-42-00-20-45	Employer PERS	11,185	15,427	2,355	1,956
571-42-00-20-47	PERS Unfunded Liability	-	-	3,759	3,256
571-42-00-20-50	Employee PERS	-	-	-	-
571-42-00-20-55	Health Insurance	12,533	14,408	5,858	3,646
571-42-00-20-61	Workers Comp	2,881	2,044	886	649
571-42-00-20-65	SDI	557	526	200	172
571-42-00-20-75	Deferred Comp	1,364	1,413	511	385
571-42-00-20-85	Auto Allowance	2,039	1,759	1,200	900
571-42-00-20-89	Charity Event Reimbursement	-	-	-	-
571-42-00-20-97	Housing Allowance	-	-	-	-
20	Salaries & Benefits	114,490	136,136	54,880	42,070

Budget Administration - City Manager 4200

Account Number	Description	FY 16 Actual	FY 17 Actual	FY 18 Estimated	FY 19 Proposed
571-42-00-21-30	Professional Contracts	-	-	-	-
571-42-00-21-45	Other Contract Services	-	1,667	2,000	2,000
571-42-00-21-55	Training & Conference	-	(317)	300	300
571-42-00-21-56	Admin Recruitment	-	1,167	-	-
21	Services	-	2,517	2,300	2,300
571-42-00-22-12	Computer Equipment	636	638	-	500
571-42-00-22-15	Special Department Supplies	76	421	-	-
22	Supplies	711	1,059	-	500
571-42-00-23-35	Software Maintenance	1,350	76	-	-
23	Maintenance	1,350	76	-	-
00	Administration	116,552	139,788	57,180	44,870
Grand Total		852,983	1,002,989	339,271	347,229

ADMINISTRATION CITY MANAGER - 4200 EXPENSE DETAIL						
Description	Object Code	Funding Source and Amount Per Funding Source			Total Budgeted	
<i>Other Contract Services</i>	2145	101	561	571		
Miscellaneous Contracts		25,000	-	-	25,000	
TOTAL - Other Contract Services	2145	\$ 25,000	\$ -	\$ -	\$ 25,000	
<i>Memberships & Publications</i>	2153	101	561	571		
CCMF		400	-	-	400	
ICMA		2,000	-	-	2,000	
MMANC		200	-	-	200	
TOTAL - Memberships & Publications	2153	\$ 2,600	\$ -	\$ -	\$ 2,600	
<i>Training and Conferences</i>	2155	101	561	571		
ICMA		3,500	-	-	3,500	
City Manager Training		8,000	-	-	8,000	
League of California Cities		1,800	-	-	1,800	
TOTAL - Training and Conferences	2155	\$ 13,300	\$ -	\$ -	\$ 13,300	

Budget Administration - City Clerk 4210

Account Number	Description	Fy 16 Actual	FY17 Actual	FY 18 Estimated	FY 19 Proposed
101	General Fund				
42	City Clerk				
101-42-10-20-08	Post-Employment Disbursement	-	-	-	-
101-42-10-20-10	Salary-Regular	-	-	141,301	139,453
101-42-10-20-20	Temp/Part Time	-	-	-	-
101-42-10-20-30	Overtime	-	-	-	-
101-42-10-20-40	FICA/Medicare	-	-	10,984	10,847
101-42-10-20-45	Employer PERS	-	-	8,534	8,899
101-42-10-20-47	PERS Unfunded Liability	-	-	13,625	14,817
101-42-10-20-55	Health Insurance	-	-	37,072	28,985
101-42-10-20-61	Workers Comp	-	-	6,200	6,486
101-42-10-20-65	SDI	-	-	1,104	1,365
101-42-10-20-75	Deferred Comp	-	-	2,399	2,473
101-42-10-20-85	Auto Allowance	-	-	1,920	1,920
20	Salaries & Benefits	-	-	223,139	215,245
101-42-10-21-05	Advertising	-	-	5,500	5,800
101-42-10-21-30	Professional Contracts	-	-	-	-
101-42-10-21-45	Other Contract Services	-	-	16,300	82,114
101-42-10-21-53	Memberships & Publications	-	-	1,800	2,040
101-42-10-21-55	Training & Conference	-	-	7,850	14,600
101-42-10-21-60	Other Travel	-	-	100	100
21	Services	-	-	31,550	104,654
101-42-10-22-12	Computer Equipment	-	-	2,660	1,000
101-42-10-22-13	Office Supplies	-	-	1,500	1,000
101-42-10-22-14	Election Expense	-	-	10,000	35,000
101-42-10-22-15	Special Department Supplies	-	-	200	300
22	Supplies	-	-	14,360	37,300
101-42-10-26-40	Furniture & Fixtures	-	-	840	2,000
26	Capital	-	-	840	2,000
10	Administration	-	-	269,889	359,199
561	Water Enterprise				
42	City Clerk				
561-42-10-20-08	Post-Employment Disbursement	-	-	-	-
561-42-10-20-10	Salary-Regular	-	-	24,738	24,581
561-42-10-20-20	Temp/Part Time	-	-	-	-
561-42-10-20-30	Overtime	-	-	-	-
561-42-10-20-40	FICA/Medicare	-	-	1,948	1,936
561-42-10-20-45	Employer PERS	-	-	1,458	1,530
561-42-10-20-47	PERS Unfunded Liability	-	-	13,625	14,817
561-42-10-20-55	Health Insurance	-	-	8,937	7,524
561-42-10-20-61	Workers Comp	-	-	1,329	1,297
561-42-10-20-65	SDI	-	-	202	242
561-42-10-20-75	Deferred Comp	-	-	751	753
561-42-10-20-85	Auto Allowance	-	-	720	720
20	Salaries & Benefits	-	-	53,708	53,400

Budget Administration - City Clerk 4210

Account Number	Description	Fy 16 Actual	FY17 Actual	FY 18 Estimated	FY 19 Proposed
561-42-10-21-45	Other Contract Services	-	-	9,238	3,736
561-42-10-21-55	Training & Conference	-	-	600	1,470
21	Services	-	-	9,838	5,206
561-42-10-22-12	Computer Equipment	-	-	3,000	1,000
22	Supplies	-	-	3,000	1,000
561-42-10-23-35	Software Maintenance	-	-	-	-
23	Maintenance	-	-	-	-
10	Administration	-	-	66,546	59,606
571	Sewer Enterprise				
42	City Clerk				
571-42-10-10-40	FICA/Medicare	-	-	1,948	-
10	FICA/Medicare	-	-	1,948	-
571-42-10-20-08	Post-Employment Disbursement	-	-	-	-
571-42-10-20-10	Salary-Regular	-	-	24,738	18,226
571-42-10-20-20	Temp/Part Time	-	-	-	-
571-42-10-20-30	Overtime	-	-	-	-
571-42-10-20-40	FICA/Medicare	-	-	-	1,431
571-42-10-20-45	Employer PERS	-	-	1,458	1,159
571-42-10-20-47	PERS Unfunded Liability	-	-	2,328	1,929
571-42-10-20-55	Health Insurance	-	-	8,937	5,189
571-42-10-20-61	Workers Comp	-	-	1,329	865
571-42-10-20-65	SDI	-	-	202	179
571-42-10-20-75	Deferred Comp	-	-	751	502
571-42-10-20-85	Auto Allowance	-	-	720	480
20	Salaries & Benefits	-	-	40,463	29,960
571-42-10-21-45	Other Contract Services	-	-	9,238	3,736
571-42-10-21-55	Training & Conference	-	-	600	1,470
21	Services	-	-	9,838	5,206
571-42-10-22-12	Computer Equipment	-	-	3,000	1,000
22	Supplies	-	-	3,000	1,000
10	Administration	-	-	55,249	36,166
Grand Total		-	-	391,684	454,971

ADMINISTRATION CITY CLERK 4210
EXPENSE DETAIL

Description	Object Code	Funding Source and			Total Budgeted
		Amount Per Funding Source			
Other Contract Services	2145	101	561	571	
Southtech - Form 700 Annual Renewal			525	-	525
Southtech - Campaign Documents			850	-	850
iCompass City Council/Planning Annual Renewal Web Streaming		4,560	570	570	5,700
iCompass City Council/Planning Annual Renewal Agenda Management		2,940	368	368	3,676
iCompass PRA Module Annual Renewal		504	63	63	630
Public Facing Laserfiche Link Annual Renewal		1,000	1,000	1,000	3,000
Document Scanning		70,000	-	-	70,000
ECS (laserfiche) Annual Renewal		1,735	1,735	1,735	5,205
TOTAL - Other Contract Services	2145	\$ 82,114	\$ 3,736	\$ 3,736	\$ 89,586
Memberships & Publications	2153	101	561	571	
IIMC		200	-	-	200
CCAC		100	-	-	100
MMANC		100	-	-	100
ARMA		200	-	-	200
County of Napa Official Records Index and Document Images (split with PW Admin and Planning)		1,440	-	-	1,440
TOTAL - Memberships & Publications	2153	\$ 2,040	\$ -	\$ -	\$ 2,040
Training and Conferences	2155	101	561	571	
Technical Training for Clerks		3,000	-	-	3,000
CCAC Annual Conference		1,500	-	-	1,500
MMANC		600	-	-	600
ARMA		500	-	-	500
Workflow Training		600	600	600	1,800
Laserfiche Annual Conference		600	600	600	1,800
Laserfiche Certification Course		270	270	270	810
League of California Cities New Law and Elections		1,650	-	-	1,650
TOTAL - Training and Conferences	2155	\$ 8,720	\$ 1,470	\$ 1,470	\$ 11,660
Computer Equipment	2212	101	561	571	
Computer Programs		500	500	500	1,500
Miscellaneous		500	500	500	1,500
TOTAL - Computer Equipment	2212	\$ 1,000	\$ 1,000	\$ 1,000	\$ 3,000

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Budget Administration - Human Resources and IT 4220

Account Number	Description	FY 16 Actual	FY 17 Actual	FY 18 Estimated	FY 19 Proposed
101	General Fund				
42	HR & IT				
101-42-20-20-08	Post-Employment Disbursement	-	-	-	-
101-42-20-20-10	Salary Regular	-	-	125,544	129,837
101-42-20-20-20	Temp/Part Time	-	-	14,048	-
101-42-20-20-30	Overtime	-	-	-	-
101-42-20-20-37	Holiday Pay	-	-	-	-
101-42-20-20-40	FICA/Medicare	-	-	10,530	9,407
101-42-20-20-45	Employer PERS	-	-	10,854	9,967
101-42-20-20-47	PERS Unfunded Liability	-	-	17,328	16,595
101-42-20-20-55	Health Insurance	-	-	32,645	34,342
101-42-20-20-61	Workers Comp	-	-	5,314	3,654
101-42-20-20-65	SDI	-	-	1,131	1,118
101-42-20-20-75	Deferred Comp	-	-	2,729	2,063
101-42-20-20-85	Auto Allowance	-	-	2,520	1,560
20	Salaries & Benefits	-	-	222,643	208,543
101-42-20-21-05	Advertising	-	-	3,000	7,000
101-42-20-21-30	Professional Contracts	-	-	64,155	152,165
101-42-20-21-45	Other Contract Services	-	-	-	-
101-42-20-21-46	Website Support	-	-	2,063	3,500
101-42-20-21-53	Memberships & Publications	-	-	2,570	2,570
101-42-20-21-55	Training & Conference	-	-	4,730	12,300
101-42-20-21-56	Admin Recruitment	-	-	3,000	4,500
101-42-20-21-60	Other Travel	-	-	100	100
21	Services	-	-	79,618	182,135
101-42-20-22-12	Computer Equipment	-	-	1,000	2,000
101-42-20-22-13	Office Supplies	-	-	2,700	2,800
101-42-20-22-15	Special Department Supplies	-	-	3,000	3,000
22	Supplies	-	-	6,700	7,800
101-42-20-23-35	Software Maintenance	-	-	6,774	10,965
23	Maintenance	-	-	6,774	10,965
101-42-20-26-40	Furniture & Fixtures	-	-	2,500	2,500
26	Capital	-	-	2,500	2,500
20	Administration	-	-	318,235	411,943
561	Water Enterprise				
42	HR & IT				
561-42-20-20-08	Post-Employment Disbursement	-	-	-	-
561-42-20-20-10	Salary Regular	-	-	41,849	39,950
561-42-20-20-20	Temp/Part Time	-	-	4,682	-
561-42-20-20-30	Overtime	-	-	-	-
561-42-20-20-37	Holiday Pay	-	-	-	-
561-42-20-20-40	FICA/Medicare	-	-	3,517	2,894
561-42-20-20-45	Employer PERS	-	-	3,618	3,067
561-42-20-20-47	PERS Unfunded Liability	-	-	17,328	16,595
561-42-20-20-55	Health Insurance	-	-	10,882	10,567

Budget Administration - Human Resources and IT 4220

Account Number	Description	FY 16 Actual	FY 17 Actual	FY 18 Estimated	FY 19 Proposed
561-42-20-20-61	Workers Comp	-	-	1,771	1,124
561-42-20-20-65	SDI	-	-	377	344
561-42-20-20-75	Deferred Comp	-	-	1,002	635
561-42-20-20-85	Auto Allowance	-	-	960	960
20	Salaries & Benefits	-	-	85,986	76,136
561-42-20-21-05	Advertising	-	-	700	700
561-42-20-21-30	Professional Contracts	-	-	26,670	32,585
561-42-20-21-45	Other Contract Services	-	-	625	-
561-42-20-21-55	Training & Conference	-	-	400	6,400
561-42-20-21-56	Admin Recruitment	-	-	1,500	1,500
561-42-20-21-60	Other Travel	-	-	-	-
21	Services	-	-	29,895	41,185
561-42-20-22-12	Computer Equipment	-	-	-	-
561-42-20-22-13	Office Supplies	-	-	700	700
561-42-20-22-15	Special Department Supplies	-	-	875	1,500
22	Supplies	-	-	1,575	2,200
561-42-20-23-35	Software Maintenance	-	-	4,000	5,445
23	Maintenance	-	-	4,000	5,445
20	Administration	-	-	121,456	124,966
571	Sewer Enterprise				
42	HR & IT				
571-42-20-20-08	Post-Employment Disbursement	-	-	-	-
571-42-20-20-10	Salary Regular	-	-	41,849	29,962
571-42-20-20-20	Temp/Part Time	-	-	4,682	-
571-42-20-20-30	Overtime	-	-	-	-
571-42-20-20-37	Holiday Pay	-	-	-	-
571-42-20-20-40	FICA/Medicare	-	-	3,517	2,171
571-42-20-20-45	Employer PERS	-	-	3,618	2,300
571-42-20-20-47	PERS Unfunded Liability	-	-	5,776	3,830
571-42-20-20-55	Health Insurance	-	-	10,882	7,925
571-42-20-20-61	Workers Comp	-	-	1,771	843
571-42-20-20-65	SDI	-	-	377	258
571-42-20-20-75	Deferred Comp	-	-	1,002	476
571-42-20-20-85	Auto Allowance	-	-	960	720
20	Salaries & Benefits	-	-	74,434	48,485
571-42-20-21-05	Advertising	-	-	700	700
571-42-20-21-30	Professional Contracts	-	-	26,670	26,560
571-42-20-21-45	Other Contract Services	-	-	-	-
571-42-20-21-55	Training & Conference	-	-	400	6,400
571-42-20-21-56	Admin Recruitment	-	-	1,500	1,500
571-42-20-21-60	Other Travel	-	-	-	-
21	Services	-	-	29,270	35,160
571-42-20-22-12	Computer Equipment	-	-	-	-
571-42-20-22-13	Office Supplies	-	-	700	700

Budget Administration - Human Resources and IT 4220

Account Number	Description	FY 16 Actual	FY 17 Actual	FY 18 Estimated	FY 19 Proposed
571-42-20-22-15	Special Department Supplies	-	-	1,500	1,500
22	Supplies	-	-	2,200	2,200
571-42-20-23-35	Software Maintenance	-	-	4,000	5,045
23	Maintenance	-	-	4,000	5,045
20	Administration	-	-	109,904	90,890
Grand Total		-	-	549,595	627,799

ADMINISTRATION HUMAN RESOURCES & INFORMATION TECHNOLOGY 4220
EXPENSE DETAIL

Description	Object Code	Funding Source and			Total Budgeted
		Amount Per Funding Source			
Advertising	2105	101	561	571	
Recruitment Advertising			3,000	700	4,400
SHINE Newsletter			4,000	-	4,000
TOTAL - Advertising	2105	\$ 7,000	\$ 700	\$ 700	\$ 8,400
Professional Contracts	2130	101	561	571	
Annual Support Contract - Marin IT			72,000	14,410	96,020
Annual Phone Lease			32,290	-	32,290
Office 365 Migration - Marin IT			5,175	1,035	6,900
Firewall Replacement - Marin IT			13,200	2,640	17,600
Classification & Compensation Study and Management Level Review			25,000	12,250	49,500
Performance Evaluation Software			4,500	2,250	9,000
TOTAL - Professional Contracts	2130	\$ 152,165	\$ 32,585	\$ 26,560	\$ 211,310
Website Support	2146	101	561	571	
Domain and Website Hosting			3,500	-	3,500
TOTAL - Website Support	2146	\$ 3,500	\$ -	\$ -	\$ 3,500
Memberships & Publications	2153	101	561	571	
CalPELRA (HR)			700	-	700
NCCIPMA-HR Lifetime Membership			350	-	350
MMANC			150	-	150
CalChamber			870	-	870
MailChimp			500	-	500
TOTAL - Memberships & Publications	2153	\$ 2,570	\$ -	\$ -	\$ 2,570
Training and Conferences	2155	101	561	571	
Labor, Continuing Education			200	100	400
Pryor Training Unlimited (HR)			600	-	600
MMANC and Misc. HR Trainings			3,000	-	3,000
CalPELRA (HR) - REMIF to Reimburse			1,100	-	1,100
PARMA - REMIF to Reimburse			1,100	-	1,100
Liebert Cassidy (HR)			300	300	900
Citywide Employee Trainings			4,000	4,000	12,000
Citywide Employee Safety Trainings			2,000	2,000	6,000
TOTAL - Training and Conferences	2155	\$ 12,300	\$ 6,400	\$ 6,400	\$ 25,100
Admin Recruitment	2156	101	561	571	
Background Checks			3,000	1,000	5,000
Physicals			1,500	500	2,500
TOTAL - Admin Recruitment	2156	\$ 4,500	\$ 1,500	\$ 1,500	\$ 7,500

ADMINISTRATION HUMAN RESOURCES & INFORMATION TECHNOLOGY 4220
EXPENSE DETAIL

Description	Object Code	Funding Source and			Total
		Amount Per Funding Source			
Software Maintenance	2335	101	561	571	
Anti-Virus		3,000	3,000	3,000	9,000
CalOpps Recruitment Software		1,500	750	750	3,000
Misc. IT Software		500	500	500	1,500
Microsoft 365 Annual Subscription - Marin IT		940	190	125	1,255
Firewall Annual Warranty and Support - Marin IT		5,025	1,005	670	6,700
TOTAL - Software Maintenance	2335	\$ 10,965	\$ 5,445	\$ 5,045	\$ 21,455

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FINANCE (4300)

Staffing

The Finance Department Currently has 5 FTE staff members. Consisting of:

Finance Director (1)
Administrative Services Manager (1)
Accounting Technician (1)
Accounting Assistants (2)

Purpose

The Finance Department is responsible for providing financial management of all City Funds, grants management and administrating internal service functions for all departments. Major activities include: maintaining the City's investment program and providing necessary financing for capital needs; preparing management and financial analysis reports; developing the Annual Budget; grant contract review, verification of grant reimbursements and audit closeout; monitoring legislation affecting finances of the City; monitoring the City's risk management needs, and administration of the Business License Ordinance.

Other activities include billing and collection services for City water and sewer utilities, business licenses, parking citations, miscellaneous receivables, and purchasing services.

FINANCE EXPENSES BY FUND					
Fund	Description	FY 16 Actual	FY 17 Actual	FY 18 Estimated	FY 19 Proposed
101	General Fund	320,045	323,782	420,853	401,832
216	Public Safety Impact	1,753	754	8,371	8,371
235	Measure A	-	-	261,900	-
561	Water Enterprise	239,106	290,035	311,775	313,677
571	Sewer Enterprise	196,627	228,759	264,749	231,598
713	Civic Impact	1,753	754	8,371	-
733	Capital Project Planning	2,250	-	-	-
740	Traffic Mitigation Impact	1,753	754	8,370	-
742	Storm Drain Improvement	1,753	754	8,370	-
764	Water Impact	1,753	754	8,371	-
774	Sewer Impact	1,753	754	8,371	-
Grand Total		768,545	847,100	1,309,500	955,478

FINANCE EXPENSES BY OBJECT CODE					
Object Code	Description	FY 16 Actual	FY 17 Actual	FY 18 Estimated	FY 19 Proposed
20	Salaries & Benefits	548,849	532,128	639,509	725,648
21	Services	199,850	264,811	614,741	172,980
22	Supplies	13,589	14,092	20,500	18,300
23	Maintenance	3,105	33,067	29,150	33,800
24	Taxes, Insurances & Contributi	1,677	1,501	2,000	2,500
26	Capital	1,474	1,500	3,600	2,250
Grand Total		768,545	847,100	1,309,500	955,478

Budget Finance 4300

Account Number	Description	FY 16 Actual	FY 17 Actual	FY 18 Estimated	FY 19 Proposed
101	General Fund				
43	Finance				
101-43-00-20-08	Post-Employment Disbursement	-	-	-	-
101-43-00-20-10	Salary-Regular	161,793	133,464	171,816	209,632
101-43-00-20-20	Temp/Part Time	1,481	-	5,000	3,000
101-43-00-20-30	Overtime	42	136	2,000	3,000
101-43-00-20-40	FICA/Medicare	12,667	10,408	13,026	15,504
101-43-00-20-45	Employer PERS	24,245	27,452	11,331	14,890
101-43-00-20-47	PERS Unfunded Liability	-	-	18,089	24,792
101-43-00-20-50	Employee PERS	-	-	-	-
101-43-00-20-55	Health Insurance	36,163	18,444	24,845	38,030
101-43-00-20-61	Workers Comp	7,114	5,847	7,699	8,388
101-43-00-20-65	SDI	1,466	1,164	1,409	1,858
101-43-00-20-71	Unemployment	-	-	-	-
101-43-00-20-75	Deferred Comp	4,081	2,698	3,202	3,448
101-43-00-20-85	Auto Allowance	3,746	2,523	2,647	2,760
101-43-00-20-89	Charity Event Reimbursement	-	664	-	-
101-43-00-20-96	Education Reimbursement	-	-	1,000	1,000
20	Salaries & Benefits	252,797	202,800	262,064	326,302
101-43-00-21-05	Advertising	-	-	-	-
101-43-00-21-10	Communications	585	1,103	1,000	1,000
101-43-00-21-15	Postage	3,915	3,932	4,500	4,500
101-43-00-21-27	Equipment Lease Exp	-	-	-	-
101-43-00-21-30	Professional Contracts	6,658	3,150	83,458	10,000
101-43-00-21-40	Professional Fees	11	-	-	-
101-43-00-21-42	Banking Fees	8,340	12,934	13,000	10,000
101-43-00-21-45	Other Contract Services	38,241	82,208	33,121	25,350
101-43-00-21-48	Government Fees	100	200	200	200
101-43-00-21-53	Memberships & Publications	307	748	1,398	1,217
101-43-00-21-55	Training & Conference	2,916	2,667	4,362	5,103
101-43-00-21-60	Other Travel	26	10	200	200
101-43-00-21-62	Bank Fee Reimbursements	-	-	-	-
21	Services	61,098	106,954	141,239	57,570
101-43-00-22-07	Copies	-	-	-	-
101-43-00-22-12	Computer Equipment	1,509	737	1,500	500
101-43-00-22-13	Office Supplies	1,126	1,429	1,700	1,700
101-43-00-22-15	Special Department Supplies	1,555	1,980	3,700	3,900
22	Supplies	4,190	4,147	6,900	6,100
101-43-00-23-11	Maint Office Equip	-	461	600	800
101-43-00-23-35	Software Maintenance	285	8,371	8,850	10,310
23	Maintenance	285	8,831	9,450	11,110
101-43-00-24-25	Taxes & Other Charges	200	-	-	-
24	Taxes, Insurances & Contributi	200	-	-	-
101-43-00-26-30	Capital Equipment	-	-	-	-
101-43-00-26-35	Computer & Software	-	-	-	-
101-43-00-26-40	Furniture & Fixtures	1,474	1,050	1,200	750
26	Capital	1,474	1,050	1,200	750

Budget Finance 4300

Account Number	Description	FY 16 Actual	FY 17 Actual	FY 18 Estimated	FY 19 Proposed
00	Administration	320,045	323,782	420,853	401,832
216	Public Safety Impact				
43	Finance				
216-43-00-21-45	Other Contract Services	1,753	754	8,371	8,371
21	Services	1,753	754	8,371	8,371
00	Administration	1,753	754	8,371	8,371
235	Measure A				
43	Finance				
235-43-00-21-40	Professional Fees	-	-	-	-
235-43-00-21-42	Banking Fees	-	-	-	-
235-43-00-21-45	Other Contract Services	-	-	261,900	-
235-43-00-21-55	Training & Conference	-	-	-	-
235-43-00-21-60	Other Travel	-	-	-	-
21	Services	-	-	261,900	-
00	Administration	-	-	261,900	-
561	Water Enterprise				
43	Finance				
561-43-00-20-08	Post-Employment Disbursement	-	-	-	-
561-43-00-20-10	Salary-Regular	109,064	132,661	137,174	147,443
561-43-00-20-20	Temp/Part Time	1,482	-	4,800	2,000
561-43-00-20-30	Overtime	254	600	2,000	3,000
561-43-00-20-40	FICA/Medicare	8,470	10,267	10,573	11,248
561-43-00-20-45	Employer PERS	12,964	19,383	8,427	9,937
561-43-00-20-47	PERS Unfunded Liability	-	-	13,454	16,546
561-43-00-20-50	Employee PERS	-	-	-	-
561-43-00-20-55	Health Insurance	24,811	22,829	22,557	37,580
561-43-00-20-61	Workers Comp	6,153	5,067	8,209	7,913
561-43-00-20-65	SDI	987	1,183	1,184	1,387
561-43-00-20-71	Unemployment	-	-	-	-
561-43-00-20-75	Deferred Comp	2,290	1,856	2,396	2,266
561-43-00-20-85	Auto Allowance	1,721	1,371	1,489	1,320
561-43-00-20-89	Charity Event Reimbursement	-	(25)	-	-
20	Salaries & Benefits	168,196	195,192	212,263	240,640
561-43-00-21-05	Advertising	-	-	-	-
561-43-00-21-10	Communications	433	398	500	1,500
561-43-00-21-15	Postage	11,725	7,255	12,000	10,000
561-43-00-21-25	Equipment Rental	-	-	-	-
561-43-00-21-27	Equipment Lease Exp	-	-	-	-
561-43-00-21-30	Professional Contracts	4,958	2,596	4,989	10,000
561-43-00-21-40	Professional Fees	11	-	-	-
561-43-00-21-42	Banking Fees	15,347	18,937	14,000	10,000
561-43-00-21-44	Online Transaction Fee	2,400	2,377	2,400	3,000
561-43-00-21-45	Other Contract Services	28,896	41,839	41,641	13,050
561-43-00-21-53	Memberships & Publications	137	488	1,300	1,119
561-43-00-21-55	Training & Conference	1,975	3,305	4,932	6,173

Budget Finance 4300

Account Number	Description	FY 16 Actual	FY 17 Actual	FY 18 Estimated	FY 19 Proposed
561-43-00-21-60	Other Travel	-	-	-	-
21	Services	65,882	77,196	81,762	54,842
561-43-00-22-07	Copies	-	-	-	-
561-43-00-22-12	Computer Equipment	1,776	737	1,500	500
561-43-00-22-13	Office Supplies	983	1,693	1,700	1,700
561-43-00-22-15	Special Department Supplies	1,985	2,874	3,500	3,900
22	Supplies	4,744	5,304	6,700	6,100
561-43-00-23-15	Maint Machine/Equipment	-	461	600	800
561-43-00-23-35	Software Maintenance	285	11,657	9,250	10,545
23	Maintenance	285	12,118	9,850	11,345
561-43-00-24-25	Taxes & Other Charges	-	-	-	-
24	Taxes, Insurances & Contributi	-	-	-	-
561-43-00-26-40	Furniture & Fixtures	-	225	1,200	750
26	Capital	-	225	1,200	750
00	Administration	239,106	290,035	311,775	313,677
571	Sewer Enterprise				
43	Finance				
571-43-00-20-08	Post-Employment Disbursement	-	-	-	-
571-43-00-20-10	Salary-Regular	82,148	89,549	105,576	97,131
571-43-00-20-20	Temp/Part Time	1,482	-	4,800	2,000
571-43-00-20-30	Overtime	127	324	2,000	3,000
571-43-00-20-40	FICA/Medicare	6,399	6,947	8,249	7,505
571-43-00-20-45	Employer PERS	10,194	14,394	6,533	6,374
571-43-00-20-47	PERS Unfunded Liability	-	-	10,431	10,614
571-43-00-20-50	Employee PERS	-	-	-	-
571-43-00-20-55	Health Insurance	18,925	15,888	17,301	23,710
571-43-00-20-61	Workers Comp	4,482	3,687	6,205	5,318
571-43-00-20-65	SDI	747	802	930	933
571-43-00-20-71	Unemployment	-	-	-	-
571-43-00-20-75	Deferred Comp	1,848	1,417	1,908	1,401
571-43-00-20-85	Auto Allowance	1,504	1,152	1,249	720
571-43-00-20-89	Charity Event Reimbursement	-	(25)	-	-
20	Salaries & Benefits	127,856	134,135	165,182	158,706
571-43-00-21-05	Advertising	-	-	-	-
571-43-00-21-10	Communications	382	398	500	1,000
571-43-00-21-15	Postage	11,725	7,243	13,000	10,000
571-43-00-21-25	Equipment Rental	-	-	-	-
571-43-00-21-27	Equipment Lease Exp	-	-	-	-
571-43-00-21-30	Professional Contracts	4,958	2,596	4,989	10,000
571-43-00-21-40	Professional Fees	11	-	-	-
571-43-00-21-42	Banking Fees	13,260	18,937	14,000	10,000
571-43-00-21-44	Online Transaction Fee	2,400	2,377	2,500	3,000
571-43-00-21-45	Other Contract Services	27,524	41,839	41,641	13,050
571-43-00-21-53	Memberships & Publications	137	488	1,140	959
571-43-00-21-55	Training & Conference	1,958	2,259	1,847	4,188

Budget Finance 4300

Account Number	Description	FY 16 Actual	FY 17 Actual	FY 18 Estimated	FY 19 Proposed
571-43-00-21-60	Other Travel	-	-	-	-
21	Services	62,354	76,137	79,617	52,197
571-43-00-22-07	Copies	-	-	-	-
571-43-00-22-12	Computer Equipment	1,776	737	1,500	500
571-43-00-22-13	Office Supplies	983	1,200	1,700	1,700
571-43-00-22-15	Special Department Supplies	1,896	2,704	3,700	3,900
22	Supplies	4,655	4,642	6,900	6,100
571-43-00-23-15	Maint Machine/Equipment	-	461	600	800
571-43-00-23-35	Software Maintenance	285	11,657	9,250	10,545
23	Maintenance	285	12,118	9,850	11,345
571-43-00-24-25	Taxes & Other Charges	1,477	1,501	2,000	2,500
24	Taxes, Insurances & Contributi	1,477	1,501	2,000	2,500
571-43-00-26-40	Furniture & Fixtures	-	225	1,200	750
26	Capital	-	225	1,200	750
00	Administration	196,627	228,759	264,749	231,598
713	Civic Impact				
43	Finance				
713-43-00-21-45	Other Contract Services	1,753	754	8,371	-
21	Services	1,753	754	8,371	-
00	Administration	1,753	754	8,371	-
733	Capital Project Planning				
43	Finance				
733-43-00-23-00	Capital Projects Budget	2,250	-	-	-
23	Maintenance	2,250	-	-	-
733-43-00-26-35	Computers & Software	-	-	-	-
26	Capital	-	-	-	-
00	Administration	2,250	-	-	-
740	Traffic Mitigation Impact				
43	Finance				
740-43-00-21-45	Other Contract Services	1,753	754	8,370	-
21	Services	1,753	754	8,370	-
00	Administration	1,753	754	8,370	-
742	Storm Drain Improvement				
43	Finance				
742-43-00-21-45	Other Contract Services	1,753	754	8,370	-
21	Services	1,753	754	8,370	-
00	Administration	1,753	754	8,370	-

Budget Finance 4300

Account Number	Description	FY 16 Actual	FY 17 Actual	FY 18 Estimated	FY 19 Proposed
764	Water Impact				
43	Finance				
764-43-00-21-45	Other Contract Services	1,753	754	8,371	-
21	Services	1,753	754	8,371	-
00	Administration	1,753	754	8,371	-
774	Sewer Impact				
43	Finance				
774-43-00-21-45	Other Contract Services	1,753	754	8,371	-
21	Services	1,753	754	8,371	-
00	Administration	1,753	754	8,371	-
Grand Total		768,545	847,100	1,309,500	955,478

FINANCE - 4300 EXPENSE DETAIL					
Description	Object Code	Funding Source and Amount Per Funding Source			Total Budgeted
<i>Professional Contracts</i>	2130	101	561	571	
Professional Support		10,000	10,000	10,000	30,000
TOTAL - Professional Contracts	2130	\$ 10,000	\$ 10,000	\$ 10,000	\$ 30,000
<i>Other Contract Services</i>	2145	101	561	571	
Annual Audit Services		10,200	10,200	10,200	30,600
PERS Reports		5,000	1,700	1,700	8,400
California Municipal Statistic (CAFR Stats)		150	150	150	450
AK&Co (Reimbursement Claims)		1,000	1,000	1,000	3,000
Muniservices (Sales Tax Audit and Reports)		9,000	-	-	9,000
TOTAL - Other Contract Services	2145	\$ 25,350	\$ 13,050	\$ 13,050	\$ 51,450
<i>Memberships & Publications</i>	2153	101	561	571	
GFOA (5)		245	287	167	\$ 698
GFOA Award		100	100	100	\$ 300
CSMFO (2)		116	73	60	\$ 249
MMANC (2)		70	44	36	\$ 149
ICMA (2)		186	116	96	\$ 398
Misc. Memberships & Publications		500	500	500	\$ 1,500
TOTAL - Memberships & Publications	2153	\$ 1,217	\$ 1,119	\$ 959	\$ 3,294
<i>Training and Conferences</i>	2155	101	561	571	
MMANC		465	290	240	995
CSFMO		930	580	480	1,990
GFOA		1,475	3,050	1,785	6,310
ICMA		465	290	240	995
Misc. Training and Conferences		1,768	1,963	1,443	5,174
TOTAL - Training and Conferences	2155	\$ 5,103	\$ 6,173	\$ 4,188	\$ 15,464
<i>Special Department Supplies</i>	2215	101	561	571	
Forms		2,700	2,700	2,700	8,100
Print Budget		1,200	1,200	1,200	3,600
TOTAL - Special Department Supplies	2215	\$ 3,900	\$ 3,900	\$ 3,900	\$ 11,700
<i>Maintenance Office Equipment</i>	2311	101	561	571	
Pitney Bowes Maintenance		800	800	800	2,400
TOTAL - Maintenance Office Equipment	2311	\$ 800	\$ 800	\$ 800	\$ 2,400
<i>Software Maintenance</i>	2335	101	561	571	
Springbrook - Finance Suite		970	970	970	2,910
Springbrook - Purchase Orders		440	440	440	1,320

FINANCE - 4300
EXPENSE DETAIL

Description	Object Code	Funding Source and Amount Per Funding Source			Total Budgeted
Springbrook - Payroll		970	970	970	2,910
Springbrook - Human Resources		960	960	960	2,880
Springbrook - Project/Grant Accounting		590	590	590	1,770
Springbrook - Fixed Assets		590	590	590	1,770
Springbrook - Accounts Receivable		1,300	-	-	1,300
Springbrook - Central Cash/POS Maint		590	590	590	1,770
Springbrook - Utility Billing Suite		-	1,450	1,450	2,900
Springbrook - Custom: Billing Statements		-	620	620	1,240
Springbrook - Custom: Meter Interface		-	690	690	1,380
Springbrook - Web Based UB Payments and Inquiry		-	500	500	1,000
Springbrook - Licenses and Permits		1,760	-	-	1,760
Springbrook - Application Server Maint.		1,140	1,140	1,140	3,420
Springbrook - Update Longitude and Lat		-	35	35	70
OpenGov		1,000	1,000	1,000	3,000
TOTAL - Software Maintenance	2335	\$ 10,310	\$ 10,545	\$ 10,545	\$ 31,400
Furniture & Fixtures	2640	101	561	571	
Finance Misc.		750	750	750	2,250
TOTAL - Furniture & Fixtures	2640	\$ 750	\$ 750	\$ 750	\$ 2,250

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CITY ATTORNEY (4400)

Purpose

The City of St. Helena contracts with the law firm of Burke, Williams & Sorensen LLP for its City Attorney services. Thomas B. Brown, a partner with Burke, is the City Attorney. The City Attorney, who is appointed by the City Council, is responsible for providing legal advice to the City Council and Staff in carrying out the duties of City government. The City Attorney's duties include framing and reviewing City ordinances, resolutions and agreements, advising on all areas of law affecting the City's operations, and representing the City in litigation and in the enforcement of City ordinances and State laws affecting the City. The City Attorney's client is the City of St. Helena, as represented by the City Council and City Manager, and not members of the public.

ATTORNEY EXPENSES BY FUND					
Fund	Description	FY 16 Actual	FY 17 Actual	FY 18 Estimated	FY 19 Proposed
101	General Fund	640,851	813,589	470,000	425,000
561	Water Enterprise	35,269	195,944	195,000	130,000
571	Sewer Enterprise	181,595	5,038	30,000	30,000
751	Affordable Housing	21,848	91,550	15,000	15,000
Grand Total		879,563	1,106,120	710,000	600,000

ATTORNEY EXPENSES BY OBJECT CODE					
Object Code	Description	FY 16 Actual	FY 17 Actual	FY 18 Estimated	FY 19 Proposed
21	Services	879,563	1,106,079	710,000	600,000
22	Supplies	-	41	-	-
Grand Total		879,563	1,106,120	710,000	600,000

Budget Attorney 4400

Account Number	Description	FY 16 Actual	FY 17 Actual	FY 18 Estimated	FY 19 Proposed
101	General Fund				
101-44-00-21-30	Professional Contracts	504,962	693,806	335,000	235,000
101-44-00-21-32	Litigation Cost	94,251	83,665	100,000	155,000
101-44-00-21-33	Contract Billable Services	41,637	36,077	35,000	35,000
101-44-00-21-45	Other Contract Services	-	-	-	-
21	Services	640,851	813,547	470,000	425,000
101-44-00-22-15	Special Department Supplies	-	41	-	-
22	Supplies	-	41	-	-
00	Administration	640,851	813,589	470,000	425,000
44	Attorney	-	-	-	-
561	Water Enterprise				
561-44-00-21-30	Professional Contracts	35,269	195,944	135,000	95,000
561-44-00-21-32	Litigation Cost	-	-	60,000	35,000
561-44-00-21-40	Professional Fees	-	-	-	-
561-44-00-21-45	Other Contract Services	-	-	-	-
21	Services	35,269	195,944	195,000	130,000
00	Administration	35,269	195,944	195,000	130,000
571	Sewer Enterprise				
571-44-00-21-30	Professional Contracts	181,595	5,038	15,000	15,000
571-44-00-21-32	Litigation Cost	-	-	15,000	15,000
571-44-00-21-45	Other Contract Services	-	-	-	-
21	Services	181,595	5,038	30,000	30,000
00	Administration	181,595	5,038	30,000	30,000
44	Attorney	-	-	-	-
751	Affordable Housing				
751-44-00-21-30	Professional Contracts	21,848	91,550	15,000	15,000
21	Services	21,848	91,550	15,000	15,000
00	Administration	21,848	91,550	15,000	15,000
44	Attorney	-	-	-	-
Grand Total		879,563	1,106,120	710,000	600,000

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PLANNING & COMMUNITY IMPROVEMENT (4500)

Purpose

The core services provided by the Planning and Community Improvement Department are: implementation, enforcement and updates related to the City's General Plan, City Zoning and Building Codes. The overarching goal is to maintain and improve the quality of the community and environment. Additionally, this department reviews project plans for consistency with local, state, and federal laws as well as actions taken by the City Council and Planning Commission. The department provides planning and development review services, environmental review to ensure compliance with the California Environmental Quality Act, serves as the City's Housing Administrator, building permit plan check and field inspection, and Code Enforcement, including Short Term Rental enforcement.

Staffing

Planning & Community Improvement currently has 5 full-time staff members, one part-time limited term staff member, and contracts with an outside firm for services related to Housing Authority, current and long-range planning, Short Term Rental enforcement, and Building Permit plan check as needed.

Planning Director (1)
Building Official (1)
Senior Planner (1)
Permit Technician (1)
Administrative Assistant (1)
Part-time Senior Planner – Limited Term (0.5)

PLANNING EXPENSES BY FUND					
Fund	Description	FY 16 Actual	FY 17 Actual	FY 18 Estimated	FY 19 Proposed
101	General Fund	823,484	898,802	1,395,220	1,157,552
713	Civic Impact	-	-	39,078	-
745	Parking In-Lieu	-	-	-	30,000
Grand Total		823,484	898,802	1,434,298	1,187,552

PLANNING EXPENSES BY OBJECT CODE					
Object Code	Description	FY 16 Actual	FY 17 Actual	FY 18 Estimated	FY 19 Proposed
20	Salaries & Benefits	544,475	618,144	776,514	880,057
21	Services	247,685	247,534	603,500	261,240
22	Supplies	6,854	8,786	11,000	11,000
23	Maintenance	24,471	24,337	26,659	27,255
26	Capital			16,625	8,000
Grand Total		823,484	898,802	1,434,298	1,187,552

Budget Planning 4500

Account Number	Description	FY 16 Actual	FY 17 Actual	FY 18 Estimated	FY 19 Proposed
101	General Fund				
45	Planning/Building				
101-45-00-20-08	Post-Employment Disbursement	-	-	-	-
101-45-00-20-10	Salary-Regular	371,722	393,586	501,521	528,635
101-45-00-20-20	Temp/Part Time	5,900	23,961	16,000	70,099
101-45-00-20-30	Overtime	1,956	616	200	1,000
101-45-00-20-40	FICA/Medicare	29,472	29,900	37,709	43,232
101-45-00-20-45	Employer PERS	46,592	66,349	29,346	32,954
101-45-00-20-47	PERS Unfunded Liability	-	-	46,852	54,870
101-45-00-20-50	Employee PERS	-	-	-	-
101-45-00-20-55	Health Insurance	60,926	73,248	101,574	103,193
101-45-00-20-61	Workers Comp	10,670	13,199	22,143	23,782
101-45-00-20-65	SDI	3,425	3,273	4,136	4,733
101-45-00-20-71	Unemployment	-	-	-	-
101-45-00-20-75	Deferred Comp	7,450	7,207	8,833	8,859
101-45-00-20-85	Auto Allowance	6,362	6,457	7,200	7,200
101-45-00-20-89	Charity Event Reimbursement	-	350	-	-
101-45-00-20-96	Education Reimbursement	-	-	1,000	1,500
20	Salaries & Benefits	544,475	618,144	776,514	880,057
101-45-00-21-05	Advertising	7,588	5,304	6,000	5,000
101-45-00-21-10	Communications	2,673	2,218	2,200	2,200
101-45-00-21-15	Postage	1,612	1,581	1,000	1,200
101-45-00-21-27	Equipment Lease Exp	-	-	-	-
101-45-00-21-30	Professional Contracts	-	-	341,722	10,000
101-45-00-21-33	Contract Billable Services	9,800	-	-	-
101-45-00-21-39	Other Contract Services - Code Enforcement	-	-	-	18,000
101-45-00-21-40	Professional Fees	-	-	-	-
101-45-00-21-45	Other Contract Services - Planning	141,865	167,840	148,500	140,000
101-45-00-21-47	Other Contract Services - Building	77,498	61,395	45,000	25,000
101-45-00-21-48	Government Fees	-	-	-	-
101-45-00-21-52	Facility Rental	-	-	-	-
101-45-00-21-53	Memberships & Publications	2,360	4,806	8,000	8,240
101-45-00-21-55	Training & Conference	4,289	4,391	12,000	21,600
21	Services	247,685	247,534	564,422	231,240
101-45-00-22-07	Copies	-	-	-	-
101-45-00-22-12	Computer Equipment	-	62	3,000	3,000
101-45-00-22-13	Office Supplies	1,104	3,758	3,000	3,000
101-45-00-22-15	Special Department Supplies	5,750	4,967	5,000	5,000
101-45-00-22-25	Fuel/Oil	-	-	-	-
22	Supplies	6,854	8,786	11,000	11,000
101-45-00-23-11	Maint Office Equip	-	313	500	500
101-45-00-23-35	Software Maintenance	18,725	19,096	21,000	21,000
101-45-00-23-50	Vehicle Alloc Expense	5,746	4,929	5,159	5,755
23	Maintenance	24,471	24,337	26,659	27,255
101-45-00-26-30	Capital Equipment	-	-	6,625	7,000
101-45-00-26-40	Furniture & Fixtures	-	-	10,000	1,000
26	Capital	-	-	16,625	8,000

Budget Planning 4500

Account Number	Description	FY 16 Actual	FY 17 Actual	FY 18 Estimated	FY 19 Proposed
00	Administration	823,484	898,802	1,395,220	1,157,552
210	Community Dev Block Grant				
45	Planning/Building				
713	Civic Impact				
45	Planning/Building				
713-45-00-21-30	Professional Contracts	-	-	39,078	-
21	Services	-	-	39,078	-
00	Administration	-	-	39,078	-
745	Parking In-Lieu				
45	Planning/Building				
745-45-00-21-40	Professional Fees	-	-	-	-
745-45-00-21-45	Other Contract Services	-	-	-	30,000
21	Services	-	-	-	30,000
00	Administration	-	-	-	30,000
Grand Total		823,484	898,802	1,434,298	1,187,552

BUILDING AND PLANNING - 4500 EXPENSE DETAIL				
Description	Object Code	Funding Source	Funding Source	Total Budgeted
<i>Temporary Part-Time</i>	<i>2020</i>	<i>101</i>		
Planning Commissioner Stipends		6,000		6,000
Intern		10,000		10,000
Part-time Senior Planner		55,000		55,000
TOTAL - Temporary Part-Time	2020	\$ 71,000		\$ 71,000
<i>Advertising</i>	<i>2105</i>	<i>101</i>		
Public Hearing Notices		5,000		5,000
TOTAL - Advertising	2105	\$ 5,000		\$ 5,000
<i>Professional Contracts</i>	<i>2130</i>	<i>101</i>		
Misc. Contract Services		10,000		10,000
TOTAL - Professional Contracts	2130	\$ 10,000		\$ 10,000
<i>Other Contract Services- Code Enforcement</i>	<i>2139</i>	<i>101</i>		
Building Plan Check and Building Inspections*		18,000		18,000
TOTAL - Other Contract Services	2139	\$ 18,000		\$ 18,000
<i>Other Contract Services - Planning</i>	<i>2145</i>	<i>101</i>	<i>745</i>	
Planning Services*		140,000		140,000
Parking Study		-	30,000	-
TOTAL - Other Contract Services	2145	\$ 140,000	\$ 30,000	\$ 140,000
<i>Other Contract Services- Building</i>	<i>2147</i>	<i>101</i>		
Building Plan Check and Building Inspections*		25,000		25,000
TOTAL - Other Contract Services	2147	\$ 25,000		\$ 25,000
<i>Memberships & Publications</i>	<i>2153</i>	<i>101</i>		
APA and AICP Dues		900		900
Updated Codes		2,000		2,000
Membership/Subscriptions (ICC, ENR, NFPA, Building Codes, Planning & Building Codes)		3,000		3,000
Supplementary Code/Guide Books		500		500
County of Napa Official Records Index and Document Images (split with CM, Planning, and Public Works)		1,440		1,440
Miscellaneous		400		400
TOTAL - Memberships & Publications	2153	\$ 8,240		\$ 8,240

BUILDING AND PLANNING - 4500 EXPENSE DETAIL				
Description	Object Code	Funding Source	Funding Source	Total Budgeted
<i>Training and Conferences</i>	<i>2155</i>	<i>101</i>		
Planning Commissioners and Staff		8,800		8,800
APA California Conference (Senior Planner and Planning Director)		5,000		5,000
Miscellaneous Staff Training		5,500		5,500
Plan Check/Inspection Training and Materials		2,300		2,300
TOTAL - Training and Conferences	2155	\$ 21,600		\$ 21,600
<i>Software Maintenance</i>	<i>2335</i>	<i>101</i>		
CRW		21,000		21,000
TOTAL - Software Maintenance	2335	\$ 21,000		\$ 21,000

* Expenditures based on projects. If projects do not occur, is delayed, or downsized consultant service fees may be reduced. Consultant services have all or partial cost recovery.

NON-DEPARTMENTAL (4000)

Purpose

The purpose of the Non-Departmental categorization is to accumulate those costs not easily associated with a particular cost center and to more easily monitor certain expendable costs for savings and control purposes. Liability insurance, contributions, debt service and general office supplies are types of expenses accounted for here.

NON DEPARTMENT EXPENSES BY FUND					
Fund	Description	FY 16 Actual	FY 17 Actual	FY 18 Estimated	FY 19 Proposed
101	General Fund	1,683,687	1,888,296	1,807,542	1,458,327
225	State Gas Tax 2105	-	-	61,000	54,000
226	State Gas Tax 2106	-	-	-	48,000
227	State Gas Tax 2107	-	-	67,018	90,000
229	State Gas Tax 2103	-	-	65,000	-
234	HAZ Mitigation Grant	-	-	-	40,000
235	Measure A	-	526,805	5,400,640	5,171,349
290	Tourism Improvement District	320,351	352,652	423,496	536,661
420	1996 GO Bonds	184,131	179,594	500	-
561	Water Enterprise	1,635,502	1,281,020	1,468,152	1,212,579
571	Sewer Enterprise	1,087,842	627,412	1,245,375	459,036
581	Insurance Benefit Fund	2,108	112,859	-	-
582	Internal Service Garage Fund	120,347	142,021	-	-
592	Equipment Replacement Fund	56,432	-	-	-
713	Civic Impact	-	-	6,360	-
740	Traffic Mitigation Impact	2,766	-	-	-
751	Affordable Housing	30,212	438	-	-
764	Water Impact	316,750	57,465	-	-
773	Sewer Capital	394,777	15,000	-	-
774	Sewer Impact	37,800	10,500	-	-
890	General Fixed Assets	1,259,021	1,232,157	-	-
Grand Total		7,131,727	6,426,218	10,545,082	9,069,951

NON DEPARTMENT EXPENSES BY OBJECT CODE					
Object Code	Description	FY 16 Actual	FY 17 Actual	FY 18 Estimated	FY 19 Proposed
20	Salaries & Benefits	(205,488)	(289,083)	10,730	89,250
21	Services	447,612	497,078	543,180	634,358
22	Supplies	83,284	29,260	40,350	53,650
23	Maintenance	14,803	11,682	4,556	4,555
24	Taxes, Insurances & Contributi	534,336	569,516	776,208	730,915
26	Capital	55,402	-	-	176,600
29	Transfers	1,543,852	1,154,435	2,282,818	746,887
61	PEG access costs	35,660	23,460	46,000	40,000
80	Restitution Account	11,046	-	10,000	10,000
29	Transfers	3,009,779	2,817,932	-	-
21	Services	10,339	17,799	15,500	15,000
25	Debt	1,591,103	1,594,138	6,815,740	6,568,736
Grand Total		7,131,727	6,426,218	10,545,082	9,069,951

Budget Non Department 4000

Account Number	Description	FY 16 Actual	FY 17 Actual	FY 18 Estimated	FY 19 Proposed
101	General Fund				
40	Non Departmental				
101-40-00-20-08	Post-Employment Disbursement	-	-	-	25,000
101-40-00-20-89	Charity Event Reimbursement	-	-	10,730	14,250
20	Salaries & Benefits	-	-	10,730	39,250
101-40-00-21-10	Communications	1,204	1,485	5,320	6,000
101-40-00-21-15	Postage	900	1,660	1,000	1,000
101-40-00-21-27	Equipment Lease Exp	6,277	6,394	13,100	11,270
101-40-00-21-30	Professional Contracts	21,024	22,152	-	-
101-40-00-21-31	Litigation Settlement	-	-	-	-
101-40-00-21-34	Muni Code Update	2,840	479	4,000	4,500
101-40-00-21-40	Professional Fees	3,794	5,734	21,500	10,000
101-40-00-21-43	Penalties And Fines	-	5,700	4,000	4,000
101-40-00-21-45	Other Contract Services	1,977	13,785	24,200	23,780
101-40-00-21-46	Website Design	1,182	3,300	-	-
101-40-00-21-52	Facility Rental	250	11,785	21,500	15,000
101-40-00-21-53	Memberships & Publications	1,602	4,276	2,400	2,400
101-40-00-21-55	Training & Conference	-	-	-	-
101-40-00-21-60	Other Travel	-	-	-	-
21	Services	41,051	76,750	97,020	77,950
101-40-00-22-07	Copies	3,843	6,034	6,500	6,020
101-40-00-22-09	Safety Committee Supplies	-	-	-	-
101-40-00-22-12	Computer Equipment	3,111	1,152	2,000	2,000
101-40-00-22-13	Office Supplies	2,378	2,531	2,900	2,900
101-40-00-22-15	Special Department Supplies	522	745	750	13,610
22	Supplies	9,855	10,463	12,150	24,530
101-40-00-23-11	Maint Office Equip	502	1,493	1,500	1,500
101-40-00-23-35	Software Maintenance	3,170	3,782	579	578
101-40-00-23-50	Vehicle Alloc Expense	5,746	-	-	-
23	Maintenance	9,418	5,275	2,079	2,078
101-40-00-24-05	Contributions	90,326	85,475	224,600	179,434
101-40-00-24-06	County Services	-	-	-	-
101-40-00-24-07	Chamber of Commerce	210,000	210,000	210,000	210,000
101-40-00-24-08	Leak Adjustment Contribution	-	1,791	9,000	9,000
101-40-00-24-24	Uncollectable Debt	-	39,734	-	-
101-40-00-24-25	Taxes & Other Charges	1,567	5,989	6,000	6,000
101-40-00-24-45	REMIF/Block Party Insurance	147,464	125,299	143,708	143,581
24	Taxes, Insurances & Contributi	449,357	468,287	593,308	548,015
101-40-00-26-30	Capital Equipment	40,134	-	-	64,600
101-40-00-26-40	Furniture & Fixtures	-	-	-	-
26	Capital	40,134	-	-	64,600
101-40-00-29-10	Contingencies	-	-	-	-
101-40-00-29-99	Transfer to other Funds	324,088	1,067,786	724,905	509,520
29	Transfers	324,088	1,067,786	724,905	509,520
101-40-00-61-00	PEG access costs	35,660	23,460	46,000	40,000

Budget Non Department 4000

Account Number	Description	FY 16 Actual	FY 17 Actual	FY 18 Estimated	FY 19 Proposed
61	PEG access costs	35,660	23,460	46,000	40,000
101-40-00-80-00	Restitution Account	11,046	-	10,000	10,000
80	Restitution Account	11,046	-	10,000	10,000
00	Administration	920,608	1,652,021	1,496,192	1,315,943
101-40-45-25-05	Retire Principal	590,051	218,030	298,750	135,320
101-40-45-25-15	Interest Expense	173,029	18,245	12,600	7,064
25	Debt	763,080	236,275	311,350	142,384
45	Debt	763,080	236,275	311,350	142,384
225	State Gas Tax 2105				
40	Non Departmental				
225-40-00-29-99	Transfer to other Funds	-	-	61,000	54,000
29	Transfers	-	-	61,000	54,000
00	Administration	-	-	61,000	54,000
226	State Gas Tax 2106				
40	Non Departmental				
226-40-00-29-99	Transfer to other Funds	-	-	-	48,000
29	Transfers	-	-	-	48,000
00	Administration	-	-	-	48,000
227	State Gas Tax 2107				
40	Non Departmental				
227-40-00-29-99	Transfer to other Funds	-	-	67,018	90,000
29	Transfers	-	-	67,018	90,000
00	Administration	-	-	67,018	90,000
229	State Gas Tax 2103				
40	Non Departmental				
229-40-00-29-99	Transfer to other Funds	-	-	65,000	-
29	Transfers	-	-	65,000	-
00	Administration	-	-	65,000	-
234	HAZ Mitigation Grant				
40	Non Departmental				
234-40-00-29-99	Transfer to other Funds	-	-	-	40,000
29	Transfers	-	-	-	40,000
00	Administration	-	-	-	40,000
235	Measure A				
40	Non Departmental				
235-40-00-29-99	Transfer to other Funds	-	-	150,000	-
29	Transfers	-	-	150,000	-

Budget Non Department 4000

Account Number	Description	FY 16 Actual	FY 17 Actual	FY 18 Estimated	FY 19 Proposed
00	Administration	-	-	150,000	-
235-40-45-25-05	Retire Principal	-	387,035	5,110,870	5,040,380
235-40-45-25-15	Interest Expense	-	139,770	139,770	130,969
25	Debt	-	526,805	5,250,640	5,171,349
45	Debt	-	526,805	5,250,640	5,171,349
290	Tourism Improvement District				
40	Non Departmental				
290-40-00-21-41	County Share of TID	231,951	260,822	313,386	397,129
290-40-00-21-45	Other Contract Services	-	-	-	-
290-40-00-21-49	Local Share of TID	85,357	88,300	105,874	134,165
290-40-00-21-53	Memberships & Publications	-	-	-	-
21	Services	317,308	349,122	419,260	531,294
290-40-00-29-99	Transfer to other Funds	3,043	3,530	4,236	5,367
29	Transfers	3,043	3,530	4,236	5,367
00	Administration	320,351	352,652	423,496	536,661
420	1996 GO Bonds				
40	Non Departmental				
420-40-45-21-30	Professional Contracts	486	-	500	-
420-40-45-21-40	Other contract services	265	-	-	-
21	Services	751	-	500	-
420-40-45-25-05	Retire Principal	170,000	175,000	-	-
420-40-45-25-15	Interest Expense	13,380	4,594	-	-
25	Debt	183,380	179,594	-	-
45	Debt	184,131	179,594	500	-
561	Water Enterprise				
40	Non Departmental				
561-40-00-20-08	Post Employment Disbursement	-	-	-	25,000
561-40-00-20-45	Pension Expense	(119,628)	(248,948)	-	-
20	Salaries & Benefits	(119,628)	(248,948)	-	25,000
561-40-00-21-10	Communications	1,147	1,576	2,600	2,000
561-40-00-21-15	Postage	779	100	100	100
561-40-00-21-27	Equipment Lease Exp	6,219	6,395	6,500	8,127
561-40-00-21-30	Professional Contracts	21,024	23,824	-	-
561-40-00-21-40	Professional Fees	-	-	-	-
561-40-00-21-45	Other Contract Services	421	1,465	2,700	2,280
561-40-00-21-46	Website Design	-	3,300	-	-
561-40-00-21-47	Stream Surveys- Contracted Ser	-	-	-	-
561-40-00-21-55	Training & Conference	-	-	-	-
21	Services	29,591	36,660	11,900	12,507
561-40-00-22-07	Copies	3,722	6,034	9,500	6,140

Budget Non Department 4000

Account Number	Description	FY 16 Actual	FY 17 Actual	FY 18 Estimated	FY 19 Proposed
561-40-00-22-09	Safety Committee Supplies	-	-	-	-
561-40-00-22-12	Computer Equipment	2,605	1,048	2,000	2,000
561-40-00-22-13	Office Supplies	1,526	1,915	5,700	5,700
561-40-00-22-15	Special Department Supplies	652	577	300	2,570
561-40-00-22-18	Remote Meter Readers	-	-	1,000	1,000
22	Supplies	8,505	9,574	18,500	17,410
561-40-00-23-35	Software Maintenance	2,692	3,204	1,239	1,239
23	Maintenance	2,692	3,204	1,239	1,239
561-40-00-24-24	Uncollectable Debt	-	794	-	-
561-40-00-24-25	Taxes & Other Charges	-	-	-	-
561-40-00-24-45	REMIF/Block Party Insurance	42,750	44,606	91,450	91,450
24	Taxes, Insurances & Contributi	42,750	45,399	91,450	91,450
561-40-00-26-30	Capital Equipment	7,634	-	-	56,000
561-40-00-26-40	Furniture & Fixtures	-	-	-	-
26	Capital	7,634	-	-	56,000
561-40-00-29-20	Fixed Asset Adjustments	-	-	-	-
561-40-00-29-99	Transfer to other Funds	111,995	-	337,613	-
29	Transfers	111,995	-	337,613	-
00	Administration	83,539	(154,111)	460,702	203,606
561-40-10-29-40	Depreciation Expense	1,021,523	887,452	-	-
29	Transfers	1,021,523	887,452	-	-
10	Depreciation Expense	1,021,523	887,452	-	-
561-40-45-21-30	Professional Contracts	-	-	-	-
561-40-45-21-40	Professional Fees	5,033	11,794	10,000	10,000
21	Services	5,033	11,794	10,000	10,000
561-40-45-25-05	Retire Principal	-	-	535,100	550,870
561-40-45-25-15	Interest Expense	525,407	535,884	462,350	448,103
25	Debt	525,407	535,884	997,450	998,973
45	Debt	530,441	547,678	1,007,450	1,008,973
571	Sewer Enterprise				
40	Non Departmental				
571-40-00-20-08	Post-Employment Disbursement	-	-	-	25,000
571-40-00-20-45	Pension Expense	(87,968)	(152,994)	-	-
20	Salaries & Benefits	(87,968)	(152,994)	-	25,000
571-40-00-21-10	Communication	1,147	1,576	2,600	2,000
571-40-00-21-15	Postage	779	100	200	200
571-40-00-21-27	Equipment Lease Exp	6,099	6,395	9,500	8,127
571-40-00-21-30	Professional Contracts	21,024	21,709	-	-
571-40-00-21-40	Professional Fees	-	-	-	-
571-40-00-21-45	Other Contract Services	421	1,465	2,700	2,280

Budget Non Department 4000

Account Number	Description	FY 16 Actual	FY 17 Actual	FY 18 Estimated	FY 19 Proposed
571-40-00-21-46	Website Support	-	3,300	-	-
571-40-00-21-55	Training & Conference	-	-	-	-
21	Services	29,470	34,546	15,000	12,607
571-40-00-22-07	Copies	3,843	6,034	6,500	6,140
571-40-00-22-09	Safety Committee Supplies	-	-	-	-
571-40-00-22-12	Computer Equipment	2,605	1,053	1,000	1,000
571-40-00-22-13	Office Supplies	1,393	1,915	2,000	2,000
571-40-00-22-15	Special Department Supplies	652	220	200	2,570
22	Supplies	8,493	9,223	9,700	11,710
571-40-00-23-35	Software Maintenance	2,693	3,204	1,239	1,239
23	Maintenance	2,693	3,204	1,239	1,239
571-40-00-24-24	Uncollectable Debt	-	10,787	-	-
571-40-00-24-25	Taxes & Other Charges	-	-	-	-
571-40-00-24-45	REMIF/Block Party Insurance	42,210	44,606	91,450	91,450
24	Taxes, Insurances & Contributi	42,210	55,392	91,450	91,450
571-40-00-26-30	Capital Equipment	7,634	-	-	56,000
571-40-00-26-40	Furniture & Fixtures	-	-	-	-
26	Capital	7,634	-	-	56,000
571-40-00-29-20	Fixed Asset Adjustments	-	-	-	-
571-40-00-29-99	Transfer to other Funds	352,633	-	866,686	-
29	Transfers	352,633	-	866,686	-
00	Administration	355,164	(50,629)	984,075	198,006
571-40-10-29-40	Depreciation Expense	608,888	556,455	-	-
29	Transfers	608,888	556,455	-	-
10	Depreciation Expense	608,888	556,455	-	-
571-40-45-21-30	Professional Contracts	-	-	-	-
571-40-45-21-40	Professional Fees	4,555	6,005	5,000	5,000
21	Services	4,555	6,005	5,000	5,000
571-40-45-25-05	Retire Principal	-	-	144,900	149,130
571-40-45-25-15	Interest Expense	119,235	115,581	111,400	106,900
25	Debt	119,235	115,581	256,300	256,030
45	Debt	123,790	121,586	261,300	261,030
581	Insurance Benefit Fund				
40	Non Departmental				
581-40-00-20-55	Health Insurance	2,108	112,859	-	-
20	Salaries & Benefits	2,108	112,859	-	-
581-40-00-29-99	Transfer to other Funds	-	-	-	-
29	Transfers	-	-	-	-

Budget Non Department 4000

Account Number	Description	FY 16 Actual	FY 17 Actual	FY 18 Estimated	FY 19 Proposed
00	Administration	2,108	112,859	-	-
582-40-10-29-40	Depreciation Expense	120,347	142,021	-	-
29	Transfers	120,347	142,021	-	-
10	Depreciation Expense	120,347	142,021	-	-
592	Equipment Replacement Fund				
40	Non Departmental				
592-40-00-22-12	Computer Equipment	56,432	-	-	-
22	Supplies	56,432	-	-	-
592-40-00-23-00	Capital Projects Budget	-	-	-	-
23	Maintenance	-	-	-	-
00	Administration	56,432	-	-	-
713	Civic Impact				
40	Non Departmental				
713-40-00-29-99	Transfer to other Funds	-	-	6,360	-
29	Transfers	-	-	6,360	-
00	Administration	-	-	6,360	-
740	Traffic Mitigation Impact				
40	Non Departmental				
740-40-00-29-99	Transfer to other Funds	2,766	-	-	-
29	Transfers	2,766	-	-	-
00	Administration	2,766	-	-	-
751	Affordable Housing				
40	Non Departmental				
751-40-00-21-22	Utilities	910	-	-	-
751-40-00-21-31	Litigation Settlement	-	-	-	-
751-40-00-21-45	Other Contract Services	29,282	-	-	-
21	Services	30,192	-	-	-
751-40-00-24-05	Contributions	-	-	-	-
751-40-00-24-10	Turley Flats Contribution	-	-	-	-
751-40-00-24-11	Brenkle Court	-	438	-	-
751-40-00-24-25	Taxes & Other Charges	20	-	-	-
24	Taxes, Insurances & Contributi	20	438	-	-
00	Administration	30,212	438	-	-
764	Water Impact				
40	Non Departmental				
764-40-00-29-99	Transfer to other Funds	316,750	57,465	-	-
29	Transfers	316,750	57,465	-	-
00	Administration	316,750	57,465	-	-

Budget Non Department 4000

Account Number	Description	FY 16 Actual	FY 17 Actual	FY 18 Estimated	FY 19 Proposed
773	Sewer Capital				
40	Non Departmental				
773-40-00-29-99	Transfer to other Funds	394,777	15,000	-	-
29	Transfers	394,777	15,000	-	-
00	Administration	394,777	15,000	-	-
774	Sewer Impact				
40	Non Departmental				
774-40-00-29-99	Transfer to other Funds	37,800	10,500	-	-
29	Transfers	37,800	10,500	-	-
00	Administration	37,800	10,500	-	-
890	General Fixed Assets				
40	Non Departmental				
890-40-00-29-20	Fixed Asset Adjustments	-	154	-	-
29	Transfers	-	154	-	-
00	Administration	-	154	-	-
890-40-10-29-40	Depreciation Expense	1,259,021	1,232,003	-	-
29	Transfers	1,259,021	1,232,003	-	-
10	Depreciation Expense	1,259,021	1,232,003	-	-
Grand Total		7,131,727	6,426,218	10,545,082	9,069,951

NON-DEPARTMENTAL - 4000
EXPENSE DETAIL

Description	Object Code	Funding Source and Amount Per Funding Source			Total Budgeted
<i>Equipment Lease</i>	2127	101	561	571	
Copiers		11,270	8,127	8,127	27,524
TOTAL - Equipment Lease	2127	\$ 11,270	\$ 8,127	\$ 8,127	\$ 27,524
<i>Professional Fees</i>	2140	101	561	571	
Fingerprinting - reimbursed		10,000	-	-	10,000
TOTAL - Professional Fees	2140	\$ 10,000	\$ -	\$ -	\$ 10,000
<i>Other Contract Services</i>	2145	101	561	571	
Napa County ITS (GIS)		1,700	1,700	1,700	5,100
Animal Control		7,000			7,000
Fair Housing Napa Valley		13,000			13,000
Fair Housing Napa Valley - Annual Presentation		1,500			1,500
Maintenance Wide Format Multi-Function Unit		580	580	580	1,740
TOTAL - Other Contract Services	2145	\$ 23,780	\$ 2,280	\$ 2,280	\$ 28,340
<i>Memberships & Publications</i>	2153	101	561	571	
BMI		400	-	-	400
ABAG		2,000	-	-	2,000
TOTAL - Memberships & Publications	2153	\$ 2,400	\$ -	\$ -	\$ 2,400
<i>Copies</i>	2207	101	561	571	
Admininstration		6,500	9,500	6,500	22,500
TOTAL - Copies	2207	\$ 6,500	\$ 9,500	\$ 6,500	\$ 22,500
<i>Computer Equipment</i>	2212	101	561	571	
Computer Replacements		2,000	2,000	2,000	6,000
TOTAL - Computer Equipment	2212	\$ 2,000	\$ 2,000	\$ 2,000	\$ 6,000
<i>Special Department Supplies</i>	2215	101	561	571	
Misc Supplies		750	750	750	2,250
Emergency Supplies - 3 days per Building		3,900	1,050	1,050	6,000
Solar Powered Charging Stations - 5		5,000			5,000
Satellite Phones - 5		3,960	770	770	5,500
TOTAL - Special Department Supplies	2215	\$ 13,610	\$ 2,570	\$ 2,570	\$ 18,750

**NON-DEPARTMENTAL - 4000
EXPENSE DETAIL**

Description	Object Code	Funding Source and Amount Per Funding Source			Total Budgeted
<i>Contributions</i>	<i>2405</i>	<i>101</i>	<i>561</i>	<i>571</i>	
Housing Authority (Housing Services)		38,614	-	-	38,614
NVTA (Fare Box Match)		35,000	-	-	35,000
LAFCO		14,820	-	-	14,820
Leadership Napa Valley		1,000	-	-	1,000
CARES & Leak Adjustment Programs		60,000			60,000
Upper Valley Waste Management		5,000	-	-	5,000
Light Up Lyman Park Contribution		25,000			25,000
TOTAL - Contributions	2405	\$ 179,434	\$ -	\$ -	\$ 179,434
<i>REMIF/Block Party Insurance</i>	<i>2445</i>	<i>101</i>	<i>561</i>	<i>571</i>	
		<i>44%</i>	<i>28%</i>	<i>28%</i>	
General Liability Insurance		58,116	37,064	37,064	132,243
Property		18,057	11,491	11,491	41,038
Auto		8,800	5,600	5,600	20,000
Pollution		2,332	1,484	1,484	5,300
Safety		3,520	2,240	2,240	8,000
Cyber		880	560	560	2,000
Contract Fire Services Surcharge		484	308	308	1,100
Difference In Condition (Earthquake and Flood)		26,400	16,800	16,800	60,000
DOT Random Drug and Alcohol Testing		264	168	168	600
Boiler, Fire, Fraud		8,360	5,320	5,320	19,000
Workers Comp Deductible		1,628	1,036	1,036	3,700
Liability Deductibles		13,200	8,400	8,400	30,000
Employee Assistance Plan (EAP)		1,540	980	980	3,500
TOTAL - REMIF/Block Party Insurance	2445	\$ 143,581	\$ 91,451	\$ 91,451	\$ 326,481
<i>Capital Equipment</i>	<i>2630</i>	<i>101</i>	<i>561</i>	<i>571</i>	
Wide Format Multi Function Unit		13,000	13,000	13,000	39,000
Generators (Match Requirement)		51,600	43,000	43,000	137,600
TOTAL - Capital Equipment	2630	\$ 64,600	\$ 56,000	\$ 56,000	\$ 176,600

**NON-DEPARTMENTAL - 4000
EXPENSE DETAIL**

Description	Object Code	Funding Source and Amount Per Funding Source			Total Budgeted
<i>Transfer to Other Funds</i>	<i>2999</i>	<i>101</i>	<i>561</i>	<i>571</i>	
Tree City - Fund 283		62,100	-	-	62,100
Recreation - Fund 289		155,000	-	-	155,000
Fourth of July - Fund 288		40,000	-	-	40,000
Transfer to Insurance Benefit Fund - Fund 581 -Partially Fund Retiree Medical (current liability)		152,420	-	-	152,420
Transfer to Equipment Replacement - Fund 592		50,000	-	-	50,000
Flood Control Capital Reserve - Fund 700		50,000	-	-	50,000
TOTAL - Transfers to Other Funds	2999	\$ 509,520	\$ -	\$ -	\$ 509,520
<i>PEG Access Costs</i>	<i>6100</i>	<i>101</i>	<i>561</i>	<i>571</i>	
PEG Pass Through from Comcast		25,000	-	-	\$ 25,000
City Council/Planning Commission Regular Meetings		15,000	-	-	\$ 15,000
TOTAL - PEG Access Costs		\$ 40,000	\$ -	\$ -	\$ 40,000
101 - General Fund Debt Service (4045)					
<i>Retire Principal (4045)</i>	<i>2505</i>		<i>101</i>		
Adams Street		135,320	-	-	135,320
TOTAL - Retire Principal	2505	\$ 135,320	-	\$ -	\$ 135,320
<i>Interest Expense (4045)</i>	<i>2515</i>	<i>101</i>			
Adams Street		7,064	-	-	7,064
TOTAL - Interest Expense	2515	\$ 7,064	-	\$ -	\$ 7,064
561 - Water Debt Service (4045)					
<i>Professional Fees (4045)</i>	<i>2140</i>		<i>561</i>		
		10,000	-	-	10,000
TOTAL - Professional Fees	2140	\$ 10,000	-	\$ -	\$ 10,000
<i>Retire Principal (4045)</i>	<i>2505</i>		<i>561</i>		
Water Revenue Bond 2006A		320,000	-	-	320,000
Water/Wastewater Bond 2012B		230,870	-	-	230,870
TOTAL - Retire Principal	2505	\$ 550,870	-	\$ -	\$ 550,870
<i>Interest Expense (4045)</i>	<i>2515</i>		<i>561</i>		
Water Revenue Bond 2006A		271,625	-	-	271,625
Water/Wastewater Bond 2012B		176,478	-	-	176,478
TOTAL - Interest Expense	2515	\$ 448,103	-	\$ -	\$ 448,103

NON-DEPARTMENTAL - 4000
EXPENSE DETAIL

Description	Object Code	Funding Source and Amount Per Funding Source				Total Budgeted
571 - Waste Water Debt Service (4045)						
Professional Fees (4045)	2140		571			
		5,000	-	-	-	5,000
TOTAL - Professional Fees	2140	\$ 5,000	-	\$ -	\$ -	\$ 5,000
Retire Principal (4045)	2505		571			
Wastewater Revenue Bond 2005B		85,000	-	-	-	85,000
Water/Wastewater Bond 2012B		64,130	-	-	-	64,130
TOTAL - Retire Principal	2505	\$ 149,130	-	\$ -	\$ -	\$ 149,130
Interest Expense (4045)	2515		571			
Wastewater Revenue Bond 2005B		57,878	-	-	-	57,878
Water/Wastewater Bond 2012B		49,022	-	-	-	49,022
TOTAL - Interest Expense	2515	\$ 106,900	-	\$ -	\$ -	\$ 106,900
235 - Measure A Debt Service (4045)						
Retire Principal (4045)	2505		235			
State Revolving Fund*		5,040,380	-	-	-	5,040,380
TOTAL - Retire Principal	2505	\$ 5,040,380	-	\$ -	\$ -	\$ 5,040,380
Interest Expense (4045)	2515		235			
State Revolving Fund		120,969	-	-	-	120,969
TOTAL - Interest Expense	2515	\$ 120,969	-	\$ -	\$ -	\$ 120,969

* Dependent on actual drawdown amount from Napa County. Minimum required State Revolving Loan Payment is \$526,805. Measure A sunsets on 6/30/18 and final amounts will be available in October 2018

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LIBRARY (4600)

Purpose

Recognized as one of the best libraries in the country, we are a resource for people in their daily lives as they grow, learn and challenge themselves at every stage of life and personal development.

We strive to provide resources, space and opportunities for civic engagement, as well as, gateways to education, learning experiences, and enrichment. Our goal is to maintain and continue to achieve the best in library services by managing our resources wisely, preparing for the future, and being responsive to the changing landscape of the community we serve.

Staffing

The Library Department currently has 6 full-time staff and several part-time members. Consisting of:

- Library Director (1)
- Senior Librarian (1)
- Senior Library Assistant (2)
- Outreach Services Librarian (1)
- Library Assistant (1)
- Part-time staff (8)
- Volunteers (20 +/-)

LIBRARY EXPENSES BY FUND					
Fund	Description	FY 16 Actual	FY 17 Actual	FY 18 Estimated	FY 19 Proposed
101	General Fund	797,217	823,975	973,376	1,055,590
218	Public Library Foundation	10,353	-	3,200	-
219	CLSA State Library Grant	9,391	-	7,350	7,500
380	Friends and Foundation	142,493	125,540	134,500	135,110
381	Ryan Library Trust	7,040	-	-	-
382	Martin Estate Trust	8,982	1,400	-	1,600
384	Tweed Trust	78,936	72,192	57,275	50,000
733	Capital Project Planning	39,678	(12)	-	-
Grand Total		1,094,090	1,023,095	1,175,701	1,249,800

LIBRARY EXPENSES BY OBJECT CODE					
Object Code	Description	FY 16 Actual	FY 17 Actual	FY 18 Estimated	FY 19 Proposed
20	Salaries & Benefits	758,295	755,438	794,086	840,400
21	Services	149,142	142,190	171,900	195,300
22	Supplies	132,780	114,780	182,013	164,600
23	Maintenance	3,946	-	9,202	7,500
24	Taxes, Insurances & Contributi	10,248	10,686	11,500	12,000
26	Capital	39,678	-	7,000	30,000
Grand Total		1,094,090	1,023,095	1,175,701	1,249,800

Budget Library 4600

Account Number	Description	FY 16 Actual	FY 17 Actual	FY 18 Estimated	FY 19 Proposed
101	General Fund				
46	Library				
101-46-00-20-08	Post-Employment Disbursement	-	-	-	-
101-46-00-20-10	Salary-Regular	393,073	408,999	433,484	464,912
101-46-00-20-20	Temp/Part Time	-	5,153	27,355	33,177
101-46-00-20-30	Overtime	-	-	-	-
101-46-00-20-37	Holiday Pay	-	3,016	2,371	2,885
101-46-00-20-40	FICA/Medicare	29,210	31,805	35,849	38,522
101-46-00-20-45	Employer PERS	85,210	71,247	30,559	34,716
101-46-00-20-47	PERS Unfunded Liability	-	-	48,788	57,803
101-46-00-20-50	Employee PERS	-	-	-	-
101-46-00-20-55	Health Insurance	104,360	117,804	129,178	124,178
101-46-00-20-61	Workers Comp	42,681	23,313	5,548	5,173
101-46-00-20-65	SDI	3,573	3,719	3,793	4,504
101-46-00-20-71	Unemployment	7,492	-	-	-
101-46-00-20-75	Deferred Comp	4,274	4,547	7,511	7,020
101-46-00-20-85	Auto Allowance	2,410	2,400	2,400	2,400
101-46-00-20-89	Charity Event Reimbursement	-	150	-	-
101-46-00-20-96	Education Reimbursement	500	500	500	500
20	Salaries & Benefits	672,783	672,653	727,336	775,790
101-46-00-21-05	Advertising	-	-	-	-
101-46-00-21-10	Communications	5,687	5,569	12,300	12,300
101-46-00-21-15	Postage	446	260	500	500
101-46-00-21-22	Utilities	42,740	41,560	45,000	45,000
101-46-00-21-27	Equipment Lease Exp	8,001	8,853	8,000	9,000
101-46-00-21-30	Professional Contracts	-	-	-	-
101-46-00-21-43	Penalties And Fines	-	-	-	-
101-46-00-21-45	Other Contract Services	44,815	71,318	97,000	122,400
101-46-00-21-55	Training & Conference	2,149	2,153	7,100	6,100
21	Services	103,838	129,714	169,900	195,300
101-46-00-22-07	Copies	3,665	2,652	3,000	3,000
101-46-00-22-12	Computer Equipment	-	6,439	44,905	36,500
101-46-00-22-13	Office Supplies	1,529	989	2,000	2,000
101-46-00-22-15	Special Department Supplies	1,146	842	1,000	1,000
101-46-00-22-16	Library Materials	63	-	4,883	-
22	Supplies	6,402	10,922	55,788	42,500
101-46-00-23-11	Maint Office Equip	1,991	-	-	-
101-46-00-23-35	Software Maintenance	1,955	-	1,852	-
23	Maintenance	3,946	-	1,852	-
101-46-00-24-25	Taxes & Other Charges	10,248	10,686	11,500	12,000
24	Taxes, Insurances & Contributi	10,248	10,686	11,500	12,000
101-46-00-26-40	Furniture & Fixtures	-	-	7,000	30,000
26	Capital	-	-	7,000	30,000
00	Administration	797,217	823,975	973,376	1,055,590
218	Public Library Foundation				

Budget Library 4600

Account Number	Description	FY 16 Actual	FY 17 Actual	FY 18 Estimated	FY 19 Proposed
46	Library				
218-46-00-21-05	Advertising	-	-	-	-
218-46-00-21-45	Other Contract Services	10,353	-	2,000	-
218-46-00-21-55	Training & Conference	-	-	-	-
21	Services	10,353	-	2,000	-
218-46-00-22-15	Special Department Supplies	-	-	1,200	-
218-46-00-22-16	Library Materials	-	-	-	-
22	Supplies	-	-	1,200	-
00	Administration	10,353	-	3,200	-
219	CLSA State Library Grant				
46	Library				
219-46-00-21-45	Other Contract Services	9,526	-	-	-
21	Services	9,526	-	-	-
219-46-00-22-13	Office Supplies	(136)	-	-	-
22	Supplies	(136)	-	-	-
219-46-00-23-35	Software Maintenance	-	-	7,350	7,500
23	Maintenance	-	-	7,350	7,500
00	Administration	9,391	-	7,350	7,500
380	Friends and Foundation				
46	Library				
380-46-00-20-10	Salary-Regular	-	-	-	-
380-46-00-20-20	Temp/Part Time	74,923	76,241	57,581	55,242
380-46-00-20-30	Overtime	-	-	-	-
380-46-00-20-37	Holiday Pay	3,424	233	4,680	4,777
380-46-00-20-40	FICA/Medicare	7,166	6,312	4,489	4,591
380-46-00-20-45	Employer PERS	-	-	-	-
380-46-00-20-55	Health Insurance	-	-	-	-
380-46-00-20-75	Deferred Comp	-	-	-	-
20	Salaries & Benefits	85,513	82,786	66,750	64,610
380-46-00-21-30	Professional Contracts	-	-	-	-
380-46-00-21-45	Other Contract Services	1,126	-	-	-
380-46-00-21-53	Memberships & Publications	-	-	-	-
380-46-00-21-55	Training & Conference	480	-	-	-
21	Services	1,606	-	-	-
380-46-00-22-15	Special Department Supplies	2,742	-	-	-
380-46-00-22-16	Library Materials	41,548	32,583	56,000	56,000
380-46-00-22-40	Programming	-	-	11,250	14,000
380-46-00-22-41	Youth Programs	3,840	3,644	-	-
380-46-00-22-42	Spanish Language Programs	4,630	3,890	-	-
380-46-00-22-43	Adult Programs	2,461	2,525	-	-
380-46-00-22-44	Elsie, the Library Cat	155	113	500	500
22	Supplies	55,375	42,754	67,750	70,500

Budget Library 4600

Account Number	Description	FY 16 Actual	FY 17 Actual	FY 18 Estimated	FY 19 Proposed
00	Administration	142,493	125,540	134,500	135,110
381	Ryan Library Trust				
46	Library				
381-46-00-22-12	Computer Equipment	7,040	-	-	-
381-46-00-22-16	Library Materials	-	-	-	-
22	Supplies	7,040	-	-	-
381-46-00-23-35	Software Maintenance	-	-	-	-
23	Maintenance	-	-	-	-
00	Administration	7,040	-	-	-
382	Martin Estate Trust				
46	Library				
382-46-00-21-45	Other Contract Services	8,982	-	-	-
382-46-00-21-53	Memberships & Publications	-	-	-	-
382-46-00-21-55	Training & Conference	-	-	-	-
21	Services	8,982	-	-	-
382-46-00-22-16	Library Materials	-	1,400	-	1,600
22	Supplies	-	1,400	-	1,600
00	Administration	8,982	1,400	-	1,600
384	Tweed Trust				
46	Library				
384-46-00-21-15	Postage	-	-	-	-
384-46-00-21-30	Professional Contracts	-	-	-	-
384-46-00-21-45	Other Contract Services	14,837	12,488	-	-
384-46-00-21-53	Memberships & Publications	-	-	-	-
384-46-00-21-55	Training & Conference	-	-	-	-
21	Services	14,837	12,488	-	-
384-46-00-22-12	Computer Equipment	-	-	20,000	-
384-46-00-22-15	Special Department Supplies	4,456	3,244	5,000	5,000
384-46-00-22-16	Library Materials	59,642	56,460	32,275	45,000
22	Supplies	64,099	59,704	57,275	50,000
00	Administration	78,936	72,192	57,275	50,000
733	Capital Project Planning				
46	Library				
733-46-00-21-55	Training & Conference	-	(12)	-	-
21	Services	-	(12)	-	-
733-46-00-26-60	Capital Imp Buildings	39,678	-	-	-
26	Capital	39,678	-	-	-
00	Administration	39,678	(12)	-	-

Budget Library 4600

Account Number	Description	FY 16 Actual	FY 17 Actual	FY 18 Estimated	FY 19 Proposed
Grand Total		1,094,090	1,023,095	1,175,701	1,249,800

LIBRARY - 4600 EXPENSE DETAIL						
Description	Object Code	Funding Source				Total Budgeted
<i>Communications</i>	2110	101	380	381	384	
Telephones		2,500	-	-	-	2,500
Broadband Fees		9,800	-	-	-	9,800
TOTAL - Communications	2110	\$ 12,300	\$ -	\$ -	\$ -	\$ 12,300
<i>Equipment Lease</i>	2127	101	380	381	384	
Copiers		9,000	-	-	-	9,000
TOTAL - Equipment Lease	2127	\$ 9,000	\$ -	\$ -	\$ -	\$ 9,000
<i>Copies</i>	2207	101	380	381	384	
Copies made with leased copiers		3,000	-	-	-	3,000
TOTAL - Copies	2207	\$ 3,000	\$ -	\$ -	\$ -	\$ 3,000
<i>Other Contract Services</i>	2145	101	380	381	384	
SPLASH (Automation/Databases)		76,000	-	-	-	76,000
NorthNet Consortium		11,000	-	-	-	11,000
OCLC On-Line cataloging		3,500	-	-	-	3,500
Library Security System		2,500	-	-	-	2,500
Website Subscription		5,000	-	-	-	5,000
Self-Charge Checkout Machines		22,000	-	-	-	22,000
LibraryAware (NextReads/Emails)		1,200	-	-	-	1,200
Napa Valley Now		1,200	-	-	-	1,200
TOTAL - Other Contract Services	2145	\$ 122,400	\$ -	\$ -	\$ -	\$ 122,400
<i>Training & Conference</i>	2155	101	380	381	384	
Training		1,500	-	-	-	1,500
CLA Membership		600	-	-	-	600
CLA Conference		4,000	-	-	-	4,000
TOTAL - Training & Conference	2155	\$ 6,100	\$ -	\$ -	\$ -	\$ 6,100
<i>Computer Equipment</i>	2212	101	380	381	384	
Userful (Public Computers)		5,000	-	-	-	5,000
GoPrint (Public Computers)		1,000	-	-	-	1,000
Marin IT/Spam Filter		500	-	-	-	500
Computers/Monitors		30,000	-	-	-	30,000
TOTAL - Computer Equipment	2212	\$ 36,500	\$ -	\$ -	\$ -	\$ 36,500
<i>Special Department Supplies</i>	2215	101	380	381	384	
Supplies for Processing Material (Labels, cases, barcodes, etc.)		-	-	-	5,000	5,000
Library Cards		1,000	-	-	-	1,000
TOTAL - Special Department Supplies	2215	\$ 1,000	\$ -	\$ -	\$ 5,000	\$ 6,000

LIBRARY - 4600 EXPENSE DETAIL						
Description	Object Code	Funding Source				Total Budgeted
<i>Library Materials</i>	2216	382	380	381	384	
Print, Audiovisual, Downloadable		-	40,000	-	45,000	85,000
Streaming Services		-	16,000	-	-	16,000
St. Helena Star Microfilm		1,600	-	-	-	1,600
TOTAL - Library Materials	2216	\$ 1,600	\$ 56,000	\$ -	\$ 45,000	\$ 102,600
<i>Software Maintenance</i>	2335	101	380	381	219	
Brainfuse/Online Homework Help		-	-	-	5,500	5,500
Mango Languages		-	-	-	1,500	1,500
AtoZ Database		-	-	-	500	350
TOTAL - Software Maintenance	2335	\$ -	\$ -	\$ -	\$ 7,500	\$ 7,500

PARKS & RECREATION (4728)

Purpose

The Parks & Recreation Department provides leisure and community services to the residents of the City and enrichment programs for all ages. Programs include adult and youth sports such as bocce, softball, basketball & soccer, arts, crafts, drama and music, as well as vocational skills, educational classes, and summer camps & childcare. The Parks & Recreation Director serves as staff member to the Parks & Recreation Commission.

Staffing

The Parks & Recreation Department currently has 3 full-time staff, one part-time and additional seasonal staff. Consisting of:

Parks & Recreation Director (1)
Recreation Supervisor (2)
Sports Assistant (.5)
Seasonal (30 +/-)
Volunteers (65 +/-)

PARKS AND RECREATION EXPENSES BY FUND					
Fund	Description	FY 16 Actual	FY 17 Actual	FY 18 Estimated	FY 19 Proposed
101	General Fund	90,119	125,021	203,395	216,295
280	Teen Center Recreation Dept	161,613	173,246	104,318	26,300
286	Bocce Ball	22,813	38,818	42,487	46,533
287	Harvest Festival	30,552	14,574	12,800	12,800
288	Fourth of July	41,203	43,128	45,300	45,300
289	Recreation Program	176,799	194,708	352,594	455,182
Grand Total		523,100	589,495	760,894	802,410

PARKS AND RECREATION EXPENSES BY FUND					
Object Code	Description	FY 16 Actual	FY 17 Actual	FY 18 Estimated	FY 19 Proposed
20	Salaries & Benefits	337,716	398,011	489,875	522,599
21	Services	110,356	116,185	155,850	158,900
22	Supplies	71,631	63,528	99,250	76,100
23	Maintenance	3,396	11,648	14,919	17,511
26	Capital	-	-	1,000	1,000
29	Transfers	-	122	-	26,300
Grand Total		523,100	589,495	760,894	802,410

Budget Parks and Recreation 4728

Account Number	Description	FY 16 Actual	FY 17 Actual	FY 18 Estimated	FY 19 Proposed
101	General Fund				
47	Parks & Recreation				
101-47-28-20-08	Post-Employment Disbursement	-	-	-	-
101-47-28-20-10	Salary-Regular	48,612	84,104	112,799	122,819
101-47-28-20-20	Temp/Part Time	-	-	-	-
101-47-28-20-30	Overtime	-	-	-	-
101-47-28-20-40	FICA/Medicare	3,765	6,496	8,794	8,977
101-47-28-20-45	Employer PERS	11,402	11,606	8,935	8,148
101-47-28-20-47	PERS Unfunded Liability	-	-	14,265	13,566
101-47-28-20-50	Employee PERS	-	-	-	-
101-47-28-20-55	Health Insurance	12,806	12,089	25,541	25,678
101-47-28-20-61	Workers Comp	1,778	2,627	3,986	3,892
101-47-28-20-65	SDI	443	738	898	1,035
101-47-28-20-71	Unemployment	-	-	-	-
101-47-28-20-75	Deferred Comp	654	864	2,357	2,360
101-47-28-20-85	Auto Allowance	1,205	1,298	2,160	2,160
101-47-28-20-89	Charity Event Reimbursement	-	-	-	-
20	Salaries & Benefits	80,664	119,820	179,735	188,635
101-47-28-21-05	Advertising	-	-	300	300
101-47-28-21-10	Communications	3,469	2,067	3,500	3,500
101-47-28-21-15	Postage	53	52	40	100
101-47-28-21-27	Equipment Lease Exp	-	-	-	-
101-47-28-21-30	Professional Contracts	-	-	7,200	7,200
101-47-28-21-40	Professional Fees	-	-	-	-
101-47-28-21-42	Banking Fees	576	434	660	660
101-47-28-21-44	Online Transaction Fee	1	-	50	50
101-47-28-21-45	Other Contract Services	-	-	-	-
101-47-28-21-53	Memberships & Publications	214	214	510	450
101-47-28-21-55	Training & Conference	-	814	3,600	7,600
101-47-28-21-60	Other Travel	-	-	100	100
21	Services	4,313	3,582	15,960	19,960
101-47-28-22-07	Copies	-	-	-	-
101-47-28-22-12	Computer Equipment	881	-	1,400	1,200
101-47-28-22-13	Office Supplies	250	418	1,200	700
101-47-28-22-15	Special Department Supplies	785	1,079	1,500	800
101-47-28-22-44	Swimming Program	-	-	-	-
22	Supplies	1,915	1,497	4,100	2,700
101-47-28-23-11	Maint Office Equip	-	-	-	-
101-47-28-23-20	Tennis Court Maintenance	3,227	-	2,600	4,000
101-47-28-23-35	Software Maintenance	-	-	-	-
23	Maintenance	3,227	-	2,600	4,000
101-47-28-24-25	Taxes & Other Charges	-	-	-	-
24	Taxes, Insurances & Contributi	-	-	-	-
101-47-28-26-40	Furniture & Fixtures	-	-	1,000	1,000
26	Capital	-	-	1,000	1,000
101-47-28-29-99	Transfer to other Funds	-	122	-	-

Budget Parks and Recreation 4728

Account Number	Description	FY 16 Actual	FY 17 Actual	FY 18 Estimated	FY 19 Proposed
29	Transfers	-	122	-	-
28	Recreation	90,119	125,021	203,395	216,295
280	Teen Center Recreation Dept				
47	Parks & Recreation				
280-47-28-20-10	Salary-Regular	79,327	96,393	47,492	-
280-47-28-20-20	Temp/Part Time	18,957	15,702	10,627	-
280-47-28-20-30	Overtime	341	812	200	-
280-47-28-20-37	Holiday Pay	-	-	-	-
280-47-28-20-40	FICA/Medicare	7,586	8,691	4,498	-
280-47-28-20-45	Employer PERS	13,896	14,849	2,777	-
280-47-28-20-47	PERS Unfunded Liability	-	-	4,434	-
280-47-28-20-50	Employee PERS	-	-	-	-
280-47-28-20-55	Health Insurance	22,403	27,304	18,446	-
280-47-28-20-61	Workers Comp	9,497	1,897	2,879	-
280-47-28-20-65	SDI	722	854	423	-
280-47-28-20-71	Unemployment	-	-	-	-
280-47-28-20-75	Deferred Comp	617	527	622	-
280-47-28-20-85	Auto Allowance	1,084	898	120	-
20	Salaries & Benefits	154,429	167,928	92,518	-
280-47-28-21-05	Advertising	-	-	500	-
280-47-28-21-10	Communications	1,279	2,272	2,300	-
280-47-28-21-15	Postage	-	-	100	-
280-47-28-21-25	Equipment Rental	-	-	-	-
280-47-28-21-40	Professional Fees	-	-	300	-
280-47-28-21-45	Other Contract Services	-	-	1,000	-
280-47-28-21-53	Memberships & Publications	170	170	200	-
280-47-28-21-55	Training & Conference	-	53	600	-
280-47-28-21-60	Other Travel	-	-	300	-
21	Services	1,449	2,496	5,300	-
280-47-28-22-13	Office Supplies	316	-	500	-
280-47-28-22-15	Special Department Supplies	5,419	2,823	6,000	-
22	Supplies	5,735	2,823	6,500	-
280-47-28-29-99	Transfer to Other Funds	-	-	-	26,300
29	Transfers	-	-	-	26,300
28	Recreation	161,613	173,246	104,318	26,300
286	Bocce Ball				
47	Parks & Recreation				
286-47-28-20-10	Salary-Regular	4,861	7,793	6,267	6,823
286-47-28-20-20	Temp/Part Time	8,102	18,613	23,328	22,999
286-47-28-20-37	Holiday Pay	-	-	-	1,989
286-47-28-20-40	FICA/Medicare	996	2,025	2,273	2,410
286-47-28-20-45	Employer PERS	1,140	1,123	496	453
286-47-28-20-47	PERS Unfunded Liability	-	-	792	754
286-47-28-20-55	Health Insurance	1,282	1,199	1,419	1,427
286-47-28-20-61	Workers Comp	747	146	221	1,980

Budget Parks and Recreation 4728

Account Number	Description	FY 16 Actual	FY 17 Actual	FY 18 Estimated	FY 19 Proposed
286-47-28-20-65	SDI	44	68	50	57
286-47-28-20-71	Unemployment	-	-	-	-
286-47-28-20-75	Deferred Comp	65	72	131	131
286-47-28-20-85	Auto Allowance	120	116	120	120
20	Salaries & Benefits	17,358	31,154	35,097	39,143
286-47-28-21-05	Advertising	175	-	150	150
286-47-28-21-10	Communications	-	-	-	-
286-47-28-21-15	Postage	-	-	-	-
286-47-28-21-42	Banking Fees	870	1,156	1,100	1,000
286-47-28-21-44	Online Transaction Fee	210	262	290	140
286-47-28-21-45	Other Contract Services	-	-	200	200
21	Services	1,255	1,417	1,740	1,490
286-47-28-22-13	Office Supplies	-	-	150	400
286-47-28-22-15	Special Department Supplies	4,031	4,457	4,000	4,000
22	Supplies	4,031	4,457	4,150	4,400
286-47-28-23-30	Maint Building/Grounds	168	1,790	1,500	1,500
286-47-28-23-35	Software Maintenance	-	-	-	-
23	Maintenance	168	1,790	1,500	1,500
28	Recreation	22,813	38,818	42,487	46,533
287	Harvest Festival				
47	Parks & Recreation				
287-47-28-21-42	Banking Fees	89	4	100	100
287-47-28-21-44	Online Transaction Fee	-	-	-	-
21	Services	89	4	100	100
287-47-28-22-15	Special Department Supplies	30,463	14,569	12,700	12,700
22	Supplies	30,463	14,569	12,700	12,700
28	Recreation	30,552	14,574	12,800	12,800
288	Fourth of July				
47	Parks & Recreation				
288-47-28-21-42	Banking Fees	23	-	-	-
288-47-28-21-45	Other Contract Services	40,000	41,950	40,000	40,000
21	Services	40,023	41,950	40,000	40,000
288-47-28-22-15	Special Department Supplies	1,180	1,178	5,300	5,300
22	Supplies	1,180	1,178	5,300	5,300
28	Recreation	41,203	43,128	45,300	45,300
289	Recreation Program				
47	Parks & Recreation				
289-47-28-20-10	Salary-Regular	23,717	21,624	85,424	145,748
289-47-28-20-20	Temp/Part Time	38,643	35,754	36,756	48,333
289-47-28-20-30	Overtime	352	622	1,400	1,600
289-47-28-20-37	Holiday Pay	26	-	-	626

Budget Parks and Recreation 4728

Account Number	Description	FY 16 Actual	FY 17 Actual	FY 18 Estimated	FY 19 Proposed
289-47-28-20-40	FICA/Medicare	4,799	4,300	9,518	15,086
289-47-28-20-45	Employer PERS	2,423	4,348	6,766	8,569
289-47-28-20-47	PERS Unfunded Liability	-	-	10,803	14,267
289-47-28-20-50	Employee PERS	-	-	-	-
289-47-28-20-55	Health Insurance	7,244	11,075	23,731	39,744
289-47-28-20-61	Workers Comp	7,825	1,167	6,200	17,488
289-47-28-20-65	SDI	215	199	781	1,463
289-47-28-20-71	Unemployment	-	-	-	-
289-47-28-20-75	Deferred Comp	20	20	1,146	1,777
289-47-28-20-85	Auto Allowance	-	-	-	120
20	Salaries & Benefits	85,265	79,109	182,525	294,821
289-47-28-21-05	Advertising	75	-	1,000	1,500
289-47-28-21-10	Communications	951	1,143	900	2,300
289-47-28-21-15	Postage	-	-	-	100
289-47-28-21-22	Utilities	209	205	450	450
289-47-28-21-25	Equipment Rental	-	-	-	-
289-47-28-21-40	Professional Fees	-	-	-	600
289-47-28-21-42	Banking Fees	3,438	4,173	3,400	3,400
289-47-28-21-44	Online Transaction Fee	1,353	1,748	1,300	1,000
289-47-28-21-45	Other Contract Services	51,748	52,440	60,000	61,000
289-47-28-21-52	Facility Rental	5,319	6,888	23,000	24,000
289-47-28-21-55	Training & Conference	135	5	1,200	1,200
289-47-28-21-60	Other Travel	-	133	1,500	1,800
21	Services	63,228	66,736	92,750	97,350
289-47-28-22-11	Fingerprinting	-	-	300	300
289-47-28-22-13	Office Supplies	18	87	100	1,300
289-47-28-22-15	Special Department Supplies	11,000	16,229	34,958	22,000
289-47-28-22-41	Supplies - Summer	851	3,222	1,500	1,500
289-47-28-22-42	Supplies for sports programs	4,405	4,432	15,642	12,600
289-47-28-22-43	Fieldtrips	1,265	471	2,000	1,300
289-47-28-22-44	Swimming Program	-	-	-	-
289-47-28-22-45	Afterschool Enrichment Program	10,768	14,563	12,000	12,000
22	Supplies	28,307	39,005	66,500	51,000
289-47-28-23-35	Software Maintenance	-	-	500	500
289-47-28-23-50	Vehicle Alloc Expense	-	9,858	10,319	11,511
23	Maintenance	-	9,858	10,819	12,011
289-47-28-24-25	Taxes & Other Charges	-	-	-	-
24	Taxes, Insurances & Contributi	-	-	-	-
28	Recreation	176,799	194,708	352,594	455,182
Grand Total		523,100	589,495	760,894	802,410

PARKS & RECREATION - 4728
EXPENSE DETAIL

Description	Object Code	Funding Source	Total Budgeted
<i>Professional Contracts</i>	<i>2130</i>	<i>101</i>	
Marketing		7,200	7,200
TOTAL - Professional Contracts	2130	\$ 7,200	\$ 7,200
<i>Memberships & Publications</i>	<i>2153</i>	<i>101</i>	
CPRS (2 employees)		400	400
USTA		50	50
TOTAL - Memberships & Publications	2153	\$ 450	\$ 450
<i>Training and Conferences</i>	<i>2155</i>	<i>101</i>	
CPRS (2 employees)		3,600	3,600
Disney Institute		4,000	4,000
TOTAL - Training and Conferences	2155	\$ 7,600	\$ 7,600
<i>Special Department Supplies</i>	<i>2215</i>	<i>101</i>	
Newsletter, Miscellaneous Supplies		1,000	1,000
TOTAL - Special Department Supplies	2215	\$ 1,000	\$ 1,000
<i>Furniture & Fixtures</i>	<i>2640</i>	<i>101</i>	
Chairs and Tables - Carnegie Hall		1,000	1,000
TOTAL - Furniture & Fixtures	2640	\$ 1,000	\$ 1,000
BOCCE BALL - 286			
<i>Special Department Supplies</i>	<i>2215</i>	<i>286</i>	
Bocce Balls, Equipment		4,000	4,000
TOTAL - Special Department Supplies	2215	\$ 4,000	\$ 4,000
HARVEST FESTIVAL - 287			
<i>Special Department Supplies</i>	<i>2215</i>	<i>287</i>	
Bathrooms		800	800
Security		500	500
Trash		500	500
Banners		1,100	1,100
Supplies		300	300
Advertising		2,000	2,000
Bands		2,000	2,000
Rock Climbing Wall		5,000	5,000
T-Shirt		500	500
TOTAL - Special Department Supplies	2215	\$ 12,700	\$ 12,700
TEEN CENTER - 280			
<i>Transfer to Other Funds</i>	<i>2999</i>	<i>280</i>	

PARKS & RECREATION - 4728
EXPENSE DETAIL

Description	Object Code	Funding Source	Total Budgeted
Transfer Balance of Fund 280 to 289		26,300	26,300
TOTAL - Transfer to Other Funds	2999	\$ 26,300	\$ 26,300
4TH OF JULY - 288			
<i>Other Contract Services</i>	<i>2145</i>	<i>288</i>	
Fireworks		40,000	40,000
TOTAL - Other Contract Services	2145	\$ 40,000	\$ 40,000
<i>Special Department Supplies</i>	<i>2215</i>	<i>288</i>	
Security		2,000	2,000
Banners		1,000	1,000
Advertising		1,300	1,300
Bathrooms		800	800
Miscellaneous Supplies		200	200
TOTAL - Special Department Supplies	2215	\$ 5,300	\$ 5,300
RECREATION PROGRAM - 289			
<i>Professional Fees</i>	<i>2140</i>	<i>289</i>	
CPR		600	600
TOTAL - Professional Fees	2140	\$ 600	\$ 600
<i>Other Contract Services</i>	<i>2145</i>	<i>289</i>	
Instructors		36,000	36,000
Camps		25,000	25,000
TOTAL - Other Contract Services	2145	\$ 61,000	\$ 61,000
<i>Facility Rental</i>	<i>2152</i>	<i>289</i>	
School District - Gym, Fields, etc.		24,000	24,000
TOTAL - Facility Rental	2152	\$ 24,000	\$ 24,000
<i>Training and Conferences</i>	<i>2155</i>	<i>289</i>	
CPRS - Summer Staff		1,200	1,200
TOTAL - Training and Conferences	2155	\$ 1,200	\$ 1,200
<i>Other Travel</i>	<i>2160</i>	<i>289</i>	
Fuel		1,800	1,800
TOTAL - Other Travel	2160	\$ 1,800	\$ 1,800
<i>Special Department Supplies</i>	<i>2215</i>	<i>289</i>	
Jersey - Soccer		1,825	1,825
Jersey - Basketball		1,825	1,825
Jersey - Volleyball		1,825	1,825

PARKS & RECREATION - 4728
EXPENSE DETAIL

Description	Object Code	Funding Source	Total Budgeted
Jersey - T-Ball		1,825	1,825
Jersey - Staff		500	500
Jersey - Misc		200	200
Equipment - Soccer		1,825	1,825
Equipment - Basketball		1,825	1,825
Equipment - Volleyball		1,825	1,825
Equipment - T-Ball		1,825	1,825
Equipment - Staff		500	500
Equipment - Misc.		200	200
Teen Center Supplies, Food, Events		6,000	6,000
TOTAL - Special Department Supplies	2215	\$ 22,000	\$ 22,000
<i>Fieldtrips</i>	<i>2243</i>	<i>289</i>	
Entrance Fees		1,300	1,300
TOTAL - Fieldtrips	2243	\$ 1,300	\$ 1,300
<i>Software Maintenance</i>	<i>2335</i>	<i>289</i>	
ActiveNet		500	500
TOTAL - Software Maintenance	2335	\$ 500	\$ 500

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FIRE

(4800)

Staffing

The Fire Department currently has 1.8 FTE staff members and 29 part-time staff consisting of:

- Fire Chief (0.4)
- Fire Marshal (0.4)
- Administrative Assistant (1)
- Full-time Firefighters (2)
- Part-time Firefighters (29) - paid on an hourly, per-call basis

Purpose

It is the mission of the members of the St. Helena Fire Department to provide efficient and cost-effective services, including: fire protection both prevention and suppression; public life safety education; emergency medical and rescue services; respond to natural and man-made disasters; and respond to incidents involving hazardous materials. This service should, at all times, provide for the safety of the members of the Fire Department and serve the interest of the residents of the City of St. Helena and the surrounding area.

FIRE EXPENSES BY FUND					
Fund	Description	FY 16 Actual	FY 17 Actual	FY 18 Estimated	FY 19 Proposed
101	General Fund	823,516	835,760	1,080,331	1,219,151
592	Equipment Replacement Fund	-	-	-	-
733	Capital Project Planning	-	-	-	-
Grand Total		823,516	835,760	1,136,341	1,219,151

FIRE EXPENSES BY OBJECT CODE					
Object Code	Description	FY 16 Actual	FY 17 Actual	FY 18 Estimated	FY 19 Proposed
20	Salaries & Benefits	321,637	611,121	681,785	855,941
21	Services	353,017	103,218	185,289	178,600
22	Supplies	85,843	91,093	136,418	126,110
23	Maintenance	11,471	29,897	72,345	55,500
24	Taxes, Insurances & Contributi	51,549	-	-	-
26	Capital	-	431	60,506	3,000
Grand Total		823,516	835,760	1,136,341	1,219,151

Budget Fire 4800

Account Number	Description	FY 16 Actual	FY 17 Actual	FY 18 Estimated	FY 19 Proposed
101	General Fund				
48	Fire				
101-48-00-20-08	Post-Employment Disbursement	-	-	-	-
101-48-00-20-10	Salary-Regular	65,653	79,078	114,172	270,712
101-48-00-20-20	Temp/Part Time	173,962	338,065	373,891	306,576
101-48-00-20-25	Standby	1,614	3,201	-	-
101-48-00-20-30	Overtime	233	68,436	-	-
101-48-00-20-37	Holiday Pay	-	-	-	29,424
101-48-00-20-40	FICA/Medicare	19,324	37,393	40,843	48,482
101-48-00-20-45	Employer PERS	30,713	13,768	12,849	28,245
101-48-00-20-47	PERS Unfunded Liability	-	-	20,605	48,833
101-48-00-20-50	Employee PERS	2,151	2,969	6,262	6,669
101-48-00-20-55	Health Insurance	17,938	18,047	38,112	75,648
101-48-00-20-61	Workers Comp	7,114	46,707	70,859	35,586
101-48-00-20-65	SDI	593	719	1,028	2,467
101-48-00-20-71	Unemployment	-	-	-	-
101-48-00-20-75	Deferred Comp	699	189	3,164	3,299
101-48-00-20-85	Auto Allowance	1,643	2,400	-	-
101-48-00-20-89	Charity Event Reimbursement	-	150	-	-
20	Salaries & Benefits	321,637	611,121	681,785	855,941
101-48-00-21-05	Advertising	-	-	-	-
101-48-00-21-10	Communications	18,584	23,475	53,189	50,000
101-48-00-21-15	Postage	478	506	500	500
101-48-00-21-22	Utilities	25,883	28,167	30,000	30,000
101-48-00-21-25	Equipment Rental	-	-	-	-
101-48-00-21-27	Equipment Lease Exp	2,691	2,593	-	-
101-48-00-21-30	Professional Contracts	8,425	5,370	11,800	13,000
101-48-00-21-40	Professional Fees	-	-	-	-
101-48-00-21-45	Other Contract Services	88,228	-	21,700	8,000
101-48-00-21-52	Facility Rental	-	-	18,000	22,000
101-48-00-21-53	Memberships & Publications	1,950	1,944	2,500	2,500
101-48-00-21-54	CAL Fire Dispatch Contract	23,609	19,425	25,000	30,000
101-48-00-21-55	Training & Conference	3,981	16,767	19,425	17,600
101-48-00-21-70	Fire Prevention Education	5,111	4,970	3,175	5,000
101-48-00-21-75	Fire Inspection Prof Fees	-	-	-	-
101-48-00-21-80	Strike Team Charges	174,078	-	-	-
21	Services	353,017	103,218	185,289	178,600
101-48-00-22-07	Copies	566	1,628	-	-
101-48-00-22-10	Issuance Costs	-	-	-	-
101-48-00-22-12	Computer Equipment	848	5,524	-	2,000
101-48-00-22-13	Office Supplies	1,050	2,000	3,000	3,000
101-48-00-22-15	Special Department Supplies	37,631	41,061	48,415	48,610
101-48-00-22-17	Field Supplies	5,394	9,503	7,500	7,500
101-48-00-22-25	Fuel/Oil	6,077	5,949	10,000	10,000
101-48-00-22-26	Outside Vehicle Maint	31,780	20,744	58,002	50,000
101-48-00-22-28	Vehicle Parts	2,498	4,683	9,500	5,000
22	Supplies	85,843	91,093	136,418	126,110
101-48-00-23-11	Maint Office Equip	-	-	-	-
101-48-00-23-12	Maintenance Supplies	-	-	-	-

Budget Fire 4800

Account Number	Description	FY 16 Actual	FY 17 Actual	FY 18 Estimated	FY 19 Proposed
101-48-00-23-15	Maint Machine/Equipment	4,244	17,043	30,845	20,000
101-48-00-23-30	Maint Buildings/Grounds	6,483	5,604	26,000	20,000
101-48-00-23-35	Software Maintenance	744	7,251	15,500	15,500
23	Maintenance	11,471	29,897	72,345	55,500
101-48-00-24-25	Taxes & Other Charges	51,549	-	-	-
24	Taxes, Insurances & Contributi	51,549	-	-	-
101-48-00-26-30	Capital Equipment	-	-	-	-
101-48-00-26-40	Furniture & Fixtures	-	431	4,496	3,000
26	Capital	-	431	4,496	3,000
00	Administration	823,516	835,760	1,080,331	1,219,151
593	Fund				
48	Fire				
593-48-00-26-30	Capital Equipment	-	-	56,010	-
26	Capital	-	-	56,010	-
00	Administration	-	-	56,010	-
Grand Total		823,516	835,760	1,136,341	1,219,151

FIRE - 4800
EXPENSE DETAIL

Description	Object Code	Funding Source	Total Budgeted
<i>Communications</i>	<i>2110</i>	<i>101</i>	
Cell, Satellite Phones, Comcast, EOC Lines		20,000	20,000
Repeater		10,000	10,000
Radio Replacement		20,000	20,000
TOTAL - Communications	2110	\$ 50,000	\$ 50,000
<i>Professional Contracts</i>	<i>2130</i>	<i>101</i>	
Physicals		8,000	8,000
Medical Cache Annual Fee		500	500
Training Ground Annual Fee		500	500
EMS Region Fee		500	500
Operations Consultant		2,000	2,000
Fire Safety House Annual Fee		300	300
TOTAL - Professional Contracts	2130	\$ 11,800	\$ 11,800
<i>Other Contract Services</i>	<i>2145</i>	<i>101</i>	
Adapt Management		8,000	8,000
TOTAL - Other Contract Services	2145	\$ 8,000	\$ 8,000
<i>Memberships & Publications</i>	<i>2153</i>	<i>101</i>	
Ca. State Firefighters Association		2,500	2,500
TOTAL - Memberships & Publications	2153	\$ 2,500	\$ 2,500
<i>Training and Conferences</i>	<i>2155</i>	<i>101</i>	
Target Solutions (Online Training)		4,000	4,000
Skills Training		1,000	1,000
Misc. Education & Training		3,000	3,000
Rental of WWTP for Training		9,600	9,600
TOTAL - Training and Conferences	2155	\$ 17,600	\$ 17,600
<i>Fire Prevention Education</i>	<i>2170</i>	<i>101</i>	
Weed Abatement (Outreach)		500	500
Open House (Supplies & Outreach)		4,000	4,000
Kiddie Tours (Supplies)		500	500
TOTAL - Fire Prevention Education	2170	\$ 5,000	\$ 5,000
<i>Special Department Supplies</i>	<i>2215</i>	<i>101</i>	
Annual Supplies		17,610	17,610
Replacement Hose		30,000	30,000
Class "A" Foam		1,000	1,000
TOTAL - Special Department Supplies	2215	\$ 48,610	\$ 48,610

FIRE - 4800
EXPENSE DETAIL

Description	Object Code	Funding Source	Total Budgeted
<i>Field Supplies</i>	<i>2217</i>	<i>101</i>	
Disposable Medical Supplies		5,500	5,500
AED (Automated External Defibrillator)		2,000	2,000
TOTAL - Field Supplies	2217	\$ 7,500	\$ 7,500
<i>Machinery & Equipment Maintenance</i>	<i>2315</i>	<i>101</i>	
SCBA Testing & Maintenance		7,000	7,000
Truck Maintenance		5,000	5,000
Replacement Tires		5,000	5,000
Ladder Testing		3,000	3,000
Extrication Tool Annual Maintenance		4,000	4,000
Refrigerator/Stove Service		4,000	4,000
TOTAL - Machine & Equipment Maintenance	2315	\$ 28,000	\$ 28,000
<i>Software Maintenance</i>	<i>2335</i>	<i>101</i>	
Fire Inspection Software		4,200	4,200
Active 911		300	300
Miscellaneous		500	500
Incident Management Software Maint.		1,000	1,000
TOTAL - Software Maintenance	2335	\$ 6,000	\$ 6,000

POLICE (4900)

Staffing

The Police Department currently has 17.75 full-time staff and 1 part-time staff consisting of:

Police Chief (1)
Lieutenant (1)
Sergeants (2)
Officers (8)
Dispatchers (5)
Community Services Officer (.75)
Volunteers (7)

Purpose

The Police Department is responsible for protection of life and property, the maintenance of order, the control and prevention of crime, and the enforcement of vehicle laws and regulations. The department is to carry out its responsibilities in a prudent and fair manner respecting individual dignity regardless of age, sex, social status, ethnic group or creed. The Police Department, in its ongoing effort to alleviate crime problems in St. Helena, will be flexible and innovative in attempts to find superior methods of serving the populace.

POLICE EXPENSES BY FUND					
Fund	Description	FY 16 Actual	FY 17 Actual	FY 18 Estimated	FY 19 Proposed
101	General Fund	2,724,803	2,841,072	3,252,869	3,204,405
212	Department of Homeland Secur	-	3,666	6,500	-
224	Public Safety (COPS)	150,321	94,252	249,219	124,800
238	Training Development Fund	5,976	5,462	6,000	6,000
279	Asset Forfeit	678	7,178	8,500	6,500
Grand Total		2,881,778	2,951,630	3,523,089	3,341,705

POLICE EXPENSES BY OBJECT CODE					
Object Code	Description	FY 16 Actual	FY 17 Actual	FY 18 Estimated	FY 19 Proposed
20	Salaries & Benefits	2,587,075	2,685,044	3,085,614	3,001,487
21	Services	154,146	174,008	193,600	194,365
22	Supplies	60,046	39,906	79,619	63,200
23	Maintenance	52,801	49,870	52,193	58,153
26	Capital	27,711	2,802	112,062	24,500
Grand Total		2,881,778	2,951,630	3,523,089	3,341,705

Budget Police 4900

Account Number	Description	FY 16 Actual	FY 17 Actual	Fy 18 Estimated	FY 19 Proposed
101	General Fund				
49	Police				
101-49-00-20-08	Post-Employment Disbursement	-	-	-	-
101-49-00-20-10	Salary-Regular	1,241,478	1,368,327	1,544,760	1,597,574
101-49-00-20-20	Temp/Part Time	5,254	30,846	20,794	40,794
101-49-00-20-21	Temp/Part Time	-	-	-	-
101-49-00-20-30	Overtime	196,903	155,698	184,250	198,800
101-49-00-20-37	Holiday Pay	43,758	45,118	55,706	57,216
101-49-00-20-40	FICA/Medicare	113,432	120,023	138,354	142,194
101-49-00-20-45	Employer PERS	501,932	527,898	239,919	254,906
101-49-00-20-47	PERS Unfunded Liability	-	-	380,930	222,292
101-49-00-20-50	Employee PERS	32,911	-	-	-
101-49-00-20-55	Health Insurance	336,281	323,497	391,303	367,718
101-49-00-20-61	Workers Comp	68,551	74,489	88,832	77,296
101-49-00-20-65	SDI	13,081	13,497	15,120	17,795
101-49-00-20-71	Unemployment	16,751	3,181	-	-
101-49-00-20-75	Deferred Comp	3,243	5,251	5,996	6,002
101-49-00-20-85	Auto Allowance	-	1,943	2,400	2,400
101-49-00-20-89	Charity Event Reimbursement	-	275	-	-
101-49-00-20-95	Police Dept Unifo	12,000	13,500	14,250	13,500
101-49-00-20-96	Education Reimbursement	1,500	1,500	3,000	3,000
101-49-00-20-97	Housing Allowance	-	-	-	-
20	Salaries & Benefits	2,587,075	2,685,044	3,085,614	3,001,487
101-49-00-21-05	Advertising	-	-	-	-
101-49-00-21-10	Communications	21,969	23,083	23,000	23,000
101-49-00-21-15	Postage	1,734	1,544	1,100	1,100
101-49-00-21-22	Utilities	-	-	-	-
101-49-00-21-27	Equipment Lease Exp	3,026	3,135	2,800	2,800
101-49-00-21-30	Professional Contracts	40,202	25,000	25,000	25,000
101-49-00-21-40	Professional Fees	9,629	2,732	10,000	10,000
101-49-00-21-45	Other Contract Services	710	39,713	33,700	40,565
101-49-00-21-53	Memberships & Publications	1,000	1,391	2,800	3,400
101-49-00-21-55	Training & Conference	-	135	-	2,500
101-49-00-21-60	Other Travel	-	-	-	-
21	Services	78,270	96,733	98,400	108,365
101-49-00-22-07	Copies	1,668	1,576	1,500	1,500
101-49-00-22-08	Police Dept Youth Activity	759	266	1,000	1,000
101-49-00-22-12	Computer Equipment	381	1,298	5,000	1,400
101-49-00-22-13	Office Supplies	1,993	2,307	3,500	2,500
101-49-00-22-15	Special Department Supplies	1,857	1,176	5,000	5,500
101-49-00-22-17	Field Supplies	-	-	-	-
22	Supplies	6,657	6,622	16,000	11,900
101-49-00-23-35	Software Maintenance	44	250	600	600
101-49-00-23-50	Vehicle Alloc Expense	52,756	49,620	51,593	57,553
23	Maintenance	52,801	49,870	52,193	58,153
101-49-00-26-30	Capital Equipment	-	2,802	662	23,500
101-49-00-26-40	Furniture & Fixtures	-	-	-	1,000
26	Capital	-	2,802	662	24,500

Budget Police 4900

Account Number	Description	FY 16 Actual	FY 17 Actual	Fy 18 Estimated	FY 19 Proposed
00	Administration	2,724,803	2,841,072	3,252,869	3,204,405
212	Department of Homeland Secur				
49	Police				
212-49-00-22-15	Special Department Supplies	-	3,666	6,500	-
22	Supplies	-	3,666	6,500	-
00	Administration	-	3,666	6,500	-
224	Public Safety (COPS)				
49	Police				
224-49-00-21-10	Communications	-	-	-	-
224-49-00-21-30	Professional Contracts	59,483	60,848	66,000	66,000
224-49-00-21-45	Other Contract Services	188	1,547	5,000	5,000
224-49-00-21-55	Training & Conference	9,552	8,651	9,700	9,000
21	Services	69,222	71,046	80,700	80,000
224-49-00-22-12	Computer Equipment	1,778	1,828	5,000	5,000
224-49-00-22-15	Special Department Supplies	40,509	12,813	16,800	11,800
224-49-00-22-17	Field Supplies	11,102	8,566	35,319	28,000
22	Supplies	53,389	23,206	57,119	44,800
224-49-00-26-30	Capital Equipment	27,711	-	106,400	-
224-49-00-26-40	Furniture & Fixtures	-	-	5,000	-
26	Capital	27,711	-	111,400	-
00	Administration	150,321	94,252	249,219	124,800
238	Training Development Fund				
49	Police				
238-49-00-21-55	Training & Conference	5,976	5,462	6,000	6,000
21	Services	5,976	5,462	6,000	6,000
00	Administration	5,976	5,462	6,000	6,000
279	Asset Forfeit				
49	Police				
279-49-00-21-10	Communications	-	-	-	-
279-49-00-21-45	Other Contract Services	678	767	8,500	-
21	Services	678	767	8,500	-
279-49-00-22-15	Special Department Supplies	-	6,411	-	6,500
22	Supplies	-	6,411	-	6,500
00	Administration	678	7,178	8,500	6,500
Grand Total		2,881,778	2,951,630	3,523,089	3,341,705

**POLICE - 4900
EXPENSE DETAIL**

Description	Object Code	Funding Source	Total Budgeted
<i>Professional Contract Services</i>	<i>2130</i>	<i>101</i>	
Up Valley Family Center		25,000	25,000
TOTAL - Professional Contract Services	2130	\$ 25,000	\$ 25,000
<i>Professional Fees</i>	<i>2140</i>	<i>101</i>	
Pre-Employment Psychological, Medical, and Other Related Services		5,000	5,000
Third Party Investigations		5,000	5,000
TOTAL - Professional Fees	2140	\$ 10,000	\$ 10,000
<i>Other Contract Services</i>	<i>2145</i>	<i>101</i>	
Nixle		2,500	2,500
WCAL		2,500	2,500
SANE/SART		2,500	2,500
St. Helena Car Wash		1,200	1,200
AVTEC		5,000	5,000
RIMS		19,165	19,165
Body Camera Program		7,400	7,400
Fast Track		300	300
TOTAL - Other Contract Services	2145	\$ 40,565	\$ 40,565
<i>Memberships & Publications</i>	<i>2153</i>	<i>101</i>	
Cal Chiefs		1,200	1,200
IACP		300	300
CPOA		500	500
CAPE		100	100
NAFBI		300	300
Swat/Firearm		200	200
Subscriptions		200	200
CAL PELRA		600	600
TOTAL - Memberships & Publications	2153	\$ 3,400	\$ 3,400
<i>Training & Conference</i>	<i>2155</i>	<i>101</i>	
Cal Chiefs		1,250	1,250
CAL PELRA		1,250	1,250
TOTAL - Training & Conference	2155	\$ 2,500	\$ 2,500
<i>Special Department Supplies</i>	<i>2215</i>	<i>101</i>	
Senior Volunteer Program Supplies		3,000	3,000
Miscellaneous (File Cabinets)		2,500	2,500
TOTAL - Special Department Supplies	2215	\$ 5,500	\$ 5,500

POLICE - 4900 EXPENSE DETAIL			
Description	Object Code	Funding Source	Total Budgeted
<i>Software Maintenance</i>	2335	101	
Anti-Virus		600	600
TOTAL - Software Maintenance	2335	\$ 600	\$ 600
<i>Capital Equipment</i>	2630	101	
Portable Radios for Patrol		23,500	23,500
TOTAL - Capital Equipment	2630	\$ 23,500	\$ 23,500
PUBLIC SAFETY (COPS) - 224			
<i>Professional Contract Services</i>	2130	224	
NSIB Contract		37,600	37,600
County Communication Services		1,000	1,000
Live Scan Contract		8,000	8,000
Entersect/NetMotion/Copware/ Language Line		4,300	4,300
Data Ticket Contract		1,200	1,200
CJ's K9 Training Contract		6,000	6,000
Animal Medical Service		3,000	3,000
Booking Fees		1,500	1,500
CLETS Access		3,100	3,100
Critical Reach		300	300
TOTAL - Professional Contract Services	2130	\$ 66,000	\$ 66,000
<i>Other Contract Services</i>	2145	224	
RIMS Dispatch Updates		2,500	2,500
Interview Software Maintenance Contract		2,500	2,500
TOTAL - Other Contract Services	2145	\$ 5,000	\$ 5,000
<i>Training and Conferences</i>	2155	224	
POST Training		2,500	2,500
Domain Specific Conferences		4,000	4,000
Miscellaneous Conferences		2,500	2,500
TOTAL - Training and Conferences	2155	\$ 9,000	\$ 9,000
<i>Computer Equipment</i>	2212	224	
Cameras		5,000	5,000
TOTAL - Other Contract Services	2212	\$ 5,000	\$ 5,000
<i>Special Department Supplies</i>	2215	224	
Officer and Vehicle Video/Audio Equipment		2,000	2,000
Reporting Writing License/Software Upgrades		3,000	3,000

POLICE - 4900 EXPENSE DETAIL			
Description	Object Code	Funding Source	Total Budgeted
Radar Units		5,000	5,000
Defibulator Maintenance		1,800	1,800
TOTAL - Special Department Supplies	2215	\$ 11,800	\$ 11,800
Field Supplies	2217	224	
Notebooks, Recording Devices		1,500	1,500
Narcotic Kits, PAZ Devices, Flashlights, & Chargers		2,500	2,500
Ticket Books		3,000	3,000
Flares, Gloves, First Aid, Batteries, Etc.		5,000	5,000
Ammunition		5,000	5,000
Firearm/Rifle Replacement		5,000	5,000
Portable Radio Repair & Replacement		1,000	1,000
Simunitions		3,000	3,000
Bullet Proof Vest Replacement		2,000	2,000
TOTAL - Field Supplies	2217	\$ 28,000	\$ 28,000
TRAINING DEVELOPMENT FUND - 238			
POST Reimbursable Training	2155	238	
Training		6,000	6,000
TOTAL - Post Reimburseable Training	2155	\$ 6,000	\$ 6,000
ASSET FORFEITURE FUND - 279			

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PUBLIC WORKS

Purpose

The Department of Public Works (DPW) includes the following operating Divisions:

- Water Treatment
- Water Distribution
- Wastewater Collection (Sewers)
- Wastewater Treatment
- Streets
- Storm Drains
- Parks
- City Garage
- Government Buildings & Grounds
- Flood Control
- Administration

Staffing

The Public Works Department currently has 24 full-time staff members. Consisting of:

Public Works Director (1)
 Utility Operations Manager (1)
 Project Manager (1)
 Public Works Maintenance Manager (1)
 Associate Civil Engineer (1)
 Administrative Assistant (1)
 Environmental Services Technician (1)
 Water Distribution (3)
 Water Treatment Plant (3)
 Wastewater Treatment Plant (3)
 Superintendent - Streets, Sewer, Stormwater, Garage, Parks, Trees, Government Buildings (1)
 Maintenance Workers - Streets, Sewer, Stormwater, Garage, Parks, Trees, Government Buildings (7)

PUBLIC WORKS

Purpose

Administration (5000) - Department of Public Works (DPW) Administration manages the operating divisions of Public Works and provides the services of the City Engineer, Property Officer, Floodplain Administrator, City Surveyor, Stormwater Program Coordinator, and Water Use Efficiency Office.

Government Buildings (5006) - The Government Buildings/ Grounds Division of the Department of Public Works is funded by the General Fund and its budget accounts for the total costs of managing and providing maintenance (plumbing, electrical, carpentry, lock smith work, etc.) and custodial services to City buildings (approximately 65,000 square feet). The Division is also responsible for managing supply orders and deliveries, inspection and maintenance of oil recycling area, handicapped lifts, e-waste collection and recycling, and fire extinguisher service. This division's budget includes, utilities, janitorial costs, air conditioning/ heating repairs and maintenance services.

Storm Drains (5013) - The purpose of the storm water division is to operate, maintain and improve drainage and flood control facilities.

Streets (5015) - The Streets Maintenance/ Operation Division is responsible for maintaining City streets in a safe and accessible condition with proper and adequate street signage; striping and painting of curbs; sweeping of all City streets and Main Street sidewalks; routine pavement, sidewalk and curb repairs; maintenance of traffic structures; street lighting; vegetation removal; and clean up of spills and discharges.

Trees (5026) - Tree City USA is a division of the Public Works Department under direct supervision of the Parks Supervisor. This Division is responsible for the maintenance of all trees contained in City owned parks, along Main Street and the 15 Heritage Trees in public rights-of-way. Division activities include the planting of new trees, oversight of major pruning projects, minor pruning, and pesticide applications. The division also conducts inspections for tree permits and City approvals involving tree issues.

Parks (5027) - The Parks Division of the Public Works Department maintains ten parks, four pathways, street trees, benches and parking lots. In addition, this division maintains the landscaping around five government buildings, is responsible for herbicide applications around all City facilities and roadsides (approximately forty acres), and assists the general public with water conservation measures during drought periods. This division provides maintenance labor for Tree City U.S.A.

City Garage (5037) - The City Garage Division of the Public Works Department is an internal service fund designed to account for the total costs of maintaining a fleet of 40+ vehicles and other equipment owned by the City. Costs are allocated to the various user departments based on time and materials within those departments. The Division strives to provide timely, efficient, and cost-effective maintenance and repairs on City owned vehicles. The City Garage also records and maintains all fleet maintenance records, specifies repair parts and replacement vehicles, and handles all aspects of fleet management for the City excluding Fire Department vehicles.

PUBLIC WORKS ADMIN EXPENSES BY FUND					
Fund	Description	FY 16 Actual	FY 17 Actual	FY 18 Estimated	FY 19 Proposed
101	General Fund	289,843	394,651	1,544,327	1,307,760
561	Water Enterprise	337,962	435,471	1,322,634	886,309
571	Sewer Enterprise	248,742	330,171	1,160,375	769,940
713	Civic Impact	-	-	-	1,750
733	Capital Project Planning	2,500	-	-	-
763	Water Capital Project	2,700	-	-	-
Grand Total		881,747	1,160,293	4,027,336	2,965,759

PUBLIC WORKS ADMIN BY OBJECT CODE					
Object Code	Description	FY 16 Actual	FY 17 Actual	FY 18 Estimated	FY 19 Proposed
20	Salaries & Benefits	700,512	826,683	905,155	1,046,842
21	Services	201,294	277,911	649,507	436,875
22	Supplies	6,013	5,824	9,175	14,200
23	Maintenance	16,486	14,787	15,978	17,766
24	Taxes, Insurances & Contributi	22,768	29,866	38,700	40,700
26	Capital	-	5,100	8,100	15,600
29	Transfers	-	122	2,400,721	1,393,776
99	Contra Account fixed assets	(65,326)	-	-	-
Grand Total		881,747	1,160,293	4,027,336	2,965,759

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Budget Public Works Admin 5000

Account Number	Description	FY 16 Actual	FY 17 Actual	FY 18 Estimated	FY 19 Proposed
101	General Fund				
50	Public Works				
101-50-00-20-08	Post-Employment Disbursement	-	-	-	-
101-50-00-20-10	Salary-Regular	127,433	179,489	196,156	214,607
101-50-00-20-20	Temp/Part Time	11,728	-	-	-
101-50-00-20-30	Overtime	137	-	750	750
101-50-00-20-37	Holiday Pay	-	-	-	-
101-50-00-20-40	FICA/Medicare	9,712	12,639	14,507	15,518
101-50-00-20-45	Employer PERS	12,291	25,566	12,584	14,116
101-50-00-20-47	PERS Unfunded Liability	-	-	20,091	23,504
101-50-00-20-50	Employee PERS	-	(90)	-	-
101-50-00-20-55	Health Insurance	25,106	38,548	36,507	46,385
101-50-00-20-61	Workers Comp	3,912	5,280	9,743	9,080
101-50-00-20-65	SDI	955	1,409	1,602	1,918
101-50-00-20-71	Unemployment	-	-	-	-
101-50-00-20-75	Deferred Comp	2,413	3,488	3,127	3,227
101-50-00-20-85	Auto Allowance	1,983	2,863	2,640	1,680
101-50-00-20-89	Chartity Event Reimbursement	-	335	-	-
101-50-00-20-96	Education Reimbursement	-	-	-	-
20	Salaries & Benefits	195,671	269,527	297,707	330,785
101-50-00-21-05	Advertising	594	-	-	-
101-50-00-21-10	Communications	1,668	2,225	2,800	2,800
101-50-00-21-15	Postage	442	358	600	600
101-50-00-21-27	Equipment Lease Exp	2,296	2,373	-	1,830
101-50-00-21-30	Professional Contracts	68,023	94,338	172,315	130,000
101-50-00-21-40	Professional Fees	597	491	-	-
101-50-00-21-45	Other Contract Services	-	245	116,617	5,334
101-50-00-21-48	Government Fees	-	-	-	-
101-50-00-21-53	Memberships & Publications	1,377	1,475	1,635	1,840
101-50-00-21-55	Training & Conference	1,116	4,744	2,550	3,225
21	Services	76,114	106,249	296,517	145,629
101-50-00-22-07	Copies	538	268	-	480
101-50-00-22-12	Computer Equipment	402	722	1,825	1,825
101-50-00-22-13	Office Supplies	496	710	900	900
101-50-00-22-15	Special Department Supplies	182	494	400	1,875
101-50-00-22-20	Small Tools	-	-	-	-
22	Supplies	1,618	2,194	3,125	5,080
101-50-00-23-11	Maint Office Equip	-	-	-	-
101-50-00-23-12	Maintenance Supplies	-	-	-	-
101-50-00-23-35	Software Maintenance	98	-	100	100
101-50-00-23-50	Vehicle Alloc Expense	16,193	14,787	15,478	17,266
23	Maintenance	16,290	14,787	15,578	17,366
101-50-00-24-25	Taxes & Other Charges	150	272	3,700	3,700
24	Taxes, Insurances & Contributi	150	272	3,700	3,700
101-50-00-26-30	Capital Equipment	-	-	-	2,500
101-50-00-26-40	Furniture & Fixtures	-	1,622	2,700	2,700
26	Capital	-	1,622	2,700	5,200

Budget Public Works Admin 5000

Account Number	Description	FY 16 Actual	FY 17 Actual	FY 18 Estimated	FY 19 Proposed
101-50-00-29-99	Transfer to other Funds	-	-	925,000	800,000
29	Transfers	-	-	925,000	800,000
00	Administration	289,843	394,651	1,544,327	1,307,760
561	Water Enterprise				
50	Public Works				
561-50-00-20-08	Post-Employment Disbursement	-	-	-	-
561-50-00-20-10	Salary-Regular	192,344	200,198	220,399	259,926
561-50-00-20-20	Temp/Part Time	-	-	-	-
561-50-00-20-30	Overtime	100	-	450	450
561-50-00-20-37	Holiday Pay	-	-	-	-
561-50-00-20-40	FICA/Medicare	14,248	14,654	16,635	19,332
561-50-00-20-45	Employer PERS	26,546	32,104	13,619	17,298
561-50-00-20-47	PERS Unfunded Liability	-	-	21,743	28,802
561-50-00-20-50	Employee PERS	-	(67)	-	-
561-50-00-20-55	Health Insurance	49,557	49,949	47,901	56,034
561-50-00-20-61	Workers Comp	12,449	7,039	11,957	11,675
561-50-00-20-65	SDI	1,615	1,666	1,861	2,423
561-50-00-20-71	Unemployment	-	-	-	-
561-50-00-20-75	Deferred Comp	4,953	4,754	4,488	4,212
561-50-00-20-85	Auto Allowance	4,558	4,247	4,080	3,360
561-50-00-20-89	Charity Event Reimbursement	-	-	-	-
20	Salaries & Benefits	306,369	314,544	343,133	403,512
561-50-00-21-05	Advertising	425	-	500	500
561-50-00-21-10	Communications	1,373	1,420	1,400	2,500
561-50-00-21-15	Postage	448	296	600	600
561-50-00-21-27	Equipment Lease Exp	2,296	2,373	-	1,373
561-50-00-21-30	Professional Contracts	34,801	51,295	171,727	145,000
561-50-00-21-40	Professional Fees	791	791	-	-
561-50-00-21-43	Penalties and Fines	19,180	25,655	30,000	30,000
561-50-00-21-45	Other Contract Services	33	245	16,481	4,534
561-50-00-21-50	Water Use Efficiency Program	10,666	7,106	15,188	15,000
561-50-00-21-53	Memberships & Publications	1,381	1,648	1,385	1,850
561-50-00-21-55	Training & Conference	897	2,132	3,375	4,050
21	Services	72,290	92,962	240,656	205,407
561-50-00-22-07	Copies	320	182	-	360
561-50-00-22-12	Computer Equipment	115	576	1,825	1,825
561-50-00-22-13	Office Supplies	208	462	500	500
561-50-00-22-15	Special Department Supplies	257	447	500	1,875
561-50-00-22-20	Small Tools	-	-	-	-
22	Supplies	900	1,666	2,825	4,560
561-50-00-23-35	Software Maintenance	98	-	200	200
23	Maintenance	98	-	200	200
561-50-00-24-25	Taxes & Other Charges	22,618	24,443	30,000	32,000
24	Taxes, Insurances & Contributi	22,618	24,443	30,000	32,000

Budget Public Works Admin 5000

Account Number	Description	FY 16 Actual	FY 17 Actual	FY 18 Estimated	FY 19 Proposed
561-50-00-26-30	Capital Equipment	-	-	-	2,500
561-50-00-26-40	Furniture & Fixtures	-	1,856	2,700	2,700
26	Capital	-	1,856	2,700	5,200
561-50-00-29-99	Transfer to Other Funds	-	-	703,120	235,430
29	Transfers	-	-	703,120	235,430
561-50-00-99-99	Contra Account fixed assets	(64,313)	-	-	-
99	Contra Account fixed assets	(64,313)	-	-	-
00	Administration	337,962	435,471	1,322,634	886,309
571	Sewer Enterprise				
50	Public Works				
571-50-00-20-08	Post-Employment Disbursement	-	-	-	-
571-50-00-20-10	Salary-Regular	129,187	156,217	171,307	199,968
571-50-00-20-20	Temp/Part Time	-	-	-	-
571-50-00-20-30	Overtime	96	-	300	300
571-50-00-20-37	Holiday Pay	-	-	-	-
571-50-00-20-40	FICA/Medicare	9,262	11,195	12,772	14,670
571-50-00-20-45	Employer PERS	19,573	24,965	10,616	13,632
571-50-00-20-47	PERS Unfunded Liability	-	-	16,949	22,697
571-50-00-20-50	Employee PERS	-	(67)	-	-
571-50-00-20-55	Health Insurance	28,849	37,287	35,603	45,048
571-50-00-20-61	Workers Comp	4,980	5,280	9,300	8,215
571-50-00-20-65	SDI	1,029	1,259	1,419	1,823
571-50-00-20-71	Unemployment	-	-	-	-
571-50-00-20-75	Deferred Comp	2,861	3,439	3,169	3,312
571-50-00-20-85	Auto Allowance	2,636	3,047	2,880	2,880
571-50-00-20-89	Charity Event Reimbursement	-	(10)	-	-
20	Salaries & Benefits	198,472	242,612	264,315	312,545
571-50-00-21-05	Advertising	278	-	-	-
571-50-00-21-10	Communications	984	1,117	1,400	3,000
571-50-00-21-15	Postage	442	296	600	600
571-50-00-21-27	Equipment Lease Exp	2,296	2,373	-	1,373
571-50-00-21-30	Professional Contracts	43,421	70,797	92,974	70,000
571-50-00-21-40	Professional Fees	743	743	-	-
571-50-00-21-45	Other Contract Services	-	245	12,600	3,466
571-50-00-21-53	Memberships & Publications	1,381	1,228	1,385	1,600
571-50-00-21-55	Training & Conference	846	1,901	3,375	4,050
21	Services	50,390	78,701	112,334	84,089
571-50-00-22-07	Copies	354	182	-	360
571-50-00-22-12	Computer Equipment	96	576	1,825	1,825
571-50-00-22-13	Office Supplies	150	432	500	500
571-50-00-22-15	Special Department Supplies	195	773	900	1,875
571-50-00-22-20	Small Tools	-	-	-	-
22	Supplies	795	1,963	3,225	4,560
571-50-00-23-35	Software Maintenance	98	-	200	200
23	Maintenance	98	-	200	200

Budget Public Works Admin 5000

Account Number	Description	FY 16 Actual	FY 17 Actual	FY 18 Estimated	FY 19 Proposed
571-50-00-24-25	Taxes & Other Charges	-	5,151	5,000	5,000
24	Taxes, Insurances & Contributi	-	5,151	5,000	5,000
571-50-00-26-30	Capital Equipment	-	-	-	2,500
571-50-00-26-40	Furniture & Fixtures	-	1,622	2,700	2,700
571-50-00-26-70	Capital Imp Equipment	-	-	-	-
26	Capital	-	1,622	2,700	5,200
571-50-00-29-20	Fixed Asset Adjustments	-	122	-	-
571-50-00-29-99	Transfer to Other Funds	-	-	772,601	358,346
29	Transfers	-	122	772,601	358,346
571-50-00-99-99	Contra Account fixed assets	(1,013)	-	-	-
99	Contra Account fixed assets	(1,013)	-	-	-
00	Administration	248,742	330,171	1,160,375	769,940
713	Civic Impact				
50	Public Works				
713-50-00-21-45	Other Contract Services	-	-	-	1,750
21	Services	-	-	-	1,750
00	Administration	-	-	-	1,750
733	Capital Project Planning				
50	Public Works				
733-50-00-21-30	Professional Contracts	2,500	-	-	-
733-50-00-21-45	Other Contract Services	-	-	-	-
21	Services	2,500	-	-	-
00	Administration	2,500	-	-	-
763	Water Capital Project				
50	Public Works				
763-50-00-22-15	Special Department Supplies	2,700	-	-	-
22	Supplies	2,700	-	-	-
00	Administration	2,700	-	-	-
Grand Total		881,747	1,160,293	4,027,336	2,965,759

PUBLIC WORKS ADMIN - 5000 EXPENSE SUMMARY							
Description	Object Code		Funding Source			Total Budgeted	
<i>Equipment Lease</i>	2127	101	561	571			
Copiers		1,830	1,373	1,373		\$	4,576
TOTAL - Equipment Lease	2127	\$ 1,830	\$ 1,373	\$ 1,373		\$	4,576
<i>Professional Contracts</i>	2130	101	561	571			
Plan Check/Design Review/Map Check		100,000	25,000	25,000	-		150,000
Traffic Engineering Support		10,000	-	-	-		10,000
Wastewater Permit Reporting		-	-	25,000	-		25,000
Computerized Asset Management (Annual Fee)		20,000	20,000	20,000	-		60,000
Engineering Analysis of DBP Formation		-	100,000	-	-		100,000
TOTAL - Professional Contracts	2130	\$ 130,000	\$ 145,000	\$ 70,000	\$ -	\$	345,000
<i>Other Contract Services</i>	2145	101	561	571	713		
Corporation Yard Trailer Rental		5,334	4,534	3,466	1,750		15,084
TOTAL - Other Contract Services	2145	\$ 5,334	\$ 4,534	\$ 3,466	\$ 1,750	\$	15,084
<i>Water Use Efficiency Program</i>	2150	101	561	571			
Implement water saving programs		-	15,000	-	-		15,000
TOTAL - Water Use Efficiency Program	2150	\$ -	\$ 15,000	\$ -	\$ -	\$	15,000
<i>Memberships & Publications</i>	2153	101	561	571			
MMANC (5)		125	125	125	-		375
APWA Membership (4)		275	275	275	-		825
BACWA Membership (agency)		-	1,200	1,200	-		2,400
License Renewals		-	250	-	-		250
County of Napa Official Records Index and Document Images (split with CM, Planning, and Public Works)		1,440	-	-	-		1,440
TOTAL - Memberships & Publications	2153	\$ 1,840	\$ 1,850	\$ 1,600	\$ -	\$	5,290
<i>Training and Conferences</i>	2155	101	561	571			
APWA (Public Works Institute) (4)		600	600	600	-		1,800
APWA (Wastewater/Water) (3)		-	825	825	-		1,650
APWA North Bay (4)		175	175	175	-		525
CASQA Training		400	400	400	-		1,200
MMANC Annual Conference (2)		850	850	850	-		2,550
League of Ca. Cities Public Works (2)		950	950	950	-		2,850
SWRCB		50	50	50	-		150
CEUs		200	200	200	-		600
TOTAL - Training and Conferences	2155	\$ 3,225	\$ 4,050	\$ 4,050	\$ -	\$	11,325
<i>Capital Equipment</i>	2630	101	561	571			
Vehicle Lease - Public Works Vehicle #1		2,500	2,500	2,500	-		7,500
TOTAL - Capital Equipment	2630	\$ 2,500	\$ 2,500	\$ 2,500	\$ -	\$	7,500
<i>Transfer to Other Funds</i>	2999	101	561	571			
Water Fund 763 - Upper York Creek		800,000	-	-	-		800,000
Water Fund 763 - CIP		-	235,430	-	-		235,430
Sewer Fund 773 - CIP		-	-	358,346	-		358,346
TOTAL - Transfers to Other Funds	2999	\$ 800,000	\$ 235,430	\$ 358,346	\$ -	\$	1,393,776

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GOVERNMENT BUILDINGS EXPENSES BY FUND					
Fund	Description	FY 16 Actual	FY 17 Actual	FY 18 Estimated	FY 19 Proposed
101	General Fund	265,593	235,819	385,036	563,714
216	Public Safety Impact	-	-	2,724	-
Grand Total		265,593	235,819	387,760	563,714

GOVERNMENT BUILDINGS BY OBJECT CODE					
Object Code	Description	FY 16 Actual	FY 17 Actual	FY 18 Estimated	FY 19 Proposed
20	Salaries & Benefits	36,302	12,284	25,488	35,814
21	Services	212,795	208,424	335,872	298,500
22	Supplies	10,338	12,839	20,400	20,400
23	Maintenance	5,969	2,093	5,000	5,000
24	Taxes, Insurances & Contributi	189	179	1,000	1,000
29	Transfers	-	-	-	203,000
Grand Total		265,593	235,819	387,760	563,714

Budget Government Buildings 5006

Account Number	Description	FY 16 Actual	FY 17 Actual	FY 18 Estimated	FY 19 Proposed
101	General Fund				
50	Government Buildings				
101-50-06-20-10	Salary-Regular	23,670	6,981	15,646	21,536
101-50-06-20-25	Standby	-	-	-	-
101-50-06-20-30	Overtime	-	-	-	-
101-50-06-20-40	FICA/Medicare	1,802	532	1,208	1,684
101-50-06-20-45	Employer PERS	5,171	2,977	1,239	1,811
101-50-06-20-47	PERS Unfunded Liability	-	-	1,979	3,015
101-50-06-20-50	Employee PERS	-	-	-	-
101-50-06-20-55	Health Insurance	4,394	970	4,003	5,706
101-50-06-20-61	Workers Comp	889	730	1,107	865
101-50-06-20-65	SDI	212	63	141	215
101-50-06-20-75	Deferred Comp	163	31	165	502
101-50-06-20-85	Auto Allowance	-	-	-	480
20	Salaries & Benefits	36,302	12,284	25,488	35,814
101-50-06-21-10	Communications	19,558	20,028	20,000	20,000
101-50-06-21-22	Utilities	90,049	81,693	85,000	85,000
101-50-06-21-25	Equipment Rental	-	-	-	-
101-50-06-21-30	Professional Contracts	-	-	10,000	10,000
101-50-06-21-40	Professional Fees	-	-	-	-
101-50-06-21-45	Other Contract Services	103,188	106,704	218,148	183,500
101-50-06-21-55	Training & Conference	-	-	-	-
101-50-06-21-60	Other Travel	-	-	-	-
21	Services	212,795	208,424	333,148	298,500
101-50-06-22-15	Special Department Supplies	9,739	12,446	20,000	20,000
101-50-06-22-20	Small Tools	598	393	400	400
101-50-06-22-25	Fuel/Oil	-	-	-	-
22	Supplies	10,338	12,839	20,400	20,400
101-50-06-23-30	Maint Buildings/Grounds	5,969	2,093	5,000	5,000
101-50-06-23-50	Vehicle Alloc Expense	-	-	-	-
23	Maintenance	5,969	2,093	5,000	5,000
101-50-06-24-25	Taxes & Other Charges	189	179	1,000	1,000
24	Taxes, Insurances & Contributi	189	179	1,000	1,000
101-50-06-29-99	Transfer to Other Funds Bldgs	-	-	-	203,000
29	Transfers	-	-	-	203,000
06	Government Buildings	265,593	235,819	385,036	563,714
216	Public Safety Impact				
50	Public Works				
216-50-06-21-45	Other Contract Services	-	-	2,724	-
21	Services	-	-	2,724	-
06	Government Buildings	-	-	2,724	-
Grand Total		265,593	235,819	387,760	563,714

**GOVERNMENT BUILDINGS - 5006
EXPENSE SUMMARY**

Description	Object Code	Funding Source	Total Budgeted
<i>Other Contract Services</i>	<i>2145</i>	<i>101</i>	
Custodial		68,300	68,300
Carpet Cleaning		5,300	5,300
Pest Control		1,400	1,400
Elevator Service - Carnegie		3,000	3,000
Elevator Service - Library		2,000	2,000
Napa Fire Equipment Service		6,500	6,500
Replace Fire Extinguishers			
Alarm Services		6,000	6,000
Library HVAC Pump Maintenance		5,000	5,000
HVAC Maintenance		24,000	24,000
Miscellaneous Repairs to Buildings		62,000	62,000
TOTAL - Other Contract Services	2145	\$ 183,500	\$ 183,500
<i>Special Department Supplies</i>	<i>2215</i>	<i>101</i>	
Paper Goods		6,000	6,000
Paint & Hardware		3,500	3,500
First Aid Supplies		1,500	1,500
Lighting Ballasts and Bulbs		2,000	2,000
Other Miscellaneous Supplies		7,000	7,000
TOTAL - Special Department Supplies	2215	\$ 20,000	\$ 20,000
<i>Transfer to Other Funds</i>	<i>2999</i>	<i>101</i>	
Civic Fund 733 - ADA Transition - Facilities		103,000	103,000
Civic Fund 733 - Misc. CIP Repairs		100,000	100,000
TOTAL - Special Department Supplies	2215	\$ 203,000	\$ 203,000

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STORM DRAINS EXPENSES BY FUND					
Fund	Description	FY 16 Actual	FY 17 Actual	FY 18 Estimated	FY 19 Proposed
101	General Fund	144,742	155,337	244,528	217,633
Grand Total		144,742	155,337	244,528	217,633

STORM DRAINS BY OBJECT CODE					
Object Code	Description	FY 16 Actual	FY 17 Actual	FY 18 Estimated	FY 19 Proposed
20	Salaries & Benefits	94,642	82,191	82,045	104,083
21	Services	41,688	66,333	148,083	99,150
22	Supplies	3,833	6,813	9,800	9,800
24	Taxes, Insurances & Contributi	4,579	-	4,600	4,600
Grand Total		144,742	155,337	244,528	217,633

Budget Storm Drains 5013

Account Number	Description	FY 16 Actual	FY 17 Actual	FY 18 Estimated	FY 19 Proposed
101	General Fund				
50	Storm Drains				
101-50-13-20-10	Salary-Regular	53,582	43,924	48,078	56,558
101-50-13-20-25	Standby	736	1,099	-	3,857
101-50-13-20-30	Overtime	10,382	11,305	8,500	8,500
101-50-13-20-40	FICA/Medicare	4,932	4,330	4,360	5,311
101-50-13-20-45	Employer PERS	9,893	8,584	3,158	3,927
101-50-13-20-47	PERS Unfunded Liability	-	-	5,042	6,539
101-50-13-20-50	Employee PERS	-	-	-	-
101-50-13-20-55	Health Insurance	11,184	10,292	8,837	14,464
101-50-13-20-61	Workers Comp	2,845	1,751	3,100	3,675
101-50-13-20-65	SDI	580	509	509	689
101-50-13-20-75	Deferred Comp	508	396	461	563
101-50-13-20-95		-	-	-	-
20	Salaries & Benefits	94,642	82,191	82,045	104,083
101-50-13-21-25	Equipment Rental	5,220	15,249	15,850	15,850
101-50-13-21-38	Conservation Maintenance	-	25,285	29,815	6,300
101-50-13-21-45	Other Contract Services	-	19,812	95,419	70,000
101-50-13-21-48	Government Fees	36,469	5,986	7,000	7,000
21	Services	41,688	66,333	148,083	99,150
101-50-13-22-15	Special Department Supplies	3,833	6,813	9,800	9,800
22	Supplies	3,833	6,813	9,800	9,800
101-50-13-24-25	Taxes & Other Charges	4,579	-	4,600	4,600
24	Taxes, Insurances & Contributi	4,579	-	4,600	4,600
13	Storm Drains	144,742	155,337	244,528	217,633
Grand Total		144,742	155,337	244,528	217,633

**STORM DRAINS - 5013
EXPENSE SUMMARY**

Description	Object Code	Funding	Total Budgeted
<i>Equipment Rental</i>	<i>2125</i>	<i>101</i>	
Clearing Valleyview Bridget Culverts		2,000	2,000
Duck Pond - Mitchell/North		1,350	1,350
Flood Control Site Back Up Generator		12,500	12,500
TOTAL - Equipment Rental	2125	\$ 15,850	\$ 15,850
<i>Conservation Maintenance</i>	<i>2138</i>	<i>101</i>	
Contract Services		4,500	4,500
Equipment Rental		1,800	1,800
TOTAL - Conservation Maintenance	2138	\$ 6,300	\$ 6,300
<i>Other Contract Services</i>	<i>2145</i>	<i>101</i>	
Stormwater JPA		40,000	40,000
Stormwater Inspection		15,000	15,000
Stormwater Phase II Trash Assessment		15,000	15,000
TOTAL - Other Contract Services	2145	\$ 70,000	\$ 70,000
<i>Government Fees</i>	<i>2148</i>	<i>101</i>	
SWRCB MS4 Permit		7,000	7,000
TOTAL - Government Fees	2148	\$ 7,000	\$ 7,000
<i>Special Department Supplies</i>	<i>2215</i>	<i>101</i>	
Sandbag Supplies		4,000	4,000
Misc. Stormwater Supplies (sweeper, brooms, trench debris, grubbing, hauling, D.I. inlets, rims and covers)		4,800	4,800
Maintenance Supplies		1,000	1,000
TOTAL - Special Department Supplies	2215	\$ 9,800	\$ 9,800

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STREETS EXPENSES BY FUND					
Fund	Description	FY 16 Actual	FY 17 Actual	FY 18 Estimated	FY 19 Proposed
101	General Fund	230,459	251,235	567,458	1,246,239
Grand Total		230,459	251,235	567,458	1,246,239

STREETS BY OBJECT CODE					
Object Code	Description	FY 16 Actual	FY 17 Actual	FY 18 Estimated	FY 19 Proposed
20	Salaries & Benefits	83,461	77,077	89,641	188,403
21	Services	74,973	92,015	88,300	98,300
22	Supplies	14,630	20,569	50,500	39,500
23	Maintenance	56,306	61,535	88,917	82,797
24	Taxes, Insurances & Contributi	89	39	100	100
26	Capital	1,000	-	-	3,750
29	Transfers	-	-	250,000	833,389
Grand Total		230,459	251,235	567,458	1,246,239

Budget Streets 5015

Account Number	Description	FY 16 Actual	FY 17 Actual	FY 18 Estimated	FY 19 Proposed
101	General Fund				
50	Streets				
101-50-15-20-10	Salary-Regular	53,602	48,145	53,394	108,400
101-50-15-20-25	Standby	736	1,236	-	3,857
101-50-15-20-30	Overtime	945	2,818	8,500	8,500
101-50-15-20-40	FICA/Medicare	4,317	4,015	4,772	9,353
101-50-15-20-45	Employer PERS	9,895	8,819	3,468	6,573
101-50-15-20-47	PERS Unfunded Liability	-	-	5,537	10,944
101-50-15-20-50	Employee PERS	-	-	-	-
101-50-15-20-55	Health Insurance	10,104	9,391	9,343	30,392
101-50-15-20-61	Workers Comp	2,845	1,751	3,543	7,567
101-50-15-20-65	SDI	508	472	557	1,208
101-50-15-20-75	Deferred Comp	509	430	527	1,609
101-50-15-20-95	Uniform Allowance	-	-	-	-
20	Salaries & Benefits	83,461	77,077	89,641	188,403
101-50-15-21-05	Advertising	-	-	-	-
101-50-15-21-10	Communications	1,188	1,195	1,500	1,500
101-50-15-21-15	Postage	-	-	-	-
101-50-15-21-22	Utilities	73,538	72,143	81,000	81,000
101-50-15-21-25	Equipment Rental	-	-	2,700	2,700
101-50-15-21-27	Equipment Lease Exp	-	-	-	-
101-50-15-21-30	Professional Contracts	188	200	500	500
101-50-15-21-40	Professional Fees	-	-	-	-
101-50-15-21-45	Other Contract Services	-	17,013	-	10,000
101-50-15-21-53	Memberships & Publications	-	-	1,000	1,000
101-50-15-21-55	Training & Conference	60	985	1,500	1,500
101-50-15-21-60	Other Travel	-	479	100	100
21	Services	74,973	92,015	88,300	98,300
101-50-15-22-07	Copies	-	-	-	-
101-50-15-22-12	Computer Equipment	-	-	500	500
101-50-15-22-13	Office Supplies	159	125	500	500
101-50-15-22-15	Special Department Supplies	12,787	16,097	46,500	35,500
101-50-15-22-20	Small Tools	1,685	4,347	3,000	3,000
101-50-15-22-26	Vehicle Maint	-	-	-	-
22	Supplies	14,630	20,569	50,500	39,500
101-50-15-23-11	Maintenance Office Equipment	-	-	-	-
101-50-15-23-12	Maintenance Supplies	7,733	9,591	36,483	25,000
101-50-15-23-15	Maint Machine/Equipment	2,465	7,583	6,000	6,000
101-50-15-23-30	Maint Buildings/Grounds	9,004	-	-	-
101-50-15-23-50	Vehicle Alloc Expense	37,105	44,360	46,434	51,797
23	Maintenance	56,306	61,535	88,917	82,797
101-50-15-24-05	Contributions	-	-	-	-
101-50-15-24-25	Taxes & Other Charges	89	39	100	100
24	Taxes, Insurances & Contributi	89	39	100	100
101-50-15-26-30	Capital Equipment	1,000	-	-	3,750
26	Capital	1,000	-	-	3,750

Budget Streets 5015

Account Number	Description	FY 16 Actual	FY 17 Actual	FY 18 Estimated	FY 19 Proposed
101-50-15-29-99	Transfer to other Funds	-	-	250,000	833,389
29	Transfers	-	-	250,000	833,389
15	Streets	230,459	251,235	567,458	1,246,239
Grand Total		230,459	251,235	567,458	1,246,239

**STREETS - 5015
EXPENSE SUMMARY**

Description	Object Code	Funding Source	Total Budgeted
<i>Equipment Rental</i>	<i>2125</i>	<i>101</i>	
Miscellaneous Rentals		2,700	2,700
TOTAL - Equipment Rental	2125	\$ 2,700	\$ 2,700
<i>Other Contract Services</i>	<i>2145</i>	<i>101</i>	
Sidewalk Grinding		10,000	10,000
TOTAL - Other Contract Services	2145	\$ 10,000	\$ 10,000
<i>Memberships & Publications</i>	<i>2153</i>	<i>101</i>	
Books & Membership Fees to PAPA		255	255
Misc. Memberships		745	745
TOTAL - Memberships & Publications	2153	\$ 1,000	\$ 1,000
<i>Training & Conference</i>	<i>2155</i>	<i>101</i>	
Pesticide Prep. Course/CEU		365	365
Educational Units		1,135	1,135
TOTAL - Training & Conference	2155	\$ 1,500	\$ 1,500
<i>Special Department Supplies</i>	<i>2215</i>	<i>101</i>	
Signs		5,000	5,000
Uniforms		6,000	6,000
Cones		300	300
Miscellaneous Supplies		1,600	1,600
Guideposts		300	300
Radar Signs		17,500	17,500
Barricades		300	300
Raingear		500	500
Striper		4,000	4,000
TOTAL - Special Department Supplies	2215	\$ 35,500	\$ 35,500
<i>Maintenance Supplies</i>	<i>2312</i>	<i>101</i>	
Asphalt		16,000	16,000
Paint		4,000	4,000
Other Maintenance Supplies		1,000	1,000
Shale		2,000	2,000
Cold Mix		2,000	2,000
TOTAL - Maintenance Supplies	2312	\$ 25,000	\$ 25,000
<i>Maintenance Machinery & Equipment</i>	<i>2315</i>	<i>101</i>	
Gutter Brooms, Curtains, Saw Blades, etc.		6,000	6,000
TOTAL - Machine Maintenance & Equipment	2315	\$ 6,000	\$ 6,000

**STREETS - 5015
EXPENSE SUMMARY**

Description	Object Code	Funding Source	Total Budgeted
<i>Capital Equipment</i>	<i>2630</i>	<i>101</i>	
Replace Vehicle 208 - costs split with Sewer.		3,750	3,750
TOTAL - Capital Equipment	2630	\$ 3,750	\$ 3,750
<i>Transfer to Other Funds</i>	<i>2999</i>	<i>101</i>	
Streets Fund 741 - ADA Transition - Curb Ramps		110,000	110,000
Streets Fund 741 - R18-79 Pavement Restoration		77,500	77,500
Streets Fund 741 - Integrated Utility Master Plan Storm Drain		100,000	100,000
Streets Fund 741 - R18-79 MOE Measure T		379,189	379,189
Streets Fund 741 - Measure T Class 1 Trails 6.67%		66,700	66,700
Streets Fund 741 - Dredging Sulphur Creek		100,000	100,000
TOTAL - Transfer to Other Funds	2999	\$ 833,389	\$ 833,389

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TREE CITY EXPENSES BY FUND					
Fund	Description	FY 16 Actual	FY 17 Actual	FY 18 Estimated	FY 19 Proposed
283	Tree City USA	49,290	15,404	105,369	105,012
Grand Total		49,290	15,404	105,369	105,012

TREE CITY BY OBJECT CODE					
Object Code	Description	FY 16 Actual	FY 17 Actual	FY 18 Estimated	FY 19 Proposed
20	Salaries & Benefits	14,536	4,926	11,469	17,912
21	Services	22,705	10,314	74,300	67,500
22	Supplies	513	77	800	800
23	Maintenance	11,536	87	18,800	18,800
Grand Total		49,290	15,404	105,369	105,012

Budget Tree City 5026

Account Number	Description	FY 16 Actual	FY 17 Actual	FY 18 Estimated	FY 19 Proposed
283	Tree City USA				
50	Public Works				
283-50-26-20-10	Salary-Regular	9,468	2,792	7,245	10,768
283-50-26-20-40	FICA/Medicare	721	213	559	842
283-50-26-20-45	Employer PERS	2,083	1,204	574	905
283-50-26-20-47	PERS Unfunded Liability	-	-	916	1,508
283-50-26-20-50	Employee PERS	-	-	-	-
283-50-26-20-55	Health Insurance	1,757	388	1,601	2,858
283-50-26-20-61	Workers Comp	356	292	443	432
283-50-26-20-65	SDI	85	25	65	108
283-50-26-20-75	Deferred Comp	65	13	66	251
283-50-26-20-85	Auto Allowance	-	-	-	240
20	Salaries & Benefits	14,536	4,926	11,469	17,912
283-50-26-21-25	Equipment Rental	-	-	-	-
283-50-26-21-35	Main Street Trees	590	3,553	17,000	17,000
283-50-26-21-36	Tree City USA	-	1,075	5,000	5,000
283-50-26-21-37	Heritage Trees	-	-	3,200	3,200
283-50-26-21-45	Other Contract Services	21,400	5,500	47,300	40,500
283-50-26-21-53	Memberships & Publications	390	185	200	200
283-50-26-21-55	Training & Conference	325	-	1,600	1,600
21	Services	22,705	10,314	74,300	67,500
283-50-26-22-15	Special Department Supplies	455	-	400	400
283-50-26-22-20	Small Tools	58	77	400	400
22	Supplies	513	77	800	800
283-50-26-23-15	Maint Machine/Equipment	65	-	-	-
283-50-26-23-30	Maint Buildings/Grounds	11,471	87	18,800	18,800
23	Maintenance	11,536	87	18,800	18,800
26	Tree City USA	49,290	15,404	105,369	105,012
Grand Total		49,290	15,404	105,369	105,012

TREES - 5026
EXPENSE SUMMARY

Description	Object Code	Funding Source	Total Budgeted
Main Street Trees	2135	283	
Trees Drain Rock		2,600	2,600
Tree Removal on Main Street		7,200	7,200
Tree Grate Installations		7,200	7,200
TOTAL - Main Street Trees	2135	\$ 17,000	\$ 17,000
Tree City USA	2136	283	
Trees and Materials for Off Main		350	350
Emergency Tree Work		4,650	4,650
TOTAL - Tree City USA	2136	\$ 5,000	\$ 5,000
Heritage Trees	2137	283	
Emergency Tree Work on Heritage Trees		3,200	3,200
TOTAL - Heritage Trees	2137	\$ 3,200	\$ 3,200
Other Contract Services	2145	283	
Baldwin Park - 7 year/Teen Center		9,700	9,700
Lyman Park - 5 year		9,800	9,800
1572 & 1574 Railroad Ave - 7 year		7,200	7,200
Stonebridge Park Pruning - 7 year		7,000	7,000
Hunts Grove - 7 year		6,800	6,800
TOTAL - Other Contract Services	2145	\$ 40,500	\$ 40,500
Memberships & Publications	2153	283	
ISA		150	150
WC ISA		50	50
TOTAL - Memberships & Publications	2153	\$ 200	\$ 200
Training & Conferences	2155	283	
Arborist CEUs		500	500
Arborist Prep Course		850	850
Arborist Certificate Test		250	250
TOTAL - Training & Conferences	2155	\$ 1,600	\$ 1,600
Special Department Supplies	2215	283	
Soils, Fertilizers, Pesticides		400	400
TOTAL - Special Department Supplies	2215	\$ 400	\$ 400
Maintenance Buildings/Grounds	2330	283	
Tunnel of Trees		18,000	18,000
Lyman Park		800	800
TOTAL - Maintenance Buildings/Grounds	2330	\$ 18,800	\$ 18,800

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PARKS EXPENSES BY FUND					
Fund	Description	FY 16 Actual	FY 17 Actual	FY 18 Estimated	FY 19 Proposed
101	General Fund	605,549	477,893	455,367	499,784
734	Park Impact	-	-	-	50,000
Grand Total		605,549	477,893	455,367	549,784

PARKS BY OBJECT CODE					
Object Code	Description	FY 16 Actual	FY 17 Actual	FY 18 Estimated	FY 19 Proposed
20	Salaries & Benefits	436,251	305,053	268,683	299,858
21	Services	105,746	111,020	117,900	167,900
22	Supplies	23,212	20,323	20,250	20,250
23	Maintenance	38,546	41,477	48,534	61,776
24	Taxes, Insurances & Contributi	20	20	-	-
26	Capital	1,774	-	-	-
Grand Total		605,549	477,893	455,367	549,784

Budget Parks 5027

Account Number	Description	FY 16 Actual	FY 17 Actual	FY 18 Estimated	FY 19 Proposed
101	General Fund				
50	Park Maintenance				
101-50-27-20-10	Salary-Regular	257,763	172,977	159,122	179,432
101-50-27-20-20	Temp/Part Time	-	-	-	-
101-50-27-20-25	Standby	2,250	1,001	2,900	3,857
101-50-27-20-30	Overtime	4,035	1,813	3,158	3,158
101-50-27-20-40	FICA/Medicare	20,297	13,509	12,746	14,383
101-50-27-20-45	Employer PERS	58,663	44,872	12,243	14,306
101-50-27-20-47	PERS Unfunded Liability	-	-	19,546	23,820
101-50-27-20-50	Employee PERS	-	-	-	-
101-50-27-20-55	Health Insurance	71,804	46,361	45,271	46,074
101-50-27-20-61	Workers Comp	16,539	10,654	10,629	11,242
101-50-27-20-65	SDI	2,388	1,589	1,487	1,864
101-50-27-20-71	Unemployment	-	10,739	-	-
101-50-27-20-75	Deferred Comp	2,512	1,538	1,581	1,722
101-50-27-20-95	Uniform Allowance	-	-	-	-
20	Salaries & Benefits	436,251	305,053	268,683	299,858
101-50-27-21-05	Advertising	-	-	-	-
101-50-27-21-10	Communications	537	522	700	700
101-50-27-21-15	Postage	-	-	-	-
101-50-27-21-22	Utilities	102,370	107,725	112,000	112,000
101-50-27-21-25	Equipment Rental	-	-	400	400
101-50-27-21-27	Equipment Lease Exp	-	-	-	-
101-50-27-21-30	Professional Contracts	-	-	-	-
101-50-27-21-45	Other Contract Services	203	-	800	800
101-50-27-21-53	Memberships & Publications	80	60	700	700
101-50-27-21-55	Training & Conference	2,555	2,714	3,000	3,000
101-50-27-21-60	Other Travel	-	-	300	300
21	Services	105,746	111,020	117,900	117,900
101-50-27-22-13	Office Supplies	-	177	250	250
101-50-27-22-15	Special Department Supplies	22,211	18,151	18,000	18,000
101-50-27-22-20	Small Tools	1,001	1,995	2,000	2,000
101-50-27-22-25	Fuel/Oil	-	-	-	-
22	Supplies	23,212	20,323	20,250	20,250
101-50-27-23-12	Maintenance Supplies	-	420	-	-
101-50-27-23-15	Maint Machine/Equipment	131	804	6,738	4,500
101-50-27-23-30	Maint Buildings/Grounds	11,717	15,609	16,000	28,500
101-50-27-23-50	Vehicle Alloc Expense	26,698	24,645	25,796	28,776
23	Maintenance	38,546	41,477	48,534	61,776
101-50-27-24-25	Taxes & Other Charges	20	20	-	-
24	Taxes, Insurances & Contributi	20	20	-	-
101-50-27-26-50	Capital Imp Land	-	-	-	-
101-50-27-26-70	Capital Imp Equipment	1,774	-	-	-
26	Capital	1,774	-	-	-
27	Parks Maintenance	605,549	477,893	455,367	499,784

Budget Parks 5027

Account Number	Description	FY 16 Actual	FY 17 Actual	FY 18 Estimated	FY 19 Proposed
734	Park Impact				
50	Public Works				
734-50-27-21-30	Professional Contracts	-	-	-	50,000
21	Services	-	-	-	50,000
27	Parks Maintenance	-	-	-	50,000
Grand Total		605,549	477,893	455,367	549,784

**PARKS - 5027
EXPENSE SUMMARY**

Description	Object Code	Funding Source	Total Budgeted
<i>Equipment Rentals</i>	<i>2125</i>	<i>101</i>	
Misc. Rentals for Equipment (not owned by the City)		400	400
TOTAL - Equipment Rentals	2125	\$ 400	\$ 400
<i>Professional Contracts</i>	<i>2130</i>	<i>734</i>	
Lyman Park Restrooms		50,000	50,000
TOTAL - Professional Contracts	2130	\$ 50,000	\$ 50,000
<i>Other Contract Services</i>	<i>2145</i>	<i>101</i>	
Unplanned Repairs to Park Facilities		800	800
TOTAL - Other Contract Services	2145	\$ 800	\$ 800
<i>Memberships & Publications</i>	<i>2153</i>	<i>101</i>	
PAPA Membership		260	260
DPR Certificates		240	240
NRPA		200	200
TOTAL - Memberships & Publications	2153	\$ 700	\$ 700
<i>Training & Conferences</i>	<i>2155</i>	<i>101</i>	
CPSI Course & Exam (hotel/travel)		1,455	1,455
PAPA CEUs		500	500
DPR Test Prep and Exam		365	365
Misc. Training and Seminars		680	680
TOTAL - Training & Conferences	2155	\$ 3,000	\$ 3,000
<i>Special Department Supplies</i>	<i>2215</i>	<i>101</i>	
Standard Supplies (toilet paper, towels, cleaners, etc.)		5,000	5,000
Misc. Supplies (fertilizer, irrigation parts, etc.)		6,100	6,100
Uniforms and Boots		6,900	6,900
TOTAL - Special Department Supplies	2215	\$ 18,000	\$ 18,000
<i>Maintenance Machine & Equipment</i>	<i>2315</i>	<i>101</i>	
Repairs to Major Equipment		4,500	4,500
TOTAL - Maintenance Machine & Equip.	2315	\$ 4,500	\$ 4,500
<i>Buildings and Grounds Maintenance</i>	<i>2330</i>	<i>101</i>	
Repair Arbor at Lewis Station		3,000	3,000
Park sign replacement		3,500	6,000

PARKS - 5027
EXPENSE SUMMARY

Description	Object Code	Funding Source	Total Budgeted
Mulch		10,000	10,000
Wood Replacment for Tables/Benches		6,000	6,000
Misc Irrigation Repairs		6,000	6,000
<i>TOTAL - Buildings and Grounds Maintenance</i>	<i>2330</i>	<i>\$ 28,500</i>	<i>\$ 28,500</i>

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GARAGE EXPENSES BY FUND					
Fund	Description	FY 16 Actual	FY 17 Actual	FY 18 Estimated	FY 19 Proposed
582	Internal Service Garage Fund	176,802	160,849	216,690	241,721
Grand Total		176,802	160,849	216,690	241,721

GARAGE BY OBJECT CODE					
Object Code	Description	FY 16 Actual	FY 17 Actual	FY 18 Estimated	FY 19 Proposed
20	Salaries & Benefits	83,306	71,202	74,990	97,021
21	Services	-	11	200	2,700
22	Supplies	96,266	98,278	141,400	141,900
24	Taxes, Insurances & Contributi	(2,770)	(8,642)	100	100
Grand Total		176,802	160,849	216,690	241,721

Budget Garage 5037

Account Number	Description	FY 16 Actual	FY 17 Actual	FY 18 Estimated	FY 19 Proposed
582	Internal Service Garage Fund				
582-40-10-29-40	Depreciation Expense	120,347	142,021	-	-
29	Transfers	120,347	142,021	-	-
10	Depreciation Expense	120,347	142,021	-	-
50	Public Works				
582-50-37-20-10	Salary-Regular	53,582	43,924	48,078	56,558
582-50-37-20-25	Standby	736	1,099	-	3,857
582-50-37-20-30	Overtime	945	2,520	2,000	2,000
582-50-37-20-40	FICA/Medicare	4,264	3,658	3,863	4,814
582-50-37-20-45	Employer PERS	9,893	8,584	3,158	3,927
582-50-37-20-47	PERS Unfunded Liability	-	-	5,042	6,539
582-50-37-20-50	Employee PERS	-	-	-	-
582-50-37-20-55	Health Insurance	10,037	8,845	8,837	14,464
582-50-37-20-61	Workers Comp	2,845	1,751	3,100	3,675
582-50-37-20-65	SDI	502	430	451	624
582-50-37-20-71	Unemployment	-	-	-	-
582-50-37-20-75	Deferred Comp	502	391	461	563
582-50-37-20-95	Uniform Allowance	-	-	-	-
20	Salaries & Benefits	83,306	71,202	74,990	97,021
582-50-37-21-10	Communications	-	-	-	-
582-50-37-21-15	Postage	-	11	200	200
582-50-37-21-25	Equipment Rental	-	-	-	-
582-50-37-21-27	Equipment Lease Exp	-	-	-	-
582-50-37-21-43	Penalties & Fines	-	-	-	-
582-50-37-21-45	Other Contract Services	-	-	-	2,500
21	Services	-	11	200	2,700
582-50-37-22-07	Copies	-	-	-	-
582-50-37-22-13	Office Supplies	13	52	100	100
582-50-37-22-15	Special Department Supplies	1,749	2,213	3,700	3,700
582-50-37-22-20	Small Tools	1,430	1,058	1,600	1,600
582-50-37-22-25	Fuel/Oil	47,024	51,657	80,000	80,000
582-50-37-22-26	Outside Vehicle Maint	29,827	27,207	35,000	35,000
582-50-37-22-28	Vehicle Parts	16,223	16,091	21,000	21,500
22	Supplies	96,266	98,278	141,400	141,900
582-50-37-24-25	Taxes and Other Charges	(2,770)	(8,642)	100	100
24	Taxes, Insurances & Contributi	(2,770)	(8,642)	100	100
37	City Garage	176,802	160,849	216,690	241,721
Grand Total		297,148	302,870	216,690	241,721

**CITY GARAGE - 5037
EXPENSE SUMMARY**

Description	Object Code	Funding Source	Total Budgeted
<i>Other Contract Services</i>	<i>2145</i>	<i>582</i>	
Enterprise Fleet Management		2,500	2,500
TOTAL - Other Contract Services	2145	\$ 2,500	\$ 2,500
<i>Special Department Supplies</i>	<i>2215</i>	<i>582</i>	
Restock garage supplies and essentials for ongoing fleet service. Set up of new vehicle and equipment added into fleet		3,700	3,700
TOTAL - Special Department Supplies	2215	\$ 3,700	\$ 3,700
<i>Small Tools</i>	<i>2220</i>	<i>582</i>	
Welding Gas/Supplies		300	300
Auto Part Speciality Tools		900	900
Misc. Speciality Tools		300	300
Misc. Auto Parts		100	100
TOTAL - Small Tools	2220	\$ 1,600	\$ 1,600
<i>Vehicle Maintenance - Outside</i>	<i>2226</i>	<i>582</i>	
Body Work		1,475	1,475
Misc. Auto Repairs		25,200	25,200
Alignment, Wheel Balancing, Installs		4,400	4,400
General Equipment Repair		1,000	1,000
Auto Glass		525	525
Smog/Emmission Checks		2,400	2,400
TOTAL - Vehicle Maintenance - Outside	2226	\$ 35,000	\$ 35,000
<i>Vehicles Parts & Supplies</i>	<i>2228</i>	<i>582</i>	
Tires		3,000	3,000
Misc. Auto Parts		10,000	10,000
Batteries		1,500	1,500
Chemicals		500	500
Police Department Tires		2,000	2,000
Outfit Vehicles		4,000	4,000
Spot Light Unit #200		500	500
TOTAL - Vehicles Parts & Supplies	2228	\$ 21,500	\$ 21,500
<i>Taxes and Other Charges</i>	<i>2425</i>	<i>582</i>	
DMV Renewal Fees		100	100
TOTAL - Taxes and Other Charges	2425	\$ 100	\$ 100

CITY OF ST. HELENA
GARAGE COST ALLOCATION
Fiscal Year 2018/2019

Description :

A Garage Cost Allocation is charged to all departments which have vehicles maintained at the City Garage. Costs include gas, oil, parts, and repairs to the city's fleet which consists of 44 vehicles and trucks.

DEPARTMENT NUMBER	DEPARTMENT TITLE	# OF VEHICLES	FUNDING %	ANNUAL ALLOCATION
289-47-28-23-50	Recreation	2	4.76%	11,511
101-45-00-23-50	Building Inspector	1	2.38%	5,755
101-49-00-23-50	Police	10	23.81%	57,553
101-50-00-23-50	P/W Admin	3	7.14%	17,266
101-50-15-23-50	P/W-Streets O&M	9	21.43%	51,797
101-50-27-23-50	Parks	5	11.90%	28,776
561-50-31-23-50	P/W-Water Distribution	5	11.90%	28,776
561-50-34-23-50	P/W-Water Plant	3	7.14%	17,266
571-50-20-23-50	P/W-Wastewater O&M	1	2.38%	5,755
571-50-29-23-50	P/W-Wastewater Plant	3	7.14%	17,266
TOTALS		42	100.00%	\$ 241,721
582-50-37-23-50	P/W-City Garage*	2	4.76%	0

*Cost of the 2 City Garage vehicles are allocated to the departments outside of City Garage that hold the other 42 vehicles.

WATER ENTERPRISE FUND

Enterprise Funds are used to account for operations that are financed and operated in a manner similar to private enterprises where the intent of the City is that the costs of recovered primarily through user charges. The fund includes:

Water Enterprise Utility Fund (561) – accounts for activities relating to the operation of the City’s water system including water distribution and treatment.

Water Capital Projects (763) – used to account for costs associated with large capital projects of the water fund.

Water Impact Fees (764) – accounts for connection charges paid by new users of the water system. Fees collected are to be used for future impacted Water System Capital Improvements.

WATER

Purpose

Water Distribution (5031) - The Water Distribution Division is responsible for the distribution portion of the water system, providing water to users at all times at pressures and quantities required. This division has one Supervisor, one Lead worker, and two maintenance workers that maintain all water distribution piping and facilities within the system.

The Water Distribution Division also performs all meter readings, provides customer service, responds to complaints and requests, performs fire hydrant maintenance, water leak repairs, as well as enforcement of the Cross-Connection control ordinance. Funding for this Division comes from water user fees, connection fees and impact fees.

Stonebridge Wells (5032) - The Stonebridge Wells Division in the Public Works Department is within the Water Enterprise Fund. This Division provides for the operation and maintenance of the two Stonebridge Wells. Groundwater from the two wells normally provides up to 20% of the City's annual water supply. The treatment facilities provide for filtration and chlorination. This division is staffed by water treatment personnel and costs include utilities, phone line, processing chemicals, and certain capital equipment. Funding is provided by user charges.

Water Treatment (5034) - The Water Treatment Division in the Public Works Department is contained within the Water Enterprise Fund. This division provides water from Bell Canyon Reservoir, the Stonebridge Wells and outside sources as necessary. It is staffed by three State licensed water treatment operators, two of which are also licensed in wastewater treatment and provide standby operation of the wastewater treatment plant. This division is responsible for monthly, quarterly and annual monitoring of all water quality aspects of the system. The treatment plant annually produces more than 500 million gallons of potable water in conformance with State water quality standards. Funding for this division comes primarily from impact and user fees.

Account Number	Description	Actual 2015	Actual 2016	Actual 2017	Estimated 2018	Proposed 2019
Water Enterprise						
561-31-70-00-00	Investment Earnings	\$30,781.23	\$24,900.00	\$25,000.00	\$55,000.00	\$50,000.00
561-33-80-00-00	Engineering Fees	\$0.00	\$0.00	\$1,000.00	\$1,000.00	\$1,000.00
561-33-82-00-00	Fire Service Agreement Fees	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
561-33-83-00-00	Raw Water Permit Fees	\$750.00	\$650.00	\$800.00	\$800.00	\$800.00
561-33-85-00-00	Water Conservation Fines	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
561-33-87-00-00	Backflow Testing & Insp Fees	\$150.00	\$150.00	\$150.00	\$150.00	\$150.00
561-34-51-00-00	Sale Of Capital Asset	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
561-34-70-00-00	Other Revenue	\$7,593.84	\$5,500.00	\$8,500.00	\$8,700.00	\$8,500.00
561-34-77-00-00	Insurance Receipts	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
561-38-10-00-00	Water Revenue	\$2,327.28	\$2,300.00	\$5,500.00	-\$14,500.00	-\$15,000.00
561-38-10-00-01	Residential-Inside CL	\$1,720,246.25	\$1,814,780.00	\$1,461,195.00	\$2,560,648.63	\$2,650,271.33
561-38-10-00-42	Stonebridge Well	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
561-38-10-00-50	Residential-Outside CL	\$336,089.31	\$349,100.00	\$286,935.00	\$476,343.29	\$493,015.31
561-38-10-00-60	Commercial Car Wash	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
561-38-10-01-00	Multi-Dwelling-Inside CL	\$399,510.43	\$424,160.00	\$338,190.00	\$552,421.68	\$574,518.55
561-38-10-01-50	Multi Dwelling-Outside CL	\$6,931.48	\$7,850.00	\$7,300.00	\$9,844.41	\$10,238.19
561-38-10-02-00	Mobile Home Park-Inside CL	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
561-38-10-02-50	Mobile Home Park-Outside CL	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
561-38-10-03-00	Laundromat	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
561-38-10-10-00	General Commercial-Inside CL	\$1,650,165.37	\$1,780,450.00	\$1,495,120.00	\$2,036,167.55	\$2,127,795.09
561-38-10-11-00	Restaurants	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
561-38-10-12-00	Service Station	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
561-38-10-13-00	Banks	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
561-38-10-14-00	Motels	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
561-38-10-16-00	Retail Store	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
561-38-10-17-00	Landscape Meter	\$47,238.57	\$58,475.00	\$45,000.00	\$89,779.63	\$94,268.61
561-38-10-20-00	Industrial-Inside CL	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
561-38-10-25-00	Industrial-Outside CL	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
561-38-10-30-00	Schools & Libraries	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
561-38-10-40-00	Churches	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
561-38-10-53-00	Surcharge-Meadowood	\$32,222.72	\$30,223.00	\$30,223.00	\$0.00	\$0.00
561-38-10-53-20	Pumping Charge	\$22,890.39	\$23,650.00	\$18,420.00	\$0.00	\$0.00
561-38-10-90-00	City Buildings	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
561-38-10-99-10	Fire Service-Inside CL	\$4,392.22	\$4,500.00	\$4,440.00	\$18,017.57	\$18,287.83
561-38-10-99-20	Fire Service-Outside CL	\$2,623.01	\$2,650.00	\$2,635.00	\$10,782.33	\$10,944.06
561-38-10-99-50	Finance Charges	\$36,142.30	\$37,150.00	\$36,000.00	\$60,536.04	\$31,925.00
561-38-25-00-00	Sale of Remote Meters	\$3,045.93	\$1,740.00	\$1,500.00	\$338.36	\$0.00
561-38-30-00-00	Hydrant Rental	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
561-38-40-00-00	Property Rentals	\$8,400.00	\$8,400.00	\$8,400.00	\$8,400.00	\$8,400.00
561-38-60-00-00	Water Meter Install Fee	\$10,724.45	\$5,000.00	\$8,000.00	\$5,230.68	\$5,500.00
561-37-70-00-00	CARE Subsidy	\$0.00	\$0.00	\$5,505.07	\$22,770.00	\$22,700.00
561-39-98-00-00	Operating Transfers In	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
		\$4,322,224.78	\$4,581,628.00	\$3,789,813.07	\$5,902,430.17	\$6,093,313.97

WATER FUND - BUDGET ITEMS PREVIOUSLY ACCOUNTED FOR IN INDIVIDUAL DEPARTMENT BUDGETS					
Dept	Description	FY 16 Actual	FY 17 Actual	FY 18 Estimated	FY 19 Proposed
4000	Non Departmental	1,635,502	1,281,020	1,468,152	1,212,579
4100	Council	44,632	26,581	12,669	16,771
4200	Administration	122,884	139,696	253,400	253,933
4300	Finance	239,106	290,035	311,775	313,677
4400	Attorney	35,269	195,944	130,000	130,000
5000	Public Works	337,962	435,471	1,306,153	886,309
Grand Total		2,415,355	2,368,746	3,482,148	2,813,269

WATER FUND - DISTRIBUTION, STONEBRIDGE WELLS, & TREATMENT					
Dept	Description	FY 16 Actual	FY 17 Actual	FY 18 Estimated	FY 19 Proposed
5031	Distribution	609,495	528,038	633,761	715,425
5032	Stonebridge Wells	59,399	63,235	105,095	104,600
5034	Treatment	1,941,681	1,943,067	2,373,585	2,460,020
Grand Total		2,415,355	2,368,746	3,482,148	3,280,045

WATER FUND ESTIMATED NET POSITION		
6/30/2019 Balance		561 Only
Ending Fund Balance @ 6/30/2018		3,597,273
Previously Allocated to Capital Fund		-
Water Impact Fees		-
Estimated Revenue @ 6/30/2019	\$	6,093,314
Estimated Expenses @ 6/30/2019	\$	5,857,884
Transfers Out	\$	235,430
Revenue Less Expenses		(0)
Use of Water Cash		0
Estimated Net Position		3,597,273
Percent of Expenses		59%

WATER DISTRIBUTION EXPENSES BY FUND					
Fund	Description	FY 16 Actual	FY 17 Actual	FY 18 Estimated	FY 19 Proposed
561	Water Enterprise	609,495	528,038	633,761	715,425
Grand Total		609,495	528,038	633,761	715,425

WATER DISTRIBUTION BY OBJECT CODE					
Object Code	Description	FY 16 Actual	FY 17 Actual	FY 18 Estimated	FY 19 Proposed
20	Salaries & Benefits	452,405	381,968	390,841	381,649
21	Services	70,284	60,032	86,950	88,950
22	Supplies	19,953	24,572	32,976	32,950
23	Maintenance	55,559	61,469	65,094	67,876
24	Taxes, Insurances & Contributi	-	(2)	-	-
26	Capital	11,293	-	57,900	144,000
Grand Total		609,495	528,038	633,761	715,425

Budget Water Distribution 5031

Account Number	Description	FY 16 Actual	FY 17 Actual	FY 18 Estimated	FY 19 Proposed
561	Water Enterprise				
50	Water Distribution				
561-50-31-20-10	Salary-Regular	261,834	220,902	228,021	239,236
561-50-31-20-20	Temp/Part Time	-	-	-	-
561-50-31-20-25	Standby	3,334	2,859	2,900	3,857
561-50-31-20-30	Overtime	11,475	17,427	11,650	11,650
561-50-31-20-40	FICA/Medicare	20,485	19,764	18,749	19,660
561-50-31-20-45	Employer PERS	55,390	44,076	13,892	13,366
561-50-31-20-47	PERS Unfunded Liability	-	-	22,178	22,256
561-50-31-20-50	Employee PERS	-	-	-	-
561-50-31-20-55	Health Insurance	80,287	60,909	69,901	51,475
561-50-31-20-61	Workers Comp	14,939	12,260	18,600	15,134
561-50-31-20-65	SDI	2,410	2,313	2,183	2,547
561-50-31-20-75	Deferred Comp	2,252	1,458	2,767	2,468
561-50-31-20-95	Uniform Allowance	-	-	-	-
561-50-31-20-96	Education Reimbursement	-	-	-	-
20	Salaries & Benefits	452,405	381,968	390,841	381,649
561-50-31-21-10	Communications	1,070	1,471	1,650	1,650
561-50-31-21-15	Postage	-	54	200	200
561-50-31-21-22	Utilities	51,633	49,943	62,000	62,000
561-50-31-21-25	Equipment Rental	-	-	-	-
561-50-31-21-27	Equipment Lease Exp	-	-	-	-
561-50-31-21-30	Professional Contracts	-	229	-	-
561-50-31-21-45	Other Contract Services	12,890	280	15,000	15,000
561-50-31-21-53	Memberships & Publications	80	80	600	600
561-50-31-21-55	Training & Conference	4,506	7,478	6,500	8,500
561-50-31-21-60	Other Travel	106	497	1,000	1,000
21	Services	70,284	60,032	86,950	88,950
561-50-31-22-07	Copies	94	-	-	-
561-50-31-22-12	Computer Equipment	-	38	2,000	2,000
561-50-31-22-13	Office Supplies	185	369	250	250
561-50-31-22-15	Special Department Supplies	8,445	8,817	12,000	12,000
561-50-31-22-19	Meters/Hydrants	8,827	13,033	15,526	15,500
561-50-31-22-20	Small Tools	2,402	2,315	3,200	3,200
561-50-31-22-25	Fuel/Oil	-	-	-	-
22	Supplies	19,953	24,572	32,976	32,950
561-50-31-23-12	Maintenance Supplies	27,322	34,228	36,238	36,000
561-50-31-23-15	Maint Machine/Equipment	1,370	2,596	1,059	1,100
561-50-31-23-30	Maint Buildings/Grounds	228	-	2,000	2,000
561-50-31-23-50	Vehicle Alloc Expense	26,639	24,645	25,796	28,776
23	Maintenance	55,559	61,469	65,094	67,876
561-50-31-24-25	Taxes & Other Charges	-	(2)	-	-
24	Taxes, Insurances & Contributi	-	(2)	-	-
561-50-31-26-30	Capital Equipment	11,293	-	57,900	144,000
26	Capital	11,293	-	57,900	144,000
31	Water Distribution	609,495	528,038	633,761	715,425

Budget Water Distribution 5031

Account Number	Description	FY 16 Actual	FY 17 Actual	FY 18 Estimated	FY 19 Proposed
Grand Total		609,495	528,038	633,761	715,425

WATER DISTRIBUTION - 5031
EXPENSE DETAIL

Description	Object Code	Funding Source	Total Budgeted
<i>Other Contract Services</i>	2145	561	
MVP Repair Services		9,500	9,500
Other Meters to be Repaired and Tested		500	500
National Meter Automation Service		1,000	1,000
Backflow Services		3,510	3,510
Miscellaneous		490	490
TOTAL - Other Contract Services	2145	\$ 15,000	\$ 15,000
<i>Training and Conferences</i>	2155	561	
Pump Class and Misc. Training		1,350	1,350
BackFlow Class and Misc. Training		1,200	1,200
Supervisor Seminar and Misc. Training		500	500
Misc. Training		2,500	2,500
Backflow Renewal		1,000	1,000
Basic Electricity Class		1,950	1,950
TOTAL - Training and Conferences	2155	\$ 8,500	\$ 8,500
<i>Computer Equipment</i>	2212	561	
Replacement of One Computer		1,500	1,500
Back Up Battery		500	500
TOTAL - Computer Equipment	2212	\$ 2,000	\$ 2,000
<i>Special Department Supplies</i>	2215	561	
Uniforms		6,000	6,000
Rain Gear		1,000	1,000
Boots		1,375	1,375
Safety Gear		625	625
Temporary Construction Signs		3,000	3,000
TOTAL - Special Department Supplies	2215	\$ 12,000	\$ 12,000
<i>Water Meter/Hydrants</i>	2219	561	
Fire Hydrants and Water Meters (as needed)		14,000	14,000
TOTAL - Equipment Rental	2219	\$ 14,000	\$ 14,000

WATER DISTRIBUTION - 5031
EXPENSE DETAIL

Description	Object Code	Funding Source	Total Budgeted
<i>Small Tools</i>	<i>2220</i>	<i>561</i>	
Chemical Pump - Rutherford Station		1,600	1,600
Large Shop Vac		450	450
Cutting Blades for Weed Wacker		100	100
Misc. Operation Tools		400	400
Roto Hammer		450	450
Fall Protection Harnesses		200	200
TOTAL - Small Tools	2220	\$ 3,200	\$ 3,200
<i>Maintenance Supplies</i>	<i>2312</i>	<i>561</i>	
Service Repair Parts		16,000	16,000
Road Surface Materials		3,000	3,000
Machined Parts		600	600
Misc. Supplies		8,900	8,900
Cones/Signs/Barricades		500	500
Land Fill Fees		300	300
Oxygen and Acetylene Gas		200	200
Bacteria Lab Tests		1,000	1,000
Emergency Repair Supplies		2,600	2,600
De-Chlorination Tabs		600	600
Water Diffuser Supplies		300	300
TOTAL - Maintenance Supplies	2312	\$ 34,000	\$ 34,000
<i>Maintenance Machine & Equipment</i>	<i>2315</i>	<i>561</i>	
Replacement Battery Hydraulic Unit		120	120
Hydraulic Hose Replacement		80	80
Replace Battery for Electric Hoist Unit		120	120
Misc.		580	580
TOTAL - Maintenance Machine & Equipment	2315	\$ 900	\$ 900
<i>Maintenance Buildings & Grounds</i>	<i>2330</i>	<i>561</i>	
Painting		480	480
Miscellaneous Maintenance		270	270
Repair to Walkway at Lower Reservoir		1,250	1,250
TOTAL - Maintenance Buildings & Grounds	2330	\$ 2,000	\$ 2,000

WATER DISTRIBUTION - 5031
EXPENSE DETAIL

Description	Object Code	Funding Source	Total Budgeted
<i>Capital Equipment</i>	<i>2630</i>	<i>561</i>	
VFD Emergency Replacement		21,000	21,000
Pump Replacement		25,000	25,000
Ditch Witch		85,000	85,000
Outfit Vehicle #105		5,500	5,500
Replace Vehicle #105 Lease		7,500	7,500
TOTAL - Capital Equipment	2630	\$ 144,000	\$ 144,000

STONEBRIDGE WELLS EXPENSES BY FUND					
Fund	Description	FY 16 Actual	FY 17 Actual	FY 18 Estimated	FY 19 Proposed
561	Water Enterprise	59,399	63,235	105,095	104,600
Grand Total		59,399	63,235	105,095	104,600

STONEBRIDGE WELLS BY OBJECT CODE					
Object Code	Description	FY 16 Actual	FY 17 Actual	FY 18 Estimated	FY 19 Proposed
21	Services	48,743	52,256	64,500	71,500
22	Supplies	9,176	8,536	17,096	16,600
23	Maintenance	1,479	2,443	16,500	16,500
26	Capital	-	-	7,000	-
Grand Total		59,399	63,235	105,095	104,600

Budget Stonebridge 5032

Account Number	Description	FY 16 Actual	FY 17 Actual	FY 18 Estimated	FY 19 Proposed
561	Water Enterprise				
50	Stone Bridge Wells				
561-50-32-21-10	Communications	1,316	942	1,900	1,500
561-50-32-21-22	Utilities	45,430	49,367	55,000	55,000
561-50-32-21-45	Other Contract Services	1,997	1,947	7,600	15,000
21	Services	48,743	52,256	64,500	71,500
561-50-32-22-07	Copies	-	-	-	-
561-50-32-22-13	Office Supplies	-	-	-	-
561-50-32-22-15	Special Department Supplies	32	150	500	500
561-50-32-22-35	Process Chemicals	8,323	8,024	15,000	14,500
561-50-32-22-37	Lab Supplies	821	362	1,596	1,600
22	Supplies	9,176	8,536	17,096	16,600
561-50-32-23-12	Maintenance & Supplies	-	-	-	-
561-50-32-23-15	Maint Machine/Equipment	1,479	2,443	16,000	15,000
561-50-32-23-30	Maint Buildings/Grounds	-	-	500	1,500
23	Maintenance	1,479	2,443	16,500	16,500
561-50-32-26-70	Capital Imp Equipment	-	-	7,000	-
26	Capital	-	-	7,000	-
32	Stone Bridge Wells	59,399	63,235	105,095	104,600
Grand Total		59,399	63,235	105,095	104,600

STONEBRIDGE WELLS - 5032
EXPENSE DETAIL

Description	Object Code	Funding Source	Total Budgeted
<i>Other Contract Services</i>	2145	561	
Annual Water Tests		8,000	8,000
PLC Water Pressure Trending		7,000	7,000
TOTAL - Other Contract Services	2145	\$ 15,000	\$ 15,000
<i>Process Chemicals</i>	2235	561	
Stonebridge Wells		14,500	14,500
TOTAL - Process Chemicals	2235	\$ 14,500	\$ 14,500
<i>Lab Supplies</i>	2237	561	
Reagents for CL 17		1,600	1,600
TOTAL - Lab Supplies	2237	\$ 1,600	\$ 1,600
<i>Machinery & Equipment Maintenance</i>	2315	561	
Maintenance		13,000	13,000
ERS Annual Filter Inspection		2,000	2,000
TOTAL - Machinery & Equipment Maintenance	2315	\$ 15,000	\$ 15,000

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WATER TREATMENT EXPENSES BY FUND					
Fund	Description	FY 16 Actual	FY 17 Actual	FY 18 Estimated	FY 19 Proposed
561	Water Enterprise	1,941,681	1,943,067	2,373,585	2,460,020
Grand Total		1,941,681	1,943,067	2,373,585	2,460,020

WATER TREATMENT BY OBJECT CODE					
Object Code	Description	FY 16 Actual	FY 17 Actual	FY 18 Estimated	FY 19 Proposed
20	Salaries & Benefits	407,839	397,826	465,005	477,204
21	Services	86,004	96,236	121,970	115,600
22	Supplies	1,352,821	1,397,659	1,501,067	1,580,200
23	Maintenance	63,129	33,340	117,543	119,016
24	Taxes, Insurances & Contributi	27,612	18,006	20,000	20,000
26	Capital	4,276	-	148,000	148,000
Grand Total		1,941,681	1,943,067	2,373,585	2,460,020

Budget Water Treatment 5034

Account Number	Description	FY 16 Actuals	FY 17 Actuals	FY 18 Estimated	FY 19 Proposed
561	Water Enterprise				
50	Water Treatment				
561-50-34-20-10	Salary-Regular	238,632	233,537	260,792	276,386
561-50-34-20-20	Temp/Part Time	-	-	-	-
561-50-34-20-25	Standby	6,088	10,359	6,263	8,330
561-50-34-20-30	Overtime	25,583	26,009	16,445	16,445
561-50-34-20-40	FICA/Medicare	20,603	20,565	21,881	23,188
561-50-34-20-45	Employer PERS	44,839	43,534	18,871	21,299
561-50-34-20-47	PERS Unfunded Liability	-	-	30,128	35,464
561-50-34-20-50	Employee PERS	-	-	-	-
561-50-34-20-55	Health Insurance	56,428	51,099	86,678	76,874
561-50-34-20-61	Workers Comp	11,382	8,769	18,600	14,053
561-50-34-20-65	SDI	2,441	2,408	2,597	3,012
561-50-34-20-75	Deferred Comp	1,844	1,544	2,750	2,153
561-50-34-20-95	Uniform Allowance	-	0	-	-
20	Salaries & Benefits	407,839	397,826	465,005	477,204
561-50-34-21-05	Advertising	-	-	-	-
561-50-34-21-10	Communications	6,362	7,494	6,500	6,500
561-50-34-21-15	Postage	1,578	1,168	2,400	2,000
561-50-34-21-22	Utilities	58,558	65,624	63,000	63,000
561-50-34-21-25	Equipment Rental	-	-	1,850	2,000
561-50-34-21-30	Professional Contracts	-	-	-	-
561-50-34-21-40	Professional Fees	-	-	-	-
561-50-34-21-43	Penalties and Fines	-	-	-	-
561-50-34-21-45	Other Contract Services	18,270	21,274	41,720	35,500
561-50-34-21-53	Memberships & Publications	215	465	900	1,200
561-50-34-21-55	Training & Conference	1,020	210	5,400	5,400
561-50-34-21-60	Other Travel	-	-	200	-
21	Services	86,004	96,236	121,970	115,600
561-50-34-22-07	Copies	2,516	-	2,500	2,500
561-50-34-22-12	Computer Equipment	1,145	1,394	2,800	2,000
561-50-34-22-13	Office Supplies	289	78	700	500
561-50-34-22-15	Special Department Supplies	2,803	3,781	6,800	6,000
561-50-34-22-20	Small Tools	209	-	250	500
561-50-34-22-25	Fuel/Oil	22	963	1,500	2,000
561-50-34-22-32	Purchase Water	1,309,917	1,349,019	1,390,000	1,431,700
561-50-34-22-35	Process Chemicals	27,308	35,586	83,395	122,000
561-50-34-22-37	Lab Supplies	8,612	6,839	13,123	13,000
22	Supplies	1,352,821	1,397,659	1,501,067	1,580,200
561-50-34-23-11	Maint Office Equip	-	-	250	250
561-50-34-23-12	Maintenance Supplies	38	-	-	-
561-50-34-23-15	Maint Machine/Equipment	44,560	11,951	75,100	75,000
561-50-34-23-30	Maint Buildings/Grounds	2,339	6,602	26,715	26,500
561-50-34-23-50	Vehicle Alloc Expense	16,193	14,787	15,478	17,266
23	Maintenance	63,129	33,340	117,543	119,016
561-50-34-24-25	Taxes & Other Charges	27,612	18,006	20,000	20,000
24	Taxes, Insurances & Contributi	27,612	18,006	20,000	20,000
561-50-34-26-30	Capital Equipment	-	-	68,000	68,000

Budget Water Treatment 5034

Account Number	Description	FY 16 Actuals	FY 17 Actuals	FY 18 Estimated	FY 19 Proposed
561-50-34-26-70	Capital Imp Equipment	4,276	-	80,000	80,000
26	Capital	4,276	-	148,000	148,000
34	Water Treatment	1,941,681	1,943,067	2,373,585	2,460,020
Grand Total		1,941,681	1,943,067	2,373,585	2,460,020

WATER TREATMENT - 5034
EXPENSE DETAIL

Description	Object Code	Funding Source	Total Budgeted
Equipment Rental	2125	561	
Various Tools (Hand tools, Hilti)		2,000	2,000
TOTAL - Equipment Rental	2125	\$ 2,000	\$ 2,000
Other Contract Services	2145	561	
Water Testing		15,500	15,500
CCCF Crews for Spillway and Dam Maintenance		2,000	2,000
Upper Valley Disposal Sludge Removal		6,500	6,500
Clean Harbors, Dispose of Waste		2,000	2,000
Corepro Inspect Tank #2 Cathodic Protection		700	700
ERS Filter Surveillance		7,000	7,000
HVAC Maintenance		1,800	1,800
TOTAL - Other Contract Services	2145	\$ 35,500	\$ 35,500
Memberships & Publications	2153	561	
Operator Certification		1,000	1,000
Wine Country Water Works		200	200
TOTAL - Memberships & Publications	2153	\$ 1,200	\$ 1,200
Training and Conferences	2155	561	
AWWA Conference (Spring & Fall)		4,600	4,600
Miscellaneous Training		800	800
TOTAL - Training and Conferences	2155	\$ 5,400	\$ 5,400
Computer Equipment	2212	561	
Computer Replacement		2,000	2,000
TOTAL - Computer Equipment	2212	\$ 2,000	\$ 2,000
Special Department Supplies	2215	561	
Uniforms		1,900	1,900
Safety Equipment, Boots, Other		3,400	3,400
Misc. Machinery and Equipment		1,500	1,500
TOTAL - Special Department Supplies	2215	\$ 6,800	\$ 6,800
Process Chemicals	2235	561	
Alum		17,000	17,000
Copper Sulfate		17,000	17,000
NaOH		11,000	11,000
NaOCl		11,000	11,000
Non-Ionic Polymer		2,500	2,500

WATER TREATMENT - 5034
EXPENSE DETAIL

Description	Object Code	Funding Source	Total Budgeted
Ascorbic Acid		1,500	1,500
NaMNO4		12,000	12,000
PO4		6,500	6,500
Activated Carbon		42,000	42,000
Sodium Sulfite		1,500	1,500
TOTAL - Process Chemicals	2235	\$ 122,000	\$ 122,000
<i>Machinery & Equipment Maintenance</i>	<i>2315</i>	<i>561</i>	
Annual Maintenance & Machine Service		75,000	75,000
TOTAL - Machinery & Equipment Maintenance	2315	\$ 75,000	\$ 75,000
<i>Taxes and Other Charges</i>	<i>2425</i>	<i>561</i>	
CDPH System Fees		19,000	19,000
BAAQMD Generator Permit Fee		1,000	1,000
TOTAL - Taxes and Other Charges	2524	\$ 20,000	\$ 20,000
<i>Capital Equipment</i>	<i>2630</i>	<i>561</i>	
Turbidimeter		6,500	6,500
Flocculator Gear Drive		20,000	20,000
Chlorine Analyzer		6,500	6,500
Vehicle (possible remove or change to lease)		35,000	35,000
TOTAL - Capital Equipment	2630	\$ 68,000	\$ 68,000
<i>Capital Improvement Equipment</i>	<i>2670</i>	<i>561</i>	
Inspect and Repair Tank 1A Recoat Piping in Clearwell		80,000	80,000
TOTAL - Capital Improvement Equipment	2670	\$ 80,000	\$ 80,000

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WASTEWATER ENTERPRISE FUND

Enterprise Funds are used to account for operations that are financed and operated in a manner similar to private enterprises where the intent of the City is that the costs of providing goods or services to the general public on a continuing basis be financed or recovered primarily through user charges. The fund includes:

Wastewater Enterprise Utility Fund (571) – accounts for sewage collection and treatment activities associated with the City's water system.

Wastewater Capital Projects (773) – used to account for costs associated with large capital projects of the sewer fund.

Wastewater Impact Fees (774) – accounts for connection charges paid by new users of the sewer system. Fees collected are to be used for the costs of constructing and improving the Wastewater Treatment Plant and Sewer Collection System only.

WASTEWATER

Purpose

Wastewater Collection (5020) - The Wastewater Collection (Sewer) Division of the Public Works Department operates and maintains the wastewater collection system and related equipment throughout the City. Staffing and equipment for this division has historically been shared with Streets and Storm Drains. An ongoing maintenance program includes sewer main and lateral lining to reduce root maintenance and infiltration/inflow to the system. The user fees from Sewer Enterprise Fund provide the Division's funding. Capital improvements are described and funded separately.

Wastewater Treatment (5029) - The Wastewater Treatment Plant Division in the Public Works Department is responsible for the treatment and disposition of the City's wastewater. During the dry season, the plant treats an average of approximately 0.4 million gallons per day (MGD). Peak winter flows exceed 3 MGD. The facility is operated by three State certified wastewater treatment operators with additional staffing from cross-certified Water Treatment Plant personnel. The budget unit is primarily funded by wastewater user

		Actual	Actual	Actual	Estimated	Proposed
Account Number	Description	2015	2016	2017	2018	2019
Sewer Enterprise						
571-31-70-00-00	Investment Earnings	\$1,000.00	\$4,500.00	\$4,615.00	\$18,000.00	\$18,000.00
571-33-81-00-00	Sewer Inpsection/Review Fees	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
571-34-70-00-00	Other Revenue	\$0.00	\$154,902.00	\$0.00	\$9,600.00	\$9,600.00
571-34-77-00-00	Claims Loss Recovery		\$228,913.00	\$0.00	\$0.00	\$0.00
571-34-80-00-00	Annexation Fees	\$0.00	\$10,356.00	\$0.00	\$2,600.50	\$2,600.00
571-35-00-00-00	Residential	\$1,188,000.00	\$1,115,923.00	\$1,269,370.00	\$1,227,515.26	\$1,236,721.62
571-35-00-01-00	Multiple Dwelling	\$209,500.00	\$171,442.00	\$212,245.00	\$346,366.86	\$348,964.61
571-35-00-03-00	Laundromat	\$10,200.00	\$8,412.00	\$7,625.00	\$10,978.57	\$11,057.62
571-35-00-10-00	General Commercial	\$475,000.00	\$600,222.00	\$384,300.00	\$922,892.67	\$930,737.26
571-35-00-11-00	Restaurants	\$119,450.00	\$185,127.00	\$94,195.00	\$158,530.61	\$159,640.32
571-35-00-12-00	Service Station	\$2,400.00	\$3,136.00	\$1,870.00	-\$1,914.45	\$1,329.90
571-35-00-14-00	Motels-No Food Service	\$81,270.00	\$106,452.00	\$77,755.00	\$154,329.53	\$155,332.67
571-35-00-15-00	Supermarkets	\$8,845.00	\$12,869.00	\$6,860.00	\$19,239.00	\$19,377.52
571-35-00-17-00	Mortuaries	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
571-35-00-18-00	Mixed Retial-Plus Food Service	\$4,000.00	\$15,219.00	\$3,065.00	\$20,416.03	\$20,554.86
571-35-00-20-00	Industrial	\$20,300.00	\$24,027.00	\$18,670.00	\$30,643.19	\$30,873.01
571-35-00-30-00	Libraries & Schools	\$31,500.00	\$37,977.00	\$28,175.00	\$48,274.46	\$48,564.11
571-35-00-40-00	Churches	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
571-35-00-60-60	Car Wash	\$1,150.00	\$1,420.00	\$1,002.00	\$2,626.98	\$2,642.74
571-35-00-90-00	City Buildings	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
571-38-10-99-50	Finance Charges				\$18,000.00	\$21,754.00
571-38-65-00-00	Sewer Connection Fee	\$0.00	\$3,900.00	\$900.00	\$1,300.00	\$1,300.00
571-38-70-00-00	CARE Subsidy	\$0.00	\$0.00	\$5,160.37	\$20,100.00	\$20,100.00
571-39-98-00-00	Operating Transfers In	\$0.00	\$394,777.00	\$0.00	\$0.00	\$0.00
		\$2,152,615.00	\$3,079,574.00	\$2,115,807.37	\$3,009,499.21	\$3,039,150.25

WASTEWATER FUND - BUDGET ITEMS PREVIOUSLY ACCOUNTED FOR IN INDIVIDUAL DEPARTMENT BUDGETS					
Dept	Description	FY 16 Actual	FY 17 Actual	FY 18 Estimated	FY 19 Proposed
4000	Non Departmental	1,087,842	627,412	1,245,375	459,036
4100	Council	25,504	21,484	12,669	16,771
4200	Administration	116,552	139,788	222,333	171,926
4300	Finance	196,627	228,759	264,749	231,598
4400	Attorney	181,595	5,038	30,000	30,000
5000	Public Works	248,742	330,171	1,147,775	769,940
Grand Total		1,856,862	1,352,651	2,922,901	1,679,271

WASTEWATER FUND - COLLECTION & TREATMENT					
Dept	Description	FY 16 Actual	FY 17 Actual	FY 18 Estimated	FY 19 Proposed
5020	Collection	265,644	122,290	132,126	233,072
5029	Treatment	1,012,116	782,923	1,067,251	1,002,837
Grand Total		1,277,760	905,213	1,199,377	1,235,909

WASTEWATER FUND ESTIMATED NET POSITION	
6/30/2019 Balance	571 Only
Ending Fund Balance @ 6/30/2018	488,074
Previously Allocated to Capital Fund	-
Water Impact Fees	-
Estimated Revenue @ 6/30/2018	3,155,179
Estimated Expenses @ 6/30/2018	2,556,834
Transfers Out	358,346
Revenue Less Expenses	-
Use of Sewer Cash	-
Estimated Net Position	728,074
Percent of Expenses	25%

WASTEWATER COLLECTION EXPENSES BY FUND					
Fund	Description	FY 16 Actual	FY 17 Actual	FY 18 Estimated	FY 19 Proposed
571	Sewer Enterprise	265,644	122,290	132,126	233,072
Grand Total		265,644	122,290	132,126	233,072

WASTEWATER COLLECTION BY OBJECT CODE					
Object Code	Description	FY 16 Actual	FY 17 Actual	FY 18 Estimated	FY 19 Proposed
20	Salaries & Benefits	126,041	104,123	111,836	137,817
21	Services	4,341	6,331	8,500	25,400
22	Supplies	11,887	4,855	6,471	12,550
23	Maintenance	6,520	6,981	5,318	13,555
26	Capital	116,855	-	-	43,750
Grand Total		265,644	122,290	132,126	233,072

Budget Wastewater Collection 5020

Account Number	Description	FY 16 Actual	FY 17 Actual	FY 18 Estimated	FY 19 Proposed
571	Sewer Enterprise				
50	Wastewater Collection				
571-50-20-20-10	Salary-Regular	80,363	63,776	69,458	81,026
571-50-20-20-25	Standby	1,104	1,579	2,900	3,857
571-50-20-20-30	Overtime	2,302	3,842	3,000	3,000
571-50-20-20-40	FICA/Medicare	6,462	5,325	5,811	6,778
571-50-20-20-45	Employer PERS	14,839	12,759	4,582	5,668
571-50-20-20-47	PERS Unfunded Liability	-	-	7,316	9,438
571-50-20-20-50	Employee PERS	-	-	-	-
571-50-20-20-55	Health Insurance	15,191	13,021	13,003	21,187
571-50-20-20-61	Workers Comp	4,268	2,627	4,429	5,189
571-50-20-20-65	SDI	760	626	678	879
571-50-20-20-75	Deferred Comp	753	567	659	795
571-50-20-20-95	Uniform Allowance	-	-	-	-
20	Salaries & Benefits	126,041	104,123	111,836	137,817
571-50-20-21-10	Communications	254	233	400	400
571-50-20-21-22	Utilities	3,833	4,825	5,000	5,000
571-50-20-21-25	Equipment Rental	-	-	-	-
571-50-20-21-45	Other Contract Services	-	-	-	15,000
571-50-20-21-53	Memberships & Publications	-	664	1,500	3,400
571-50-20-21-55	Training & Conference	254	544	1,100	1,100
571-50-20-21-60	Other Travel	-	65	500	500
21	Services	4,341	6,331	8,500	25,400
571-50-20-22-07	Copies	-	-	-	-
571-50-20-22-13	Office Supplies	-	-	-	-
571-50-20-22-15	Special Department Supplies	11,887	4,855	6,471	12,550
571-50-20-22-20	Small Tools	-	-	-	-
22	Supplies	11,887	4,855	6,471	12,550
571-50-20-23-12	Maintenance Supplies	52	-	-	-
571-50-20-23-15	Maint Machine/Equipment	719	2,052	159	7,800
571-50-20-23-30	Maint Buildings/Grounds	4	-	-	-
571-50-20-23-50	Vehicle Alloc Expense	5,746	4,929	5,159	5,755
23	Maintenance	6,520	6,981	5,318	13,555
571-50-20-26-30	Capital Equipment	12,254	-	-	43,750
571-50-20-26-50	Capital Imp Land	104,601	-	-	-
26	Capital	116,855	-	-	43,750
20	Wastewater Collection	265,644	122,290	132,126	233,072
Grand Total		265,644	122,290	132,126	233,072

WASTEWATER COLLECTION - 5020
EXPENSE DETAIL

Description	Object Code	Funding Source	Total Budgeted
<i>Other Contract Services</i>	<i>2145</i>	<i>571</i>	
CCTV (annual)		15,000	15,000
TOTAL - Other Contract Services	2145	\$ 15,000	\$ 15,000
<i>Memberships & Publications</i>	<i>2153</i>	<i>571</i>	
Books		200	200
CWEA Exam and 1 year membership		2,500	2,500
CWEA Membership, E-8, E-11, E-6		700	700
TOTAL - Memberships & Publications	2153	\$ 3,400	\$ 3,400
<i>Training & Conference</i>	<i>2155</i>	<i>571</i>	
Vactor Operator Training		400	400
Certification CEU's		700	700
TOTAL - Training & Conference	2155	\$ 1,100	\$ 1,100
<i>Special Department Supplies</i>	<i>2215</i>	<i>571</i>	
Misc. Supplies		800	800
Nozzles & Hooks		630	630
Gloves		260	260
Trench Restore		185	185
Root Killer		500	500
Drill Bits		100	100
Signs		300	300
Boots		275	275
Vehicle Supplies (lights, strobes, radios)		2,300	2,300
Sewer Repair Supplies		7,200	7,200
TOTAL - Special Department Supplies	2215	\$ 12,550	\$ 12,550
<i>Machinery & Equipment Maintenance</i>	<i>2315</i>	<i>571</i>	
Maintenance as Needed		500	500
Video Camera		2,000	2,000
Gas Detector Sensors		300	300
Vactor Truck		4,000	4,000
Large Rodder - Towable Rod, Bits, and Maintenance		1,000	1,000
TOTAL - Machinery & Equipment Maintenance	2315	\$ 7,800	\$ 7,800
<i>Capital Equipment</i>	<i>2630</i>	<i>571</i>	
Replace Vehicles 202 and 208 - costs split with Streets		7,500	7,500
Rodding Machine		40,000	40,000
TOTAL - Capital Equipment	2630	\$ 47,500	\$ 47,500

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WASTEWATER TREATMENT EXPENSES BY FUND					
Fund	Description	FY 16 Actual	FY 17 Actual	FY 18 Estimated	FY 19 Proposed
571	Sewer Enterprise	1,012,116	782,923	1,067,251	1,002,837
Grand Total		1,012,116	782,923	1,067,251	1,002,837

WASTEWATER TREATMENT BY OBJECT CODE					
Object Code	Description	FY 16 Actual	FY 17 Actual	FY 18 Estimated	FY 19 Proposed
20	Salaries & Benefits	383,250	380,185	482,374	401,771
21	Services	422,142	169,552	178,500	178,500
22	Supplies	36,742	170,345	148,300	148,300
23	Maintenance	142,688	53,916	97,077	98,266
24	Taxes, Insurances & Contributi	16,363	8,925	16,000	16,000
26	Capital	10,930	-	145,000	160,000
Grand Total		1,012,116	782,923	1,067,251	1,002,837

Budget Wastewater Treatment 5029

Account Number	Description	FY 16 Actual	FY 17 Actual	FY 18 Estimated	FY 19 Proposed
571	Sewer Enterprise				
50	Wastewater Treatment				
571-50-29-20-10	Salary-Regular	237,518	195,608	297,927	231,578
571-50-29-20-20	Temp/Part Time	-	25,776	-	-
571-50-29-20-25	Standby	6,425	3,546	6,263	8,330
571-50-29-20-30	Overtime	14,032	22,841	13,500	13,500
571-50-29-20-37	Holiday Pay	-	-	-	-
571-50-29-20-40	FICA/Medicare	19,187	21,615	24,487	19,523
571-50-29-20-45	Employer PERS	43,996	38,099	20,490	17,653
571-50-29-20-47	PERS Unfunded Liability	-	-	32,712	29,393
571-50-29-20-50	Employee PERS	-	-	-	-
571-50-29-20-55	Health Insurance	47,842	60,019	65,485	64,301
571-50-29-20-61	Workers Comp	10,670	9,341	15,943	12,972
571-50-29-20-65	SDI	2,229	2,260	2,927	2,534
571-50-29-20-71	Unemployment	-	-	-	-
571-50-29-20-75	Deferred Comp	1,350	1,077	2,640	1,987
571-50-29-20-95	Uniform Allowance	-	2	-	-
571-50-29-20-96	Education Reimbursement	-	-	-	-
20	Salaries & Benefits	383,250	380,185	482,374	401,771
571-50-29-21-10	Communications	1,904	2,512	3,200	3,200
571-50-29-21-15	Postage	115	-	200	200
571-50-29-21-22	Utilities	84,518	122,337	93,000	93,000
571-50-29-21-25	Equipment Rental	1,167	795	3,000	3,000
571-50-29-21-27	Equipment Lease Exp	-	-	-	-
571-50-29-21-30	Professional Contracts	-	-	-	-
571-50-29-21-40	Professional Fees	-	-	-	-
571-50-29-21-43	Fines & Penalties	290,177	15,000	-	-
571-50-29-21-45	Other Contract Services	40,715	27,766	75,000	75,000
571-50-29-21-53	Memberships & Publications	360	360	100	600
571-50-29-21-55	Training & Conference	3,185	782	4,000	3,500
571-50-29-21-60	Other Travel	-	-	-	-
21	Services	422,142	169,552	178,500	178,500
571-50-29-22-07	Copies	-	-	-	-
571-50-29-22-12	Computer Equipment	1,192	610	2,200	2,200
571-50-29-22-13	Office Supplies	187	928	500	500
571-50-29-22-15	Special Department Supplies	5,893	6,684	5,600	5,600
571-50-29-22-20	Small Tools	3,228	3,706	6,000	5,500
571-50-29-22-25	Fuel/Oil	1,177	2,536	2,000	2,500
571-50-29-22-35	Process Chemicals	22,918	153,682	125,000	125,000
571-50-29-22-37	Lab Supplies	2,147	2,201	7,000	7,000
22	Supplies	36,742	170,345	148,300	148,300
571-50-29-23-12	Maintenance Supplies	-	14	-	-
571-50-29-23-15	Maint Machine/Equipment	87,856	31,882	61,599	62,000
571-50-29-23-30	Maint Buildings/Grounds	33,417	6,654	20,000	19,000
571-50-29-23-50	Vehicle Alloc Expense	21,416	15,366	15,478	17,266
23	Maintenance	142,688	53,916	97,077	98,266
571-50-29-24-25	Taxes & Other Charges	16,363	8,925	16,000	16,000
24	Taxes, Insurances & Contributi	16,363	8,925	16,000	16,000

Budget Wastewater Treatment 5029

Account Number	Description	FY 16 Actual	FY 17 Actual	FY 18 Estimated	FY 19 Proposed
571-50-29-26-30	Capital Equipment	10,930	-	145,000	160,000
571-50-29-26-50	Capital Imp Land	-	-	-	-
26	Capital	10,930	-	145,000	160,000
29	Wastewater Treatment	1,012,116	782,923	1,067,251	1,002,837
Grand Total		1,012,116	782,923	1,067,251	1,002,837

WASTEWATER TREATMENT- 5029
EXPENSE DETAIL

Description	Object Code	Funding Source	Total Budgeted
<i>Equipment Rental</i>	<i>2125</i>	<i>571</i>	
Crane, Boom Truck		3,000	3,000
TOTAL - Equipment Rental	2125	\$ 3,000	\$ 3,000
<i>Other Contract Services</i>	<i>2145</i>	<i>571</i>	
Influent/Effluent Lab Analysis		71,500	71,500
Generator Bi-annual Service		3,000	3,000
Mosquito Abatement (weed/mosquito)		500	500
TOTAL - Other Contract Services	2145	\$ 75,000	\$ 75,000
<i>Memberships & Publications</i>	<i>2153</i>	<i>571</i>	
Wine Country Waterworks (3 operators)		100	100
SWRCB Exams & Certification Fees		500	500
TOTAL - Memberships & Publications	2153	\$ 600	\$ 600
<i>Training and Conferences</i>	<i>2155</i>	<i>571</i>	
Wastewater Certification (3 operators)		1,500	1,500
Continuing Education & Supervisory Classes (CRWA Conference)		2,000	2,000
TOTAL - Training and Conferences	2155	\$ 3,500	\$ 3,500
<i>Computer</i>	<i>2212</i>	<i>571</i>	
Computer/Printer Replacement		2,200	2,200
TOTAL - Computer	2212	\$ 2,200	\$ 2,200
<i>Special Department Supplies</i>	<i>2215</i>	<i>571</i>	
Miscellaneous Department Supplies & Safety Equipment - gas monitor, load testing cert., potable water, drinking water		3,600	3,600
Uniform Service		2,000	2,000
TOTAL - Special Department Supplies	2215	\$ 5,600	\$ 5,600
<i>Small Tools</i>	<i>2220</i>	<i>571</i>	
Miscellaneous Tools - wrenches, pliers, consumables such as drill bits, saw blades, and grinding wheels		5,500	5,500
TOTAL - Small Tools	2220	\$ 5,500	\$ 5,500
<i>Process Chemicals</i>	<i>2235</i>	<i>571</i>	
Various Chemicals to Treat Waste		125,000	125,000
TOTAL - Process Chemicals	2235	\$ 125,000	\$ 125,000

WASTEWATER TREATMENT- 5029
EXPENSE DETAIL

Description	Object Code	Funding Source	Total Budgeted
<i>Lab Supplies</i>	<i>2237</i>	<i>571</i>	
General Equipment and Supplies		7,000	7,000
TOTAL - Lab Supplies	2237	\$ 7,000	\$ 7,000
<i>Machinery & Equipment Maintenance</i>	<i>2315</i>	<i>571</i>	
Influent Pump No. 2 Scheduled Maintenance		10,000	10,000
Brush Aerators Conversion Kit and Other Repairs		12,000	12,000
Motor Control Center Wiring Safety Upgrade		10,000	10,000
Other General Maintenance & Repairs		30,000	30,000
TOTAL - Machinery & Equipment Maintenance	2315	\$ 62,000	\$ 62,000
<i>Capital Equipment</i>	<i>2630</i>	<i>571</i>	
Chemical Feed Pumps		50,000	50,000
Bobcat/Skidsteer with Deck Mower		110,000	110,000
TOTAL - Capital Equipment	2630	\$ 160,000	\$ 160,000

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CAPITAL IMPROVEMENT PLAN

SUMMARY

The FY 2019-2023 City of St. Helena Capital Improvement Plan (CIP) is the City's commitment to building a more resilient and vibrant future for the residents, workers, and visitors of St. Helena. Updated annually, the CIP is a fiscally constrained expenditure plan that lays out infrastructure investments over the next five years. Projects in the CIP are divided into four Service Areas: General Government (Civic), Streets, Water and Wastewater. Each Service Area chapter describes the associated Budgeted Projects and Deferred Projects. General Fund and Enterprise Funds are both represented to give as full a picture of St. Helena's capital needs as possible.

The CIP does not appropriate funds, but rather, it functions as a budgeting and planning tool which supports actual appropriations that are made through the budget adoption.

ANALYSIS

The City's 2018/2019 CIP consists of 38 projects in four divisions totaling approximately \$6.9 million. A majority of the fiscal impact to the CIP have been transferred in the prior year and any additional funds have been identified in the proposed operating budget for Fiscal Year 2018/2019. The most notable increase over last year's CIP is in the Streets Division where Measure T revenues are anticipated to come in much higher than originally forecasted in 2012. Measure T revenue deposits will begin approximately in January 2019 and quarterly thereafter.

All funds and expenditures beyond Fiscal Year 2018/2019 have no direct fiscal impact because the CIP is not a financial commitment by City Council, but rather a planning and forecasting tool.

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CIP - CIVIC

Financial Overview: C-82 Downtown Restrooms

Phase	Prior Years			2018-2023 CIP BUDGET					
	Actual Life to Date thru FY 16/17	Estimated FY 17/18	Estimated Life to date thru FY 17/18	Proposed Budget FY 18/19	Projected				
					FY19/20	FY20/21	FY21/22	FY22/23	Total
Design	\$49,439	\$9,561	\$59,000						\$59,000
Construction Management				\$20,000					\$20,000
Construction Contract				\$217,000					\$217,000
Total	\$49,439	\$9,561	\$59,000	\$237,000	\$0	\$0	\$0	\$0	\$296,000
Funding Sources	Actual Life to Date thru FY 16/17	Estimated FY 17/18	Estimated Life to date thru FY 17/18	Proposed Budget FY 18/19	Projected				
					FY19/20	FY20/21	FY21/22	FY22/23	Total
General Fund	\$49,439	\$9,561	\$59,000	\$237,000					\$296,000
Total	\$49,439	\$9,561	\$59,000	\$237,000	\$0	\$0	\$0	\$0	\$296,000

Financial Overview: C18-83 ADA Transition Plan - Facilities

Phase	Prior Years			2018-2023 CIP BUDGET					
	Actual Life to Date thru FY 16/17	Estimated FY 17/18	Estimated Life to date thru FY 17/18	Proposed Budget FY 18/19	Projected				
					FY19/20	FY20/21	FY21/22	FY22/23	Total
Design				\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$50,000
Construction Contract		\$25,000	\$25,000	\$148,000	\$93,000	\$93,000	\$93,000	\$93,000	\$570,000
Total	\$0	\$25,000	\$25,000	\$158,000	\$103,000	\$103,000	\$103,000	\$103,000	\$620,000
Funding Sources	Actual Life to Date thru FY 16/17	Estimated FY 17/18	Estimated Life to date thru FY 17/18	Proposed Budget FY 18/19	Projected				
					FY19/20	FY20/21	FY21/22	FY22/23	Total
General Fund		\$25,000	\$25,000	\$158,000	\$103,000	\$103,000	\$103,000	\$103,000	\$620,000
Total	\$0	\$25,000	\$25,000	\$158,000	\$103,000	\$103,000	\$103,000	\$103,000	\$620,000

Financial Overview: C19-01 Lyman Park Improvements

Phase	Prior Years			2018-2023 CIP BUDGET					
	Actual Life to Date thru FY 16/17	Estimated FY 17/18	Estimated Life to date thru FY 17/18	Proposed Budget FY 18/19	Projected				
					FY19/20	FY20/21	FY21/22	FY22/23	Total
Design				\$50,000					\$50,000
Total	\$0	\$0	\$0	\$50,000	\$0	\$0	\$0	\$0	\$50,000
Funding Sources	Actual Life to Date thru FY 16/17	Estimated FY 17/18	Estimated Life to date thru FY 17/18	Proposed Budget FY 18/19	Projected				
					FY19/20	FY20/21	FY21/22	FY22/23	Total
Impact Fee				\$50,000					\$50,000
Total	\$0	\$0	\$0	\$50,000	\$0	\$0	\$0	\$0	\$50,000

CIP - CIVIC

Financial Overview: C19-02 Rehabilitate Crane Park Tennis Courts									
Phase	Prior Years			2018-2023 CIP BUDGET					
	Actual Life to Date thru FY 16/17	Estimated FY 17/18	Estimated Life to date thru FY 17/18	Proposed Budget FY 18/19	Projected				
					FY19/20	FY20/21	FY21/22	FY22/23	Total
Design				\$25,000					\$25,000
Total	\$0	\$0	\$0	\$25,000	\$0	\$0	\$0	\$0	\$25,000
Funding Sources	Actual Life to Date thru FY 16/17	Estimated FY 17/18	Estimated Life to date thru FY 17/18	Proposed Budget FY 18/19	Projected				
					FY19/20	FY20/21	FY21/22	FY22/23	Total
Impact Fee				\$25,000					\$25,000
Total	\$0	\$0	\$0	\$25,000	\$0	\$0	\$0	\$0	\$25,000

CIP - STREETS

Financial Overview: R-29 Curb, Gutter and Sidewalk Repair

Phase	Prior Years			2018-2023 CIP BUDGET					
	Actual Life to Date thru FY 16/17	Estimated FY 17/18	Estimated Life to date thru FY 17/18	Proposed Budget FY 18/19	Projected				
					FY19/20	FY20/21	FY21/22	FY22/23	Total
Construction Contract				\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$100,000
Total	\$0	\$0	\$0	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$100,000
Funding Sources	Actual Life to Date thru FY 16/17	Estimated FY 17/18	Estimated Life to date thru FY 17/18	Proposed Budget FY 18/19	Projected				
					FY19/20	FY20/21	FY21/22	FY22/23	Total
Gas Tax Fund				\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$100,000
Total	\$0	\$0	\$0	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$100,000

Financial Overview: R-77 Railroad Avenue Curb Ramp Upgrades

Phase	Prior Years			2019-2023 CIP BUDGET					
	Actual Life to Date thru FY 16/17	Estimated FY 17/18	Estimated Life to date thru FY 17/18	Proposed Budget FY 18/19	Projected				
					FY19/20	FY20/21	FY21/22	FY22/23	Total
Design	\$2,500	\$17,000	\$19,500						\$19,500
Construction Management				\$10,000					\$10,000
Construction Contract				\$106,000					\$106,000
Contingency				\$18,500					\$18,500
Total	\$2,500	\$17,000	\$19,500	\$134,500	\$0	\$0	\$0	\$0	\$154,000
Funding Sources	Actual Life to Date thru FY 16/17	Estimated FY 17/18	Estimated Life to date thru FY 17/18	Proposed Budget FY 18/19	Projected				
					FY19/20	FY20/21	FY21/22	FY22/23	Total
General Fund		\$1,000	\$1,000	\$67,000					\$68,000
Gas Tax Fund	\$2,500	\$16,000	\$18,500	\$16,000					\$34,500
Grant - TDA3				\$51,500					\$51,500
Total	\$2,500	\$17,000	\$19,500	\$134,500	\$0	\$0	\$0	\$0	\$154,000

CIP - STREETS

Financial Overview: R18-79 2018 Pavement Restoration

Phase	Prior Years			2019-2023 CIP BUDGET					
	Actual Life to Date thru FY 16/17	Estimated FY 17/18	Estimated Life to date thru FY 17/18	Proposed Budget FY 18/19	Projected				
					FY19/20	FY20/21	FY21/22	FY22/23	Total
Design		\$15,000	\$15,000						\$15,000
Construction Management				\$80,000					\$80,000
Construction Contract				\$505,000					\$505,000
Contingency				\$65,000					\$65,000
Total	\$0	\$15,000	\$15,000	\$650,000	\$0	\$0	\$0	\$0	\$665,000
Funding Sources	Actual Life to Date thru FY 16/17	Estimated FY 17/18	Estimated Life to date thru FY 17/18	Proposed Budget FY 18/19	Projected				
					FY19/20	FY20/21	FY21/22	FY22/23	Total
General Fund				\$327,500					\$327,500
Gas Tax Fund				\$192,500					\$192,500
Caltrans				\$65,000					\$65,000
RMRA Funds		\$15,000	\$15,000	\$65,000					\$80,000
Total	\$0	\$15,000	\$15,000	\$650,000	\$0	\$0	\$0	\$0	\$665,000

Financial Overview: R18-80 ADA Transition Plan - Curb Ramps

Phase	Prior Years			2019-2023 CIP BUDGET					
	Actual Life to Date thru FY 16/17	Estimated FY 17/18	Estimated Life to date thru FY 17/18	Proposed Budget FY 18/19	Projected				
					FY19/20	FY20/21	FY21/22	FY22/23	Total
Design		\$5,753	\$5,753		\$10,000	\$10,000	\$10,000	\$10,000	\$45,753
Construction Management				\$10,000	\$5,000	\$5,000	\$5,000	\$5,000	\$30,000
Construction Contract				\$60,000	\$85,000	\$85,000	\$85,000	\$85,000	\$400,000
Contingency				\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$50,000
Total	\$0	\$5,753	\$5,753	\$80,000	\$110,000	\$110,000	\$110,000	\$110,000	\$525,753
Funding Sources	Actual Life to Date thru FY 16/17	Estimated FY 17/18	Estimated Life to date thru FY 17/18	Proposed Budget FY 18/19	Projected				
					FY19/20	FY20/21	FY21/22	FY22/23	Total
General Fund		\$5,753	\$5,753	\$81,247	\$110,000	\$110,000	\$110,000	\$110,000	\$527,000
Total	\$0	\$5,753	\$5,753	\$81,247	\$110,000	\$110,000	\$110,000	\$110,000	\$527,000

CIP - STREETS

Financial Overview: R-18-81 Downtown Sidewalk Improvements

Phase	Prior Years			2019-2023 CIP BUDGET					
	Actual Life to Date thru FY 16/17	Estimated FY 17/18	Estimated Life to date thru FY 17/18	Proposed Budget FY 18/19	Projected				
					FY19/20	FY20/21	FY21/22	FY22/23	Total
Design				\$147,500	\$147,500				\$295,000
Legal Services				\$2,500	\$2,500				\$5,000
Construction Management						\$100,000			\$100,000
Construction Contract						\$1,206,000			\$1,206,000
Contingency						\$100,000			\$100,000
Total	\$0	\$0	\$0	\$150,000	\$150,000	\$1,406,000	\$0	\$0	\$1,706,000
Funding Sources	Actual Life to Date thru FY 16/17	Estimated FY 17/18	Estimated Life to date thru FY 17/18	Proposed Budget FY 18/19	Projected				
					FY19/20	FY20/21	FY21/22	FY22/23	Total
General Fund				\$75,000		\$100,000			\$175,000
Grant - OBAG II						\$1,206,000			\$1,206,000
Measure T				\$75,000	\$150,000	\$100,000			\$325,000
Total	\$0	\$0	\$0	\$150,000	\$150,000	\$1,406,000	\$0	\$0	\$1,706,000

Financial Overview: R19-79 Pavement Restoration

Phase	Prior Years			2019-2023 CIP BUDGET					
	Actual Life to Date thru FY 16/17	Estimated FY 17/18	Estimated Life to date thru FY 17/18	Proposed Budget FY 18/19	Projected				
					FY19/20	FY20/21	FY21/22	FY22/23	Total
Design				\$30,000	\$75,000	\$75,000	\$75,000	\$75,000	\$330,000
Construction Management				\$50,000	\$100,000	\$100,000	\$125,000	\$125,000	\$500,000
Construction Contract				\$620,000	\$1,050,000	\$1,225,000	\$1,300,000	\$1,300,000	\$5,495,000
Contingency				\$50,000	\$100,000	\$125,000	\$125,000	\$125,000	\$525,000
Total	\$0	\$0	\$0	\$750,000	\$1,325,000	\$1,525,000	\$1,625,000	\$1,625,000	\$6,850,000
Funding Sources	Actual Life to Date thru FY 16/17	Estimated FY 17/18	Estimated Life to date thru FY 17/18	Proposed Budget FY 18/19	Projected				
					FY19/20	FY20/21	FY21/22	FY22/23	Total
General Fund				\$284,189	\$379,189	\$379,189	\$379,189	\$379,189	\$1,800,945
Gas Tax Fund					\$31,811	\$31,811	\$31,811	\$31,811	\$127,244
Measure T				\$395,000	\$800,000	\$1,000,000	\$1,100,000	\$1,100,000	\$4,395,000
RMRA Funds				\$74,000	\$114,000	\$114,000	\$114,000	\$114,000	\$530,000
Total	\$0	\$0	\$0	\$753,189	\$1,325,000	\$1,525,000	\$1,625,000	\$1,625,000	\$6,853,189

CIP - STREETS

Financial Overview: R19-01 Stormwater Master Plan

Phase	Prior Years			2019-2023 CIP BUDGET					
	Actual Life to Date thru FY 16/17	Estimated FY 17/18	Estimated Life to date thru FY 17/18	Proposed Budget FY 18/19	Projected				
					FY19/20	FY20/21	FY21/22	FY22/23	Total
Design				\$100,000					\$100,000
Total	\$0	\$0	\$0	\$100,000	\$0	\$0	\$0	\$0	\$100,000
Funding Sources	Actual Life to Date thru FY 16/17	Estimated FY 17/18	Estimated Life to date thru FY 17/18	Proposed Budget FY 18/19	Projected				
					FY19/20	FY20/21	FY21/22	FY22/23	Total
General Fund				\$100,000					\$100,000
Total	\$0	\$0	\$0	\$100,000	\$0	\$0	\$0	\$0	\$100,000

Financial Overview: R19-02 Hunt Avenue Sidewalk Gap Closure

Phase	Prior Years			2019-2023 CIP BUDGET					
	Actual Life to Date thru FY 16/17	Estimated FY 17/18	Estimated Life to date thru FY 17/18	Proposed Budget FY 18/19	Projected				
					FY19/20	FY20/21	FY21/22	FY22/23	Total
Design				\$20,000					\$20,000
Construction Management				\$15,000					\$15,000
Construction Contract				\$100,000					\$100,000
Contingency				\$15,000					\$15,000
Total	\$0	\$0	\$0	\$150,000	\$0	\$0	\$0	\$0	\$150,000
Funding Sources	Actual Life to Date thru FY 16/17	Estimated FY 17/18	Estimated Life to date thru FY 17/18	Proposed Budget FY 18/19	Projected				
					FY19/20	FY20/21	FY21/22	FY22/23	Total
General Fund				\$20,000					\$20,000
Measure T				\$130,000					\$130,000
Total	\$0	\$0	\$0	\$150,000	\$0	\$0	\$0	\$0	\$150,000

Financial Overview: R19-03 Sulphur Creek Erosion Repair

Phase	Prior Years			2019-2023 CIP BUDGET					
	Actual Life to Date thru FY 16/17	Estimated FY 17/18	Estimated Life to date thru FY 17/18	Proposed Budget FY 18/19	Projected				
					FY19/20	FY20/21	FY21/22	FY22/23	Total
Design		\$5,000	\$5,000	\$20,000					\$25,000
Construction Management				\$15,000					\$15,000
Construction Contract				\$75,000					\$75,000
Contingency				\$15,000					\$15,000
Total	\$0	\$5,000	\$5,000	\$125,000	\$0	\$0	\$0	\$0	\$130,000
Funding Sources	Actual Life to Date thru FY 16/17	Estimated FY 17/18	Estimated Life to date thru FY 17/18	Proposed Budget FY 18/19	Projected				
					FY19/20	FY20/21	FY21/22	FY22/23	Total
Flood Control Funds		\$5,000	\$5,000	\$125,000					\$130,000
Total	\$0	\$5,000	\$5,000	\$125,000	\$0	\$0	\$0	\$0	\$130,000

CIP - STREETS

Financial Overview: R19-04 Sulphur Creek Sediment Removal

Phase	Prior Years			2019-2023 CIP BUDGET					
	Actual Life to Date thru FY 16/17	Estimated FY 17/18	Estimated Life to date thru FY 17/18	Proposed Budget FY 18/19	Projected				
					FY19/20	FY20/21	FY21/22	FY22/23	Total
Design				\$10,000					\$10,000
Total	\$0	\$0	\$0	\$10,000	\$0	\$0	\$0	\$0	\$10,000
Funding Sources	Actual Life to Date thru FY 16/17	Estimated FY 17/18	Estimated Life to date thru FY 17/18	Proposed Budget FY 18/19	Projected				
					FY19/20	FY20/21	FY21/22	FY22/23	Total
General Fund				\$10,000					\$10,000
Total	\$0	\$0	\$0	\$10,000	\$0	\$0	\$0	\$0	\$10,000

Financial Overview: R19-05 Grayson and South Crane Rehabilitation

Phase	Prior Years			2019-2023 CIP BUDGET					
	Actual Life to Date thru FY 16/17	Estimated FY 17/18	Estimated Life to date thru FY 17/18	Proposed Budget FY 18/19	Projected				
					FY19/20	FY20/21	FY21/22	FY22/23	Total
Design					\$150,000				\$150,000
Total	\$0	\$0	\$0	\$0	\$150,000	\$0	\$0	\$0	\$150,000
Funding Sources	Actual Life to Date thru FY 16/17	Estimated FY 17/18	Estimated Life to date thru FY 17/18	Proposed Budget FY 18/19	Projected				
					FY19/20	FY20/21	FY21/22	FY22/23	Total
Measure T					\$150,000				\$150,000
Total	\$0	\$0	\$0	\$0	\$150,000	\$0	\$0	\$0	\$150,000

CIP - WATER

Financial Overview: W-26 Upper York Creek Dam Removal

Phase	Prior Years			2019-2023 CIP BUDGET					
	Actual Life to Date thru FY 16/17	Estimated FY 17/18	Estimated Life to date thru FY 17/18	Proposed Budget FY 18/19	Projected				
					FY19/20	FY20/21	FY21/22	FY22/23	Total
Design	\$568,923	\$222,077	\$791,000	\$150,000					\$941,000
Environmental/Planning		\$100,000	\$100,000	\$45,000					\$145,000
Land & Easements		\$45,000	\$45,000						\$45,000
Construction Management				\$50,000	\$265,000	\$59,000	\$150,000	\$150,000	\$674,000
Construction Contract				\$200,000	\$4,000,000	\$450,000			\$4,650,000
Total	\$568,923	\$367,077	\$936,000	\$445,000	\$4,265,000	\$509,000	\$150,000	\$150,000	\$6,455,000
Funding Sources	Actual Life to Date thru FY 16/17	Estimated FY 17/18	Estimated Life to date thru FY 17/18	Proposed Budget FY 18/19	Projected				
					FY19/20	FY20/21	FY21/22	FY22/23	Total
General Fund		\$800,000	\$800,000	\$800,000					\$1,600,000
Grant - Prop 84					\$800,000				\$800,000
Grant - EPA SFBWQIF	\$24,923	\$5,000	\$29,923	\$50,000	\$907,953				\$987,876
Water Bond	\$568,923	\$342,154	\$911,077	\$445,000	\$1,643,923				\$3,000,000
Water Utility					\$47,888	\$19,236			\$67,124
Total	\$593,846	\$1,147,154	\$1,741,000	\$1,295,000	\$3,399,764	\$19,236	\$0	\$0	\$6,455,000

Financial Overview: W-27 Meadowood Tank Upgrades

Phase	Prior Years			2019-2023 CIP BUDGET					
	Actual Life to Date thru FY 16/17	Estimated FY 17/18	Estimated Life to date thru FY 17/18	Proposed Budget FY 18/19	Projected				
					FY19/20	FY20/21	FY21/22	FY22/23	Total
Design				\$50,000					\$50,000
Legal Services					\$3,000				\$3,000
Construction Management					\$47,000				\$47,000
Construction Contract					\$350,000				\$350,000
Contingency					\$50,000				\$50,000
Total	\$0	\$0	\$0	\$50,000	\$450,000	\$0	\$0	\$0	\$500,000
Funding Sources	Actual Life to Date thru FY 16/17	Estimated FY 17/18	Estimated Life to date thru FY 17/18	Proposed Budget FY 18/19	Projected				
					FY19/20	FY20/21	FY21/22	FY22/23	Total
Water Impact Fee					\$189,950				\$189,950
Water Bond				\$50,000	\$70,100				\$120,100
Water Utility					\$189,950				\$189,950
Total	\$0	\$0	\$0	\$50,000	\$450,000	\$0	\$0	\$0	\$500,000

CIP - WATER

Financial Overview: W-35 Bell Canyon Reservoir Improvements

Phase	Prior Years			2019-2023 CIP BUDGET					
	Actual Life to Date thru FY 16/17	Estimated FY 17/18	Estimated Life to date thru FY 17/18	Proposed Budget FY 18/19	Projected				
					FY19/20	FY20/21	FY21/22	FY22/23	Total
Design							\$50,000		\$50,000
Construction Management							\$50,000		\$50,000
Construction Contract							\$750,000		\$750,000
Contingency							\$50,000		\$50,000
Total	\$0	\$0	\$0	\$0	\$0	\$0	\$900,000	\$0	\$900,000
Funding Sources	Actual Life to Date thru FY 16/17	Estimated FY 17/18	Estimated Life to date thru FY 17/18	Proposed Budget FY 18/19	Projected				
					FY19/20	FY20/21	FY21/22	FY22/23	Total
Impact Fee							\$135,000		\$135,000
Water Utility							\$765,000		\$765,000
Total	\$0	\$0	\$0	\$0	\$0	\$0	\$900,000	\$0	\$900,000

Financial Overview: W-80 Dwyer Road Booster (Pump Station)

Phase	Prior Years			2019-2023 CIP BUDGET					
	Actual Life to Date thru FY 16/17	Estimated FY 17/18	Estimated Life to date thru FY 17/18	Proposed Budget FY 18/19	Projected				
					FY19/20	FY20/21	FY21/22	FY22/23	Total
Design	\$102,429					\$187,571			\$187,571
Construction Management						\$150,000	\$150,000		\$300,000
Construction Contract						\$1,000,000	\$1,000,000		\$2,000,000
Total	\$102,429	\$0	\$0	\$0	\$0	\$1,337,571	\$1,150,000	\$0	\$2,590,000
Funding Sources	Actual Life to Date thru FY 16/17	Estimated FY 17/18	Estimated Life to date thru FY 17/18	Proposed Budget FY 18/19	Projected				
					FY19/20	FY20/21	FY21/22	FY22/23	Total
Water Impact Fee						\$229,595	\$191,666		\$421,261
Water Bond	\$34,143		\$34,143						\$34,143
Water Utility						\$229,595	\$191,667		\$421,262
Grant/Inter-Agency Funds	\$68,286		\$68,286			\$878,381	\$766,667		\$1,713,334
Total	\$102,429	\$0	\$102,429	\$0	\$0	\$1,337,571	\$1,150,000	\$0	\$2,590,000

CIP - WATER

Financial Overview: W-85 Bell House Valve Replacement

Phase	Prior Years			2019-2023 CIP BUDGET					
	Actual Life to Date thru FY 16/17	Estimated FY 17/18	Estimated Life to date thru FY 17/18	Proposed Budget FY 18/19	Projected				Total
					FY19/20	FY20/21	FY21/22	FY22/23	
Design	\$49,030		\$49,030	\$70,000					\$119,030
Construction Management					\$50,000				\$50,000
Construction Contract					\$377,105				\$377,105
Contingency					\$50,000				\$50,000
Total	\$49,030	\$0	\$49,030	\$70,000	\$477,105	\$0	\$0	\$0	\$596,135
Funding Sources	Actual Life to Date thru FY 16/17	Estimated FY 17/18	Estimated Life to date thru FY 17/18	Proposed Budget FY 18/19	Projected				Total
					FY19/20	FY20/21	FY21/22	FY22/23	
Water Impact Fee				\$7,500	\$71,566				\$79,066
Water Utility	\$49,030		\$49,030	\$62,500	\$405,539				\$517,069
Total	\$49,030	\$0	\$49,030	\$70,000	\$477,105	\$0	\$0	\$0	\$596,135

Financial Overview: W-86 Holmes Tank Upgrades

Phase	Prior Years			2019-2023 CIP BUDGET					
	Actual Life to Date thru FY 16/17	Estimated FY 17/18	Estimated Life to date thru FY 17/18	Proposed Budget FY 18/19	Projected				Total
					FY19/20	FY20/21	FY21/22	FY22/23	
Design	\$84,355	\$30,900	\$115,255	\$10,000					\$125,255
Construction Management							\$150,000		\$150,000
Construction Contract							\$1,000,000		\$1,000,000
Contingency							\$175,000		\$175,000
Total	\$84,355	\$30,900	\$115,255	\$10,000	\$0	\$0	\$1,325,000	\$0	\$1,450,255
Funding Sources	Actual Life to Date thru FY 16/17	Estimated FY 17/18	Estimated Life to date thru FY 17/18	Proposed Budget FY 18/19	Projected				Total
					FY19/20	FY20/21	FY21/22	FY22/23	
Water Impact Fee	\$42,178	\$15,450	\$57,628	\$5,000			\$662,500		\$725,128
Water Utility	\$42,178	\$15,450	\$57,628	\$5,000			\$662,500		\$725,128
Total	\$84,355	\$30,900	\$115,255	\$10,000	\$0	\$0	\$1,325,000	\$0	\$1,450,255

CIP - WATER

Financial Overview: W-91 Bell Canyon Creek Flow Measurement

Phase	Prior Years			2019-2023 CIP BUDGET					
	Actual Life to Date thru FY 16/17	Estimated FY 17/18	Estimated Life to date thru FY 17/18	Proposed Budget FY 18/19	Projected				
					FY19/20	FY20/21	FY21/22	FY22/23	Total
Design	\$122,645	\$20,000	\$142,645	\$91,240					\$233,885
Construction Management				\$15,000					\$15,000
Construction Contract				\$167,750					\$167,750
Total	\$122,645	\$20,000	\$142,645	\$273,990	\$0.00	\$0	\$0	\$0	\$416,635
Funding Sources	Actual Life to Date thru FY 16/17	Estimated FY 17/18	Estimated Life to date thru FY 17/18	Proposed Budget FY 18/19	Projected				
					FY19/20	FY20/21	FY21/22	FY22/23	Total
Water Impact Fee		\$3,000	\$3,000	\$41,099					\$44,099
Water Bond	\$100,000		\$100,000						\$100,000
Water Utility	\$22,645	\$17,000.00	\$39,645	\$232,892					\$272,537
Total	\$122,645	\$20,000	\$142,645	\$273,990	\$0	\$0	\$0	\$0	\$416,635

Financial Overview: W-93 Sludge Handling Program

Phase	Prior Years			2019-2023 CIP BUDGET					
	Actual Life to Date thru FY 16/17	Estimated FY 17/18	Estimated Life to date thru FY 17/18	Proposed Budget FY 18/19	Projected				
					FY19/20	FY20/21	FY21/22	FY22/23	Total
Design						\$150,000			\$150,000
Total	\$0	\$0	\$0	\$0	\$0	\$150,000	\$0	\$0	\$150,000
Funding Sources	Actual Life to Date thru FY 16/17	Estimated FY 17/18	Estimated Life to date thru FY 17/18	Proposed Budget FY 18/19	Projected				
					FY19/20	FY20/21	FY21/22	FY22/23	Total
Water Utility						\$150,000			\$150,000
Total	\$0	\$0	\$0	\$0	\$0	\$150,000	\$0	\$0	\$150,000

Financial Overview: W-101 Tank 2 Rehabilitation

Phase	Prior Years			2019-2023 CIP BUDGET					
	Actual Life to Date thru FY 16/17	Estimated FY 17/18	Estimated Life to date thru FY 17/18	Proposed Budget FY 18/19	Projected				
					FY19/20	FY20/21	FY21/22	FY22/23	Total
Design				\$60,000					\$60,000
Construction Management					\$60,000				\$60,000
Construction Contract					\$570,000				\$570,000
Contingency					\$60,000				\$60,000
Total	\$0	\$0	\$0	\$60,000	\$690,000	\$0	\$0	\$0	\$750,000
Funding Sources	Actual Life to Date thru FY 16/17	Estimated FY 17/18	Estimated Life to date thru FY 17/18	Proposed Budget FY 18/19	Projected				
					FY19/20	FY20/21	FY21/22	FY22/23	Total
Water Utility				\$60,000	\$690,000				\$750,000
Total	\$0	\$0	\$0	\$60,000	\$690,000	\$0	\$0	\$0	\$750,000

CIP - WATER

Financial Overview: W-106 Pump Station Upgrades									
Phase	Prior Years			Proposed Budget FY 18/19	2019-2023 CIP BUDGET				
	Actual Life to Date thru FY 16/17	Estimated FY 17/18	Estimated Life to date thru FY 17/18		Projected				Total
Design				\$20,000					\$20,000
Construction Management					\$20,000				\$20,000
Construction Contract					\$160,000				\$160,000
Total	\$0	\$0	\$0	\$20,000	\$180,000	\$0	\$0	\$0	\$200,000
Funding Sources	Actual Life to Date thru FY 16/17	Estimated FY 17/18	Estimated Life to date thru FY 17/18	Proposed Budget FY 18/19	Projected				
					FY19/20	FY20/21	FY21/22	FY22/23	Total
Water Utility				\$20,000	\$180,000				\$200,000
Total	\$0	\$0	\$0	\$20,000	\$180,000	\$0	\$0	\$0	\$200,000

Financial Overview: W-108 Lower Reservoir Rehab (York Creek)									
Phase	Prior Years			Proposed Budget FY 18/19	2019-2023 CIP BUDGET				
	Actual Life to Date thru FY 16/17	Estimated FY 17/18	Estimated Life to date thru FY 17/18		Projected				Total
Design	\$162,475	\$3,679	\$166,154	\$44,541					\$210,695
Total	\$162,475	\$3,679	\$166,154	\$44,541	\$0	\$0	\$0	\$0	\$210,695
Funding Sources	Actual Life to Date thru FY 16/17	Estimated FY 17/18	Estimated Life to date thru FY 17/18	Proposed Budget FY 18/19	Projected				
					FY19/20	FY20/21	FY21/22	FY22/23	Total
Water Utility	\$146,154		\$146,154	\$64,541					\$210,695
Total	\$146,154	\$0	\$146,154	\$64,541	\$0	\$0	\$0	\$0	\$210,695

Financial Overview: W-109 Bell Canyon Intake Tower Replacement									
Phase	Prior Years			Proposed Budget FY 18/19	2019-2023 CIP BUDGET				
	Actual Life to Date thru FY 16/17	Estimated FY 17/18	Estimated Life to date thru FY 17/18		Projected				Total
Design		\$64,496	\$64,496	\$359,144					\$423,640
Legal Services					\$3,000				\$3,000
Construction Management					\$174,750				\$174,750
Construction Contract					\$1,650,000				\$1,650,000
Contingency					\$172,250				\$172,250
Total	\$0	\$64,496	\$64,496	\$359,144	\$2,000,000	\$0	\$0	\$0	\$2,423,640
Funding Sources	Actual Life to Date thru FY 16/17	Estimated FY 17/18	Estimated Life to date thru FY 17/18	Proposed Budget FY 18/19	Projected				
					FY19/20	FY20/21	FY21/22	FY22/23	Total
Water Impact Fee		\$9,674	\$9,674	\$53,872	\$300,000				\$363,546
Water Utility		\$54,822	\$54,822	\$305,272	\$1,700,000				\$2,060,094
Total	\$0	\$64,496	\$64,496	\$359,144	\$2,000,000	\$0	\$0	\$0	\$2,423,640

CIP - WATER

Financial Overview: W-110 Rutherford Pump Upgrade

Phase	Prior Years			2019-2023 CIP BUDGET					
	Actual Life to Date thru FY 16/17	Estimated FY 17/18	Estimated Life to date thru FY 17/18	Proposed Budget FY 18/19	Projected				
					FY19/20	FY20/21	FY21/22	FY22/23	Total
Design				\$50,000					\$50,000
Construction Management					\$50,000				\$50,000
Construction Contract					\$350,000				\$350,000
Contingency					\$50,000				\$50,000
Total	\$0	\$0	\$0	\$50,000	\$450,000	\$0	\$0	\$0	\$500,000
Funding Sources	Actual Life to Date thru FY 16/17	Estimated FY 17/18	Estimated Life to date thru FY 17/18	Proposed Budget FY 18/19	Projected				
					FY19/20	FY20/21	FY21/22	FY22/23	Total
Water Utility				\$50,000	\$450,000				\$500,000
Total	\$0	\$0	\$0	\$50,000	\$450,000	\$0	\$0	\$0	\$500,000

Financial Overview: W18-111 WTP Condition Assessment

Phase	Prior Years			2019-2023 CIP BUDGET					
	Actual Life to Date thru FY 16/17	Estimated FY 17/18	Estimated Life to date thru FY 17/18	Proposed Budget FY 18/19	Projected				
					FY19/20	FY20/21	FY21/22	FY22/23	Total
Design							\$150,000		\$150,000
Total	\$0	\$0	\$0	\$0	\$0	\$0	\$150,000	\$0	\$150,000
Funding Sources	Actual Life to Date thru FY 16/17	Estimated FY 17/18	Estimated Life to date thru FY 17/18	Proposed Budget FY 18/19	Projected				
					FY19/20	FY20/21	FY21/22	FY22/23	Total
Water Utility							\$150,000		\$150,000
Total	\$0	\$0	\$0	\$0	\$0	\$0	\$150,000	\$0	\$150,000

Financial Overview: W18-112 Spill Containment at Bell Creek

Phase	Prior Years			2019-2023 CIP BUDGET					
	Actual Life to Date thru FY 16/17	Estimated FY 17/18	Estimated Life to date thru FY 17/18	Proposed Budget FY 18/19	Projected				
					FY19/20	FY20/21	FY21/22	FY22/23	Total
Design				\$10,000					\$10,000
Construction Management				\$10,000					\$10,000
Construction Contract				\$50,000					\$50,000
Contingency				\$5,000					\$5,000
Total	\$0	\$0	\$0	\$75,000	\$0	\$0	\$0	\$0	\$75,000
Funding Sources	Actual Life to Date thru FY 16/17	Estimated FY 17/18	Estimated Life to date thru FY 17/18	Proposed Budget FY 18/19	Projected				
					FY19/20	FY20/21	FY21/22	FY22/23	Total
Water Utility				\$75,000					\$75,000
Total	\$0	\$0	\$0	\$75,000	\$0	\$0	\$0	\$0	\$75,000

CIP - WATER

Financial Overview: W18-113SCADA Improvements at Rutherford & Holmes

Phase	Prior Years			2019-2023 CIP BUDGET					
	Actual Life to Date thru FY 16/17	Estimated FY 17/18	Estimated Life to date thru FY 17/18	Proposed Budget FY 18/19	Projected				
					FY19/20	FY20/21	FY21/22	FY22/23	Total
Design						\$25,000			\$25,000
Construction Management							\$25,000		\$25,000
Construction Contract							\$100,000		\$100,000
Total	\$0	\$0	\$0	\$0	\$0	\$25,000	\$125,000	\$0	\$150,000
Funding Sources	Actual Life to Date thru FY 16/17	Estimated FY 17/18	Estimated Life to date thru FY 17/18	Proposed Budget FY 18/19	Projected				
					FY19/20	FY20/21	FY21/22	FY22/23	Total
Water Utility						\$25,000	\$125,000		\$150,000
Total	\$0	\$0	\$0	\$0	\$0	\$25,000	\$125,000	\$0	\$150,000

Financial Overview: W18-114 Spill Containment at SB Wells

Phase	Prior Years			2019-2023 CIP BUDGET					
	Actual Life to Date thru FY 16/17	Estimated FY 17/18	Estimated Life to date thru FY 17/18	Proposed Budget FY 18/19	Projected				
					FY19/20	FY20/21	FY21/22	FY22/23	Total
Design				\$10,000					\$10,000
Construction Management				\$10,000					\$10,000
Construction Contract				\$50,000					\$50,000
Contingency				\$5,000					\$5,000
Total	\$0	\$0	\$0	\$75,000	\$0	\$0	\$0	\$0	\$75,000
Funding Sources	Actual Life to Date thru FY 16/17	Estimated FY 17/18	Estimated Life to date thru FY 17/18	Proposed Budget FY 18/19	Projected				
					FY19/20	FY20/21	FY21/22	FY22/23	Total
Water Utility				\$75,000					\$75,000
Total	\$0	\$0	\$0	\$75,000	\$0	\$0	\$0	\$0	\$75,000

Financial Overview: W18-115 Remove Restriction at Rutherford Pump Station

Phase	Prior Years			2019-2023 CIP BUDGET					
	Actual Life to Date thru FY 16/17	Estimated FY 17/18	Estimated Life to date thru FY 17/18	Proposed Budget FY 18/19	Projected				
					FY19/20	FY20/21	FY21/22	FY22/23	Total
Design				\$25,000					\$25,000
Construction Management					\$25,000				\$25,000
Construction Contract				\$25,000	\$75,000				\$100,000
Total	\$0	\$0	\$0	\$50,000	\$100,000	\$0	\$0	\$0	\$150,000
Funding Sources	Actual Life to Date thru FY 16/17	Estimated FY 17/18	Estimated Life to date thru FY 17/18	Proposed Budget FY 18/19	Projected				
					FY19/20	FY20/21	FY21/22	FY22/23	Total
Water Utility				\$50,000	\$100,000				\$150,000
Total	\$0	\$0	\$0	\$50,000	\$100,000	\$0	\$0	\$0	\$150,000

CIP - WATER

Financial Overview: W18-116 Update GIS Maps of Water System

Phase	Prior Years			2019-2023 CIP BUDGET					
	Actual Life to Date thru FY 16/17	Estimated FY 17/18	Estimated Life to date thru FY 17/18	Proposed Budget FY 18/19	Projected				
					FY19/20	FY20/21	FY21/22	FY22/23	Total
Design				\$50,000					\$50,000
Total	\$0	\$0	\$0	\$50,000	\$0	\$0	\$0	\$0	\$50,000
Funding Sources	Actual Life to Date thru FY 16/17	Estimated FY 17/18	Estimated Life to date thru FY 17/18	Proposed Budget FY 18/19	Projected				
					FY19/20	FY20/21	FY21/22	FY22/23	Total
Water Utility				\$50,000					\$50,000
Total	\$0	\$0	\$0	\$50,000	\$0	\$0	\$0	\$0	\$50,000

Financial Overview: W18-117 Water Master Plan Update

Phase	Prior Years			2019-2023 CIP BUDGET					
	Actual Life to Date thru FY 16/17	Estimated FY 17/18	Estimated Life to date thru FY 17/18	Proposed Budget FY 18/19	Projected				
					FY19/20	FY20/21	FY21/22	FY22/23	Total
Design				\$150,000					\$150,000
Total	\$0	\$0	\$0	\$150,000	\$0	\$0	\$0	\$0	\$150,000
Funding Sources	Actual Life to Date thru FY 16/17	Estimated FY 17/18	Estimated Life to date thru FY 17/18	Proposed Budget FY 18/19	Projected				
					FY19/20	FY20/21	FY21/22	FY22/23	Total
Water Utility				\$150,000					\$150,000
Total	\$0	\$0	\$0	\$150,000	\$0	\$0	\$0	\$0	\$150,000

Financial Overview: W18-118 Replace Mains <6 in Diameter

Phase	Prior Years			2019-2023 CIP BUDGET					
	Actual Life to Date thru FY 16/17	Estimated FY 17/18	Estimated Life to date thru FY 17/18	Proposed Budget FY 18/19	Projected				
					FY19/20	FY20/21	FY21/22	FY22/23	Total
Design							\$30,000	\$40,000	\$70,000
Construction Management							\$30,000	\$40,000	\$70,000
Construction Contract							\$300,000	\$465,000	\$765,000
Contingency							\$40,000	\$55,000	\$95,000
Total	\$0	\$0	\$0	\$0	\$0	\$0	\$400,000	\$600,000	\$1,000,000
Funding Sources	Actual Life to Date thru FY 16/17	Estimated FY 17/18	Estimated Life to date thru FY 17/18	Proposed Budget FY 18/19	Projected				
					FY19/20	FY20/21	FY21/22	FY22/23	Total
Water Utility							\$400,000	\$600,000	\$1,000,000
Total	\$0	\$0	\$0	\$0	\$0	\$0	\$400,000	\$600,000	\$1,000,000

CIP - WATER

Financial Overview: W18-120 Bell Canyon Phreatic Surface Monitoring and Assessment									
Phase	Prior Years			Proposed Budget FY 18/19	2019-2023 CIP BUDGET				
	Actual Life to Date thru FY 16/17	Estimated FY 17/18	Estimated Life to date thru FY 17/18		Projected				
					FY19/20	FY20/21	FY21/22	FY22/23	Total
Design		\$45,119	\$45,119	\$19,881					\$65,000
Total	\$0	\$45,119	\$45,119	\$19,881	\$0	\$0	\$0	\$0	\$65,000
Funding Sources	Actual Life to Date thru FY 16/17	Estimated FY 17/18	Estimated Life to date thru FY 17/18	Proposed Budget FY 18/19	Projected				
					FY19/20	FY20/21	FY21/22	FY22/23	Total
Water Utility		\$45,119	\$45,119	\$19,881					\$65,000
Total	\$0	\$45,119	\$45,119	\$19,881	\$0	\$0	\$0	\$0	\$65,000

Financial Overview: W18-119 Bell Canyon Spillway Stability Assessment									
Phase	Prior Years			Proposed Budget FY 18/19	2019-2023 CIP BUDGET				
	Actual Life to Date thru FY 16/17	Estimated FY 17/18	Estimated Life to date thru FY 17/18		Projected				
					FY19/20	FY20/21	FY21/22	FY22/23	Total
Design		\$80,440	\$80,440	\$19,560					\$100,000
Total	\$0	\$80,440	\$80,440	\$19,560	\$0	\$0	\$0	\$0	\$100,000
Funding Sources	Actual Life to Date thru FY 16/17	Estimated FY 17/18	Estimated Life to date thru FY 17/18	Proposed Budget FY 18/19	Projected				
					FY19/20	FY20/21	FY21/22	FY22/23	Total
Water Utility		\$80,440	\$80,440	\$19,560					\$100,000
Total	\$0	\$80,440	\$80,440	\$19,560	\$0	\$0	\$0	\$0	\$100,000

CIP - WASTEWATER

Financial Overview: S-52 WWTP Phase 1 Upgrades

Phase	Prior Years			2019-2023 CIP BUDGET					
	Actual Life to Date thru FY 16/17	Estimated FY 17/18	Estimated Life to date thru FY 17/18	Proposed Budget FY 18/19	Projected				
					FY19/20	FY20/21	FY21/22	FY22/23	Total
Design	\$203,763	\$402,491	\$606,254	\$972,260					\$1,578,514
Environmental/Planning					\$35,000				\$35,000
Legal Services				\$5,000	\$2,500	\$2,500			\$10,000
Construction Management					\$268,500	\$268,500			\$537,000
Construction Contract					\$3,135,000	\$3,135,000			\$6,270,000
Total	\$203,763	\$402,491	\$606,254	\$977,260	\$3,441,000	\$3,406,000	\$0	\$0	\$8,430,514
Funding Sources	Actual Life to Date thru FY 16/17	Estimated FY 17/18	Estimated Life to date thru FY 17/18	Proposed Budget FY 18/19	Projected				
					FY19/20	FY20/21	FY21/22	FY22/23	Total
Wastewater Impact Fee					\$ 11,250	\$ 11,250			\$ 22,500
Wastewater Utility	\$ 203,763	\$ 402,491	\$ 606,254	\$ 977,260	\$3,429,750	\$3,394,750			\$8,408,014
Total	\$203,763	\$402,491	\$606,254	\$977,260	\$3,441,000	\$3,406,000	\$0	\$0	\$8,430,514

Financial Overview: S-53 Reclamation Field Improvements

Phase	Prior Years			2019-2023 CIP BUDGET					
	Actual Life to Date thru FY 16/17	Estimated FY 17/18	Estimated Life to date thru FY 17/18	Proposed Budget FY 18/19	Projected				
					FY19/20	FY20/21	FY21/22	FY22/23	Total
Design	\$11,760		\$11,760		\$30,000				\$41,760
Legal Services						\$2,000	\$2,000		\$4,000
Construction Management						\$60,000	\$60,000		\$120,000
Construction Contract		\$30,000	\$30,000	\$150,000		\$380,240	\$558,000		\$1,118,240
Contingency						\$58,000	\$58,000		\$116,000
Total	\$11,760	\$30,000	\$41,760	\$150,000	\$30,000	\$500,240	\$678,000	\$0	\$1,400,000
Funding Sources	Actual Life to Date thru FY 16/17	Estimated FY 17/18	Estimated Life to date thru FY 17/18	Proposed Budget FY 18/19	Projected				
					FY19/20	FY20/21	FY21/22	FY22/23	Total
Wastewater Impact Fee				\$22,500	\$4,500	\$75,036	\$101,700		\$203,736
Wastewater Utility	\$11,760	\$30,000	\$41,760	\$127,500	\$25,500	\$425,204	\$576,300		\$1,196,264
Total	\$11,760	\$30,000	\$41,760	\$150,000	\$30,000	\$500,240	\$678,000	\$0	\$1,400,000

CIP - WASTEWATER

Financial Overview: S-62 Facilities Automation

Phase	Prior Years			2019-2023 CIP BUDGET					
	Actual Life to Date thru FY 16/17	Estimated FY 17/18	Estimated Life to date thru FY 17/18	Proposed Budget FY 18/19	Projected				
					FY19/20	FY20/21	FY21/22	FY22/23	Total
Design						\$20,000			\$20,000
Construction Management							\$1,000		\$1,000
Construction Contract							\$100,000		\$100,000
Contingency							\$14,000		\$14,000
Total	\$0	\$0	\$0	\$0	\$0	\$20,000	\$115,000	\$0	\$135,000
Funding Sources	Actual Life to Date thru FY 16/17	Estimated FY 17/18	Estimated Life to date thru FY 17/18	Proposed Budget FY 18/19	Projected				
					FY19/20	FY20/21	FY21/22	FY22/23	Total
Wastewater Utility						\$20,000	\$115,000		\$135,000
Total	\$0	\$0	\$0	\$0	\$0	\$20,000	\$115,000	\$0	\$135,000

Financial Overview: S-66 New Well at WWTP

Phase	Prior Years			2019-2023 CIP BUDGET					
	Actual Life to Date thru FY 16/17	Estimated FY 17/18	Estimated Life to date thru FY 17/18	Proposed Budget FY 18/19	Projected				
					FY19/20	FY20/21	FY21/22	FY22/23	Total
Design				\$10,000					\$10,000
Construction Management				\$5,000					\$5,000
Construction Contract				\$50,000					\$50,000
Total	\$0	\$0	\$0	\$65,000	\$0	\$0	\$0	\$0	\$65,000
Funding Sources	Actual Life to Date thru FY 16/17	Estimated FY 17/18	Estimated Life to date thru FY 17/18	Proposed Budget FY 18/19	Projected				
					FY19/20	FY20/21	FY21/22	FY22/23	Total
Wastewater Utility				\$65,000					\$65,000
Total	\$0	\$0	\$0	\$65,000	\$0	\$0	\$0	\$0	\$65,000

Financial Overview: S18-70 Replace 1% of Sewer Mains Annually

Phase	Prior Years			2019-2023 CIP BUDGET					
	Actual Life to Date thru FY 16/17	Estimated FY 17/18	Estimated Life to date thru FY 17/18	Proposed Budget FY 18/19	Projected				
					FY19/20	FY20/21	FY21/22	FY22/23	Total
Design					\$15,000	\$15,000	\$15,000	\$15,000	\$60,000
Construction Management					\$20,000	\$20,000	\$20,000	\$20,000	\$80,000
Construction Contract					\$100,000	\$100,000	\$100,000	\$100,000	\$400,000
Contingency					\$15,000	\$15,000	\$15,000	\$15,000	\$60,000
CIP Overheads									\$0
Total	\$0	\$0	\$0	\$0	\$150,000	\$150,000	\$150,000	\$150,000	\$600,000
Funding Sources	Actual Life to Date thru FY 16/17	Estimated FY 17/18	Estimated Life to date thru FY 17/18	Proposed Budget FY 18/19	Projected				
					FY19/20	FY20/21	FY21/22	FY22/23	Total
Wastewater Utility					\$150,000	\$150,000	\$150,000	\$150,000	\$600,000
Total	\$0	\$0	\$0	\$0	\$150,000	\$150,000	\$150,000	\$150,000	\$600,000

CIP - WASTEWATER

Financial Overview: S18-71 Crinella Pump Station Upgrade

Phase	Prior Years			2019-2023 CIP BUDGET					
	Actual Life to Date thru FY 16/17	Estimated FY 17/18	Estimated Life to date thru FY 17/18	Proposed Budget FY 18/19	Projected				
					FY19/20	FY20/21	FY21/22	FY22/23	Total
Design		\$15,000	\$15,000	\$128,150					\$143,150
Legal Services					\$2,000				\$2,000
Construction Management					\$71,350				\$71,350
Construction Contract					\$450,000				\$450,000
Contingency					\$50,000				\$50,000
CIP Overheads									\$0
Total	\$0	\$15,000	\$15,000	\$128,150	\$573,350	\$0	\$0	\$0	\$716,500
Funding Sources	Actual Life to Date thru FY 16/17	Estimated FY 17/18	Estimated Life to date thru FY 17/18	Proposed Budget FY 18/19	Projected				
					FY19/20	FY20/21	FY21/22	FY22/23	Total
Wastewater Utility		\$15,000	\$15,000	\$128,150	\$573,350				\$716,500
Total	\$0	\$15,000	\$15,000	\$128,150	\$573,350	\$0	\$0	\$0	\$716,500

Financial Overview: S18-72 Add Sewer Pump Stations to SCADA

Phase	Prior Years			2019-2023 CIP BUDGET					
	Actual Life to Date thru FY 16/17	Estimated FY 17/18	Estimated Life to date thru FY 17/18	Proposed Budget FY 18/19	Projected				
					FY19/20	FY20/21	FY21/22	FY22/23	Total
Design						\$50,000			\$50,000
Construction Contract							\$100,000		\$100,000
Total	\$0	\$0	\$0	\$0	\$0	\$50,000	\$100,000	\$0	\$150,000
Funding Sources	Actual Life to Date thru FY 16/17	Estimated FY 17/18	Estimated Life to date thru FY 17/18	Proposed Budget FY 18/19	Projected				
					FY19/20	FY20/21	FY21/22	FY22/23	Total
Wastewater Utility						\$50,000	\$100,000		\$150,000
Total	\$0	\$0	\$0	\$0	\$0	\$50,000	\$100,000	\$0	\$150,000

Financial Overview: S18-73 Wet Weather Flow Monitoring

Phase	Prior Years			2019-2023 CIP BUDGET					
	Actual Life to Date thru FY 16/17	Estimated FY 17/18	Estimated Life to date thru FY 17/18	Proposed Budget FY 18/19	Projected				
					FY19/20	FY20/21	FY21/22	FY22/23	Total
Design				\$50,000					\$50,000
Total	\$0	\$0	\$0	\$50,000	\$0	\$0	\$0	\$0	\$50,000
Funding Sources	Actual Life to Date thru FY 16/17	Estimated FY 17/18	Estimated Life to date thru FY 17/18	Proposed Budget FY 18/19	Projected				
					FY19/20	FY20/21	FY21/22	FY22/23	Total
Wastewater Utility				\$50,000					\$50,000
Total	\$0	\$0	\$0	\$50,000	\$0	\$0	\$0	\$0	\$50,000

CIP - WASTEWATER

Financial Overview: S18-74 Update GIS Maps of Sewer System

Phase	Prior Years			2019-2023 CIP BUDGET					
	Actual Life to Date thru FY 16/17	Estimated FY 17/18	Estimated Life to date thru FY 17/18	Proposed Budget FY 18/19	Projected				Total
Design				\$50,000					\$50,000
Total	\$0	\$0	\$0	\$50,000	\$0	\$0	\$0	\$0	\$50,000
Funding Sources	Actual Life to Date thru FY 16/17	Estimated FY 17/18	Estimated Life to date thru FY 17/18	Proposed Budget FY 18/19	Projected				Total
					FY19/20	FY20/21	FY21/22	FY22/23	
Wastewater Utility				\$50,000					\$50,000
Total	\$0	\$0	\$0	\$50,000	\$0	\$0	\$0	\$0	\$50,000

Financial Overview: S18-75 Sewer Master Plan

Phase	Prior Years			2019-2023 CIP BUDGET					
	Actual Life to Date thru FY 16/17	Estimated FY 17/18	Estimated Life to date thru FY 17/18	Proposed Budget FY 18/19	Projected				Total
Design				\$150,000					\$150,000
Total	\$0	\$0	\$0	\$150,000	\$0	\$0	\$0	\$0	\$150,000
Funding Sources	Actual Life to Date thru FY 16/17	Estimated FY 17/18	Estimated Life to date thru FY 17/18	Proposed Budget FY 18/19	Projected				Total
					FY19/20	FY20/21	FY21/22	FY22/23	
Wastewater Utility				\$150,000					\$150,000
Total	\$0	\$0	\$0	\$150,000	\$0	\$0	\$0	\$0	\$150,000

Financial Overview: S18-78 Recycled Water Feasibility Study

Phase	Prior Years			2019-2023 CIP BUDGET					
	Actual Life to Date thru FY 16/17	Estimated FY 17/18	Estimated Life to date thru FY 17/18	Proposed Budget FY 18/19	Projected				Total
Design								\$150,000	\$150,000
Total	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$150,000	\$150,000
Funding Sources	Actual Life to Date thru FY 16/17	Estimated FY 17/18	Estimated Life to date thru FY 17/18	Proposed Budget FY 18/19	Projected				Total
					FY19/20	FY20/21	FY21/22	FY22/23	
Wastewater Utility								\$75,000	\$75,000
State Grant								\$75,000	\$75,000
Total	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$150,000	\$150,000

CIP - WASTEWATER

Financial Overview: S18-79 Replace Operations Building and Shop

Phase	Prior Years			2019-2023 CIP BUDGET					
	Actual Life to Date thru FY 16/17	Estimated FY 17/18	Estimated Life to date thru FY 17/18	Proposed Budget FY 18/19	Projected				
					FY19/20	FY20/21	FY21/22	FY22/23	Total
Design							\$98,000		\$98,000
Legal Services							\$2,000		\$2,000
Construction Management								\$50,000	\$50,000
Construction Contract								\$900,000	\$900,000
Contingency								\$50,000	\$50,000
Total	\$0	\$0	\$0	\$0	\$0	\$0	\$100,000	\$1,000,000	\$1,100,000
Funding Sources	Actual Life to Date thru FY 16/17	Estimated FY 17/18	Estimated Life to date thru FY 17/18	Proposed Budget FY 18/19	Projected				
					FY19/20	FY20/21	FY21/22	FY22/23	Total
Wastewater Utility							\$100,000	\$1,000,000	\$1,100,000
Total	\$0	\$0	\$0	\$0	\$0	\$0	\$100,000	\$1,000,000	\$1,100,000

Financial Overview: S18-80 WWTP Phase 2 Upgrades

Phase	Prior Years			2019-2023 CIP BUDGET					
	Actual Life to Date thru FY 16/17	Estimated FY 17/18	Estimated Life to date thru FY 17/18	Proposed Budget FY 18/19	Projected				
					FY19/20	FY20/21	FY21/22	FY22/23	Total
Design						\$100,000			\$100,000
Construction Contract							\$100,000	\$100,000	\$200,000
Total	\$0	\$0	\$0	\$0	\$0	\$100,000	\$100,000	\$100,000	\$300,000
Funding Sources	Actual Life to Date thru FY 16/17	Estimated FY 17/18	Estimated Life to date thru FY 17/18	Proposed Budget FY 18/19	Projected				
					FY19/20	FY20/21	FY21/22	FY22/23	Total
Wastewater Utility						\$100,000	\$100,000	\$100,000	\$300,000
Total	\$0	\$0	\$0	\$0	\$0	\$100,000	\$100,000	\$100,000	\$300,000

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OTHER FUNDS

Debt Service Funds: Debt service funds are used to accumulate resources for the repayment of general long term obligations. The 1996 GO Bond Fund is used to account for a special voter approved tax to repay the fire station bonds. The St. Helena Drainage Fund is used to accumulate funds to pay for the public benefit portion of certain storm drainage improvements.

Permanent Funds: Permanent funds are used to report resources that are restricted to the extent that earnings, and non-principal, may be used to support City programs. Both Martin and Ryan Funds are trust funds wherein the income from the funds can be used to support the City's library book collection.

Special Revenue Funds: Special revenue funds are used to account for specific revenue sources that are legally restricted to expenditure for particular purposes.

CITY OF ST. HELENA

Fund 210 - Community Development Block Grant (CDBG)

	FY 15/16 Actual	FY 16/17 Actual	FY 17/18 Budget	FY 17/18 Estimated Year End	FY 18/19 Proposed	FY 18/19 Budget % Change
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Beginning Fund Balance (July 1)

CDBG - Revenues

Investment Earnings	(203)	-	-	-	-	0.00%
Grant	-	-	39,810	39,810	-	0.00%
Transfers In	-	-	-	203	-	0.00%
Total CDBG Revenues	\$ (203)	\$ -	\$ 39,810	\$ 40,013	\$ -	0.00%

CDBG - Expenditures

Totals by category						
Services	21,318	-	-	-	-	0.00%
Total CDBG Expenditures	\$ 21,318	\$ -	\$ -	\$ -	\$ -	0.00%
CDBG Surplus/(Deficit)	\$ (21,521)	\$ -	\$ 39,810	\$ 40,013	\$ -	

CDBG Expenditures

Non Department

21	Services	21,318	-	-	-	-	0.00%
		21,318	-	-	-	-	0.00%
Total Expenditures		\$ 21,318	\$ -	\$ -	\$ -	\$ -	0.00%

Estimated Fund Balance at June 30, 2019

\$ -

210 COMMUNITY DEVELOPMENT BLOCK GRANT: This fund is used for expenditures and grant reimbursements for Community Development Block Grant (CDBG) funded programs or projects.

CITY OF ST. HELENA

Fund 211 - Environmental Protection Agency Grant (EPAG)

	FY 15/16 Actual	FY 16/17 Actual	FY 17/18 Budget	FY 17/18 Estimated Year End	FY 18/19 Proposed	FY 18/19 Budget % Change
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Beginning Fund Balance (July 1)	\$ -	\$ (17,423)	\$ 7,500	\$ 7,500	\$ 7,500	
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EPAG - Revenues

Grant	-	24,923	-	-	-	0.00%
Transfers In	-	-	-	-	-	0.00%
Total EPAG Revenues	\$ -	\$ 24,923	\$ -	\$ -	\$ -	0.00%

EPAG - Expenditures

Totals by category						
Services	17,423	-	-	-	-	0.00%
Total EPAG Expenditures	\$ 17,423	\$ -	\$ -	\$ -	\$ -	0.00%
EPAG Surplus/(Deficit)	\$ (17,423)	\$ 24,923	\$ -	\$ -	\$ -	

EPAG Expenditures

Non Department

21	Services	17,423	-	-	-	-	0.00%
		17,423	-	-	-	-	0.00%

Total Expenditures	\$ 17,423	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
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Estimated Fund Balance at June 30, 2019

\$ 7,500

211 ENVIRONMENTAL PROTECTION AGENCY GRANT: This fund is used for expenditures and grant reimbursements for Environmental Protection Agency Grant (EPAG) funded programs or projects.

CITY OF ST. HELENA

Fund 212 - Department of Homeland Security (DHS)

	FY 15/16 Actual	FY 16/17 Actual	FY 17/18 Budget	FY 17/18 Estimated Year End	FY 18/19 Proposed	FY 18/19 Budget % Change
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Beginning Fund Balance (July 1)

DHSG - Revenues

Grant	-	-	6,500	3,666	-	-100.00%
Transfers In	-	-	-	-	-	0.00%
Total DHS&G Revenues	\$ -	\$ -	\$ 6,500	\$ 3,666	\$ -	0.00%

DHSG - Expenditures

Totals by category									
Supplies		-	3,666		6,500		6,500	-	-100.00%
Total DHS&G Expenditures	\$	-	\$ 3,666	\$	6,500	\$	6,500	\$ -	0.00%
DHS&G Surplus/(Deficit)	\$	-	\$ (3,666)	\$	-	\$	(2,834)	\$ -	

DHSG Expenditures

Police Department

22	Supplies	-	3,666	6,500	6,500	-	-100.00%
		-	3,666	6,500	6,500	-	-100.00%

Total Expenditures

\$	-	\$	3,666	\$	6,500	\$	6,500	\$	-	-100.00%
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Estimated Fund Balance at June 30, 2019

\$ (6,500)

212 DEPARTMENT OF HOMELAND SECURITY GRANT: This fund is used for expenditures and grant reimbursements for Department of Homeland Security Grant (DHS) funded programs or projects.

CITY OF ST. HELENA

Fund 213 - Gang Violence Suppression Grant

	FY 15/16 Actual	FY 16/17 Actual	FY 17/18 Budget	FY 17/18 Estimated Year End	FY 18/19 Proposed	FY 18/19 Budget % Change
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Beginning Fund Balance (July 1)	\$ -	\$ -	\$ 14,570	\$ 14,570	\$ 14,676	
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DHSG - Revenues

Investment Earnings	-	-	-	106	106	100.00%
Grant	-	14,570	-	-	-	0.00%
Transfers In	-	-	-	-	-	0.00%
Total Gang Violence Suppression Revenues	\$ -	\$ 14,570	\$ -	\$ 106	\$ 106	0.00%

DHSG - Expenditures

Totals by category						
Supplies	-	-	-	-	-	0.00%
Total Gang Violence Suppression Expenditures	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Gang Violence Suppression Surplus/(Deficit)	\$ -	\$ 14,570	\$ -	\$ 106	\$ 106	

Gang Violence Suppression Expenditures

Police Department						
22	Supplies	-	-	-	-	0.00%
		-	-	-	-	0.00%
Total Expenditures		\$ -	\$ -	\$ -	\$ -	0.00%

Estimated Fund Balance at June 30, 2019	\$ 14,782
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213 GANG VIOLENCE SUPPRESSION GRANT: This fund is used for expenditures and grant reimbursements for gang violence suppression.

CITY OF ST. HELENA

Fund 216 - Public Safety Impact Fees Budget Worksheet

	FY 15/16 Actual	FY 16/17 Actual	FY 17/18 Budget	FY 17/18 Estimated Year End	FY 18/19 Proposed	FY 18/19 Budget % Change
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Beginning Fund Balance (July 1) \$ 263,660 292,280 \$ 292,280 \$ 313,186 \$ 326,321

Public Safety Impact Fees - Revenues

Investment Earnings	1,596	2,041	2,000	2,600	2,600	30.00%
Public Safety Impact	28,183	41,193	30,000	30,000	30,000	0.00%
Other Revenue	594	(594)	-	-	-	0.00%
Transfers In	-	-	-	-	-	0.00%
Total Public Safety Impact Fees Revenues	\$ 30,374	\$ 42,639	\$ 32,000	\$ 32,600	\$ 32,600	1.88%

Public Safety Impact Fees - Expenditures

Totals by category						
Services	1,753	754	11,095	11,095	8,371	-24.55%
Transfers	-	-	-	-	-	0.00%
Total Public Safety Impact Fees Expenditures	\$ 1,753	\$ 754	\$ 11,095	\$ 19,465	\$ 16,741	50.89%
Public Safety Impact Fees Surplus/(Deficit)	\$ 28,621	\$ 41,885	\$ 20,905	\$ 13,135	\$ 15,859	

Public Safety Impact Fees Expenditures by Department

Non Department

29	Transfers	-	-	-	-	-	0.00%
		-	-	-	-	-	0.00%

Finance

21	Services	1,753	754	8,371	8,371	8,371	0.00%
		1,753	754	8,371	8,371	8,371	0.00%

Public Works

21	Services	-	-	2,724	2,724	-	-100.00%
		-	-	2,724	2,724	-	-100.00%

Total Expenditures		\$ 1,753	\$ 754	\$ 8,371	\$ 8,371	\$ 8,371	0.00%
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Estimated Fund Balance at June 30, 2019

\$ 342,180

216 PUBLIC SAFETY IMPACT FEES: Section 22.5 of the City Code establishes this fund to accumulate revenues from fees on building permits to be used solely for equipment and facilities' costs for Police and the Fire Departments. Vehicles, capital equipment, and building improvements are approved uses.

**Fund Balances do not reflect a Notes Receivable for \$61,333*

CITY OF ST. HELENA

Fund 218 - Public Library Foundation Budget Worksheet

	FY 15/16 Actual	FY 16/17 Actual	FY 17/18 Budget	FY 17/18 Estimated Year End	FY 18/19 Proposed	FY 18/19 Budget % Change	
Beginning Fund Balance (July 1)	\$ 13,516	\$ 3,206	\$ 3,248	\$ 3,248	\$ 72		
Public Library Foundation - Revenues							
Investment Earnings	43	42	-	24	20	100.00%	
Donations	-	-	-	-	-	0.00%	
Contributions from Government	-	-	-	-	-	0.00%	
Total Public Library Foundation Revenues	\$ 43	\$ 42	\$ -	\$ 24	\$ 20	100.00%	
Public Library Foundation - Expenditures							
Totals by category							
Services	10,353	-	2,000	2,000	-	-100.00%	
Supplies	-	-	1,200	1,200	-	-100.00%	
Total Public Library Foundation Expenditures	\$ 10,353	\$ -	\$ 3,200	\$ 3,200	\$ -	-100.00%	
Public Library Foundation Surplus/(Deficit)	(10,310)	42	(3,200)	(3,176)	20		
Public Library Foundation Expenditures by Department							
Library							
21	Services	10,353	-	2,000	2,000	-	-100.00%
22	Supplies	-	-	1,200	1,200	-	-100.00%
		10,353	-	3,200	3,200	-	-100.00%
Total Expenditures							
	\$ 10,353	\$ -	\$ 3,200	\$ 3,200	\$ -	-100.00%	
Estimated Fund Balance at June 30, 2019					\$ 92		

218 PUBLIC LIBRARY FOUNDATION: This fund is used to account for State Aid for libraries and related expense account for proceeds from the State of California under the California Library Services Act and related expenditures.

CITY OF ST. HELENA

Fund 220 - Napa Valley Now Budget Worksheet

	FY 15/16 Actual	FY 16/17 Actual	FY 17/18 Budget	FY 17/18 Estimated Year End	FY 18/19 Proposed	FY 18/19 Budget % Change
Beginning Fund Balance (July 1)	\$ (4,689)	(4,715)	\$ (4,746)	\$ (4,746)	\$ 44	
Napa Valley Now - Revenues						
Investment Earnings	(27)	(31)	-	-	-	0.00%
Donations	-	-	-	-	-	0.00%
Operating Transfers In	-	-	4,790	4,790	-	0.00%
Total Napa Valley Now Revenues	\$ (27)	\$ (31)	\$ 4,790	\$ 4,790	\$ -	0.00%
Napa Valley Now - Expenditures						
Totals by category						
Services	-	-	-	-	-	0.00%
Supplies	-	-	-	-	-	0.00%
Maintenance	-	-	-	-	-	0.00%
Capital	-	-	-	-	-	0.00%
Total Napa Valley Now Expenditures	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Napa Valley Now Surplus/(Deficit)	(27)	(31)	4,790	4,790	-	
Napa Valley Now Expenditures by Department						
Library						
21	Services	-	-	-	-	0.00%
22	Supplies	-	-	-	-	0.00%
23	Maintenance	-	-	-	-	0.00%
24	Capital	-	-	-	-	0.00%
		-	-	-	-	0.00%
Total Expenditures		\$ -	\$ -	\$ -	\$ -	0.00%
Estimated Fund Balance at June 30, 2019				\$ 44		

220 NAPA VALLEY NOW: This fund was established to account for proceeds and expenditures associated with the administration of the website www.napavalleynow.com which is managed by the St. Helena Public Library in partnership with several other private and public organizations in Napa County.

CITY OF ST. HELENA

Fund 222 - Park Bond Act Budget Worksheet

	FY 15/16 Actual	FY 16/17 Actual	FY 17/18 Budget	FY 17/18 Estimated Year End	FY 18/19 Proposed	FY 18/19 Budget % Change
Beginning Fund Balance (July 1)	\$ 222	222	\$ 222	\$ 222	\$ 222	
Park Bond Act - Revenues						
Investment Earnings	-	-	-	-	-	0.00%
Contributions form Non-Government	-	-	-	-	-	0.00%
Contributions from Government	-	-	-	-	-	0.00%
Total Park Bond Act Revenues	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Park Bond Act - Expenditures						
Totals by category						
Transfers	-	-	-	-	-	0.00%
Total Park Bond Act Expenditures	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Park Bond Act Surplus/(Deficit)	-	-	-	-	-	
Park Bond Act Expenditures by Department						
Non Department						
29	Transfers	-	-	-	-	0.00%
		-	-	-	-	
Total Expenditures	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Estimated Fund Balance at June 30, 2019					\$ 222	

222 PARK DEVELOPMENT: A special revenue fund for Ballpark State Grant, Proposition 12 Park per capita funding, other park grants, and park donations. These funds are restricted for park improvements and development.

CITY OF ST. HELENA

Fund 223 - Skate Park Lighting Budget Worksheet

	FY 15/16 Actual	FY 16/17 Actual	FY 17/18 Budget	FY 17/18 Estimated Year End	FY 18/19 Proposed	FY 18/19 Budget % Change
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Beginning Fund Balance (July 1)

Skate Park Lighting - Revenues

Investment Earnings	7	8	8	10	10	25.00%
Donations	-	-	-	-	-	0.00%
Operating Transfers In	-	-	-	-	-	0.00%
Total Skate Park Lighting Revenues	\$ 7	\$ 8	\$ 8	\$ 10	\$ 10	25.00%

Skate Park Lighting - Expenditures

Totals by category						
Transfers	-	-	-	-	-	0.00%
Total Skate Park Lighting Expenditures	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Skate Park Lighting Surplus/(Deficit)	7	8	8	10	10	

Skate Park Lighting Expenditures by Department

Non Department

29

Transfers

5	-	-	-	-	-	0.00%
	-	-	-	-	-	

Total Expenditures

\$	-	\$	-	\$	-	\$	-	0.00%
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Estimated Fund Balance at June 30, 2019

\$ 1,190

223 SKATE PARK LIGHTING: This fund is used to account for donations and is used to fund the expenses incurred in maintaining the Skate Park lights.

CITY OF ST. HELENA

Fund 225 - State Gas Tax 2105 Budget Worksheet

	FY 15/16	FY 16/17	FY 17/18	FY 17/18	FY 18/19	FY 18/19
	Actual	Actual	Budget	Estimated Year End	Proposed	Budget % Change

Beginning Fund Balance (July 1)

State Gas Tax 2105 - Revenues

Investment Earnings	217	471	500	540	550	10.00%
Gas Tax 2105	34,052	33,736	35,712	35,712	34,734	-2.74%
Total State Gas Tax 2105 Revenues	\$ 34,269	\$ 34,207	\$ 36,212	\$ 36,252	\$ 35,284	3.15%

State Gas Tax 2105 - Expenditures

Totals by category						
Services	-	-	-	-	-	0.00%
Transfers	-	-	61,000	61,000	54,000	0.00%
Total State Gas Tax 2105 Expenditures	\$ -	\$ -	\$ 61,000	\$ 61,000	\$ 54,000	0.00%
State Gas Tax 2105 Surplus/(Deficit)	34,269	34,207	(24,788)	(24,748)	(18,716)	

State Gas Tax 2105 Expenditures by Department

Non Department

29	Transfers	-	-	61,000	61,000	54,000	0.00%
		-	-	61,000	61,000	54,000	0.00%

Public Works Gas Tax

21	Services	-	-	-	-	-	0.00%
		-	-	-	-	-	0.00%

Total Expenditures	\$	-	\$	-	\$	61,000	\$	61,000	\$	54,000	0.00%
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Estimated Fund Balance at June 30, 2019

\$ 44,961

225 STATE GAS TAX 2105: This fund is used to account for proceeds and expenditures of revenue received as a result of Proposition 111. Funds are restricted for use in the same manner as Section 2106/07. In addition, Proposition 111 established a "Maintenance of Effort" provision requiring cities to continue to provide matching street related expenditures from the General Fund equal to the average amount expended over the past 3 years.

Fund 226 - State Gas Tax 2106 Budget Worksheet

Beginning Fund Balance (July 1)	\$	6,447	\$	27,536	\$	48,404	\$	48,404	\$	75,213
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Investment Earnings	101	251	250	430	250	0.00%
Gas Tax 2106	20,989	20,617	26,379	26,379	20,835	-21.02%
Total State Gas Tax 2106 Revenues	\$ 21,089	\$ 20,868	\$ 26,629	\$ 26,809	\$ 21,085	-20.82%

Totals by category						
Transfers	-	-	-	-	48,000	0.00%
Total State Gas Tax 2106 Expenditures	\$ -	\$ -	\$ -	\$ -	48,000	0.00%
State Gas Tax 2106 Surplus/(Deficit)	21,089	20,868	26,629	26,809	(26,915)	

Non Department							
29	Transfers	-	-	-	-	48,000	0.00%
		-	-	-	-	48,000	0.00%
Total Expenditures							
		\$ -	\$ -	\$ -	\$ -	48,000	0.00%

226 STATE GAS TAX 2106: This fund is used to account for proceeds and expenditures of gas tax revenue received under the California Streets and Highways Code Section 2106. Apportionments are based on vehicle registration, assessed valuation, and population. Funds are restricted to any street or road purpose that include: construction, maintenance and allocated overhead related to streets, roads, bridges, culverts, curbs, gutters, sidewalks, traffic signals, right-of-way landscaping, traffic signs, bike paths adjacent to streets and roads.

CITY OF ST. HELENA

Fund 227 - State Gas Tax 2107 Budget Worksheet

	FY 15/16 Actual	FY 16/17 Actual	FY 17/18 Budget	FY 17/18 Estimated Year End	FY 18/19 Proposed	FY 18/19 Budget % Change
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Beginning Fund Balance (July 1)	\$	(1,536)	\$	45,857	\$	90,717	\$	90,717	\$	72,367
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State Gas Tax 2107 - Revenues

Investment Earnings	5,011	5,076	5,500	5,500	4,000	-27.27%
Gas Tax 2107	44,340	42,772	46,168	46,168	43,094	-6.66%
Total State Gas Tax 2107 Revenues	\$ 49,352	\$ 47,848	\$ 51,668	\$ 51,668	\$ 47,094	-8.85%

State Gas Tax 2107 - Expenditures

Totals by category						
Services	1,959	2,988	3,000	3,000	3,000	0.00%
Transfers	-	-	67,018	67,018	90,000	0.00%
Total State Gas Tax 2107 Expenditures	\$ 1,959	\$ 2,988	\$ 70,018	\$ 70,018	\$ 93,000	32.82%
State Gas Tax 2107 Surplus/(Deficit)	47,393	44,860	(18,350)	(18,350)	(45,906)	

State Gas Tax 2107 Expenditures by Department

Non Department

29	Transfers	-	-	67,018	67,018	90,000	0.00%
		-	-	67,018	67,018	90,000	0.00%

Public Works Gas Tax

21	Services	1,959	2,988	3,000	3,000	3,000	0.00%
		1,959	2,988	3,000	3,000	3,000	0.00%

Total Expenditures		\$ 1,959	\$ 2,988	\$ 70,018	\$ 70,018	\$ 93,000	32.82%
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Estimated Fund Balance at June 30, 2019

\$ 26,461

227 STATE GAS TAX 2107: This fund is used to account for proceeds and expenditures of gas tax revenue received under the California Streets and Highways Code Section 2107. Apportionments are based on population. Uses of funds are the same as those listed for fund 225.

CITY OF ST. HELENA

Fund 228 - State Gas Tax 2107.5 Budget Worksheet

	FY 15/16 Actual	FY 16/17 Actual	FY 17/18 Budget	FY 17/18 Estimated Year End	FY 18/19 Proposed	FY 18/19 Budget % Change
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Beginning Fund Balance (July 1)	\$ 1,685	\$ 3,706	\$ 5,743	\$ 5,743	\$ 7,783	
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State Gas Tax 2107.5 - Revenues

Investment Earnings	21	37	40	40	40	0.00%
Gas Tax 2107.5	2,000	2,000	2,000	2,000	2,000	0.00%
Total State Gas Tax 2107.5 Revenues	\$ 2,021	\$ 2,037	\$ 2,040	\$ 2,040	\$ 2,040	0.00%

State Gas Tax 2107.5 - Expenditures

Totals by category						
Transfers	-	-	-	-	-	0.00%
Total State Gas Tax 2107.5 Expenditures	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
State Gas Tax 2107.5 Surplus/(Deficit)	2,021	2,037	2,040	2,040	2,040	

State Gas Tax 2107.5 Expenditures by Department

Non Department

29	Transfers	-	-	-	-	-	0.00%
		-	-	-	-	-	0.00%

Total Expenditures	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
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Estimated Fund Balance at June 30, 2019	\$ 9,823
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228 STATE GAS TAX 2107.5: This fund is used to account for proceeds and expenditures of gas tax revenue received under the California Streets and Highway Code Section 2107.5. Apportionments are based on population. Funds are restricted for use in covering the costs of street related engineering and administrative expenses. Cities with a population of less than 10,000 may use these funds for acquisition of rights-of-way and construction of its street system.

CITY OF ST. HELENA

Fund 229 - State Gas Tax 2103 Budget Worksheet

	FY 15/16 Actual	FY 16/17 Actual	FY 17/18 Budget	FY 17/18 Estimated Year End	FY 18/19 Proposed	FY 18/19 Budget % Change
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Beginning Fund Balance (July 1)	\$ 6,356	\$ 37,656	\$ 53,993	\$ 53,993	\$ 15,751	
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State Gas Tax 2103 - Revenues

Investment Earnings	144	312	350	240	250	-28.57%
Gas Tax 2103	31,156	16,025	26,518	26,518	46,253	74.42%
Total State Gas Tax 2103 Revenues	\$ 31,300	\$ 16,337	\$ 26,868	\$ 26,758	\$ 46,503	73.08%

State Gas Tax 2103 - Expenditures

Totals by category						
Transfers	-	-	65,000.00	65,000.00	-	0.00%
Total State Gas Tax 2103 Expenditures	\$ -	\$ -	\$ 65,000	\$ 65,000	\$ -	0.00%
State Gas Tax 2103 Surplus/(Deficit)	\$ 31,300	\$ 16,337	\$ (38,132)	\$ (38,242)	\$ 46,503	

State Gas Tax 2103 Expenditures by Department

Non Department

29	Transfers	-	-	65,000.00	65,000.00	-	0.00%
		-	-	65,000.00	65,000.00	-	0.00%

Total Expenditures	\$ -	\$ -	\$ 65,000	\$ 65,000	\$ -	0.00%
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Estimated Fund Balance at June 30, 2019

\$ 62,254

229 STATE GAS TAX 2103: Section 2103 was added beginning with the 2010-11 fiscal year to allocate funds from a new motor vehicle fuel excise tax that replaces previous city and county allocations from the Proposition 42 sales tax on gasoline. This is the change known as the “fuel tax swap of 2010.” Section 2103 funds are allocated to cities and counties on a per capita basis. Funds must be used for street and highway pavement maintenance, rehabilitation, reconstruction and storm damage repair. For Proposition 42 purposes, maintenance means patching, overlay, and sealing. Reconstruction includes overlay, sealing, or widening of the roadway to bring the roadway width to the desirable minimum pavement width consistent with accepted design standards for local streets and roads. However, widening of a roadway does not include widening for increasing the traffic capacity of a street or road.

CITY OF ST. HELENA

Fund 230 - RMRA Budget Worksheet

	FY 15/16 Actual	FY 16/17 Actual	FY 17/18 Budget	FY 17/18 Estimated Year End	FY 18/19 Proposed	FY 18/19 Budget % Change
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Beginning Fund Balance (July 1) \$ - \$ - \$ 40,893

RMRA - Revenues

Investment Earnings			100	100	100	0.00%
State Loan Repayment			-	-	6,858	100.00%
Contributions from Government			40,793	40,793	100,184	145.59%
Total RMRA Revenues			\$ 40,893	\$ 40,893	\$ 107,142	100.00%

RMRA - Expenditures

Totals by category						
Transfers			-	-	40,000	0.00%
Total RMRA Expenditures			\$ -	\$ -	\$ 40,000	0.00%
RMRA Surplus/(Deficit)			\$ 40,893	\$ 40,893	\$ 67,142	

RMRA Expenditures by Department

Non Department

29	Transfers		-	-	40,000	0.00%
			-	-	40,000	0.00%
Total Expenditures			\$ -	\$ -	\$ 40,000	0.00%

Estimated Fund Balance at June 30, 2019

\$ 108,035

230 RMRA: Section RMRA was added beginning with the 2017-18 fiscal year which includes funds from the following taxes enacted by the Road Repair and Accountability Act of 2017: the 12 cent gasoline excise tax, 20 cent diesel fuel excise tax, transportation improvement fees and transportation loan repayments.

CITY OF ST. HELENA
Fund 235 - Measure A Budget Worksheet

	FY 15/16 Actual	FY 16/17 Actual	FY 17/18 Budget	FY 17/18 Estimated Year End	FY 18/19 Proposed	FY 18/19 Budget % Change
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Beginning Fund Balance (July 1)	\$	-	\$	-	\$	0	\$	0	\$	114,305
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Measure A - Revenues

Investment Earnings	-	-	-	-	-	0.00%
Loan Proceeds	-	-	-	-	-	0.00%
Revenue from County	-	-	5,250,640	1,053,609	5,161,349	-1.70%
Other Revenue	-	-	-	(600)	-	0.00%
Transfers In	-	526,805	526,805	261,900	-	0.00%
Total Measure A Revenues	\$ -	\$ 526,805	\$ 5,777,445	\$ 1,314,909	\$ 5,161,349	100.00%

Measure A - Expenditures

Totals by category											
Services	-	-	-	261,900	-						
Debt	-	526,805	5,250,640	526,805	5,171,349	-1.51%					
Transfers	-	-	150,000	150,000	-	0.00%					
Total Measure A Expenditures	\$	-	\$	526,805	\$	5,400,640	\$	1,200,605	\$	5,171,349	100.00%
Measure A Surplus/(Deficit)	-	0	376,805	114,304	(10,000)						

Measure A Expenditures by Department

Non Department

25	Debt	-	526,805	5,250,640	526,805	5,171,349	-1.51%
29	Transfers	-	-	150,000	150,000	-	0.00%
		-	526,805	5,400,640	676,805	5,171,349	-4.25%

Finance

21	Services	-	-	-	261,900	-	0.00%
		-	-	-	261,900	-	0.00%

CITY OF ST. HELENA

Fund 235 - Measure A Budget Worksheet

	FY 15/16 Actual	FY 16/17 Actual	FY 17/18 Budget	FY 17/18 Estimated Year End	FY 18/19 Proposed	FY 18/19 Budget %
Total Expenditures	\$ -	\$ 526,805	\$ 5,400,640	\$ 938,705	\$ 5,171,349	-4.25%

Estimated Fund Balance at June 30, 2019

\$ 104,305

235 MEASURE A: This fund is used to account for proceeds received under Measure A, the countywide flood management plan. This Ordinance imposed a one-half of one percent transaction and use tax in the County and established a Flood Protection and Watershed Improvement Expenditure Plan. Any amendments to the use of this tax as established by the Joint Powers Agreement, resolution 98-118 shall be recommended to the Napa County Flood Control, Water Conservation District, Financial Oversight Committee and the Technical Review Committee for approval. This Tax is scheduled to expire in 2018.

CITY OF ST. HELENA

Fund 237 - Emergency Flood Relief Budget Worksheet

	FY 15/16 Actual	FY 16/17 Actual	FY 17/18 Budget	FY 17/18 Estimated Year End	FY 18/19 Proposed	FY 18/19 Budget % Change
Beginning Fund Balance (July 1)	\$ 130,523	\$ 166,060	\$ 166,060	\$ 167,260	\$ 168,460	
Emergency Flood Relief - Revenues						
Investment Earnings	856	1,098	1,200	1,200	1,200	0.00%
Contributions from Government	34,681	-	-	-	-	0.00%
Insurance Refund	-	-	-	-	-	0.00%
Total Emergency Flood Relief Revenues	\$ 35,537	\$ 1,098	\$ 1,200	\$ 1,200	\$ 1,200	0.00%
Emergency Flood Relief - Expenditures						
Totals by category						
Transfers	-	-	-	-	-	0.00%
Total Emergency Flood Relief Expenditures	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Emergency Flood Relief Surplus/(Deficit)	35,537	1,098	1,200	1,200	1,200	
Emergency Flood Relief Expenditures by Department						
Non Department						
29	Transfers	-	-	-	-	0.00%
		-	-	-	-	0.00%
Total Expenditures	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%

Estimated Fund Balance at June 30, 2019

\$ 169,660

237 EMERGENCY FLOOD RELIEF: This fund is for allocations for disaster assistance relating to flood damage.

Fund 238 - Training Development Fund Budget Worksheet

Beginning Fund Balance (July 1)	\$	28,201	\$	24,281	\$	18,962	\$	18,962	\$	13,682
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Post Reimbursement	1,904	-	9,000	600	600	-93.33%
Investment Earnings	152	142	150	120	150	0.00%
Total Training Development Fund Revenues	\$ 2,056	\$ 142	\$ 9,150	\$ 720	\$ 750	-91.80%

Totals by category											
Services		5,976		5,462		6,000		6,000		6,000	0.00%
Supplies		-		-		-		-		-	0.00%
Total Training Development Fund Expenditures	\$	5,976	\$	5,462	\$	6,000	\$	6,000	\$	6,000	0.00%
Training Development Fund Surplus/(Deficit)		(3,920)		(5,319)		3,150		(5,280)		(5,250)	

Police									
21	Services	5,976	5,462	6,000	6,000	6,000	0.00%		
22	Supplies	-	-	-	-	-	0.00%		
		5,976	5,462	6,000	6,000	6,000	0.00%		
Total Expenditures		\$ 5,976	\$ 5,462	\$ 6,000	\$ 6,000	\$ 6,000	0.00%		

\$ 8,432

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CITY OF ST. HELENA
Fund 240 - Measure T

	FY 15/16 Actual	FY 16/17 Actual	FY 17/18 Budget	FY 17/18 Estimated Year End	FY 18/19 Proposed	FY 18/19 Budget % Change
Beginning Fund Balance (July 1)					\$ -	
Measure T - Revenues						
Investment Earnings					-	100.00%
Operating Transfer In					1,200,000	0.00%
Total Measure T Revenues					\$ 1,200,000	100.00%
Measure T - Expenditures						
Totals by category						
Services					-	100.00%
Total Measure T Expenditures					\$ -	100.00%
Measure T Surplus/(Deficit)					1,200,000	
Measure T Expenditures by Department						
Public Works						
21						
Services					-	0.00%
					-	100.00%
Total Expenditures					\$ -	100.00%
Estimated Fund Balance at June 30, 2019					\$ 1,200,000	

240 Measure T: At the General Elecetion held on November 6, 2012, the voters of Napa County approved a 1/2-cent sales tax increase known as Measure T, which is to be implemented on July 1, 2018. Measure T funding is to be used for maintenance, reconstruction, and/or rehabilitation of streets, roads, and transportation infrastructure within the public right-of-way including but not limited to: sidewalks, curb and gutters, curb ramps, lighting, traffic signage, striping, and local roadway drainage.

CITY OF ST. HELENA

Fund 241 - Measure T Class I Trails

	FY 15/16 Actual	FY 16/17 Actual	FY 17/18 Budget	FY 17/18 Estimated Year End	FY 18/19 Proposed	FY 18/19 Budget % Change
Beginning Fund Balance (July 1)					\$ -	
Measure T Class I Trails - Revenues						
Investment Earnings					-	100.00%
Operating Transfer In					66,700	0.00%
Total Measure T Class I Trails Revenues					\$ 66,700	100.00%
Measure T Class I Trails - Expenditures						
Totals by category						
Services					-	100.00%
Total Measure T Class I Trails Expenditures					\$ -	100.00%
Measure T Class I Trails Surplus/(Deficit)					66,700	
Measure T Class I Trails Expenditures by Department						
Public Works						
21						
Services					-	0.00%
					-	100.00%
Total Expenditures					\$ -	100.00%
Estimated Fund Balance at June 30, 2019					\$ 66,700	

241 Measure T Class I Trails: This funding is a match from the City that is required in order to receive Measure T funding. Each year the City must dedicate the appropriate funds equal to 6.67% of Measure T revenues earned that year, which will be used for Class 1 Bike Facility projects identified in the adopted Countwide Bicycle Plan.

CITY OF ST. HELENA

Fund 278 - BSCC GRANT (BSCCG)

	FY 15/16 Actual	FY 16/17 Actual	FY 17/18 Budget	FY 17/18 Estimated Year End	FY 18/19 Proposed	FY 18/19 Budget % Change
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Beginning Fund Balance (July 1)	\$ -	\$ 9,514	\$ 9,577	\$ 9,577	\$ 9,653	
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BSCC Grant - Revenues

Investment Earnings	10	63	65	76	45	100.00%
Grant	9,504	-	-	-	-	0.00%
Total BSCC Grant Revenues	\$ 9,514	\$ 63	\$ 65	\$ 76	\$ 45	100.00%

BSCC Grant - Expenditures

Totals by category						
Services	-	-	-	-	-	100.00%
Total BSCC Grant Expenditures	\$ -	\$ -	\$ -	\$ -	\$ -	100.00%
BSCC Grant Surplus/(Deficit)	9,514	63	65	76	45	

BSCC Grant Expenditures by Department

Police						
21	Services	-	-	-	-	0.00%
		-	-	-	-	100.00%
Total Expenditures		\$ -	\$ -	\$ -	\$ -	100.00%

Estimated Fund Balance at June 30, 2019	\$ 9,698
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278 BSCC GRANT: This funding was approved by the State of CA to assist with compliance checks and enforcement efforts of those diverted from the state prison system. The St. Helena Police Department will use these funds to address crime impacts in the community, strengthen the relationship between law enforcement and the community, create greater transparency for the organization, and implement best practices for law enforcement.

Fund 279 - Asset Forfeiture Budget Worksheet

Beginning Fund Balance (July 1)	\$	49,336	\$	56,606	\$	49,879	\$	49,879	\$	51,781
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Investment Earnings	291	451	200	402	400	100.00%
Asset Forfeiture	7,657	-	10,000	10,000	10,000	100.00%
Total Asset Forfeiture Revenues	\$ 7,948	\$ 451	\$ 10,200	\$ 10,402	\$ 10,400	1.96%

Totals by category						
Services	678	767	8,500	8,500	-	-100.00%
Supplies	-	6,411	-	-	6,500	100.00%
Total Asset Forfeiture Expenditures	\$ 678	\$ 7,178	\$ 8,500	\$ 8,500	\$ 6,500	-23.53%
Asset Forfeiture Surplus/(Deficit)	7,270	(6,727)	1,700	1,902	3,900	

Police							
21	Services	678	767	8,500	8,500	-	-100.00%
22	Supplies	-	6,411	-	-	6,500	100.00%
		678	7,178	8,500	8,500	6,500	-23.53%
Total Expenditures		\$ 678	\$ 7,178	\$ 8,500	\$ 8,500	\$ 6,500	-23.53%

279 ASSET FORFEITURE: A special revenue fund for monies from adjudicated crime cases restricted for public safety purposes.

Fund 280 - Teen Center Budget Worksheet

Beginning Fund Balance (July 1)	\$	78,434	\$	86,084	\$	34,321	\$	34,321	\$	34,321
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Donations	-	-	-	-	-	0.00%
Transfers In	169,263	118,988	104,318	104,318	-	-100.00%
Total Teen Center Revenues	\$ 169,263	\$ 118,988	\$ 104,318	\$ 104,318	\$ -	-100.00%

Totals by category						
Salaries & Benefits	154,429	167,928	92,518	92,518	-	-100.00%
Services	1,449	2,823	5,300	5,300	-	-100.00%
Supplies	5,735	-	6,500	6,500	-	-100.00%
Maintenance	-	-	-	-	-	0.00%
Taxes, Insurances & Contributions	-	-	-	-	-	0.00%
Capital	-	-	-	-	-	0.00%
Transfers	-	-	-	-	26,300	100.00%
Total Teen Center Expenditures	\$ 161,613	\$ 170,751	\$ 104,318	\$ 104,318	\$ 26,300	-74.79%
Teen Center Surplus/(Deficit)	7,650	(51,763)	-	-	(26,300)	

00	Transfers	-	-	-	-	26,300	0.00%
		-	-	-	-	26,300	0.00%

20	Salaries & Benefits	154,429	167,928	92,518	92,518	-	-100.00%
21	Services	1,449	2,823	5,300	5,300	-	-100.00%
22	Supplies	5,735	-	6,500	6,500	-	-100.00%
23	Maintenance	-	-	-	-	-	0.00%
24	Taxes, Insurances & Contributions	-	-	-	-	-	0.00%
26	Capital	-	-	-	-	-	0.00%
29	Transfers	-	-	-	-	26,300	100.00%
		161,613	170,751	104,318	104,318	26,300	-74.79%

Total Expenditures	\$ 161,613	\$ 170,751	\$ 104,318	\$ 104,318	\$ 26,300	-74.79%
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\$ 8,021

237

CITY OF ST. HELENA

Fund 287 - Harvest Festival

	FY 15/16 Actual	FY 16/17 Actual	FY 17/18 Budget	FY 17/18 Estimated Year End	FY 18/19 Proposed	FY 18/19 Budget % Change
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Beginning Fund Balance (July 1)	\$ -	\$ 10,141	\$ 3,462	\$ 3,462	\$ 182	
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Harvest Festival - Revenues

Registrations	1,795	306	1,795	520	-	-100.00%
Donations	4,560	1,005	4,200	6,815	6,800	61.90%
Contributions from Non-Govt	-	-	-	4,620	4,500	100.00%
Vendor/NonProfit Fees	34,338	6,585	6,300	(2,435)	-	-100.00%
Total Harvest Festival Revenues	\$ 40,693	\$ 7,895	\$ 12,295	\$ 9,520	\$ 11,300	1.19%

Harvest Festival - Expenditures

Totals by category						
Services	89	4	100	100	100	0.00%
Supplies	30,463	14,569	12,700	12,700	12,700	0.00%
Total Harvest Festival Expenditures	\$ 30,552	\$ 14,574	\$ 12,800	\$ 12,800	\$ 12,800	0.00%
Harvest Festival Surplus/(Deficit)	10,141	(6,678)	(505)	(3,280)	(1,500)	

Harvest Festival Expenditures by Department

Recreation						
21	Services	89	4	100	100	0.00%
22	Supplies	30,463	14,569	12,700	12,700	0.00%
		30,552	14,574	12,800	12,800	0.00%
Total Expenditures		\$ 30,552	\$ 14,574	\$ 12,800	\$ 12,800	0.00%

Estimated Fund Balance at June 30, 2019 **\$ (1,318)**

287 HARVEST FESTIVAL: This fund is used to account for revenues from registration fees and donations and is used to fund the expenses incurred in administering the Harvest Festival.

CITY OF ST. HELENA
Fund 288 - Fourth of July

	FY 15/16 Actual	FY 16/17 Actual	FY 17/18 Budget	FY 17/18 Estimated Year End	FY 18/19 Proposed	FY 18/19 Budget % Change
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Beginning Fund Balance (July 1)	\$ 36,374	\$ 42,871	\$ 20,513	\$ 20,513	\$ 20,513	
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Fourth of July - Revenues

Donations	47,700	20,770	24,320	24,320	3,000	-87.66%
Transfers In	-	-	20,980	20,980	40,000	100.00%
Total Fourth of July Revenues	\$ 47,700	\$ 20,770	\$ 45,300	\$ 45,300	\$ 43,000	-5.08%

Fourth of July - Expenditures

Totals by category						
Services	40,023	41,950	40,000	40,000	40,000	0.00%
Supplies	1,180	1,178	5,300	5,300	5,300	0.00%
Total Fourth of July Expenditures	\$ 41,203	\$ 43,128	\$ 45,300	\$ 45,300	\$ 45,300	0.00%
Fourth of July Surplus/(Deficit)	6,498	(22,358)	-	-	(2,300)	

Fourth of July Expenditures by Department

Recreation						
21	Services	40,023	41,950	40,000	40,000	0.00%
22	Supplies	1,180	1,178	5,300	5,300	0.00%
		41,203	43,128	45,300	45,300	0.00%
Total Expenditures						
		\$ 41,203	\$ 43,128	\$ 45,300	\$ 45,300	0.00%

Estimated Fund Balance at June 30, 2019	\$ 18,213
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288 FOURTH OF JULY: This fund is used to account for donations and is used to fund the expenses incurred in administering the Fourth of July fireworks show.

Fund 290 - Tourism Improvement District Budget Worksheet

Beginning Fund Balance (July 1)	\$	10,124	\$	3,721	\$	3,650	\$	3,650	\$	3,830
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Investment Earnings	103	112	100	180	200	100.00%
TID City Admin	3,721	3,609	4,236	4,236	5,367	26.70%
TID Assessment - District	231,720	260,960	313,386	313,386	397,129	26.72%
TID Assessment - Local	78,404	88,162	105,874	105,874	134,165	26.72%
Total Tourism Improvement District Revenues	\$ 313,948	\$ 352,842	\$ 423,596	\$ 423,676	\$ 536,861	26.74%

Totals by category						
Services	317,308	349,383	419,260	419,260	531,294	26.72%
Supplies	-	-	-	-	-	0.00%
Transfers	3,043	3,530	4,236	4,236	5,367	26.70%
Total Tourism Improvement District Expenditures	\$ 320,351	\$ 352,913	\$ 423,496	\$ 423,496	\$ 536,661	52.07%
Tourism Improvement District Surplus/(Deficit)	(6,403)	(71)	100	180	200	

Non Department

Total Expenditures	\$ 320,351	\$ 352,652	\$ 419,260	\$ 423,496	\$ 536,661	28.00%
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290 TOURISM IMPROVEMENT DISTRICT (TID): The Napa Valley Tourism Improvement District was created in 2010 and is funded through an assessment on hotel room nights implemented and collected by lodging businesses throughout Napa Valley. The intent of the assessment is to support local activities and products that promote, support and enhance locally based tourism and hospitality efforts. Revenue is currently 2% of taxable room rent. These funds are directed by the Tourism Board created by the County MOU.

CITY OF ST. HELENA

Fund 291 - SB-1186 State Fees

	FY 15/16 Actual	FY 16/17 Actual	FY 17/18 Budget	FY 17/18 Estimated Year End	FY 18/19 Proposed	FY 18/19 Budget % Change
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Beginning Fund Balance (July 1) \$ 1,568 \$ 3,408 \$ 3,440 \$ 3,440 \$ 1,027

SB1186 State Fees - Revenues

Investment Earnings	22	31	10	30	25	150.00%
Other Revenue	91	-	70	70	140	100.00%
Other State Revenue	1,728	-	1,570	1,570	1,570	0.00%
Total SB1186 State Fees Revenues	\$ 1,840	\$ 31	\$ 1,650	\$ 1,670	\$ 1,735	5.15%

SB1186 State Fees - Expenditures

Totals by category						
Transfer to Other Funds	-		189	4,083	2,762	0
Total SB1186 State Fees Expenditures	\$ -	\$ 189	\$ 4,083	\$ 2,762	\$ 0.00%	
SB1186 State Fees Surplus/(Deficit)	1,840	31	1,461	(2,413)	(1,027)	

SB1186 State Fees Expenditures by Department

Non Department							
29	Transfers	-	-	189	4,083	2,762	0.00%
		-		189	4,083	2,762	0.00%
Total Expenditures		\$ -	\$ 189	\$ 4,083	\$ 2,762	0.00%	

Estimated Fund Balance at June 30, 2019

\$ -

291 SB-1186 STATE FEES: Effective January 1, 2013 an additional state fee of \$1 was added to the business license application and renewal fee for, (1) the purpose of increasing disability access and compliance with construction-related accessibility requirements, and (2) developing educational resources for businesses to facilitate compliance with federal and state disability laws. This fee sunsets on December 31, 2018.

CITY OF ST. HELENA

Fund 295 - N.O.A.A.

	FY 15/16 Actual	FY 16/17 Actual	FY 17/18 Budget	FY 17/18 Estimated Year End	FY 18/19 Proposed	FY 18/19 Budget % Change
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Beginning Fund Balance (July 1)	\$	2,567	\$	2,582	\$	2,599	\$	2,599	\$	2,619	
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N.O.A.A. - Revenues

Investment Earnings	15	17	18	20	24	33.33%
Government Contribution	-	-	-	-	-	0.00%
Total N.O.A.A. Revenues	\$ 15	\$ 17	\$ 18	\$ 20	\$ 24	0.00%

N.O.A.A. - Expenditures

Totals by category						
Contracts	-	-	-	-	-	0.00%
Total N.O.A.A. Expenditures	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
N.O.A.A. Surplus/(Deficit)	15	17	18	20	24	

N.O.A.A. Expenditures by Department

Non Department

21	Services	-	-	-	-	0.00%
		-	-	-	-	0.00%

Total Expenditures	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
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Estimated Fund Balance at June 30, 2019

\$ 2,643

295 N.O.A.A.: This fund is used to account for monies used toward the compensation and mitigation project known as the Northern Napa River Tributary Stream Surveys.

CITY OF ST. HELENA
Fund 329 - Stabo Trust

	FY 15/16 Actual	FY 16/17 Actual	FY 17/18 Budget	FY 17/18 Estimated Year End	FY 18/19 Proposed	FY 18/19 Budget % Change
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Beginning Fund Balance (July 1)	\$ 35,354	\$ 35,554	\$ 35,789	\$ 35,789	\$ 36,069	
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Stabo Trust - Revenues

Investment Earnings	200	235	250	280	300	20.00%
Total Stabo Trust Revenues	\$ 200	\$ 235	\$ 250	\$ 280	\$ 300	20.00%

Stabo Trust - Expenditures

Totals by category						
Services	-	-	-	-	-	0.00%
Total Stabo Trust Expenditures	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Stabo Trust Surplus/(Deficit)	200	235	250	280	300	

Stabo Trust Expenditures by Department

Non Department

21	Services	-	-	-	-	-	0.00%
		-	-	-	-	-	0.00%
Total Expenditures		\$ -	\$ -	\$ -	\$ -	\$ -	0.00%

Estimated Fund Balance at June 30, 2019	\$ 36,369
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329 STABO TRUST: This fund is used to account for proceeds and expenditures toward the upkeep of Stabo Park located on Hunt Avenue.

CITY OF ST. HELENA
Fund 375 - Murray Trust

	FY 15/16 Actual	FY 16/17 Actual	FY 17/18 Budget	FY 17/18 Estimated Year End	FY 18/19 Proposed	FY 18/19 Budget % Change
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Beginning Fund Balance (July 1)	\$ 37,694	\$ 39,734	\$ 41,925	\$ 41,925	\$ 44,165	
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Murray Trust - Revenues

Investment Earnings	223	273	280	340	380	35.71%
Other Revenue	1,817	1,918	1,900	1,900	1,900	-0.94%
Total Murray Trust Revenues	\$ 2,040	\$ 2,191	\$ 2,180	\$ 2,240	\$ 2,280	0.00%

Murray Trust - Expenditures

Totals by category						
Services	-	-	-	-	-	0.00%
Total Murray Trust Expenditures	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Murray Trust Surplus/(Deficit)	2,040	2,191	2,180	2,240	2,280	

Murray Trust Expenditures by Department

	-	-	-	-	-	0.00%
	-	-	-	-	-	0.00%
Total Expenditures	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%

Estimated Fund Balance at June 30, 2019 **\$ 46,445**

375 MADELINE MURRAY TRUST FUND: The proceeds from a non-expendable trust established in 2000 as a bequest from the Madeline Murray, through the Madeline Murray and Bertha Tranah Foundation. The funds are to be used for new equipment purchases for the Police Department. The Fire Department also receives funding from the Madeline Murray and Bertha Tranah Foundation but it is given directly to the St. Helena Volunteer Fire Department, a non-profit organization.

Fund 380 - Friends and Foundation

Beginning Fund Balance (July 1)	\$	10,649	\$	(3,564)	\$	5,446	\$	4,946	\$	4,446
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Investment Earnings	296	-	-	-	-	0.00%
Donations	127,984	-	-	-	-	0.00%
Other Revenue	-	134,550	134,000	134,000	135,110	0.83%
Total Friends and Foundation Revenues	\$ 128,281	\$ 134,550	\$ 134,000	\$ 134,000	\$ 135,110	0.42%

Totals by category						
Salaries & Benefits	85,513	82,786	66,750	66,750	64,610	-3.21%
Services	1,606	-	-	-	-	0.00%
Supplies	55,375	42,754	67,750	67,750	70,500	4.06%
Taxes, Insurance & Contributions	-	-	-	-	-	0.00%
Capital	-	-	-	-	-	0.00%
Total Friends and Foundation Expenditures	\$ 142,493	\$ 125,540	\$ 134,500	\$ 134,500	\$ 135,110	0.45%
Friends and Foundation Surplus/(Deficit)	(14,213)	9,010	(500)	(500)	-	

Library							
20	Salaries & Benefits	85,513	82,786	66,750	66,750	64,610	-3.21%
21	Services	1,606	-	-	-	-	0.00%
22	Supplies	55,375	42,754	67,750	67,750	70,500	4.06%
24	Taxes, Insurance & Contributions	-	-	-	-	-	0.00%
26	Capital	-	-	-	-	-	0.00%
		142,493	125,540	134,500	134,500	135,110	0.45%

<i>Estimated Fund Balance at June 30, 2019</i>	\$ 4,446
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248

Fund 381 - Ryan Trust Budget Worksheet

Beginning Fund Balance (July 1)	\$	18,466	\$	12,114	\$	11,973	\$	11,973	\$	12,413
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Investment Earnings	688	(141)	370	440	450	21.62%
Total Ryan Trust Revenues	\$ 688	\$ (141)	\$ 370	\$ 440	\$ 450	21.62%

Totals by category						
Supplies	7,040	-	-	-	-	0.00%
Maintenance	-	-	-	-	-	0.00%
Total Ryan Trust Expenditures	\$ 7,040	\$ -	\$ -	\$ -	\$ -	0.00%
Ryan Trust Surplus/(Deficit)	(6,352)	(141)	370	440	450	

[illegible]

381 RYAN LIBRARY TRUST: A non-expendable trust established in 1941 as a bequest from the estate of John Joseph Ryan. Only earnings on investments may be appropriated for library expenditures. Expenditures are restricted to any and all costs of maintaining the library. The fund represents the earnings on investments that are available for expenditure. The non-expendable principal is held separately.

Fund 382 - Martin Trust Budget Worksheet

Beginning Fund Balance (July 1)	\$	33,370	\$	25,064	\$	23,760	\$	23,760	\$	24,262
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Investment Earnings	676	96	950	502	650	-31.58%
Total Martin Trust Revenues	\$ 676	\$ 96	\$ 950	\$ 502	\$ 650	-31.58%

Totals by category						
Services	8,982	-	-	-	-	0.00%
Supplies	-	1,400	1,400	-	1,600	14.29%
Total Martin Trust Expenditures	\$ 8,982	\$ 1,400	\$ 1,400	\$ -	\$ 1,600	14.29%
Martin Trust Surplus/(Deficit)	(8,306)	(1,304)	(450)	502	(950)	

Library							
21	Services	8,982	-	-	-	-	0.00%
22	Supplies	-	1,400	1,400	-	1,600	14.29%
		8,982	1,400	1,400	-	1,600	14.29%
Total Expenditures		\$ 8,982	\$ 1,400	\$ 1,400	\$ -	\$ 1,600	14.29%

382 MARTIN ESTATE TRUST: This is a non-expendable trust established in 1968 as a bequest from the estate of Leo H. Martin. Only earnings on investments may be appropriated for library expenses. These expenses are limited to extending, improving and enlarging the selection of books on California and Napa County History. The fund represents the earnings on investments that are available for expenditure. The non-expendable principal is held separately.

CITY OF ST. HELENA

Fund 384 - Tweed Trust Enhancement Distribution Budget Worksheet

	FY 15/16	FY 16/17	FY 17/18	FY 17/18	FY 18/19	FY 18/19
	Actual	Actual	Budget	Estimated Year End	Proposed	Budget % Change

Beginning Fund Balance (July 1)

Tweed Trust - Revenues											
Investment Earnings		4,104		4,616		4,000		5,400		5,800	45.00%
Donations		-		1,908		-		29		-	0.00%
Rental Income		47,512		23,756		45,500		58,996		45,500	0.00%
Transfers In				-		-		-		-	0.00%
Total Tweed Trust Revenues	\$	51,616	\$	30,280	\$	49,500	\$	64,425	\$	51,300	3.64%

Tweed Trust - Expenditures

Totals by category						
Salaries & Benefits	-	-	-	-	-	0.00%
Services	14,837	12,488	-	-	-	0.00%
Supplies	67,959	59,704	57,275	57,275	50,000	-12.70%
Maintenance	-	-	-	-	-	0.00%
Taxes, Insurances & Contributions	-	-	-	-	-	0.00%
Capital	-	-	-	-	-	0.00%
Transfers	-	-	-	-	-	0.00%
Total Tweed Trust Expenditures	\$ 82,796	\$ 72,192	\$ 57,275	\$ 57,275	\$ 50,000	-12.70%
Tweed Trust Surplus/(Deficit)	(31,180)	(41,912)	(7,775)	7,150	1,300	

Tweed Trust Expenditures by Department

Library								
20	Salaries & Benefits	-	-	-	-	-	-	0.00%
21	Services	14,837	12,488	-	-	-	-	0.00%
22	Supplies	67,959	59,704	57,275	57,275	50,000	-12.70%	
23	Maintenance	-	-	-	-	-	-	0.00%
24	Taxes, Insurances & Contributions	-	-	-	-	-	-	0.00%
26	Capital	-	-	-	-	-	-	0.00%
29	Transfers	-	-	-	-	-	-	0.00%
		82,796	72,192	57,275	57,275	50,000	-12.70%	
Total Expenditures		\$ 82,796	\$ 72,192	\$ 57,275	\$ 57,275	\$ 50,000	-12.70%	

Estimated Fund Balance at June 30, 2019

\$ 661,554

384 TWEED TRUST – Established in 2000 as a bequest from Dorothy L. Tweed and governed by the Wood Endowment administrative framework. All funding requests are approved by the Library Board of Trustees and the City Council.

ENHANCEMENT DISTRIBUTION: This fund allows for an expendable annual 4% distribution from the net fair market value of assets. Funds are to benefit the library and provide support to enhance and enrich basic library services and to enhance the interior of the building.

CONSTRUCTION: Up to twenty percent (20%) of principal is reserved for new building construction.

ENHANCEMENT: This is the non-expendable 80% allocation of principal, from which the 4% annual distribution of interest is drawn for Fund 384.

CITY OF ST. HELENA

Fund 420 - 1996 GO Bonds Budget Worksheet

	FY 15/16 Actual	FY 16/17 Actual	FY 17/18 Budget	FY 17/18 Estimated Year End	FY 18/19 Proposed	FY 18/19 Budget % Change	
Beginning Fund Balance (July 1)	\$ 402,138	\$ 324,164	\$ 146,961	\$ 146,461	\$ 145,963		
1996 GO Bonds - Revenues							
Property Tax	106,014	2,390	-	2	-	0.00%	
Investment Earnings	-	-	-	-	-	0.00%	
Homeowner Property Tax	144	-	-	-	-	0.00%	
Total 1996 GO Bonds Revenues	\$ 106,158	\$ 2,390	\$ -	\$ 2	\$ -	0.00%	
1996 GO Bonds - Expenditures							
Totals by category							
Services	751	-	500	500	-	-100.00%	
Debt	183,380	179,594	-	-	-	0.00%	
Total 1996 GO Bonds Expenditures	\$ 184,131	\$ 179,594	\$ 500	\$ 500	\$ -	-100.00%	
1996 GO Bonds Surplus/(Deficit)	(77,974)	(177,204)	(500)	(498)	-		
1996 GO Bonds Expenditures by Department							
Non Department							
21	Services	751	-	500	500	-	-100.00%
25	Debt	183,380	179,594	-	-	-	0.00%
		184,131	179,594	500	500	-	-100.00%
Total Expenditures							
	\$ 184,131	\$ 179,594	\$ 500	\$ 500	\$ -	-100.00%	
Estimated Fund Balance at June 30, 2019					\$ 145,963		

420 FIRE STATION BONDS: Long-term debt associated with the issuance of the 1996 Fire Station Bonds is accounted for here. The bonds, bearing interest from 5.0% to 6.75% are payable January 1 and July 1 of each year through the year 2016. Principle matures each July 1 at \$65,000 to \$175,000 from 1998 through 2016. Debt service is financed through property tax assessments on all property within the City. Rates are established annually by the City Council and must be certified to Napa County Auditor/Controller by August 15 of each year.

CITY OF ST. HELENA

Fund 443 - South St. Helena Drainage Budget Worksheet

	FY 15/16 Actual	FY 16/17 Actual	FY 17/18 Budget	FY 17/18 Estimated Year End	FY 18/19 Proposed	FY 18/19 Budget % Change
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Beginning Fund Balance (July 1)	\$	28,529	\$	28,691	\$	28,881	\$	28,881	\$	29,111
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South St. Helena Drainage - Revenues

Investment Earnings	162	190	210	230	250	0.00%
Storm Drain Reimbursement	-	-	-	-	-	0.00%
Total South St. Helena Drainage Revenues	\$ 162	\$ 190	\$ 210	\$ 230	\$ 250	0.00%

South St. Helena Drainage - Expenditures

Totals by category						
	-	-	-	-	-	0.00%
Total South St. Helena Drainage Expenditures	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
South St. Helena Drainage Surplus/(Deficit)	162	190	210	230	250	

South St. Helena Drainage Expenditures by Department

	-	-	-	-	-	0.00%
	-	-	-	-	-	0.00%
Total Expenditures	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%

<i>Estimated Fund Balance at June 30, 2019</i>	\$ 29,361
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443 SOUTH S.H. DRAINAGE ASSESSMENT: Fund established to account for a Subdivision Reimbursement Agreement wherein a developer installed an oversized storm drain improvement and the City by ordinance 89-11 set up the South St. Helena Drainage Improvement Benefit Zone to assess property owners benefiting from the improvement to pay the costs associated with the storm drain. As fees are collected, they are remitted to the developer less 1.5% for City administrative costs.

CITY OF ST. HELENA

Fund 592 - Equipment Replacement Budget Worksheet

	FY 15/16 Actual	FY 16/17 Actual	FY 17/18 Budget	FY 17/18 Estimated Year End	FY 18/19 Proposed	FY 18/19 Budget % Change
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Beginning Fund Balance (July 1)	\$ 105,590	\$ 49,355	\$ 49,355	\$ 49,355	\$ 99,355	
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Equipment Replacement - Revenues

Investment Earnings	197	-	-	-	-	0.00%
Operating Transfers In	-	-	50,000	50,000	50,000	0.00%
Total Equipment Replacement Revenues	\$ 197	\$ -	\$ 50,000	\$ 50,000	\$ 50,000	0.00%

Equipment Replacement- Expenditures

Totals by category						
Supplies	56,432	-	-	-	-	0.00%
Total Equipment Replacement Expenditures	\$ 56,432	\$ -	\$ -	\$ -	\$ -	0.00%
Equipment Replacement Surplus/(Deficit)	(56,235)	-	50,000	50,000	50,000	

Equipment Replacement Expenditures by Department

Non Department						
22	Supplies	56,432	-	-	-	0.00%
		56,432	-	-	-	0.00%
Total Expenditures		\$ 56,432	\$ -	\$ -	\$ -	0.00%

Estimated Fund Balance at June 30, 2019	\$ 149,355
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592 EQUIPMENT REPLACEMENT: This Internal Service Fund is designed to account for the total costs and set aside funds for future replacement costs of equipment. This includes vehicles, computers and other equipment as identified. As equipment is identified, user departments will be allocated costs based on estimated costs of replacement.

CITY OF ST. HELENA

Fund 700 - Flood Control Capital Reserve Budget Worksheet

	FY 15/16 Actual	FY 16/17 Actual	FY 17/18 Budget	FY 17/18 Estimated Year End	FY 18/19 Proposed	FY 18/19 Budget % Change
Beginning Fund Balance (July 1)	\$	-	\$ 50,331	\$ 50,331	\$ 101,143	
Flood Control Capital Reserve - Revenues						
Investment Earnings		331	360	812	1,200	233.33%
Transfers From Other Funds		50,000	50,000	50,000	50,000	0.00%
Total Flood Control Capital Reserve Revenues	\$	50,331	\$ 50,360	\$ 50,812	\$ 51,200	1.67%
Civic Impact Fees - Expenditures						
Totals by category						
Transfers		-	-	-	-	0.00%
Total Flood Control Capital Reserve Expenditures	\$	-	\$ -	\$ -	\$ -	0.00%
Flood Control Capital Reserve Surplus/(Deficit)		50,331	50,360	50,812	51,200	
Flood Control Capital Reserve Expenditures by Department						
Non Department						
29	Transfers	-	-	-	-	0.00%
		-	-	-	-	0.00%
Total Expenditures	\$	-	\$ -	\$ -	\$ -	0.00%
Estimated Fund Balance at June 30, 2019					\$ 152,343	

700 Flood Control Capital Reserve: This fund is used for the expansion, major repair or replacement of the flood control facilities located near Vineyard Valley Mobile Home Park. This fund is required to be in effect for the term of the City's State Revolving Loan, which is currently through 2028.

CITY OF ST. HELENA

Fund 713 - Civic Impact Fees Budget Worksheet

	FY 15/16	FY 16/17	FY 17/18	FY 17/18	FY 18/19	FY 18/19
	Actual	Actual	Budget	Estimated Year End	Proposed	Budget % Change

Beginning Fund Balance (July 1)

\$	500,266	\$	549,829	\$	614,652	\$	614,652	\$	632,203
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Civic Impact Fees - Revenues

Investment Earnings	3,009	3,808	1,200	5,000	5,500	358.33%
Civic Impact Fees	48,307	61,769	75,000	60,000	75,000	0.00%
Total Civic Impact Fees Revenues	\$ 51,316	\$ 65,577	\$ 76,200	\$ 65,000	\$ 80,500	22.76%

Civic Impact Fees - Expenditures

Totals by category						
Services	1,753	754	47,449	47,449	1,750	-96.31%
Transfers	-	-	-	-	-	0.00%
Total Civic Impact Fees Expenditures	\$ 1,753	\$ 754	\$ 47,449	\$ 47,449	\$ 1,750	0.00%
Civic Impact Fees Surplus/(Deficit)	49,563	64,823	28,751	17,551	78,750	

Civic Impact Fees Expenditures by Department

Non Department							
29	Transfers	-	-	-	-	-	0.00%
		-	-	-	-	-	0.00%
Finance							
21	Services	1,753	754	8,371	8,371	-	-100.00%
		1,753	754	8,371	8,371	-	-100.00%
Planning							
21	Services	-	-	39,078	39,078	-	-100.00%
		-	-	39,078	39,078	-	-100.00%
Public Works							
21	Services	-	-	-	-	1,750	100.00%
		-	-	-	-	1,750	100.00%
Total Expenditures		\$ 1,753	\$ 754	\$ 47,449	\$ 47,449	\$ 1,750	-96.31%

Estimated Fund Balance at June 30, 2019

\$ 710,953

713 CIVIC IMPACT: This fund is used to accumulate restricted funds from new development's proportionate share of the depreciated replacement cost of a range of facility types including City Hall, corporation yard facilities, as well as library and recreation facilities.

CITY OF ST. HELENA

Fund 734 - Park Impact Fees Budget Worksheet

	FY 15/16	FY 16/17	FY 17/18	FY 17/18	FY 18/19	FY 18/19
	Actual	Actual	Budget	Estimated Year End	Proposed	Budget % Change

Beginning Fund Balance (July 1)

Park Impact Fees - Revenues

Investment Earnings	1,898	2,982	2,000	4,500	5,000	150.00%
Park Impact Fees	87,618	199,462	150,000	150,000	150,000	0.00%
Total Park Impact Fees Revenues	\$ 89,516	\$ 202,443	\$ 152,000	\$ 154,500	\$ 155,000	1.97%

Park Impact Fees - Expenditures

Totals by category						
Services	-	-	-	-	50,000	0.00%
Total Park Impact Fees Expenditures	\$ -	\$ -	\$ -	\$ -	50,000	0.00%

Park Impact Fees Surplus/(Deficit)	89,516	202,443	152,000	154,500	105,000
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Park Impact Fees Expenditures by Department

Public Works

21	Services	-	-	-	-	50,000	0.00%
		-	-	-	-	50,000	0.00%

Total Expenditures	\$	-	\$	-	\$	-	\$	-	\$	50,000	0.00%
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<i>Estimated Fund Balance at June 30, 2019</i>	\$ 834,028
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734 PARK IMPACT: This fund is used to accumulate funds from new or proposed residential development solely for park land acquisition and park improvements.

CITY OF ST. HELENA

Fund 740 - Traffic Mitigation Impact Fees Budget Worksheet

	FY 15/16 Actual	FY 16/17 Actual	FY 17/18 Budget	FY 17/18 Estimated Year End	FY 18/19 Proposed	FY 18/19 Budget % Change
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Beginning Fund Balance (July 1) \$ 1,955,922 \$ 2,072,547 \$ 2,157,500 \$ 2,157,500 \$ 2,220,129

Traffic Mitigation Impact Fees - Revenues

Investment Earnings	11,509	13,923	14,000	16,000	17,500	25.00%
Traffic Mitigation Impact Fees	109,635	71,784	150,000	55,000	75,000	-50.00%
Total Traffic Mitigation Impact Fees Revenues	\$ 121,144	\$ 85,707	\$ 164,000	\$ 71,000	\$ 92,500	-43.60%

Traffic Mitigation Impact Fees - Expenditures

Totals by category						
Services	1,753	754	8,370	8,370	-	-100.00%
Transfers	2,766	-	-	-	-	0.00%
Total Traffic Mitigation Impact Fees Expenditures	\$ 4,519	\$ 754	\$ 8,370	\$ 8,370	\$ -	-100.00%
Traffic Mitigation Impact Fees Surplus/(Deficit)	116,625	84,953	155,630	62,630	92,500	

Traffic Mitigation Impact Fees Expenditures by Department

Non Department

29	Transfers	2,766	-	-	-	-	0.00%
		2,766	-	-	-	-	0.00%

Finance

21	Services	1,753	754	8,370	8,370	-	-100.00%
		1,753	754	8,370	8,370	-	-100.00%

Total Expenditures		\$ 4,519	\$ 754	\$ 8,370	\$ 8,370	\$ -	-100.00%
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Estimated Fund Balance at June 30, 2019

\$ 2,312,629

740 TRAFFIC MITIGATION IMPACT: This fund is used to accumulate funds from new or proposed development to finance circulation improvements to reduce the impacts of traffic generated by new development within the City.

Fund 742 - Storm Drain Impact Fees Budget Worksheet

Beginning Fund Balance (July 1)	\$	560,485	\$	579,967	\$	605,812	\$	605,812	\$	626,442
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Investment Earnings	3,257	3,885	4,000	4,000	4,500	12.50%
Storm Drain Impact Fees	17,978	22,714	25,000	25,000	25,000	0.00%
Total Storm Drain Impact Fees Revenues	\$ 21,235	\$ 26,599	\$ 29,000	\$ 29,000	\$ 29,500	1.72%

Totals by category						
Services	1,753	754	8,370	8,370	-	-100.00%
Transfers	-	-	-	-	-	0.00%
Total Storm Drain Impact Fees Expenditures	\$ 1,753	\$ 754	\$ 8,370	\$ 8,370	\$ -	-100.00%
Storm Drain Impact Fees Surplus/(Deficit)	19,482	25,844	20,630	20,630	29,500	

Non Department							
29	Transfers	-	-	-	-	-	0.00%
		-	-	-	-	-	0.00%
Finance							
21	Services	1,753	754	8,370	8,370	-	-100.00%
		1,753	754	8,370	8,370	-	-100.00%
Total Expenditures		\$ 1,753	\$ 754	\$ 8,370	\$ 8,370	\$ -	-100.00%

\$ 655,942

261

Fund 744 - Housing Impact Fees Budget Worksheet

Beginning Fund Balance (July 1)	\$	25,802	\$	25,948	\$	26,120	\$	26,120	\$	(0)
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Investment Earnings	147	172	160	200	-	-100.00%
Housing Impact Fees	-	-	-	-	-	0.00%
Total Housing Impact Fees Revenues	\$ 147	\$ 172	\$ 160	\$ 200	\$ -	-100.00%

Totals by category						
Transfers	-	-	-	26,320	-	0.00%
Total Housing Impact Fees Expenditures	\$ -	\$ -	\$ -	26,320	\$ -	0.00%
Housing Impact Fees Surplus/(Deficit)	147	172	160	(26,120)	-	

Non Department									
29	Transfers	-	-	-	26,320	-	0.00%		
		-	-	-	26,320	-	0.00%		
Total Expenditures									
		\$ -	\$ -	\$ -	26,320	\$ -	0.00%		

744 HOUSING IMPACT FEES: This fund is used to accumulate funds from new or proposed development in order to defray the costs of providing affordable housing in the City.

Fund 745 - Parking In-Lieu Fees Budget Worksheet

Beginning Fund Balance (July 1)	\$	551,124	\$	555,456	\$	559,728	\$	559,728	\$	564,528
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Investment Earnings	3,133	3,672	3,000	4,400	4,800	60.00%
Parking In-Lieu Fees	1,200	600	1,200	400	-	-100.00%
Total Parking In-Lieu Fees Revenues	\$ 4,333	\$ 4,272	\$ 4,200	\$ 4,800	\$ 4,800	14.29%

Totals by category						
Services	-	-	-	-	30,000	0.00%
Total Parking In-Lieu Fees Expenditures	\$ -	\$ -	\$ -	\$ -	30,000	0.00%

[illegible]

745 PARKING IN-LIEU: This fund is used to accumulate funds from new or proposed development to pay for all or a portion of the costs associate with providing new parking facilities in the City.

Fund 751 - Affordable Housing Fees Budget Worksheet

Beginning Fund Balance (July 1)	\$ 930,254	\$ 1,312,813	\$ 1,466,162	\$ 1,466,162	\$ 929,270
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Investment Earnings	6,879	9,249	9,500	8,200	8,500	-10.53%
Affordable Housing Fees	427,649	235,122	250,000	160,000	250,000	0.00%
Other Revenue	17	965	737	26,688	500	0.00%
Rental Income	75	-	-	-	-	0.00%
Total Affordable Housing Fees Revenues	\$ 434,619	\$ 245,336	\$ 260,237	\$ 194,888	\$ 259,000	-0.48%

Totals by category						
Services	52,040	91,550	15,000	15,000	15,000	0.00%
Supplies	-	-	-	-	-	0.00%
Taxes, Insurance & Contributions	20	438	10,000	716,779	10,000	100.00%
Capital	-	-	-	-	-	0.00%
Transfers	-	-	-	-	-	0.00%
Total Affordable Housing Fees Expenditures	\$ 52,059	\$ 91,988	\$ 25,000	\$ 731,779	\$ 25,000	0.00%
Affordable Housing Fees Surplus/(Deficit)	382,560	153,348	235,237	(536,892)	234,000	

Non Department						
21	Services	30,192	-	-	-	0.00%
22	Supplies	-	-	-	-	0.00%
24	Taxes, Insurance & Contributions	20	438	-	706,779	0.00%
26	Capital	-	-	-	-	0.00%
29	Transfers	-	-	-	-	0.00%
		30,212	438	-	706,779	0.00%

24	Taxes, Insurance & Contributions	-	-	10,000	10,000	10,000	100.00%
		-	-	10,000	10,000	10,000	100.00%

21	Services	21,848	91,550	15,000	15,000	15,000	0.00%
		21,848	91,550	15,000	15,000	15,000	0.00%

Total Expenditures	\$	52,059	\$	91,988	\$	15,000	\$	721,779	\$	25,000	66.67%
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\$ 1,163,270

264

CITY OF ST. HELENA

Fund 764 - Water Impact Fees Budget Worksheet

	FY 15/16 Actual	FY 16/17 Actual	FY 17/18 Budget	FY 17/18 Estimated Year End	FY 18/19 Proposed	FY 18/19 Budget % Change
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Beginning Fund Balance (July 1) \$ 505,650 \$ 145,727 \$ 145,727 \$ 213,157 \$ 264,357

Water Impact Fees - Revenues

Investment Earnings	1,337	752	800	1,200	1,200	50.00%
Water Impact Fees	(42,756)	57,965	75,000	50,000	50,000	-33.33%
Total Water Impact Fees Revenues	\$ (41,419)	\$ 58,718	\$ 75,800	\$ 51,200	\$ 51,200	-32.45%

Water Impact Fees - Expenditures

Totals by category						
Transfers	316,750	57,465	-	-	-	0.00%
Services	1,753	754	8,371	-	-	0.00%
Total Water Impact Fees Expenditures	\$ 318,503	\$ 58,219	\$ 8,371	\$ -	\$ -	0.00%
Water Impact Fees Surplus/(Deficit)	(359,922)	499	67,430	51,200	51,200	

Water Impact Fees Expenditures by Department

Non Department

29	Transfers	316,750	57,465	-	-	-	0.00%
		316,750	57,465	-	-	-	0.00%

Finance

21	Services	1,753	754	8,371	-	-	0.00%
		1,753	754	8,371	-	-	0.00%

Total Expenditures		\$ 318,503	\$ 58,219	\$ 8,371	\$ -	\$ -	0.00%
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Estimated Fund Balance at June 30, 2019

\$ 315,557

764 WATER IMPACT: This fund is used to accumulate funds from new or proposed development to pay for water system capital improvements needed to support new development.

CITY OF ST. HELENA

Fund 774 - Wastewater Impact Fees Budget Worksheet

	FY 15/16 Actual	FY 16/17 Actual	FY 17/18 Budget	FY 17/18 Estimated Year End	FY 18/19 Proposed	FY 18/19 Budget % Change
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Beginning Fund Balance (July 1) \$ 625,270 \$ 604,408 \$ 612,024 \$ 612,024 \$ 632,024

Wastewater Impact Fees - Revenues

Investment Earnings	3,388	3,968	4,300	5,000	5,000	16.28%
Wastewater Impact Fees	15,303	14,902	15,000	15,000	15,000	0.00%
Total Wastewater Impact Fees Revenues	\$ 18,691	\$ 18,870	\$ 19,300	\$ 20,000	\$ 20,000	3.63%

Wastewater Impact Fees - Expenditures

Totals by category						
Transfers	37,800	10,500	-	-	-	0.00%
Services	1,753	754	8,371	-	-	-100.00%
Total Wastewater Impact Fees Expenditures	\$ 39,553	\$ 11,254	\$ 8,371	\$ -	\$ -	-100.00%
Wastewater Impact Fees Surplus/(Deficit)	(20,862)	7,616	10,930	20,000	20,000	

Wastewater Impact Fees Expenditures by Department

Non Department

29	Transfers	37,800	10,500	-	-	-	0.00%
		37,800	10,500	-	-	-	0.00%

Finance

21	Services	1,753	754	8,371	-	-	-100.00%
		1,753	754	8,371	-	-	-100.00%

Total Expenditures		\$ 39,553	\$ 11,254	\$ 8,371	\$ -	\$ -	-100.00%
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Estimated Fund Balance at June 30, 2019

\$ 652,024

774 WASTEWATER IMPACT: This fund was established to account for the costs of constructing and improving the wastewater treatment plant and sewer collection system in order to support new development.

CITY OF ST. HELENA

Readers Guide to the Budget**GLOSSARY OF COMMON BUDGET AND FINANCIAL TERMS**

ACCOUNT	Financial reporting unit for budget, management, or accounting purposes.
ACCOUNTS PAYABLE	The amounts owed to others for goods and services received.
ACCOUNTS RECEIVABLE	Amounts due from others for goods furnished and services rendered.
ACCRUAL BASIS	The basis whereby transactions and events are recognized when they occur, regardless of when cash is received or paid.
ACTUAL PRIOR YEAR	Actual amounts for the fiscal year preceding the current fiscal year which precedes the budget fiscal year.
ALLOCATION	Component of an appropriation earmarking expenditures for a specific purpose and/or level of organization.
ALLOTMENT	That portion of an appropriation which may be encumbered or spent during a specified period.
AMORTIZATION	Payment of a debt by regular intervals over a specific period of time.
APPROPRIATION	An authorization by a legislative body (e.g. City Council) that provides legal permission to make expenditures and incur obligations for specific purposes. ¹
ASSET	Resources owned or held by a government which have monetary value.
ASSESSED VALUATION	Official government value placed upon real estate or other property as a basis for levying taxes.
BOND	A written promise to pay a specific amount of money at a specific date in the future together with a periodic interest as a special rate. Two types are used: General Obligation and Revenue.
BONDED INDEBTEDNESS	Outstanding debt by issues of bonds which is repaid by ad valorem or other revenue.

¹ "Appropriations subject to limitation," for purposes of each agency's Gann limit, means "any authorization to expend during a fiscal year the proceeds of taxes levied by or for that agency and the proceeds of state subventions to that agency." Cal. Const. Art. XIII B, section 8(b).

BUDGET AMENDMENT	A procedure authorized by some City Councils that allows the City Manager to make adjustments to expenditures within or between departmental budgets by revising budget appropriations. Note: City Council approval is always required for additional appropriations from a fund balance or new revenue sources.
BUDGET DEFICIT	Amount by which the government's budget outlays exceed its budget receipts for a given period, usually a fiscal year.
CAPITAL IMPROVEMENT PROGRAM	Annual appropriations in a City's budget for capital improvement projects such as street or park improvements, building construction and various kinds of major facility maintenance. Capital improvement projects are often multi-year projects that require funding beyond the one-year periods of the annual budget.
CAPITALIZATION THRESHOLD	The dollar value at which government elects to capitalize tangible or intangible assets that are used in operations and that have initial useful lives extending beyond a single reporting period.
DEBT SERVICE; DEBT SERVICE FUND	The payment of principal and interest on borrowed funds such as bonds. A fund established to account for the accumulation of resources for, and the payment of, general long-term debt principal and interest. Sometimes a debt service fund is referred to as a sinking fund. Debt financing is most commonly used to address temporary short-term cash flow problems and to provide funding for improvements with long lives. Borrowing long-term for operational or short-term capital needs is not advised. ²
ENCUMBRANCE	Prior to actual spending, an obligation charged against a budget indicating that a commitment has been made or an order placed for goods and services not yet received or paid for. After an encumbrance has been made, the money is not then available for other transactions.
EQUITY FUNDING	Funding is accomplished with available resources, and does not include leveraged resources. Project funding is dictated by the availability of cash.
EXPENDITURE	A decrease in net financial resources. Expenditures include current operating expenses that require the current or future use of net current assets, debt service and capital outlays.

² Be aware that Article XVI, section 18 of the California Constitution prohibits a City from borrowing more money than it can repay in a single fiscal year from its general fund without a two-thirds vote of the electorate. Common exceptions to this borrowing restriction are the special fund doctrine; and the lease purchase agreement.

EXPENSE	A decrease in net total assets. Expenses represent the total cost of operations during a period regardless of the timing of related expenditures.
FIDUCIARY FUNDS	Trust and Agency funds.
FISCAL POLICY	A government's policies with respect to revenues, spending and debt management as these relate to government services, programs and capital investment. Fiscal Policy provides an agreed-upon set of principles for the planning and programming of government budgets and their funding.
FISCAL YEAR	The 12-month period used by the City of St. Helena begins with July 1, and ends with June 30 of the designated fiscal year (i.e., FY 2011-12 ends on June 30, 2012).
FIXED ASSETS	Assets of long-term character which are intended to be held or used for more than one fiscal year. Examples are land, buildings, machinery and furniture.
FORCE ACCOUNT	Construction of maintenance activities performed by the City's own personnel, rather than by outside labor.
FULL-TIME EQUIVALENT (FTE)	Number of positions calculated on the basis that one FTE equates to a 40-hour workweek for twelve months. For example, two part-time positions working 20 hours for twelve months also equals one FTE.
FUNCTION	Group of related programs crossing organizational (departmental) boundaries and aimed at accomplishing a broad goal or major service.
FUND	A fiscal and accounting entity with a self-balancing set of accounts in which cash and other financial resources, all related liabilities or balances and changes therein are recorded and segregated to carry on specific activities or attain certain objectives in accordance with special regulations, restrictions or limitations.
FUND BALANCE	A term used to express the excess of assets over liabilities (equity). It also represents the accumulated net resources of a fund available for reservation, designation, or for appropriation.
GENERAL FUND	General operating fund of the City. It is used to account for all financial resources except those required to be accounted for in another fund.
GENERAL OBLIGATION BONDS	Bonds where the City pledges its full faith and credit to the repayment of bonds. These bonds are secured by the General Fund of the City.

GOVERNMENTAL FUNDS	General, Special Revenue, Debt Service, and Capital Projects funds.
GRANTS	Contributions of cash or other assets from another governmental agency (usually) to be expended or used for a specified purpose, activity or facility.
LEASE PURCHASE	Contractual Agreements which are termed leases, but whose lease amount is applied to the purchase.
LONG TERM DEBT	Debt with a maturity of more than one year after the date of the issue.
OPERATING DEFICIT	The excess of operating expenditures over operating revenues.
OPERATING SURPLUS	The excess of operating revenues over operating expenditures.
ORDINANCE	A formal legislative enactment by the City Council. If it is not in conflict with any higher form of law, it has the full force and effect of law within the boundaries of the City.
RESERVES	Accumulated funds legally restricted or otherwise designated by a City Council for specific purposes.
RESOLUTION	A special or temporary order of the City Council requiring less formality than an ordinance.
REVENUES	Total amount of income received, earned or otherwise available for appropriation.
SURPLUS	An excess of revenues over expenditures.
TAXES	Compulsory charges levied by a government for the purpose of financing services performed for the common good.
TRANSFERS	Payments from one fund to another ideally for work or services provided, or to cover operating expense shortfalls.
USER FEES	Payments of charges for direct receipt of a public service by the party benefiting from the service.

CITY OF ST. HELENA
Readers Guide to the Budget

ACRONYMS

AV	Audio Visual
AWWA	American Water Works Association
BMP	Best Management Practices
CAFR	Comprehensive Annual Finance Report
CCAC	City Clerk Association of California
CCC	California Conservation Crews
CCR	Consumer Confidence Report
CDBG	Community Development Block Grant
CEQA	California Environmental Quality Act
CIP	Capital Improvement Project
CLA	California Library Association
CLETS	California Law Enforcement Telecommunications System
CLSA	California Library Services Act
COPS	Citizen's Options for Public Safety
CSL	California State Library
CSO	Community Services Officer
CSMFO	California Society of Municipal Finance Officers
DARE	Drug Abuse Resistance Education
DBP	Disinfection By-Products
DMV	Department of Motor Vehicles
DPW	Department of Public Works
EAP	Employee Assistance Program
EIR	Environmental Impact Review

EMS	Emergency Medical Services
EOC	Emergency Operations Center
EPA	Environmental Protection Agency
ERAF	Education Review Augmentation Fund
FEMA	Federal Emergency Management Agency
FF	Firefighter
FTE	Full Time Equivalent
GAAP	Generally Accepted Accounting Principles
GAAS	Generally Accepted Auditing Standards
GASB	Governmental Accounting Standards Board
GIS	Geographic Information Systems
GO	General Obligation
HDPE	High-Density Polyethylene Pipe
HSP	High Service Pump
HVAC	Heating & Air Conditioning
ICMA	International City/County Management Association
IT	Information Technology
LAFCO	Local Agency Formation Commission
LSWTP	Louis Stralla Water Treatment Plant
MDC	Mobile Data Center
MGD	Million Gallons per Day
MSD	Metropolitan Sewer District
MTC	Metropolitan Transportation Commission
NBC	North Bay Cooperative Library System
NCTPA	Napa County Transportation Planning Agency

NFPA	National Fire Protection Association
NLS	Northnet Library System
NSIB	Napa Special Investigation Bureau
OCLC	Online Computer Library Center, Inc.
OES	Office of Emergency Services
PERS	Public Employees Retirement System
PLF	Public Library Foundation
POF	Police Officers Foundation
REMIF	Redwood Empire Municipal Insurance Fund
RIMS	Records Integrated Management System
RLS	Robert Louis Stevenson Middle School
RWQCB	Regional Water Quality Control Board
SBW	Stonebridge Well
SCADA	Supervising Control and Data Acquisition
SCBA	Self-Contained Breathing Apparatus
SNAP	Solano & Napa Partners
SWRCB	State Water Resource Control Board
TID	Tourism Improvement District
TOT	Transient Occupancy Tax
VFD	Variable Frequency Drive
WTP	Water Treatment Plant
WWTP	Waste Water Treatment Plant

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CITY OF ST. HELENA
Readers Guide to the Budget

Funds

101 GENERAL FUND: The primary reporting vehicle for current government revenues and operations, this fund accounts for all financial resources not required by law or City Council actions to be accounted for in another fund.

210 COMMUNITY DEVELOPMENT BLOCK GRANT: This fund is used for expenditures and grant reimbursements for Community Development Block Grant (CDBG) funded programs or projects.

216 PUBLIC SAFETY IMPACT FEES: Section 22.5 of the City Code establishes this fund to accumulate revenues from fees on building permits to be used solely for equipment and facilities' costs for Police and the Fire Departments. Vehicles, capital equipment, and building improvements are approved uses.

218 PUBLIC LIBRARY FOUNDATION: This fund is used to account for State Aid for libraries and related expense account for proceeds from the State of California under the California Library Services Act and related expenditures.

219 CLSA LIBRARY RESTORATION: This fund was established as a special revenue fund to account for proceeds from the State of California under the California Library Services Act and related expenditures.

220 NAPA VALLEY NOW: This fund was established to account for proceeds and expenditures associated with the administration of the website www.napavalleynow.com which is managed by the St. Helena Public Library in partnership with several other private and public organizations in Napa County.

222 PARK DEVELOPMENT: A special revenue fund for Ballpark State Grant, Proposition 12 Park per capita funding, other park grants, and park donations. These funds are restricted for park improvements and development.

223 SKATE PARK LIGHTING: This fund is used to account for donations and is used to fund the expenses incurred in maintaining the Skate Park lights.

224 PUBLIC SAFETY (COPS): A special revenue fund used to account for transactions related to supporting front line police officers.

225 STATE GAS TAX 2105: This fund is used to account for proceeds and expenditures of revenue received as a result of Proposition 111. Funds are restricted for use in the same manner as Section 2106/07. In addition, Proposition 111 established a "Maintenance of Effort" provision requiring cities to continue to provide matching street related expenditures from the General Fund equal to the average amount expended over the past 3 years.

226 STATE GAS TAX 2106: This fund is used to account for proceeds and expenditures of gas tax revenue received under the California Streets and Highways Code Section 2106. Apportionments are based on vehicle registration, assessed valuation, and population. Funds are restricted to any street or road purpose that include: construction, maintenance and allocated overhead related to streets, roads, bridges,

culverts, curbs, gutters, sidewalks, traffic signals, right-of-way landscaping, traffic signs, bike paths adjacent to streets and roads.

227 STATE GAS TAX 2107: This fund is used to account for proceeds and expenditures of gas tax revenue received under the California Streets and Highways Code Section 2107. Apportionments are based on population. Uses of funds are the same as those listed for fund 225.

228 STATE GAS TAX 2107.5: This fund is used to account for proceeds and expenditures of gas tax revenue received under the California Streets and Highway Code Section 2107.5. Apportionments are based on population. Funds are restricted for use in covering the costs of street related engineering and administrative expenses. Cities with a population of less than 10,000 may use these funds for acquisition of rights-of-way and construction of its street system.

229 STATE GAS TAX 2103: Section 2103 was added beginning with the 2010-11 fiscal year to allocate funds from a new motor vehicle fuel excise tax that replaces previous city and county allocations from the Proposition 42 sales tax on gasoline. This is the change known as the “fuel tax swap of 2010.” Section 2103 funds are allocated to cities and counties on a per capita basis. Funds must be used for street and highway pavement maintenance, rehabilitation, reconstruction and storm damage repair. For Proposition 42 purposes, maintenance means patching, overlay, and sealing. Reconstruction includes overlay, sealing, or widening of the roadway to bring the roadway width to the desirable minimum pavement width consistent with accepted design standards for local streets and roads. However, widening of a roadway does not include widening for increasing the traffic capacity of a street or road.

235 MEASURE A: This fund is used to account for proceeds received under Measure A, the countywide flood management plan. This Ordinance imposed a one-half of one percent transaction and use tax in the County and established a Flood Protection and Watershed Improvement Expenditure Plan. Any amendments to the use of this tax as established by the Joint Powers Agreement, resolution 98-118 shall be recommended to the Napa County Flood Control, Water Conservation District, Financial Oversight Committee and the Technical Review Committee for approval. This Tax is scheduled to expire in 2018.

237 EMERGENCY FLOOD RELIEF: This fund is for allocations for disaster assistance relating to flood damage.

238 TRAINING DEVELOPMENT: This fund was established to account for proceeds from the Police Officers Standards and Training fund to cover the costs of Police officer's training. Proceeds come in the form of reimbursements.

279 ASSET FORFEITURE: A special revenue fund for monies from adjudicated crime cases restricted for public safety purposes.

280 COMMUNITY ACTIVITY FUND: This fund is used to account for donations received to be used towards youth community activities within the community. Activities include the Teen Center.

283 TREE CITY USA: This fund was established in fiscal year 1996/97 to account for expenditures related to the maintenance and planting of trees located on City right of ways and in parks within the City. The City is seeking a designation from the Arbor Foundation for this effort. Revenue sources include General

Fund transfers and private donations.

286 BOCCE BALL LEAGUE: This fund is used to account for the costs of running Bocce league services to the general public on a continuing basis. The intent is to recover costs through user charges and fees. The fund, therefore, is operated in a manner similar to a private business enterprise.

287 HARVEST FESTIVAL: This fund is used to account for revenues from registration fees and donations and is used to fund the expenses incurred in administering the Harvest Festival.

288 FOURTH OF JULY: This fund is used to account for donations and is used to fund the expenses incurred in administering the Fourth of July fireworks show.

289 RECREATION PROGRAMS: Used to account for revenues from registration fees or other income from recreation programs and funding the expenses incurred in providing those programs. Council established this fund to monitor the ability of the recreation programs to be self-sustaining excluding costs associated with the Recreation Director.

290 TOURISM IMPROVEMENT DISTRICT (TID): The Napa Valley Tourism Improvement District was created in 2010 and is funded through an assessment on hotel room nights implemented and collected by lodging businesses throughout Napa Valley. The intent of the assessment is to support local activities and products that promote, support and enhance locally based tourism and hospitality efforts. Revenue is currently 2% of taxable room rent. These funds are directed by the Tourism Board created by the County MOU.

291 SB-1186 STATE FEES: Effective January 1, 2013 an additional state fee of \$1 was added to the business license application and renewal fee for, (1) the purpose of increasing disability access and compliance with construction-related accessibility requirements, and (2) developing educational resources for businesses to facilitate compliance with federal and state disability laws. This fee sunsets on December 31, 2018.

295 N.O.A.A.: This fund is used to account for monies used toward the compensation and mitigation project known as the Northern Napa River Tributary Stream Surveys.

329 STABO TRUST: This fund is used to account for proceeds and expenditures toward the upkeep of Stabo Park located on Hunt Avenue.

375 MADELINE MURRAY TRUST FUND: The proceeds from a non-expendable trust established in 2000 as a bequest from the Madeline Murray, through the Madeline Murray and Bertha Tranah Foundation. The funds are to be used for new equipment purchases for the Police Department. The Fire Department also receives funding from the Madeline Murray and Bertha Tranah Foundation but it is given directly to the St. Helena Volunteer Fire Department, a non-profit organization.

380 FRIENDS & FOUNDATION, ST. HELENA PUBLIC LIBRARY: This fund is used to account for grant monies to the St. Helena Public Library from the 501(c)(3) support organization FFSHPL and related expenditures.

381 RYAN LIBRARY TRUST: A non-expendable trust established in 1941 as a bequest from the estate of John Joseph Ryan. Only earnings on investments may be appropriated for library expenditures. Expenditures are restricted to any and all costs of maintaining the library. The fund represents the

earnings on investments that are available for expenditure. The non-expendable principal is held separately.

382 MARTIN ESTATE TRUST: This is a non-expendable trust established in 1968 as a bequest from the estate of Leo H. Martin. Only earnings on investments may be appropriated for library expenses. These expenses are limited to extending, improving and enlarging the selection of books on California and Napa County History. The fund represents the earnings on investments that are available for expenditure. The non-expendable principal is held separately.

384 TWEED TRUST – ENHANCEMENT DISTRIBUTION: A trust established in 2000 as a bequest from Dorothy L. Tweed and governed by the Wood Endowment administrative framework. This fund is the expendable annual 4% distribution from the Tweed Enhancement Account of the net fair market value of assets. Funds are to benefit the library and provide support to enhance and enrich basic library services and to enhance the interior of the building. All funding requests are approved by the Library Board of Trustees and the City Council.

385 TWEED TRUST – CONSTRUCTION: A trust established as a bequest from Dorothy L. Tweed and governed by the Wood Endowment administrative framework. Up to twenty percent (20%) of principal is reserved for new building construction. All funding requests are approved by the Library Board of Trustees and the City Council.

386 TWEED TRUST – ENHANCEMENT: A trust established in 2000 as a bequest from Dorothy L. Tweed and governed by the Wood Endowment administrative framework. This is the non-expendable 80% allocation of principal, from which the 4% annual distribution of interest is drawn for Fund 384.

420 FIRE STATION BONDS: Long-term debt associated with the issuance of the 1996 Fire Station Bonds is accounted for here. The bonds, bearing interest from 5.0% to 6.75% are payable January 1 and July 1 of each year through the year 2016. Principle matures each July 1 at \$65,000 to \$175,000 from 1998 through 2016. Debt service is financed through property tax assessments on all property within the City. Rates are established annually by the City Council and must be certified to Napa County Auditor/Controller by August 15 of each year.

443 SOUTH S.H. DRAINAGE ASSESSMENT: Fund established to account for a Subdivision Reimbursement Agreement wherein a developer installed an oversized storm drain improvement and the City by ordinance 89-11 set up the South St. Helena Drainage Improvement Benefit Zone to assess property owners benefiting from the improvement to pay the costs associated with the storm drain. As fees are collected, they are remitted to the developer less 1.5% for City administrative costs.

561 WATER ENTERPRISE: This fund is used to account for the costs of providing water services to the general public on a continuing basis. The intent is to recover costs through user charges and fees. The fund, therefore, is operated in a manner similar to a private business enterprise.

571 SEWER ENTERPRISE: This fund is used to account for the costs of providing sewer services to the general public on a continuing basis. The intent is to recover costs through user charges and fees. The

fund, therefore, is operated in a manner similar to a private business enterprise.

582 CITY GARAGE: This Internal Service Fund is designed to account for the total costs of maintaining the fleet of vehicles and automotive equipment owned by the city. Costs are allocated to the various user departments based on time and materials used within those user departments.

592 EQUIPMENT REPLACEMENT: This Internal Service Fund is designed to account for the total costs and set aside funds for future replacement costs of equipment. This includes vehicles, computers and other equipment as identified. As equipment is identified, user departments will be allocated costs based on estimated costs of replacement.

713 CIVIC IMPACT: This fund is used to accumulate restricted funds from new development's proportionate share of the depreciated replacement cost of a range of facility types including City Hall, corporation yard facilities, as well as library and recreation facilities.

734 PARK IMPACT: This fund is used to accumulate funds from new or proposed residential development solely for park land acquisition and park improvements.

740 TRAFFIC MITIGATION IMPACT: This fund is used to accumulate funds from new or proposed development to finance circulation improvements to reduce the impacts of traffic generated by new development within the City.

742 STORM DRAIN IMPROVEMENT: This fund is used to accumulate funds from new development's proportionate *share of planned drainage system improvements*.

745 PARKING IN-LIEU: This fund is used to accumulate funds from new or proposed development to pay for all or a portion of the costs associate with providing new parking facilities in the City.

751 AFFORDABLE HOUSING: This fund is used to accumulate funds from new or proposed development in order to defray the costs of providing affordable housing in the City.

764 WATER IMPACT: This fund is used to accumulate funds from new or proposed development to pay for water system capital improvements needed to support new development.

774 WASTEWATER IMPACT: This fund was established to account for the costs of constructing and improving the wastewater treatment plant and sewer collection system in order to support new development.

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Attachment 2

CITY OF ST. HELENA

RESOLUTION NO. 2018-__

**ADOPTION OF ANNUAL BUDGET FOR THE CITY OF ST. HELENA FOR FISCAL YEAR 2018/19
WHICH INCLUDES THE ADDITION OF TWO FULL-TIME FIREFIGHTER POSITIONS AND ONE
PART-TIME, LIMITED TERM SENIOR PLANNER POSITION**

RECITALS

- A. The City is required to adopt estimates of revenues and expenditures on a fiscal year basis; and
- B. Per Municipal Code 2.12.060.B.9, the City Manager supervises the preparation of a detailed, proposed municipal budget and submit to the Council on or before May 15th of each year; and
- C. On May 9, 2018, the City Manager and Finance Director presented to the City Council a detailed, proposed balanced budget; and
- D. On May 9, 2018, City Council provided additional feedback to City staff to: (1) grant the Boys & Girls Club and additional \$30,000, (2) decrease the Attorney budget by \$45,000, (3) decrease funding for retiree medical, and (4) based on the Fire Department Operations Study Session held on May 3, 2018, allowed for the addition of two full-time firefighters; and
- E. On June 12, 2018, staff, with Council Direction, determined the appropriations needed for Fiscal Year 2018/19 and prepared a Proposed Budget for City Council Review; and
- F. The City provides a policy for subsequent modification of such appropriations.

RESOLUTION

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

- 1. Approval of two full-time Firefighter positions and one part-time, limited term Senior Planner position; and
- 2. Revenue estimates and appropriations by fund and department are shown in "Exhibit A", a copy of which is attached and hereby made part of this Resolution, is hereby adopted.
- 3. Any remaining Capital fund projects and encumbrances will be rolled into the next fiscal year.
- 4. Department Heads may authorize the transfer of appropriations within a department, except transfers: (1) that would purport an increase in the number of regular personnel, and (2) that would decrease appropriations for capital outlay.
- 5. The City Manager may transfer appropriations between departments so long as total appropriations are not increased within a fund.

6. The City Council has the overriding authority to control the use of revenues and the appropriations of funds and therefore may modify this policy at any time. The total appropriations in any fund may not be increased except by the City Council.
7. All changes in appropriations will be authorized on a "Budget Adjustment Form." All increases in appropriations will be authorized by Council.
8. Any expenditure must be made in accordance with Title 3, Chapter 3.04 of the Municipal Code.

Approved at a Regular Meeting of the St. Helena City Council on June 12, 2018 by the following vote:

Mayor Galbraith: _____

Vice Mayor White: _____

Councilmember Dohring: _____

Councilmember Koberstein: _____

Councilmember Ellsworth: _____

APPROVED:

ATTEST:

Alan Galbraith, Mayor

Cindy Tzaopoulos, City Clerk



Report to the City Council
Council Meeting of June 12, 2018

Agenda Section: Public Hearing

Subject: Introduction and first reading of an ordinance amending the City's Zoning Ordinance, St. Helena Municipal Code ("SHMC") Title 17, potentially revising Section 17.148, Signs, to be consistent with current case law as deemed appropriate by the City Council.

CEQA Determination: It is determined that the Ordinance is exempt from CEQA pursuant to Guidelines Sections 15061(b)(1), 15061(b)(2), and specifically, the "General Rule" Section 15061(b)(3), where it can be seen with certainty that the proposed action will have no significant effect on the environment.

Prepared By: Aaron Hecock, Senior Planner

Reviewed By: Noah Housh, Planning & Community Improvement Director

Approved By: Mark T. Prestwich, City Manager

BACKGROUND

City staff, the Planning Commission, City Council and project applicants regularly find challenges with the existing Zoning Code, including incomplete requirements, antiquated policies and a general lack of consistent regulations. In the spring of 2017, City staff worked with the Planning Commission to prioritize an on-going list of potential citywide projects of interest to the Commission. One of the leading priorities identified at this time was initiation of a comprehensive Zoning Code update in order to address a number of problematic issues and inconsistencies.

On August 22, 2017, the City Council and the Planning Commission prioritized an update of the zoning code as a top priority to both address these on-going issues, as well as provide an efficient method to tackle a number of other priorities identified by the Planning Commission and City Council. In addition to addressing the inconsistencies and improving the usability of the Code, the list of prioritized code improvements includes:

1. Review of the Floor Area Ratio (F.A.R.) allowances and exemptions (Reviewed and discussed by the Planning Commission on January 16, 2018);
2. Review of the sign standards (Reviewed and discussed by the Planning Commission on February 20, 2018 and May 15, 2018);
3. Review of the Use Permit requirements in the Service Commercial and Central Business Zoning Districts (Reviewed and discussed by the Planning Commission on March 20, 2018 and April 17, 2018);
4. Review of the small lot zoning standards;
5. Review, clarify and improve the applicability of the non-conforming zoning standards, with particular focus on large industrial users;
6. Review the Demolition permit process and potential increases in limitations on Demolition permit approval;
7. Food Truck Ordinance;
8. Temporary Use Permit process;
9. Update the Daycare regulations to be consistent with State law; and
10. Update Telecommunication regulations to be consistent with State and Federal law.

To date, staff has brought forth and the Commission has discussed items 1, 2 and 3 above (see parentheses for dates). On May 15, 2018, the Planning Commission reviewed proposed changes to SHMC Section 17.148 (Signs) prior to unanimously recommending that the City Council only adopt the changes proposed specifically to Section 17.148.090; other suggested changes were deferred for further discussion.

Separate from these Zoning Code "clean-up" efforts, adoption of the draft 2035 General Plan (likely to occur in late 2018) will trigger a comprehensive Zoning Code update to implement the direction of this policy document. It is important to make the distinction between the comprehensive changes the General Plan update will trigger, and the code "clean-up" envisioned through this process. This effort is intended to consist of minor revisions and modifications to existing policy, not whole-sale policy changes the scope of which were not anticipated or covered in existing adopted policy documents and therefore past California Environmental Quality Act (CEQA) analysis and determinations.

DISCUSSION

Review Municipal Code Section 17.148 (Signs)

There are several issues with the Sign Code as it is currently written. Specifically, the Code is in conflict with established court rulings related to "free speech" signs. In *City of Ladue v. Gilleo*, 512 U.S. 43, 48 (1994), the Supreme Court held that it is unconstitutional for local regulations to prohibit property owners from displaying small, temporary signs with political or other noncommercial messages on their property.

Currently, Municipal Code Section 17.148.040 (Regulated signs) states that *"No sign, addition to a sign, alteration of a sign or replacement of a sign, unless specifically excluded in Section 17.148.020, shall be permitted in any district without first obtaining*

an administrative sign permit or a planning commission sign permit.” This section therefore arguably requires a permit for any “sign” not excluded under Section 17.148.020. The term “arguably” is being used because the Code’s definition of “sign” focuses exclusively on either commercial messages or identification:

As currently defined in the Municipal Code, *“Sign” means any medium, including its structure and component parts in view of the general public, which is used to attract attention for advertising or identifying purposes.*

Nevertheless, the Code does define “campaign signs” and regulates them in Section 17.148.090, creating a situation whereby Section 17.148.040, which only permits commercial signage, effectively precludes the posting of all noncommercial signs on residential property other than a campaign sign. The courts have found that this is a violation of free speech and is proposed to be addressed by the attached Ordinance.

It is also prudent to allow additional opportunities for noncommercial signage during an “election period” (“Election period” means the period commencing [60] days before any national, state, or local election in which city electors may vote up through the date of the election). This is intended to address the need for “campaign signs” but in light of the Supreme Court’s holding in *Reed v. Town of Gilbert*, 576 U.S. 15, 17 (2015), allowing only additional “campaign” signs would amount to a content-based regulation that favors one form of speech over another.

In order to resolve these inconsistencies, it is recommended the City Council amend the Municipal Code to allow both the posting of small non-commercial signs in all residential zones and election period signs in all zones as described below. Suggested amendments to Municipal Code Section 17.148 “Signs” are attached for Council review. Additions are shown in underline and deletions are shown in ~~strike through~~.

ANALYSIS

Amendments are governed by Municipal Code Section 17.12 and by Government Code Section 65853. Municipal Code Section 17.12 stipulates that text amendments may be approved by the City Council insofar as the Council finds the proposed amendments are in conformance with the General Plan and consistent with the public necessity, convenience, general welfare, and good zoning practice.

General Plan Consistency

The proposed text amendments are intended to clarify and streamline existing sign regulations and to bring the Code into compliance with current State law. As such, the proposed text amendments are found to be consistent with the following policies listed in the in the 1993 City of St. Helena General Plan:

- 2.6.31 – *Require the design of all new commercial development to be compatible with and complementary to the image and character of the historic Main Street area.*

- 2.6.50 – *Require office development that is located within a commercial district to be similar in appearance and character with surrounding businesses so that it does not detract from the design character or pedestrian orientation of the shopping district.*
- 4.3.21 – *This area (Service Commercial) serves as part of the entry sequence into the city from the south. For this reason care shall be exercised to ensure that this area is attractive and a positive element of the cityscape.*

Staff Response: As detailed under Municipal Code Section 17.12.080, the City Council may, by ordinance, approve Code amendments whenever the public necessity, the general community welfare, and good zoning practice warrant such amendment. Accordingly, the proposed text amendments would further the public necessity, convenience, general and good zoning practice by creating a more efficient and effective process that is consistent with current California state law.

CEQA

An action to recommend adoption of an Ordinance to amend Chapter 17 of the St. Helena Municipal Code is exempt from the requirements of the California Environmental Quality Act (Public Resources Code Section 21000, et seq.) pursuant to Guidelines Sections 15061(b)(1), 15061(b)(2), and specifically, the “General Rule” Section 15061(b)(3), where it can be seen with certainty that the proposed action will have no significant effect on the environment, projects are exempt from the requirements of CEQA. Furthermore, these changes are in accordance with the adopted 1993 General Plan Environmental Impact Report (EIR) and 2015 Housing Element Mitigated Negative Declaration (MND).

FISCAL IMPACT

No direct impacts to the General Fund are expected as a result of the proposed Draft Ordinance.

RECOMMENDED ACTION

It is recommended by the Planning Commission of the City of St. Helena that the City Council review the Draft Ordinance and proposed text amendments to the Sign Ordinance and:

1. Determine that the proposed Zoning Code text amendments are exempt from the requirements of CEQA pursuant to CEQA Guidelines Section 15061; and
2. Review and approve the text amendments to St. Helena Municipal Code Title 17, Chapter 17.148 in order to update and modify existing Zoning Code regulations governing signs to establish compliance with current State law; and
3. Introduce and conduct first reading of the ordinance, by title only and waive further reading.

ATTACHMENTS

[17.148 redline CC](#)

[Draft Ordinance update](#)
[Exhibit A](#)

Chapter 17.148

SIGNS

Sections:

- 17.148.010 Definitions.
- 17.148.020 Exclusions.
- 17.148.030 Signs prohibited.
- 17.148.040 Regulated signs.
- 17.148.050 Illumination.
- 17.148.060 Neon signs.
- 17.148.070 Monument signs.
- 17.148.080 Real estate signs.
- 17.148.090 ~~Campaign signs~~ Temporary noncommercial signs.
- 17.148.100 Public information signs.
- 17.148.110 Miscellaneous regulations.
- 17.148.120 Administration.
- 17.148.130 Nonconforming signs.

17.148.010 Definitions.

As used in this chapter:

“Abandoned sign” means any sign which pertains to a business or occupation which is no longer using the particular property, or which relates to a time or event which no longer applies, constitutes abandoned advertising or identification.

“Advertising billboard” means any structure or sign upon which there is any advertising message calling attention to a use, product, service or similar function not conducted or sold upon the site upon which the billboard is located or in the structure to which the billboard is attached or otherwise affixed. Billboards may be freestanding or affixed or otherwise attached to another structure.

“Awning, canopy or marquee” means a permanent roof-like shelter extending from part or all of a building face over a public right-of-way and constructed of a durable material such as metal, wood, glass or plastic or a less permanent hood or cover which projects from the wall of a building and is covered with a rigid or nonrigid material such as canvas.

“Awning, canopy or marquee sign” means any message which is painted on or otherwise affixed to a building awning, canopy or marquee. Each side of an awning with a message shall be counted as a separate sign.

“Balloon sign” means a temporary sign which may or may not contain graphics painted on or affixed to a balloon or inflated character.

“Banner” means a temporary sign for grand openings or special events composed of lightweight material either enclosed or not enclosed in a rigid frame, secured or mounted so as not to allow movement of the sign.

“Building sign” means a sign lettered to give the name of a building itself or the date constructed, as opposed to the name of occupants or services.

~~“Campaign sign” means a freestanding or attached sign seeking votes at an election for or against a public issue or candidate for public office.~~

“Changeable copy sign” means a sign which, in part or whole, provides for periodic changes in the letters or in the material composing the sign. Signs on which the only change is a periodic price change for the product or products customarily sold on the premises and on which the location, size and color of the numbers remain constant are not to be considered changeable copy signs.

“Commercial message” means any copy that directly or indirectly names, draws attention to, or advertises a business, product, good, service, or other commercial activity, or which proposes a commercial transaction.

“Commercial sign” means a sign with a commercial message.

“Directory sign” means a sign designed and intended to list and/or name any or all of the business firms and/or types of businesses conducted at an office building or shopping-center-type development and which are freestanding or attached to the building or structure in which the use is conducted.

“Election period” means the period commencing 60 days before any national, state, or local election in which city electors may vote up through the date of the election.

“Encroachment” means the extension of any sign over a public right-of-way or private access way.

“Freestanding sign” means a sign that is self-supporting in a fixed location and not attached to a building.

“Home occupation sign” means a sign identifying a home occupation, which is an accessory use of a residential property for gainful employment by the resident of a dwelling.

“Identification sign” means a sign designed and intended to identify the name of a commercial business, professional office use, public use, quasi-public use, or similar use and which sign is located upon the premises to be identified.

“Illegal sign” means any sign which was not lawfully erected or maintained, or was not in conformance with the ordinance in effect at the time of the erection of the sign or advertising statuary, or which was not installed with a valid permit from the city.

“Illuminated awning” means an internally illuminated shelter projecting from and supported by the exterior wall of a building constructed of a nonrigid translucent covering over a supporting framework. This type of sign may or may not contain graphics or copy on the surface of the awning.

“Incidental sign” means a sign pertaining to and advertising goods, products, services or facilities which are available on the premises. Such signing is in addition to the main identification signing.

“Interior sign” means a sign which may be displayed within a business or residence provided it is not displayed so as to be viewed from any public space.

“Internally illuminated sign” means a sign which is illuminated from a lighting source within the internal structure of the sign, not including neon signs.

“Message” means a graphic, letter, numeral, symbol, logo, hallmark, text, insignia, sample, model, picture, drawing, device, or appliance, or combination thereof, affixed to identification, and/or services.

“Monument sign (freestanding or detached or pole)” means a sign supported by structures or supports that are placed on or anchored in the ground that are independent from any building or other structure.

“Neon sign” means a sign which is illuminated in whole or in part by neon or similar gas.

“Nonappurtenant sign” means a sign which advertises a business, products, services or other uses which are not associated with the premises where the sign is located.

“Noncommercial message” means any copy that communicates a message that is not a commercial message. A noncommercial message does not directly or indirectly, name, draw attention to, or advertise a business, product, good, service, or other commercial activity, or propose a commercial transaction.

“Noncommercial sign” means a sign with a noncommercial message.

“Nonprojecting sign” means a sign which uses a building structure as its main source of support and contains copy that is parallel to the wall to which it is affixed.

“Pennant” means any lightweight plastic, fabric, or other material, whether or not containing a message of any kind, suspended from a rope, wire or string, usually in series designed to move in the wind.

“Portable freestanding sign” means a sign that is designed to be movable and is not structurally attached to the ground, a building, a structure or any other sign. Portable freestanding signs include, but are not limited to, sandwich board signs, A-frame signs, and easels.

“Primary frontage” means the side of a building facing a street or, in the case of a building having more than one side facing a street, the side so designated by the property owner.

“Projecting sign” means a sign which uses a building structure as its main source of support and contains copy that is perpendicular, or at an angle, to the building face.

“Public information sign” means a sign bearing symbols, badges or other messages identifying, stating the location of, or providing information concerning regularly scheduled meetings of civic and community service clubs, churches and religious organizations, hospitals serving the general public, and municipal services and buildings (e.g., fire station, police station, city hall, post office, etc.).

“Real estate open house sign” means a temporary portable freestanding two-sided A-frame sign that directs customers to property where an open house is in progress.

“Real estate sign” means a temporary, on-premises sign, which gives notice offering the sale, rental, or lease of real estate.

“Rider” shall mean additional signs or copy appended or attached to the main sign and frequently provides additional information in the form of text, graphics, and/or logo.

“Roof sign” means a sign placed upon, projecting from, or above the ridge of the roof, or above the roof itself, if there is no ridge.

“Secondary frontage” means the sides of a building other than the primary frontage which are visible from a public right-of-way or from adjacent private property or which provide secondary access to the use or activity.

“Shopping center development” means an integrated commercial development larger than one acre in size where two or more commercial uses are conducted and are provided with a common parking lot.

“Shopping center identification sign” means a sign designed and intended to name or identify a shopping-center-type development.

“Sign” means any medium, including its structure and component parts in view of the general public, which is used to attract attention for advertising or identifying purposes.

“Sign area” means that area enclosed in the frame of the sign as measured from the outside of the frame and following the contour of the frame. In those instances where a sign is painted or otherwise affixed or attached to a wall or similar structure or portion thereof, the area of a sign shall be computed by measuring the overall length and width of the message. This computation shall also be utilized when raised or freestanding letters are affixed or attached to a structural surface.

“Street furniture sign” means a sign located on a bench or similar structure which is located within the public right-of-way.

“Subdivision identification sign” means an identification sign with the name of the residential subdivision which is located within the subdivision.

“Temporary sign” means a sign constructed of cloth, canvas, lightweight fabric, cardboard, wallboard, wood or other light materials, with or without frames, which is not intended for or suitable for long-term or permanent display, due to the materials used, the means of display, or the procedures by which it is approved.

“Temporary advertising sign” means a sign used for grand openings or special sales that is attached to the interior of a window.

“Vehicular sign” means a sign affixed on a vehicle or trailer for the purpose of circumventing the regulations within this chapter.

“Wall sign” means a sign which is in any manner affixed to any exterior wall of a building or structure and which projects not more than two feet from the building or structure and does not extend above the roof, parapet, building facade or any outermost edge of the building or structure.

“Window sign” means any sign painted on or attached to a window or located inside a window and designed to be viewed from outside of the building in which the window is located. This term does not include merchandise located in a window. (Ord. 08-2 § 2 (part); Ord. 06-5 § 2 (part); Ord. 02-6 § 14; prior code § 27.320)

17.148.020 Exclusions.

The following signs are not governed by the provisions of this chapter:

- A. Official notices posted by any public officer in performance of a public duty or by any person giving legal notice;
- B. Directional warning or information signs required by law or by governmental authority;
- C. Signs of public utility companies indicating danger or which serve as an aid to public safety or which show the location of underground facilities or public telephones;
- D. Signs advertising a future occupant of a building or noting the contractors, engineers or architects erecting or remodeling a building, provided the same do not exceed sixteen (16) square feet, are single-faced and are removed upon occupancy or completion of erection or remodeling;
- E. Signs which are not visible from a public right-of-way or from other private property in the vicinity;
- F. Signs which are part of a temporary window display and which are not affixed to the window;
- G. Festival/benefit banners on/over public property, or off-premises signs advertising community events sponsored by or for the benefit of nonprofit organizations as approved by resolution of the city council;
- H. No more than one national flag of a country and/or no more than one flag of a state which are displayed in a manner consistent with laws governing respect of such flags, and flown from a pole the height of which is no more than the maximum permitted height for structures in the applicable zoning district. Other types of flags shall be considered signs;
- I. Temporary advertising signs for a business grand opening provided the sign is not displayed for more than thirty (30) days;
- J. Temporary advertising signs or balloons (twelve (12) inches or smaller) for a special business sale or promotional event, provided the sign is not displayed for more than two weeks at any one time and for not more than four times per year. When balloons (twelve (12) inches or smaller) are included as temporary advertising the number of balloons shall be limited so they are not the primary advertising feature;
- K. Paper banners attached to the interior of the window advertising weekly specials at grocery stores and variety stores;

- L. Real estate signs less than four square feet in size, temporary signs for blood bank, community service club events, and garage or rummage sale signs pertaining to activity on the property where they are located and displayed on the day of the activity only;
- M. Building signs as defined in Section 17.148.010 and less than four square feet in size;
- N. Signs required to be posted by law;
- O. Holiday lights and decorations. (Ord. 08-2 § 2 (part): Ord. 06-5 § 2 (part): prior code § 27.321)

17.148.030 Signs prohibited.

The following signs shall be prohibited within the city:

- A. Airborne balloons greater than twelve (12) inches in size, banners (except as excluded by Section 17.148.020(G)), pennants, valances, propellers, spinners, streamers, lights or similar devices or ornamentation designed for purposes of attracting attention, promotion or advertising;
- B. Signs located within the public right-of-way including any sign or handbill attached to a utility pole or street sign pole;
- C. Revolving, animated or moving signs and signs with flashing illumination, including flashing arrows, blinking lights or other devices. This does not include traditional barber poles which may be allowed in front of barbershops upon approval of sign permit by the planning commission;
- D. Off-premises signs, except those signs approved by a planning commission sign permit to be located on a legal easement for an access way through another property when such access is required for public use;
- E. The following types of signs as defined in Section 17.148.010:
 - 1. Advertising billboards,
 - 2. Balloon signs,
 - 3. Changeable copy signs, except for theater marquees or gas station signs,
 - 4. Home occupation signs,
 - 5. Illuminated awnings,
 - 6. Internally illuminated signs, except for theater marquees,
 - 7. Neon "Open" signs, subject to planning commission review, provided the tubing is white and the neon "Open" sign is located on property where the speed limit is in excess of twenty-five (25) miles per hour,
 - 8. Nonappurtenant signs,
 - 9. Pennants,
 - 10. Portable freestanding signs,
 - 11. Roof signs,
 - 12. Street furniture signs,
 - 13. Subdivision identification signs,
 - 14. Vehicular signs. (Ord. 08-2 § 2 (part): Ord. 06-5 § 2 (part): prior code § 27.322)

17.148.040 Regulated signs.

No sign, addition to a sign, alteration of a sign or replacement of a sign, unless specifically excluded in Section 17.148.020, shall be permitted in any district without first obtaining an administrative sign permit or a planning commission sign permit.

A. Administrative Sign Permit.

1. An administrative sign permit shall be reviewed by the planning director for compliance with the standards set forth for the district in which the sign is to be located.
2. The applicant shall be notified within fourteen (14) days whether or not the administrative sign permit is approved. If the permit is not approved the applicant may either amend the design to comply with the standards or may amend the application to request sign permit approval from the planning commission. If the design of the sign is amended and resubmitted for review the applicant shall be notified within fourteen (14) days from the date the amended design is submitted whether or not the administrative sign permit is approved.
3. Insubstantial changes to existing signs, such as a change in color or business name, may be authorized by an administrative sign permit.

B. Planning Commission Sign Permit.

1. A planning commission sign permit shall be reviewed by the planning commission at a regularly scheduled meeting for compliance with the standards set forth for the district in which the sign is to be located.
2. The purpose of the planning commission sign permit is to allow the consideration of illuminated signs (including neon), signs that are larger, or signs in addition to those permitted with an administrative sign permit. The planning commission shall consider the compatibility of the sign to the site, the appropriateness of the materials and colors in relation to the project, the compatibility of the sign to the small town character of St. Helena, and the impact the sign may have on surrounding properties. The commission shall not approve signs which obscure or detract from the architecture of a historic building or structure.
3. A sign program addressing the needs for all businesses within a building with multiple tenants, or within shopping centers or other types of planned commercial developments may be required prior to the approval of any signs for an individual business within that development. The planning commission shall consider the cumulative visual effect of all signs, and may reduce the overall number and/or area of signs allowed for each business or may require that directory signs be used instead of individual signs. A sign program shall be required for all businesses within a building with multiple tenants, or within shopping centers or other types of planned commercial developments prior to approval of any signs for an individual business within that development when located on a site of one acre or greater in area.
4. The planning commission may approve sign permits within any zoning district to retain historic signs or to approve new signs that are compatible with historic structures or uses. Signs that exceed the limitations of size, number or lighting may be approved with the finding that the signs contribute to the historical or architectural character of the community.
5. Permits shall be subject to general administrative procedures set forth in Chapters 17.04, 17.08, 17.12, 17.168 and 17.172.

C. Standards. The size and number of identification signs for each business on a property shall depend upon the zoning district in which it is located as follows:

1. CB Central Business District.
 - a. Administrative Sign Permit. Each business shall be permitted a total of two of the following types of nonilluminated signs upon issuance of an administrative permit, provided each sign is in compliance with the specified regulations.

- i. One identification sign not to exceed five square feet with a six-inch maximum letter size on one side of an awning fascia over the primary frontage of the business;
 - ii. One nonprojecting identification sign attached to the primary frontage of the building or painted on a door or window, limited to six square feet in size;
 - iii. One projecting identification sign attached to the primary frontage of the building limited to three square feet per side;
 - iv. The business name, address, and hours of operation painted on a door or window and limited to four square feet in size; and/or
 - v. The business name on a directory sign for which a sign permit has previously been authorized.
 - b. Planning Commission Sign Permit. All other signs and illumination for signs, unless noted in Section 17.148.020 or Section 17.148.030 of this chapter, shall be subject to review and approval of a planning commission sign permit.
 - i. The aggregate area of all signs on the primary frontage, including incidental signs, shall not exceed the lesser of forty (40) square feet in sign area or a ratio of one square foot of signage to one linear foot of business frontage.
 - ii. No single sign shall exceed twenty (20) square feet in size.
 - iii. Secondary frontage signs per business: one sign for each secondary frontage.
 - iv. Maximum cumulative sign area for all secondary frontage signs, including both sides of a two-sided sign: twenty (20) square feet.
 - c. Permitted Signs. Each business shall be permitted two nonilluminated incidental signs. Each sign shall not exceed two square feet in size.
 - d. Identifying Information. Each business shall be permitted to paint on a door or window the address and/or hours of operation in an area not to exceed two square feet.
2. SC Service Commercial District and I Industrial District.
- a. Administrative Sign Permit. Each business shall be permitted a total of two of the following types of nonilluminated signs upon issuance of an administrative permit, provided each sign is in compliance with the specified regulations.
 - i. One identification sign not to exceed ten (10) square feet with a six-inch maximum letter size on one side of an awning fascia over the primary frontage of the business;
 - ii. One projecting or nonprojecting identification sign attached to the building or painted on a door or window, limited to a total sign area of twelve (12) square feet in size;
 - iii. The business name, address, and hours of operation painted on a door or window and limited to four square feet in size; and/or
 - iv. The business name on a directory sign for which a sign permit has previously been authorized.
 - b. Planning Commission Sign Permit. All other signs, unless noted in Section 17.148.020 or Section 17.148.030 of this chapter, shall be subject to review and approval of a sign permit by the planning commission.
 - i. Maximum number of identification signs on the primary frontage per business: two.

- ii. Maximum cumulative sign area, including both sides of a two-sided sign, of all identification signs on the primary frontage per business: sixty (60) square feet.
 - iii. Secondary frontage signs per business: one sign for each secondary frontage.
 - iv. Maximum cumulative sign area for all secondary frontage signs, including both sides of a two-sided sign: twenty (20) square feet.
 - v. The planning commission may approve signs that exceed the height, size and number of signs specified in this district for properties located along Main Street where sign visibility is impaired due to consideration of the following circumstances:
 - (A) The building is set back from the street for a distance of fifty (50) feet or more;
 - (B) The visibility of the building is obscured;
 - (C) The speed limit on Main Street is greater than thirty-five (35) miles per hour; and
 - (D) A sign meeting the standards of this title would create a safety hazard by obscuring the vision of autos exiting the property.
 - c. Permitted Signs. Each business shall be permitted two nonilluminated incidental signs not more than two square feet in size.
 - d. Identifying Information. Each business shall be permitted to paint on a door or window the address and hours of operation in an area not to exceed two square feet.
3. BPO Business and Professional Office District.
- a. Administrative Sign Permit. One of each of the following types of nonilluminated signs shall be permitted upon issuance of an administrative permit provided each sign is in compliance with the specified regulations:
 - i. The business name on a directory sign for which a sign permit has previously been authorized;
 - ii. The business name, address, and hours of operation painted on a door or window and limited to four square feet in size.
 - b. Planning Commission Sign Permit. All other signs and illumination for signs, unless noted in Section 17.148.020 or Section 17.148.030 of this chapter, shall be subject to review and approval of a planning commission sign permit.
 - i. Maximum number of identification signs on the primary frontage per business: two.
 - ii. Maximum cumulative sign area, including both sides of a two-sided sign, of all identification signs on the primary frontage per business: forty (40) square feet.
 - iii. Secondary frontage signs per business: one sign for each secondary frontage.
 - iv. Maximum cumulative sign area for all secondary frontage signs, including both sides of a two-sided sign: twenty (20) square feet.
4. PQP Public and Quasi-Public Districts.
- a. Administrative Sign Permit. The following types of nonilluminated signs shall be permitted upon issuance of an administrative permit provided each sign is in compliance with the specified regulations.
 - i. The business name, address, and hours of operation painted on a door or window and limited to four square feet in size.

The St. Helena Municipal Code is current through Ordinance 17-3, passed October 24, 2017.

- b. Planning Commission Sign Permit. All other signs, unless noted in Section 17.148.020 or Section 17.148.030 of this chapter, shall be subject to review and approval of a sign permit by the planning commission.
 - i. Maximum number of identification signs on the primary frontage per business: two.
 - ii. Maximum cumulative sign area, including both sides of a two-sided sign, of all identification signs on the primary frontage per business: twenty (20) square feet.
 - iii. Secondary frontage signs per business: one sign for each secondary frontage.
 - iv. Maximum cumulative sign area for all secondary frontage signs, including both sides of a two-sided sign: twenty (20) square feet.
- 5. Residential Districts. Signs within residential districts are permitted for identification of multifamily residential developments and bed and breakfast inns upon review and approval of a planning commission sign permit. Subdivision identification signs or home occupation signs are not permitted.
 - a. For multifamily residential developments: one sign with a maximum sign area of twenty (20) square feet.
 - b. For bed and breakfast inns: one sign attached to the main house with a maximum sign area of eight square feet.
- 6. Winery and Agricultural Districts. Signs within winery or agricultural districts are permitted only upon review and approval of a planning commission sign permit. When reviewing signs for wineries or other agricultural businesses the commission shall consider the cumulative visual impact of all signs on the property. (Ord. 08-2 § 2 (part); Ord. 06-5 § 2 (part); prior code § 27.323)

17.148.050 Illumination.

All illuminated signs, unless specifically prohibited in Section 17.148.030, shall be subject to review and approval of a planning commission sign permit, who shall review the sign for hours of operation, size, color, intensity of light, and creativity of design. Signs shall not be illuminated when the business is closed. (Ord. 08-2 § 2 (part); Ord. 06-5 § 2 (part); prior code § 27.324)

17.148.060 Neon signs.

- A. All neon signs are regulated by planning commission sign permit.
- B. Each business is limited to one neon sign.
- C. No more than twenty-five percent (25%) of the sign area allowed for the primary frontage of a business shall be neon.
- D. Neon may be used for business identification only and shall not be used for incidental signs pertaining to and advertising goods, products, services, brand names or facilities which are available on the premises. Neon "Open" signs are prohibited. (Ord. 08-2 § 2 (part); Ord. 06-5 § 2 (part); prior code § 27.325)

17.148.070 Monument signs.

- A. All monument signs shall be located on the property served by the sign; off-premises signs are not permitted.
- B. The maximum height of a monument sign shall be eight feet, as measured from the base of the sign at normal grade to the top of the highest attached component of the sign. Normal grade shall be considered to be the grade after construction exclusive of any filling, berming, mounding, or excavating for landscaping or for the purpose of locating the sign.
- C. Monument signs shall be located no closer to the right-of-way than one-half the distance of a required front or side setback. Use permit approval shall be required for any request to locate a monument sign closer to the right-of-way than is permitted above. (Ord. 08-2 § 2 (part); Ord. 06-5 § 2 (part); prior code § 27.326)

17.148.080 Real estate signs.*

A. Real estate signs and open house signs that are less than four square feet in size are permitted when located on the property that is listed for sale. These signs are allowed without securing a permit from the city, provided they comply with the requirements of Section 17.148.020, Exclusions.

B. Real estate open house signs, as defined in Section 17.148.010, may be located off-premises as follows:

1. The use of off-premises open house signs is allowed only on Saturdays and Sundays, between the hours of noon to four p.m.
2. Open house signs that are placed on Main Street include the words "Open House" and may have a directional arrow, but shall not include the address of the property where the open house is located nor any other riders. The signs shall not advertise any particular real estate company or agent.
3. Open house signs that are placed on streets other than Main Street may include the words "Open House," may have a directional arrow, may include the address of the property where the open house is located and may include the name of the real estate company or agent. Only one sign per directional change is allowed.
4. Only one sign is allowed at a street intersection.
5. Signs shall not block sidewalks or pedestrian pathways; a four-foot-wide clear path of travel shall remain open.
6. Signs shall not be placed in a manner that impedes the sight distance and visibility for motorists.
7. No signs shall be placed on private property without the written permission of the property owner.
8. No signs shall be posted on street signs or utility poles.

C. Open house signs in violation of this section may be subject to summary abatement under Section 1.12.130 of this code, Summary abatement of immediate dangers, and a one hundred dollar (\$100.00) penalty to be imposed according to the provisions of Chapter 1.12, Enforcement Procedures. (Ord. 09-1 § 3; Ord. 08-2 § 2 (part))

* Code reviser's note: Section 2(B) of Ordinance 08-2, adding Section 17.148.080 and renumbering existing Sections 17.148.080 through 17.148.120 to be 17.148.090 through 17.48.130, provides, "This amendment is enacted for a period of one year and shall terminate on May 26, 2009, unless extended or made permanent by action of the City Council."

17.148.090 Temporary noncommercial signs.

A. General Regulations.

Temporary noncommercial signs in residential districts are permitted at all times without a sign permit subject to the following regulations:

- (1) Number. Each parcel is permitted two (2) freestanding or building mounted temporary noncommercial signs at all times. Such signs are in addition to all other signage allowed in this chapter.
- (2) Area. A temporary noncommercial sign may not exceed six (6) square feet in area per side.
- (3) Height. A temporary noncommercial sign may not exceed four (4) feet in height or two (2) feet in height from the top on any wall or fence if posted on a wall or fence. Signs are not permitted on top of walls or fences greater than 42 inches in height. A temporary noncommercial sign mounted, affixed or painted onto a structure may not exceed eight (8) feet in height.
- (4) Location. Temporary noncommercial signs may be placed in the front yard, rear or side yard of any property; provided, that the signs do not encroach into any public right-of-way. Temporary noncommercial signs may not be located in the visibility triangle on corner lots. Temporary noncommercial signs mounted to, affixed or painted to a structure must meet the public right-of-way and vision triangle limitation above and may not impact any character defining element of a historic building or district.

(5) Lighting. Temporary noncommercial signs may not be illuminated.

B. Election Period Regulations.

During any election period the following additional opportunities for temporary noncommercial signs are provided without a sign permit subject to the following regulations:

(1) Number. Each parcel in all zoning districts is permitted two (2) temporary noncommercial election period signs. Such signs are in addition to all other signage allowed in this chapter.

(2) The additional temporary noncommercial election period signs are subject to the area, height, location, and lighting limitations described under §17.148.090(A) above.

(3) Removal. The additional temporary noncommercial signs permitted during an election period must be removed within seven (7) days following the end of the election period.

17.148.090 — Campaign signs.

~~A. — Campaign signs shall not be erected more than sixty (60) days prior to the election day and shall be removed within five days after the election day.~~

~~B. — Campaign signs may be placed or erected in any district subject to property owner's permission.~~

~~C. — A candidate, sponsor for a ballot measure, or local committee must obtain an administrative permit; one permit shall suffice for all similar signs.~~

~~D. — A cash bond of one hundred dollars (\$100.00) is required upon approval of the administrative permit. The bond is refundable after the removal of the signs.~~

~~E. — Campaign signs are limited to six square feet per side or a total of twelve (12) square feet for a two-sided sign. (Ord. 08-2 § 2 (part); Ord. 06-5 § 2 (part); Ord. 02-6 § 15; prior code § 27.327. Formerly 17.148.080.)~~

17.148.100 Public information signs.

A. Any community service club or organization may erect and maintain a public information sign on the property where they meet. The maximum size for such a sign is five square feet.

B. A public information sign may be maintained along Highway 29 at the south entrance to the community. The maximum area of the public information sign shall be two hundred twenty-five (225) square feet per side, whether single- or double-faced. The sign shall be freestanding, with a maximum height and width of fifteen (15) feet. The sign may be composed of any number of badges, plaques or signs which are either affixed or hanging within the total allowed square footage of the overall sign faces. Only one badge, plaque or sign for each group or organization described within Section 17.148.010 may be mounted on the public information sign. Each such component badge, plaque or sign shall not exceed thirty (30) inches in height, width or diameter, and may be single- or double-faced. Each component badge, plaque or sign of a group or organization may bear an additional attached sign stating only the location and/or times of regularly scheduled meetings of the group or organization, which sign shall not exceed nine inches in height or twenty-four (24) inches in width and may be single- or double-faced.

C. The public information sign must be maintained by the organizations utilizing the sign. The applicable sign permit may be revoked or the sign may be abated by the city council upon the failure to properly maintain such sign.

D. The public information signs shall be considered additional permitted signs which do not reduce nor restrict the signs otherwise permitted on the premises where the organization meets. (Ord. 08-2 § 2 (part); Ord. 06-5 § 2 (part); prior code § 27.328. Formerly 17.148.090.)

17.148.110 Miscellaneous regulations.

A. Continued Maintenance. All signs must be maintained by the property owner, tenant, or permittee. In the event a sign becomes derelict for reasons of lack of maintenance the approval may be revoked and the sign subject to abatement.

B. Abandonment or Termination of Use. A sign shall be removed by the property owner within thirty (30) days of abandonment or termination of the use.

C. Obstruction of Pedestrian Ways. No sign shall be permitted that will impede, obstruct or create hazards with respect to pedestrian traffic. The lowest portion of a projecting sign over a pedestrian sidewalk shall be at seven feet six inches above the ground surface.

D. Overhanging Signs. No sign shall be permitted over a highway, street, or driveway, except for a festival or benefit banner as approved by the city council.

E. Conflicting Regulations. Exceptions to this chapter may be made for signs for gasoline service stations and other businesses if signs are subject to federal or state government regulations that may be in conflict with this chapter. (Ord. 08-2 § 2 (part); Ord. 06-5 § 2 (part); prior code § 27.329. Formerly 17.148.100.)

17.148.120 Administration.

A. An application for an administrative sign permit or a planning commission sign permit shall be made by the property owner, or his or her authorized agent, to the planning director on forms prescribed for this purpose.

B. An applicant for any permit shall file with his or her application a site plan and/or building elevations showing the location of the sign, a sketch or photograph showing the size, coloring, illumination, and manner of construction of the proposed sign and any other matter necessary to a determination of whether or not to issue a permit. When unusual signs are proposed the applicant shall submit a photo montage and/or model which clearly demonstrates the size, shape and location of the sign. (Ord. 08-2 § 2 (part); Ord. 06-5 § 2 (part); prior code § 27.330. Formerly 17.148.110.)

17.148.130 Nonconforming signs.

Nonconforming signs shall be regulated as set forth in Chapter 17.140. (Ord. 08-2 § 2 (part); Ord. 06-5 § 2 (part); prior code § 27.331. Formerly 17.148.120.)

CITY OF ST. HELENA

ORDINANCE NO.

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF ST. HELENA, CALIFORNIA, AMENDING AND RESTATING ST. HELENA MUNICIPAL CODE CHAPTER 17.148 (SIGNS).

The City Council of the City of the City of St. Helena ordains as follows:

SECTION 1. Findings. the City Council finds as follows:

A. Chapter 17.148 of the St Helena Municipal Code (SHMC) establishes the City's regulations regarding signs primarily located on private property.

B. The City has for many years provided opportunities for temporary noncommercial signs on private property, including residential properties, in the form of freestanding signs (i.e., yard signs) consistent with the United States Supreme Court's decision in *City of LaDue v. Gilleo* (1994) 114 S.Ct. 2038.

C. In the recent case of *Reed v. Town of Gilbert* (2015) 135 S.Ct. 2218, the United States Supreme Court held that absent a compelling reason, a city may not provide preferential treatment in providing opportunities for posting noncommercial messages on signs based on the sign's content.

D. The proposed amendments to Chapter 17.148 with respect to temporary noncommercial signs are intended to further the City's longstanding policy of regulating such signs in a constitutional, content-neutral manner.

E. As such, it is the City's intent to regulate temporary noncommercial signs based on their size, height, number, location and duration, and to allow more opportunities for noncommercial signs during election periods in order to encourage public debate.

F. These regulations further the City's interest in both aesthetics and traffic safety by establishing appropriate limitations on the size, height, number, location and duration of such noncommercial signs so that they are appropriate and in keeping with the zoning district in which the signs are placed and to ensure that the signs do not overly distract, obstruct or otherwise impede traffic circulation.

G. The City also desires to make a number of minor amendments to its sign regulations with respect to (1) certain permanent commercial signs located in commercial zoning districts, (2) the applicable procedures for processing sign permit applications, and (3) the signs designated as exempt from any permit requirement.

H. The City's Planning Commission reviewed the proposed amendments at a duly noticed public hearing on May 15, 2018. After all interested parties were given full opportunity

to be heard, and to present evidence, the Planning Commission voted to recommend to the City Council that the Council adopt the amendments to Chapter 17.148.

I. On June 12, 2018, the City Council conducted a duly noticed public hearing to consider this ordinance, and all interested parties were given full opportunity to be heard and to present evidence.

J. The proposed amendments are consistent with the General Plan in that they will encourage signs that are compatible and complementary to the image and character of St. Helena (policies 2.6.31, 2.6.50, and 4.3.21).

K. The proposed amendments would further the public necessity, convenience, general welfare and good zoning practice by creating a more efficient and effective regulatory processes and adopting regulations that are consistent with current state and federal law.

SECTION 2. Compliance with CEQA. The City Council hereby finds that the action to adopt this Ordinance to amend Chapter 17.148 of the St. Helena Municipal Code is exempt from the requirements of the California Environmental Quality Act (Public Resources Code Section 21000, et seq.) pursuant to Guidelines Sections 15061(b)(1), 15061(b)(2), and specifically, the “General Rule” Section 15061(b)(3), where it can be seen with certainty that the proposed action will have no significant effect on the environment, projects are exempt from the requirements of CEQA. Further the City Council finds that the proposed modifications to the City of St Helena Sign regulations, Chapter 17.148 of the Municipal Code, are consistent with the environmental impact analysis of the 1993 General Plan EIR.

SECTION 3. Amendment. SHMC Chapter 17.148 “SIGNS” is hereby amended and restated as set forth in the attached **Exhibit A**.

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

SECTION 5. Effective Date. This ordinance shall take effect and be in force 30 days after its adoption, and a summary of this ordinance shall be published once with the names of the members of the Council voting for and against the ordinance in the St. Helena Star, a newspaper of general circulation published in the City of St. Helena.

SECTION 6. Amendment Declarative Of Existing Law. The City Council finds that the amendment of Title 17 by this Ordinance with respect to the imposition of civil penalties, and the right of the City to seek and obtain civil penalties by civil action, is intended to be declarative of existing law.

THE FOREGOING ORDINANCE was introduced at a regular meeting of the St. Helena City Council on the 12th day of June, 2018 and was adopted at a regular meeting of the St. Helena City Council on the 26th day of June, 2018 by the following vote:

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

APPROVED:

Alan Galbraith, Mayor

ATTEST:

CITY OF ST. HELENA

Cindy Tzafoopoulos, City Clerk

I, CINDY TZAFPOULOS, CITY CLERK of the City of St. Helena, California, do hereby certify that the foregoing Ordinance was regularly introduced and placed upon its first reading at a regular meeting of the City Council on the 12th day of June, 2018. That thereafter said Ordinance was duly adopted and passed at a regular meeting of the City Council on the 26th day of June, 2018 by the following vote:

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

EXHIBIT A

Chapter 17.148

SIGNS

Sections:

- 17.148.010 Definitions.
- 17.148.020 Exclusions.
- 17.148.030 Signs prohibited.
- 17.148.040 Regulated signs.
- 17.148.050 Illumination.
- 17.148.060 Neon signs.
- 17.148.070 Monument signs.
- 17.148.080 Real estate signs.
- 17.148.090 Temporary noncommercial signs.
- 17.148.100 Public information signs.
- 17.148.110 Miscellaneous regulations.
- 17.148.120 Administration.
- 17.148.130 Nonconforming signs.

17.148.010 Definitions.

As used in this chapter:

“Abandoned sign” means any sign which pertains to a business or occupation which is no longer using the particular property, or which relates to a time or event which no longer applies, constitutes abandoned advertising or identification.

“Advertising billboard” means any structure or sign upon which there is any advertising message calling attention to a use, product, service or similar function not conducted or sold upon the site upon which the billboard is located or in the structure to which the billboard is attached or otherwise affixed. Billboards may be freestanding or affixed or otherwise attached to another structure.

“Awning, canopy or marquee” means a permanent roof-like shelter extending from part or all of a building face over a public right-of-way and constructed of a durable material such as metal, wood, glass or plastic or a less permanent hood or cover which projects from the wall of a building and is covered with a rigid or nonrigid material such as canvas.

“Awning, canopy or marquee sign” means any message which is painted on or otherwise affixed to a building awning, canopy or marquee. Each side of an awning with a message shall be counted as a separate sign.

“Balloon sign” means a temporary sign which may or may not contain graphics painted on or affixed to a balloon or inflated character.

“Banner” means a temporary sign for grand openings or special events composed of lightweight material either enclosed or not enclosed in a rigid frame, secured or mounted so as not to allow movement of the sign.

“Building sign” means a sign lettered to give the name of a building itself or the date constructed, as opposed to the name of occupants or services.

“Changeable copy sign” means a sign which, in part or whole, provides for periodic changes in the letters or in the material composing the sign. Signs on which the only change is a periodic price change for the product or products customarily sold on the premises and on which the location, size and color of the numbers remain constant are not to be considered changeable copy signs.

“Commercial message” means any copy that directly or indirectly names, draws attention to, or advertises a business, product, good, service, or other commercial activity, or which proposes a commercial transaction.

“Commercial sign” means a sign with a commercial message.

“Directory sign” means a sign designed and intended to list and/or name any or all of the business firms and/or types of businesses conducted at an office building or shopping-center-type development and which are freestanding or attached to the building or structure in which the use is conducted.

“Election period” means the period commencing 60 days before any national, state, or local election in which city electors may vote up through the date of the election.

“Encroachment” means the extension of any sign over a public right-of-way or private access way.

“Freestanding sign” means a sign that is self-supporting in a fixed location and not attached to a building.

“Home occupation sign” means a sign identifying a home occupation, which is an accessory use of a residential property for gainful employment by the resident of a dwelling.

“Identification sign” means a sign designed and intended to identify the name of a commercial business, professional office use, public use, quasi-public use, or similar use and which sign is located upon the premises to be identified.

“Illegal sign” means any sign which was not lawfully erected or maintained, or was not in conformance with the ordinance in effect at the time of the erection of the sign or advertising statuary, or which was not installed with a valid permit from the city.

“Illuminated awning” means an internally illuminated shelter projecting from and supported by the exterior wall of a building constructed of a nonrigid translucent covering over a supporting framework. This type of sign may or may not contain graphics or copy on the surface of the awning.

“Incidental sign” means a sign pertaining to and advertising goods, products, services or facilities which are available on the premises. Such signing is in addition to the main identification signing.

“Interior sign” means a sign which may be displayed within a business or residence provided it is not displayed so as to be viewed from any public space.

“Internally illuminated sign” means a sign which is illuminated from a lighting source within the internal structure of the sign, not including neon signs.

“Message” means a graphic, letter, numeral, symbol, logo, hallmark, text, insignia, sample, model, picture, drawing, device, or appliance, or combination thereof, affixed to identification, and/or services.

“Monument sign (freestanding or detached or pole)” means a sign supported by structures or supports that are placed on or anchored in the ground that are independent from any building or other structure.

“Neon sign” means a sign which is illuminated in whole or in part by neon or similar gas.

“Nonappurtenant sign” means a sign which advertises a business, products, services or other uses which are not associated with the premises where the sign is located.

“Noncommercial message” means any copy that communicates a message that is not a commercial message. A noncommercial message does not directly or indirectly, name, draw attention to, or advertise a business, product, good, service, or other commercial activity, or propose a commercial transaction.

“Noncommercial sign” means a sign with a noncommercial message.

“Nonprojecting sign” means a sign which uses a building structure as its main source of support and contains copy that is parallel to the wall to which it is affixed.

“Pennant” means any lightweight plastic, fabric, or other material, whether or not containing a message of any kind, suspended from a rope, wire or string, usually in series designed to move in the wind.

“Portable freestanding sign” means a sign that is designed to be movable and is not structurally attached to the ground, a building, a structure or any other sign. Portable freestanding signs include, but are not limited to, sandwich board signs, A-frame signs, and easels.

“Primary frontage” means the side of a building facing a street or, in the case of a building having more than one side facing a street, the side so designated by the property owner.

“Projecting sign” means a sign which uses a building structure as its main source of support and contains copy that is perpendicular, or at an angle, to the building face.

“Public information sign” means a sign bearing symbols, badges or other messages identifying, stating the location of, or providing information concerning regularly scheduled meetings of civic and community service clubs, churches and religious organizations, hospitals serving the general public, and municipal services and buildings (e.g., fire station, police station, city hall, post office, etc.).

“Real estate open house sign” means a temporary portable freestanding two-sided A-frame sign that directs customers to property where an open house is in progress.

“Real estate sign” means a temporary, on-premises sign, which gives notice offering the sale, rental, or lease of real estate.

“Rider” shall mean additional signs or copy appended or attached to the main sign and frequently provides additional information in the form of text, graphics, and/or logo.

“Roof sign” means a sign placed upon, projecting from, or above the ridge of the roof, or above the roof itself, if there is no ridge.

“Secondary frontage” means the sides of a building other than the primary frontage which are visible from a public right-of-way or from adjacent private property or which provide secondary access to the use or activity.

“Shopping center development” means an integrated commercial development larger than one acre in size where two or more commercial uses are conducted and are provided with a common parking lot.

“Shopping center identification sign” means a sign designed and intended to name or identify a shopping-center-type development.

“Sign” means any medium, including its structure and component parts in view of the general public, which is used to attract attention for advertising or identifying purposes.

“Sign area” means that area enclosed in the frame of the sign as measured from the outside of the frame and following the contour of the frame. In those instances where a sign is painted or otherwise affixed or attached to a wall or similar structure or portion thereof, the area of a sign shall be computed by measuring the overall length and width of the message. This computation shall also be utilized when raised or freestanding letters are affixed or attached to a structural surface.

“Street furniture sign” means a sign located on a bench or similar structure which is located within the public right-of-way.

“Subdivision identification sign” means an identification sign with the name of the residential subdivision which is located within the subdivision.

“Temporary sign” means a sign constructed of cloth, canvas, lightweight fabric, cardboard, wallboard, wood or other light materials, with or without frames, which is not intended for or suitable for long-term or permanent display, due to the materials used.

“Temporary advertising sign” means a sign used for grand openings or special sales that is attached to the interior of a window.

“Vehicular sign” means a sign affixed on a vehicle or trailer for the purpose of circumventing the regulations within this chapter.

“Wall sign” means a sign which is in any manner affixed to any exterior wall of a building or structure and which projects not more than two feet from the building or structure and does not extend above the roof, parapet, building facade or any outermost edge of the building or structure.

“Window sign” means any sign painted on or attached to a window or located inside a window and designed to be viewed from outside of the building in which the window is located. This term does not include merchandise located in a window. (Ord. 08-2 § 2 (part); Ord. 06-5 § 2 (part); Ord. 02-6 § 14; prior code § 27.320)

17.148.020 Exclusions.

The following signs are not governed by the provisions of this chapter:

- A. Official notices posted by any public officer in performance of a public duty or by any person giving legal notice;
- B. Directional warning or information signs required by law or by governmental authority;
- C. Signs of public utility companies indicating danger or which serve as an aid to public safety or which show the location of underground facilities or public telephones;
- D. Signs advertising a future occupant of a building or noting the contractors, engineers or architects erecting or remodeling a building, provided the same do not exceed sixteen (16) square feet, are single-faced and are removed upon occupancy or completion of erection or remodeling;
- E. Signs which are not visible from a public right-of-way or from other private property in the vicinity;
- F. Signs which are part of a temporary window display and which are not affixed to the window;
- G. Festival/benefit banners on/over public property, or off-premises signs advertising community events sponsored by or for the benefit of nonprofit organizations as approved by resolution of the city council;
- H. No more than one national flag of a country and/or no more than one flag of a state which are displayed in a manner consistent with laws governing respect of such flags, and flown from a pole the height of which is no more than the maximum permitted height for structures in the applicable zoning district. Other types of flags shall be considered signs;
- I. Temporary advertising signs for a business grand opening provided the sign is not displayed for more than thirty (30) days;
- J. Temporary advertising signs or balloons (twelve (12) inches or smaller) for a special business sale or promotional event, provided the sign is not displayed for more than two weeks at any one time and for not more than four times per year. When balloons (twelve (12) inches or smaller) are included as temporary advertising the number of balloons shall be limited so they are not the primary advertising feature;
- K. Paper banners attached to the interior of the window advertising weekly specials at grocery stores and variety stores;

- L. Real estate signs less than four square feet in size, temporary signs for blood bank, community service club events, and garage or rummage sale signs pertaining to activity on the property where they are located and displayed on the day of the activity only;
- M. Building signs as defined in Section 17.148.010 and less than four square feet in size;
- N. Signs required to be posted by law;
- O. Holiday lights and decorations. (Ord. 08-2 § 2 (part): Ord. 06-5 § 2 (part): prior code § 27.321)

17.148.030 Signs prohibited.

The following signs shall be prohibited within the city:

- A. Airborne balloons greater than twelve (12) inches in size, banners (except as excluded by Section 17.148.020(G)), pennants, valances, propellers, spinners, streamers, lights or similar devices or ornamentation designed for purposes of attracting attention, promotion or advertising;
- B. Signs located within the public right-of-way including any sign or handbill attached to a utility pole or street sign pole;
- C. Revolving, animated or moving signs and signs with flashing illumination, including flashing arrows, blinking lights or other devices. This does not include traditional barber poles which may be allowed in front of barbershops upon approval of sign permit by the planning commission;
- D. Off-premises signs, except those signs approved by a planning commission sign permit to be located on a legal easement for an access way through another property when such access is required for public use;
- E. The following types of signs as defined in Section 17.148.010:
 - 1. Advertising billboards,
 - 2. Balloon signs,
 - 3. Changeable copy signs, except for theater marquees or gas station signs,
 - 4. Home occupation signs,
 - 5. Illuminated awnings,
 - 6. Internally illuminated signs, except for theater marquees,
 - 7. Neon "Open" signs, subject to planning commission review, provided the tubing is white and the neon "Open" sign is located on property where the speed limit is in excess of twenty-five (25) miles per hour,
 - 8. Nonappurtenant signs,
 - 9. Pennants,
 - 10. Portable freestanding signs,
 - 11. Roof signs,
 - 12. Street furniture signs,
 - 13. Subdivision identification signs,
 - 14. Vehicular signs. (Ord. 08-2 § 2 (part): Ord. 06-5 § 2 (part): prior code § 27.322)

17.148.040 Regulated signs.

No sign, addition to a sign, alteration of a sign or replacement of a sign, unless specifically excluded in Section 17.148.020, shall be permitted in any district without first obtaining an administrative sign permit or a planning commission sign permit.

A. Administrative Sign Permit.

1. An administrative sign permit shall be reviewed by the planning director for compliance with the standards set forth for the district in which the sign is to be located.
2. The applicant shall be notified within fourteen (14) days whether or not the administrative sign permit is approved. If the permit is not approved the applicant may either amend the design to comply with the standards or may amend the application to request sign permit approval from the planning commission. If the design of the sign is amended and resubmitted for review the applicant shall be notified within fourteen (14) days from the date the amended design is submitted whether or not the administrative sign permit is approved.
3. Insubstantial changes to existing signs, such as a change in color or business name, may be authorized by an administrative sign permit.

B. Planning Commission Sign Permit.

1. A planning commission sign permit shall be reviewed by the planning commission at a regularly scheduled meeting for compliance with the standards set forth for the district in which the sign is to be located.
2. The purpose of the planning commission sign permit is to allow the consideration of illuminated signs (including neon), signs that are larger, or signs in addition to those permitted with an administrative sign permit. The planning commission shall consider the compatibility of the sign to the site, the appropriateness of the materials and colors in relation to the project, the compatibility of the sign to the small town character of St. Helena, and the impact the sign may have on surrounding properties. The commission shall not approve signs which obscure or detract from the architecture of a historic building or structure.
3. A sign program addressing the needs for all businesses within a building with multiple tenants, or within shopping centers or other types of planned commercial developments may be required prior to the approval of any signs for an individual business within that development. The planning commission shall consider the cumulative visual effect of all signs, and may reduce the overall number and/or area of signs allowed for each business or may require that directory signs be used instead of individual signs. A sign program shall be required for all businesses within a building with multiple tenants, or within shopping centers or other types of planned commercial developments prior to approval of any signs for an individual business within that development when located on a site of one acre or greater in area.
4. The planning commission may approve sign permits within any zoning district to retain historic signs or to approve new signs that are compatible with historic structures or uses. Signs that exceed the limitations of size, number or lighting may be approved with the finding that the signs contribute to the historical or architectural character of the community.
5. Permits shall be subject to general administrative procedures set forth in Chapters 17.04, 17.08, 17.12, 17.168 and 17.172.

C. Standards. The size and number of identification signs for each business on a property shall depend upon the zoning district in which it is located as follows:

1. CB Central Business District.
 - a. Administrative Sign Permit. Each business shall be permitted a total of two of the following types of nonilluminated signs upon issuance of an administrative permit, provided each sign is in compliance with the specified regulations.

- i. One identification sign not to exceed five square feet with a six-inch maximum letter size on one side of an awning fascia over the primary frontage of the business;
 - ii. One nonprojecting identification sign attached to the primary frontage of the building or painted on a door or window, limited to six square feet in size;
 - iii. One projecting identification sign attached to the primary frontage of the building limited to three square feet per side;
 - iv. The business name, address, and hours of operation painted on a door or window and limited to four square feet in size; and/or
 - v. The business name on a directory sign for which a sign permit has previously been authorized.
 - b. Planning Commission Sign Permit. All other signs and illumination for signs, unless noted in Section 17.148.020 or Section 17.148.030 of this chapter, shall be subject to review and approval of a planning commission sign permit.
 - i. The aggregate area of all signs on the primary frontage, including incidental signs, shall not exceed the lesser of forty (40) square feet in sign area or a ratio of one square foot of signage to one linear foot of business frontage.
 - ii. No single sign shall exceed twenty (20) square feet in size.
 - iii. Secondary frontage signs per business: one sign for each secondary frontage.
 - iv. Maximum cumulative sign area for all secondary frontage signs, including both sides of a two-sided sign: twenty (20) square feet.
 - c. Permitted Signs. Each business shall be permitted two nonilluminated incidental signs. Each sign shall not exceed two square feet in size.
 - d. Identifying Information. Each business shall be permitted to paint on a door or window the address and/or hours of operation in an area not to exceed two square feet.
2. SC Service Commercial District and I Industrial District.
- a. Administrative Sign Permit. Each business shall be permitted a total of two of the following types of nonilluminated signs upon issuance of an administrative permit, provided each sign is in compliance with the specified regulations.
 - i. One identification sign not to exceed ten (10) square feet with a six-inch maximum letter size on one side of an awning fascia over the primary frontage of the business;
 - ii. One projecting or nonprojecting identification sign attached to the building or painted on a door or window, limited to a total sign area of twelve (12) square feet in size;
 - iii. The business name, address, and hours of operation painted on a door or window and limited to four square feet in size; and/or
 - iv. The business name on a directory sign for which a sign permit has previously been authorized.
 - b. Planning Commission Sign Permit. All other signs, unless noted in Section 17.148.020 or Section 17.148.030 of this chapter, shall be subject to review and approval of a sign permit by the planning commission.
 - i. Maximum number of identification signs on the primary frontage per business: two.

- ii. Maximum cumulative sign area, including both sides of a two-sided sign, of all identification signs on the primary frontage per business: sixty (60) square feet.
 - iii. Secondary frontage signs per business: one sign for each secondary frontage.
 - iv. Maximum cumulative sign area for all secondary frontage signs, including both sides of a two-sided sign: twenty (20) square feet.
 - v. The planning commission may approve signs that exceed the height, size and number of signs specified in this district for properties located along Main Street where sign visibility is impaired due to consideration of the following circumstances:
 - (A) The building is set back from the street for a distance of fifty (50) feet or more;
 - (B) The visibility of the building is obscured;
 - (C) The speed limit on Main Street is greater than thirty-five (35) miles per hour; and
 - (D) A sign meeting the standards of this title would create a safety hazard by obscuring the vision of autos exiting the property.
 - c. Permitted Signs. Each business shall be permitted two nonilluminated incidental signs not more than two square feet in size.
 - d. Identifying Information. Each business shall be permitted to paint on a door or window the address and hours of operation in an area not to exceed two square feet.
3. BPO Business and Professional Office District.
- a. Administrative Sign Permit. One of each of the following types of nonilluminated signs shall be permitted upon issuance of an administrative permit provided each sign is in compliance with the specified regulations:
 - i. The business name on a directory sign for which a sign permit has previously been authorized;
 - ii. The business name, address, and hours of operation painted on a door or window and limited to four square feet in size.
 - b. Planning Commission Sign Permit. All other signs and illumination for signs, unless noted in Section 17.148.020 or Section 17.148.030 of this chapter, shall be subject to review and approval of a planning commission sign permit.
 - i. Maximum number of identification signs on the primary frontage per business: two.
 - ii. Maximum cumulative sign area, including both sides of a two-sided sign, of all identification signs on the primary frontage per business: forty (40) square feet.
 - iii. Secondary frontage signs per business: one sign for each secondary frontage.
 - iv. Maximum cumulative sign area for all secondary frontage signs, including both sides of a two-sided sign: twenty (20) square feet.
4. PQP Public and Quasi-Public Districts.
- a. Administrative Sign Permit. The following types of nonilluminated signs shall be permitted upon issuance of an administrative permit provided each sign is in compliance with the specified regulations.
 - i. The business name, address, and hours of operation painted on a door or window and limited to four square feet in size.

The St. Helena Municipal Code is current through Ordinance 17-3, passed October 24, 2017.

- b. Planning Commission Sign Permit. All other signs, unless noted in Section 17.148.020 or Section 17.148.030 of this chapter, shall be subject to review and approval of a sign permit by the planning commission.
 - i. Maximum number of identification signs on the primary frontage per business: two.
 - ii. Maximum cumulative sign area, including both sides of a two-sided sign, of all identification signs on the primary frontage per business: twenty (20) square feet.
 - iii. Secondary frontage signs per business: one sign for each secondary frontage.
 - iv. Maximum cumulative sign area for all secondary frontage signs, including both sides of a two-sided sign: twenty (20) square feet.
- 5. Residential Districts. Signs within residential districts are permitted for identification of multifamily residential developments and bed and breakfast inns upon review and approval of a planning commission sign permit. Subdivision identification signs or home occupation signs are not permitted.
 - a. For multifamily residential developments: one sign with a maximum sign area of twenty (20) square feet.
 - b. For bed and breakfast inns: one sign attached to the main house with a maximum sign area of eight square feet.
- 6. Winery and Agricultural Districts. Signs within winery or agricultural districts are permitted only upon review and approval of a planning commission sign permit. When reviewing signs for wineries or other agricultural businesses the commission shall consider the cumulative visual impact of all signs on the property. (Ord. 08-2 § 2 (part); Ord. 06-5 § 2 (part); prior code § 27.323)

17.148.050 Illumination.

All illuminated signs, unless specifically prohibited in Section 17.148.030, shall be subject to review and approval of a planning commission sign permit, who shall review the sign for hours of operation, size, color, intensity of light, and creativity of design. Signs shall not be illuminated when the business is closed. (Ord. 08-2 § 2 (part); Ord. 06-5 § 2 (part); prior code § 27.324)

17.148.060 Neon signs.

- A. All neon signs are regulated by planning commission sign permit.
- B. Each business is limited to one neon sign.
- C. No more than twenty-five percent (25%) of the sign area allowed for the primary frontage of a business shall be neon.
- D. Neon may be used for business identification only and shall not be used for incidental signs pertaining to and advertising goods, products, services, brand names or facilities which are available on the premises. Neon "Open" signs are prohibited. (Ord. 08-2 § 2 (part); Ord. 06-5 § 2 (part); prior code § 27.325)

17.148.070 Monument signs.

- A. All monument signs shall be located on the property served by the sign; off-premises signs are not permitted.
- B. The maximum height of a monument sign shall be eight feet, as measured from the base of the sign at normal grade to the top of the highest attached component of the sign. Normal grade shall be considered to be the grade after construction exclusive of any filling, berming, mounding, or excavating for landscaping or for the purpose of locating the sign.
- C. Monument signs shall be located no closer to the right-of-way than one-half the distance of a required front or side setback. Use permit approval shall be required for any request to locate a monument sign closer to the right-of-way than is permitted above. (Ord. 08-2 § 2 (part); Ord. 06-5 § 2 (part); prior code § 27.326)

17.148.080 Real estate signs.*

A. Real estate signs and open house signs that are less than four square feet in size are permitted when located on the property that is listed for sale. These signs are allowed without securing a permit from the city, provided they comply with the requirements of Section 17.148.020, Exclusions.

B. Real estate open house signs, as defined in Section 17.148.010, may be located off-premises as follows:

1. The use of off-premises open house signs is allowed only on Saturdays and Sundays, between the hours of noon to four p.m.
2. Open house signs that are placed on Main Street include the words "Open House" and may have a directional arrow, but shall not include the address of the property where the open house is located nor any other riders. The signs shall not advertise any particular real estate company or agent.
3. Open house signs that are placed on streets other than Main Street may include the words "Open House," may have a directional arrow, may include the address of the property where the open house is located and may include the name of the real estate company or agent. Only one sign per directional change is allowed.
4. Only one sign is allowed at a street intersection.
5. Signs shall not block sidewalks or pedestrian pathways; a four-foot-wide clear path of travel shall remain open.
6. Signs shall not be placed in a manner that impedes the sight distance and visibility for motorists.
7. No signs shall be placed on private property without the written permission of the property owner.
8. No signs shall be posted on street signs or utility poles.

C. Open house signs in violation of this section may be subject to summary abatement under Section 1.12.130 of this code, Summary abatement of immediate dangers, and a one hundred dollar (\$100.00) penalty to be imposed according to the provisions of Chapter 1.12, Enforcement Procedures. (Ord. 09-1 § 3; Ord. 08-2 § 2 (part))

* Code reviser's note: Section 2(B) of Ordinance 08-2, adding Section 17.148.080 and renumbering existing Sections 17.148.080 through 17.148.120 to be 17.148.090 through 17.48.130, provides, "This amendment is enacted for a period of one year and shall terminate on May 26, 2009, unless extended or made permanent by action of the City Council."

17.148.090 Temporary noncommercial signs.

A. General Regulations.

Temporary noncommercial signs in residential districts are permitted at all times without a sign permit subject to the following regulations:

- (1) Number. Each parcel is permitted two (2) freestanding or building mounted temporary noncommercial signs at all times. Such signs are in addition to all other signage allowed in this chapter.
- (2) Area. A temporary noncommercial sign may not exceed six (6) square feet in area per side.
- (3) Height. A temporary noncommercial sign may not exceed four (4) feet in height or two (2) feet in height from the top on any wall or fence if posted on a wall or fence. Signs are not permitted on top of walls or fences greater than 42 inches in height. A temporary noncommercial sign mounted onto a structure may not exceed eight (8) feet in height.
- (4) Location. Temporary noncommercial signs may be placed in the front yard, rear or side yard of any property; provided, that the signs do not encroach into any public right-of-way. Temporary noncommercial signs may not be located in the visibility triangle on corner lots. Temporary noncommercial signs mounted to a structure must meet the public right-of-way and vision triangle limitation above and may not impact any character defining element of a historic building or district.

- (5) Lighting. Temporary noncommercial signs may not be illuminated.

B. Election Period Regulations.

During any election period the following additional opportunities for temporary noncommercial signs are provided without a sign permit subject to the following regulations:

- (1) Number. Each parcel in all zoning districts is permitted two (2) temporary noncommercial election period signs. Such signs are in addition to all other signage allowed in this chapter.
- (2) The additional temporary noncommercial election period signs are subject to the area, height, location, and lighting limitations described under §17.148.090(A) above.
- (3) Removal. The additional temporary noncommercial signs permitted during an election period must be removed within seven (7) days following the end of the election period.

17.148.100 Public information signs.

A. Any community service club or organization may erect and maintain a public information sign on the property where they meet. The maximum size for such a sign is five square feet.

B. A public information sign may be maintained along Highway 29 at the south entrance to the community. The maximum area of the public information sign shall be two hundred twenty-five (225) square feet per side, whether single- or double-faced. The sign shall be freestanding, with a maximum height and width of fifteen (15) feet. The sign may be composed of any number of badges, plaques or signs which are either affixed or hanging within the total allowed square footage of the overall sign faces. Only one badge, plaque or sign for each group or organization described within Section 17.148.010 may be mounted on the public information sign. Each such component badge, plaque or sign shall not exceed thirty (30) inches in height, width or diameter, and may be single- or double-faced. Each component badge, plaque or sign of a group or organization may bear an additional attached sign stating only the location and/or times of regularly scheduled meetings of the group or organization, which sign shall not exceed nine inches in height or twenty-four (24) inches in width and may be single- or double-faced.

C. The public information sign must be maintained by the organizations utilizing the sign. The applicable sign permit may be revoked or the sign may be abated by the city council upon the failure to properly maintain such sign.

D. The public information signs shall be considered additional permitted signs which do not reduce nor restrict the signs otherwise permitted on the premises where the organization meets. (Ord. 08-2 § 2 (part); Ord. 06-5 § 2 (part); prior code § 27.328. Formerly 17.148.090.)

17.148.110 Miscellaneous regulations.

A. Continued Maintenance. All signs must be maintained by the property owner, tenant, or permittee. In the event a sign becomes derelict for reasons of lack of maintenance the approval may be revoked and the sign subject to abatement.

B. Abandonment or Termination of Use. A sign shall be removed by the property owner within thirty (30) days of abandonment or termination of the use.

C. Obstruction of Pedestrian Ways. No sign shall be permitted that will impede, obstruct or create hazards with respect to pedestrian traffic. The lowest portion of a projecting sign over a pedestrian sidewalk shall be at seven feet six inches above the ground surface.

D. Overhanging Signs. No sign shall be permitted over a highway, street, or driveway, except for a festival or benefit banner as approved by the city council.

E. Conflicting Regulations. Exceptions to this chapter may be made for signs for gasoline service stations and other businesses if signs are subject to federal or state government regulations that may be in conflict with this chapter. (Ord. 08-2 § 2 (part); Ord. 06-5 § 2 (part); prior code § 27.329. Formerly 17.148.100.)

17.148.120 Administration.

A. An application for an administrative sign permit or a planning commission sign permit shall be made by the property owner, or his or her authorized agent, to the planning director on forms prescribed for this purpose.

B. An applicant for any permit shall file with his or her application a site plan and/or building elevations showing the location of the sign, a sketch or photograph showing the size, coloring, illumination, and manner of construction of the proposed sign and any other matter necessary to a determination of whether or not to issue a permit. When unusual signs are proposed the applicant shall submit a photo montage and/or model which clearly demonstrates the size, shape and location of the sign. (Ord. 08-2 § 2 (part); Ord. 06-5 § 2 (part); prior code § 27.330. Formerly 17.148.110.)

17.148.130 Nonconforming signs.

Nonconforming signs shall be regulated as set forth in Chapter 17.140. (Ord. 08-2 § 2 (part); Ord. 06-5 § 2 (part); prior code § 27.331. Formerly 17.148.120.)



Report to the City Council
Council Meeting of June 12, 2018

Agenda Section: New Business

Subject: Consideration and proposed approval of a resolution authorizing the City Manager to execute an agreement with Pacific Legacy for Archaeological Collections Management for an amount not to exceed \$86,800.10

CEQA Determination: Not a CEQA project

Prepared By: April Mitts, Finance Director

Reviewed By: Mark T. Prestwich, City Manager

Approved By: Mark T. Prestwich, City Manager

BACKGROUND

One component of the St. Helena Flood Control Project ("Flood Project") was the excavation of four prehistoric sites. On June 27, 2006, the City of St. Helena entered into a contract with Pacific Legacy for archeological data recovery and coordination with State and Federal regulatory agencies and, subsequently, three amendments were made with Pacific Legacy. The archeological data recovery is required by the State Historical Preservation Office. To date, the amount spent is \$1,478,506.13 with the last payment made in June 2013.

On January 9, 2018, staff brought to City Council a report and recommend resolution approving a contract with Pacific Legacy in an amount not to exceed \$86,800.10 to complete the work necessary for the archaeological collections. This work includes the curation of the archaeological collections from the four prehistoric sites excavated for the Flood Project. This work will be broken up into three tasks.

Task 1 – Cleaning and Cataloging

Task 2 – Curation Preparation

Task 3 – Repatriation

Public comment was received during this meeting from the St. Helena Historical Society requesting the receipt of the artifacts. After a report by John Holson from Pacific Legacy, City Council asked that an amendment be made to the Agreement for Curation of Archaeological Collections with Sonoma State University which would allow artifacts from this collection to be able to come back into the community, at the request of the City Council, when guidelines for curation of archaeological collections is met.

DISCUSSION

Continuation Sheet

Following the City Council meeting on January 9, 2018, John Holson reached out to Sonoma State University to add language to the Continuation Sheet in the Curation Agreement allowing the City of St. Helena to transfer collection material, when appropriate, to the City of St. Helena or their designee. The following has been added to the Continuation Sheet:

1. The St. Helena Historical Society will have access to the collections from the St. Helena Flood Restoration Project for Educational and Display Purposes according to the conditions set forth by the David A. Fredrickson Archaeological Facility for Loans.
2. The City of St. Helena may at some future date transfer the collection to their custody, or the custody of the St. Helena Historical Society, subject to establishing an adequate curatorial facility which meets State of California and Federal guidelines for a curation.
3. The Mishewal Tribe of Alexander Valley will be notified in writing upon the loan or transfer of collections.

Artifacts

Although the artifacts are the property of the City, strict guidelines must be adhered to in order to maintain the integrity of the artifacts and allow use of the collections for educational and research purposes. These guidelines are required for two reasons: (1) the City received State and Federal funding for the Flood Control Project through a SRF Loan Agreement and (2) the artifacts are prehistoric in nature.

Staff researched various documents related to treatment of the artifacts, specifically the requirements for curatorial facilities. Attachment 1 provides a summary of the documents reviewed and Attachments 2-11 are full copies of each document reviewed.

St. Helena Historical Society and the City of St. Helena

The St. Helena Historical Society (SHHS) is a 501(c)(3) nonprofit organization founded with a mission to collect, preserve, exhibit, interpret, and provide access to the history of the St. Helena area. Recognizing the importance of local history, the City of St. Helena and the SHHS entered into an agreement outlining several areas including use of City facilities and ownership of collection material. The initial agreement was made in 2002 and revised in 2005. Section 13 of the 2005 agreement states the goal of the SHHS

and the City is that any collection the SHHS possesses shall remain in St. Helena and that if the event of dissolution, the SHHS agrees to give the City "right of first refusal" of its collection. Staff is currently working with the SHHS to update the 2005 agreement and intends to bring the update to City Council in the near future. The stipulation in Section 13 of the 2005 agreement will remain in the updated version.

Due to the longstanding agreements with the SHHS and their commitment to local history, it is fitting that when an adequate curatorial facility is established the collection of artifacts be transferred from Sonoma State to the SHHS for preservation, educational purposes, and to display the rich prehistoric history in the City of St. Helena.

FISCAL IMPACT

The contract amount with Pacific Legacy is for a not-to-exceed amount of \$86,800.10. Staff is recommending a new contract and not an amendment to the existing contract due to the amount of time that has elapsed since Amendment #3. The contract amount has been approved in the FY 2017/18 budget under #235-4300-2145.

RECOMMENDED ACTION

Staff recommends City Council adopt the resolution authorizing the City Manager to execute an agreement with Pacific Legacy for Archaeological Collections Management from St. Helena Flood Control Project in an amount not to exceed \$86,800.10.

ATTACHMENTS

[Attachment 1 - Artifact Summary Requirements](#)

[Attachment 2 - SRF Loan Agreement Exhibit D.3., 4., & 7.](#)

[Attachment 3 - SWRCB Letter received 062007](#)

[Attachment 4 - SWRCB Letter received 020711](#)

[Attachment 5 - MOA](#)

[Attachment 6 - Guidelines for the Curation of Archaeological Collections](#)

[Attachment 7 - HPTP Sections 5.3 and 6.11](#)

[Attachment 8 - Secretary of the Interior's Standard Guidelines 48 FR 44716](#)

[Attachment 9 - Secretary of the Interior's Professional Qualifications Standards 36 CFR 61, Appendix A](#)

[Attachment 10 - Archaeology and Historical Preservation NPS](#)

[Attachment 11 - Secretary of the Interior's Curation Standards 36 CFR 79](#)

[Attachment 12 - PSA Pacific Legacy 061218](#)

[Attachment 13 - Resolution](#)

Artifact Summary Requirements

Attachment 1

Attachment #	Document	Description
2	SRF Loan Agreement C-06-6093-110 Exhibit D. 3., 4., & 7.	The SRF loan agreement states the City shall comply with all stipulations and conditions in the Memorandum of Agreement (MOA) Among the California State Water Resources Control Board, The United States Army Corps of Engineers (USACE), and the California State Historic Preservation Officer (SHPO) regarding the construction of the St. Helena Comprehensive Flood Protection Project. Historic preservation activities carried out pursuant this agreement shall meet the Secretary of Interior's Standards and Guidelines for Archeology and Historic Preservation (48 FR 44716) as well as standards and guidelines for historical preservation activities established by the SHPO, including the final Historic Property Treatment Plan (HPTP).
3	SWRCB – Letter received June 20, 2007	Page 5 of the letter describes the Cultural Impact of the construction of the Flood Control Project. Adverse effects will be resolved in accordance with Section 8 of the National Historic Preservation Act by the implementation of the MOA (see Attachment 5). Compliance with all conditions and stipulations contained in the MOA will be made a special condition of the SRF agreement.
4	SWRCB – Letter received February 7, 2011	This letter states that curation of the final artifact collection needed to be addressed. There were two acceptable facilities are mentioned in the HPTP and the use of any other facility would need approval by the State Water Board, USACE, and the SHPO.
5	MOA among the California State Water Resources Control Board, the United States Army Corps of Engineers, and the California State Historic Preservation Officer Regarding the Construction of the St. Helena Comprehensive Flood Protection Project – Attachment C	The MOA states cataloging and curation of materials gathered during the data recovery effort will follow the <i>Guidelines for the Curation of Archaeological Materials</i> published by the State of California, Department of Parks and Recreation (1993). The HPTP will identify a curatorial facility and cataloging procedures, and handling and care of collected material. Additionally, Section II (B) – states, historic preservation activities carried out pursuant to this MOA shall meet the Secretary of Interior's Standards and Guidelines for Archeology and Historic Preservation (48 FR 44716) as well as standards and guidelines for historic preservation activities established by the SHPO.
6	Guidelines for the Curation of Archaeological Materials (as required by the MOA)	This document assists agency officials, organizations, and individuals in the selection of an appropriate repository and specifically pertain to collections that are excavated or removed from prehistoric or historic archaeological sites on non-federal public and private land in the State of California. The guidelines address: 1. Procedures to assemble, prepare, manage and preserve collections; 2. Criteria to determine when a repository has the capability to provide permanent curatorial services; 3. Procedures for the use of collections; and

Artifact Summary Requirements

Attachment 1

		4. Terms and conditions for contract, memoranda, and agreements, by which archeological collections are required by repositories. <i>Repository:</i> Any repository providing curatorial services for a collection must insure the capability to provide adequate permanent curatorial services, and also safeguard and preserve the associated records and materials that are deposited in its care. Archaeological collections, and their associated records, must be housed at qualified repositories (see definition below) that have capability to ensure adequate permanent storage, security, and ready access to qualified users. <i>Qualified Repository:</i> A facility such as a museum, archeological center, laboratory, or storage facility managed by a university; college; museum; or other educational or scientific institution; a federal, state, tribal, or local government agency; or private institution that can provide professional, systematic, and accountable curatorial services on a permanent basis in accordance with the guidelines provided under "Criteria for Qualified Repositories" (see definition below). This requirement may be satisfied if the repository has a management plan to develop or obtain the necessary professional experience. <i>Criteria for Qualified Repositories:</i> A repository shall be considered qualified to provide adequate permanent curatorial services for archeological collections when it is able to: 1. Provide and implement a written collections management policy that includes guidelines for the acceptance, maintenance, conservation, treatment, use, loan, transfer, disposal and/or deaccession of materials and associated records. 2. Accession, label, catalog, store, maintain, inventory, and conserve collections, or require the same of the donor or contractor, on a permanent basis using professional museum and archival practices. 3. Maintain complete and accurate records of its collections, including, but not limited to: accession records, catalog and artifact inventory lists, field notes, site records, reports, photographs, negatives, color slides, maps, oversized site and architectural drawings, collection inspection records, treatment and conservation records, loan records, and discard or lost material records. Records should be stored in archivally secure conditions in accordance with guidelines for other components of the collections. 4. Dedicate facilities, qualified collections management professionals (see definition below), staff, and equipment to store, study, and conserve its collections in accordance with contemporary professional guidelines and the guidelines
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Artifact Summary Requirements

Attachment 1

		addressed elsewhere in this subsection. 5. Provide physical security for its collections, including fire, water, biological, theft, and intruder protection. 6. Provide access to its collections to qualified professionals and legitimate public use and maintain formal use and loan agreement procedures. 7. Provide adequate space and facilities for the viewing and examination of cultural materials by qualified users. <i>Qualified Collections Management Professional:</i> A person who possesses knowledge, experience and demonstrable competence in museum and archival methods and techniques appropriate to the nature and content of the collection under the person's management and care, and commensurate with the person's duties and responsibilities at a qualified repository. A collection management professional should, as a minimum, have experience in collection management and a graduate degree from an accredited institution in anthropology, history, museum studies, or related discipline, or equivalent experience. <i>Curatorial Services:</i> Managing and preserving a collection according to professional museum and archival practices, including, but not limited to: 1. Inventorying, accessioning, labeling, and cataloging a collection; 2. Identifying, evaluating, and documenting a collection; 3. Handling, cleaning, stabilizing, and conserving a collection in such a manner to preserve its integrity and significance for future research; 4. Storing and maintaining a collection using appropriate methods and containers, with appropriate environmental conditions and controls to ensure physical security; 5. Inspecting a collection periodically and taking such actions as may be necessary to preserve it; and 6. Providing access and facilities to study a collection. Some of these activities may normally be undertaken by the archeologist prior to transferring the collection to the curatorial facility.
7	Historic Properties Treatment Plan (HPTP) – due to confidentiality requirements of the location of archaeological sites, only sections 5.3 and 6.11 are included as attachments.	The HPTP is the treatment plan for the archaeological sites within the City of St. Helena and outlines the program for archaeological excavation and analysis that fulfills the research potential of cultural deposits situated within the area of potential effect (APE) and the terms of the MOA signed in March 2007. Most of this document focuses on the excavation itself as well as the natural and cultural context, research design, site specific investigation strategy, coordination, personnel, and permits. Section 5.3 provides specific information on cataloging procedures to be used as required by 36 CRF § 79 and as required by curatorial facilities and Section 6.11 addresses curation of the artifacts. Section 6.11 states The Napa

Artifact Summary Requirements

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		Valley Museum and the Archaeological Research Facility at Sonoma State were both contacted for the curation of the collection and associated records generated by the project.
8, 9, 10	Secretary of the Interior's Standard Guidelines for Archeology and Historic Preservation (48 FR 44716) (Attachment 8) Secretary of the Interior's Professional Qualifications Standards (36 CFR § 61, Appendix A) (Attachment 9) Archeology and Historic Preservation National Parks Service (pages 48-50) (Attachment 10). The full document is available at: https://www.nps.gov/history/local-law/Arch_Standards.htm	As noted in the MOA, Attachment 4, Section II A. and B. all historic preservation activities implemented shall be carried out by or under the direct supervision of a person or persons meeting or exceeding the Secretary of the Interior's Professional Qualification Standards (36 CFR § 61, Appendix A) and historic preservation activities shall meet the Secretary of the Interior's Standard Guidelines for Archeology and Historic Preservation (48 FR 44716) as well as standards and guidelines for historic preservation activities established by the SHPO. The qualifications listed in both Secretary of the Interior's documents and the Archeology and Historical Preservation National Parks Service define minimum education and experience required to perform identification, evaluation, registration, and treatment activities (which would include curation). Additional requirements apply to artifacts found in St. Helena due to the artifacts being part of the prehistoric period. Below provides a summary of the professional qualifications standards: History The minimum professional qualifications in history are a graduate degree in history or closely related field; or a bachelor's degree in history or closely related field plus one of the following: 1. At least two years of full-time experience in research, writing, teaching, interpretation, or other demonstrable professional activity with an academic institution, historic organization or agency, museum, or other professional institution; or 2. Substantial contribution through research and publication to the body of scholarly knowledge in the field of history. Archeology The minimum professional qualifications in archeology are a graduate degree in archeology, anthropology, or closely related field plus: 1. At least one year of full-time professional experience or equivalent specialized training in archeological research, administration or management; 2. At least four months of supervised field and analytic experience in general North American archeology, and 3. Demonstrated ability to carry research to completion. Additionally, a professional in prehistoric archeology shall have at least one year of full-time professional experience at a supervisory

Artifact Summary Requirements

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		level in the study of archeological resources of the prehistoric period. A professional in historic archeology shall have at least one year of full-time professional experience at a supervisory level in the study of archeological resources of the historic period.
11	Secretary of the Interior's Curation Standards 36 CFR § 79	The HPTP states specific information on cataloging procedures are to be used as required by Secretary of the Interior's Curation Standards 36 CFR § 79. This section addresses, among other things, standards to determine when a repository possesses the capability to provide adequate long-term curatorial services (36 CFR § 79.9) and use of collections (36 CFR § 79.10). <i>Standards to determine when a repository possesses the capability to provide adequate long-term curatorial services (36 CFR § 79.9)</i> A repository has the capability to provide adequate long-term curatorial services when the repository is able to: 1. Maintain complete and accurate records of the collection; 2. Dedicate the requisite facilities, equipment and space in the physical plant to property store, study and conserve the collection. Spaced used for storage, study, conservation and, if exhibited, any exhibition must not be used for non-curatorial purposes that would endanger or damage the collection; 3. Keep the collection under physically secure conditions within storage, laboratory, study and any exhibition areas by: a. Having the physical plant meet local electrical, fire, building, health and safety codes; b. Having an appropriate and operational fire detection and suppression system; c. Having an appropriate and operational intrusion detection and deterrent system; d. Having an adequate emergency management plan that established procedures for responding to fires, floods, natural disasters, civil unrest, acts of violence, structural failures and failures of mechanical systems within the physical plant; e. Providing fragile or valuable items in a collection with additional security such as locking the items in a safe, vault or museum specimen cabinet, as appropriate; f. Limiting and controlling access to keys, the collection and the physical plant; and g. Inspecting the physical plant in accordance with § 79.11 4. Requiring the staff and any consultants who are responsible for managing and preserving the collections to be qualified museum professionals; 5. Handle, store, clean, conserve and, if exhibited, exhibit the collection in a manner that: a. Is appropriate

Artifact Summary Requirements

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		b. Protects them from breakage and possible deterioration from adverse temperature and relative humidity, visible light, ultraviolet radiation, dust, soot, gases, mold, fungus, insects, rodents and general neglect; and c. Preserves data that may be studied in future laboratory analysis. 6. Store site forms, field notes, artifacts inventory lists, computer disks and tapes, catalog forms and a copy of the final report in a manner that will protect them. 7. Inspect the collections in accordance with § 79.11. 8. Conduct inventories in accordance with § 79.11. 9. Provide access to the collection in accordance with § 79.10. <i>Use of Collections (36 CFR § 79.10)</i> Because the artifacts are considered prehistoric and are under both State and Federal regulations, the collection must be available for scientific, educational and religious uses, subject to terms and conditions as are necessary to protect and preserve the condition, research potential, religious or sacred importance, and uniqueness of the collection.
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Attachment 2

City of St. Helena
 Agreement No.: 07-817-550-0
 ISA No.: C-06-6093-110
 Page 1 of 6

EXHIBIT D — SPECIAL CONDITIONS

1. The Agency shall not use the Properties as security for any debt without the written approval of the Deputy Director of the Division of Financial Assistance of the SWRCB.
2. Transfer of the real property is subject to the prior written approval of the Deputy Director of the Division of Financial Assistance of the SWRCB. Any such transferee shall be subject to all provisions of this contract.
3. The Agency shall comply with all stipulations and conditions in the Memorandum Of Agreement (MOA) Among The California State Water Resources Control Board, The United States Army Corps Of Engineers (ACOE), And The California State Historic Preservation Officer (SHPO) Regarding The Construction Of The St. Helena Comprehensive Flood Protection Project (2006 Plan), Napa County, California.
4. Historic preservation activities carried out pursuant to this agreement shall meet the *Secretary of Interior's Standards and Guidelines for Archeology and Historic Preservation* (48 FR 44716) as well as standards and guidelines for historic preservation activities established by the SHPO. The Agency shall ensure that all reports prepared pursuant to this agreement will be provided to the other signatories of the MOA referenced above and shall ensure that all such reports meet published standards of the SHPO, specifically *Preservation Planning Bulletin* Number 4(a), "Archaeological Resources Management Reports (ARMR): Recommended Contents and Format" (December 1989).
5. The Agency shall promptly notify the SWRCB if it becomes necessary to revise the Established Area of Potential Effects (APE). If the revised APE includes areas not previously subject to the efforts to identify historic properties described in the reports referenced in the MOA, additional identification efforts may be required.
6. The Agency acknowledges that historic properties covered by this MOA are subject to the provisions of 36 CFR §800.11(c) relating to the disclosure of archaeological site information, and, having so acknowledged, will ensure that all actions and documentation prescribed by this MOA are consistent with 36 CFR §800.11(c).
7. The final historic property treatment plan (HPTP) shall be implemented prior to and in conjunction with the flood control project development activities.
8. At any time during implementation of the terms of the MOA, should a member of the public raise an objection pertaining to the MOA, the Agency shall immediately notify the other signatories of the MOA in writing of the objection and take the objection into account.
9. On or before a date of no more than one year following initiation of Project development activities, and continuing on a yearly basis thereafter until the SWRCB, the ACOE, and the SHPO agree in writing that the terms of this agreement have been fulfilled, the Agency shall prepare and provide a letter report to the State Water Board, the ACOE, and the SHPO regarding the following topics:
 - a. Progress in constructing the Undertaking;
 - b. Progress in implementing the HPTP under Stipulation V of the MOA; and,
 - c. Any unforeseen problems or difficulties encountered implementing the terms of the MOA during the previous year.
10. Upon completion of implementation of the HPTP, the Agency shall prepare a summary report on all activities carried out pursuant to the HPTP and provide said report to the SWRCB, the ACOE, the SHPO, and, if so requested, to other interested parties.

Attachment 3



Linda S. Adams
Secretary for Environmental
Protection

State Water Resources Control Board

Division of Financial Assistance
1001 I Street • Sacramento, California 95814
P.O. Box 944212 • Sacramento, California • 94244-2120
(916) 341-5700 • FAX (916) 341-5707 <http://www.waterboards.ca.gov>



Arnold Schwarzenegger
Governor

JUN 20 2007

CERTIFIED MAIL NO. 7003 0500 0003 1325 4993
Return Receipt Requested

Mr. Bert Johansson
City Manager
City of St. Helena
1480 Main Street
St. Helena, CA 94574

PROJECT APPROVAL (PA) FOR CITY OF ST. HELENA (CITY); ST. HELENA-NAPA RIVER FLOOD PROTECTION AND ESTUARY RESTORATION PROJECT (PROJECT); STATE REVOLVING FUND (SRF) LOAN PROGRAM; SRF LOAN NO. C-06-6093-110

Dear Mr. Johansson:

The Federal Water Pollution Control Act (Clean Water Act (CWA)), as amended in 1987, provides for establishment of a SRF Loan Program. The SRF Program uses Federal grants and State bond funds to implement the CWA and various State laws by providing financial assistance for the construction of wastewater treatment facilities, storm water projects, and implementation of expanded use projects to prevent pollution of State waters.

Through the SRF Program, the Expanded Use Program includes funding for projects that implement the "Plan for California's Nonpoint Source Pollution Control Program" (NPSCP) or develop and implement an estuary Comprehensive Conservation and Management Plan (CCMP). The St. Helena-Napa River Flood Protection and Estuary Restoration Project, herein called the Project, is consistent with both the NPS and CCMP requirements, making it eligible for SRF funding.

The San Francisco Bay Regional Water Quality Control Board (San Francisco Regional Water Board) supports the funding and implementation of this Project. The Project will further the San Francisco Regional Water Board's goals and objectives relating to their sediment Total Maximum Daily Load (TMDL) for the Napa River.

PROJECT DESCRIPTION AND BENEFITS

On February 24, 2006, the City submitted an application to the State Water Resources Control Board (State Water Board) requesting \$12,000,000 from the SRF Loan Program for implementation of a flood protection, storm water treatment, and estuary restoration project on the Napa River.

The City will buy out 17 mobile home sites and remove them from the immediate river bank. This allows for widening the River flow area, creating a more naturalistic riverine system and to restoring a relatively wide native riparian vegetation corridor. The new City-owned lands within the Project boundaries will be used to recreate historical floodplain terraces, side channels, and riparian habitat. The wider terraces also allow for re-routing of urban runoff that is presently discharged directly into the river. With the Project, filtration and treatment will occur within detention basins, grass-lined swales and naturalistic channels, promoting fine

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Mr. Bert Johansson
City of St. Helena

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sediment and nutrient removal. Riparian vegetation plantings and new bioengineered bank protection will stabilize eroding riverbanks and reduce fine sediment supply. The Project will improve aquatic habitat for Special Status Species including Steelhead, Chinook Salmon, and California Freshwater Shrimp.

The Project includes:

- Restoring eight acres of floodplain by planting and terracing, to re-establish native habitat;
- Increasing the width of the River corridor from 200-300 feet to 1,000 feet to increase overbank flow resistance and restore natural processes;
- Replacing 600 linear feet of barren, hard grouted rock with an ecologically functional, bioengineered shoreline which will provide habitat for the endangered California Freshwater Shrimp and threatened salmonids;
- Increasing vegetation along the channel for cover, food, and water temperature moderation;
- Improving salmonid habitat, including cover and high flow refugia for migrating and rearing salmonids;
- Increasing urban runoff filtration and attenuating flow to reduce pollutants discharged to the Napa River including fine sediment and nutrients;
- Implementing adaptive management measures to optimize in-channel native vegetation, cover and maintain actual flood capacity, and,
- Removing non-native exotic species, including giant reed and himalayan blackberry.

The Project is consistent with the CCMP of the San Francisco Estuary Project. Actions that are called for in the CCMP that are supported by the Project include:

- Providing flood protection in a manner that is consistent with geomorphic principles and protective of the aquatic and riparian habitats;
- Restoring and enhancing riparian and riverine habitat;
- Improving habitat for endangered, threatened, or special status species including Steelhead, California freshwater shrimp, clapper rail, and others found in the Project area;
- Reconnecting portions of the floodplain with the river; and
- Improving regional monitoring by implementing adaptive management.

The Napa River has been classified as an "Impaired Water Body" and is on the 303 (d) List due to excessive sedimentation, nutrients, and bacteria. This Project will improve water quality of the Napa River by addressing the following:

- Sediment: The geomorphic design of the Project will improve sediment transport dynamics related to coarse gravel transport and maintenance of substrate for spawning and macroinvertebrate production. In addition, the Project will reduce fine sediment sources by stabilizing banks and providing urban runoff detention and filtration.
- Nutrients: The Project will create substantial groundcover vegetation in the Project area. The increased vegetation will filter urban runoff prior to discharge into receiving waters.
- Non-Point Pollution: Discharge of non-point pollutants into the Napa River will decrease with the Project. Two sources will be treated: 1) urban runoff collected during most rainstorms in the City streets will be routed through a new system of grass lined swales, detention basins and naturalistic channels before being discharged into the river, and 2) the Project will remove urban and agricultural vineyard land bordering the river that currently acts as a source of sediment and other urban pollutants when the Napa River overflows its banks during ten-year flood events. Managing the natural flood plain will also improve the water quality discharged from the river to the Estuary.

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City of St. Helena

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- Stormwater rerouting and treatment: Storm drain outfalls which currently discharge directly into the Napa River will be re-routed through grass-lined swales that drain into and through Terrace B. These stormwater systems will provide for settling and filtration of the stormwater before it is released to the Napa River.

The Project, encompassing a one-mile reach of Napa River between Adam Street and Pope Street, will protect the Vineyard Valley Mobilehome Park (VVMHP) and the Hunt's Grove Apartments, as well as restore riparian habitat to provide "Living River" flood protection to over 350 vulnerable senior citizens who reside there. The Project will enhance hydrology by returning the floodplain of the Napa River to a more natural state. The Project is designed to create new natural floodplain and terrace surfaces which will bring seasonal groundwater and soil moisture closer to the surface and support native riparian forest. Restoration activities will reverse the effect of historic, anthropogenic river channel incision, prohibit excessive sedimentation, and improve the riparian vegetation and aquatic habitat.

PROJECT IMPLEMENTATION

The Project will be implemented in two phases. The City has received multiple bids for the construction of the Project. The lowest bid received for construction of the project is \$9.17 million. According to the information provided, Phase I of the Project will cost approximately \$7,000,000; it will include construction of levees, storm water detention basin, and land acquisition. Phase I will be implemented between June 2007 and December, 2007, avoiding the rainy season. Phase II of the project will cost \$4,170,000; it will include shoreline restoration, bank protection, and complete floodwall. Phase II will be implemented between October 2008 and December 2008. A detailed break down of the costs and the work to be carried out in different phases is provided in the Project Cost and Construction Schedule table below.

The City has received all the required permits for the Project, including Army Corps of Engineer 404 permit, United States Fish and Wildlife Service and National Marine Fisheries Services Section 7 Consultation, California Department of Fish and Game Streambed Alteration Agreement, and San Francisco Regional Water Board Section 401 Water Quality Certification.

LOAN REPAYMENT ANALYSIS

The City is entitled by law to 10.6 percent of all sales tax collected in Napa County under the ½ cent Measure A, Napa County Flood Protection and Watershed Improvement Sales Tax Ordinance adopted by voters in 1998. This tax will remain in place through the Year 2018. According to the Napa County Auditor, based on current conservative estimates, the City's total share of the revenue collected from Measure A will be \$30,000,000.

A portion of the City's share (\$18.5 million) is dedicated to debt service for repayment of revenue bonds issued in 2005. The remaining \$11.5 million from the Measure A fund will be used to repay this SRF Loan. The City on January 23, 2007, passed a resolution dedicating the remaining Measure A funds (\$11.5 million) to repayment of the SRF Loan. The City will invest the Measure A funds in a special fund dedicated to the repayment of SRF loan. Conservative investment of the funds is expected to increase the amount available for repayment of the SRF loan to about \$13 million.

Assuming an loan interest rate of approximately 2.5 percent, the City appears to have sufficient revenue to repay a loan of \$9.17 million (total principal and interest of about \$11.76 million) for the construction costs of the project. At this time the City does not have sufficient revenue to repay a loan for the estimated \$11.17 million total cost of the project (total principal and interest of about \$15.05 million).

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Mr. Bert Johansson
City of St. Helena

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The City is pursuing the following funding sources to cover that additional project costs or the repayment of additional loan funds to complete implementation of the project.

- Benefit Assessment District tax on properties to be protected by the Project;
- State Flood Control Subvention Fund;
- The City has submitted an application for a Flood Protection Corridor Project grant fund from Proposition 1E administered by Department of Water Resources;
- Federal Emergency Management Agency-Hazardous Mitigation Grant Program; and,
- Federal Emergency Management Agency Pre-Disaster Mitigation city grant.

PROJECT FUNDING COSTS AND CONSTRUCTION SCHEDULES

Project Item	Estimated Dates	SRF Loan Items Cost	Project Costs from Other Sources *
Pre-SRF Loan Project Items			Spent/Obligated/ Funded to Date
Land, mobile homes purchased by City and relocation	Completed & Obligated		\$7,963,000
Engineering/Environmental	Completed & Obligated		\$4,786,000
Project management	On-Going		\$811,000
Miscellaneous (legal, etc)	Completed		\$1,378,000
Post SRF Loan Project Items			
Phase 1 Construction			
Demolition and Mobilization	2007		\$460,000
Cultural Resource Recovery	2007		\$400,000
Property Acquisition. Land purchases on west side of Napa River	2007	\$2,000,000	\$1,500,000
Phase I Flood Protection-Restoration Project Construction, contractor mobilization, utility relocation, soil improvement, terrace grading, partial floodwall construction, raise berms, finish sitework, detention basin, stormwater pre-treatment, pump station.	06-2007 through 12-2007	\$5,000,000	
Phase 2 Construction			
Phase II Flood Protection and Restoration Project: shoreline restoration, bank protection, complete floodwall, pedestrian interpretative access.	10-2007 through 12-2008	\$4,170,000	\$2,000,000
TOTAL		\$11,170,000	\$18,438,000
* Measure A Senior Bonds, Federal Emergency Management Agency-Hazardous Mitigation Grant Program, Flood Protection Corridor Project, City General Fund and Assessment District			

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City of St. Helena

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PROJECT PLANS & SPECIFICATIONS (P&S)

State Water Board staff have completed a cursory review of the 100% P&S submitted by the City. Based on the review, staff have determined that the P&S are complete. The cost eligibility will be completed after the Project approval has been issued and accepted. After the review is complete, an approval letter will be issued detailing costs eligible for SRF funding. The Division staff understands that the Project is an integrated, multi-objective program, and will work with the City closely in determining eligible costs in order to advance the implementation of the overall Project.

ENVIRONMENTAL IMPACT

State Water Board staff have reviewed the environmental documents and distributed them to the federal agencies for comment. Based on the review, staff has determined that the Project will not result in any significant adverse water quality impacts.

CULTURAL IMPACT

Construction of the Project will adversely affect prehistoric archaeological sites that have been determined eligible for the National Register of Historic Places. Adverse effects will be resolved in accordance with Section 106 of the National Historic Preservation Act by the implementation of the Memorandum of Agreement (MOA) between the California State Water Resources Control Board, the United States Army Corps of Engineers, and the California State Historic Preservation Officer Regarding the Construction of the St. Helena Comprehensive Flood Protection Project (2006 Plan), Napa County, California (Executed March 2007). Compliance with all conditions and stipulations contained in the MOA will be made a special condition of the SRF Loan Agreement.

OUTSTANDING LAW SUITS

In 2004, the Living River Council (LRC) filed a CEQA lawsuit against the City. The City and LRC settled the lawsuit in 2005. In 2006, the City revised the 2005 project design due to inadequate funding. LRC sued the City for a second time on the basis that the City violated the 2005 settlement agreement. The superior court judge ruled in the City's favor deciding that there was nothing in the settlement agreement prohibiting the City from changing the project design. LRC has appealed the judge's decision, and that appeal is pending. A decision on the appeal is expected in late 2007 or early 2008.

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Mr. Bert Johansson
City of St. Helena

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CONDITIONS OF APPROVAL

The execution of the SRF loan agreement for this Project is based on the City agreeing to the following conditions:

- This PA does not guarantee that a SRF loan will be awarded for this Project;
- The determination of cost eligibility will be completed after the PA has been issued by the Division and accepted by the City. The City may jeopardize SRF loan funding if construction begins prior to the Final P&S Approval. Construction after Final P&S Approval and prior to issuance of the loan agreement is eligible for SRF loan funding;
- The State Water Board will only reimburse construction or land acquisition costs;
- The Project will be implemented in two phases. Disbursement will be limited to \$9.17 million until the City is able to dedicate an acceptable source for repayment of loan funds greater than \$9.17 million;
- The City agrees that the implementation of the Project will be in compliance with the National Pollutant Discharge Elimination System (NPDES) Permit issued by the San Francisco Regional Water Board;
- The City agrees that the implementation of the Project will be consistent with all conditions and stipulations contained in the Army Corps of Engineer permit;
- The City agrees that the implementation of the Project will be consistent with all conditions and stipulations contained in the Memorandum of Agreement the City signed in accordance with Section 106 of the National Historic Preservation Act;
- After the execution of the SRF Loan Agreement, the City will be required to submit a quarterly status report to Division staff throughout the implementation of the Project;
- After the execution of the SRF Loan Agreement, the City will be required to annually submit a Report to the Division staff on the monitoring and performance of the Project consistent with guidelines in the Project Assessment and Evaluation Plan. The City will be required to submit an annual report to Division staff until three years past the Project completion, as defined in the loan agreement;
- After the execution of the SRF Loan Agreement, the City will be required to coordinate their Project activities with other State Water Board funded projects within Napa River watershed; and,
- The City must submit a legal opinion from a licensed attorney on whether it can continue to use Measure A proceed to make loan repayments if the Project gets stopped due to litigation. The SRF loan agreement will not be executed until the State Water Board's legal staff has reviewed and approved the opinion.

State Water Board staff reviewed the documentation submitted to date, and find that there is adequate supporting information to approve the Project. Staff plan to recommend that the State Water Board authorize a Preliminary Funding Commitment of SRF Loan funds for the St. Helena-Napa River Flood Protection and Estuary Restoration Project. Land Acquisition costs related to the project for purchases executed after receipt of this PA, but prior to execution of Final SRF Loan Agreement, will be eligible for reimbursement.

This letter constitutes a Final Staff Decision. Division staff will pursue a Preliminary Loan Commitment for the Project after we receive a letter from the City accepting these conditions. To keep this process moving forward, please notify me immediately in writing of your agreement with this letter.

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Mr. Bert Johansson
City of St. Helena

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If you are NOT in agreement, then you must request a Final Division Decision within ten working days from the date of this letter. Your request should specify the items of disagreement and suggest the exact changes with which you would agree. Please send the request to:

Ms. Barbara L. Evoy, Deputy Director
Division of Financial Assistance
P.O. Box 944212
Sacramento, CA 94244-2120

Please contact Mr. Ahmad Kashkoli at (916) 341-5855 or by email at akashkoli@waterboards.ca.gov if you have any questions or comments regarding this letter.

Sincerely,



James Maughan
Assistant Deputy Director
Division of Financial Assistance

cc: Ann L. Riley, Region 2
Bruce Wolfe, Executive Officer, Region 2

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Attachment 4



Linda S. Adams
Acting Secretary for
Environmental Protection

State Water Resources Control Board

Division of Financial Assistance

1001 I Street, Sacramento, California 95814 • (916) 341-5700
Mailing Address: P.O. Box 944212 • Sacramento, California 94244-2120
FAX (916) 341-5707 • <http://www.waterboards.ca.gov>



Edmund G. Brown Jr.
Governor

FEB - 7 2011

Ms. Mary Neilan
City Manager
City of St. Helena
1480 Main Street
St. Helena, CA, 94574

Dear Ms. Neilan:

COMPLIANCE WITH EXHIBIT D, SPECIAL CONDITIONS OF CONTRACT
NO. 07-817-550, CITY OF ST. HELENA FLOOD CONTROL PROJECT (PROJECT)
CLEAN WATER STATE REVOLVING FUND (CWSRF) FINANCING AGREEMENT
NO.C-06-6903-110

As construction of the above Project is nearing completion, the State Water Resources Control Board (State Water Board) must confirm compliance with all environmental requirements prior to payment of any future invoices.

This letter is to clarify some of our recent discussions and inform the City of St. Helena (City) of the items presently needed to comply with conditions of Exhibit D of the financing agreement.

You were recently informed (State Water Board letter dated January 11, 2011) that the City did not receive federal funds, but received funds from the CWSRF Repayment Fund. The CWSRF Program is partially funded by a yearly capitalization grant from the United States Environmental Protection Agency (USEPA). Therefore, the CWSRF Program and applicants that receive funds from CWSRF must comply with federal regulations. Information provided in the letter referenced above was for state financial reporting and is unrelated to the environmental compliance requirements for the CWSRF Program. If you have any questions related to the issue of State vs. Federal funding, please contact Ms. Susan Damian at 916-341-5494.

Prior to the issuance of permits, the United States Army Corps of Engineers (USACE) was required to comply with the same federal environmental regulations as USEPA/State Water Board. (USEPA designated responsibility for CWSRF Program federal environmental compliance to the State Water Board.)

California Environmental Protection Agency

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Ms. Mary Neilan

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FEB 7 2011

For the purpose of efficiency, State Water Board and USACE consulted and agreed that USACE would take lead responsibility for Project compliance with Section 7 of the Endangered Species Act and all related biological issues for both agencies. State Water Board agreed to take lead responsibility for compliance with Section 106 of the National Historic Preservation Act (Section 106).

Special conditions in Exhibit D of the City's financing agreement reflect the above agency agreements. Although Exhibit D contains non-discretionary biological conditions, all required reporting of compliance with these conditions is directly to the United States Fish and Wildlife Service, California Department of Fish and Game and USACE. All reporting and compliance efforts for cultural resource issues must be directed to the State Water Board, acting as the lead federal agency under Section 106.

Please refer to the *Memorandum of Agreement Among the California State Water Resources Control Board, the United States Army Corps of Engineers, and the California State Historic Preservation Officer Regarding the Construction of the St. Helena Comprehensive Flood Protection Project (2006 Plan), Napa County, California* (MOA). The City concurred with and signed the MOA and issued "City of St. Helena Resolution No. 2007-44 (MOA and Resolution enclosed). The Historic Properties Treatment Plan (HPTP) (Attachment C of the MOA) was prepared by the City's consultants and contains steps that must be taken to assure compliance with Section 106 requirements.

I realize that the unexpected discovery of a large number of human remains has added greatly to the costs of compliance with the HPTP. The City, however, did not propose amendment of the HPTP (MOA Section V. (B and C) prior to construction or during the active recovery period when procedures could be altered to avoid impacts to resources.

Exhibit D (9) requires the City to prepare and provide yearly reports regarding progress in constructing the undertaking, progress in implementing the HPTP and any unforeseen problems and difficulties. No such reports have been submitted by the City or its consultant to date. Please provide these reports by February 28, 2011. If the yearly reports have not been prepared it will be acceptable to provide one comprehensive report of progress to date by February 28, 2011.

Also, please provide a time frame for completion of artifact analysis, cataloguing, special studies and final technical reports required by the HPTP. Curation of the final artifact collection also needs to be addressed. Two acceptable facilities are mentioned in the HPTP. The use of any other facilities will need approval by State Water Board, USACE, and the State Historic Preservation Officer.

Attachment 4

Ms. Mary Neilan

- 3 -

FEB - 7 2011

I am aware of the unexpected difficulties that have arisen by designation of a different Tribal Representative for the Mishewal-Wappo Tribe of Alexander Valley. Please keep me advised of the City's efforts to negotiate a reburial agreement with the new Tribal Representative. With reasonable notice, I will be available to meet with the City and the Tribal Representative to discuss these sensitive issues.

Please contact me at 916-341-5690 with any questions.

Sincerely,



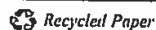
Cookie Hirn
Cultural Resources Officer
State Water Resources Control Board

Enclosures:

Memorandum of Agreement, for Section 106
City of St. Helena Resolution No. 2007-44

cc: Kelley Valine, Division
Tom Peltier, Division
Pat Leary, Division
Christopher Stevens, Division
Jim Maughan, Division
Pete Mizera, Division

California Environmental Protection Agency



Attachment 4

Attachment **RECEIVED****MAR 5 2007**DIVISION OF
FINANCIAL ASSISTANCE

**MEMORANDUM OF AGREEMENT
AMONG THE CALIFORNIA STATE WATER RESOURCES CONTROL BOARD, THE
UNITED STATES ARMY CORPS OF ENGINEERS, AND THE CALIFORNIA STATE
HISTORIC PRESERVATION OFFICER REGARDING THE CONSTRUCTION OF
THE ST. HELENA COMPREHENSIVE FLOOD PROTECTION PROJECT (2006
PLAN), NAPA COUNTY, CALIFORNIA**

WHEREAS, the California State Water Resources Control Board, Division of Financial Assistance (State Water Board) may assist the City of St. Helena in constructing the St. Helena Comprehensive Flood Protection Project (Undertaking) in Napa County, California, with a State Revolving Fund (SRF) loan (SRF Loan No. C-06-6093-110) that includes partial funding by the United States Environmental Protection Agency (EPA); and,

WHEREAS, under a Nationwide Programmatic Agreement executed for the SRF by the EPA, the Advisory Council on Historic Preservation (ACHP), and the National Conference of State Historic Preservation Officers, the State Water Board has been delegated the responsibility for carrying out the requirements of Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. 470 et seq.) (NHPA), in accordance with 36 CFR Part 800, regulations effective August 5, 2004, implementing Section 106 of the NHPA, and in keeping with that delegation, the State Water Board has consulted with the California State Historic Preservation Officer (SHPO) pursuant to 36 CFR Part 800, and notified the ACHP of the State Water Board's adverse effect finding for the Undertaking pursuant to 36 CFR § 800.6(a)(1); and,

WHEREAS, the United States Army Corps of Engineers (ACOE) has responsibilities for Section 106 compliance in conjunction with the issuance of a 404 Permit for the Undertaking; and the State Water Board and ACOE have consulted and, in accordance with 36 CFR § 800.2(a)(2), have agreed that the State Water Board will act as lead federal agency; and,

WHEREAS, the State Water Board has determined that the Undertaking will adversely affect prehistoric sites CA-NAP-399, CA-NAP-406 and CA-NAP-863, which the State Water Board has determined, in consultation with the SHPO, to be eligible for inclusion in the National Register of Historic Places (National Register) under Criterion D and, are therefore, historic properties as defined at 36 CFR § 800.16(l)(1), and,

WHEREAS, the State Water Board acknowledges that the eligibility of archaeological site CA-NAP-413 has yet to be conclusively determined, and the Undertaking may affect other, as of yet unidentified historic properties, that may be located within the Undertaking's Area of Potential Effects (APE); and,

WHEREAS, that State Water Board has thoroughly considered alternatives to the Undertaking, has determined that the statutory and regulatory constraints on the design of the Undertaking preclude the possibility of avoiding adverse effects to CA-NAP-399, CA-NAP-406 and CA-NAP-863 during the Undertaking's implementation, and has further determined, pursuant to 36 CFR § 800.6(c), that it will resolve the adverse effect

St. Helena MOA
February 8, 2007

of the Undertaking on the subject properties through the execution and implementation of this Memorandum of Agreement (MOA); and,

WHEREAS, the City of St. Helena (City) and Mr. Earl Couey, Cultural Resources Coordinator of the Mishewal-Wappo Tribe of Alexander Valley, have participated in the consultations and have been invited to concur in this MOA;

NOW, THEREFORE, the State Water Board, the ACOE, and the SHPO agree that, upon the State Water Board's decision to proceed with its assistance to the Undertaking, the Undertaking shall be implemented in accordance with the following stipulations in order to take into account the effects of the Undertaking on CA-NAP-399, CA-NAP-406 and CA-NAP-863 and, as of yet unidentified historic properties, and that these stipulations shall govern the Undertaking and all of its parts until this MOA expires or is terminated.

STIPULATIONS

The State Water Board shall make compliance with this MOA a condition of the SRF loan program contract, and shall ensure that the following stipulations are carried out.

I. DEFINITIONS

The definitions found at 36 CFR § 800.16 apply throughout this MOA. These definitions are supplemented by the following:

"State Water Board" means managers and staff authorized to carry out Section 106 responsibilities on behalf of EPA and ACOE.

"Project development activity(ies)" means any physical action related to the Undertaking that has the potential to result in an adverse effect on CA-NAP-399, CA-NAP-406, CA-NAP-863, and, as of yet unidentified historic properties as a result of the Undertaking.

"Project development area(s)" means locations of any construction areas, access roads, materials stockpile areas, wetlands habitat restoration areas, facilities, and the locations of any other project development activities pursuant to the Undertaking within the Established Area of Potential Effects (APE).

"Signatories" means the State Water Board, ACOE, and the SHPO.

II. STANDARDS

(A) Professional Qualifications. All historic preservation activities implemented pursuant to this MOA shall be carried out by or under the direct supervision of a person or persons meeting or exceeding the *Secretary of Interior's Professional Qualifications Standards* (36 CFR § 61, Appendix A)(PQS) in the appropriate disciplines including, but not limited to, archaeology, architectural history, and history. However, nothing in this

stipulation may be interpreted to preclude the State Water Board, or any agent or contractor thereof, from using the properly supervised services of persons who do not meet the PQS.

(B) Historic Preservation Standards. Historic preservation activities carried out pursuant to this MOA shall meet the *Secretary of Interior's Standards and Guidelines for Archeology and Historic Preservation* (48 FR 44716) as well as standards and guidelines for historic preservation activities established by the SHPO. The State Water Board shall ensure that all reports prepared pursuant to this MOA will be provided to the other signatories and shall ensure that all such reports meet published standards of the SHPO, specifically *Preservation Planning Bulletin* Number 4(a), "Archaeological Resources Management Reports (ARMR): Recommended Contents and Format" (December 1989).

III. UNDERTAKING DESCRIPTION AND AREA OF POTENTIAL EFFECTS

(A) A description of the Undertaking is provided in Attachment A.

(B) The State Water Board has established the APE for the Undertaking, in consultation with the ACOE, the City and SHPO pursuant to 36 CFR § 800.4(a)(1). This "Established APE" is illustrated on maps of the Undertaking provided as Attachment B. Any changes to this Established APE shall be made in accordance with Subsection C of this stipulation. The APE for the Undertaking shall include all Project development areas and account for all Project development activities related to the Undertaking. An archaeological survey has been completed for the Established APE and the survey is detailed in two reports entitled "*Extended Archaeological Survey for the St. Helena Flood Protection Project, City of St. Helena, Napa County, California*" and "*Addendum Archaeological Survey of the Hunter Parcel, St. Helena, Napa County, California.*" Three historic properties were identified within the APE, CA-NAP-399, CA-NAP-406, and CA-NAP-863. Two identified archaeological sites within the APE (CA-NAP-843 and CA-NAP-1008) were determined ineligible and the eligibility of one site (CA-NAP-413) has yet to be conclusively determined. Two sites (CA-NAP-1007 and CA-NAP-1009H) are outside the APE and are not considered in this MOA. These are documented in the report titled "*Archaeological Investigation and Evaluation of Eight Sites in the Napa River Floodplain for the St. Helena Flood Protection Project, City of St. Helena, Napa County, California*".

(C) The City shall promptly notify the State Water Board if it becomes necessary to revise the Established APE. If the revised APE includes areas not previously subject to the efforts to identify historic properties described in the reports referenced in Stipulation III(B), additional identification efforts may be required. Upon receipt of such notification, the State Water Board shall immediately consult with the SHPO for no more than 14 days from date of notification to revise the APE. Failure of the SHPO to respond within this time frame to the State Water Board's request for consultation may be considered by the State Water Board to constitute SHPO concurrence in the proposed APE revision.

IV. CONFIDENTIALITY

The signatories to this MOA acknowledge that historic properties covered by this MOA are subject to the provisions of 36 CFR §800.11(c) relating to the disclosure of archaeological site information, and, having so acknowledged, will ensure that all actions and documentation prescribed by this MOA are consistent with 36 CFR §800.11(c).

V. RESOLUTION OF ADVERSE EFFECTS/HISTORIC PROPERTY TREATMENT PLAN (HPTP)

(A) To resolve adverse effects to CA-NAP-399, CA-NAP-406, and CA-NAP-863, provide consideration for CA-NAP-413 and, as of yet unidentified historic properties the State Water Board shall ensure preparation and implementation of a revised Historic Properties Treatment Plan (HPTP), consistent with the guidance provided in the ACHP's *Recommended Approach for Consultation on Recovery of Significant Information from Archaeological Sites*, responsive to SHPO comments, and inclusive of provisions for additional consideration of site CA-NAP-413. The revised HPTP shall be submitted to all parties to this agreement for review and approval within 90 days of execution of this MOA. The reviewing parties shall have 30 days from receipt within which to comment. Failure of these parties to respond within this time frame shall not preclude the State Water Board from authorizing finalization of the HPTP. Before finalizing the HPTP the State Water Board shall provide the parties with documentation indicating whether and how any comments will be incorporated. Unless the commenting parties object to this documentation within 15 days following receipt, the State Water Board may finalize the HPTP, distribute final copies to the parties and proceed to implement the HPTP subject to the terms of this MOA. Any objections made during the comment period that cannot be resolved shall be subject to resolution under the terms of Stipulation VI. The final HPTP shall be implemented prior to and in conjunction with the flood control project development activities..

(B) Any signatory may in writing propose to the other signatories that the HPTP be amended. Amendment of the HPTP will not require amendment of this MOA.

(C) The HPTP shall be amended, in consultation with all parties to this MOA, if the Project Development Activities and Areas indicated in Attachments A and B of this MOA are altered in such a way that the anticipated impacts to historic properties accounted for in the HPTP are substantively increased or decreased.

VI. RESOLVING OBJECTIONS

(A) Should any signatory to this MOA object at any time to the manner in which the terms of this MOA are implemented, or to any documentation prepared in accordance with and subject to the terms of this MOA, such signatories shall notify the State Water Board and then the State Water Board will immediately notify the other signatory of the objection, request their comments on the objection within 15 days following the receipt of the State Water Board's notification, and proceed to consult with the objecting party

for not more than 30 days to resolve the objection. The State Water Board will honor the request of the other signatory to participate in the consultation and will take any comment provided by that signatory into account. If, after such consultation is initiated, the State Water Board determines that the objection cannot be so resolved, the State Water Board shall forward all documentation relevant to the objection to the ACHP, including the State Water Board's response to the objection with the expectation that the ACHP will within 30 days of the receipt of all pertinent documentation, exercise one of the following options:

1. Advise the State Water Board that the ACHP concurs with the State Water Board's proposed response to the objection, whereupon the State Water Board will respond to the objection accordingly; or,
2. Provide the State Water Board with recommendations, which the State Water Board shall take into account in reaching a final decision regarding its response to the objection.

(B) Should the ACHP not exercise one of the above options within 30 days after receipt of all pertinent documentation, the State Water Board shall render a final decision on the objection that takes into account the comments of the signatories on the objection.

(C) The State Water Board's responsibility to carry out all other actions under this MOA that are not subject of the objection will remain unchanged.

(D) At any time during implementation of the terms of the MOA, should a member of the public raise an objection pertaining to the MOA, the State Water Board shall immediately notify the other signatories in writing of the objection and take the objection into account. The State Water Board shall consult with the objecting party and, if the objecting party so requests, with any or all of the signatories, for a period not to exceed 21 days. Within 30 days following closure of the 21-day consultation period, the State Water Board will render a decision regarding the objection and notify all the parties of its decision in writing. In reaching its final decision, the State Water Board will take all comments from the parties regarding the objection into account. The State Water Board's final decision regarding the objection will be dispositive.

VII. REPORTING REQUIREMENTS

(A) On or before a date of no more than one year following initiation of Project development activities, and continuing on a yearly basis thereafter until the State Water Board, the ACOE, and the SHPO agree in writing that the terms of this agreement have been fulfilled, the State Water Board shall require the City to prepare and provide a letter report to the State Water Board, the ACOE, and the SHPO regarding the following topics:

1. Progress in constructing the Undertaking;

2. Progress in implementing the HPTP under Stipulation V; and,
3. Any unforeseen problems or difficulties encountered implementing the terms of this MOA during the previous year.

(B) Upon completion of implementation of the HPTP, the State Water Board shall require that the City prepares a summary report on all activities carried out pursuant to the HPTP and provide said report to the State Water Board, the ACOE, the SHPO, and, if so requested, to other interested parties.

VIII. TERMINATION

(A) If any signatory believes that the terms of this MOA cannot be or are not being carried out, the signatories will immediately consult to seek an amendment of the MOA pursuant to 36 CFR §800.6(c)(8).

(B) If this MOA is not amended in accordance with Stipulation VIII(A) above, any signatory may terminate it pursuant to 36 CFR §800.6(c)(8). The party terminating the MOA will provide all other signatories with a written explanation of the reasons for termination pursuant to 36 CFR §800.7(a).

(C) If this MOA is terminated, the State Water Board shall comply with 36 CFR §§800.4 through 800.6, as appropriate.

IX. DURATION OF THE MOA

(A) Unless terminated pursuant to Stipulation VIII, or unless it is superseded by an amended MOA, this MOA will be in effect following execution by the State Water Board, ACOE, and the SHPO until the State Water Board, in consultation with other signatories, determines that all of its stipulations have been satisfactorily fulfilled. This MOA will terminate and have no further force or effect on the day that the State Water Board notifies the other signatories in writing of its determination that all stipulations of this MOA have been satisfactorily fulfilled.

(B) If the Undertaking has not been implemented within three years following execution of this MOA, this MOA shall automatically terminate and have no further force or effect. In such event, the State Water Board shall notify the other signatories and, if it chooses to continue with the Undertaking, shall reinitiate review of the Undertaking in accordance with 36 CFR Part 800.

X. EFFECTIVE DATE

This MOA will take effect on the date that it has been fully executed by the State Water Board, the ACOE, and the SHPO.

Attachment 5

EXECUTION of this MOA by the State Water Board, ACOE, and the SHPO, its transmittal by the State Water Board to the ACHP in accordance with 36 CFR §800.6(b)(1)(iv), and subsequent implementation of its terms, shall evidence, pursuant to 36 CFR §800.6(c), that this MOA is an agreement with the ACHP for purposes of Section 110(1) of the NHPA, and shall further evidence that the State Water Board has afforded the ACHP an opportunity to comment on the Undertaking and its effects on historic properties, that the State Water Board has taken into account the effects of the Undertaking on historic properties, and that the State Water Board has satisfied its responsibilities under Section 106 of the NHPA and applicable implementing regulations for all aspects of the Undertaking.

SIGNATORY PARTIES:**STATE WATER RESOURCES CONTROL BOARD**

Reviewed by: Cooked Her Date: 5 MARCH 07
 Title: Cultural Resources Officer

Approved by: M. J. Date: MARCH 12, 2007
 Title: Deputy Director, Division of Financial Assistance

UNITED STATES ARMY CORPS OF ENGINEERS

By: Craig W. Kiley CRAIG W. KILEY Date: 1 MAR 07
 Title: Lieutenant Colonel, U.S. Army Commanding

CALIFORNIA STATE HISTORIC PRESERVATION OFFICER

By: Steph D. Miller SAPO Date: 3/13/07
 Title: State Historic Preservation Officer

CONCURRING PARTIES:**CITY OF ST. HELENA**

By: Best / John Date: 3/28/07
 Title: City Manager

MISHEWAL-WAPPO TRIBE OF ALEXANDER VALLEY

By: Paul J. Casey Date: March 27, 2007
 Title: Cultural Resources Coordinator

Attachment 5

Attachment A: Project Description

St. Helena MOA
February 8, 2007

St. Helena Comprehensive Flood Protection Project Summary Project Description

Introduction

This summary project description discusses the project location, project objectives, project background, project characteristics, and schedule.

Project Location

The project site is in the City of St. Helena in Napa County, California. The project site is located along the Napa River and adjacent areas. Within and adjacent to this reach of the River, the City proposes various flood control components, ranging from widening the floodplain and constructing new floodwalls and levees to removal of 17 homes.

Project Objectives

The City of St. Helena seeks to develop and implement a plan that will reduce damage resulting from Napa River flooding in a manner that is economically feasible, acceptable from a public policy standpoint, and environmentally sensitive. In particular, the City wishes to reduce flooding in a manner that will result in overall improvement to the health of the ecosystem in the project reach. At the outset of the project, the St. Helena City Council, in coordination with stakeholders in the community, developed the following guidance principles:

- Analyze the 100-year flood hydraulics of the Napa River corridor from Deer Park Road to Zinfandel Lane.
- Consider the Napa River Corridor and Sulphur Creek as a system.
- Provide 100-year flood protection to the Vineyard Valley Mobile Home Park (VVMHP), Hunts Grove Apartments, and the WWTP, and remove these areas from the FEMA 100-year floodplain.
- Do not raise the existing floodwall along the northwest border of the VVMHP.
- Do not increase upstream or downstream flooding.
- Use “living river” principles.
- Evaluate alternatives for an all weather access crossing to the St. Helena Hospital.
[Note: This project element is not being advanced at this time]
- Make the project financially and politically feasible.

The City of St Helena is bound by the Measure A ordinance to ascribe to the Napa River Living River Principles (LRP) in the design of a flood protection project and therefore must meet these goals. The LRP provides guidance for project design, however, they do not provide specific objectives for the project. Thus, the following specific objectives were developed to drive the design of the project

The project shall result in a channel and flood plain configuration that creates hydrologic and soil conditions that naturally support and sustain native riparian vegetation communities; mainly to establish 19 new acres of native riparian habitat on excavated terraces and sustain or enhance the existing riparian corridor along the channel.

The project shall create a self-sustaining channel and flood plain configuration that is geomorphically stable in that it successfully passes varied levels of flow and sediment and that it is appropriate for present and future geomorphic conditions to maximize terrestrial and aquatic habitat resource values and diversity.

The project shall minimize future maintenance needs in terms of vegetation and sediment removal. This shall be accomplished by designing a geomorphically stable channel and by manipulating natural vegetation successional dynamics to reduce overall hydraulic roughness.

The project shall allow for natural lateral erosion and channel migration or meandering to the extent possible before acting to implement erosion control measures to protect infrastructure and properties. Planning of any erosion control projects shall emphasize the use of bioengineering methods that support native vegetation species and create habitat.

The project shall maximize wildlife habitat and water quality benefits to the greatest extent possible, including proposing environmental enhancement elements that are not essential to the primary flood protection goals.

Project Background

Floods in 1986 and 1995 overtopped existing flood control structures along the River, causing significant damage to the VVMHP and Hunts Grove Apartments, ultimately resulting in over \$50 million in damages to the City of St. Helena. In March 1998, with the passage of Measure A, a county wide ½ cent flood protection sales tax initiative, the City had the resources necessary to effectively study and implement a flood protection strategy. In October 1998, St. Helena joined in a collaborative effort with the Napa County Board of Supervisors and the Napa County Flood Control District (NCFCD) to perform a joint study of the Napa River to better understand the hydraulics of flood flows in the Napa River from Deer Park Road to below Pope Street. The study's conclusions resulted in the enlargement of the 100-year flood plain indicating a more serious flood hazard to the community than previously established by the Federal Emergency Management Agency (FEMA).

Subsequently, the City received a grant from FEMA to further study potential ways to reduce flood damages, which the City used to conduct the Comprehensive Flood Protection Study (Study). The Study evaluated over 20 project elements and combinations of project elements involving the entire Napa River reach within the City's jurisdictional boundaries. The results of the Study led the City to focus on the most vulnerable reach, located between Pratt Street and the Pope Street Bridge.

The City conducted three years of consultations with the community and developed several possible alternatives. The City adopted the Final EIR in February 2004 with a preferred plan called the Enhanced Minimum Plan Modification A (EMP A). An addendum to the EIR was prepared to analyze the environmental effects of certain project design changes, which were adopted in November 2005 and are referred to as the "2005 Plan." In April 2006 a shortfall in fund was identified, requiring consideration of further

project revisions to reduce cost. The current project under consideration, including those revisions is referred to as the "2006 Plan."

Proposed Project Components and Features

Floodplain Terrace - A floodplain terrace (Terrace B), offset on the southern bank of Napa River, will stretch alongside the River and will include the location of some of the existing mobile homes within the VVMHP adjacent to the River. This terrace will provide a wider area for passage of floodwaters and also provide riparian habitat for rare and common species

Shoreline Restoration – Approximately 600 feet of existing bank protection riprap and wire gabion at the VVMHP will be removed and the shoreline restored.

Levee – a new levee will be constructed along and east of the alignment of Adams Street between the extension of Starr Avenue and the existing Vineyard Valley Mobile Home Park (VVMHP) floodwall. Adams Street will not be extended (as a road) along the levee as part of this project, but non-paved gated gravel access for emergency and maintenance will be provided.

Removed/ Mobile Homes 17 home sites adjacent to the Napa River will be removed within the VVMHP. City to purchase homes.

Floodwall/Bank stabilization - A new setback levee and floodwall will be constructed to surround the remaining homes within the VVMHP. The floodwall will extend from the existing VVMHP floodwall location, to the Sulphur Creek confluence with the Napa River, and upstream an approximate distance of 150 feet. Up to 300 feet of bioengineered and/or structural bank stabilization would be placed near the confluence of the Napa River and Sulphur Creek to protect a portion of the VVMHP floodwall. The City is examining bank stabilization options to minimize impact on existing banks and leave intact habitat in place, if feasible and practicable.

Soil Placement - Soil excavated from Terrace B will be reused to construct the new levee. Excess soil beyond that needed for the new levee will be placed on the Miller and Hunter parcels south and east of the levee.

Stormwater Management – A detention basin and pumping facility will be placed inboard of the new levee northwest of the existing VVMHP floodwall. The two existing storm drains will be diverted into this basin and the two existing stormdrain outfalls into the Napa River will be abandoned. A drainage ditch will run along the outboard edge of the new levee to where it meets the ditch from Fulton Lane. The existing drainage ditch will be diverted at this point northward into a vegetated swale that will cross into and be incorporated into the Terrace B design. A 30-inch storm drain will also be placed from Starr Avenue west to near the start of the Adams Street Levee.

Vegetation Management - At the southeastern end of the project area, riparian vegetation will be managed in an area referred to as "Element C" to protect critical environmental habitat and improve flood storage capacity upstream of the Pope Street Bridge.

Public Trail - An interpretive pedestrian path will be included in the design of Terrace B to provide public access where no public access presently exists, ending at VVMHP property.

Utility Relocations/Modifications - Water, sanitary sewer, gas, electrical, telephone, and cable TV utilities will be disconnected and removed in the areas of home removal.

Adaptive Management Plan (AMP) - Methods to meeting and maintaining conditions consistent with the project flood protection and habitat goals and performance objectives are incorporated in the AMP, which will govern the operation of the project after construction.

Features

Flood Protection - The proposed project will provide 100-year flood protection for the VVMHP, the Hunts Grove Apartments, and the operational portions of the WWTP.

Riparian Habitat - The proposed project will provide approximately 8 acres of riparian habitat within Terrace B.

Mitigation - The proposed project is "self-mitigating" in that the project's adverse impacts on wetlands, waters, and riparian habitat are mitigated by the new riparian and swale habitat in and associated with Terrace B and the proposed shoreline restoration.

Attachment 5

Attachment B: Project APE Map

St. Helena MOA
February 8, 2007

Attachment 5

Attachment C:

**OUTLINE FOR HISTORIC PROPERTIES TREATMENT PLAN
FOR ARCHAEOLOGICAL SITES
CA-NAP-399, CA-NAP-406, CA-NAP-863, and CA-NAP-413
ST. HELENA FLOOD PROTECTION PROJECT,
CITY OF ST. HELENA, NAPA COUNTY**

St. Helena MOA
February 8, 2007

Historic Properties Treatment Plan Contents

1. CONTENTS

A. Project status. The nature of the undertaking, the status and results of cultural resources inventory and evaluation work conducted to date shall be discussed in the Historic Properties Treatment Plan (HPTP). The HPTP will identify all unevaluated properties within the APE.

B. Eligibility. The HPTP will identify the cultural values associated with each historic property in accordance with 36 CFR § 800.4(c)(1-2).

C. Effects. The anticipated effects of the undertaking on historic properties shall be discussed on a site-specific basis. The City of St. Helena, State Water Resources Control Board (SWRCB) and the Army Corps of Engineers (ACOE) shall determine what effect the undertaking may have on historic properties, pursuant to 36 CFR §§ 800.5-800.6. In making this determination, the City of St. Helena, SWRCB, and ACOE will consult with the SHPO, concerned Indian tribes and other interested parties.

D. Treatment Options. The HPTP shall discuss a range of treatment measures that can be applied to historic and unevaluated properties within the APE. Measures to be taken include those designed to avoid effects to historic properties and those to treat historic properties that will be adversely affected. Treatment options include, but are not limited to:

1. Measures to avoid effects on historic properties.

- preservation of a property in place and unchanged based on project modification or redesign;
- long-term monitoring;
- fencing or other impediments blocking access to the historic property;
- vigorous prosecution of trespassers and vandals; and,
- cultural and archaeological sensitivity training for agency and construction personnel.

2. Measures to consider when a historic property will be adversely effected.

- adaptive use of a property;
- ground-protecting vegetation;
- bank stabilization;
- recovery of archaeological data, including analysis and dissemination of results, in a manner consistent with the Secretary of the Interior's Standards and Guidelines for Archaeological Documentation (48 FR 44734-44737), and ACHP's handbook, *"Treatment of Archaeological Properties, and Archaeological Resource Management Reports (ARMR): Recommended Contents and Format* (State of California, Office of Historic Preservation 1989).

Progress and data recovery reports will be consistent with Stipulation VII, subsection B of the MOA. Review will include those parties identified in Stipulation VII. Topics to be addressed in the HPTP as applicable to NRHP eligible properties will contain the information, at a minimum, found in *Archaeological Resource Management Reports (ARMR): Recommended Contents and Format*. Relevant sections to be included are:

Undertaking Information/Introduction will include identification of those historic properties or portion of properties where data recovery is to be undertaken, historic properties subject to effect where no data recovery is undertaken, and mapping showing the historic property in relation to the Established APE.

Setting including relevant information regarding the natural and cultural environments of the historic properties. The setting will also include a review and description of the historic properties where data recovery is undertaken.

Research Design which will guide the data recovery effort. The Research Design will include explicit research domains and methodological approaches to data recovery and address the data potentials of the effected historic properties. The Research Design will also discuss the methods to be used in order to obtain information relevant to the research domains.

Cataloging and curation of materials gathered during the data recovery effort will follow the *Guidelines for the Curation of Archaeological Materials* published by the State of California, Department of Parks and Recreation (1993). The HPTP will identify a curatorial facility and cataloging procedures, and handling and care of collected material. Native American concerns regarding analysis and curation of collected materials will be identified in the HPTP. Notification and treatment procedures for human remains will conform to the California Health and Safety Code (Chapter 1492, Section 7050.5) and California Public Resources Code Sections 5097.94, 5097.98. It is anticipated that consultation with Native American groups as required will result in a Burial Agreement to be included in the HPTP.

A Report of Finding following the recommended outline in the ACHP *Treatment of Archaeological Properties*, and *Archaeological Resource Management Reports (ARMR): Recommended Contents and Format* (State of California, Office of Historic Preservation 1989) will be completed following the data recovery effort. The draft report will be provided to reviewing parties. Reviewing parties will receive a copy of the final report. One copy of the report will be submitted to the California Historic Resources Information System. Copies of the report will also be available to interested researchers.

Unanticipated discoveries. A plan for unanticipated discoveries encountered during construction and operation shall be developed for the HPTP.

2. OUTLINE OF HPTP

The City of St. Helena will use the following outline as a general guide to the content and organization of the HPTP. The HPTP will, at a minimum, address the topics listed in the outline. Other supplemental information may be attached to the HPTP in appendices. Confidential materials (e.g., maps of site locations, site record forms, etc.) will be made a part of confidential appendices that can be easily removed from the HPTP without impairing its utility.

Executive Summary

1. Project Description

APE

Historical Perspective

Regulatory Context (Applicable Laws and Regulations)

Cultural Resource Management History

Professional Qualifications

Native American Consultation

2. Cultural Context and Associated Property Types

Regional Prehistoric Overview

Ethnographic Overview

Historical Overview

Historic Contexts and Associated Property Types

Cultural Resources Inventory in APE

3. Identification and Evaluation of Historic Properties

Site Descriptions

Identification of Historic Properties

Evaluation of Historic Properties

Assessment of Effects

4. Research Design

5. Data Recovery Methods and Scope

Field Methods

Laboratory Methods and Analytical Studies

4. Management of Historic Properties

Inadvertent Effects and Unanticipated Discoveries

Emergency Situations

Curation of Artifacts, Items, Records and Other Materials

Burial Agreement

Public Outreach/Education

5.0 Bibliography

6.0 Appendices

EXHIBIT D
SRF CONTRACT CONDITIONS

The City will be required to comply with all stipulations and conditions in the attached

MEMORANDUM OF AGREEMENT
AMONG THE CALIFORNIA STATE WATER RESOURCES CONTROL BOARD, THE
UNITED STATES ARMY CORPS OF ENGINEERS, AND THE CALIFORNIA STATE
HISTORIC PRESERVATION OFFICER REGARDING THE CONSTRUCTION OF
THE ST. HELENA COMPREHENSIVE FLOOD PROTECTION PROJECT (2006
PLAN), NAPA COUNTY, CALIFORNIA

Particular attention should be paid to the following sections of the MOA.

II. STANDARDS

(B) Historic Preservation Standards. Historic preservation activities carried out pursuant to this MOA shall meet the *Secretary of Interior's Standards and Guidelines for Archeology and Historic Preservation* (48 FR 44716) as well as standards and guidelines for historic preservation activities established by the SHPO. The State Water Board shall ensure that all reports prepared pursuant to this MOA will be provided to the other signatories and shall ensure that all such reports meet published standards of the SHPO, specifically *Preservation Planning Bulletin* Number 4(a), "Archaeological Resources Management Reports (ARMR): Recommended Contents and Format" (December 1989).

III. UNDERTAKING DESCRIPTION AND AREA OF POTENTIAL EFFECTS

(C) The City shall promptly notify the State Water Board if it becomes necessary to revise the Established APE. If the revised APE includes areas not previously subject to the efforts to identify historic properties described in the reports referenced in Stipulation III (B), additional identification efforts may be required.

IV. CONFIDENTIALITY

The signatories to this MOA acknowledge that historic properties covered by this MOA are subject to the provisions of 36 CFR §800.11(c) relating to the disclosure of archaeological site information, and, having so acknowledged, will ensure that all actions and documentation prescribed by this MOA are consistent with 36 CFR §800.11(c).

V. RESOLUTION OF ADVERSE EFFECTS/HISTORIC PROPERTY TREATMENT PLAN (HPTP)

(A) The final HPTP shall be implemented prior to and in conjunction with the flood control project development activities..

VI. RESOLVING OBJECTIONS

(D) At any time during implementation of the terms of the MOA, should a member of the public raise an objection pertaining to the MOA, the State Water Board shall immediately notify the other signatories in writing of the objection and take the objection into account.

VII. REPORTING REQUIREMENTS

(A) On or before a date of no more than one year following initiation of Project development activities, and continuing on a yearly basis thereafter until the State Water Board, the ACOE, and the SHPO agree in writing that the terms of this agreement have been fulfilled, the State Water Board shall require the City to prepare and provide a letter report to the State Water Board, the ACOE, and the SHPO regarding the following topics:

1. Progress in constructing the Undertaking;
2. Progress in implementing the HPTP under Stipulation V; and,
3. Any unforeseen problems or difficulties encountered implementing the terms of this MOA during the previous year.

(B) Upon completion of implementation of the HPTP, the State Water Board shall require that the City prepares a summary report on all activities carried out pursuant to the HPTP and provide said report to the State Water Board, the ACOE, the SHPO, and, if so requested, to other interested parties.

Attachment 5

St. Helena MOA
February 8, 2007

STATE OF CALIFORNIA RESOURCES AGENCY

**GUIDELINES
FOR THE CURATION OF
ARCHEOLOGICAL COLLECTIONS**

May 7, 1993

***State Historical Resources Commission
Department of Parks and Recreation***

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STATE OF CALIFORNIA
GUIDELINES FOR THE CURATION OF ARCHEOLOGICAL COLLECTIONS

Purpose

California's archeological sites are fragile and non-renewable. Avoidance and preservation are almost always preferable to mitigation measures involving data recovery excavation. In those instances where preservation in place is not the selected course of action, and consideration has been given to applicable repatriation laws, and the decision has been made to curate, the curation guidelines are designed to provide protection for archeological collections when they are recovered. The purpose of these guidelines is to ensure those archeological collections and their associated records are preserved and managed adequately so that future generations might use them to:

1. Enhance cultural traditions;
2. Conduct scientific research; and
3. Provide educational and heritage appreciation programs.

These guidelines are provided to assist private and public curatorial repositories in preserving archeological collections of prehistoric and historic cultural materials and associated records recovered under the authority of existing State environmental laws, codes, and regulations or by the State of California. In addition they are provided to assist agency officials, organizations, and individuals in the selection of an appropriate repository. They address:

1. Procedures to assemble, prepare, manage and preserve collections;
2. Criteria to determine when a repository has the capability to provide permanent curatorial services;
3. Procedures for the use of collections; and
4. Terms and conditions for contracts, memoranda, and agreements, by which archeological collections are acquired by repositories.

It is the policy of the State Historical Resources Commission to encourage the expansion of existing curation repositories and to promote the creation of new repositories to meet the goal of permanent preservation of materials removed from prehistoric and historic archeological sites by investigations conducted pursuant to environmental laws and regulations or by investigations conducted for legitimate scientific and educational purposes. The state encourages public and private organizations to meet these needs. Special consideration and assistance should be given to Native American tribal organizations and other cultural groups with heritage concerns for archeological collections in the state. Additionally, private sector contracts or joint public/private initiatives should be encouraged to meet the current crisis in the declining availability of adequate curation facilities.

Authority

These guidelines apply to archeological collections and associated records created pursuant to environmental laws and regulations such as the California Environmental Quality Act (1970 Cal. Stats. 1433, as amended), the CEQA Guidelines promulgated by the Secretary of Resources, and the guidelines for archeological resources promulgated by the Office of Historic Preservation, or by investigations conducted for legitimate scientific and educational purposes. These guidelines are established by the State Historical Resources Commission pursuant to their authority in the Public Resources Code, Section 5020.5(b): "The commission shall develop guidelines for the reasonable and feasible collection, storage, and display of archeological specimens." These guidelines are written to supplement the "Curation of Federally-Owned and Administered Archeological Collections" (36 CFR Part 79), and are not intended to supersede those regulations as required by federal laws and regulations.

Applicability

These guidelines pertain to collections that are excavated or removed from prehistoric or historic archeological sites on non-federal public and private land in the State of California. Such collections often result from a prehistoric or historic resource survey, excavation, or other study conducted in connection with a state or local governmental agency permit or application for approval. The materials within a collection may include the property of a landowner who grants ownership of the collection to the repository selected for permanent curation, either through compliance with a Condition of Approval issued by a lead agency responsible for the enforcement of environmental laws and regulations, or by virtue of a written agreement. Data generated during the survey, excavation, and creation of the collection are considered part of the collection. Originals or copies of these data are to be kept at the same repository where the collection is housed.

Any repository providing curatorial services for a collection created pursuant to state or local government laws and regulations must possess a collection policy and management plan that insures the capability to provide adequate permanent curatorial services, and also safeguard and preserve the associated records and materials that are deposited in its care.

Archeological collections and their associated records that are created by compliance with state environmental laws, regulations, and guidelines must be housed at qualified repositories that have capability to ensure adequate permanent storage, security, and ready access to qualified users.

Definitions

Archeological Collection: Materials that are excavated or removed during an archeological investigation, such as a survey or excavation of a prehistoric or historic archeological resource, and associated records that are prepared or assembled in connection with the survey, excavation, or other study. These may include but are not limited to:

1. Intact or fragmentary artifacts of human manufacture (such as tools, weapons, pottery, basketry and textiles);

2. By-products, waste products, or debris resulting from the manufacture or use of cultural or natural materials (such as slags, dumps, debitage, and cores);
3. Organic material (such as plant and animal remains).

Associated Records: Records and copies that are prepared or assembled that document efforts to locate, evaluate, record, study, preserve or recover archeological resources.

Curatorial Services: Managing and preserving a collection according to professional museum and archival practices, including, but not limited to:

1. Inventorying, accessioning, labeling, and cataloging a collection;
2. Identifying, evaluating, and documenting a collection;
3. Handling, cleaning, stabilizing, and conserving a collection in such a manner to preserve its integrity and significance for future research;
4. Storing and maintaining a collection using appropriate methods and containers, with appropriate environmental conditions and controls to ensure physical security;
5. Inspecting a collection periodically and taking such actions as may be necessary to preserve it; and
6. Providing access and facilities to study a collection.

Some of these activities may normally be undertaken by the archeologist prior to transferring the collection to the curatorial facility.

Qualified Collections Management Professional: A person who possesses knowledge, experience and demonstrable competence in museum and archival methods and techniques appropriate to the nature and content of the collection under the person's management and care, and commensurate with the person's duties and responsibilities at a qualified repository. A collection management professional should, as a minimum, have experience in collection management and a graduate degree from an accredited institution in anthropology, history, museum studies, or related discipline, or equivalent experience.

Qualified Repository: A facility such as a museum, archeological center, laboratory, or storage facility managed by a university; college; museum; other educational or scientific institution; a federal, state, tribal, or local government agency; or private institution (e.g., corporation or association) that can provide professional, systematic, and accountable curatorial services on a permanent basis in accordance with the guidelines provided under "Criteria for Qualified Repositories" (below). This requirement may be satisfied if the repository has a management plan to develop or obtain the necessary professional expertise.

Research Design: A written plan that provides the rationales, goals, and methods for investigations of archeological sites including, but not limited to:

1. The scientific and anthropological reasons for pursuing the proposed investigation.
2. Hypotheses to be tested and the questions to be asked of the data; that is, what the investigator hopes to determine about past human activity, including such items as occupational sequence, settlement patterns, subsistence strategies, chronology, trade and social networks, alliances, etc.
3. The explicit manner in which data will be collected and analyzed, and how these relate to the research goals.

4. Plans for consultation with affiliated Native Americans and/or other cultural groups.
5. Inferential techniques to be used to interpret the data.
6. Schedule and work effort estimates.

For additional information refer to "Guidelines for Archaeological Research Designs," Preservation Planning Bulletin Number 5, California Office of Historic Preservation, February 1991.

Assembling Collections

When cultural materials are encountered as the result of a prehistoric or historic resource survey, excavation, or other study, archival procedures must be followed and decisions must be made by qualified archeologists as to what must be recorded, discarded, or saved for a permanent collection. Decisions to eliminate material may have to consider hazards to health and safety, deterioration of material beyond its ability to be preserved, importance for scientific research, heritage appreciation, or educational value, or its age being too recent to qualify as historical. Such decisions also must consider practical factors, such as weighing the costs of curation against the present and potential heritage and research values of the materials. As it is extremely difficult to predict future values, a conservative approach is recommended.

When a qualified archeologist conducts a prehistoric or historic resource survey, excavation, or other study, the collection strategy should be stated in the research design and approved by the lead agency responsible for the enforcement of environmental laws and regulations in consultation with the curator or collection manager of the selected repository. The goals of collection should be defined in the research design.

Recordation practices and procedures should be coordinated with the curator or collections manager and included in the archeological budget. Of particular concern should be the following:

1. All paper products used for field notes, catalogs, labels, and tags should be of archival quality.
2. Electronic records should be compatible with the repository's computerized database management system(s).
3. Photographs should be archivally processed and stored in archival quality holders.
4. Identifying labels and/or numbers should be permanently affixed to each artifact whenever possible, with archivally stable materials.

When a qualified archeologist assembles a collection, the following issues should be considered in consultation with the curator or collections manager in charge of the repository:

1. What types of materials should be included within a collection? Decisions should be based principally upon the value of cultural materials for future research, heritage appreciation, education and interpretation. These values may vary in accordance with (1) the type of prehistoric or historic archeological resource investigated, (2) the research goals of the investigation, (3) concerns of culturally affiliated groups, (4) the distinctive curatorial goals of the repository, (5) specific regional goals specified in historic preservation plans, and (6) other factors. Accordingly, flexibility in the

selection of materials for curation should be maintained. This should be governed by a collections management plan that addresses the management and research goals of the project, the types of materials to be collected and curated, and a sampling strategy that is acceptable to the principal investigator, review agencies, and recipient repository. The collection management plan should also contain a provision for periodic review so that future needs can be considered. As a minimum, the collections management plan should include provisions that a representative sample of all classes of cultural materials should be retained unless there is an overarching concern (e.g., health risk, repatriation of human burial remains to culturally affiliated Native American tribes, or impracticality of stabilization). Complete finished objects are generally rare and should receive high priority for research and interpretive display. Fragmentary objects with diagnostic attributes (e.g., patterns, complete dimensions, temporal attributes, stylistic attributes, makers' marks, use-wear marks, etc.) are important for comparative analysis and should generally be saved. Material with residues, chemicals, or elements potentially useful for future studies should be considered for retention.

2. What amounts and percentages of materials should be saved? Considerations should include heritage values, future research potential, sampling theory, and practical storage limits. Can organic and metallic materials survive untreated, or will they require conservation treatment? If treatment is required, what type of treatment is desirable and at what cost? If treatment cannot be assured, then all reasonable efforts should be taken to document the material attributes. Conservation measures for initial preservation should be completed prior to acquisition by the permanent repository, a part of the project proponent costs. Permanent conservation and maintenance measures should be the responsibility of the repository.

In the event that all recovered materials will not be curated, the following should be considered:

Have materials which are to be discarded been adequately documented? Could discarded materials be stored in containers labeled by provenance? Culled material need not be discarded as refuse. Controlled disposal could be implemented so that some materials would be stored in inexpensive containers at selected "deep storage facilities," not qualifying as curation repositories. In the event that re-examination were deemed necessary, at least some potential would exist that culled material could survive.

Finally, the qualified archeologist who recovered the collection should provide the appropriate regional information center with the information regarding the location of each site specific collection so that this information can be incorporated into the site record inventory.

Selection of Repositories

Archeological collections should be curated only at qualified repositories, i.e., those that meet or exceed the following guidelines for the curation of prehistoric or historic archeological collections. Choosing which qualified repository will serve as the storage facility for a collection should include considerations of locality, heritage concerns, and research emphasis. Generally, collections should remain within the region from which they originated. To ensure

ready access to site-specific collections, portions of a single collection should generally not be curated at multiple repositories. Additionally, the investigator should consider the advisability of curating new collections from a site at the same repository housing previous collections from that site. The selection of a repository should involve consideration of the cultural, scientific and educational value of the collection (e.g., a collection from a Chinese American site may best be curated at a Chinese American museum, or a collection from a Native American site may best be curated by a qualified repository maintained by a tribal museum, or a collection from an historic railroad logging camp may best be curated at a railroad history museum). Such decisions should best reflect the needs of the entire collection, not a unique or special purpose portion of the collection.

Repositories that have significant prehistoric and historic Native American collections should have Native American representation on their Board of Directors, or a Native American Advisory Committee to provide assistance regarding Native American religious and heritage concerns.

Criteria for Qualified Repositories

A repository shall be considered qualified to provide adequate permanent curatorial services for archeological collections when it is able to:

1. Provide and implement a written collections management policy that includes guidelines for the acceptance, maintenance, conservation, treatment, use, loan, transfer, disposal and/or deaccession of materials and associated records.
2. Accession, label, catalog, store, maintain, inventory, and conserve collections, or require the same of the donor or contractor, on a permanent basis using professional museum and archival practices.
3. Maintain complete and accurate records of its collections, including, but not limited to: accession records, catalog and artifact inventory lists, field notes, site records, reports, photographs, negatives, color slides, maps, oversized site and architectural drawings, collection inspection records, treatment and conservation records, loan records, and discard or lost material records. Records should be stored in archivally secure conditions in accordance with guidelines for other components of the collections (see below).
4. Dedicate facilities, qualified collections management professionals, staff, and equipment to store, study, and conserve its collections in accordance with contemporary professional guidelines and the guidelines addressed elsewhere in this subsection.
5. Provide physical security for its collections, including fire, water, biological, theft, and intruder protection.
6. Provide access to its collections to qualified professionals and legitimate public use and maintain formal use and loan agreement procedures.

7. Provide adequate space and facilities for the viewing and examination of cultural materials by qualified users.
8. Provide a long range management plan describing how and when the above criteria will be met and/or curation management capabilities improved.

Guidelines for the Acquisition of Archeological Collections

The following are guidelines for the acquisition of archeological collections by qualified repositories in compliance with state environmental laws, regulations and guidelines.

Terms of Acquisition as Provided in Cultural Resource Management CRM Contracts: When agencies and consultants develop contracts with landowners for the recovery of archeological materials, language addressing the final disposition of the artifacts, specimens and associated records should be written into these contracts (see Appendix A).

When artifacts, specimens and associated records are donated to a qualified repository, a formal Deed of Gift will be signed by the Donor and Recipient. This ensures that the collections were acquired legally (see Appendix B).

Guidelines for Archeological Collections Management Policy

The following are guidelines for the preparation and implementation of a collections management policy to process, manage, curate archeological collections created in compliance with state environmental laws, regulations and guidelines.

Statement of Purpose

Should include the kinds and scope of collections to be curated, the geographical and/or tribal areas to be served, the kinds of services available.

Procedures for the Management of Archeological Collections

1. Collections should generally be stored cleaned, stabilized or conserved as appropriate. However, due to the potential research value for materials left in their original state, some materials designated by qualified archeologists should be stored uncleaned to preserve unique residues, chemicals, or elements.
2. Collections shall be cataloged in such a way as to indicate their official state identification number and intra-site provenance, when such information exists. Generally the repository should insist that the qualified professional complete the labeling and cataloging of the collection prior to acceptance by the repository. Items should be placed in archivally stable containers (e.g., polyethylene bags where appropriate) with the exterior permanently labeled, and an archivally stable label with the appropriate provenance information placed within the container.

3. Storage should be appropriate to the type and sensitivity of the materials. For example stable items can be stored on open shelves or placed on display, while unstable items and groups of items should be stored in archivally stable containers and labeled for identification.
4. An inventory of all storage containers should be created to indicate their contents and storage location. If items are removed from storage for a period exceeding immediate use, a note should be made to the inventory and a tag included within the storage container indicating the date of removal, the person who removed the item, and identification of its new location or reference to its loan agreement.
5. If material conservation (e.g., impregnation with polyethylene glycol) or collection treatment (e.g., application of an insecticide to the building) is conducted, a record of the process and chemicals used should be kept. This record may be crucial for determining material contamination when future researchers conduct scientific analyses.

Procedures for the Management of Associated Records

1. At least one copy of the reports, field notes, artifact catalogs, photographs and negatives, maps, and other site records should be housed at the same repository storing the archeological collections. It is recommended that all records be produced on archivally stable materials. For security, at least one duplicate copy of all records is recommended to be stored in a second secure location.
2. Paper records must be stored in archivally stable containers, file drawers, map and photographic cabinets, not on open shelves. Records that indicate the locations of resources should be stored in secured containers, drawers, or cabinets.
3. It is recommended that all museums institute and maintain electronic record systems for their collections. However, electronic records (e.g., magnetic and optical diskettes and tapes) must have a hard copy record, as they are not regarded as archivally stable media. Electronic media (especially magnetic media) deteriorate over a period of years when they are not used. Furthermore, because of everchanging hardware and software, electronic media may soon become unreadable unless their period hardware and software are also available.
4. An inventory of all records should be created to indicate the contents and storage location of each container, file, and cabinet with reference to the repository's accession numbers and site identification numbers. If items are removed from storage for a period exceeding immediate use, a note should be made to the inventory and a tag included within the container, file, and cabinet indicating the date of removal, the person who removed the record, and identification of its new location or reference to its loan agreement.
5. Because archeological site records are housed at regional information centers throughout the state, repositories should notify each appropriate center of the site-

specific collections housed at the repository. Information provided should include the site name and trinomial and the repository accession number.

Deaccessioning

List the criteria for deaccessioning an item or collection. Determine who makes the decision to deaccession and what disposal methods are appropriate. Except in very unusual circumstances, objects should not be sold but rather donated or traded to other research or educational institutions.

Inventory Control

Describe procedures to systematically and periodically inventory curated objects and associated records. Spot check inventories are not sufficient. Develop procedures to be followed if curated items are missing.

Emergency Plans

Explain steps to provide physical security for collections against fire, water, pests, earthquake, theft, and vandalism. Outline staff procedures in response to an emergency.

Use of Collections

Archeological collections should be available for scientific, cultural, educational, traditional, and other legitimate public uses, subject to such terms and conditions as are necessary to protect and preserve the scientific, interpretive or cultural importance and uniqueness of the collection. Access to associated records that contain locational information should be restricted to ensure that disclosure would not create a risk of harm, theft or destruction to the sites from which collections were obtained. Individuals requiring locational information should be referred to the regional information center responsible for archiving cultural resource data. See Appendix C for a sample of a use agreement for an archeological collection.

No collection or portions of a collection should be loaned without a written agreement between the repository and the borrower. Such agreements shall identify the borrower, institutional affiliations, reason for loan, catalog of items, condition of items, conditions of loan, and termination date. If the material has a demonstrable monetary value, then proof of insurance or a bond should be requested. Original records should never be loaned; rather, copies of documents should be provided. See Appendix D for a sample of a short-term loan agreement for an archeological collection.

Funding for Permanent Collections

Each repository is responsible for establishing its fees, based upon the required storage volume (or other standard measure) of collections (e.g., \$500 per cubic foot). These fees should take into account standard labor costs, costs of supplies, as well as local property values/taxes. To provide for permanent curation, funds should be invested so that income from investments cover collection maintenance expenditures,

including expenses for utilities, salaries, supplies, postage, and other overhead costs. Repositories should ensure that appropriate funds are invested to procure income to cover the permanent costs of operation. Funds for capital expenditures and major equipment should be sought from diversified sources, including: government and private grants, public fund-raising events, and loans from financial institutions. The State Historical Resources Commission encourages state agencies to designate appropriate funds for curatorial facilities to ensure the availability of adequate repository facilities to meet the agencies' ongoing needs.

APPENDICES

Appendix A

Example of Curation Terms for CRM Contracts

Appendix B

Example of Deed of Gift for Archeological Collections

Appendix C

Example of a Use Agreement for an Archeological Collection

Appendix D

*Example of a Short-Term Loan Agreement
for an Archeological Collection*

Appendix E

Example of a Contract for Curation Services

APPENDIX A**EXAMPLE OF CURATION TERMS FOR CRM CONTRACTS**

(These are examples only and may be flexibly applied.)

Artifacts, specimens and associated records from the <Name of Project> are to be unconditionally donated to the <Name of Repository> for the purpose of long-term curation as an archaeological collection. All materials submitted for curation will be properly catalogued and inventoried by provenance and material or record type, according to written instructions <Attachment 1> of the <Name of Repository>. The <Name of Legal Owner> agrees to sign a Deed of Gift <Attachment 2> and to pay the estimated sum of <\$ _____> to the <Name of Repository> for its curation services. As a good faith measure, the (Name of Legal Owner) agree to pay percentage of the estimated sum for curation to the <Name of Repository> upon signature of this contract. If these funds exceed the estimated cost for curation, the Name of Repository will reimburse the <(Name of legal Owner)> upon final receipt of a Deed of Gift for the archaeological collection.

Attachment 6

APPENDIX B*(These are examples only and may be flexibly applied.)***EXAMPLE OF A DEED OF GIFT FOR ARCHAEOLOGICAL COLLECTIONS**

Artifacts, specimens and associated records, hereinafter called the Gift, listed in Attachment A to the Deed of Gift, were recovered from the sites listed in Attachment B in connection with the <Name of Project>. These sites are located on lands to which title is held by <Name of Donor> hereinafter called the Donor, and that the donor holds free and clear title to the artifacts and specimens; and that the Donor is desirous of donating the Gift to the <Name of Repository>, hereinafter called the Recipient, to ensure their continued preservation and protection as an archaeological collection. The Donor does hereby unconditionally donate to the Recipient, for unrestricted use, the Gift listed in Attachment A to this Deed of Gift; and the Recipient acknowledges receipt of this Gift, upon payment of the mutually agreed fee of <\$____.> .

Donor <signature> _____ Date: _____

Agent <signature>: _____ Date: _____

Recipient <signature>: _____ Date: _____

Attachment 6

APPENDIX C*(These are examples only and may be flexibly applied.)***EXAMPLE OF A USE AGREEMENT FOR AN
ARCHEOLOGICAL COLLECTION**

I, <Name of User>, agree to use the artifacts, specimens and associated records from <Name or Trinomial of Site>, collected from the <Name of Project> in a manner that will not damage or alter the objects, except as may be prescribed in Attachment A, by mutual agreement with the <Name of Repository and Legal Owner (if different)>.

I agree to acknowledge and credit the Legal Owner and the repository in any exhibits or publications resulting from this use. The credit line shall read as follows: "Courtesy of the <Name of Repository and Legal Owner (if different)>." I agree to provide the Repository and the Legal Owner with copies of any resulting publications.

User <signature> _____

Repository <signature> _____ Date: _____

APPENDIX D

(These are examples only and may be flexibly applied.)

**EXAMPLE OF A SHORT-TERM LOAN AGREEMENT FOR AN
ARCHAEOLOGICAL COLLECTION**

The <Name of Repository>, hereinafter called the Repository, agrees to loan to <Name of Borrower> hereinafter called the Borrower, certain artifacts, specimens and copies of associated records listed in Attachment A, hereinafter called the Collection, which were collected from the <Name or Trinomial of Resource>. The collection was recovered in connection with the <Name of Projects> located in <Name of the nearest City or Town>, county of <Name of County>, State of <Name of State>. The collection is the property of the <Name of Legal Owner>, hereinafter called the Legal Owner.

The Collection is being loaned for the purpose of <cite purpose>, beginning on <Month. Day. Year> and ending on <Month. Day. Year>.

During the term of the loan, the Borrower agrees to handle, package and ship or transport the Collection in a manner that protects it from breakage, loss, deterioration and contamination, in conformance with the terms and conditions stipulated in Attachment B to this loan agreement.

The Borrower agrees to assume full responsibility for insuring the Collection or for providing funds for the repair or replacement of objects that are damaged or lost during transit and while in the Borrower's possession. Within five (5) days of discovery, the Borrower will notify the Repository of instances and circumstances surrounding any loss of, deterioration and damage to, or the Borrower agrees to acknowledge and credit the Legal Owner and the Repository in any exhibits or publications resulting from the loan. The credit line shall read as follows: "Courtesy of the <Name of Legal Owner and Repository>." The Borrower agrees to provide the Repository and the Legal Owner with copies of any resulting publications.

Upon termination of this agreement, the Borrower agrees to properly package and ship or transport the Collection to the Repository.

Either party may terminate this agreement, effective not less than Number days after receipt by the other party of written notice, without further liability to either party.

Repository Signature _____

Borrower Signature _____ Date: _____

APPENDIX E*(These are examples only and may be flexibly applied.)***EXAMPLE OF A CONTRACT FOR CURATION SERVICES**

Artifacts, specimens, and associated records, hereinafter called the Collection, listed in Attachment A to this curation agreement, were recovered from the sites listed in Attachment B to this curation agreement. These sites are located on lands to which title is held by <Name of Landowner>. Title to the Collection is held free and clear by <Name of Assignor> who has legal authority to make this agreement.

The described Collection is conveyed by <Name of Assignor> to <Name of Repository>, hereinafter called the Repository to ensure its continued preservation, protection, and accessibility as an archeological collection, subject to the conditions on page two of this agreement. The term of this contract shall extend <begin date> to <end date> / for perpetuity.

<Name of Assignor> provides <\$_____> to the Repository to support the continued curation of the Collection.

Signature of Authorized Representative:

Title:

Institution's Name and Address:

Date:

OR

Assignor's Signature: _____

Address: _____

Date: _____

The Repository hereby accepts this collection for curation subject to the provisions on page two of this agreement.

Signature: _____

Title: _____

Office Address: _____

Date: _____

Curation Agreement Terms and Conditions

1. The Repository will incur no expense to accept or return the Collection to the Assignor, except as by previous written agreement.
2. The Repository will safeguard the Collection in *its* custody in the same manner as its own property and consistent with the State of California Guidelines for the Curation of Archeo-logical Collections.
3. The Assignor estimates the value of the Collection to be \$XXX . This figure is only an estimate and is not binding on the Repository.
4. Pursuant to this agreement, the Assignor hereby:

reserves the right to approve any requests which would remove the Collection from the facilities of the Repository;

_____ yes _____ no

in all other matters permits the Repository to make all decisions regarding the availability of the Collection to other institutions or individuals for exhibit, research, inspection, or publication without consultation with the Assignor insofar as that action conforms to the stated policy of the Assignor and applicable federal and state laws and regulations;

_____ yes _____ no

permits the Repository to make all decisions regarding analysis which may be destructive to a portion of the Collection from the facilities of the Repository;

_____ yes _____ no

reserves the right to approve any requests for analysis which is destructive of any portion of the Collection;

_____ yes _____ no

permits the Repository to copy or photograph the Collection for its own use, and to make copies and photographs available for research, exhibit, or publication with the following credit line

_____ yes _____ no

reserves the right to approve any requests for commercial use of copies or photographs of the Collection, but permits the Repository to copy or photograph the Collection for its own use, and to make copies and photographs available for others for research or educational purposes only with the following credit line _____

_____ yes _____ no

reserves the right to inspect the conditions of curation of the Collection at a time to be mutually agreed upon by the Assignor and Repository;

_____ yes _____ no

other _____

_____ yes _____ no

5. This contract may be terminated by the Assignor or the Repository by providing 30 days written notice. For those agreements that cite an ending date, this agreement may be renewed subject to the approval of both the Assignor and the Repository.
6. The Repository will release the Collection to the Assignor upon the surrender of this curation agreement, or upon receiving written order from the Assignor.
7. It is the responsibility of the Assignor to promptly send notification in writing of any change of address or change in ownership of the Collection.
8. In the event of the death of the Assignor or dissolution of an Assignor agency, a legal agent is requested to notify the Repository as soon as possible in writing, giving the full name and address and interest in the collection. The agent will also furnish an applicable legal documentation to the Repository.
9. If the Collection is not claimed within seven years from the termination date of this contracts title, if any, to the Collection shall vest in the Repository, free from all claims of the Assignor and of all persons claiming through or under the Assignor.

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Attachment 7

Cultural Resources Consultants



REVISED HISTORIC PROPERTIES TREATMENT
PLAN FOR ARCHAEOLOGICAL SITES
CA-NAP-399, CA-NAP-406, CA-NAP-413, AND CA-NAP-
863, ST. HELENA FLOOD PROTECTION PROJECT,
CITY OF ST. HELENA, NAPA COUNTY

Prepared for:

Bert Johansson
City of St. Helena
1480 Main Street
St. Helena, CA 94574

Prepared by:

Kevin M. Bartoy, Ph.C., and John Holson, M.A.

Pacific Legacy, Incorporated
900 Modoc Street
Berkeley, California 94707

APRIL 2007

CONFIDENTIALITY STATEMENT

Archaeological and other heritage resources can be damaged or destroyed through uncontrolled public disclosure of information regarding their location. This document contains sensitive information regarding the nature and location of archaeological sites, which should not be disclosed to unauthorized persons.

Information regarding the location, character or ownership of a historic resource is exempt from the Freedom of Information Act pursuant to 16 U.S.C. 470w-3 (National Historic Preservation Act) and 16 U.S.C. 470hh (Archaeological Resources Protection Act). In addition, access to such information is restricted by law, pursuant to Section 6254.10 of the California State Government Code.

digital camera, 35 mm or larger film) will be used. Photo logs will be maintained.

5.3 LABORATORY METHODS AND CATALOGING PROCEDURES

Materials recovered from the Phase III excavation will be inventoried, described, cleaned, cataloged, and analyzed according to the nature of the material. Retained materials will be cataloged according to standards mandated by 36 CFR § 79 and as required by curatorial facility. It is likely the Napa Valley Museum in Yountville will receive the collections for long term curation. Artifacts will be cleaned to the degree necessary for identification and analysis, sorted by provenience and class for material identification, briefly described, cataloged individually or in lots, and placed in 4-mil plastic Ziploc bags for storage. Catalog information will be entered into a computer database. A catalog for the site collection will be generated using translatable computer database software (Microsoft Access®) and will be structured to include necessary fields, such as site, specimen numbers, provenience, and artifact data. Catalog entries will represent artifact lots (e.g., debitage from the same provenience) and others may be individual artifacts (e.g., a projectile point).

Analytical study of archaeological remains provides the data necessary to address site-specific and regional research issues, as discussed in Section 4.0. The previous Phase II investigation provides an indication of the nature and amount of archaeological materials that may be recovered during Phase III treatment at the site. It is anticipated that the Phase III collection from the St. Helena Flood Control Project sites will consist primarily of flaked stone (mostly obsidian), vertebrate faunal remains, and a broad range of other materials in lesser amounts including ground and modified stone and shell beads. Anticipated analyses include the following: flaked stone technology; geochemical sourcing of artifact obsidian; obsidian hydration; vertebrate fauna; ground and modified stone; macrofloral; radiocarbon dating; and shell bead and ornament analysis. These and other types and amounts of analyses shall be selected in depending on the type of materials collected.

The types of analyses necessary to realize full data potentials of the sites will likely shift according to the nature, condition, and information capabilities that become apparent after processing the collection. All analytical studies during Phase III shall be structured to recover and realize as much data and information recovery as possible from limited archaeological samples. When particular archaeological material classes are so abundant that analysis of all items is not possible or practical, an effort shall be made to select sample sizes that accurately reflect the nature of the entire collection. Such sample sizes can be derived if certain characteristics of a population and a sample are known. Relatively simple statistical tests can be applied to determine the sample sizes necessary to produce results accurate to specified confidence levels and margins of error. Accordingly, statistical sampling procedures can be applied to derive the appropriate size of samples of the flaked stone debitage and faunal sample populations appropriate for analysis after Phase III fieldwork.

A brief description of the primary analytical studies for Phase III treatment is provided

public about archaeological resources may put the sites at risk for increased illicit artifact collecting or "pot-hunting," although the site is already locally known. Section 304 of the NHPA outlines situations in which information about an historic property may need to be withheld from dissemination to the public.

Given their interests, close geographic proximity to the sites, and limited means of public site stewardship, local Native Americans are the most appropriate contacts for the future protection of these sites.

6.11 CURATION

Pacific Legacy, on behalf of the City, has approached the Napa Valley Museum in Yountville regarding curation of the collection and associated records generated by the project. Jennifer Gardener, curator of the museum, has been sent the Phase II evaluation report. Ms. Gardener expressed that she will approach the Board of the Museum regarding the prospect of housing the collections in Yountville. As part of public outreach for the project, Pacific Legacy will produce a PowerPoint interpretive presentation regarding the project for the Museum.

Pacific Legacy also contacted the Archaeological Research Facility at Sonoma State University regarding curation of the collection. Apparently a new facility housing collections will not be available until next year.

Pacific Legacy will notify the City and the SWRCB as soon as a curation agreement has been negotiated with a proper facility.

Board Exhibit 1 48 Fed. Reg. 44716

Attachment 8

44716

Federal Register / Vol. 48, No. 190 / Thursday, September 29, 1983 / Notices

DEPARTMENT OF THE INTERIOR

National Park Service

Archeology and Historic Preservation;
Secretary of the Interior's Standards
and Guidelines

AGENCY: National Park Service, Interior.
ACTION: Notice.

SUMMARY: This notice sets forth the Secretary of the Interior's Standards and Guidelines for Archeology and Historic Preservation. These standards and guidelines are not regulatory and do not set or interpret agency policy. They are intended to provide technical advice about archeological and historic preservation activities and methods.

DATE: These Standards and Guidelines are effective on September 29, 1983.

FOR FURTHER INFORMATION CONTACT: Lawrence E. Aten, Chief, Interagency Resources Division, National Park Service, United States Department of the Interior, Washington, D.C. 20240 (202-343-9500). A Directory of Technical Information listing other sources of supporting information is available from the National Park Service.

SUPPLEMENTARY INFORMATION: The Standards and Guidelines are prepared under the authority of Sections 101(f), (g), and (h), and Section 110 of the National Historic Preservation Act of 1966, as amended. State Historic Preservation Officers; Federal Preservation Officers including those of the Department of Agriculture, Department of Defense, Smithsonian Institution and General Services Administration; the Advisory Council on Historic Preservation; the National Trust for Historic Preservation; and other interested parties were consulted during the development of the Standards and Guidelines; additional consultation with these agencies will occur as the Standards and Guidelines are tested during their first year of use.

Purpose

The proposed Standards and the philosophy on which they are based result from nearly twenty years of intensive preservation activities at the Federal, State, and local levels.

The purposes of the Standards are:

- To organize the information gathered about preservation activities.
- To describe results to be achieved by Federal agencies, States, and others when planning for the identification, evaluation, registration and treatment of historic properties.
- To integrate the diverse efforts of many entities performing historic

preservation into a systematic effort to preserve our nation's cultural heritage.

Uses of the Standards

The following groups or individuals are encouraged to use these Standards:

Federal agency personnel responsible for cultural resource management pursuant to Section 110 of the National Historic Preservation Act, as amended, in areas under Federal jurisdiction. A separate series of guidelines advising Federal agencies on their specific historic preservation activities under Section 110 is in preparation.

State Historic Preservation Offices responsible under the National Historic Preservation Act, as amended, for making decisions about the preservation of historic properties in their States in accordance with appropriate regulations and the Historic Preservation Fund Grants Management Manual. The State Historic Preservation Offices serve as the focal point for preservation planning and act as a central state-wide repository of collected information.

Local governments wishing to establish a comprehensive approach to the identification, evaluation, registration and treatment of historic properties within their jurisdictions.

Other individuals and organizations needing basic technical standards and guidelines for historic preservation activities.

Organization

This material is organized in three sections: Standards; Guidelines; and recommended technical sources, cited at the end of each set of guidelines. Users of this document are expected to consult the recommended technical sources to obtain guidance in specific cases.

Review of the Standards and Guidelines

The Secretary of the Interior's Standards for Rehabilitation have recently undergone extensive review and their guidelines made current after 5 years of field use. Users and other interested parties are encouraged to submit written comments on the utility of these Standards and Guidelines except for the Rehabilitation Standards mentioned above. This edition will be thoroughly reviewed by the National Park Service (including consultation with Federal and State agencies), after the end of its first full year of use and any necessary modifications will be made. Subsequent reviews are anticipated as needed. Comments should be sent to Chief, Interagency Resources Division, National Park Service, United States Department of the Interior, Washington, D.C. 20240.

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Guidelines for Preservation Planning
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Guidelines for Architectural and Engineering Documentation
Standards for Archeological Documentation
Guidelines for Archeological Documentation
Standards for Historic Preservation Projects
Professional Qualifications Standards
Preservation Terminology

Secretary of the Interior's Standards for Preservation Planning

Preservation planning is a process that organizes preservation activities (identification, evaluation, registration and treatment of historic properties) in a logical sequence. The Standards for Planning discuss the relationship among these activities while the remaining activity standards consider how each activity should be carried out. The Professional Qualifications Standards discuss the education and experience required to carry out various activities.

The Standards for Planning outline a process that determines when an area should be examined for historic properties, whether an identified property is significant, and how a significant property should be treated.

Preservation planning is based on the following principles:

—Important historic properties cannot be replaced if they are destroyed. Preservation planning provides for conservative use of these properties, preserving them in place and avoiding harm when possible and altering or destroying properties only when necessary.

—If planning for the preservation of historic properties is to have positive effects, it must begin before the identification of all significant properties has been completed. To make responsible decisions about historic properties, existing information must be used to the maximum extent and new information must be acquired as needed.

—Preservation planning includes public participation. The planning process should provide a forum for open discussion of preservation issues. Public involvement is most meaningful when it is used to assist in defining values of properties and preservation planning issues, rather than when it is limited to review of decisions already made. Early

		United States Nuclear Regulatory Commission Official Hearing Exhibit In the Matter of: CROW BUTTE RESOURCES, INC. (License Renewal for the In Situ Leach Facility, Crawford, Nebraska)
ASLBP #: 08-867-02-OLA-BD01 DocId #: 0408943 Exhibit #: BRD-001-00-BD01 Administ: 9/4/2015 Object: Other:	Identified: 9/24/2015 Withdrawn: Stricken:	

may be made up of discontinuous periods of full-time or part-time work adding up to the equivalent of a year of full-time experience.

History

The minimum professional qualifications in history are a graduate degree in history or closely related field; or a bachelor's degree in history or closely related field plus one of the following:

1. At least two years of full-time experience in research, writing, teaching, interpretation, or other demonstrable professional activity with an academic institution, historic organization or agency, museum, or other professional institution; or
2. Substantial contribution through research and publication to the body of scholarly knowledge in the field of history.

Archeology

The minimum professional qualifications in archeology are a graduate degree in archeology, anthropology, or closely related field plus:

1. At least one year of full-time professional experience or equivalent specialized training in archeological research, administration or management;
2. At least four months of supervised field and analytic experience in general North American archeology; and
3. Demonstrated ability to carry research to completion.

In addition to these minimum qualifications, a professional in prehistoric archeology shall have at least one year of full-time professional experience at a supervisory level in the study of archeological resources of the prehistoric period. A professional in historic archeology shall have at least one year of full-time professional experience at a supervisory level in the study of archeological resources of the historic period.

Architectural History

The minimum professional qualifications in architectural history are a graduate degree in architectural history, art history, historic preservation, or closely related field, with coursework in American architectural history; or a bachelor's degree in architectural history, art history, historic preservation or closely related field plus one of the following:

1. At least two years of full-time experience in research, writing, or teaching in American architectural history or restoration architecture with an academic institution, historical

organization or agency, museum, or other professional institution; or

2. Substantial contribution through research and publication to the body of scholarly knowledge in the field of American architectural history.

Architecture

The minimum professional qualifications in architecture are a professional degree in architecture plus at least two years of full-time experience in architecture; or a State license to practice architecture.

Historic Architecture

The minimum professional qualifications historic in architecture are a professional degree in architecture or a State license to practice architecture, plus one of the following:

1. At least one year of graduate study in architectural preservation, American architectural history, preservation planning, or closely related field; or
2. At least one year of full-time professional experience on historic preservation projects.

Such graduate study or experience shall include detailed investigations of historic structures, preparation of historic structures research reports, and preparation of plans and specifications for preservation projects.

Preservation Terminology

Acquisition—the act or process of acquiring fee title or interest other than fee title of real property (including acquisition of development rights or remainder interest).

Comprehensive Historic Preservation Planning—the organization into a logical sequence of preservation information pertaining to identification, evaluation, registration and treatment of historic properties, and setting priorities for accomplishing preservation activities.

Historic Context—a unit created for planning purposes that groups information about historic properties based on a shared theme, specific time period and geographical area.

Historic Property—a district, site, building, structure or object significant in American history, architecture, engineering, archeology or culture at the national, State, or local level.

Integrity—the authenticity of a property's historic identity, evidenced by the survival of physical characteristics that existed during the property's historic or prehistoric period.

Intensive Survey—a systematic, detailed examination of an area designed to gather information about historic properties sufficient to evaluate them against predetermined criteria of

significance within specific historic contexts.

Inventory—a list of historic properties determined to meet specified criteria of significance.

National Register Criteria—the established criteria for evaluating the eligibility of properties for inclusion in the National Register of Historic Places.

Preservation (treatment)—the act or process of applying measures to sustain the existing form, integrity and material of a building or structure, and the existing form and vegetative cover of a site. It may include initial stabilization work, where necessary, as well as ongoing maintenance of the historic building materials.

Property Type—a grouping of individual properties based on a set of shared physical or associative characteristics.

Protection (treatment)—the act or process of applying measures designed to affect the physical condition of a property by defending or guarding it from deterioration, loss or attack, or to cover or shield the property from danger or injury. In the case of buildings and structures, such treatment is generally of a temporary nature and anticipates future historic preservation treatment; in the case of archeological sites, the protective measure may be temporary or permanent.

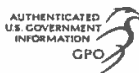
Reconnaissance Survey—an examination of all or part of an area accomplished in sufficient detail to make generalizations about the types and distributions of historic properties that may be present.

Reconstruction (treatment)—the act or process of reproducing by new construction the exact form and detail of a vanished building, structure, or object, or any part thereof, as it appeared at a specific period of time.

Rehabilitation (treatment)—the act or process of returning a property to a state of utility through repair or alteration which makes possible an efficient contemporary use while preserving those portions or features of the property which are significant to its historical, architectural and cultural values.

Research design—a statement of proposed identification, documentation, investigation, or other treatment of a historic property that identifies the project's goals, methods and techniques, expected results, and the relationship of the expected results to other proposed activities or treatments.

Restoration—the act or process of accurately recovering the form and details of a property and its setting as it appeared at a particular period of time



Attachment 9

§ 61.8

all eligible local governments have the opportunity to apply for funding.

(m) States shall be responsible for reviewing requests from CLG subgrantees for grant amendments as required by OMB Circular A-87, and for issuing approval or denial of such requests. If any action by a CLG will result in a change in the overall grant project or budget requiring NPS approval, the State shall obtain such approval prior to granting approval to the CLG subgrantee. A State shall not forward to NPS any action which is inconsistent with the purpose or terms of the grant. CLG subgrantee requests for revisions to the grant are invalid unless they are in writing and signed by an authorized official of the State grantee.

(n) State performance in transferring funds to CLGs shall be reviewed by the Secretary during performance evaluations and audits of State programs as required by Sec. 101(b)(2) of the *National Historic Preservation Act, as amended*.

(o) States may submit grant amendment requests to NPS to reallocate monies set aside for local governments in instances where no certified governments exist, wish to receive funds, or are qualified to receive funds. Such requests will be considered grant reprogramming actions and shall be submitted to NPS not less than one calendar year after the beginning of the fiscal year of the State's HPF appropriation. All such requests shall clearly document the State's attempts to encourage and assist local governments in developing local historic preservation programs pursuant to § 61.5 of these regulations, in being certified, and in applying for funding.

(p) The District of Columbia shall be exempted from the requirements of § 61.7 because there are no subordinate local governments in the District. If a territory believes that its political subdivisions lack authorities similar to those of local governments in other States and hence cannot satisfy the requirements for local certification, it may apply to the Secretary for exemption from the requirements of § 61.7.

(q) Where there is no approved State program, the method for allocating funds will be determined by the Secretary in accordance with the proce-

36 CFR Ch. I (7-1-98 Edition)

dures set forth for States in this section. To the extent feasible, there should be consistency and continuity in funding allocation policy of the CLG program of a State that does not have an approved historic preservation program. Therefore, if a now disapproved State program had an approved allocation process, the Secretary will consider it in the review of any application for funding from CLGs within that State.

[49 FR 14899, Apr. 13, 1984, as amended at 50 FR 35225, Aug. 30, 1985]

§ 61.8 Waiver.

The Secretary may waive any of the requirements of these rules which are not mandated by statute or by government-wide regulations, if, in his/her opinion, as expressed in writing to the State, the State historic preservation program would benefit from such waiver, and the purposes, conditions, and requirements of the *National Historic Preservation Act, as amended*, would not be compromised.

§ 61.9 Information collection requirements.

The information collection requirements contained in this part have been approved by the Office of Management and Budget under 44 U.S.C. 3507, *et seq.*, and assigned clearance number 1024-0038. The information is being collected as part of the process of reviewing the procedures and programs of State and local governments participating in the National historic preservation program. The information will be used to evaluate those procedures and programs. The obligation to respond is required to obtain a benefit.

APPENDIX A TO PART 61—PROFESSIONAL QUALIFICATIONS STANDARDS

In the following definitions, a year of full-time professional experience need not consist of a continuous year of full-time work but may be made up of discontinuous periods of full-time or part-time work adding up to the equivalent of a year of full-time experience.

(a) *History*. The minimum professional qualifications in history are a graduate degree in history or closely related field; or a bachelor's degree in history or closely related field plus one of the following:

National Park Service, Interior

Pt. 61, App. B

(1) At least two years of full-time experience in research, writing, teaching, interpretation or other demonstrable professional activity with an academic institution, historical organization or agency, museum, or other professional institution; or

(2) Substantial contribution through research and publication to the body of scholarly knowledge in the field of history.

(b) *Archeology*. The minimum professional qualifications in archeology are a graduate degree in archeology, anthropology, or closely related field plus:

(1) At least one year of full-time professional experience or equivalent specialized training in archeological research, administration or management;

(2) At least four months of supervised field and analytic experience in general North American archeology; and

(3) Demonstrated ability to carry research to completion.

In addition, to these minimum qualifications, a professional in prehistoric archeology shall have at least one year of full-time professional experience at a supervisory level in the study of archeological resources of the prehistoric period. A professional in historic archeology shall have at least one year of full-time professional experience at a supervisory level in the study of archeological resources of the historic period.

(c) *Architectural history*. The minimum professional qualifications in architectural history are a graduate degree in architectural history, art history, historic preservation, or closely related field, with coursework in American architectural history; or a bachelor's degree in architectural history, art history, historic preservation, or closely related field plus one of the following:

(1) At least two years of full-time experience in research, writing, or teaching in American architectural history or restoration architecture with an academic institution, historical organization or agency, museum, or other professional institution; or

(2) Substantial contribution through research and publication to the body of scholarly knowledge in the field of American architectural history.

(d) *Architecture*. The minimum professional qualifications in architecture are a professional degree in architecture plus at least two years of full-time professional experience in architecture; or a State license to practice architecture.

(e) *Historic Architecture*. The minimum professional qualifications in historic architecture are a professional degree in architecture of State license to practice architecture, plus one of the following:

(1) At least one year of graduate study in architectural preservation, American architectural history, preservation planning, or closely related field; or

(2) At least one year of full-time professional experience on historic preservation projects. Such graduate study or experience shall include detailed investigations of historic structures, preparation of historic structures research reports, and preparation of plans and specification for preservation projects.

APPENDIX B TO PART 61—INFORMATION SOURCES

The following National Park Service Regional Offices and State Historic Preservation Offices are sources of information concerning the programs covered by these regulations.

Alaska Regional Office

Alaska Regional Office, 2520 Gambell Street, Anchorage, Alaska 99503, 907-277-1666
Alaska: Chief of History and Archeology, Division of Parks, Department of Natural Resources, 619 Warehouse Avenue, Suite 210, Anchorage, Alaska 99501, 907-274-4646

Mid-Atlantic Region

Mid-Atlantic Region, 143 South Third St., Philadelphia, PA 19106, 215-597-8068

Connecticut: Connecticut Historical Commission, 59 South Prospect Street, Hartford, Connecticut 06108, 203-568-3005

Delaware: Division of Historical & Cultural Affairs, Hall of Records, Dover, Delaware, 19901, 302-678-5314

District of Columbia: Dept. of Consumer and Regulatory Affairs, 614 H Street, NW., Washington, D.C. 20001, 202-535-1500

Indiana: Department of Natural Resources, 608 State Office Building, Indianapolis, Indiana 46204, 317-232-4020

Maine: Maine Historic Preservation Commission, 55 Capitol Street, Station 65, Augusta, Maine 04333, 207-289-2132

Maryland: State Historic Preservation Officer John Shaw House, 21 State Circle, Annapolis, Maryland 21401, 301-269-2851

Massachusetts: Massachusetts Historical Commission, 294 Washington Street, Boston, Massachusetts 02108, 617-727-8470

Michigan: Michigan History Division, Department of State, Lansing, Michigan 48918, 517-373-6362

New Hampshire: Department of Resources & Economic Development, P.O. Box 856, Concord, New Hampshire 03301, 603-271-3484 or 3558

New Jersey: Department of Environmental Protection, CN 402, Trenton, New Jersey 08625, 609-292-2885

New York: Office of Parks Recreation & Historic Preservation, Agency Building #1, Empire State Plaza, Albany, New York 12238, 518-474-0468

Ohio: State Historic Preservation Officer, The Ohio Historical Society, Interstate 71

5/21/2018

Secretary's Standards—Archeology and Historic Preservation

Attachment 10

general design and technical recommendations. These are the standards that must be used by federal historic preservation tax credit applicants.

The Secretary of the Interior's Standards for the Treatment of Historic Properties with Guidelines for Preserving, Rehabilitating, Restoring and Reconstructing Historic Buildings

The Standards (37 CFR 68) and guidelines provide a consistent framework for undertaking any one of four approaches to work, Preservation, Rehabilitation, Restoration, and Reconstruction. They pertain to both exterior and interior work on historic buildings of all sizes, materials, and types. (PDF format)

Planning Your Work on a Historic Building

A Checklist for Rehabilitating Historic Buildings

The rehab checklist suggests a typical process of documenting, evaluating, and assessing a historic building prior to undertaking rehabilitation work.

All Wet & How to Prevent It - Managing Moisture in Your Historic House

This mini-web class can help anyone who cares for, or about, a historic house to better understand how moisture can invade historic materials and what goes wrong when moisture is not adequately managed. It provides a series of simple, common sense tips to combat the problems and a quiz that's fun to take.

The BOILERPLATE "YESSs!"

This web guidance focuses on approaches to rehabilitation work that serve to protect historic materials, exterior features, and interior spaces, features, and finishes in the process of making changes for new or continued use.

The BOILERPLATE "NOs!"

This web guidance illustrates what happens when inappropriate approaches to rehabilitation work cause the loss of a historic building's unique character. Includes examples of incompatible new additions--large and small.

Electronic REHAB

This popular web class is useful for historic building owners, historic preservation commissions; architects, contractors, and developers; maintenance personnel; and others involved in the care of historic buildings. Two quizzes are included.

The Walk Through--How to Read a Historic Building

This web class helps anyone identify those tangible elements or features that give historic buildings their unique visual character. Includes a challenging quiz.

Beginning Your Work on a Historic Building

Preservation Briefs 1 - 41

The Briefs are developed to assist owners and developers of historic buildings in recognizing and resolving common preservation and repair problems prior to work.

Preservation Tech Notes

Preservation Tech Notes (PTN) provide innovative solutions to specific problems in preserving cultural resources for architects, contractors, and maintenance personnel, as well as for anyone seeking the tax credit for rehabilitation.

- *EXTERIOR WOODWORK NUMBER 4* - Protecting Woodwork Against Decay Using Borate Preservatives
- *MASONRY NUMBER 4* - Non-destructive Evaluation Techniques for Masonry Construction
- *METALS NUMBER 2* - Restoring Metal Roof Cornices

Technical Preservation Services for Historic Buildings

Professional Qualifications Standards

The following requirements are those used by the National Park Service, and have been previously published in the Code of Federal Regulations, 36 CFR Part 61. The qualifications define minimum education and experience required to perform identification, evaluation, registration, and treatment activities. In some cases, additional areas or levels of expertise may be needed, depending on the complexity of the task and the nature of the historic properties involved. In the following definitions, a year of full-time professional experience need not consist of a continuous year of full-time work but may be made up of discontinuous periods of full-time or part-time work adding up to the equivalent of a year of full-time experience.

5/21/2018

Secretary's Standards—Archeology and Historic Preservation

Attachment 10

History

The minimum professional qualifications in history are a graduate degree in history or closely related field; or a bachelor's degree in history or closely related field plus one of the following:

1. At least two years of full-time experience in research, writing, teaching, interpretation, or other demonstrable professional activity with an academic institution, historic organization or agency, museum, or other professional institution; or
2. Substantial contribution through research and publication to the body of scholarly knowledge in the field of history.

Archeology

The minimum professional qualifications in archeology are a graduate degree in archeology, anthropology, or closely related field plus:

1. At least one year of full-time professional experience or equivalent specialized training in archeological research, administration or management;
2. At least four months of supervised field and analytic experience in general North American archeology, and
3. Demonstrated ability to carry research to completion.

In addition to these minimum qualifications, a professional in prehistoric archeology shall have at least one year of full-time professional experience at a supervisory level in the study of archeological resources of the prehistoric period. A professional in historic archeology shall have at least one year of full-time professional experience at a supervisory level in the study of archeological resources of the historic period.

Architectural History

The minimum professional qualifications in architectural history are a graduate degree in architectural history, art history, historic preservation, or closely related field, with coursework in American architectural history, or a bachelor's degree in architectural history, art history, historic preservation or closely related field plus one of the following:

1. At least two years of full-time experience in research, writing, or teaching in American architectural history or restoration architecture with an academic institution, historical organization or agency, museum, or other professional institution; or
2. Substantial contribution through research and publication to the body of scholarly knowledge in the field of American architectural history.

Architecture

The minimum professional qualifications in architecture are a professional degree in architecture plus at least two years of full-time experience in architecture; or a State license to practice architecture.

Historic Architecture

The minimum professional qualifications in historic architecture are a professional degree in architecture or a State license to practice architecture, plus one of the following:

1. At least one year of graduate study in architectural preservation, American architectural history, preservation planning, or closely related field; or
2. At least one year of full-time professional experience on historic preservation projects.

Such graduate study or experience shall include detailed investigations of historic structures, preparation of historic structures research reports, and preparation of plans and specifications for preservation projects.

Preservation Terminology

Acquisition—the act or process of acquiring fee title or interest other than fee title of real property (including acquisition of development rights or remainder interest).



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(b) If the waiver is still in effect at the time the Federal Agency Head receives recommendations from the Secretary, the Agency Head shall consider the recommendations and any comments received from the Advisory Council and the State Historic Preservation Officer before deciding whether to continue, withdraw, or modify the waiver. The Federal Agency Head shall respond to recommendations received from the Secretary either accepting or rejecting those recommendations, and, where recommendations are rejected, explaining the reasons for such a decision. Information copies of such response shall be forwarded by the Federal Agency Head to the Advisory Council on Historic Preservation and the appropriate State Historic Preservation Officer.

(c) If the waiver is no longer in effect at the time the Federal Agency Head receives recommendations from the Secretary or comments from the Advisory Council or the State Historic Preservation Officer, the Federal Agency Head should consider such recommendations and comments in similar future emergencies.

PART 79—CURATION OF FEDERALLY-OWNED AND ADMINISTERED ARCHAEOLOGICAL COLLECTIONS

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AUTHORITY: 16 U.S.C. 470aa-mm, 16 U.S.C. 470 *et seq.*

SOURCE: 55 FR 37630, Sept. 12, 1990, unless otherwise noted.

§ 79.1 Purpose.

(a) The regulations in this part establish definitions, standards, procedures and guidelines to be followed by Federal agencies to preserve collections of prehistoric and historic material remains, and associated records, recovered under the authority of the Antiquities Act (16 U.S.C. 431-433), the Reservoir Salvage Act (16 U.S.C. 469-469c), section 110 of the National Historic Preservation Act (16 U.S.C. 470h-2) or the Archaeological Resources Protection Act (16 U.S.C. 470aa-mm). They establish:

(1) Procedures and guidelines to manage and preserve collections;

(2) Terms and conditions for Federal agencies to include in contracts, memoranda, agreements or other written instruments with repositories for curatorial services;

(3) Standards to determine when a repository has the capability to provide long-term curatorial services; and

(4) Guidelines to provide access to, loan and otherwise use collections.

(b) The regulations in this part contain three appendices that provide additional guidance for use by the Federal Agency Official.

(1) Appendix A to these regulations contains an example of an agreement between a Federal agency and a non-Federal owner of material remains who is donating the remains to the Federal agency.

(2) Appendix B to these regulations contains an example of a memorandum of understanding between a Federal agency and a repository for long-term curatorial services for a federally-owned collection.

(3) Appendix C to these regulations contains an example of an agreement between a repository and a third party for a short-term loan of a federally-owned collection (or a part thereof).

(4) The three appendices are meant to illustrate how such agreements might

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appear. They should be revised according to the:

(i) Needs of the Federal agency and any non-Federal owner;

(ii) Nature and content of the collection; and

(iii) Type of contract, memorandum, agreement or other written instrument being used.

(5) When a repository has preexisting standard forms (e.g., a short-term loan form) that are consistent with the regulations in this part, those forms may be used in lieu of developing new ones.

[55 FR 37630, Sept. 12, 1990; 55 FR 41639, Oct. 10, 1990]

§ 79.2 Authority.

(a) The regulations in this part are promulgated pursuant to section 101(a)(7)(A) of the National Historic Preservation Act (16 U.S.C. 470a) which requires that the Secretary of the Interior issue regulations ensuring that significant prehistoric and historic artifacts, and associated records, recovered under the authority of section 110 of that Act (16 U.S.C. 470h-2), the Reservoir Salvage Act (16 U.S.C. 469-469c) and the Archaeological Resources Protection Act (16 U.S.C. 470aa-mm) are deposited in an institution with adequate long-term curatorial capabilities.

(b) In addition, the regulations in this part are promulgated pursuant to section 5 of the Archaeological Resources Protection Act (16 U.S.C. 470dd) which gives the Secretary of the Interior discretionary authority to promulgate regulations for the:

(1) Exchange, where appropriate, between suitable universities, museums or other scientific or educational institutions, of archeological resources recovered from public and Indian lands under that Act; and

(2) Ultimate disposition of archeological resources recovered under that Act (16 U.S.C. 470aa-mm), the Antiquities Act (16 U.S.C. 431-433) or the Reservoir Salvage Act (16 U.S.C. 469-469c).

(3) It further states that any exchange or ultimate disposition of resources excavated or removed from Indian lands shall be subject to the consent of the Indian or Indian tribe that

owns or has jurisdiction over such lands.

[55 FR 37630, Sept. 12, 1990; 55 FR 41639, Oct. 10, 1990]

§ 79.3 Applicability.

(a) The regulations in this part apply to collections, as defined in § 79.4 of this part, that are excavated or removed under the authority of the Antiquities Act (16 U.S.C. 431-433), the Reservoir Salvage Act (16 U.S.C. 469-469c), section 110 of the National Historic Preservation Act (16 U.S.C. 470h-2) or the Archaeological Resources Protection Act (16 U.S.C. 470aa-mm). Such collections generally include those that are the result of a prehistoric or historic resource survey, excavation or other study conducted in connection with a Federal action, assistance, license or permit.

(1) Material remains, as defined in § 79.4 of this part, that are excavated or removed from a prehistoric or historic resource generally are the property of the landowner.

(2) Data that are generated as a result of a prehistoric or historic resource survey, excavation or other study are recorded in associated records, as defined in § 79.4 of this part. Associated records that are prepared or assembled in connection with a Federal or federally authorized prehistoric or historic resource survey, excavation or other study are the property of the U.S. Government, regardless of the location of the resource.

(b) The regulations in this part apply to preexisting and new collections that meet the requirements of paragraph (a) of this section. However, the regulations shall not be applied in a manner that would supersede or breach material terms and conditions in any contract, grant, license, permit, memorandum, or agreement entered into by or on behalf of a Federal agency prior to the effective date of this regulation.

(c) Collections that are excavated or removed pursuant to the Antiquities Act (16 U.S.C. 431-433) remain subject to that Act, the Act's implementing rule (43 CFR part 3), and the terms and conditions of the pertinent Antiquities Act permit or other approval.

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(d) Collections that are excavated or removed pursuant to the Archaeological Resources Protection Act (16 U.S.C. 470aa-mm) remain subject to that Act, the Act's implementing rules (43 CFR part 7, 36 CFR part 296, 18 CFR part 1312, and 32 CFR part 229), and the terms and conditions of the pertinent Archaeological Resources Protection Act permit or other approval.

(e) Any repository that is providing curatorial services for a collection subject to the regulations in this part must possess the capability to provide adequate long-term curatorial services, as set forth in § 79.9 of this part, to safeguard and preserve the associated records and any material remains that are deposited in the repository.

[55 FR 37630, Sept. 12, 1990; 55 FR 41639, Oct. 10, 1990]

§ 79.4 Definitions.

As used for purposes of this part:

(a) *Collection* means material remains that are excavated or removed during a survey, excavation or other study of a prehistoric or historic resource, and associated records that are prepared or assembled in connection with the survey, excavation or other study.

(1) *Material remains* means artifacts, objects, specimens and other physical evidence that are excavated or removed in connection with efforts to locate, evaluate, document, study, preserve or recover a prehistoric or historic resource. Classes of material remains (and illustrative examples) that may be in a collection include, but are not limited to:

(i) Components of structures and features (such as houses, mills, piers, fortifications, raceways, earthworks and mounds);

(ii) Intact or fragmentary artifacts of human manufacture (such as tools, weapons, pottery, basketry and textiles);

(iii) Intact or fragmentary natural objects used by humans (such as rock crystals, feathers and pigments);

(iv) By-products, waste products or debris resulting from the manufacture or use of man-made or natural materials (such as slag, dumps, cores and debitage);

(v) Organic material (such as vegetable and animal remains, and coprolites);

(vi) Human remains (such as bone, teeth, mummified flesh, burials and cremations);

(vii) Components of petroglyphs, pictographs, intaglios or other works of artistic or symbolic representation;

(viii) Components of shipwrecks (such as pieces of the ship's hull, rigging, armaments, apparel, tackle, contents and cargo);

(ix) Environmental and chronometric specimens (such as pollen, seeds, wood, shell, bone, charcoal, tree core samples, soil, sediment cores, obsidian, volcanic ash, and baked clay); and

(x) Paleontological specimens that are found in direct physical relationship with a prehistoric or historic resource.

(2) *Associated records* means original records (or copies thereof) that are prepared, assembled and document efforts to locate, evaluate, record, study, preserve or recover a prehistoric or historic resource. Some records such as field notes, artifact inventories and oral histories may be originals that are prepared as a result of the field work, analysis and report preparation. Other records such as deeds, survey plats, historical maps and diaries may be copies of original public or archival documents that are assembled and studied as a result of historical research. Classes of associated records (and illustrative examples) that may be in a collection include, but are not limited to:

(i) Records relating to the identification, evaluation, documentation, study, preservation or recovery of a resource (such as site forms, field notes, drawings, maps, photographs, slides, negatives, films, video and audio cassette tapes, oral histories, artifact inventories, laboratory reports, computer cards and tapes, computer disks and diskettes, printouts of computerized data, manuscripts, reports, and accession, catalog and inventory records);

(ii) Records relating to the identification of a resource using remote sensing methods and equipment (such as satellite and aerial photography and imagery, side scan sonar,

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magnetometers, subbottom profilers, radar and fathometers);

(iii) Public records essential to understanding the resource (such as deeds, survey plats, military and census records, birth, marriage and death certificates, immigration and naturalization papers, tax forms and reports);

(iv) Archival records essential to understanding the resource (such as historical maps, drawings and photographs, manuscripts, architectural and landscape plans, correspondence, diaries, ledgers, catalogs and receipts); and

(v) Administrative records relating to the survey, excavation or other study of the resource (such as scopes of work, requests for proposals, research proposals, contracts, antiquities permits, reports, documents relating to compliance with section 106 of the National Historic Preservation Act (16 U.S.C. 470f), and National Register of Historic Places nomination and determination of eligibility forms).

(b) *Curatorial services*. Providing curatorial services means managing and preserving a collection according to professional museum and archival practices, including, but not limited to:

(1) Inventorying, accessioning, labeling and cataloging a collection;

(2) Identifying, evaluating and documenting a collection;

(3) Storing and maintaining a collection using appropriate methods and containers, and under appropriate environmental conditions and physically secure controls;

(4) Periodically inspecting a collection and taking such actions as may be necessary to preserve it;

(5) Providing access and facilities to study a collection; and

(6) Handling, cleaning, stabilizing and conserving a collection in such a manner to preserve it.

(c) *Federal Agency Official* means any officer, employee or agent officially representing the secretary of the department or the head of any other agency or instrumentality of the United States having primary management authority over a collection that is subject to this part.

(d) *Indian lands* has the same meaning as in §-3(e) of uniform regulations

43 CFR part 7, 36 CFR part 296, 18 CFR part 1312, and 32 CFR part 229.

(e) *Indian tribe* has the same meaning as in §-3(f) of uniform regulations 43 CFR part 7, 36 CFR part 296, 18 CFR part 1312, and 32 CFR part 229.

(f) *Personal property* has the same meaning as in 41 CFR 100-43.001-14. Collections, equipment (e.g., a specimen cabinet or exhibit case), materials and supplies are classes of personal property.

(g) *Public lands* has the same meaning as in §-3(d) of uniform regulations 43 CFR part 7, 36 CFR part 296, 18 CFR part 1312, and 32 CFR part 229.

(h) *Qualified museum professional* means a person who possesses knowledge, experience and demonstrable competence in museum methods and techniques appropriate to the nature and content of the collection under the person's management and care, and commensurate with the person's duties and responsibilities. Standards that may be used, as appropriate, for classifying positions and for evaluating a person's qualifications include, but are not limited to, the following:

(1) The Office of Personnel Management's "Position Classification Standards for Positions under the General Schedule Classification System" (U.S. Government Printing Office, stock No. 906-028-00000-0 (1981)) are used by Federal agencies to determine appropriate occupational series and grade levels for positions in the Federal service. Occupational series most commonly associated with museum work are the museum curator series (GS/GM-1015) and the museum technician and specialist series (GS/GM-1016). Other scientific and professional series that may have collateral museum duties include, but are not limited to, the archivist series (GS/GM-1420), the archeologist series (GS/GM-193), the anthropologist series (GS/GM-190), and the historian series (GS/GM-170). In general, grades GS-9 and below are assistants and trainees while grades GS-11 and above are professionals at the full performance level. Grades GS-11 and above are determined according to the level of independent professional responsibility, degree of specialization and scholarship, and the nature, variety, complexity, type and scope of the work.

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(2) The Office of Personnel Management's "Qualification Standards for Positions under the General Schedule (Handbook X-118)" (U.S. Government Printing Office, stock No. 906-030-00000-4 (1986)) establish educational, experience and training requirements for employment with the Federal Government under the various occupational series. A graduate degree in museum science or applicable subject matter, or equivalent training and experience, and three years of professional experience are required for museum positions at grades GS-11 and above.

(3) The "Secretary of the Interior's Standards and Guidelines for Archeology and Historic Preservation" (48 FR 44716, Sept. 29, 1983) provide technical advice about archeological and historic preservation activities and methods for use by Federal, State and local Governments and others. One section presents qualification standards for a number of historic preservation professions. While no standards are presented for collections managers, museum curators or technicians, standards are presented for other professions (i.e., historians, archeologists, architectural historians, architects, and historic architects) that may have collateral museum duties.

(4) Copies of the Office of Personnel Management's standards, including subscriptions for subsequent updates, may be purchased from the Superintendent of Documents, U.S. Government Printing Office, Washington, DC 20402. Copies may be inspected at the Office of Personnel Management's Library, 1900 E Street NW., Washington, DC, at any regional or area office of the Office of Personnel Management, at any Federal Job Information Center, and at any personnel office of any Federal agency. Copies of the "Secretary of the Interior's Standards and Guidelines for Archeology and Historic Preservation" are available at no charge from the Interagency Resources Division, National Park Service, P.O. Box 37127, Washington, DC 20013-7127.

(i) *Religious remains* means material remains that the Federal Agency Official has determined are of traditional religious or sacred importance to an Indian tribe or other group because of customary use in religious rituals or

spiritual activities. The Federal Agency Official makes this determination in consultation with appropriate Indian tribes or other groups.

(j) *Repository* means a facility such as a museum, archeological center, laboratory or storage facility managed by a university, college, museum, other educational or scientific institution, a Federal, State or local Government agency or Indian tribe that can provide professional, systematic and accountable curatorial services on a long-term basis.

(k) *Repository Official* means any officer, employee or agent officially representing the repository that is providing curatorial services for a collection that is subject to this part.

(l) *Tribal Official* means the chief executive officer or any officer, employee or agent officially representing the Indian tribe.

[55 FR 37630, Sept. 12, 1990; 55 FR 41639, Oct. 10, 1990]

§ 79.5 Management and preservation of collections.

The Federal Agency Official is responsible for the long-term management and preservation of preexisting and new collections subject to this part. Such collections shall be placed in a repository with adequate long-term curatorial capabilities, as set forth in § 79.9 of this part, appropriate to the nature and content of the collections.

(a) *Preexisting collections.* The Federal Agency Official is responsible for ensuring that preexisting collections, meaning those collections that are placed in repositories prior to the effective date of this rule, are being properly managed and preserved. The Federal Agency Official shall identify such repositories, and review and evaluate the curatorial services that are being provided to preexisting collections. When the Federal Agency Official determines that such a repository does not have the capability to provide adequate long-term curatorial services, as set forth in § 79.9 of this part, the Federal Agency Official may either:

(i) Enter into or amend an existing contract, memorandum, agreement or other appropriate written instrument

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for curatorial services for the purpose of:

(i) Identifying specific actions that shall be taken by the repository, the Federal agency or other appropriate party to eliminate the inadequacies;

(ii) Specifying a reasonable period of time and a schedule within which the actions shall be completed; and

(iii) Specifying any necessary funds or services that shall be provided by the repository, the Federal agency or other appropriate party to complete the actions; or

(2) Remove the collections from the repository and deposit them in another repository that can provide such services in accordance with the regulations in this part. Prior to moving any collection that is from Indian lands, the Federal Agency Official must obtain the written consent of the Indian landowner and the Indian tribe having jurisdiction over the lands.

(b) *New collections.* The Federal Agency Official shall deposit a collection in a repository upon determining that:

(1) The repository has the capability to provide adequate long-term curatorial services, as set forth in § 79.9 of this part;

(2) The repository's facilities, written curatorial policies and operating procedures are consistent with the regulations in this part;

(3) The repository has certified, in writing, that the collection shall be cared for, maintained and made accessible in accordance with the regulations in this part and any terms and conditions that are specified by the Federal Agency Official;

(4) When the collection is from Indian lands, written consent to the disposition has been obtained from the Indian landowner and the Indian tribe having jurisdiction over the lands; and

(5) The initial processing of the material remains (including appropriate cleaning, sorting, labeling, cataloging, stabilizing and packaging) has been completed, and associated records have been prepared and organized in accordance with the repository's processing and documentation procedures.

(c) *Retention of records by Federal agencies.* The Federal Agency Official shall maintain administrative records

on the disposition of each collection including, but not limited to:

(1) The name and location of the repository where the collection is deposited;

(2) A copy of the contract, memorandum, agreement or other appropriate written instrument, and any subsequent amendments, between the Federal agency, the repository and any other party for curatorial services;

(3) A catalog list of the contents of the collection that is deposited in the repository;

(4) A list of any other Federal personal property that is furnished to the repository as a part of the contract, memorandum, agreement or other appropriate written instrument for curatorial services;

(5) Copies of reports documenting inspections, inventories and investigations of loss, damage or destruction that are conducted pursuant to § 79.11 of this part; and

(6) Any subsequent permanent transfer of the collection (or a part thereof) to another repository.

§ 79.6 Methods to secure curatorial services.

(a) Federal agencies may secure curatorial services using a variety of methods, subject to Federal procurement and property management statutes, regulations, and any agency-specific statutes and regulations on the management of museum collections. Methods that may be used by Federal agencies to secure curatorial services include, but are not limited to:

(1) Placing the collection in a repository that is owned, leased or otherwise operated by the Federal agency;

(2) Entering into a contract or purchase order with a repository for curatorial services;

(3) Entering into a cooperative agreement, a memorandum of understanding, a memorandum of agreement or other agreement, as appropriate, with a State, local or Indian tribal repository, a university, museum or other scientific or educational institution that operates or manages a repository, for curatorial services;

(4) Entering into an interagency agreement with another Federal agency for curatorial services;

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(5) Transferring the collection to another Federal agency for preservation; and

(6) For archeological activities permitted on public or Indian lands under the Archaeological Resources Protection Act (16 U.S.C. 470 *aa-mm*), the Antiquities Act (16 U.S.C. 431-433) or other authority, requiring the archeological permittee to provide for curatorial services as a condition to the issuance of the archeological permit.

(b) *Guidelines for selecting a repository.*

(1) When possible, the collection should be deposited in a repository that:

(i) Is in the State of origin;

(ii) Stores and maintains other collections from the same site or project location; or

(iii) Houses collections from a similar geographic region or cultural area.

(2) The collection should not be subdivided and stored at more than a single repository unless such subdivision is necessary to meet special storage, conservation or research needs.

(3) Except when non-federally-owned material remains are retained and disposed of by the owner, material remains and associated records should be deposited in the same repository to maintain the integrity and research value of the collection.

(c) *Sources for technical assistance.* The Federal Agency Official should consult with persons having expertise in the management and preservation of collections prior to preparing a scope of work or a request for proposals for curatorial services. This will help ensure that the resulting contract, memorandum, agreement or other written instrument meets the needs of the collection, including any special needs in regard to any religious remains. It also will aid the Federal Agency Official in evaluating the qualifications and appropriateness of a repository, and in determining whether the repository has the capability to provide adequate long-term curatorial services for a collection. Persons, agencies, institutions and organizations that may be able to provide technical assistance include, but are not limited to the:

(1) Federal agency's Historic Preservation Officer;

(2) State Historic Preservation Officer;

(3) Tribal Historic Preservation Officer;

(4) State Archeologist;

(5) Curators, collections managers, conservators, archivists, archeologists, historians and anthropologists in Federal and State Government agencies and Indian tribal museum;

(6) Indian tribal elders and religious leaders;

(7) Smithsonian Institution;

(8) American Association of Museums; and

(9) National Park Service.

[55 FR 37630, Sept. 12, 1990; 55 FR 41639, Oct. 10, 1990]

§ 79.7 Methods to fund curatorial services.

A variety of methods are used by Federal agencies to ensure that sufficient funds are available for adequate, long-term care and maintenance of collections. Those methods include, but are not limited to, the following:

(a) Federal agencies may fund a variety of curatorial activities using monies appropriated annually by the U.S. Congress, subject to any specific statutory authorities or limitations applicable to a particular agency. As appropriate, curatorial activities that may be funded by Federal agencies include, but are not limited to:

(1) Purchasing, constructing, leasing, renovating, upgrading, expanding, operating, and maintaining a repository that has the capability to provide adequate long-term curatorial services as set forth in § 79.9 of this part;

(2) Entering into and maintaining on a cost-reimbursable or cost-sharing basis a contract, memorandum, agreement, or other appropriate written instrument with a repository that has the capability to provide adequate long-term curatorial services as set forth in § 79.9 of this part;

(3) As authorized under section 110(g) of the National Historic Preservation Act (16 U.S.C. 470h-2), reimbursing a grantee for curatorial costs paid by the grantee as a part of the grant project;

(4) As authorized under section 110(g) of the National Historic Preservation Act (16 U.S.C. 470h-2), reimbursing a State agency for curatorial costs paid by the State agency to carry out the

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historic preservation responsibilities of the Federal agency;

(5) Conducting inspections and inventories in accordance with § 79.11 of this part; and

(6) When a repository that is housing and maintaining a collection can no longer provide adequate long-term curatorial services, as set forth in § 79.9 of this part, either:

(i) Providing such funds or services as may be agreed upon pursuant to § 79.5(a)(1) of this part to assist the repository in eliminating the deficiencies; or

(ii) Removing the collection from the repository and depositing it in another repository that can provide curatorial services in accordance with the regulations in this part.

(b) As authorized under section 110(g) of the National Historic Preservation Act (16 U.S.C. 470h-2) and section 208(2) of the National Historic Preservation Act Amendments (16 U.S.C. 469c-2), for federally licensed or permitted projects or programs, Federal agencies may charge licensees and permittees reasonable costs for curatorial activities associated with identification, surveys, evaluation and data recovery as a condition to the issuance of a Federal license or permit.

(c) Federal agencies may deposit collections in a repository that agrees to provide curatorial services at no cost to the U.S. Government. This generally occurs when a collection is excavated or removed from public or Indian lands under a research permit issued pursuant to the Antiquities Act (16 U.S.C. 431-433) or the Archaeological Resources Protection Act (16 U.S.C. 470aaa-mm). A repository also may agree to provide curatorial services as a public service or as a means of ensuring direct access to a collection for long-term study and use. Federal agencies should ensure that a repository that agrees to provide curatorial services at no cost to the U.S. Government has sufficient financial resources to support its operations and any needed improvements.

(d) Funds provided to a repository for curatorial services should include costs for initially processing, cataloging and accessioning the collection as well as costs for storing, inspecting, inventorying, maintaining, and con-

serving the collection on a long-term basis.

(1) Funds to initially process, catalog and accession a collection to be generated during identification and evaluation surveys should be included in project planning budgets.

(2) Funds to initially process, catalog and accession a collection to be generated during data recovery operations should be included in project mitigation budgets.

(3) Funds to store, inspect, inventory, maintain and conserve a collection on a long-term basis should be included in annual operating budgets.

(e) When the Federal Agency Official determines that data recovery costs may exceed the one percent limitation contained in the Archeological and Historic Preservation Act (16 U.S.C. 469c), as authorized under section 208(3) of the National Historic Preservation Act Amendments (16 U.S.C. 469c-2), the limitation may be waived, in appropriate cases, after the Federal Agency Official has:

(1) Obtained the concurrence of the Secretary of the U.S. Department of the Interior by sending a written request to the Departmental Consulting Archeologist, National Park Service, P.O. Box 37127, Washington, DC 20013-7127; and

(2) Notified the Committee on Energy and Natural Resources of the U.S. Senate and the Committee on Interior and Insular Affairs of the U.S. House of Representatives.

[55 FR 37630, Sept. 12, 1990; 55 FR 41639, Oct. 10, 1990]

§ 79.8 Terms and conditions to include in contracts, memoranda and agreements for curatorial services.

The Federal Agency Official shall ensure that any contract, memorandum, agreement or other appropriate written instrument for curatorial services that is entered into by or on behalf of that Official, a Repository Official and any other appropriate party contains the following:

(a) A statement that identifies the collection or group of collections to be covered and any other U.S. Government-owned personal property to be furnished to the repository;

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(b) A statement that identifies who owns and has jurisdiction over the collection;

(c) A statement of work to be performed by the repository;

(d) A statement of the responsibilities of the Federal agency and any other appropriate party;

(e) When the collection is from Indian lands:

(1) A statement that the Indian landowner and the Indian tribe having jurisdiction over the lands consent to the disposition; and

(2) Such terms and conditions as may be requested by the Indian landowner and the Indian tribe having jurisdiction over the lands;

(f) When the collection is from a site on public lands that the Federal Agency Official has determined is of religious or cultural importance to any Indian tribe having aboriginal or historic ties to such lands, such terms and conditions as may have been developed pursuant to §-.7 of uniform regulations 43 CFR part 7, 36 CFR part 296, 18 CFR part 1312, and 32 CFR part 229;

(g) The term of the contract, memorandum or agreement; and procedures for modification, suspension, extension, and termination;

(h) A statement of costs associated with the contract, memorandum or agreement; the funds or services to be provided by the repository, the Federal agency and any other appropriate party; and the schedule for any payments;

(i) Any special procedures and restrictions for handling, storing, inspecting, inventorying, cleaning, conserving, and exhibiting the collection;

(j) Instructions and any terms and conditions for making the collection available for scientific, educational and religious uses, including procedures and criteria to be used by the Repository Official to review, approve or deny, and document actions taken in response to requests for study, laboratory analysis, loan, exhibition, use in religious rituals or spiritual activities, and other uses. When the Repository Official to approve consumptive uses, this should be specified; otherwise, the Federal Agency Official should review and approve consumptive uses. When the repository's existing operating pro-

cedures and criteria for evaluating requests to use collections are consistent with the regulations in this part, they may be used, after making any necessary modifications, in lieu of developing new ones;

(k) Instructions for restricting access to information relating to the nature, location and character of the prehistoric or historic resource from which the material remains are excavated or removed;

(l) A statement that copies of any publications resulting from study of the collection are to be provided to the Federal Agency Official and, when the collection is from Indian lands, to the Tribal Official and the Tribal Historic Preservation Officer, if any, of the Indian tribe that owns or has jurisdiction over such lands;

(m) A statement that specifies the frequency and methods for conducting and documenting the inspections and inventories stipulated in §79.11 of this part;

(n) A statement that the Repository Official shall redirect any request for transfer or repatriation of a federally-owned collection (or any part thereof) to the Federal Agency Official, and redirect any request for transfer or repatriation of a federally administered collection (or any part thereof) to the Federal Agency Official and the owner;

(o) A statement that the Repository Official shall not transfer, repatriate or discard a federally-owned collection (or any part thereof) without the written permission of the Federal Agency Official, and not transfer, repatriate or discard a federally administered collection (or any part thereof) without the written permission of the Federal Agency Official and the owner;

(p) A statement that the Repository Official shall not sell the collection; and

(q) A statement that the repository shall provide curatorial services in accordance with the regulations in this part.

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§ 79.9 Standards to determine when a repository possesses the capability to provide adequate long-term curatorial services.

The Federal Agency Official shall determine that a repository has the capability to provide adequate long-term curatorial services when the repository is able to:

(a) Accession, label, catalog, store, maintain, inventory and conserve the particular collection on a long-term basis using professional museum and archival practices; and

(b) Comply with the following, as appropriate to the nature and consent of the collection;

(1) Maintain complete and accurate records of the collection, including:

(i) Records on acquisitions;

(ii) Catalog and artifact inventory lists;

(iii) Descriptive information, including field notes, site forms and reports;

(iv) Photographs, negatives and slides;

(v) Locational information, including maps;

(vi) Information on the condition of the collection, including any completed conservation treatments;

(vii) Approved loans and other uses;

(viii) Inventory and inspection records, including any environmental monitoring records;

(ix) Records on lost, deteriorated, damaged or destroyed Government property; and

(x) Records on any deaccessions and subsequent transfers, repatriations or discards, as approved by the Federal Agency Official;

(2) Dedicate the requisite facilities, equipment and space in the physical plant to properly store, study and conserve the collection. Space used for storage, study, conservation and, if exhibited, any exhibition must not be used for non-curatorial purposes that would endanger or damage the collection;

(3) Keep the collection under physically secure conditions within storage, laboratory, study and any exhibition areas by:

(i) Having the physical plant meet local electrical, fire, building, health and safety codes;

(ii) Having an appropriate and operational fire detection and suppression system;

(iii) Having an appropriate and operational intrusion detection and deterrent system;

(iv) Having an adequate emergency management plan that establishes procedures for responding to fires, floods, natural disasters, civil unrest, acts of violence, structural failures and failures of mechanical systems within the physical plant;

(v) Providing fragile or valuable items in a collection with additional security such as locking the items in a safe, vault or museum specimen cabinet, as appropriate;

(vi) Limiting and controlling access to keys, the collection and the physical plant; and

(vii) Inspecting the physical plant in accordance with § 79.11 of this part for possible security weaknesses and environmental control problems, and taking necessary actions to maintain the integrity of the collection;

(4) Require staff and any consultants who are responsible for managing and preserving the collection to be qualified museum professionals;

(5) Handle, store, clean, conserve and, if exhibited, exhibit the collection in a manner that:

(i) Is appropriate to the nature of the material remains and associated records;

(ii) Protects them from breakage and possible deterioration from adverse temperature and relative humidity, visible light, ultraviolet radiation, dust, soot, gases, mold, fungus, insects, rodents and general neglect; and

(iii) Preserves data that may be studied in future laboratory analyses. When material remains in a collection are to be treated with chemical solutions or preservatives that will permanently alter the remains, when possible, retain untreated representative samples of each affected artifact type, environmental specimen or other category of material remains to be treated. Untreated samples should not be stabilized or conserved beyond dry brushing;

(6) Store site forms, field notes, artifacts inventory lists, computer disks and tapes, catalog forms and a copy of

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the final report in a manner that will protect them from theft and fire such as:

(i) Storing the records in an appropriate insulated, fire resistant, locking cabinet, safe, vault or other container, or in a location with a fire suppression system;

(ii) Storing a duplicate set of records in a separate location; or

(iii) Ensuring that records are maintained and accessible through another party. For example, copies of final reports and site forms frequently are maintained by the State Historic Preservation Officer, the State Archeologist or the State museum or university. The Tribal Historic Preservation Officer and Indian tribal museum ordinarily maintain records on collections recovered from sites located on Indian lands. The National Technical Information Service and the Defense Technical Information Service maintain copies of final reports that have been deposited by Federal agencies. The National Archeological Database maintains summary information on archeological reports and projects, including information on the location of those reports.

(7) Inspect the collection in accordance with § 79.11 of this part for possible deterioration and damage, and perform only those actions as are absolutely necessary to stabilize the collection and rid it of any agents of deterioration;

(8) Conduct inventories in accordance with § 79.11 of this part to verify the location of the material remains, associated records and any other Federal personal property that is furnished to the repository; and

(9) Provide access to the collection in accordance with § 79.10 of this part.

[55 FR 37630, Sept. 12, 1990; 55 FR 41639, Oct. 10, 1990]

§ 79.10 Use of collections.

(a) The Federal Agency Official shall ensure that the Repository Official makes the collection available for scientific, educational and religious uses, subject to such terms and conditions as are necessary to protect and preserve the condition, research potential, religious or sacred importance, and uniqueness of the collection.

(b) *Scientific and educational uses.* A collection shall be made available to qualified professionals for study, loan and use for such purposes as in-house and traveling exhibits, teaching, public interpretation, scientific analysis and scholarly research. Qualified professionals would include, but not be limited to, curators, conservators, collection managers, exhibitors, researchers, scholars, archeological contractors and educators. Students may use a collection when under the direction of a qualified professional. Any resulting exhibits and publications shall acknowledge the repository as the curatorial facility and the Federal agency as the owner or administrator, as appropriate. When the collection is from Indian lands and the Indian landowner and the Indian tribe having jurisdiction over the lands wish to be identified, those individuals and the Indian tribe shall also be acknowledged. Copies of any resulting publications shall be provided to the Repository Official and the Federal Agency Official. When Indian lands are involved, copies of such publications shall also be provided to the Tribal Official and the Tribal Historic Preservation Officer, if any, of the Indian tribe that owns or has jurisdiction over such lands.

(c) *Religious uses.* Religious remains in a collection shall be made available to persons for use in religious rituals or spiritual activities. Religious remains generally are of interest to medicine men and women, and other religious practitioners and persons from Indian tribes, Alaskan Native corporations, Native Hawaiians, and other indigenous and immigrant ethnic, social and religious groups that have aboriginal or historic ties to the lands from which the remains are recovered, and have traditionally used the remains or class of remains in religious rituals or spiritual activities.

(d) *Terms and conditions.* (1) In accordance with section 9 of the Archeological Resources Protection Act (16 U.S.C. 470hh) and section 304 of the National Historic Preservation Act (16 U.S.C. 470 w-3), the Federal Agency Official shall restrict access to associated records that contain information relating to the nature, location or character

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of a prehistoric or historic resource unless the Federal Agency Official determines that such disclosure would not create a risk of harm, theft or destruction to the resource or to the area or place where the resource is located.

(2) Section -.18(a)(2) of uniform regulations 43 CFR part 7, 36 CFR part 296, 18 CFR part 1312, and 32 CFR part 229 sets forth procedures whereby information relating to the nature, location or character of a prehistoric or historic resource may be made available to the Governor of any State. The Federal Agency Official may make information available to other persons who, following the procedures in §-.18(a)(2) of the referenced uniform regulations, demonstrate that the disclosure will not create a risk of harm, theft or destruction to the resource or to the area or place where the resource is located. Other persons generally would include, but not be limited to, archeological contractors, researchers, scholars, tribal representatives, Federal, State and local agency personnel, and other persons who are studying the resource or class or resources.

(3) When a collection is from Indian lands, the Federal Agency Official shall place such terms and conditions as may be requested by the Indian landowner and the Indian tribe having jurisdiction over the lands on:

(i) Scientific, educational or religious uses of material remains; and

(ii) Access to associated records that contain information relating to the nature, location or character of the resource.

(4) When a collection is from a site on public lands that the Federal Agency Official has determined is of religious or cultural importance to any Indian tribe having aboriginal or historic ties to such lands, the Federal Agency Official shall place such terms and conditions as may have been developed pursuant to §-.7 of uniform regulations 43 CFR part 7, 36 CFR part 296, 18 CFR part 1312, and 32 CFR part 229 on:

(i) Scientific, educational or religious uses of material remains; and

(ii) Access to associated records that contain information relating to the nature, location or character of the resource.

(5) The Federal Agency Official shall not allow uses that would alter, damage or destroy an object in a collection unless the Federal Agency Official determines that such use is necessary for scientific studies or public interpretation, and the potential gain in scientific or interpretive information outweighs the potential loss of the object. When possible, such use should be limited to unprovenienced, nonunique, nonfragile objects, or to a sample of objects drawn from a larger collection of similar objects.

(e) No collection (or a part thereof) shall be loaned to any person without a written agreement between the Repository Official and the borrower that specifies the terms and conditions of the loan. Appendix C to the regulations in this part contains an example of a short-term loan agreement for a federally-owned collection. At a minimum, a loan agreement shall specify:

(1) The collection or object being loaned;

(2) The purpose of the loan;

(3) The length of the loan;

(4) Any restrictions on scientific, educational or religious uses, including whether any object may be altered, damaged or destroyed;

(5) Except as provided in paragraph (e)(4) of this section, that the borrower shall handle the collection or object being borrowed during the term of the loan in accordance with this part so as not to damage or reduce its scientific, educational, religious or cultural value; and

(6) Any requirements for insuring the collection or object being borrowed for any loss, damage or destruction during transit and while in the borrower's possession.

(f) The Federal Agency Official shall ensure that the Repository Official maintains administrative records that document approved scientific, educational and religious uses of the collection.

(g) The Repository Official may charge persons who study, borrow or use a collection (or a part thereof) reasonable fees to cover costs for handling, packing, shipping and insuring material remains, for photocopying associated records, and for other related incidental costs.

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§ 79.11 Conduct of inspections and inventories.

(a) The inspections and inventories specified in this section shall be conducted periodically in accordance with the Federal Property and Administrative Services Act (40 U.S.C. 484), its implementing regulation (41 CFR part 101), any agency-specific regulations on the management of Federal property, and any agency-specific statutes and regulations on the management of museum collections.

(b) Consistent with paragraph (a) of this section, the Federal Agency Official shall ensure that the Repository Official:

(1) Provides the Federal Agency Official and, when the collection is from Indian lands, the Indian landowner and the Tribal Official of the Indian tribe that has jurisdiction over the lands with a copy of the catalog list of the contents of the collection received and accessioned by the repository;

(2) Provides the Federal Agency Official with a list of any other U.S. Government-owned personal property received by the repository;

(3) Periodically inspects the physical plant for the purpose of monitoring the physical security and environmental control measures;

(4) Periodically inspects the collection for the purposes of assessing the condition of the material remains and associated records, and of monitoring those remains and records for possible deterioration and damage;

(5) Periodically inventories the collection by accession, lot or catalog record for the purpose of verifying the location of the material remains and associated records;

(6) Periodically inventories any other U.S. Government-owned personal property in the possession of the repository;

(7) Has qualified museum professionals conduct the inspections and inventories;

(8) Following each inspection and inventory, prepares and provides the Federal Agency Official with a written report of the results of the inspection and inventory, including the status of the collection, treatments completed and recommendations for additional treatments. When the collection is

from Indian lands, the Indian landowner and the Tribal Official of the Indian tribe that has jurisdiction over the lands shall also be provided with a copy of the report;

(9) Within five (5) days of the discovery of any loss or theft of, deterioration and damage to, or destruction of the collection (or a part thereof) or any other U.S. Government-owned personal property, prepares and provides the Federal Agency Official with a written notification of the circumstances surrounding the loss, theft, deterioration, damage or destruction. When the collection is from Indian lands, the Indian landowner and the Tribal Official of the Indian tribe that has jurisdiction over the lands shall also be provided with a copy of the notification; and

(10) Makes the repository, the collection and any other U.S. Government-owned personal property available for periodic inspection by the:

(i) Federal Agency Official;

(ii) When the collection is from Indian lands, the Indian landowner and the Tribal Official of the Indian tribe that has jurisdiction over the lands; and

(iii) When the collection contains religious remains, the Indian tribal elders, religious leaders, and other officials representing the Indian tribe or other group for which the remains have religious or sacred importance.

(c) Consistent with paragraph (a) of this section, the Federal Agency Official shall have qualified Federal agency professionals:

(1) Investigate reports of a lost, stolen, deteriorated, damaged or destroyed collection (or a part thereof) or any other U.S. Government-owned personal property; and

(2) Periodically inspect the repository, the collection and any other U.S. Government-owned personal property for the purposes of:

(i) Determining whether the repository is in compliance with the minimum standards set forth in § 79.9 of this part; and

(ii) Evaluating the performance of the repository in providing curatorial services under any contract, memorandum, agreement or other appropriate written instrument.

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(d) The frequency and methods for conducting and documenting inspections and inventories stipulated in this section shall be mutually agreed upon, in writing, by the Federal Agency Official and the Repository Official, and be appropriate to the nature and content of the collection:

(1) Collections from Indian lands shall be inspected and inventoried in accordance with such terms and conditions as may be requested by the Indian landowner and the Indian tribe having jurisdiction over the lands.

(2) Religious remains in collections from public lands shall be inspected and inventoried in accordance with such terms and conditions as may have been developed pursuant to §-.7 of uniform regulations 43 CFR part 7, 36 CFR part 296, 18 CFR part 1312, and 32 CFR part 229.

(3) Material remains and records of a fragile or perishable nature should be inspected for deterioration and damage on a more frequent basis than lithic or more stable remains or records.

(4) Because frequent handling will accelerate the breakdown of fragile materials, material remains and records should be viewed but handled as little as possible during inspections and inventories.

(5) Material remains and records of a valuable nature should be inventoried on a more frequent basis than other less valuable remains or records.

(6) Persons such as those listed in §79.6(c) of this part who have expertise in the management and preservation of similar collections should be able to provide advice to the Federal Agency Official concerning the appropriate frequency and methods for conducting inspections and inventories of a particular collection.

(e) Consistent with the Single Audit Act (31 U.S.C. 75), when two or more Federal agencies deposit collections in the same repository, the Federal Agency Officials should enter into an inter-agency agreement for the purposes of:

(1) Requesting the Repository Official to coordinate the inspections and inventories, stipulated in paragraph (b) of this section, for each of the collections;

(2) Designating one or more qualified Federal agency professionals to:

(i) Conduct inspections, stipulated in paragraph (c)(2) of this section, on behalf of the other agencies; and

(ii) Following each inspection, prepare and distribute to each Federal Agency Official a written report of findings, including an evaluation of performance and recommendations to correct any deficiencies and resolve any problems that were identified. When the collection is from Indian lands, the Indian landowner and the Tribal Official of the Indian tribe that has jurisdiction over the lands shall also be provided with a copy of the report; and

(3) Ensuring consistency in the conduct of inspections and inventories conducted pursuant to this section.

[55 FR 37630, Sept. 12, 1990; 55 FR 41639, Oct. 10, 1990]

APPENDIX A TO PART 79—EXAMPLE OF A DEED OF GIFT

DEED OF GIFT TO THE

(Name of the Federal agency)

Whereas, the (name of the Federal agency), hereinafter called the Recipient, is dedicated to the preservation and protection of artifacts, specimens and associated records that are generated in connection with its projects and programs;

Whereas, certain artifacts and specimens, listed in Attachment A to this Deed of Gift, were recovered from the (name of the prehistoric or historic resource) site in connection with the Recipient's (name of the Recipient's project) project;

Whereas, the (name of the prehistoric or historic resource) site is located on lands to which title is held by (name of the donor), hereinafter called the Donor, and that the Donor holds free and clear title to the artifacts and specimens; and

Whereas, the Donor is desirous of donating the artifacts and specimens to the Recipient to ensure their continued preservation and protection;

Now therefore, the Donor does hereby unconditionally donate to the Recipient, for unrestricted use, the artifacts and specimens listed in Attachment A to this Deed of Gift, and

The Recipient hereby gratefully acknowledges the receipt of the artifacts and specimens.

Signed: (signature of the Donor)

Date: (date)

Signed: (signature of the Federal Agency Official)

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Date: (date)

Attachment A: Inventory of Artifacts and Specimens.

[55 FR 37630, Sept. 12, 1990; 55 FR 41639, Oct. 10, 1990]

APPENDIX B TO PART 79—EXAMPLE OF A
MEMORANDUM OF UNDERSTANDING
FOR CURATORIAL SERVICES FOR A
FEDERALLY-OWNED COLLECTION

MEMORANDUM OF UNDERSTANDING FOR
CURATORIAL SERVICES BETWEEN THE
(Name of the Federal agency)
AND THE
(Name of the Repository)

This Memorandum of Understanding is entered into this (day) day of (month and year), between the United States of America, acting by and through the (name of the Federal agency), hereinafter called the Depositor, and the (name of the Repository), hereinafter called the Repository, in the State of (name of the State).

The Parties do witnesseth that,

Whereas, the Depositor has the responsibility under Federal law to preserve for future use certain collections of archeological artifacts, specimens and associated records, herein called the Collection, listed in Attachment A which is attached hereto and made a part hereof, and is desirous of obtaining curatorial services; and

Whereas, the Repository is desirous of obtaining, housing and maintaining the Collection, and recognizes the benefits which will accrue to it, the public and scientific interests by housing and maintaining the Collection for study and other educational purposes; and

Whereas, the Parties hereto recognize the Federal Government's continued ownership and control over the Collection and any other U.S. Government-owned personal property, listed in Attachment B which is attached hereto and made a part hereof, provided to the Repository, and the Federal Government's responsibility to ensure that the Collection is suitably managed and preserved for the public good; and

Whereas, the Parties hereto recognize the mutual benefits to be derived by having the Collection suitably housed and maintained by the Repository;

Now therefore, the Parties do mutually agree as follows:

1. The Repository shall:

a. Provide for the professional care and management of the Collection from the (names of the prehistoric and historic resources) sites, assigned (list site numbers) site numbers. The collections were recovered in connection with the (name of the Federal or federally-authorized project) project, located in (name of the nearest city or town),

(name of the county) county, in the State of (name of the State).

b. Perform all work necessary to protect the Collection in accordance with the regulation 36 CFR part 79 for the curation of federally-owned and administered archeological collections and the terms and conditions stipulated in Attachment C to this Memorandum.

c. Assign as the Curator, the Collections Manager and the Conservator having responsibility for the work under this Memorandum, persons who are qualified museum professionals and whose expertise is appropriate to the nature and content of the Collection.

d. Begin all work on or about (month, date and year) and continue for a period of (number of years) years or until sooner terminated or revoked in accordance with the terms set forth herein.

e. Provide and maintain a repository facility having requisite equipment, space and adequate safeguards for the physical security and controlled environment for the Collection and any other U.S. Government-owned personal property in the possession of the Repository.

f. Not in any way adversely alter or deface any of the Collection except as may be absolutely necessary in the course of stabilization, conservation, scientific study, analysis and research. Any activity that will involve the intentional destruction of any of the Collection must be approved in advance and in writing by the Depositor.

g. Annually inspect the facilities, the Collection and any other U.S. Government-owned personal property. Every (number of years) years inventory the Collection and any other U.S. Government-owned personal property. Perform only those conservation treatments as are absolutely necessary to ensure the physical stability and integrity of the Collection, and report the results of inventories, inspections and treatments to the Depositor.

h. Within five (5) days of discovery, report all instances of and circumstances surrounding loss of, deterioration and damage to, or destruction of the Collection and any other U.S. Government-owned personal property to the Depositor, and those actions taken to stabilize the Collection and to correct any deficiencies in the physical plant or operating procedures that may have contributed to the loss, deterioration, damage or destruction. Any actions that will involve the repair and restoration of any of the Collection and any other U.S. Government-owned personal property must be approved in advance and in writing by the Depositor.

i. Review and approve or deny requests for access to or short-term loan of the Collection (or a part thereof) for scientific, educational or religious uses in accordance with the regulation 36 CFR part 79 for the

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curation of federally-owned and administered archeological collections and the terms and conditions stipulated in Attachment C of this Memorandum. In addition, refer requests for consumptive uses of the Collection (or a part thereof) to the Depositor for approval or denial.

j. Not mortgage, pledge, assign, repatriate, transfer, exchange, give, sublet, discard or part with possession of any of the Collection or any other U.S. Government-owned personal property in any manner to any third party either directly or indirectly without the prior written permission of the Depositor, and redirect any such request to the Depositor for response. In addition, not take any action whereby any of the Collection or any other U.S. Government-owned personal property shall or may be encumbered, seized, taken in execution, sold, attached, lost, stolen, destroyed or damaged.

2. The Depositor shall:

a. On or about (month, date and year), deliver or cause to be delivered to the Repository the Collection, as described in Attachment A, and any other U.S. Government-owned personal property, as described in Attachment B.

b. Assign as the Depositor's Representative having full authority with regard to this Memorandum, a person who meets pertinent professional qualifications.

c. Every (number of years) years, jointly with the Repository's designated representative, have the Depositor's Representative inspect and inventory the Collection and any other U.S. Government-owned personal property, and inspect the repository facility.

d. Review and approve or deny requests for consumptively using the Collection (or a part thereof).

3. Removal of all or any portion of the Collection from the premises of the Repository for scientific, educational or religious purposes may be allowed only in accordance with the regulation 36 CFR part 79 for the curation of federally-owned and administered archeological collections; the terms and conditions stipulated in Attachment C to this Memorandum; any conditions for handling, packaging and transporting the Collection; and other conditions that may be specified by the Repository to prevent breakage, deterioration and contamination.

4. The Collection or portions thereof may be exhibited, photographed or otherwise reproduced and studied in accordance with the terms and conditions stipulated in Attachment C to this Memorandum. All exhibits, reproductions and studies shall credit the Depositor, and read as follows: "Courtesy of the (name of the Federal agency)." The Repository agrees to provide the Depositor with copies of any resulting publications.

5. The Repository shall maintain complete and accurate records of the Collection and any other U.S. Government-owned personal

property, including information on the study, use, loan and location of said Collection which has been removed from the premises of the Repository.

6. Upon execution by both parties, this Memorandum of Understanding shall be effective on this (day) day of (month and year), and shall remain in effect for (number of years) years, at which time it will be reviewed, revised, as necessary, and reaffirmed or terminated. This Memorandum may be revised or extended by mutual consent of both parties, or by issuance of a written amendment signed and dated by both parties. Either party may terminate this Memorandum by providing 90 days written notice. Upon termination, the Repository shall return such Collection and any other U.S. Government-owned personal property to the destination directed by the Depositor and in such manner to preclude breakage, loss, deterioration and contamination during handling, packaging and shipping, and in accordance with other conditions specified in writing by the Depositor. If the Repository terminates, or is in default of, this Memorandum, the Repository shall fund the packaging and transportation costs. If the Depositor terminates this Memorandum, the Depositor shall fund the packaging and transportation costs.

7. Title to the Collection being cared for and maintained under this Memorandum lies with the Federal Government.

In witness whereof, the Parties hereto have executed this Memorandum.

Signed: (signature of the Federal Agency Official)

Date: (date)

Signed: (signature of the Repository Official)

Date: (date)

Attachment A: Inventory of the Collection
Attachment B: Inventory of any other U.S. Government-owned Personal Property
Attachment C: Terms and Conditions Required by the Depositor

APPENDIX C TO PART 79—EXAMPLE OF A
SHORT-TERM LOAN AGREEMENT FOR
A FEDERALLY-OWNED COLLECTION

SHORT-TERM LOAN AGREEMENT

BETWEEN THE

(Name of the Repository)

AND THE

(Name of the Borrower)

The (name of the Repository), hereinafter called the Repository, agrees to loan to (name of the Borrower), hereinafter called the Borrower, certain artifacts, specimens and associated records, listed in Attachment A, which were collected from the (name of the prehistoric or historic resource) site which is assigned (list site number) site

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number. The collection was recovered in connection with the (name of the Federal or federally authorized project) project, located in (name of the nearest city or town), (name of the county) county in the State of (name of the State). The Collection is the property of the U.S. Government.

The artifacts, specimens and associated records are being loaned for the purpose of (cite the purpose of the loan), beginning on (month, day and year) and ending on (month, day and year).

During the term of the loan, the Borrower agrees to handle, package and ship or transport the Collection in a manner that protects it from breakage, loss, deterioration and contamination, in conformance with the regulation 36 CFR part 79 for the curation of federally-owned and administered archeological collections and the terms and conditions stipulated in Attachment B to this loan agreement.

The Borrower agrees to assume full responsibility for insuring the Collection or for providing funds for the repair or replacement of objects that are damaged or lost during transit and while in the Borrower's possession. Within five (5) days of discovery, the Borrower will notify the Repository of instances and circumstances surrounding any loss of, deterioration and damage to, or destruction of the Collection and will, at the direction of

the Repository, take steps to conserve damaged materials.

The Borrower agrees to acknowledge and credit the U.S. Government and the Repository in any exhibits or publications resulting from the loan. The credit line shall read as follows: "Courtesy of the (names of the Federal agency and the Repository)." The Borrower agrees to provide the Repository and the (name of the Federal agency) with copies of any resulting publications.

Upon termination of this agreement, the Borrower agrees to properly package and ship or transport the Collection to the Repository.

Either party may terminate this agreement, effective not less than (number of days) days after receipt by the other party of written notice, without further liability to either party.

Signed: (signature of the Repository Official)

Date: (date)

Signed: (signature of the Borrower)

Date: (date)

Attachment A: Inventory of the Objects being Loaned.

Attachment B: Terms and Conditions of the Loan.

PARTS 80-199 [RESERVED]

AGREEMENT FOR PROFESSIONAL SERVICES

THIS AGREEMENT, made and entered into on June 12, 2018 by and between the City of St. Helena, located in the County of Napa, State of California (City), and Pacific Legacy (Consultant).

RECITALS:

A. City desires to employ Consultant to furnish professional services in connection with the project described as Archaeological Collections Management from the St. Helena Flood Control Project.

B. Consultant has represented that Consultant has the necessary expertise, experience, and qualifications to perform the required duties.

NOW, THEREFORE, in consideration of the mutual premises, covenants, and conditions herein contained, the parties agree as follows:

SECTION 1 – BASIC SERVICES

Consultant agrees to perform the services set forth in **Exhibit A, “Scope of Services”** and made part of this Agreement.

SECTION 2 – ADDITIONAL SERVICES

Consultant shall not be compensated for any services rendered in connection with its performance of this Agreement that are in addition to or outside of those set forth in this Agreement or **Exhibit A, “Scope of Services”**, unless such additional services and compensation are authorized in advance and in writing by the City Council or City Manager of the City.

SECTION 3 – TIME FOR COMPLETION

The time for completion of services shall be as identified in **Exhibit A, “Scope of Services”**.

SECTION 4 – COMPENSATION AND METHOD OF PAYMENT

A. Subject to any limitations set forth in this Agreement, City agrees to pay consultant the amount specified in Exhibit B, “Compensation” attached hereto and made a part hereof. Total compensation shall not exceed \$86,800.10, unless additional compensation is approved in accordance with Section 2.

B. Consultant shall furnish to City an original invoice for all work performed and expenses incurred during the preceding month. The invoice shall detail charges by the following categories if applicable: labor (by sub-category), travel, materials, equipment, supplies, subconsultant contracts, and miscellaneous expenses. City shall independently review each invoice submitted to determine whether the work performed and expenses incurred are in

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compliance with the provisions of this Agreement. If no charges or expenses are disputed, the invoice shall be approved, and City will use its best efforts to cause Consultant to be paid within 30 days of receipt of invoice. If the City disputes any charges or expenses, the City will return the original invoice to Consultant for correction and resubmission. If the City reasonably determines, in its sole judgment, that the invoiced charges and expenses exceed the value of the services performed to date and that it is probable that the Agreement will not be completed satisfactorily within the contract price, City may retain all or a portion of the invoiced charges and expenses. Within thirty (30) days of satisfactory completion of the project, City shall pay the retained amount, if any, to Consultant.

C. Payment to the Consultant for work performed pursuant to this Agreement shall not be deemed to waive any defects in work performed by Consultant.

SECTION 5 – STANDARD OF PERFORMANCE

Consultant represents and warrants that it has the qualifications, experience and facilities necessary to properly perform the services required under this Agreement in a thorough, competent and professional manner. Consultant shall at all times faithfully, competently and to the best of its ability, experience and talent, perform all services described herein. In meeting its obligations under this Agreement, Consultant shall employ, at a minimum, generally accepted standards and practices utilized by persons engaged in providing services similar to those required of Consultant under this Agreement.

SECTION 6 – INSPECTION AND FINAL ACCEPTANCE

City may inspect and accept or reject any of Consultant's work under this Agreement, either during performance or when completed. City shall reject or finally accept Consultant's work within sixty (60) days after submitted to City, unless the parties mutually agree to extend such deadline. City shall reject work by a timely written explanation, otherwise Consultant's work shall be deemed to have been accepted. City's acceptance shall be conclusive as to such work except with respect to latent defects and fraud. Acceptance of any of Consultant's work by City shall not constitute a waiver of any of the provisions of this Agreement including, but not limited to, the sections pertaining to indemnification and insurance.

SECTION 7 – INSURANCE REQUIRED

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

- D. Minimum Scope of Insurance. Coverage shall be at least as broad as:
1. Insurance Services Office Commercial General Liability coverage (occurrence form CG 0001).
 2. Insurance Services Office form number CA 0001 (Ed. 1/87) covering Automobile Liability, code 1 (any auto).
 3. Workers' Compensation insurance as required by the State of California and Employer's Liability Insurance.

E. Minimum Limits of Insurance. Consultant shall maintain limits no less than:

1. General Liability: \$2,000,000 per occurrence for bodily injury, personal injury and property damage including operations, products and completed operations, as applicable. If Commercial General Liability Insurance or other form with a General Liability Insurance or other form with a general aggregate limit is used, either the general aggregate limit shall apply separately to this project/location or the general aggregate limit shall be twice the required occurrence limit.
2. Automobile Liability: \$1,000,000 per accident for bodily injury and property damage.
3. Employer's Liability: \$1,000,000 per accident for bodily injury or disease.

F. Professional Liability Insurance. When Consultant under this Agreement is duly licensed under California Business and Professions Code as an architect, landscape architect, environmental engineer or other professional engineer, or land surveyor ("design professional"), Consultant shall maintain at least \$2,000,000 of professional liability insurance.

G. Excess Limits. If Consultant maintains higher limits than the minimums shown above, City requires and shall be entitled to coverage for the higher limits maintained by Consultant. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to the City.

H. Primary Coverage. For any claims related to this contract the Consultants insurance coverage shall be primary insurance as respects to City, its officers, officials, employees and volunteers. Any insurance or self-insurance maintained by the City, its officers, officials, employees, or volunteers shall be excess of Consultants insurance and shall not contribute with it.

I. Deductibles and Self-Insured Retentions. Any deductibles or self-insured retentions of \$50,000 or greater must be declared to and approved by the City.

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

1. The City, its agent, officers, officials, employees, and volunteers are to be covered as additional insured as respects: liability arising out of work or operations performed by the Consultant or Consultant's subconsultants; or automobile owned, leased, hired or borrowed by the Consultant.
2. For any claims related to Consultant's conduct while performing the work of this project, the Consultant's insurance coverage shall be primary insurance as respects the City, its agents, officers, officials, employees and volunteers. Any insurance or self-insurance maintained by the City, its agents, officers, officials, employees or volunteers shall be excess of the Consultant's insurance and shall not contribute with it.
3. Each insurance policy required by this clause shall be endorsed to state that coverage shall not be cancelled by either party, except after thirty (30) days prior written notice by certified mail, return receipt requested, has been given to the City.

4. Coverage shall not extend to any indemnity coverage for the active negligence of the additional insured in any case where an agreement to indemnify the additional insured would be invalid under Subsection (b) of Section 2782 of the Civil Code.

K. Waiver of Subrogation. Consultant's commercial general liability, automobile liability, workers' compensation, and employer's liability policies shall be endorsed with a waiver of subrogation. The insurance company, in its endorsement, agrees to waive all rights of subrogation against the City, its agents, officers, officials, employees and volunteers for losses paid under the terms of this policy which arises from the work performed by the named insured for the City.

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

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

SECTION 8 – INDEMNIFICATION

A. To the fullest extent allowed by law (including without limitation California Civil Code Sections 2782 and 2782.8), as may be applicable, Consultant shall indemnify and hold harmless City, its agents, officers, officials, employees, and volunteers from any and all claims, demands, suits, loss, damages, injury, and/or liability (including any and all costs and expenses in connection therewith) (collectively, "Liabilities"), incurred by reason of any negligent or otherwise wrongful act or omission of Consultant, its officers, agents, employees and subcontractors, or any of them, under or in connection with this Agreement; and Consultant agrees at its own cost, expense and risk to defend any and all claims, actions, suits, or other legal proceedings brought or instituted against City, its agents, officers, officials, employees and volunteers, or any of them, arising out of such negligent or otherwise wrongful act or omission, and to pay and satisfy any resulting judgments.

B. When Consultant under this Agreement is duly licensed under California Business and Professions Code as an architect, landscape architect, professional engineer, or land surveyor ("design professional"), the provisions of this section regarding Consultant's duty to defend and indemnify apply only to claims that arise out of or relate to the negligence, recklessness, or willful misconduct of the design professional.

C. If any action or proceeding is brought against Indemnitees by reason of any of the matters against which Consultant has agreed to indemnify Indemnitees as provided above, Consultant, upon notice from City, shall defend Indemnitees at Consultant's expense by counsel acceptable to City, such acceptance not to be unreasonably withheld. Indemnitees need not have first paid for any of the matters to which Indemnitees are entitled to Indemnification in order to be so indemnified. The insurance required to be maintained by Consultant shall ensure

Consultant's obligations under this section, but the limits of such insurance shall not limit the liability of Consultant hereunder. The provisions of this section shall survive the expiration or earlier termination of this Agreement.

D. The provisions of this section do not apply to claims to the extent occurring as a result of the City's sole negligence, active negligence, or willful acts or misconduct.

E. Duty to Cooperate. Each party shall notify the other party immediately in writing of any claim or damage related to activities or services performed under this Agreement. The parties shall cooperate with each other in the investigation and disposition of all Liabilities arising out of the activities or services under this Agreement.

SECTION 9 – INDEPENDENT CONTRACTOR STATUS

A. Consultant is and shall at all times remain a wholly independent contractor and not an officer, employee or agent of City. Consultant shall have no authority to bind City in any manner or to incur an obligation, debt or liability of any kind on behalf of or against City, whether by contract or otherwise, unless such authority is expressly conferred under this Agreement or is otherwise expressly conferred in writing by City.

B. The personnel performing the services under this Agreement on behalf of Consultant shall at all times be under Consultant's exclusive direction and control. Neither City, nor any elected or appointed boards, officers, officials, employees or agents of City, shall have control over the conduct of Consultant or any of Consultant's officers, employees or agents, except as set forth in this Agreement. Consultant shall not at any time or in any manner represent that Consultant or any of Consultant's officers, employees or agents are in any manner officials, officers, employees or agents of City.

C. Neither Consultant, nor any of Consultant's officers, employees or agents, shall obtain any rights to retirement, health care or any other benefits which may otherwise accrue to City's employees. Consultant expressly waives any claim Consultant may have to any such rights.

SECTION 10 – CONFLICTS OF INTEREST AND ANTI-FRAUD AND ANTI-CORRUPTION POLICIES

A. Consultant covenants that neither it, nor any officer or principal of its firm, has or shall acquire any interest, directly or indirectly, which would conflict in any manner with the interests of City or which would in any way hinder Consultant's performance of services under this Agreement. Consultant further covenants that in the performance of this Agreement, no person having any such interest shall be employed by it as an officer, employee, agent, or subcontractor without the express written consent of the City Manager. Consultant agrees to at all times avoid conflicts with the interests of City in the performance of this Agreement.

B. City understands and acknowledges that Consultant is, as of the date of execution of this Agreement, independently involved in the performance of non-related services for other governmental agencies and private parties. Consultant is aware of any stated position of City relative to such projects. Any future position of City on such projects shall not be considered a conflict of interest for purposes of this section.

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

SECTION 11 – OWNERSHIP OF DOCUMENTS

A. All original maps, models, designs, drawings, photographs, studies, surveys, reports, data, notes, computer files, files and other documents prepared, developed or discovered by Consultant in the course of providing any services pursuant to this Agreement shall become the sole property of City and may be used, reused or otherwise disposed of by City without the permission of the Consultant. When requested by City, but no later than three years after project completion, Consultant shall deliver to City all such original maps, models, designs, drawings, photographs, studies, surveys, reports, data, notes, computer files, files and other documents.

B. All copyrights, patents, trade secrets, or other intellectual property rights associated with any ideas, concepts, techniques, inventions, processes, improvements, developments, works of authorship, or other products developed or created by Consultant during the course of providing services (collectively the "Work Product") shall belong exclusively to City. The Work Product shall be considered a "work made for hire" within the meaning of Title 17 of the United States Code. Without reservation, limitation, or condition, Consultant hereby assigns, at the time of creation of the Work Products, without any requirement of further consideration, exclusively and perpetually, any and all right, title, and interest Consultant may have in the Work Product throughout the world, including without limitation any copyrights, patents, trade secrets, or other intellectual property rights, all rights of reproduction, all rights to create derivative works, and the right to secure registrations, renewals, reissues, and extensions thereof.

SECTION 12 – CONFIDENTIAL INFORMATION; RELEASE OF INFORMATION

A. All information gained or work product produced by Consultant in performance of this Agreement shall be considered confidential, unless such information is in the public domain or already known to Consultant. Consultant shall not release or disclose any such information or work product to persons or entities other than City without prior written authorization from the City Manager, except as may be required by law.

B. Consultant, its officers, employees, agents or subcontractors, shall not, without prior written authorization from the City Manager or unless requested by the City Attorney of City, voluntarily provide declarations, letters of support, testimony at depositions, response to

interrogatories or other information concerning the work performed under this Agreement. Response to a subpoena or court order shall not be considered “voluntary” provided consultant gives City notice of such court order or subpoena.

C. If Consultant, or any officer, employee, agent or subcontractor of Consultant, provides any information or work product in violation of this Agreement, then City shall have the right to reimbursement and indemnity from Consultant for any damages, costs and fees, including attorneys’ fees, caused by or incurred as a result of Consultant’s conduct.

D. Consultant shall promptly notify City should Consultant, its officers, employees, agents or subcontractors be served with any summons, complaint, subpoena, notice of deposition, request for documents, interrogatories, request for admissions or other discovery request, court order or subpoena from any party regarding this Agreement and the work performed thereunder. City retains the right, but has no obligation, to represent Consultant or be present at any deposition, hearing or similar proceeding. Consultant agrees to cooperate fully with City and to provide City with the opportunity to review any response to discovery requests provided by Consultant. However, this right to review any such response does not imply or mean the right by City to control, direct, or rewrite such response.

SECTION 13 – SUSPENSION OF WORK

City may, at any time, by ten (10) days written notice suspend further performance by Consultant. All suspensions shall extend the time schedule for performance in a mutually satisfactory manner and Consultant shall be paid for services performed and reimbursable expenses incurred prior to the suspension date.

SECTION 14 – COMPLIANCE WITH LAW

Consultant shall keep itself informed of and comply with all applicable federal, state and local laws, statutes, codes, ordinances, regulations and rules in effect during the term of this Agreement. Consultant shall obtain any and all licenses, permits and authorizations necessary to perform the services set forth in this Agreement. Neither City, nor any elected or appointed boards, officers, officials, employees or agents of City, shall be liable, at law or in equity, as a result of any failure of Consultant to comply with this section.

SECTION 15 – COMPLIANCE WITH CIVIL RIGHTS

During the performance of this contract, Consultant agrees as follows:

A. Equal Employment Opportunity. In connection with the execution of this Agreement, Consultant shall not discriminate against any employee or applicant for employment because of race, religion, color, ancestry, age, sexual orientation, gender, gender identity and gender expression as protected categories specifically and expressively in that category, physical handicap, medical condition, marital status, sex, or national origin. Such actions shall include, but not be limited to, the following: employment, promotion, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rate of pay or other forms of compensation; and selection for training including apprenticeship.

B. Nondiscrimination Civil Rights Act of 1964. Consultant will comply with all federal regulations relative to nondiscrimination to federally-assisted programs.

C. Solicitations for Subcontractors including Procurement of Materials and Equipment. In all solicitations, either by competitive bidding or negotiations, made by Consultant for work to be performed under a subcontract, including procurement of materials or leases of equipment, each potential subcontractor, supplier, or lessor shall be notified by Consultant of Consultant's obligations under this Agreement and the regulations relative to nondiscrimination.

SECTION 16 – RECORDS

A. Records of Consultant's direct labor costs, payroll costs, and reimbursable expenses pertaining to this project covered by this Agreement will be kept on a generally recognized accounting basis and made available to City if and when required for a period of up to 3 years from the date of Consultant's final invoice.

B. Consultant's records and design calculations will be available for examination and audit if and as required. The cost of any reproductions shall be paid by City.

SECTION 17 – COOPERATION BY CITY

All public information, data, reports, records, and maps as are existing and available to City as public records, and which are necessary for carrying out the work as outlined in the Exhibit A, "Scope of Services", shall be furnished to Consultant in every reasonable way to facilitate, without undue delay, the work to be performed under this Agreement.

SECTION 18 – NOTICES

All notices required or permitted to be given under this Agreement shall be in writing and shall be personally delivered, or sent by facsimile or first class mail, addressed as follows:

To City: City Manager
1480 Main Street
St. Helena, California 94574

To Consultant: Pacific Legacy
Bay Area Division
Attn: John Holson
900 Modoc Street
Berkeley, CA 94707
holson@pacificlegacy.com

Notice shall be deemed effective on the date personally delivered or transmitted by facsimile, or, if mailed, three (3) days after deposit in the custody of the U.S. Postal Service.

SECTION 19 – TERMINATION

A. City may terminate this Agreement, with or without cause, at any time by giving ten (10) days written notice of termination to Consultant. If such notice is given, Consultant shall cease immediately all work in progress.

B. If either Consultant or City fail to perform any material obligation under this Agreement, then, in addition to any other remedies, either Consultant, or City may terminate this Agreement immediately upon written notice.

C. Upon termination of this Agreement by either Consultant or City, all property belonging to City which is in Consultant's possession shall be delivered to City. Consultant shall furnish to City a final invoice for work performed and expenses incurred by Consultant, prepared as set forth in this Agreement.

SECTION 20 – ATTORNEYS' FEES

If litigation or other proceeding is required to enforce or interpret any provision of this Agreement, the prevailing party in such litigation or other proceeding shall be entitled to an award of reasonable attorneys' fees, costs and expenses, in addition to any other relief to which it may be entitled. In addition, any legal fees, costs and expenses incurred to enforce the provisions of this Agreement shall be reimbursed to the prevailing party.

SECTION 21 – ENTIRE AGREEMENT

This Agreement, including the attached Exhibits, is the entire, complete, final and exclusive expression of the parties with respect to the matters addressed therein and supersedes all other agreements or understandings, whether oral or written, or entered into between Consultant and City prior to the execution of this Agreement. No statements, representations or other agreements, whether oral or written, made by any party which are not embodied herein shall be valid and binding unless in writing duly executed by the parties or their authorized representatives.

SECTION 22 – SUCCESSORS AND ASSIGNS

This Agreement shall be binding on the heirs, executors, administrators, successors and assigns of the parties. However, this Agreement shall not be assigned by Consultant without written consent of the City.

SECTION 23 – CONTINUITY OF PERSONNEL

Consultant shall make every reasonable effort to maintain the stability and continuity of Consultant's staff assigned to perform the services required under this Agreement. Consultant shall notify City of any changes in Consultant's staff assigned to perform the services required under this Agreement, prior to any such performance.

SECTION 24 – DEFAULT

In the event that Consultant is in default under the terms of this Agreement, the City shall not have any obligation or duty to continue compensating Consultant for any work performed after the date of default and may terminate this Agreement immediately by written notice to Consultant.

SECTION 25 – WAIVER

Waiver by any party to this Agreement of any term, condition, or covenant of this Agreement shall not constitute a waiver of any other term, condition, or covenant. Waiver by any party of any breach of the provisions of this Agreement shall not constitute a waiver of any other provision, or a waiver of any subsequent breach or violation of any provision of this Agreement. Acceptance by City of any work or services by Consultant shall not constitute a waiver of any of the provisions of this Agreement.

SECTION 26 – LAW TO GOVERN; VENUE

This Agreement shall be interpreted, construed and governed according to the laws of the State of California. In the event of litigation between the parties, venue in state trial courts shall lie exclusively in the County of Napa. In the event of litigation in a U.S. District Court, venue shall lie exclusively in the Northern District of California, in San Francisco.

SECTION 27 – SEVERABILITY

If any term, condition or covenant of this Agreement is declared or determined by any court of competent jurisdiction to be invalid, void or unenforceable, the remaining provisions of this Agreement shall not be affected thereby and the Agreement shall be read and construed without the invalid, void or unenforceable provision(s).

SECTION 28 – SPECIAL PROVISIONS

This Agreement is subject to the following special provisions: none.

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

Consultant:

City:

By: _____

By: _____

Name: _____

Name: Mark T. Prestwich

Title: _____

Title: City Manager

Approved as to Form:

By: _____

Name: Thomas B. Brown

Title: City Attorney

Exhibit A

December 6, 2016

Tracey Perkosky
Grants and Finance Manager
City of Saint Helena
1480 Main Street, Saint Helena, CA 94574

Re: Archaeological Collections Management from St. Helena Flood Control Project

Tracey,

Please consider this our proposal to prepare the archaeological collections for curation from four prehistoric sites excavated for the St. Helena Flood Control Project. The curatorial facility will be the David A. Fredrickson Archaeological Collections Facility at Sonoma State University (SSU). I have attached the required paperwork and facility's cataloging standards to this proposal. The collections are from CA-NAP-399, CA-NAP-406, CA-NAP-413, and CA-NAP-863. Our report titled "Archaeological Data Recovery at CA-NAP-399, CA-NAP-406, CA-NAP-413, and CA-NAP-863 for the St. Helena Flood Protection Project, City of St. Helena, Napa County, California (2013)" contains Appendices A through D which are the catalogs for the archaeological materials for each site.

We have completed a preliminary inventory of boxes of material we have collected from the testing, data recovery, and monitoring phases of the project. We have 23 boxes of material collected from the testing and controlled excavation and an additional 13 boxes of material from the monitoring effort. The boxes are standard bankers' boxes, each 1 cubic foot in volume. Further, we have 127 groundstone items (mortars, pestles, worked stone) that were collected during the monitoring effort. The quantity of the material collected is quite large due to the fact that all four sites were totally graded away.

All of the burial associated material was reburied at Wappo Park. The largest collection is flaked stone artifacts. Table 10-1 (page 104 of our report) shows the count of flakes stone artifacts from each site. Between 2,100 and 2,500 projectile points, bifaces, unifaces, drills, edge-modified flakes, cores, core tools and abraders were collected. Each of these items will have their own accession number (we have already assigned a catalog number but need to add the SSU number). They will also have to be rebagged and the accession number marked on the artifact. Approximately 300,000 pieces of debitage (pieces of flaked stone discarded during artifact manufacture) can be accessioned in lots rather than individual pieces. The groundstone will have to be marked on the artifact and a tag attached. Seed, bone, shell, and charcoal specimens will also have to be bagged and marked.

Task 1 – Cleaning and Cataloging

All artifactual material in the collection would be cataloged with the following exceptions.

Debitage. We propose retaining a sample of the massive quantity of debitage recovered from primarily CA-NAP 399. Curated material would be from the control units only and not the monitoring effort. The most technologically diagnostic debitage is generally the large-size fractions (over ½-inch diameter), with decreasing technological value for smaller sizes. This is particularly true of quarry and near-quarry assemblages, where debitage tends to represent early stages of artifact manufacture characterized by larger flakes and shatter. We would retain only a 20% sample by weight for curation. Given the large quantities of flakes in these size

Exhibit A

fractions, a 20% sample should provide an adequate reflection of the larger assemblage. We would set aside the non curated material for disposition according to the wishes of the Mishewal Wappo Tribe of Alexander Valley and the City. Each bag each debitage would be cataloged in lots for curated material.

Groundstone. We propose only to keep a sample of the most complete specimens or unusual examples of mortars, pestles, charmstones, or other groundstone artifacts. All specimens will be photographed prior to repatriation. We will include the photographs in the documentation for the site. Materials to be repatriated would be done in consultation with the Mishewal Wappo Tribe of Alexander Valley.

Cataloging. This would involve the identification and cataloging for permanent curation of materials. We will have to rebag materials with archival quality packaging as identified in the SSU curation policy (see attached) depending on the type of material. The most time consuming portion of the project is tagging and marking the artifacts.

Task 2 – Curation Preparation

This would include printing documentation (e.g. field notes, maps, catalogs, photos, reports) on archival paper. We would generate of an electronic artifact catalog in Microsoft Acces, with paper copies for SSU. This also includes boxing artifacts for curation in archival bankers' boxes and deliver to SSU. We will follow the guidelines for curation contained in the SSU curation policy. At present, it costs \$1200.00 per box for curation. We estimate the collection will be 25 boxes.

Task 3 - Repatriation

We have included funds to packaging and delivery of materials to be repatriated to St. Helena. We will also prepare a supplemental report and site record indicating where the collection is curated and what was repatriated.

I have attached a budget by task which are inclusive of curation costs. As for the material to be repatriated, we would propose reburial at Wappo Park with the other materials which were reburied. If you have any questions, please do not hesitate to contact me.

John Holson
Principal

Exhibit A

ACC #: _____

SITE #: _____

P#: _____

AGREEMENT FOR CURATION OF ARCHAEOLOGICAL COLLECTIONS

David A. Fredrickson Archaeological Collections Facility, Bldg. 29
Sonoma State University
1801 E. Cotati Avenue
Rohnert Park, California 94928

Office: (707) 664-2015

Fax: (707) 664-4155

Email: gibsone@sonoma.edu

1. The purpose of this Curation Agreement is to allow for the permanent curation (i.e., *in perpetuity*) of all materials curated under this accession number. This means that unless warranted by unusual circumstances the collection, in its entirety and including associated documentation, shall be permanently housed at this facility, and will remain intact and not transferred to another facility. State and federally owned collections require written authorization from the appropriate agency before any transfer.
2. Archaeological materials curated under this Agreement must derive from northern California contexts or otherwise relate to northern California research questions. In certain situations, collections derived from other localities may be accepted on a case-by-case basis. In that event, prior approval for permanent curation must be obtained from the Collections Manager, David A. Fredrickson Archaeological Collections Facility (the Facility).
3. **The Facility will not accept for curation any collection(s) that contains human remains, funerary objects, items that are known or believed to be sacred, or materials that may be defined as items of cultural patrimony** pursuant to Public Law 101-601 and 43 CFR Part 10, the Native American Graves Protection and Repatriation Act or NAGPRA (25 U.S.C. Sec. 3001 *et seq.*). It is the submitter's responsibility to determine if a collection contains materials that are subject to NAGPRA compliance. Before a collection is accepted for permanent curation, the submitter must certify ***in writing***, on page 4 of this agreement, that: (a) the collection has been examined for the presence of human remains, funerary objects, items that are known or believed to be sacred, or materials that may be defined as items of cultural patrimony, and (b) all such items have been removed in their entirety from the collection prior to its arrival at the Facility. If such items are discovered in collections that are offered to the Facility for permanent curation, the Collections Manager will not accept those collections and will notify the submitter that the entire collection must be re-examined and the classes of material defined must be removed. Curation fees on returned collections will be refunded. Collections may be re-submitted for permanent curation after the conditions set forth in this section have been met. Any reworking of a collection will be at the submitter's expense. The certification will become a part of the collection's permanent documentation. **No collection will be accepted for permanent curation at the Facility without this certification.**
4. Archaeological materials requiring a controlled environment, special care or equipment, or conservation treatments (i.e., climate, humidity, or temperature controls; insect-proof storage cabinets; chemical applications, etc.) will not be accepted for permanent curation at the Facility.
5. The Facility will not accept for permanent curation a collection that has been treated with pesticides or other potentially dangerous chemicals.

Exhibit A

6. Collections **MUST** be accompanied by provenience data. Such documentation necessarily includes an artifact catalog (submitted as hard copy and printed on acid free paper) and originals or legible copies of field notes and journals, level/feature/layer/context records, maps, charts, field drawings, slides, photographs, and other documentation as appropriate (particularly that describing artifact provenience). If applicable, originals or copies of burial records should be included as part of the documentation package. A photo log(s) printed on acid free paper must accompany all photographic materials. Photographic contact sheets, negative holders, and all slides must be marked by a photo number, and must be stored in archival quality polyethylene holders. Electronic copies of artifact catalogs written in Microsoft Excel or Access are required. Collection documentation materials will be counted as part of the total number of boxes constituting the collection.

7. A hard copy of the final report(s) printed on acid free paper describing, analyzing, or interpreting the collection materials **MUST** be submitted **with the collection** as part of the documentation. This is **in addition** to a report submission to the Northwest Information Center of the California Archaeological Inventory.

8. To be accepted for curation, all materials must be thoroughly cleaned and air-dried before cataloging. Exceptions include fragile artifacts or ones that may be damaged by cleaning (i.e., beads, metal, soft organic materials such as leather or fabrics, bulk residue samples, etc.). Specific items, such as diagnostic artifacts and tools, must be individually inked with permanent catalog numbers using Facility accession numbers. The Facility will provide accession numbers (e.g., 2004-9) upon request. **On all excavation projects, each site must have its own individual accession number and must be identified by its permanent State of California trinomial and/or P number. Collections will not be accepted without reference to at least one of these numbers.**

Catalog numbers written on individual items must be legibly marked using permanent waterproof ink. The location of the number should not be on a ground or worked surface or edge. The ink must contrast with the background of the item (i.e., white on black or vice versa). The number must be sealed using a clear acrylic glaze, preferably Acryloid B-72. The four-digit year must be written out. When inking and cataloging artifacts and collections do not include redundant data, such as unit or feature numbers, within the catalog number (e.g., 2004-9-CU1-Fea2-5 is not acceptable). The only accepted inking format for a catalog number for collections is 2004-9-5, where 2004-9 is the accession number and -5 is the catalog number.

Individual items must be placed in plastic zip-lock bags with paper provenience tags placed inside the bag. The tags should be computer generated and printed on museum quality acid free paper. At a minimum the tags should include the site number, provenience, catalog number, and keyword description, and should be positioned inside the bags so that the information is clearly visible. Do not write on the plastic bags. It is required that all plastic zip-lock bags are at least 4 mil in thickness. It is required that museum quality acid-free boxes be used for collection containers. Unsealed bags or containers and paper bags will not be accepted. Soil samples should be thoroughly air-dried and placed in labeled and stapled double thick paper bags (the only allowed use of paper bags in a collection). So called 'parts bins' or 'bankers bins' (approximately 12"x 4"x4") are accepted when used to group similar or previously bagged items. Oversized artifacts that do not fit into a standard archive box must be inked with the correct catalog number. Properly labeled acid free string tags may be used instead of directly inking catalog numbers onto fragile or very small artifacts such as beads. All cataloged fragile artifacts must be carefully placed in sturdy containers cushioned with archival quality materials.

Separate catalog numbers are to be used for each different group of unmodified items (i.e., debitage, faunal and shellfish remains, flotation/charcoal/soil samples, etc.) from a single level of an excavation unit. That is, one catalog number can be used for all debitage from the same level of a unit. Different groups of items must be placed in separate containers (i.e., plastic zip-lock bag, cardboard box, etc.) with acid-free paper provenience tags placed inside the container. At a minimum the tags should include the site number, unit number, depth, catalog number, and keyword description.

All catalog numbers in a collection must be accounted for. If an item is initially assigned a catalog number and is then subsequently deleted or discarded from a collection, describe it in as much detail as possible in the catalog fields and type "discarded" in the Remarks field on the catalog next to that number. Remember to also enter its "Discard Weight" in the appropriate field. If a catalog number is otherwise not used, type "unused number" in the Remarks field. Leave all other data fields empty for this entry. These entries will help alleviate concerns regarding possible missing items during future collection inventories or research investigations. The last entry or number used in a collection must be indicated as such on the catalog.

Exhibit A

9. Individual items and groups of items must be appropriately packaged within the collection to facilitate their retrieval for inventory, examination, study, or exhibit. Collections must be organized in one of two ways: 1) by artifact class then by catalog number within each class, or 2) numerically by catalog number.

10. Materials must be packed in standard acid-free archive boxes (15"x12"x10") with lids and must be appropriately grouped and packed with respect to weight and fragility. No box is to weigh more than forty (40) pounds. Box content data should be written on the front of each box. These data should include the site number, accession number, contents, range of catalog numbers in a prehistoric collection or context and feature in a historical collection, and box number (box 1 of 5, etc.). Documents should be packed in the final archive boxes of the collection. Special arrangements, and corresponding fee adjustment, will be made for small collections that do not require the standard box size. The use of museum quality, acid-free archive boxes is required.

11. Bulky items such as oversized groundstone or some historic-period materials that do not fit into standard archive boxes are charged on a per box basis as appropriate by weight. They will be counted as part of the total number of boxes constituting the collection. Examples include: a 40-lb. groundstone item will equal one archive box; a two-foot long historic artifact weighing 10 lb. will equal one-quarter of an archive box.

12. Curation fees are a non-refundable, one-time charge of \$1200.00 per standard archive box. **The firm or institution submitting the collection(s) to the Facility for permanent curation is responsible for meeting ALL curation obligations, including fee payments, getting Curation Agreements signed, certifying NAGPRA compliance, and organizing documentation with a final report. Collections will not be accepted until all conditions are satisfied. FEES ARE PAYABLE AT OR BEFORE THE TIME A COLLECTION IS SUBMITTED WITH NO EXCEPTIONS. Checks or money orders should be made payable to Sonoma State University Academic Foundation, Inc. Original signed Curation Agreements are due when the collection is submitted.**

13. Collections must be properly arranged and cataloged as stated in this Agreement. The submitter agrees to reimburse the Facility at a rate of \$45.00 per hour for recataloging or significantly reorganizing a collection.

14. Once a collection is accepted for permanent curation, it is understood that fees paid for the collection are used solely to curate the materials *in perpetuity*. That is, the curation fees are 'fees for service'; the Facility does not 'buy' the collection by charging for curation. Although the Facility will have possession of the collection, control of a collection is not transferred to the Facility upon its acceptance for curation. Until a *Deed of Gift* is recorded, the collection remains the property of the legal landowner from where it originated. Public agency collections remain the property of that agency.

15. It is understood that the Facility reserves the right to lend, study, exhibit, research, and publish any material submitted for curation or for the documentation of collections. The Facility recognizes and respects the proprietary interests of submitters to whatever initial publication rights may be involved UP TO TEN YEARS FROM THE DATE THE MATERIAL IS ACCEPTED for curation.

16. No charge is made for access to collections for legitimate research or for educational and/or scientific purposes. However, prior arrangements must be made with the Collections Manager before access to the collection(s) is granted. This policy is subject to change at any time and without notice. Persons or institutions that make use of the collections do so with the understanding that any publications or other product resulting from the collection's use will include public acknowledgement of the Facility. The user will provide a copy of the product to the Facility.

17. A copy of this agreement **MUST BE SIGNED** by the legal owner of the collection and included with the collection documentation **BEFORE** acceptance of the collection by the Facility.

18. List special problems or concerns regarding the collection on the Continuation Sheet. Complete this section *only after consultation with the Collections Manager before the collection is submitted*.

Exhibit A

NAGPRA CERTIFICATION I certify that no items listed in Section 3 of this Agreement are present in this collection.	
Signature _____	Date _____
Printed Name _____	
Affiliation _____	() _____ Business Phone

I, as legal owner of this collection or their lawful agent, accept all the conditions listed in this Agreement:

Signature _____	Date _____
Printed Name _____	
Agency or Affiliation _____	
Address _____	
City, State, Zip Code _____	
() _____ Business Phone	() _____ Fax
_____	http:// _____
Email Address	Web Site (optional)

*** FOR OFFICE USE ONLY ***				
Received By	Date	Accession #	# Boxes	
IT Memo/Invoice #	IT Memo/Invoice Date	Total Fees Paid	Date Paid	Check #
Inventory Date		Inventory By		
Additional Fees		Reason(s) for Additional Fees		

Continuation Sheet

Curation Agreement

David A. Fredrickson Archaeological Collections Facility

Sonoma State University

1. The St. Helena Historical Society will have access to the collections from the St. Helena Flood Restoration Project for Educational and Display Purposes according to the conditions set forth by the David A. Fredrickson Archaeological Facility for Loans.
2. The City of St. Helena may at some future date transfer the collection to their custody, or the custody of the St. Helena Historical Society, subject to establishing an adequate curatorial facility which meets State of California and Federal guidelines for a curation.
3. The Mishewal Tribe of Alexander Valley will be notified in writing upon the loan or transfer of collections.

Exhibit B

PACIFIC LEGACY INC. COST ESTIMATE**St. Helena Curation****LABOR**

	<u>Hourly Rate</u>	<u>Hours</u>	<u>Amount</u>
Administration			
CR7 Principal Investigator, Holson	\$181.90	8	\$1,455.20
Contract Manager	\$98.80	8	\$790.40
Cr 4, Supervisor	\$85.60	4	\$342.40
CR 2, Archaeological Technician	\$55.70	5	\$278.50
Task 1 Cleaning/Cataloging			
CR7 Principal Investigator, Holson	\$181.90	16	\$2,910.40
Faunal Specialist	\$118.10	80	\$9,448.00
CR 4, Supervisor	\$85.60	40	\$3,424.00
CR3, Specialist	\$72.60	160	\$11,616.00
CR 2, Archaeological Technician	\$55.70	160	\$8,912.00
Illustration/Photography	\$85.60	80	\$6,848.00
Task 2 - Curation Preparation			
CR 2, Archaeological Technician	\$55.70	80	\$4,456.00
Task 3 -Repatriation of Artifacts			
CR7 Principal Investigator, Holson	\$181.90	4	\$727.60
CR3, Specialist	\$72.60	16	\$1,161.60
Total Labor			\$52,370.10
OTHER DIRECT COSTS			
	<u>Unit Cost</u>	<u>Number</u>	<u>Amount</u>
Curation Supplies	\$1,000.00	1	\$1,000.00
Curation	\$1,200.00	25	\$30,000.00
Misc	\$300.00	1	\$300.00
SUBTOTAL OTHER COSTS			\$31,300.00
FEE ON COSTS			\$3,130.00
TOTAL OTHER COSTS			\$34,430.00
TOTAL BUDGET			\$86,800.10

CITY OF ST. HELENA

RESOLUTION No. 2018-

Resolution of the Council of the City of St. Helena authorizing the City Manager to execute an agreement for professional services with Pacific Legacy for a total not to exceed amount of \$86,800.10 for curation of archaeological collections from the St. Helena Flood Control Project

RECITALS

- A. One component of the St. Helena Flood Control Project ("Project") was the excavation of four prehistoric sites; and
- B. Pacific Legacy has been working with the City since 2006 on this project; and
- C. The Archeological data recovery is required by the State Historical Preservation Office; and
- D. Additional work is required by Pacific Legacy to complete the curation of the archaeological collections; and
- E. The total cost for this service is not to exceed \$86,800.10.

RESOLUTION

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

- 1. The City Council approves the contract with Pacific Legacy, for a total contract amount not to exceed \$86,800.10, and
- 2. The City Council authorizes the City Manager to execute the agreement on behalf of the City; and

Approved at a Regular Meeting of the St. Helena City Council on June 12, 2018, by the following vote:

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

APPROVED:

Alan Galbraith, Mayor

ATTEST:

Cindy Tzaferopoulos, City Clerk



Report to the City Council
Council Meeting of June 12, 2018

Agenda Section: New Business

Subject: Council discussion and consideration of placing an increase in the transient occupancy tax (TOT) on the November 2018 ballot, including but not limited to the one percent (1%) increase sought under discussion by a two person subcommittee of the Napa County Board of Supervisors, and other options and amounts as deemed appropriate by the City Council.

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

Prepared By: Noah Housh, Planning & Community Improvement Director

Reviewed By: Mark T. Prestwich, City Manager

Approved By: Mark T. Prestwich, City Manager

BACKGROUND

On May 8, 2018, Visit Napa Valley (VNV) presented a conceptual ballot measure considering placement of a one percent (1%) increase in the transient occupancy tax (TOT) to be placed on the November 2018, ballot. This increase is intended to be a "special tax" (requiring a 2/3 majority), with the proceeds dedicated specifically to housing projects and programs. In making this presentation, VNV requested the St. Helena City Council designate a council member to discuss this concept with VNV and other Napa county local governments. Mayor Galbraith and Council Member Koberstein agreed to be the delegates to discuss this issue. Local lodging guests currently pay 14% in addition to the base hotel room rate (12% transient occupancy tax to the City and 2% assessment to the Napa Valley Tourism Improvement District).

DISCUSSION

The City Council discussed the conceptual measure again at their meeting of May 22, 2018 and discussed alternatives of 1) a non-dedicated general tax, and 2) a possible consideration of a 2% increase rather than a 1% increase. Under current State law, passage of a general tax requires majority voter approval. However, a possible November 2018 statewide ballot measure pending signature verification would require a 2/3 vote for any local revenue measure (retroactive to any measure approved after January 1, 2018). The City Council requested the discussion be continued to the meeting of June 12, 2018 in order to seek additional feedback from the lodging industry on possible alternatives. In order to place a measure on the November 2018 ballot, the City will be required to conduct a first reading on June 22, 2018 followed by a second reading on July 24, 2018 (approving placement of the measure on the November 2018 ballot with a 4/5 vote).

FISCAL IMPACT

The fiscal impacts of any such increase are dependent on the specific measure that is placed on the November ballot, and the resources required to do so. Past assumptions have indicated a one percent (1%) TOT increase could generate approximately \$250,000 in proceeds for St. Helena.

RECOMMENDED ACTION

It is recommended the City Council discuss placing an increase in the transient occupancy tax (TOT) on the November 2018 ballot.

ATTACHMENTS

[County TOT Measure Concept Info](#)

[Letter from Adderley](#)

[Letter from Negueloua](#)



Report to the City Council
Council Meeting of May 8, 2018

Agenda Section: **New Business**

Subject: **Introduction of Conceptual Countywide Workforce Housing Funding Mechanism**

CEQA Determination: **Not a CEQA project**

Prepared By: Mark T. Prestwich, City Manager

Reviewed By: April Mitts, Finance Director

Approved By: Mark T. Prestwich, City Manager

BACKGROUND

Over the past year, Visit Napa Valley (VNV) has been exploring potential funding mechanisms to address challenges related to workforce housing. The region's lodging industry has participated in these conversations given they employ a significant portion of the workforce and desire to be part of a solution to the housing affordability challenge.

DISCUSSION

Based on outreach to lodging representatives, industry partners, local government officials and affordable housing advocates, VNV is recommending Napa County local governments work collectively to consider placement of a 1% transient occupancy tax (hotel tax), paid for by visitors, on the November 2018 ballot. Funds from the special tax would be designated for housing projects and programs serving the region's workforce. If all jurisdictions participated at this level, VNV estimates approximately \$5 million would be generated annually for these projects.

To facilitate development of the ballot measure, VNV is requesting each Napa county local government designate an elected official and staff member to participate in discussions related to ordinance language and how funds would be used. A summary of the timeline associated with placement of the measure on the November 2018 ballot is attached along with additional background on the issue.

FISCAL IMPACT

The amount of funding available via a 1% countywide transient occupancy tax depends on the measure's methodology, but would likely exceed \$250,000 annually for housing projects/programs within the City of St. Helena.

RECOMMENDED ACTION

Discuss and consider designating a Council Member to participate in discussions with VNV and other Napa county local government representatives to return with a draft ordinance for consideration.

ATTACHMENTS

[TOT Background & Rationale](#)

[Special TOT Tax for Housing Draft Tasks and Schedule](#)



NAPA COUNTY'S WORKFORCE

Napa County's top four workforce sectors constitute the majority of the total workforce. They are:

- 1) manufacturing, which is primarily wine or wine-related production, with over 12,000 workers
- 2) hospitality, which includes lodging, restaurants, tasting rooms, with roughly 11,700 workers
- 3) government and education, with close to 11,000 workers
- 4) health care and social services; with over 8,000 employees.

These four sectors are anticipated to add roughly 4,000 new jobs by 2022, primarily in the health care/social services and hospitality sectors. The two faster growing sectors fall on the lower end of the pay spectrum, with hospitality at \$37,994 average annual pay, and health care/social assistance at \$66,779 average annual pay.

DEFINING "WORKFORCE INCOME"

There is no single definition for "workforce income." The federal government provides definitions for very low (50 percent of median), low (80 percent of median) and median income, which for Napa is \$91,000 for a family of four, and these income definitions guide the distribution and expenditure of federal funds for affordable housing projects and programs in Napa county. Families or individuals must meet income qualifications to be eligible for "affordable housing" as defined, and much of Napa's workforce do meet the criteria. However, there is a broad category of workers who are overqualified for "affordable housing" but don't earn enough to afford rent or a home purchase in the Napa community. Across the country, the workforce is defined as earning 120 percent of median income, which in Napa would equate to \$109,200 for a family of four. It may be that in Napa and other parts of the Bay Area where land and building costs are higher than average, workforce income may be closer to 150 percent of median.

WORKFORCE HOUSING CHALLENGES

The rule of thumb is 30% of salary covers housing costs. For a family of four earning 120 percent of Napa's median, \$2,730 would be the upper limit to cover rent or a mortgage payment. Based on data provided by the Gasser Foundation, rents in the City of Napa range from \$1,700-\$3,000 for a two-bedroom apartment built before 2003; and post 2003, from \$2,500-\$2,900. Of course being able to pay these rents becomes more challenging for very low-, low- and median-income households whose housing budgets would be closer to \$1,100, \$1,800 and \$2,300 respectively. With vacancies below 2 percent in 2017, there is little inventory available to rent, and rents are not expected to soften.

Home ownership is even more challenging. With the January 2018 median sale price in the City of Napa at \$655,000, a buyer would have to save \$131,000 for a 20 percent down payment. A 30-year fixed loan earning 3.7 percent interest would result in a monthly mortgage payment of \$2,941, and including annual property tax and insurance, monthly cost grows to roughly \$3,200. While there are down payment assistance programs available, not many address the needs of the above moderate income workforce applicant.

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Many of Napa's employers are having a challenging time attracting and retaining employees, due in large part to the housing affordability and availability issues. Napa's jurisdictions have taken many positive steps toward expanding the supply of affordable housing, and new affordable units will likely free up housing stock for the workforce once they become available. But there is still much more to do. When redevelopment agencies were dissolved in 2012, the Low & Moderate Income Housing Fund lost a significant amount of annual revenue (\$1-2M) to fund affordable housing.

PROPOSED FUNDING MECHANISM

Background

Over the past year, Visit Napa Valley has been exploring potential funding mechanisms for workforce housing on behalf of the lodging community. In recognition that lodging properties employ a significant portion of Napa's workforce, they understand it is important to be part of the solution to the housing availability problem. Some lodging properties are struggling to find workers which is expected to become a greater concern when additional hotels open in the future. Lodging owners and managers are working collaboratively on intern programs, job fairs, and other initiatives to try to grow its workforce from within. Workforce housing availability would be a great benefit to this critical sector of Napa's economy.

During this time, the County Board of Supervisors voted to reallocate a portion of the County's Special Projects Fund, previously designated for destination management, to workforce housing for the hospitality sector. This reallocation was supported by Visit Napa Valley as it furthers the goal to fund workforce housing. The annual revenue from this source is approximately \$340,000. VNV's discussions with the County on this topic led to VNV's deeper exploration of two possible funding alternatives -- a 1% Tourism Occupancy Tax or a 1% "Workforce Housing Improvement District" self-assessment (WHID) -- for workforce housing. Conceptually, a WHID would function much like a Tourism Improvement District (described below) but the special benefit to the assesseses would be workforce housing rather than destination marketing and management.

Transient Occupancy Tax

Transient occupancy tax ("TOT") is levied on the privilege of using a hotel accommodation. The tax was originally designed to compensate local governments for the increased public service costs incurred by serving visitors. TOT is generally recognized as a stable source of funds for local governments. To date, there is no statutory cap on the tax rate under the state enabling legislation, however, any new or increased TOT now requires a vote of the electorate. Revenue and Taxation Code 7280 authorizes the levying of TOT on hotels, inns, tourist homes and houses, motels or other lodging businesses unless the occupancy is more than 30 days. TOT law requires each jurisdiction to levy its own TOT.

TOT can be levied as a general tax or a special tax. A general tax is used for general fund purposes and requires approval by the majority of the electorate voting in the election. A special tax is imposed for a specific purpose and requires a 2/3 vote of the electorate voting in the election.

It happens that in all Napa County jurisdictions, TOT is currently 12% of the room bill, which is not always common.

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Tourism Improvement District

In 2010 Napa lodging properties assessed themselves an additional 2% levy through a Tourism Improvement District (TID) for five years, and in 2015 extended the TID assessment for 10 years. The TID assessment is authorized by the Streets and Highway Code and the Property and Business Improvement District laws. The TID must be approved by a simple majority of business owners who will pay more than 50% of the proposed assessments. The purpose of the assessment is to provide a special and direct benefit to the businesses paying the assessment per an approved District Management Plan. The established purpose of the TID in Napa County is tourism and destination marketing.

The combined TOT and TID assessment result in a 14% levy on the bill of a guest staying in lodging accommodations.

TOT Versus WHID for Workforce Housing

VNV researched both the TOT and WHID option as potential mechanisms to fund workforce housing. A WHID would be formed and operated under the same laws and regulations as a TID. The law restricts the use of funds to be for the direct benefit of those businesses paying the assessment as defined in the approved District Management Plan. The law identifies eligible expenditures and while construction and capital improvements are included (the provided examples are sidewalks, benches and street lighting), capital items must relate to the location of the business' facilities. The law makes no mention of housing or the ability to provide a benefit to the employees of the businesses paying the assessment.

Further, fair housing law adds a complicating factor to utilizing a TID structure to fund workforce housing. TID law requires a direct benefit to those businesses paying the assessment. Housing law (and use of matching housing funds) does not allow preferences related to industry or place of employment. TID funding would not generate enough revenue to complete a housing development and staff would be limited in seeking matching funds subject to housing law.

It is likely that in order to pursue a WHID, a legislative change through the State process would be necessary. The soonest a change could be presented for consideration by the State would be in January 2019 and if supported, implementation could not be expected to begin until 2020.

While public funds cannot be restricted to a category of workers generally speaking, there is a greater opportunity to use TOT funds to seek housing opportunities for Napa County's collective workforce of which the lodging industry will be one beneficiary.

Regardless of the mechanism -- a 1% TOT special tax or a 1% TID -- the resulting levy on the lodging guest bill would be 15%, and the amount of funds generated would be roughly \$5 million annually if all jurisdictions participate. Napa Valley must remain competitive with other destinations, and while the leisure guest may not think twice about paying an additional percent, mid-week group business can be impacted because meeting planners seek competitive rates. Based on discussions with several local lodging operators, and by comparing total levies with other destinations competing with Napa for business throughout the country, a 1% levy seems reasonable and supportable by the industry and Visit Napa Valley (VNV).

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VNV Proposal

Taking all of the factors above into account, and upon extensive outreach with lodging partners, local government officials, industry partners, and affordable housing advocates, Visit Napa Valley is recommending the jurisdictions in Napa County work collectively to place a consolidated measure on the November 2018 ballot for a 1 percent TOT in the form of a special tax that is designated for housing projects and programs that serve Napa's workforce. If all jurisdictions participate at this level, approximately \$5 million annually would be generated to fund critical housing needs. The jurisdictions would work together on a cooperative agreement that would provide the details for how the funds are collected, banked, and disbursed for expenditure. To make the November 2018 ballot, the jurisdictions would have to move quickly to prepare the language for the ballot and adopt authorizing ordinances. A draft process and schedule for this effort is provided as Attachment ____.

Assuming the governing bodies direct staff to move forward and return with an ordinance for Council consideration at a future meeting (June 2018), VNV will coordinate with staff and the County to ensure the process goes smoothly and resources are available to assist. Further, VNV will undertake a public education campaign as part of the overall effort, pending approval of its board.

VNV would like to invite each jurisdiction to designate an elected official and staff member to be the point people going forward. Those individuals will be invited to attend a kick-off meeting on Wednesday, May 23rd, 12:30-2:30 pm. At this meeting we will discuss the ordinance language and fine tune some of the details, such as ensuring there is an agreed-upon definition of "workforce housing," how or whether ancillary programs like employee transportation solutions could be included as an eligible expenditure of the funds, inclusion of a modest amount for the jurisdictions' cost recovery for collecting the tax, ordinance effectiveness date, and so forth.

In addition, VNV will offer to facilitate a Blue Ribbon Committee comprised of city, town and county staff as well as local industry experts to generate a recommended expenditure plan or guidelines for the jurisdictions to utilize when they prepare a cooperative agreement.

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1% TOT SPECIAL TAX MEASURE FOR WORKFORCE & AFFORDABLE HOUSING**November 2018 Ballot -- Draft Process and Schedule****Task 1. Determine Political Support: Jurisdictions (with assistance from Visit Napa Valley as needed)**

- Determine support for participation in consolidated ballot measure April-May
 - o One-on-one meetings with Councilmembers
 - o Informational presentations at Councils meetings; May
 - seek direction to move forward with a ballot measure
 - o Continued outreach to lodging properties

Task 2. Legislative Actions: Jurisdictions

- Draft ordinance language, prep staff reports, noticing May
- Introduce ordinances June, first meeting
- Second readings and adoption June, second meeting*
- County BOS adoption of ordinance July (3 meetings)**
- Submit ballot language to registrar August 9
- Establish "2x2x2" Committee to guide tasks below TBD

*No later than June 30

**No later than July 31

Public Education Campaign: Visit Napa Valley

- Retain political advisor to help with public education campaign June
- Coordinate and implement campaign July-November

Special Tax Expenditure Guidelines/Recommendations: Visit Napa Valley, Facilitator

- Convene Blue Ribbon Committee August-November
 - o Local governments staff (Lark Ferrell, Molly Rattigan, etc.) (Start sooner???)
 - o Housing non-profits reps (Larry Florin, Cass Walker)
 - o Workforce Alliance
 - o Lodging housing subcommittee
 - o Others?
 - o 2x2x2 Committee for guidance

Interjurisdictional Agreement Based on Recommendations: Jurisdictions

November-February

(assumes TOT will start flowing in March with 3-month lag)

Prepared by Visit Napa Valley

Mark Prestwich

From: Marcelle Adderley <madderley@southbridgenapavalley.com>
Sent: Thursday, May 31, 2018 12:56 PM
To: Alan Galbraith; Peter White; Paul Dohring; Mary Koberstein; Geoff Ellsworth
Cc: Mark Prestwich
Subject: Proposed TOT increase - response from local lodging

Dear Mr. Mayor and City Council Members:

Further to the discussion at the May 22, 2018 City Council meeting; please take the following into consideration when reviewing the TOT increase proposal.

I represent leadership of a St. Helena lodging entity.

- We are in support of the proposed 1% increase in TOT, we **are not in support of a 2% increase**. 15% occupancy tax and assessment is palatable while **16% is too high**.
- If St. Helena TOT is higher than the rest of Napa County then we have the potential risk of losing group and leisure business, not only to other cities within the county, but possibly to a completely different destination outside of Napa Valley. Decreased business would have an effect on lodging, *local retail and related industries*.
- The point of the **collective** 1% increase throughout all the lodging partners in the valley, is that there would be **significant** funding contribution to workforce housing. For this purpose, working together with other cities in Napa Valley and with the county would make the greatest impact.
- We are in support of this 1% increase in TOT being placed on the ballot as a special tax, earmarked for housing that is affordable/workforce housing. We are **not in support of a general tax** with unspecified use allocation.
- We are in support of the efforts and due diligence that Visit Napa Valley has done in making an impactful contribution towards achieving workforce housing in Napa Valley.

Thank you for your consideration.

Sincerely

Marcelle Adderley
General Manager

Southbridge Napa Valley
 1020 Main Street
 St. Helena, CA 94574
 (707) 967-9400
 madderley@southbridgenapavalley.com



Mark Prestwich

From: Alain Negueloua <anegueloua@lasalcobas.com>
Sent: Thursday, May 31, 2018 1:29 PM
To: Alan Galbraith; Peter White; Paul Dohring; Mary Koberstein; Geoff Ellsworth
Cc: Mark Prestwich
Subject: Proposed TOT increase - response from local lodging

Dear Mr. Mayor and City Council Members:

Further to the discussion at the May 22, 2018 City Council meeting; please take the following into consideration when reviewing the TOT increase proposal.

I represent leadership of a St. Helena lodging entity.

We are in support of the proposed 1% increase in TOT, we **are not in support of a 2% increase**. 15% occupancy tax and assessment is palatable while **16% is too high**.

If St. Helena TOT is higher than the rest of Napa County then we have the potential risk of losing group and leisure business, not only to other cities within the county, but possibly to a completely different destination outside of Napa Valley. Decreased business would have an effect on lodging, *local retail* and *related industries*.

The point of the **collective** 1% increase throughout all the lodging partners in the valley, is that there would be **significant** funding contribution to workforce housing. For this purpose, working together with other cities in Napa Valley and with the county would make the greatest impact.

We are in support of this 1% increase in TOT being placed on the ballot as a special tax, earmarked for housing that is affordable/workforce housing. We are **not in support of a general tax** with unspecified use allocation.

We are in support of the efforts and due diligence that Visit Napa Valley has done in making an impactful contribution towards achieving workforce housing in Napa Valley.

Thank you for your consideration.

Sincerely,

Alain Negueloua

General Manager

las alcobas

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Cindy Tzaopoulos

From: beth myers <beth-myers@comcast.net>
Sent: Saturday, June 09, 2018 8:35 AM
To: Cindy Tzaopoulos
Subject: TOT consideration

Dear St. Helena City Council Members,

I am writing to express my support of the increase in TOT by 1% being devoted to work force housing here in St. Helena. I am growing increasingly worried about the lack of available housing here in St. Helena for middle class families and workers who cannot afford to live in our community. I strongly urge you to keep this proposed tax increase designated for housing only. Although there are additional needs for St. Helena, I firmly believe that housing must take precedence.

Thank you for considering this issue and please help St. Helena to be affordable, welcoming, and family friendly for our local people, not just for affluent out-of-towners. Those who visit St. Helena from afar and can afford to stay in our hotels should certainly be taxed. I note that two of our hotels are in favor of the 1%TOT housing designation as well.

Sincerely,
Beth Myers

Cindy Tzaopoulos

From: Sara Chrisman Bjerkan <SChrisman@svb.com>
Sent: Tuesday, June 12, 2018 10:01 AM
To: Cindy Tzaopoulos
Subject: TOT tax measure on 6/12/18 City Council Agenda

Hello,

I am writing to voice my position and opinion in support of having the potential TOT tax increase go strictly to affordable housing.

With Terra closing and the numerous "help wanted" signs at local businesses in town, we need more affordable and workforce housing ASAP if we want to preserve the integrity and spirit of this town. The empty store fronts on Main Street are depressing and without more full time residents, we will not attract local-serving businesses. It is not just the local store fronts, but wineries are being heavily impacted by the labor shortage as well. I am constantly hearing from winery owners looking for tasting room staff and vineyard workers.

If the funds are not 100% earmarked for affordable housing, I am certain they will be spent on other "more pressing" items and we will continue to underinvest in housing in this town.

I would like to see the City send a clear message that it supports an inclusive and diverse housing policy which enables young homeowners and lower income homeowners the ability to live and work locally.

Thank you,

Sara Chrisman Bjerkan
1702 Crinella Drive

and board member with Our Town St. Helena

If you recently applied for credit or we are requesting additional information to process your credit request: Important disclosures for Equal Credit Opportunity Act and USA PATRIOT Act, please click [here](#).

ORDINANCE LANGUAGE – USE OF PROCEEDS

“...For affordable housing services and programs.”

“Affordable housing services and programs” shall mean the provision of financing and other services and programs provided by the City to prospective and current tenants, owners and/or developers to assist in increasing, improving and preserving the City’s supply of rental and for sale housing available and affordable to households earning up to 120% of area median income for Napa County, adjusted for household size, as the same may be amended from time to time. For purposes of this definition, “area median income,” and “adjustments for family size appropriate to the unit,” shall have the same meaning as provided in California Health and Safety Code Section 50052.5.

ORIGINAL – 1% HOUSING ONLY

To increase, improve, and preserve affordable and workforce housing in the City of St. Helena, shall an ordinance be adopted to levy an ongoing transient occupancy tax (hotel tax) of 1% on hotel charges to visitors of 30 days or less, increasing the maximum hotel tax rate from 12% to 13%, with all revenue from the new tax (estimated: \$279,000 annually) to be restricted to providing programs and services for affordable and workforce housing?

71 WORDS

1% HOUSING ONLY – OPTION 1A

To increase, improve, and preserve affordable and workforce housing in the City of St. Helena, shall an ordinance be adopted to levy an ongoing transient occupancy tax (hotel tax) of 1%, paid on hotel charges to visitors of 30 days or less, increasing the maximum hotel tax rate from 12% to 13%, with all revenue from the new tax (estimated: \$279,000 annually) restricted to St. Helena’s adopted housing goals, subject to independent annual audits?

70 WORDS

1% HOUSING ONLY – OPTION 1B

To increase, improve, and preserve housing programs and services, shall an ordinance of the City of St. Helena to increase the ongoing tax rate charged to transients for the privilege of occupancy in any hotel within the City from a maximum of 12% to 13%, thereby generating an estimated \$279,000 annually to be used only for City of St. Helena housing programs and services, be adopted?

60 WORDS

2% HOUSING ONLY – OPTION B1

To increase, improve, and preserve affordable and workforce housing in the City of St. Helena, shall an ordinance be adopted to levy an ongoing transient occupancy tax (hotel tax) of 2%, paid on hotel charges to visitors of 30 days or less, increasing the maximum hotel tax rate from 12% to 14%, with all revenue from the new tax (estimated: \$558,000 annually) restricted to St. Helena's adopted housing goals, subject to independent annual audits?

70 WORDS

2% HOUSING ONLY – OPTION B2

To increase, improve, and preserve housing programs and services, shall an ordinance of the City of St. Helena to increase the ongoing tax rate charged to transients for the privilege of occupancy in any hotel within the City from a maximum of 12% to 14%, thereby generating an estimated \$558,000 annually to be used only for City of St. Helena housing programs and services, be adopted?

60 WORDS

2% HYBRID APPROACH - OPTION C1

To protect essential public safety services, including 9-1-1 response, and other municipal services, and improve City of St. Helena housing services/ programs, shall an ordinance be adopted to levy an ongoing transient occupancy tax (hotel tax) of 2% on visitor hotel charges of 30 days or less, increasing the maximum hotel tax rate from 12% to 14%, with all revenue from the new tax (estimated: \$558,000 annually) equally distributed for unrestricted general revenue purposes and City housing goals?

75 WORDS

2% HYBRID APPROACH - OPTION C2

To protect essential municipal services, including 9-1-1 response, and improve housing services and programs, shall an ordinance of the City of St. Helena to increase the ongoing tax rate charged to transients for the privilege of occupancy in any hotel within the City from a maximum of 12% to 14%, thereby generating an estimated \$558,000 annually to be equally distributed for unrestricted general revenue purposes and housing services and programs, and subject to independent annual audits, be adopted?

75 WORDS



Report to the City Council
Council Meeting of June 12, 2018

Agenda Section: **New Business**

Subject: **St. Helena Assets Planning Engagement (SHAPE) Committee
Final Report**

CEQA **Not a CEQA project**
Determination:

Prepared By: Mark T. Prestwich, City Manager

Reviewed By: Mark T. Prestwich, City Manager

Approved By: Mark T. Prestwich, City Manager

BACKGROUND

On September 26, 2017, the City Council adopted resolution 2017-131 creating the St. Helena Asset Planning Engagement (SHAPE) Committee (Committee). The City Council created the Committee to advise the City Council in prioritizing and identifying strategies to address civic needs and opportunities.

The general purpose and mission of the Committee was to identify alternatives to address deficiencies and opportunities identified in the Facilities Condition and Needs Assessment (FCNA), challenges identified in the Long Range Financial Forecast (LRFF), and feasibility of concepts identified in the 2009 Visioning Statement (e.g. library expansion, civic building, amphitheater, community center, etc.). Additionally, the Committee identified financial strategies (along with identifying consequences and trade-offs) for City Council consideration to address identified deficiencies, opportunities, and/or utilization of community assets.

The facilities the SHAPE Committee considered were: Carnegie Building, City Hall/Police Department, Fire Station, Former CDF Office Building, Head Start Building, Public Works Corporation Yard, Scout Hall, Signorelli Barn, St. Helena Library, and the Teen Center, plus properties at Lyman Park and Adams Street.

DISCUSSION

The SHAPE Committee met regularly from November 2017 to May 2018. The work of the Committee proceeded in phases and can be roughly groups into five segments: (1) Information Review and Problem Understanding, (2) Definition of Evaluation Criteria, (3) Development of Facility and Site Alternatives, (4) Development and Evaluation of Proposals, and (5) Recommendations.

The Committee has prepared a report to the City Council which provides an analysis and set of recommendations for each property. The intent of the final report is not to provide a single recommended strategy, but to provide a diverse set of proposed strategies that are feasible and that are consistent with input provided by the residents of St. Helena. The Committee voted on options for each property to be carried forward for discussion with City Council.

At the request of City Council Liaisons Koberstein and Dohring, a joint City Council and SHAPE Committee meeting is recommended for Monday, June 25, 2018, 6:00 p.m. at the City of St. Helena Fire Station to review Committee recommendations in greater detail.

FISCAL IMPACT

None.

RECOMMENDED ACTION

Receive and File the SHAPE Committee Final Report.

ATTACHMENTS

[Final SHAPE-report-ver1.22](#)



St Helena Assets Planning Engagement Committee

Final Report

SHAPE Committee
St. Helena, California

Executive Summary

The St. Helena City Council created the St. Helena Asset Planning Engagement (SHAPE) committee on September 26, 2017 to advise the City Council in prioritizing and identifying strategies to address civic needs and opportunities. The purpose and mission of the committee is to identify alternatives to address deficiencies and opportunities identified in the Facilities Condition and Needs Assessment (FCNA), challenges identified in the Long Range Financial Forecast (LRFF) and feasibility of concepts identified in the 2009 Visioning Statement (e.g. library expansion, civic building, amphitheater, community center, etc.). Additionally, the Committee will identify financial strategies (along with identifying consequences and trade-offs) for City Council consideration to address identified deficiencies, opportunities and/or utilization of community assets.

The Committee met approximately 20 times from November 2017 to May 2018. The Committee reviewed and discussed the City's facilities and properties and has prepared an analysis and a set of recommendations for each property, and for integrated strategies comprised of actions for all properties taken together. The intent is not to provide a single recommended strategy, but to provide a diverse set of proposed strategies that are feasible and that are consistent with input provided by the residents of St. Helena.

The Committee voted on options for each property to be carried forward for discussion with City Council. In this executive summary, we list the top two choices for each property; the full discussion is in Section 4. In this summary, we also briefly describe several integrated packages; the full discussion of these is in Section 5.

City Hall location and property: 1) Leave City Hall where it is but tear down and completely rebuild with a 2-3 story building; 2) tie between 'Move City Hall to the Library' and 'Rebuild City Hall on Adams Street'. For the options under number 2, the City Hall property would be considered for building of a cultural/civic community building or for a lease to a developer/tenant that is consistent with the site location once City staff had moved.

Lyman Park: 1) Hire professional landscape architect, address park deficiencies (e.g., bathrooms, signage), integrate with adjacent building. No other options received support.

Fire Station: 1) Implement fixes identified in EMG report out of General Funds in next year's budget; 2) Combine Police and Fire in a way that works.

Library: 1) Implement EMG repairs and work with a space designer and library expert to possibly redesign; 2) Remodel/rebuild and integrate with other city uses.

Adams St. property: 1) Cultural/Events Center; 2) Multi-Use (plaza, open space, cultural/events center, etc.)

Former CDF/Teen Center: 1) Rehabilitate both facilities for short-term city use; 2) Sell or lease. The Wine Train was identified as an interested party.

Scout Hall: 1) Explore opportunity to give/sell to Scouts. No other options received support.

Carnegie Building: 1) Lease to highest bidder; 2) Keep – make EMG fixes.

Corporation Yard: 1) Have administration look at and fix/move as needed. This option included evaluation of flood potential here and at the wastewater plant before choosing a location for Public Works. No other options received support.

Head Start property: 1) Complete minimal habitability improvement for summer and phase 2: after identifying needs, consider rebuild for Parks and Recreation; 2) Café/Food/Concession - Public/Private partnership.

Signorelli Barn: 1) Stabilize barn in near term before reconstruction; 2) Reconstruct barn: list with someone to lease/rent. A local theatre group and the Historical Society have expressed interest in rehabilitating the barn for use.

Seven integrated packages are described in the report. The reader is strongly encouraged to review all seven in Section 5. The key differences are captured in this table.

Table 1: Summary of Options in Integrated Packages

Package	City Hall destination	Property Use			
		City Hall property	Library building	CDF/Teen Center	Adams St property
A1	New in current location	New City Hall	Library/community meeting	Sale or long-term lease	Plan for future development of community-serving space
A2	New in current location	New City Hall	Library/community meeting	Sale or long-term lease	Develop as mixed-use, primarily community-serving
B	New on Adams St. property	Sale or long-term lease	Library/community meeting	Sale or long-term lease	New City Hall, remainder for future development of community-serving space
C1	In Library building	Sale or long-term lease	City Hall and Library co-located	Sale or long-term lease	Plan for future development of community-serving space
C2	In Library building	Sale or long-term lease	City Hall	Sale or long-term lease	New Library/community events center
C3	In Library building	New Library/community events center	City Hall	Parking Lot	Preserve for future revenue from a hotel
D	Lease existing building, e.g., Catholic School	Sale or long-term lease	Library/community meeting	Sale or long-term lease	Plan for future development of community-serving space

Package A1: City Hall would be torn down and rebuilt at its current location and integrated with rehabilitation of Lyman Park. The Former CDF Office Building and Teen Center are maintained in the short-term for temporary use by City staff during construction. Thereafter, the property would be sold or leased long-term. For the Library, a space designer would be hired to reconfigure the space for modern library needs and to enhance the use as a community meeting facility with a possible extension to an outdoor plaza area. The Adams St. property would be preserved for future development of community-serving facilities and outdoor areas.

The Fire Station would be modified to combine police and fire departments. Scout Hall would be sold to the Scouts for a minimal amount. The Carnegie Building receives EMG repairs and maintenance for continued use for community space. The Corporation Yard and wastewater treatment plant area would be studied to determine the best location for Public Works. The Head Start building would receive short-term repairs, and longer term a new Parks and Recreation building would be considered based on the needs of the department. For Signorelli Barn, approach the theatre group or the Historical Society to perform building repairs for use as a community theatre or museum site.

Initial financial analysis indicates this package implemented as described would require approximately \$8 million in funding, most likely obtained through a bond issuance.

Package A2: This scenario is the same as package A1, except that it includes a more detailed plan for Adams St., including construction and spending for a cultural/community center, outdoor parks and gathering spaces, enhanced parking, and sale of a portion of the property along Adams St. for commercial.

Initial financial analysis indicates this package implemented as described would require approximately \$20 million in one-time funding, most likely obtained through issuance of bonds, plus additional annual revenue for debt service, possibly from hotel Transient Occupancy Tax (TOT) or a temporary sales tax increase.

Package B: A new City Hall would be built on the Adams St. property. The City Hall property would be sold or leased long-term. The Former CDF Office Building and Teen Center would be sold or leased long-term. For the Library, a space designer would be hired to reconfigure the space for modern library needs and to enhance the use as a community meeting facility with a possible extension to an outdoor plaza area. The remainder of the Adams St. property would be preserved for future development of community-serving facilities and outdoor areas. All other sites would have the same use as in Package A1 above.

Initial financial analysis indicates this package implemented as described would require approximately \$6 million in funding, most likely obtained through a bond issuance.

Package C1: City Hall would be moved into the Library building and co-located with the library. The Library would receive substantial modification to house both functions. Once construction is complete, the City Hall property would be sold or leased long-term. The Former CDF Office Building and Teen Center would be sold or leased long-term. The Adams St. property would be preserved for future development of community-serving facilities and outdoor areas. All other sites would have the same use as in Package A1 above.

Initial financial analysis indicates this package implemented as described would require approximately \$1 million in funding, most likely obtained through a bond issuance.

Package C2: City Hall would be moved into the Library building after modifications. A new Library plus community/events building, plus parking, would be constructed on the Adams St.

property. The City Hall property would be sold or leased long-term. The Former CDF Office Building and Teen Center would be sold or leased long-term. The remainder of the Adams St. property would be preserved for future development of community-serving facilities and outdoor areas. All other sites would have the same use as in Package A1 above.

Initial financial analysis indicates this package implemented as described would require approximately \$25 million in funding, most likely obtained through a bond issuance.

Package C3: City Hall would be moved into the Library building after modifications. A new Library plus community/events building would be constructed on the City Hall property. The Former CDF Office Building and Teen Center would be used for parking. The remainder of the Adams St. property would be preserved as a possible funding source. All other sites would have the same use as in Package A1 above.

Initial financial analysis indicates this package implemented as described would require approximately \$22 million in one-time funding, most likely obtained through issuance of bonds, plus additional annual revenue for debt service, possibly from hotel TOT or a temporary sales tax increase.

Package D: An existing building would be leased and renovated for use as a new City Hall, possibly at the Catholic School. The City Hall property would be sold or leased long-term. The Former CDF Office Building and Teen Center would be sold or leased long-term. For the Library, a space designer would be hired to reconfigure the space for modern library needs and to enhance the use as a community meeting facility with a possible extension to an outdoor plaza area. The Adams St. property would be preserved for future development of community-serving facilities and outdoor areas. All other sites would have the same use as in Package A1 above.

Initial financial analysis indicates this package implemented as described would require approximately \$2 million in funding, most likely obtained through a bond issuance.

The following table shows the approximate funding needs for each package considered for this report. Each of these integrated packages is described primarily using debt to finance. Other options to be considered for financing are described in Section 7. See Table 1 or Section 5 for details of what is included in each package.

Table 2: Financing Needs for Integrated Packages

Package	City Hall destination	Funding Needs (including EMG repairs)			Financing Needs ¹ and Results		
		Total Scenario Cost 2019-2029	Total Scenario Revenue 2019-2029	Net Additional Funding Need	New Debt	Other Revenue Requirement	10-year General Fund Balance Range
A1	New in current location	\$ 13.2 million	\$ 3.6 million	\$ 9.6 million	\$ 8.0 million	\$0	21 - 43 %
A2	New in current location, Mixed-use devel on Adams	\$ 29.4 million	\$ 6.5 million	\$ 22.9 million	\$ 20 million	\$ 5.5 million	21 - 34 %
B	New on Adams St. property	\$ 13.2 million	\$ 6.1 million	\$ 7.1 million	\$ 6 million	\$0	24 - 53 %
C1	Co-located in Library building	\$ 8.3 million	\$ 6.1 million	\$ 2.2 million	\$ 1 million	\$0	25 - 70 %
C2	In Library building, new library on Adams St	\$ 25.4 million	\$ 5.7 million	\$ 19.7 million	\$ 25 million	\$0	20 - 47 %
C3	In Library building, new library on City Hall prop.	\$ 26.1 million	\$ 0 million	\$ 26.1 million	\$ 22 million	\$ 8 million	20 - 39 %
D	Lease existing building, e.g., Catholic School	\$ 12.6 million	\$ 6.1 million	\$ 6.5 million	\$ 2 million	\$0	24 - 48 %
					¹ Financing chosen to maintain minimum of 20% Reserves		

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1 Scope and Team

1.1 Resolution and Committee Formation

See Full Resolution No. 2017-148 in Appendix A.

On September 26, 2017, the City Council adopted resolution 2017-131 creating the St. Helena Asset Planning Engagement (SHAPE) committee. The Council subcommittee of Council Members Dohring and Koberstein interviewed and recommended 11 members committee to improve the representation of the community. The City Council created the committee to advise the City Council in prioritizing and identifying strategies to address civic needs and opportunities.

The general purpose and mission of the committee is to identify alternatives to address deficiencies and opportunities identified in the Facilities Condition and Needs Assessment (FCNA), challenges identified in the Long Range Financial Forecast (LRFF) and feasibility of concepts identified in the 2009 Visioning Statement (e.g. library expansion, civic building, amphitheater, community center, etc.). Additionally, the Committee will identify financial strategies (along with identifying consequences and trade-offs) for City Council consideration to address identified deficiencies, opportunities and/or utilization of community assets.

The facilities the SHAPE Committee considered are: Carnegie Building, City Hall/Police Department, Fire Station, Former CDF Office Building, Head Start Building, Public Works Corporation Yard, Scout Hall, Signorelli Barn, St. Helena Library, and the Teen Center, plus properties at Lyman Park and Adams St.

1.2 Committee Members

The SHAPE Committee consists of eleven members appointed by the City Council:

Chair: Mark Smithers, Vice Chair: Anna Chouteau

Members: Doug Barr, Oliver Caldwell, Pat Dell, Jeff Feeney, Stan Knight, Tim Nieman, Joshua Parke, Susanne Salvestrin, Glenn Smith.

1.3 Assisting Personnel

City Staff: Mark Prestwich, City Manager; April Mitts, Finance Director; and Cindy Tzafopoulos, City Clerk

Consultants: Jean Holsten and Roseanne Lopez, Consultants from the Dynamic Dialogue Program, www.dynamicdialogue.org

City Council Liaisons: Councilmembers Paul Dohring and Mary Koberstein

2 Process

The SHAPE Committee is a temporary committee appointed by the City Council and is therefore subject to the provisions of the Brown Act, requiring that all meetings shall be open and public, and all persons shall be permitted to attend¹. All discussions, presentations, deliberations and decisions made by the Committee were conducted during publicly noticed meetings, generally held every Wednesday evening.

2.1 Overall Process

The work of the Committee proceeded in phases and can be roughly grouped into five segments. The phases generally occurred in the order shown by sections 2.1.1 to 2.1.5 below, though there was necessarily some overlap.

2.1.1 Information Review and Problem Understanding

The first several months of activity were focused on gathering information on the state of facilities to be reviewed, the financial status of the City, and background on financing options.

¹ The requirements of the Brown Act were briefly reviewed with the Committee on November 1, 2017. A copy of the “2016 Brown Act Presentation” and “A Guide to the Ralph M. Brown Act” can be found at <http://www.cityofsthelena.org/bc-shape>.

2.1.1.1 Facilities Review

The Committee toured each of the sites and facilities on November 16, 2017 to see and hear firsthand the condition and needs of each². In addition, EMG was hired to provide a Facilities Condition and Needs Assessment³.

2.1.1.2 City Financial Review

The status of the City's current and projected finances was reviewed in several ways, including a Financial Overview Presentation⁴, discussion of the results of applying The California Municipal Financial Health Diagnostic⁵ to St. Helena, and several iterations reviewing the City's Long Range Financial Forecast (LRFF)⁶. The Forecast Overview portion of the most recent LRFF can be found in Appendix C.

2.1.1.3 Financing Options

Kosmont Companies was hired to provide assistance and support for understanding financing options, asset management, and real estate development⁷.

2.1.2 Definition of Evaluation Criteria

Over several meetings, the Committee developed a set of evaluation criteria to be used as guidance for developing and evaluating different options. The criteria were not developed as precise metrics, but rather were formulated as General Evaluation Criteria/Principles⁸ to provide

² "Facilities Tour Booklet" at <http://www.cityofstheleena.org/bc-shape>.

³ "EMG Final Report" at <http://www.cityofstheleena.org/bc-shape>. This site also includes the emg background, proposal and draft reports ("2017 City of St. Helena Facilities Condition and Needs Assessment RFP", "EMG Presentation", "EMG Proposal/Scope of Work", "EMG FCNA Presentation", "Facility Needs Assessment", "Space Analysis").

⁴ "Financial Overview Presentation" at <http://www.cityofstheleena.org/bc-shape>.

⁵ "St. Helena Financial Health Diagnostic" at <http://www.cityofstheleena.org/bc-shape>.

⁶ "LRFF St Helena March 2018" and "Long Range Financial Forecast (2015-2025)" at <http://www.cityofstheleena.org/bc-shape>.

⁷ "Kosmont City Hall Relocation Options Updated 04.03.2018", "Presentation by Kosmont | City Hall Relocation Options", and "Kosmont Presentation" at <http://www.cityofstheleena.org/bc-shape>.

⁸ "Synthesis of Work Submitted by Committee Members" at <http://www.cityofstheleena.org/bc-shape>.

a framework for evaluating the Committee’s recommendations for the city assets without being too onerous. More detail on the background discussions leading to criteria is also available⁹.

Evaluation criteria and how they were used are discussed in more detail in Section 3.

2.1.3 Development of Facility and Site Alternatives

Over several meetings, the Committee brainstormed different options for the use of each facility or property, and potential new locations for any functions that might be moved. This began with a Property Visioning exercise¹⁰, providing a first pass at all facilities, followed by several meetings devoted to detailed discussion of each site, one by one¹¹.

2.1.4 Development and Evaluation of Proposals

After development of alternatives for all individual facilities, the Committee combined those alternatives to create several overall strategies (integrated packages) that included disposition of all assets under consideration. The results of those discussions are shown in Section 5.

2.1.5 Recommendations

Recommendations consist of several integrated packages which include a selected option for every site considered. The packages start with different options for City Hall, with the choices for the other properties informed by the preferences discussed during meeting deliberations. In addition to integrated packages, detailed discussions for each property are an important part of understating options that are not included in the integrated packages – these discussions can be found in Section 4.

⁹ “2.28.18 Updated list of Values, Needs and Negative Attributes” and “2.28.18 Results of the Exercise at the February 28, 2018 Meeting” at <http://www.cityofsthelena.org/bc-shape>.

¹⁰ “Property Visioning Exercise – Summary” at <http://www.cityofsthelena.org/bc-shape>.

¹¹ “3/28/18 SHAPE Meeting Discussion of Head Start, Lyman Park, Scout Hall, Carnegie, Corp Yard and Signorelli Barn” at <https://sthelena.civicweb.net/document/19620/SHAPE%20Meeting%20Building%20Use%20II%2032818.docx?handle=3C9C171707E44D1A95ECA9E1514715DA>.

2.2 General Decision-Making Approach

The Committee followed a mildly structured decision process. The general decision-making sequence that was followed is outlined by the sub-sections in Section 2.1. At several meetings within the process, the Committee discussed the decision-making approach to be followed in upcoming meetings¹².

2.3 Public Engagement

In keeping with the City's 3-year goal of commitment to full public participation, and ongoing communication & regional collaboration, the SHAPE Committee has had approximately 22 meetings in which the public in attendance had opportunities to comment¹³. The Public were invited to tour the various City buildings and assets, early in the process. There were two Community Workshops¹⁴, that were attended by 32 and 31 people respectively. The assets they judged to be of the most importance were City Hall/Police Station, Adams Street, Public Library, and the Fire Station. The predominate age groups attending were between 62 and 79 years of age.

There were two sets of Focus Groups conducted. A concerted effort was made to be inclusive regarding age, ethnicity, and other factors such as parents and Service Club members. Meetings were scheduled at a variety of hours to accommodate all schedules. A March 28th summary¹⁵ of the first set of Focus Groups shows 34 participants in the five focus groups held. 80 people were invited. Fiscal management and solvency was a major theme throughout these focus group discussions. Adams Street was described as a "hot button issue for the city" and something that needs to be carefully discussed with the public. It was viewed as a jewel of green space, a place for a city center and a community center and finally a place where the 2009 plan had delineated good options. Housing was a topic brought up in each of the focus groups. Most agreed there is a need but there were differences in each group as to where an appropriate location might be.

¹² "2.28.18 Draft Idea for Decision Making Process" at <http://www.cityofsthelena.org/bc-shape>.

¹³ "Tentative Public Engagement Strategy Calendar" and "Weekly Meetings Flyer" at <http://www.cityofsthelena.org/bc-shape>.

¹⁴ "Informational Workshop" at <http://www.cityofsthelena.org/bc-shape>.

¹⁵ "Focus Group Summary High Level" and "Focus Group Survey Results" at <http://www.cityofsthelena.org/bc-shape>.

The summaries¹⁶ of the focus groups that met from April 19-22 shows a total attendance of 64 from 81 who had signed up. 57 returned forms. These groups brought up questions regarding finances, water, hotels, Hunter development and its impact on Adams Street, housing, rentable space, and the Wine Train. Main Street and the Library were hot topics. Comments on some of the major assets show respondents mostly preferring to keep City Hall on Main Street with the Police Department and Fire Station. Most respondents want to leave the Library where it is with interior redesign. Most respondents favored leasing of Carnegie Hall, most likely to the Historical Society. Respondents prefer to do Fire Station fixes sooner rather than later. Railroad Avenue properties were to be used to house City Hall employees during rebuilding of City Hall and then sell or lease. Most were supportive of developing Adams Street as a Multi-Use project. Some type of Cultural / Community Center was received well. The respondents generally supported the recommendations of the SHAPE Committee on the other asset recommendations.

2.4 Consultant Assistance

Three consulting companies were hired to assist the Committee, with one additional sub-contractor. Consultants were selected through a competitive bidding process.

Jean Holsten from DynamicDialogue provided facilitation and guidance for all meetings and for the overall process used. Dynamic Dialogue provides support to individuals, groups, and organizations to work together in finding mutually beneficial ways to meet individual and groups needs and aspirations.

EMG provided an assessment of the Facilities Condition and Needs Assessment. EMG is an architecture and engineering firm focused on building lifecycle and capital planning studies. The key members for this project are Erik Piller, Matthew Anderson, RA, Mark Surdam, RA, Shannon Vogt, Bhaskar Ale, Bryan McGuinness, and Paul Sanders.

Ward Levy Appraisal Group was sub-contracted by EMG to provide appraisal values for City facilities and land. Ward Levy Appraisal Group is a commercial appraisal firm serving the North San Francisco Bay Area, with an emphasis on Sonoma County.

¹⁶ “Draft Shape Focus Groups April 2018 Summary”, “St Helena Focus Group 4.19.18 – 4.22.18” at <http://www.cityofstheleena.org/bc-shape>.

Kosmont Companies' role as consultant to City of St. Helena is to assist and support the SHAPE Committee with discussions and evaluation of: best asset management practices (case studies, other approaches), economics of real estate development, financial impact of real estate decisions, public finance options, and establishing asset priorities. Kosmont Companies has 32 years of experience working with communities on real estate, asset strategies, economic / community development, infrastructure and public/private financing.

3 Evaluation Criteria

3.1 Process

The SHAPE Committee recognized the need to develop criteria for evaluating proposals for the disposition of various City properties. At its February 28, 2018 and March 7, 2018 meetings, Committee members were initially invited to suggest all their ideas on essential values and priorities as well as potential problems to avoid. These ideas were delineated in a document available on the SHAPE Committee web site¹⁷. Members also had the benefit of public input described and referenced above in Section 2.3.

From this extensive Updated List of Values, certain ideas were removed as being outside the scope of the Committee's mission and others were eliminated as duplicates. Broad categories were created to focus Committee members on strategic issues. Some of these categories are listed below as illustrations of the scope of the work:

- Employees/ efficient work spaces
- Community Gathering Places--Multiple Uses
- Fiscal feasibility
- Balance Needs of Community and Tourism
- Values of St. Helena (Vision Statement)
- What to avoid, Mitigate or Diminish
- Pressing Needs

Committee members then identified those items in each category they believed most pertinent to the Committee's considerations of the public properties for which the City Council had requested

¹⁷ "2.28.18 Updated list of Values, Needs and Negative Attributes" at <http://www.cityofsthenana.org/bc-shape>.

recommendations. The results of this exercise are available on the SHAPE Committee web site¹⁸.

From this exercise and with the help of our consultants, a proposed criteria list was presented to the Committee and approved by the Committee at its March 7, 2018 meeting¹⁹. This working set is provided below in Section 3.2.

3.2 General Evaluation Criteria/Principles

General Evaluation Criteria/Principles

(Synthesis of Work Submitted by Committee Members)

The purpose of this Synthesis is to provide a framework for evaluating the Committee's recommendations for the city assets without being too onerous. The committee's decision-making process will use the adopted framework as a means of evaluating the property recommendations. Discussed and approved at the March 7, 2018, SHAPE meeting.

City Facilities/Services

- Ensure efficient use and functionality of facilities
- Improve community meeting and gathering spaces/venues for multiple uses
- Safe working environment
- Anticipate future needs
- High quality facilities; places citizens feel pride in.
- Ensure maintenance of facilities
- Minimize time to achieve outcome
- Consider partnerships if available

Community Attributes

- Protect neighborhoods from negative impacts
- Family friendly
- High quality aesthetics
- Low impact on water demands (environmental mitigation)
- Minimize traffic impacts/improve circulation
- Maintain open space
- Enhance cultural attractions in City
- Preserve the soul of St. Helena
- Provide more parking
- Provide additional workforce and senior housing
- Safe community

¹⁸ "2.28.18 Results of the Exercise at the February 28, 2018 Meeting" at <http://www.cityofsthelena.org/bc-shape>.

¹⁹ "Synthesis of Work Submitted by Committee Members" at <http://www.cityofsthelena.org/bc-shape>.

- Honor St. Helena's history
- Embrace art
- Facilitate biking, trails and walkability
- Consider economic and ethnic diversity

City Finances

- Secure sustaining revenue and cash flow stability
- Protection of the General Fund
- Thriving unique business community, while balancing tourism
- Evaluate creative revenue strategies (e.g. naming rights, philanthropy, sweat equity, etc.)
- Resist selling assets or build development for immediate gain

Pressing Needs

- Addressing City Facilities that are inefficient, unsafe, or otherwise deter positive workforce and ability to provide services.
- Public Restrooms
- Community Cultural Center or Civic Center for cultural events and diverse civic needs.
- Downtown business
- Parking

4 Alternatives for Each Property

The Committee's first formal effort to identify potential uses for each property was undertaken at the weekly meeting of January 24, 2018 during a Property Visioning Exercise²⁰. These initial ideas were modified and refined into a list of options for each site during meetings on March 21 and March 28, 2018. The Committee then re-visited each site over the meetings of April 18, April 25 and May 2, 2018 to identify only those options that would be carried forward into potential recommendations. Committee members were encouraged to submit their ideas as part of this final exercise. These are included as Appendix D.

The result of these combined discussions is summarized below for each property, including Committee votes on whether options should be carried forward for potential inclusion in final recommendations, or eliminated.

EMG provided detailed analysis of the conditions of each site and estimates of repair costs. The summaries of costs are included in Appendix B.

²⁰ "Property Visioning Exercise - Summary" at <http://www.cityofsthelena.org/bc-shape>.

4.1 City Hall / Police Station property

From the EMG Facilities Condition and Needs Assessment:

Property Physical Condition: Poor
 Estimated Immediate Repair Costs: \$1.012 million
 Estimated Property Market Value: \$4.74 million

Preferred Uses

Numerous options for alternative locations for City Hall were proposed, along with alternative uses of the City Hall property in cases where City Hall is moved elsewhere. For each proposed option, several details were discussed and captured that may be a part of that alternative (e.g., parking, building orientation, etc.). However, these details are not considered to be requirements at this time. Future needs assessments and design studies for the potential new City Hall would be required to finalize any details about the specific configuration.

Option 1: Leave City Hall where it is but tear down and completely rebuild with a 2-3 story building

Vote results: Include – 8, Exclude – 3.

Move City Hall staff to a temporary location, tear down the existing structure, and build a new City Hall on-site. There is consensus that the new facility should include Council chambers and that those chambers could serve a dual function as meeting space for other uses, including community needs. The police station could be included with the new City Hall building or built as a separate structure next to or as part of the Fire Station. Some details that were discussed include providing parking either underground or within the newly configured building site, providing community-oriented uses, and facing the building towards Lyman Park to better integrate with that space.

Community input was supportive of this idea. It retains the historical location and proximity to other government entities such as the Police, Fire Station and Post Office. Disadvantages are that City staff would have to be relocated to other facilities such as the CDF Building/Teen Center or Carnegie Building during construction, adding disruption to staff, delay in making decisions about these properties, and some relocation costs.

Option 2: Move City Hall to the Library

Vote results: Include – 6, Exclude – 5.

Several variations of this option were discussed centered around where the Library would be located under this option, and what is done with the vacated City Hall site.

Locations for the Library included: building a new Library on the existing City Hall property on Main Street as part of a cultural/educational/park complex integrated with Lyman Park; building a new Library on Adams Street as part of a cultural/events building; co-locating City Hall and the Library in the existing Library building; or moving the library to the Carnegie Building.

New uses for the City Hall property include the aforementioned cultural/educational/park complex, selling or leasing the parcel, or using it for other community-oriented purposes.

Advantages for this option include requiring less cost than a new City Hall; City Hall staff remains in the current location until build out is complete; and it preserves the City Hall property for other uses. Disadvantages include the need to create new space for the library before any renovations can start for City Hall resulting in multiple moves of building functions; the current Library is popular and any changes may be politically volatile; and costs for added parking if a new library is built.

Option 3: Rebuild City Hall on Adams Street

Vote results: Include – 6, Exclude – 5.

Build a new City Hall on the Adams Street property. Advantages for this option are that a new building would not require a temporary relocation of City staff (they could remain in the existing building until the new one is completed) and decisions can be made earlier on spaces that otherwise would have to serve as temporary City offices (CDF/Teen Center properties). A disadvantage expressed by some Committee members is that this would use some portion of Adams Street for what they characterize as an "office building" rather than have the area focused on cultural/community uses and open gathering space.

New uses for the City Hall property are the same as above and include the aforementioned cultural/educational/park complex, selling or leasing the parcel, or using it for other community-oriented uses.

Option 4: Move City Hall to another existing building

Vote results: Include – 4, Exclude – 7.

Several existing buildings in the city have been mentioned as possible locations to lease or purchase for City Hall, including the Catholic School and Westamerica Bank. Availability and terms for these locations are not known at this time. Pursuing one of these locations would entail further discussions with those entities to determine if such a deal is possible and any costs.

Potential benefits include: the efficiency of using an underutilized existing structure; preserving valuable City-owned properties for other uses; the ability of City staff to remain where they are until the build out is complete; and decisions can be made more quickly on other properties that otherwise may need to be used as temporary office space. Disadvantages include: leasing or buying an existing building would likely require significant renovations and would not provide the level of functionality that a new, custom-built City Hall would provide, delivering only an "adequate" not "excellent" result; and buying an existing building would likely result in total costs greater than a new building as you pay market rates plus additional costs for improvements and retrofit.

New uses for the City Hall property are the same as above and include the aforementioned cultural/educational/park complex, selling or leasing the parcel, or using it for other community-oriented uses.

Other Identified Uses

None.

4.2 Lyman Park property

From the EMG Facilities Condition and Needs Assessment:

Property Physical Condition:	Fair
Estimated Immediate Repair Costs:	\$82,000
Estimated Property Market Value:	None prepared

Preferred Uses

Committee members agreed that Lyman Park is an important outdoor space for the community, but one that is needing improvements to create a more usable and inviting setting and improved facilities.

Option 1: Hire professional landscape architect, address park deficiencies (e.g., bathrooms, signage), integrate with adjacent building.

Vote results: Include – 11, Exclude – 0.

Implement repairs identified in EMG report. Consider moving the plaque honoring veterans from City Hall to a featured place in the park. Hire a landscape architect to advise the city on improvements to the park's layout and vegetation, and to integrate any design changes with the use chosen for the City Hall site. Some of the ideas discussed by the Committee included: if a new City Hall is built, integrate the entrance and any community meeting spaces with the park; if a community center/education/library concept is built on the City Hall property, integrate both properties to create an indoor/outdoor community space. The advantages and disadvantages are noted for the specific proposals for this property in other sections below.

Other Identified Uses

None

4.3 Fire Station property

From the EMG Facilities Condition and Needs Assessment:

Property Physical Condition:	Fair (roof is Poor)
Estimated Immediate Repair Costs:	\$54,000
Estimated Property Market Value:	\$5.4 million

Preferred Uses

Two options were identified as preferred uses, both of which keep the fire department in its current location. There is strong support from both the Committee and the public for retaining the fire department function in the Fire Station building. Additionally, there was moderately strong interest in co-locating the police and fire departments due to their similar and sometimes complementary roles in providing safety services.

Option 1: Implement fixes identified in EMG report out of General Funds in next year's budget.

Vote results: Include – 11, Exclude – 0.

Continue to use the Fire Station for its current function primarily as a fire station, plus occasional ancillary uses for community meetings or temporary staffing of City personnel. Implement the repairs and maintenance identified in the EMG report out of General Funds.

Option 2: Combine Police and Fire in a way that works.

Vote results: Include – 11, Exclude – 0.

Modify the Fire Station property to combine police and fire department functions in a way that works. The configuration would be determined from a future assessment of design concepts and could include constructing additional space for the police department as part of the existing structure or, building a separate police station adjacent to the fire station. Total costs would include the costs of building space for the Police Department but would partially offset the total cost of a combined City Hall/Police.

Other Identified Uses

The initial list of possible uses developed by the Committee included a separate option of adding a second story to the fire station for the police department. This option may not be structurally feasible, so that use was combined into Option 2 to allow flexibility in determining how best to combine the two functions on this site.

4.4 Library property

From the EMG Facilities Condition and Needs Assessment:

Property Physical Condition:	Good
Estimated Immediate Repair Costs:	\$199,000
Estimated Property Market Value:	\$4.78 million

Preferred Uses

Numerous options for alternative uses for the Library property were proposed, along with alternative locations for the Library if it is moved.

Option 1: Implement EMG repairs and work with a space designer and library expert to possibly redesign.

Vote results: Include – 10, Exclude – 1.

Implement immediate EMG repairs, and then work with a space designer to possibly redesign to more efficiently and better use the substantial space in the Library. A new design would seek to better configure the library space to the requirements of a modern library. Additionally, since the current Library provides many community-oriented functions, the new design would explore

how to better provide space for those needs. If an outdoor plaza were included on the east side of the building, the community space could be integrated with the outdoor community-serving area.

Option 2: Remodel/rebuild and integrate with other city uses

Vote results: Include – 6, Exclude – 5.

This option is somewhat similar to Option 1 but involves the potential for a more substantial remodel and/or rebuild and includes a potential variety of city uses to be co-located with the Library. This alternative would prove very disruptive to library services while being implemented.

Other Identified Uses

Option 3: Remodel for City Hall

Vote results: Include – 4, Exclude – 7.

Undertake substantial renovations to modify the interior for use as a City Hall. This could be done as part of a co-location of the space for the Library. If not co-located, the Library could be moved to a new facility built on the City Hall property or the Adams Street property (see Option 4 below) or the Carnegie Building. The benefit of this alternative is to use the large Library building for the needed City Hall but would potentially require provision of a new library elsewhere.

Option 4: Build new Library on City Hall property with cultural center and incorporate Lyman Park.

Vote results: Include – 3, Exclude – 8.

Build a new modern, custom-built library on the City Hall property as part of broader cultural/educational center and incorporated with a redesigned Lyman Park. This option could be coupled with Option 3 above. The benefit of this alternative is to provide a community-oriented gathering space on Main Street and a new library that is designed to 21st century standards for locals and visitors.

4.5 Adams Street property

Not included in the EMG Facilities Condition and Needs Assessment:

Preferred Uses

Numerous options for alternative uses for the Adams Street property were proposed. The first two options share some features and might be combined to create a hybrid version.

Option 1: Cultural Center

Vote results: Include – 8, Exclude – 2.

Develop the parcel with a core focus as a cultural/events destination. One version of this was described by Doug Barr. This option proposes that the parcel be developed in stages, as a “Cultural Campus”. The library, our current *de facto* cultural hub, will anchor related community serving facilities surrounding as much open space as is feasible. The centerpiece of the development will be a Cultural Center designed as an appropriate venue for humanities-based programming, including: lecture series, conferences, academic forums and symposiums on a broad range of topics and possibly masters classes in music, dance, theater and visual arts culminating in performances at the Performing Arts Center. Programming will be coordinated with local schools, youth groups, service organizations and senior centers. All events would be open to local residents at minimal or no cost. Tickets will be available to the 3.5 million tourists that visit Napa Valley annually.

Advantages of this option include: providing cultural opportunities to inform, inspire, and entertain; effectively managing existing tourism to the financial benefit of the business community and our general fund by encouraging multi-day visits that will increase TOT and sales tax. Additional development on the parcel would be symbiotic with the Cultural Center’s goals but can include both private and public participation. Ideally, the center will be funded by philanthropy, branding, and marketing opportunities. Ongoing income will be derived from sponsorships, donations, gate receipts and by renting the facility when available for private, corporate or commercial activities.

Option 2: Multi-use (plaza, open space, Cultural/civic center, etc.)

Vote results: Include – 8, Exclude – 2.

One version of this plan was described by Mark Smithers. The option combines many of the community’s desires while respecting the needs of the city to create destination diversity beyond the wine industry. This option’s multi-use aspects are developed around a very large plaza /

open area retaining views up valley towards Mount St. Helena without disturbing the library's viewshed. Additional aspects include a potential location for the St. Helena Historical Society to build near the library; an area to build a cultural center for performing arts, civic events, non-profit meeting space, exhibits, etc.; a limited complementary development zone along Adams Street; increased parking through widening Adams Street and Library Lane to accommodate diagonal parking on both sides; and lots of trees and easy connection to the walking trail to the river.

Advantages of this option include: reduced local traffic as many will be able to bike, walk, or shuttle to the location; the option brings new visitors and compels residents to stay in town without competing with Main Street; and its increased parking is within easy walking distance to Main Street. It will result in a community gathering spot where the residents and visitors alike will socialize, eat, drink, enjoy a performance, visit our history, and enjoy the valley as St Helena becomes the cultural center of the Napa Valley as a destination beyond wine.

Other Identified Uses

Option 3: Have City Council do another visionary process

Vote results: Include – 3, Exclude – 7.

Since the Adams Street property was not clearly defined in the scope of work for the SHAPE Committee some committee members thought it would be beneficial to have the City Council revisit what should be done with the Adams Street property and invite members of the public to submit their ideas for what should be done on the property.

Option 4: Move City Hall to Adams St. into Library, build Cultural Center at City Hall site (also see Oliver Caldwell plan in Appendix D)

Vote results: Include – 3, Exclude – 7.

As the digital world advances, the St. Helena Library is trying to evolve into a de facto cultural center offering performances in music, dance, art shows, multimedia lecture series, movies, exhibitions, applications in technology, social gatherings, etc. However, these functions would be better realized with new construction and located in an accessible and visible location on Main Street.

By merging a newly built Library and Cultural Center with Lyman Park - where there is also public transportation and visibility from visitors - you simultaneously upgrade the Library, Lyman Park, Main Street, support pedestrian connectivity with the downtown and finally realize the cultural component from the 2009 Adams Vision. Instead of building a new expensive City Hall for 28 employees, move the staff into part of the existing library building and save the money to better serve the whole community of six thousand people.

Option 5: Community Center

Vote results: Include – 2, Exclude – 8.

Build a structure oriented towards community uses, including room for meetings, local events, and community gatherings. The facility could be constructed with large meeting room space with connections to outdoor grounds suitable for revenue generating rentals for performances, weddings, etc.

Option 6: Senior housing

Vote results: Include – 1, Exclude – 9.

Saint Helena has a growing senior population with a shortage of affordable housing for them. A committee member thought Adams Street would make an ideal site for cottages for seniors and another committee member commented that every city property should at least consider affordable housing. However, it was the sense of the Committee that proposals for workforce or affordable housing were outside the scope of our charge and the City Council was already looking at affordable housing city-wide. A committee member pointed out that if you put in housing at Adams Street, the current open space would feel like it belonged to the people who live there instead of for the whole community as it is now.

Option 7: Do Nothing

Vote results: Include – 1, Exclude – 9.

The city has the option to leave Adams Street as it is. The open space is beloved by many in the community and used for walks with and without dogs, bike rides and access to the Napa Valley River at the end of the trail. While almost all Committee members voted that do nothing is not desirable, some members stated that whatever is done with the Adams Street site, maintaining access for the community to use and enjoy the open space and specifically the walking trail,

stunning views and connection to nature is critical. Committee members discussed making improvements like planting trees for shade.

4.6 Former CDF / Teen Center combined property

From the EMG Facilities Condition and Needs Assessment:

Property Physical Condition: Fair
 Estimated Immediate Repair Costs: \$293,000
 Estimated Property Market Value: \$3.087 million

Preferred Uses

Numerous options for alternative uses for the Former CDF and Teen Center properties were proposed.

Option 1: Rehab both facilities for short-term city use.

Vote results: Include – 9, Exclude – 0.

This option retains the use of this property as temporary City staff space in the event that it is needed during construction of a new City Hall on the existing City Hall property. This has the advantage of providing flexibility during any rebuilding activity involving City Hall staff. The disadvantage is the cost of rehabilitation for buildings that may be torn down later, though the City would take care to only cover costs needed for safety and functionality.

Option 2: Sell or lease

Vote results: Include – 7, Exclude – 2.

Make this property available for development. Discuss with the Wine Train to determine their interest in buying or leasing for development of a small hotel or other train-oriented development. The advantage is positive cash flow from sales proceeds and long-term TOT revenue that can offset some of the development costs for other properties and fund future needs. The developer may also construct workforce and affordable housing as part of the development agreement.

Option 3: Use land as a parking lot and land bank for the future

Vote results: Include – 6, Exclude – 3.

This option is primarily based on the idea that the property may become more valuable over time and the City should not sell or otherwise lose control of City owned property. One suggestion

was the use of this site for a parking lot to meet a parking need. It is close enough to Main Street to help relieve parking issues for workers and tourists especially if Lyman Park and City Hall were used more as a larger scale community gathering spot. The disadvantage of this option is you do not receive the cash flow from sales proceeds or TOT revenue while betting on an increase in value or some better or more valuable use later.

Option 4: Leave as option for affordable housing

Vote results: Include – 5, Exclude – 4.

This site has been identified as one of many that could be used for affordable housing.

Other Identified Uses

An option was originally proposed to use this city for a new City Hall, but this did not receive any support from the Committee.

4.7 Scout Hall property

From the EMG Facilities Condition and Needs Assessment:

Property Physical Condition:	Poor
Estimated Immediate Repair Costs:	\$238,000
Estimated Property Market Value:	\$0.8 million

Preferred Uses

Scout Hall was originally deeded to the City for perpetual use by the Boy Scouts. The legal limits of the deed restrictions are somewhat unclear, but the consensus is to honor the intent of the original deed to provide space for the Scouts, whether in this building or in another space.

Option 1: Explore opportunity to give/sell to Scouts

Vote results: Include – 11, Exclude – 0.

Consider selling to the Scouts for a minimal amount of money. Include a legal review to better understand the deed restriction. The benefits of transferring ownership to the Scouts include reduced personal injury liability and reduced long-term maintenance costs to the City. Also included in this option is to explore what alternative spaces would be acceptable to the Scouts, in which case the City would retain ownership of the building and it would be available for other uses.

Other Identified Uses

Other options considered included: Move Scout Hall building and use the site for a new police station. This option could also be viable if a new home for the Scouts could be found as part of the exploration of alternatives in Option 1 above. Another option considered was selling the building, but it is unclear what can be done given the existing deed restrictions. Finally, if a new location for the Scouts could be found, using the existing building for firefighter housing was discussed.

4.8 Carnegie Building property

From the EMG Facilities Condition and Needs Assessment:

Property Physical Condition:	Fair
Estimated Immediate Repair Costs:	\$88,000
Estimated Property Market Value:	\$2.9 million

Preferred Uses

The Carnegie Building is on the national list of historic places. As such, the exterior may not be modified. The building is currently an underutilized space. Much of the discussion centered around what types of use are best suited for the building and how to achieve a more efficient utilization of the space, either through expanded City use by increased youth and adult programs and marketing its availability for room rental, etc., or finding a buyer or tenant to use the space. Selling or leasing also has the benefit of providing revenue to the City.

Option 1: Lease to highest bidder.

Vote results: Include – 9, Exclude – 2.

Put the building up for lease to see if there are viable tenants interested in leasing the building, Ideas for tenants included the Historical Society, artisans, or some other income producing entity such as shared or flex office space. Leasing has the benefit of providing revenue to the City that may offset some of the development costs for other properties.

Option 2: Keep – make EMG fixes.

Vote results: Include – 8, Exclude – 3.

Make necessary fixes and provide ongoing maintenance to continue use of the building for adult recreation, as a meeting rental space, and occasional use by the Parks and Recreation

Department. Try to ensure more consistent utilization of the building. In the absence of other spaces for community activities, the building provides some important opportunities for recreation and other public use. It is doubtful the rental revenue will be sufficient to cover future maintenance costs.

Option 3: Sell.

Vote results: Include –7, Exclude – 4.

Offer to sell the property at market value or, for example to the Historical Society or other community service organization for \$2 million (below assessed value) or set as a life estate or some type of deed reversion. Use those moneys for other needs, revert in deed. The disadvantage of selling is the loss of control over the future uses of the building, and it being sold below market rate resulting in less proceeds.

Other Identified Uses

The initial list of possible uses developed by the Committee included a long-term lease to the Historical Society. This option was rolled into Option 1 to include all potential lessees.

4.9 Corporation Yard property

From the EMG Facilities Condition and Needs Assessment:

Property Physical Condition:	Poor
Estimated Immediate Repair Costs:	\$230,000
Estimated Property Market Value:	\$2.21 million

Preferred Uses

The Corporation Yard site facilities are in poor condition and the property experiences periodic flooding. All options require improvements, though the ultimate disposition of the site is subject to further study. The City Council has recently approved money for immediate repair and replacement of the portable buildings now used as office space for Public Works employees.

Option 1: Have administration look at and fix/move as needed

Vote results: Include – 11, Exclude – 0.

The first step is to perform emergency repairs to maintain the function of the site in the short-term for Public Works. One of the limiting factors for this site is its tendency to flood during significant rain events although this might be mitigated by dredging Sulfur Creek and/or building

a short concrete wall. An alternative site for Public Works is the City's waste water property, which may also be prone to flooding. Therefore, the City should collect more information on the flooding on these sites to determine the best location for Public Works.

If the waste water site is preferred for Public Works, this site would become available for other uses. Options discussed are to sell the site; or use the site for housing or explore swapping this site with nearby sites (e.g., Harold Smith, AJ Supply) to create another, less flood prone site for housing. A sale has the advantage of generating revenue to offset other property development. There were objections raised by one Committee member to this site as a suitable place for housing, so the Committee took a vote on whether to take housing out of the description. There were 4 out of 11 votes to remove it, so it remains in the description of options to be considered.

Other Identified Uses

Most of the original options identified were combined into Option 1 above as a sequence of considerations to identify the ultimate use.

4.10 Head Start property

From the EMG Facilities Condition and Needs Assessment:

Property Physical Condition:	Poor
Estimated Immediate Repair Costs:	\$114,000
Estimated Property Market Value:	\$0.3 million

Preferred Uses

The Head Start building is currently underutilized, used only for two months of summer camp during the year. The building is in poor condition with substandard facilities, needing improvements if the building is to be preserved and more fully used.

Option 1: Complete minimal habitability improvement for summer and phase 2: after identifying needs, rebuild for Parks and Recreation

Vote results: Include – 11, Exclude – 0.

Implement the near-term repairs identified in the EMG report out of General Funds to achieve minimum habitability improvements. Have City Council direct a needs assessment of the Parks and Recreation Department to determine future space and location needs. Ideas for a new location include construction of a new building for Parks and Recreation use at Crane Park,

utilizing other sites (e.g., Catholic School gym) and improved interaction with SHUSD sites. A new building would potentially include administrative offices for Parks and Recreation staff, adult recreation space, space for teens, and continued use for summer camp. Benefits include providing improved facilities for the Parks and Recreation Department and providing community-serving space for all ages.

Option 2: Café/Food/Concession - Public/Private partnership.

Vote results: Include – 6, Exclude – 5.

Investigate ways to rehabilitate the site for use as a small café or food concession. Crane Park and surrounding sports fields attract thousands of visitors each year. Options mentioned include seeking a local restaurant to participate in a public private partnership to assist in building improvements to create a “satellite” café or opening the site for food trucks as an easy way to test the concept and viability of providing food service at this location. Benefits of this option include gaining financial support for building improvements, potential lease revenue from the site, and providing an additional community service / gathering space for residents.

Other Identified Uses

A previously identified option to combine Parks and Recreation with a food concession was rolled into option 1 above. Also discussed was the idea of rehabilitating the existing building for continued use – the existing building is not considered to be suitable over the long term.

4.11 Signorelli Barn property

From the EMG Facilities Condition and Needs Assessment:

Property Physical Condition:	Fair
Estimated Immediate Repair Costs:	\$96,000
Estimated Property Market Value:	\$0.63 million

Preferred Uses

The Signorelli Barn is broadly viewed as a valued site that honors the agricultural heritage of St. Helena. However, the building is in serious disrepair and will require significant work to make it structurally sound and even greater expense to make it viable for more than its current use as temporary storage. Committee and community input largely agreed that the site should be improved to be better utilized by the community with several options identified.

Option 1: Stabilize barn in near term

Vote results: Include – 11, Exclude – 0.

Implement the repairs and maintenance identified in the EMG report out of General Funds to stabilize the barn. This option would precede any other uses designated for the barn, including option 2 below.

Option 2: Reconstruct barn: list with someone to lease/rent.

Vote results: Include – 11, Exclude – 0.

Put the building up for lease to see if there are viable tenants interested in leasing the building. Several potential tenants were discussed: the site could be used by the Historical Society to display agricultural equipment, preserving and enhancing the historical agricultural connection of the barn; lease to a theatre group that has expressed interest to use as a playhouse, which could include a public/private partnership to defray some or most of the costs of rehabilitation; or rent out for various community events. In all cases, explore grants that may be available to supplement reconstruction work. A lease would have the advantages of a revenue stream to the City and retaining control of the appearance of the site. There is concern over parking and other public access issues. Alternative parking solutions should be considered such as creating a city parking lot by the college and having an electric trolley or something like that shuttle people to events. It could be used for locals and tourists and could be an attraction itself.

Other Identified Uses

Other uses that were discussed included taking down and then reconstructing the barn at another site, such as the Adams Street property, or taking the barn down and re-using the wood on another constructed building. Those options did not receive committee votes.

5 Integrated Packages

5.1 Overview

This section provides several integrated packages for consideration. Here the term “integrated” means that the packages include a proposal for what to do with each of the facilities or properties that the Committee was tasked with considering. A complete, integrated package allows a more

detailed discussion about timing implications, how the proposed package would be implemented and when. Complete packages are also necessary for considering the financing required and possible financing strategies that could be pursued.

The financial analysis and discussion about funding requirements shown in this report should be considered only as rough preliminary estimates. The same is true for the project sequencing and timing estimates; the time to execute the activities is probably optimistic for all packages. Overall, the assumptions about costs, revenues and timing are made to be as consistent as possible across the packages so that the *comparisons* between different packages are meaningful. The absolute values of the cash flows are not as well justified at this early stage.

The financial analysis shown in this report use the Long Range Financial Forecast scenario of a Mild Recession beginning in 2022. This is consistent with forecasts based on the current economy and provides a middle ground between LRFF scenarios that assume no recession or a deep recession. Again, the intent here is provide a means of comparing different packages; the timing and severity of any future recession is not predictable.

Also, the estimated costs for repairs and maintenance provided by EMG have been adjusted as follows. Any costs already accounted for in the City's budget for the first year have been backed out. Otherwise, the first year EMG costs are retained as-is. The costs for the next 10 years have been smoothed to spread the full costs equally over the 10-year period. There is significant uncertainty about the timing of those costs; spreading them out fully accounts for all of them but reduces unusual year-to-year variations in cash flows.

The debt financing amounts used vary with each package. To be consistent, the amount of debt was targeted to the year when it is needed, and the amounts are set so that General Reserve Funds do not fall below 20% in any year for the base case.

There are an almost unlimited number of combinations of choices that could be created. The list of packages below was constructed by a subset of the Committee and then reviewed with the full Committee for changes and concurrence. The intent is to provide a diversity of choices for consideration by City Council, and that the choices reflect the input of the Committee and the public about their preferences.

The sub-group constructed the packages as follows.

Given the primary importance of an improved facility for City Hall, the packages each start with a different choice for a new or improved City Hall, and then describe how other properties would fit with that package.

The properties were divided into two groups: those that would change with different choices for City Hall, and those that would not.

- Affected by City Hall choice: City Hall/Police, Library, Adams Street, CDF/Teen Center
- Not affected by City Hall choice: Fire Station, Lyman Park, Scout Hall, Carnegie Building, Corporation Yard, Head Start Building, Signorelli Barn.

To make comparisons between the different packages more understandable, choices for the second group were set to be the same for all packages. Those choices are intended to reflect what was most preferred by the Committee in its deliberations. The description and rationale for the choices in this second group are described in Package A1 below and then assumed for all subsequent packages. However, it's important to remember that for most of the properties there were multiple ideas that were viable - a more complete discussion of all options for the individual properties can be found in Section 4. For most of these properties the different choices don't result in significantly different financial outcomes with the exception of the Carnegie Building.

The order of presentation of the packages is based on the votes received for City Hall options; it does not represent a preference expressed by the Committee for each of the full packages. The following table summarizes the key differences between packages.

Table 3: Summary of Options in Integrated Packages

Package	City Hall destination	Property Use			
		City Hall property	Library building	CDF/Teen Center	Adams St property
A1	New in current location	New City Hall	Library/community meeting	Sale or long-term lease	Plan for future development of community-serving space
A2	New in current location	New City Hall	Library/community meeting	Sale or long-term lease	Develop as mixed-use, primarily community-serving
B	New on Adams St. property	Sale or long-term lease	Library/community meeting	Sale or long-term lease	New City Hall, remainder for future development of community-serving space
C1	In Library building	Sale or long-term lease	City Hall and Library co-located	Sale or long-term lease	Plan for future development of community-serving space
C2	In Library building	Sale or long-term lease	City Hall	Sale or long-term lease	New Library/community events center
C3	In Library building	New Library/community events center	City Hall	Parking Lot	Preserve for future revenue from a hotel
D	Lease existing building, e.g., Catholic School	Sale or long-term lease	Library/community meeting	Sale or long-term lease	Plan for future development of community-serving space

5.2 Package A1

5.2.1 Description

This package includes the choice for each property that received the most number of votes from the Committee on which options to carry forward. It starts with construction of a new City Hall on the existing City Hall site.

City Hall: Leave City Hall where it is but tear it down and completely rebuild with a 2-3 story building. Construction would begin in 2020 and for financial analysis we assume a cost of \$600 (in \$2018) per square foot for the new facility. The police station would be built as a separate structure next to or as part of the Fire Station. During construction, City Hall and Police staff would be moved to a temporary location in the Former CDF office building.

Former CDF Office Building / Teen Center: Perform EMG repairs and maintenance in the short-term, and then use the buildings for temporary space for City Hall and Police staff through 2022. After that, sell or lease the properties. The Wine Train has expressed interest; approach

them first to determine interest in a hotel on the site, likely with some workforce housing. Both a sale and a long-term lease option will be run for financial considerations discussed below. Both options will include a sensitivity for TOT from a Wine Train Hotel.

Library: Implement immediate EMG repairs, and then work with a space designer to redesign to more efficient use of the space. A new design would seek to better configure the library space to the requirements of a modern library. Additionally, since the current Library provides many community-oriented functions, the new design would explore how to better provide space for those needs. If an outdoor plaza were included on the east side of the building on the Adams Street property, the community space could be integrated with the outdoor community-serving area. For financial analysis, we will assume an additional \$500,000 for space redesign. No costs are yet assumed for an outdoor plaza.

Adams Street: Over the long-term, build community-serving facilities and outdoor areas on the site. This may be multi-use and/or a community/cultural center. The configuration would require more discussion at City Council with additional community input to determine specific items to include and may involve the formation of a group to study the viability of a cultural center to attract world-class events. The costs are highly dependent on the specific plan, and on whether sponsors can be found to help fund a cultural center. No costs are assumed for the financial analysis.

The second group of properties is described below, and these choices will apply to all remaining packages in Section 5.

Fire Station: Perform EMG repairs on the fire station building and modify the property to combine police and fire department functions in a way that works. The location of a police station would be determined from assessment of design concepts and could include constructing additional space for the police department as part of the existing fire station structure or, building a separate police station adjacent to the fire station. Construction would begin in 2020 and for financial analysis we assume a cost of \$600 per square foot (\$2018) for the added structure.

Lyman Park: Implement repairs identified in EMG report. Hire a landscape architect to advise the city on improvements to the park's layout and vegetation, and to integrate any design changes with the use chosen for the City Hall site. If a new City Hall is built on its current site, integrate the entrance and any community meeting spaces with the park.

Scout Hall: Consider selling to the Scouts for a minimal amount of money, thereby transferring any future maintenance and potential liabilities to the Scouts. Assume no costs or revenues.

Carnegie Building: Provide EMG repairs and maintenance. Longer-term, continue use of the building for adult recreation and as a meeting rental space. Note that this option received one less vote from the Committee than the long-term option of leasing the building. The option to keep the building for City use was selected due to uncertainty in who the tenant would be and the lease rates and represents a more conservative approach that does not provide the potential revenue of a lease.

Corporation Yard: Have the City administration look at and fix/move as needed. The first step is to perform emergency repairs to maintain the function of the site in the short-term for Public Works. Longer-term, the City would collect more information on the flooding on this site and at the wastewater site to determine which site is better suited to host the Public Works functions. If the waste water site is preferred for Public Works, this site would become available for other uses. Options discussed are to sell the site or evaluate use of this site for housing or explore swapping this site with nearby sites (e.g., Harold Smith, AJ Supply) to create another, less flood prone site for housing. For financial analysis, we assume the EMG repair costs.

Head Start Building: Implement the near-term repairs identified in the EMG report to achieve minimum habitability improvements. Have City Council direct a needs assessment of the Parks and Recreation Department and consider the best location for their needs. This could be construction of a new building for their use at Crane Park or using other available sites around the City (e.g., Catholic School gym). Since the needs of Parks and Recreation are not known at this time, we assume only EMG repair costs for this site (i.e., no construction costs yet).

Signorelli Barn: Approach the theatre group to use as a playhouse. In this scenario, all costs for improvements are absorbed by the theatre group, and any minimal lease revenues are assumed to be zero for financial runs.

Approximate Timeline

Table 4: City Hall on site, Timeline

City Hall Rebuild on Current Property											
Use by site	FY 2018/19	FY 2019/20	FY 2020/21	FY 2021/22	FY 2022/23	FY 2023/24	FY 2024/25	FY 2025/26	FY 2026/27	FY 2027/28	FY 2028/29
City Hall/Police Station	Current Use/Planning		Construction of CH		New City Hall						
Fire Station	Current Use/Planning		Addition of Police		Fire Station and New Police Station						
Teen - CDF	Repairs		Temporary City Hall		Sell or Lease to Wine Train						
Library	Current Use/Space Analysis		Renovation	Redesigned Library plus Community Meeting Spaces							
Carnegie Bldg	Repairs and Current Use										
Head Start Bldg	Repairs and Current Use										
Public Works Corp Yard	Repairs/Study Feasibility of Move		Current Use (or Alternative Uses if feasible)								
Scout Hall	Current Use but with Transfer to Scouts										
Signorelli Barn	Rehab by new user		Community Theatre or Historical Society								
Lyman Park	Rehab and integrate with adjacent buildings										
Adams St	Community Input and Study Group			Community-serving Facilities							

5.2.2 Benefits

Benefits of this package include:

- New state-of-the-art City Hall and Police Station
- Co-location of safety services (fire and police)
- Re-designed Library for enhanced library functionality and community spaces
- Planning for community-oriented facilities on Adams Street (but not yet funding)
- Donation of Scout Hall to the Scouts (removes liability and maintenance costs)
- Possible housing from sale of CDF/Teen property
- Possible sales revenue and TOT revenue from a Wine Train hotel
- Signorelli Barn improved for community use
- Ongoing maintenance of all properties

5.2.3 Financial Implications

Base Case with Mild Recession, Sale of CDF/Teen property

Financing in this scenario is assumed to come from an \$8 million bond issued in 2020, plus the sale of the CDF/Teen property in 2022.

Table 5: City Hall on site, Finances

City Hall Rebuild on Current Property - Mild Recession	Year										
	1	2	3	4	5	6	7	8	9	10	11
Start Date / End Date	1/1/19	1/1/20	1/1/21	1/1/22	1/1/23	1/1/24	1/1/25	1/1/26	1/1/27	1/1/28	1/1/29
Beginning Fund Balance	\$ 3,780,000	\$ 3,591,780	\$ 3,463,607	\$ 2,962,806	\$ 3,512,341	\$ 3,907,826	\$ 4,425,598	\$ 5,350,334	\$ 5,861,102	\$ 6,453,243	\$ 7,185,060
Scenario Costs by site											
City Hall (Police Station (could reuse))	0	(2,728,600)	0	0	0	0	0	0	0	0	0
Fire Station (add police)	(6,119)	(2,466,590)	(174,700)	(174,700)	(174,700)	(174,700)	(174,700)	(174,700)	(174,700)	(174,700)	(174,700)
Teen - CDF (use for City, then Sell)	(31,532)	(46,640)	0	0	0	0	0	0	0	0	0
Library (reassign plus community, etc)	(153,832)	(613,500)	(113,500)	(113,500)	(113,500)	(113,500)	(113,500)	(113,500)	(113,500)	(113,500)	(113,500)
Carnegie Bldg (rehab)	(180,131)	(52,270)	(52,270)	(52,270)	(52,270)	(52,270)	(52,270)	(52,270)	(52,270)	(52,270)	(52,270)
Head Start Bldg (rehab)	(104,674)	(37,170)	(37,170)	(37,170)	(37,170)	(37,170)	(37,170)	(37,170)	(37,170)	(37,170)	(37,170)
Public Works Corp Yard (rehab)	0	(22,800)	(22,800)	(22,800)	(22,800)	(22,800)	(22,800)	(22,800)	(22,800)	(22,800)	(22,800)
Scout Hall (sell to Scouts)	0	0	0	0	0	0	0	0	0	0	0
Signorelli Bldg (Theatre)	0	0	0	0	0	0	0	0	0	0	0
Lyman Park (rehab)	0	(25,800)	(25,800)	(25,800)	(25,800)	(25,800)	(25,800)	(25,800)	(25,800)	(25,800)	(25,800)
Adams St (plan for mixed / cultural)	0	0	0	0	0	0	0	0	0	0	0
Scenario Revenue by site											
Teen - CDF (sell)	0	0	0	3,657,904	0	0	0	0	0	0	0
Financing - \$8 million, 2020											
Principal	0	8,000,000	0	0	0	0	0	0	0	0	0
Payments	0	(512,096)	(512,096)	(512,096)	(512,096)	(512,096)	(512,096)	(512,096)	(512,096)	(512,096)	(512,096)
General Fund Surplus / Deficit											
From PPE (less capital allocated to no)	480,080	1,501,208	819,222	76,765	692,056	1,126,177	2,850,783	1,740,677	1,845,446	1,908,889	2,088,170
(Less Added Cost of 2 IF @ 5% growth)	(213,150)	(223,808)	(234,986)	(246,748)	(259,085)	(272,035)	(285,641)	(299,623)	(314,920)	(330,666)	(347,199)
Net Surplus / Deficit	(108,240)	(228,173)	(400,803)	(249,535)	(509,511)	(64,248)	426,756	510,768	592,140	729,817	802,585
Ending Fund Balance	\$ 3,451,780	\$ 3,363,607	\$ 2,962,806	\$ 5,512,341	\$ 5,307,826	\$ 4,923,578	\$ 5,350,334	\$ 5,861,102	\$ 6,453,243	\$ 7,185,060	\$ 7,985,645
General Fund % Reserve	26%	24%	21%	37%	33%	32%	34%	36%	38%	41%	43%

Sensitivities

In addition to the above scenario that included sale of the CDF/Teen property, a scenario was done including \$1 million per year in TOT from a Wine Train hotel beginning in 2023.

Also, both scenarios that included sale of the CDF/Teen property were repeated assuming instead a long-term lease of the property by the Wine Train for \$20,000 per month, escalated at 3% per year.

All four scenarios are shown here in terms of General Fund Reserves.

Table 6: City Hall on site, Sensitivities

	Fiscal Year											
General Fund % Reserves	18/19	19/20	20/21	21/22	22/23	23/24	24/25	25/26	26/27	27/28	28/29	
<u>Sale of CDF/Teen</u>												
Mild Recession	26%	24%	21%	37%	33%	32%	34%	36%	38%	41%	43%	
Mild Recession, \$1M/yr TOT 2023+	26%	24%	28%	51%	54%	61%	70%	78%	86%	94%	102%	
<u>Lease of CDF/Teen</u>												
Mild Recession	26%	24%	21%	12%	11%	12%	16%	21%	25%	30%	35%	
Mild Recession, \$1M/yr TOT 2023+	26%	24%	28%	27%	32%	41%	52%	63%	73%	84%	94%	

5.2.4 Execution Issues

This scenario requires temporary space for City Hall and Police staff during construction of new facilities. The CDF/Teen Center buildings can likely house both entities during the construction at some additional cost for moving to and from the CDF building.

This package assumes that \$8 million of debt financing can be obtained at a 4% interest rate, and that residents would approve the financing if done as a General Obligation bond. It also relies on a sale or lease of the CDF/Teen property at the indicated amounts and timing. The scenario also does not include any financing for any facilities to be built on the Adams St property.

Possible additional or alternative sources of financing are discussed in Section 7.2.

5.3 Package A2

5.3.1 Description

Several Committee members have described specific plans for Adams St. In this package, a concept put forward by committee member Mark Smithers is described for Adams St. that does include costs so that the financial implications of including that development can be explored.

The choices for other properties are otherwise the same as Package A1. The actual costs for such a broad development are difficult to estimate currently; consider these to be rough estimates.

City Hall: Leave City Hall where it is but tear it down and completely rebuild with a 2-3 story building. Construction would begin in 2020 and for financial analysis we assume a cost of \$600 (in \$2018) per square foot for the new facility. The police station would be built as a separate structure next to or as part of the Fire Station. During construction, City Hall and Police staff would be moved to a temporary location in the Former CDF office building.

Former CDF Office Building / Teen Center: Perform EMG repairs and maintenance in the short-term, and then use the buildings for temporary space for City Hall and Police staff through 2022. After that, sell the properties. The Wine Train has expressed interest; approach them first to determine interest in a hotel on the site, likely with some workforce housing. Financial runs will include a sensitivity for TOT from a Wine Train Hotel.

Library: Implement immediate EMG repairs, and then work with a space designer to redesign to more efficient use of the space. A new design would seek to better configure the library space to the requirements of a modern library. Additionally, since the current Library provides many community-oriented functions, the new design would explore how to better provide space for those needs. If an outdoor plaza were included on the east side of the building on the Adams Street property, the community space could be integrated with the outdoor community-serving area. For financial analysis, we will assume an additional \$500,000 for space redesign. No costs are yet assumed for an outdoor plaza.

Adams Street: Adams Street would house a community / cultural big building at 15-20,000 square feet at a cost of \$600 per square foot (\$2018). Here we will assume 15,000 since the building does not need to include library space. The site would receive park improvements (\$2 million), build out and increased parking along Adams St., Library Lane, and the back of property at an estimated cost of \$3 million. A portion of land along Adams St. would be sold for complementary commercial use and would bring in about \$2-3 million of one-time revenue and future sales and property tax revenue.

The remaining properties are as described above for Package A1.

Approximate Timeline

Table 7: City Hall on site, Develop Adams St., Timeline

City Hall Rebuild on Current Property, Develop Adams

Use by site	FY 2018/19	FY 2019/20	FY 2020/21	FY 2021/22	FY 2022/23	FY 2023/24	FY 2024/25	FY 2025/26	FY 2026/27	FY 2027/28	FY 2028/29
City Hall/Police Station	Current Use/Planning		Construction of CH								New City Hall
Fire Station	Current Use/Planning		Addition of Police								Fire Station and New Police Station
Teen - CDF	Repairs		Temporary City Hall								Sell to Wine Train
Library	Current Use/Space Analysis		Renovation								Redesigned Library plus Community Meeting Spaces
Carnegie Bldg											Repairs and Current Use
Head Start Bldg											Repairs and Current Use
Public Works Corp Yard	Repairs/Study Feasibility of Move										Current Use (or Alternative Uses if feasible)
Scout Hall											Current Use but with Transfer to Scouts
Signorelli Barn	Rehab by new user										Community Theatre or Historical Society
Lyman Park											Rehab and integrate with adjacent buildings
Adams St			Community Input and Planning								Community Center, parks, parking, sell part to commercial development

5.3.2 Benefits

Benefits of this package include:

- New state-of-the-art City Hall and Police Station
- Co-location of safety services (fire and police)
- Re-designed Library for enhanced library functionality and community spaces
- New plaza and open space, cultural/civic facility, site for Historical Society, parking and commercial on Adams Street
- Donation of Scout Hall to the Scouts (removes liability and maintenance costs)
- Possible housing from sale of CDF/Teen property
- Possible sales revenue and TOT revenue from a Wine Train hotel
- Possible additional sales revenue and sales tax from limited Adams St. commercial
- Signorelli Barn improved for community use
- Ongoing maintenance of all properties

5.3.3 Financial Implications

Base Case with Mild Recession, Sale of CDF/Teen property

Financing in this scenario is assumed to come from an \$8 million bond issued in 2020, a second \$12 million bond issued in 2023, sale of the CDF/Teen property in 2022, sale of a portion of the Adams St. property in 2023, and an additional annual funding source starting at \$750,000 per year beginning in 2022, needed to provide funding for debt repayments. This annual source could be hotel TOT, a sales tax increase of ¼ percent or other annual revenue of that magnitude.

Table 8: City Hall on site, Develop Adams St., Finances

[illegible]

Sensitivities

In addition to the above scenario that included sale of the CDF/Teen property, a scenario was run that includes \$1 million per year in TOT from a Wine Train hotel beginning in 2023.

Both scenarios are shown here in terms of General Fund Reserves.

Table 9: City Hall on site, Develop Adams St., Sensitivities

	Fiscal Year										
General Fund % Reserves	18/19	19/20	20/21	21/22	22/23	23/24	24/25	25/26	26/27	27/28	28/29
Sale of CDF/Teen											
Mild Recession	26%	24%	21%	37%	23%	22%	24%	26%	28%	31%	34%
Mild Recession, \$1M/yr TOT 2023+	26%	24%	28%	51%	45%	51%	60%	68%	76%	84%	93%

5.3.4 Execution Issues

This scenario requires temporary space for City Hall and Police staff during construction of new facilities. The CDF/Teen Center buildings can likely house both entities during the construction at some additional cost for moving to and from the CDF building.

This package assumes that \$20 million of debt financing can be obtained at a 4-5% interest rate plus additional annual revenue, which may come from hotel TOT or a voter-approved sales tax increase of ¼ percent. It also relies on a sale of the CDF/Teen property and a portion of the Adams St. property at the indicated amounts and timing.

Possible additional or alternative sources of financing are discussed in Section 7.2.

5.4 Package B

5.4.1 Description

This package is based on building a new City Hall on the City-owned Adams Street property.

City Hall: Construct a new City Hall on the Adams Street property, most likely located along the Adams Street side of the property to facilitate public access, and to preserve the view portion of the property for potential community-serving facilities. Construction would begin in 2020 and for financial analysis we assume a cost of \$600 per square foot for the new facility. The police station would be built as a separate structure next to or as part of the Fire Station. It would be problematic to locate police on Adams St. due to potential access problems to downtown due to

train activity. During construction, City Hall and Police staff would remain in their current location until completion of new facilities. Once the City Hall is done, lease the City Hall property to a use that is consistent with the location.

Former CDF Office Building / Teen Center: Sell or lease the properties as soon as possible. The Wine Train has expressed interest; approach them first to determine interest in a hotel on the site, likely with some workforce housing. Both a sale and a lease option will be run for financial considerations discussed below. Both options will include a sensitivity for TOT from a Wine Train Hotel.

Library: Implement immediate EMG repairs, and then work with a space designer to redesign to more efficient use of the space. A new design would seek to better configure the library space to the requirements of a modern library. Additionally, since the current Library provides many community-oriented functions, the new design would explore how to better provide space for those needs. If an outdoor plaza were included on the east side of the building on the Adams Street property, the community space could be integrated with the outdoor community-serving area of the Library and with the new City Hall. For financial analysis, we will assume an additional \$500,000 for space redesign.

Adams Street: Over the long-term, build community-serving facilities and outdoor areas on the portion of the site not already described (City Hall and outdoor plaza). This may be multi-use and/or a community/cultural center. The configuration would require more discussion at City Council with additional community input to determine specific items to include and may involve the formation of a group to study the viability of a cultural center to attract world-class events. The costs are highly dependent on the specific plan, and on whether sponsors can be found to help fund a cultural center. For financial analysis, we will assume no immediate costs.

The remaining properties are as described above for Package A1.

Approximate Timeline

Table 10: City Hall on Adams St. property, Timeline

New City Hall on Adams St																		
Use by site	FY 2018/19	FY 2019/20	FY 2020/21	FY 2021/22	FY 2022/23	FY 2023/24	FY 2024/25	FY 2025/26	FY 2026/27	FY 2027/28	FY 2028/29							
City Hall/Police Station	Current Use - City Hall				Lease or Sell													
Fire Station	Current Use/Planning		Addition of Police		Fire Station and New Police Station													
Teen - CDF	Repairs															Sell or Lease to Wine Train		
Library	Current Use/Space Analysis		Renovation	Redesigned Library plus Community Meeting Spaces														
Carnegie Bldg	Repairs and Current Use																	
Head Start Bldg	Repairs and Current Use																	
Public Works Corp Yard	Repairs/Study Feasibility of Move		Current Use (or Alternative Uses if feasible)															
Scout Hall	Current Use but with Transfer to Scouts																	
Signorelli Barn	Rehab by new user		Community Theatre or Historical Society															
Lyman Park	Rehab and integrate with adjacent buildings																	
Adams St	Community Input and Study Group		City Hall Construction			City Hall plus Community-serving Facilities												

5.4.2 Benefits

- New state-of-the-art City Hall and Police Station
- Co-location of safety services (fire and police)
- Re-designed Library for enhanced library functionality and community spaces
- Planning for community-oriented facilities on Adams Street (but not yet funding)
- Donation of Scout Hall to the Scouts (removes liability and maintenance costs)
- Possible housing from sale of CDF/Teen property
- Possible sales revenue and TOT revenue from a Wine Train hotel
- Signorelli Barn improved for community use
- Ongoing maintenance of all properties

5.4.3 Financial Implications

Base Case with Mild Recession, Sale of CDF/Teen property

Financing in this scenario is assumed to come from an \$6 million bond issued in 2020, plus the sale of the CDF/Teen property in 2020.

Table 11: City Hall on Adams St. property, Finances

City Hall New on Adams - Mild Recession Sell CDF/Teen	1	2	3	4	5	6	7	8	9	10	11
	FY 2018/19	FY 2019/20	FY 2020/21	FY 2021/22	FY 2022/23	FY 2023/24	FY 2024/25	FY 2025/26	FY 2026/27	FY 2027/28	FY 2028/29
Beginning Fund Balance	\$ 3,700,020	\$ 3,591,780	\$ 4,944,884	\$ 4,677,436	\$ 3,687,891	\$ 3,688,382	\$ 4,076,374	\$ 4,994,116	\$ 6,012,939	\$ 7,124,536	\$ 8,385,552
Scenario Costs by Site											
City Hall/Police Station (lease after re)	0	(41,311)	(41,311)	(174,700)	0	0	0	0	0	0	0
Fire Station (add police)	(6,150)	(2,466,269)	0	0	(174,700)	(174,700)	(174,700)	(174,700)	(174,700)	(174,700)	(174,700)
Teen - CDF (Sell)	(21,532)	0	0	0	0	0	0	0	0	0	0
Library (reassign plus community spa)	(153,832)	(613,500)	(113,500)	(113,500)	(113,500)	(113,500)	(113,500)	(113,500)	(113,500)	(113,500)	(113,500)
Carnegie Bldg (rehab)	(88,013)	(52,270)	(52,270)	(52,270)	(52,270)	(52,270)	(52,270)	(52,270)	(52,270)	(52,270)	(52,270)
Head Start Bldg (rehab)	(104,674)	(37,170)	(37,170)	(37,170)	(37,170)	(37,170)	(37,170)	(37,170)	(37,170)	(37,170)	(37,170)
Public Works Corp Yard (rehab)	0	(22,820)	(22,820)	(22,820)	(22,820)	(22,820)	(22,820)	(22,820)	(22,820)	(22,820)	(22,820)
Scout Hall (sell to Scouts)	0	0	0	0	0	0	0	0	0	0	0
Signorelli Barn (theatre)	0	0	0	(25,830)	(25,830)	(25,830)	(25,830)	(25,830)	(25,830)	(25,830)	(25,830)
Lyman Park (rehab)	0	(25,830)	0	0	0	0	0	0	0	0	0
Adams St (new City Hall, plan for mile)	0	(5,728,850)	0	0	0	0	0	0	0	0	0
Scenario Revenues by site											
City Hall (lscsc)	0	0	0	0	347,782	358,216	368,962	380,031	391,452	403,175	415,270
Teen - CDF (Sell)	0	3,447,925	0	0	0	0	0	0	0	0	0
Financing - \$6 million, 2020	0	6,000,000	0	0	0	0	0	0	0	0	0
Principal Payments	0	(384,072)	(384,072)	(384,072)	(384,072)	(384,072)	(384,072)	(384,072)	(384,072)	(384,072)	(384,072)
General Fund Surplus / Deficit											
From IRR (less capital allocated to sc)	489,080	1,501,088	819,222	76,765	692,956	1,126,177	1,650,783	1,746,077	1,645,446	1,998,869	2,088,170
(Less Added Cost of 2 FF @ 5% growth)	(213,150)	(221,808)	(234,968)	(246,746)	(259,085)	(272,059)	(285,641)	(299,923)	(314,920)	(330,666)	(347,199)
Net Surplus / Deficit	(168,240)	1,353,104	(267,448)	(980,345)	(28,709)	401,992	921,742	1,018,823	1,111,566	1,261,016	1,345,880
Ending Fund Balance	\$ 3,591,780	\$ 4,944,884	\$ 4,677,436	\$ 3,697,091	\$ 3,688,382	\$ 4,070,374	\$ 4,994,116	\$ 6,012,939	\$ 7,124,536	\$ 8,385,552	\$ 9,731,431
General Fund % Reserves	26%	36%	32%	25%	24%	26%	32%	37%	42%	48%	53%

Sensitivities

In addition to the above scenario that included sale of the CDF/Teen property, a scenario was done including \$1 million per year in TOT from a Wine Train hotel beginning in 2023.

Also, both scenarios that included sale of the CDF/Teen property were repeated assuming instead a long-term lease of the property by the Wine Train for \$20,000 per month, escalated at 3% per year.

All four scenarios are shown here in terms of General Fund Reserves.

Table 12: City Hall on Adams St. property, Sensitivities

	Fiscal Year											
General Fund % Reserves	18/19	19/20	20/21	21/22	22/23	23/24	24/25	25/26	26/27	27/28	28/29	
Sale of CDF/Teen												
Mild Recession	26%	36%	32%	25%	24%	26%	32%	37%	42%	48%	53%	
Mild Recession, \$1M/yr TOT 2023+	26%	36%	40%	39%	46%	55%	68%	79%	90%	101%	111%	
Lease of CDF/Teen												
Mild Recession	26%	11%	10%	5%	7%	11%	19%	26%	33%	41%	49%	
Mild Recession, \$1M/yr TOT 2023+	26%	11%	18%	20%	28%	40%	55%	68%	81%	95%	107%	

5.4.4 Execution Issues

This scenario requires only one move of City Staff and Police, from the current location to the new locations.

This package assumes that \$6 million of debt financing can be obtained at a 4% interest rate, and that residents would approve the financing if done as a General Obligation bond. It also relies on a sale or lease of the CDF/Teen property at the indicated amounts and timing and leasing the City Hall property. The scenario also does not include any financing for any facilities to be built on the Adams St property (aside from City Hall).

Possible additional or alternative sources of financing are discussed in Section 7.2.

5.5 Package C1

5.5.1 Description

This package is based on moving City Hall into the current Library building. There were several options discussed for where the library function would go in this scenario, with no clear

consensus on a location. The package described here is one with the least financial requirement. Other variations are included as Packages C2 and C3 below.

City Hall: Co-locate City Hall and Library functions in the current Library building. The police station would be built as a separate structure next to or as part of the Fire Station. During construction, City Hall and Police staff would remain in their current location until completion of new facilities. Once the City Hall is done, lease the City Hall property to a use that is consistent with the location.

Former CDF Office Building / Teen Center: Sell or lease the properties as soon as possible. The Wine Train has expressed interest; approach them first to determine interest in a hotel on the site, likely with some workforce housing. Both a sale and a lease option will be run for financial considerations discussed below. Both options will include a sensitivity for TOT by a Wine Train Hotel.

Library: Renovate and repurpose the building to serve dual roles (9,000 sq. ft for City Hall, the remainder for Library and other community use) beginning in 2020 at an estimated cost of \$2.5 million. If an outdoor plaza were included on the east side of the building on the Adams Street property, the library/community space could be integrated with the outdoor space.

Adams Street: Over the long-term, build community-serving facilities and outdoor areas on the site. This may be multi-use and/or a community/cultural center. The configuration would require more discussion at City Council with additional community input to determine specific items to include and may involve the formation of a group to study the viability of a cultural center to attract world-class events. The costs are highly dependent on the specific plan, and on whether sponsors can be found to help fund a cultural center. For financial analysis, we will assume no immediate costs.

The remaining properties are as described above for Package A1.

Approximate Timeline

Table 13: Co-locate City Hall with Library, Timeline

Co-locate City Hall with Library											
Use by site	FY 2018/19	FY 2019/20	FY 2020/21	FY 2021/22	FY 2022/23	FY 2023/24	FY 2024/25	FY 2025/26	FY 2026/27	FY 2027/28	FY 2028/29
City Hall/Police Station	Current Use - City Hall				Lease or Sell						
Fire Station	Current Use/Planning		Addition of Police		Fire Station and New Police Station						
Teen - CDF	Repairs										
Library	Current Use/Space Analysis		Renovation/Construction		City Hall and Library, co-located						
Carnegie Bldg											
Head Start Bldg											
Public Works Corp Yard	Repairs/Study Feasibility of Move		Current Use (or Alternative Uses if feasible)								
Scout Hall					Current Use but with Transfer to Scouts						
Signorelli Barn	Rehab by new user				Community Theatre or Historical Society						
Lyman Park					Rehab and integrate with adjacent buildings						
Adams St	Community Input and Study Group					Community-serving Facilities					

5.5.2 Benefits

- Relatively low financing requirements
- Preserves City Hall and Adams Street properties for other uses
- Improved City Hall space located in the Library Building
- New state-of-the-art Police Station
- Co-location of safety services (fire and police)
- Re-designed Library for enhanced library functionality, though in a smaller space
- Planning for community-oriented facilities on Adams Street (but not yet funding)
- Donation of Scout Hall to the Scouts (removes liability and maintenance costs)
- Possible housing from sale of CDF/Teen property
- Possible sales revenue and TOT revenue from a Wine Train hotel
- Signorelli Barn improved for community use
- Ongoing maintenance of all properties

5.5.3 Financial Implications

Base Case with Mild Recession, Sale of CDF/Teen property

Financing in this scenario is assumed to come from an \$1 million bond issued in 2020, plus the sale of the CDF/Teen property in 2020.

Table 14: Co-locate City Hall with Library, Finances

City Hall Co-located with Library - Mild Recession											
Sell CDF/Teen	1	2	3	4	5	6	7	8	9	10	11
	FY 2018/19	FY 2019/20	FY 2020/21	FY 2021/22	FY 2022/23	FY 2023/24	FY 2024/25	FY 2025/26	FY 2026/27	FY 2027/28	FY 2028/29
Beginning Fund Balance	\$ 3,700,020	\$ 3,745,612	\$ 4,108,886	\$ 4,274,998	\$ 3,728,213	\$ 4,133,064	\$ 4,968,615	\$ 6,325,917	\$ 7,778,300	\$ 9,323,456	\$ 11,018,032
Scenario Costs by site											
City Hall/Police Station (lease after Lib)	0	(41,311)	(41,311)	0	0	0	0	0	0	0	0
Fire Station (add police)	(6,119)	(2,466,269)	(174,700)	(174,700)	(174,700)	(174,700)	(174,700)	(174,700)	(174,700)	(174,700)	(174,700)
Teen - CDF (sell)	(31,532)	0	0	0	0	0	0	0	0	0	0
Library (re-design to include City Hall)	0	(2,652,250)	0	0	0	0	0	0	0	0	0
Carnegie Bldg (rehab)	(88,013)	(52,270)	(52,270)	(52,270)	(52,270)	(52,270)	(52,270)	(52,270)	(52,270)	(52,270)	(52,270)
Head Start Bldg (rehab)	(104,674)	(37,170)	(37,170)	(37,170)	(37,170)	(37,170)	(37,170)	(37,170)	(37,170)	(37,170)	(37,170)
Public Works Corp Yard (rehab)	0	(22,820)	(22,820)	(22,820)	(22,820)	(22,820)	(22,820)	(22,820)	(22,820)	(22,820)	(22,820)
Scout Hall (sell to Scouts)	0	0	0	0	0	0	0	0	0	0	0
Signorelli Barn (rehab)	0	0	0	0	0	0	0	0	0	0	0
Lyman Park (rehab)	0	(25,830)	(25,830)	(25,830)	(25,830)	(25,830)	(25,830)	(25,830)	(25,830)	(25,830)	(25,830)
Adams St (plan for mixed / cultural)	0	0	0	0	0	0	0	0	0	0	0
Scenario Revenues by site											
City Hall (lease)	0	0	0	0	347,782	358,216	368,962	380,031	391,432	403,175	415,270
Teen - CDF (sell)	0	3,447,925	0	0	0	0	0	0	0	0	0
Financing - \$5 million, 2020											
Principal	0	1,000,000	0	0	0	0	0	0	0	0	0
Payments	0	(64,012)	(64,012)	(64,012)	(64,012)	(64,012)	(64,012)	(64,012)	(64,012)	(64,012)	(64,012)
General Fund Surplus / Deficit											
From LRF (less capital allocated to scr	489,080	1,501,088	819,222	76,765	692,956	1,126,177	1,650,783	1,749,077	1,845,446	1,998,869	2,088,170
(Less Added Cost of 2 FF @ 5% growth	(213,150)	(223,808)	(234,998)	(246,748)	(259,085)	(272,039)	(285,641)	(299,933)	(314,920)	(330,666)	(347,199)
Net Surplus / Deficit	45,592	365,274	166,112	(446,785)	404,851	835,552	1,357,302	1,452,383	1,545,156	1,694,576	1,779,440
Ending Fund Balance	\$ 3,745,612	\$ 4,108,886	\$ 4,274,998	\$ 3,728,213	\$ 4,133,064	\$ 4,968,615	\$ 6,325,917	\$ 7,778,300	\$ 9,323,456	\$ 11,018,032	\$ 12,797,472
General Fund % Reserves	27%	30%	30%	25%	27%	32%	40%	48%	55%	62%	70%

Sensitivities

In addition to the above scenario that included sale of the CDF/Teen property, a scenario was done including \$1 million per year in TOT from a Wine Train hotel beginning in 2023.

Also, both scenarios that included sale of the CDF/Teen property were repeated assuming instead a long-term lease of the property by the Wine Train for \$20,000 per month, escalated at 3% per year.

All four scenarios are shown here in terms of General Fund Reserves.

Table 15: Co-locate City Hall with Library, Sensitivities

	Fiscal Year											
General Fund % Reserves	18/19	19/20	20/21	21/22	22/23	23/24	24/25	25/26	26/27	27/28	28/29	
<u>Sale of CDF/Teen</u>												
Mild Recession	27%	30%	30%	25%	27%	32%	40%	48%	55%	62%	70%	
Mild Recession, \$1M/yr TOT 2023+	27%	30%	37%	39%	49%	61%	76%	90%	103%	116%	128%	
<u>Lease of CDF/Teen</u>												
Mild Recession	27%	5%	8%	5%	10%	17%	27%	37%	46%	56%	65%	
Mild Recession, \$1M/vr TOT 2023+	27%	5%	15%	20%	31%	46%	63%	79%	94%	110%	124%	

5.5.4 Execution Issues

This scenario requires only one move of City Staff and Police, from the current location to the new locations.

Co-locating City Hall with the Library will not require the Library to move, but it will result in a significantly smaller space for the Library. The Library would be redesigned to be more efficient, but the reduced space could result in opposition from residents.

This package assumes that \$1 million of debt financing can be obtained at a 4% interest rate, and that residents would approve the financing if done as a General Obligation bond. It also relies on a sale or lease of the CDF/Teen property at the indicated amounts and timing and leasing the City Hall property. The scenario also does not include any financing for any facilities to be built on the Adams St property.

Possible additional or alternative sources of financing are discussed in Section 7.2.

5.6 Package C2

5.6.1 Description

This package is another variation for moving City Hall into the current Library building. This version includes building a new Library as part of a large community/event center on the Adams St. property.

City Hall: Move City Hall into the current Library building. The police station would be built as a separate structure next to or as part of the Fire Station. During construction, City Hall and Police staff would remain in their current location until completion of new facilities. Once the City Hall is done, lease the City Hall property to a use that is consistent with the location.

Adams Street: Over the long-term, there is a desire to build community-serving facilities and outdoor areas on the site. Start with a 20,000 square foot facility that will house a new state-of-the-art Library, plus space for events and other community-serving activities. The overall configuration of this property would require more discussion at City Council with additional community input to determine specific items to include. The 20,000 square foot building is assumed to cost \$600 per square foot and construction would begin in 2020. Additional costs include \$5 million for parking improvements (200 spaces at \$25,000 per space) to support the library/cultural/civic activities.

Library: Renovate and repurpose the building to serve as a City Hall beginning in 2022 (after new Library is built) at an estimated cost of \$1.5 million. There is more than enough space in the building for City Hall, so reconfigure some of the space to provide community-oriented space. If an outdoor plaza were included on the east side of the building on the Adams Street property, the community space could be integrated with the outdoor space.

Former CDF Office Building / Teen Center: Sell or lease the properties as soon as possible. The Wine Train has expressed interest; approach them first to determine interest in a hotel on the site, likely with some workforce housing. Both a sale and a lease option will be run for financial considerations. Both options will include a sensitivity for TOT by a Wine Train Hotel.

The remaining properties are as described above for Package A1.

Approximate Timeline

Table 16: Move City Hall into Library, New Library on Adams St, Timeline

City Hall move to Library/new Library on Adams											
Use by site	FY 2018/19	FY 2019/20	FY 2020/21	FY 2021/22	FY 2022/23	FY 2023/24	FY 2024/25	FY 2025/26	FY 2026/27	FY 2027/28	FY 2028/29
City Hall/Police Station	Current Use - City Hall								Lease or Sell		
Fire Station	Current Use/Planning		Addition of Police			Fire Station and New Police Station					
Teen - CDF	Repairs		Sell or Lease to Wine Train								
Library	Current Use/Space Analysis				Renovation		City Hall plus Community Meeting Spaces				
Carnegie Bldg	Repairs and Current Use										
Head Start Bldg	Repairs and Current Use										
Public Works Corp Yard	Repairs/Study Feasibility of Move		Current Use (or Alternative Uses if feasible)								
Scout Hall	Current Use but with Transfer to Scouts										
Signorelli Barn	Rehab by new user		Community Theatre or Historical Society								
Lyman Park	Rehab and integrate with adjacent buildings										
Adams St	Community Input and Study Group		Library/Events Construction			Library/Event Center plus Community-serving Facilities					

5.6.2 Benefits

- Improved City Hall space located in the Library Building
- New state-of-the-art Police Station
- Co-location of safety services (fire and police)
- New Library
- New Events/Community Center
- Planning for additional community-oriented facilities on Adams Street (but not yet funding)
- Donation of Scout Hall to the Scouts (removes liability and maintenance costs)
- Possible housing from sale of CDF/Teen property
- Possible sales revenue and TOT revenue from a Wine Train hotel
- Signorelli Barn improved for community use
- Ongoing maintenance of all properties

5.6.3 Financial Implications

Base Case with Mild Recession, Sale of CDF/Teen property

Financing in this scenario is assumed to come from a \$17 million bond issued in 2020, a second \$8 million bond issued in 2022, plus the sale of the CDF/Teen property in 2020.

Table 17: Move City Hall into Library, New Library on Adams St., Finances

City Hall moved to Library, new Library on Adams - Mild Recession											
Sell CDF/Teen	1	2	3	4	5	6	7	8	9	10	11
	FY 2018/19	FY 2019/20	FY 2020/21	FY 2021/22	FY 2022/23	FY 2023/24	FY 2024/25	FY 2025/26	FY 2026/27	FY 2027/28	FY 2028/29
Beginning Fund Balance	\$ 3,700,020	\$ 3,745,612	\$ 3,701,645	\$ 2,843,565	\$ 6,975,395	\$ 5,440,652	\$ 4,684,393	\$ 4,449,884	\$ 4,310,456	\$ 4,263,801	\$ 4,366,565
Scenario Costs by site											
City Hall/Police Station (lease after Lib	0	(41,311)	(41,311)	(41,311)	0	0	0	0	0	0	0
Fire Station (add police)	(6,119)	(2,466,269)	(174,700)	(174,700)	(174,700)	(174,700)	(174,700)	(174,700)	(174,700)	(174,700)	(174,700)
Teen - CDF (sell)	(31,532)	0	0	0	0	0	0	0	0	0	0
Library (re-design to be City Hall)	0	0	0	(1,688,263)	0	0	0	0	0	0	0
Carnegie Bldg (rehab)	(88,013)	(52,270)	(52,270)	(52,270)	(52,270)	(52,270)	(52,270)	(52,270)	(52,270)	(52,270)	(52,270)
Head Start Bldg (rehab)	(104,674)	(37,170)	(37,170)	(37,170)	(37,170)	(37,170)	(37,170)	(37,170)	(37,170)	(37,170)	(37,170)
Public Works Corp Yard (rehab)	0	(22,820)	(22,820)	(22,820)	(22,820)	(22,820)	(22,820)	(22,820)	(22,820)	(22,820)	(22,820)
Scout Hall (sell to Scouts)	0	0	0	0	0	0	0	0	0	0	0
Signorelli Barn (theatre)	0	0	0	0	0	0	0	0	0	0	0
Lyman Park (rehab)	0	(25,830)	(25,830)	(25,830)	(25,830)	(25,830)	(25,830)	(25,830)	(25,830)	(25,830)	(25,830)
Adams St (Library/event center)	0	(18,035,300)	0	0	0	0	0	0	0	0	0
Scenario Revenues by site											
City Hall (lease)	0	0	0	0	0	358,216	368,962	380,031	391,432	403,175	415,270
Teen - CDF (sell)	0	3,447,925	0	0	0	0	0	0	0	0	0
Financing - \$8 million in 2020, \$12 million in 2022											
Principal	0	17,000,000	0	8,000,000	0	0	0	0	0	0	0
Payments	0	(1,088,203)	(1,088,203)	(1,655,823)	(1,655,823)	(1,655,823)	(1,655,823)	(1,655,823)	(1,655,823)	(1,655,823)	(1,655,823)
General Fund Surplus / Deficit											
From LRFF (less capital allocated to sci	489,080	1,501,088	819,222	76,765	692,956	1,126,177	1,650,783	1,749,077	1,845,446	1,998,869	2,088,170
(Less Added Cost of 2 FF @ 5% growth)	(213,150)	(223,808)	(234,998)	(246,748)	(259,085)	(272,019)	(285,641)	(299,923)	(314,920)	(330,666)	(347,199)
Net Surplus / Deficit	45,932	(43,967)	(855,080)	4,131,830	(1,534,742)	(756,259)	(234,509)	(139,428)	(46,655)	102,765	187,628
Ending Fund Balance	\$ 3,745,612	\$ 3,701,645	\$ 2,843,565	\$ 6,975,395	\$ 5,440,652	\$ 4,684,393	\$ 4,449,884	\$ 4,310,456	\$ 4,263,801	\$ 4,366,565	\$ 4,554,194
General Fund % Reserves	27%	27%	20%	47%	36%	30%	28%	26%	25%	25%	25%

5.6.4 Execution Issues

This scenario requires only one move of City Staff and Police, from the current location to the new locations.

Moving City Hall into the Library will require space for the Library to be built first. The new Library would be built on the Adams St. property, then renovations would occur at the existing Library building, and then finally the City Hall staff would move to the new location.

This package assumes that \$25 million of debt financing can be obtained at a 4-5% interest rate, and that residents would approve the financing if done as a General Obligation bond. It also relies on a sale or lease of the CDF/Teen property at the indicated amounts and timing and leasing the City Hall property.

Possible additional or alternative sources of financing are discussed in Section 7.2.

5.7 Package C3

5.7.1 Description

This package is another variation for moving City Hall into the current Library building. This version includes building a new Library as part of a large community/event center on the City Hall property.

City Hall: Move City Hall into the current Library building. On the vacated City Hall property, build a 20,000 square foot facility that will house a new state-of-the-art Library, plus space for events and other community-serving activities. During development of the City Hall property and reconfiguration of the Library, City Hall staff would be located at the CDF/Teen Center site. The police station would be built as a separate structure next to or as part of the Fire Station. Police would also be located at the CDF/Teen Center property until the new Police Station is finished.

Library: Renovate and repurpose the building to serve as a City Hall beginning in 2022 (after new Library is built) at an estimated cost of \$1.5 million (\$2018). There is more than enough space in the building for City Hall, so reconfigure some of the space to provide community-oriented space. If an outdoor plaza were included on the east side of the building on the Adams Street property, the community space could be integrated with the outdoor space.

Former CDF Office Building / Teen Center: Build a parking lot on the site to provide additional parking for the new library and cultural center on Main Street; \$5 million (200 spaces at \$25,000 per space).

Adams Street: Save the property for possible funding from development of a hotel.

The remaining properties are as described above for Package A1.

Approximate Timeline

Table 18: Move City Hall into Library, New Library on City Hall site, Timeline

City Hall move to Library/new Library on City Hall property											
Use by site	FY 2018/19	FY 2019/20	FY 2020/21	FY 2021/22	FY 2022/23	FY 2023/24	FY 2024/25	FY 2025/26	FY 2026/27	FY 2027/28	FY 2028/29
City Hall/Police Station	Current Use/Planning		Library/Events Construction		Library/Event Center plus Community-serving Facilities						
Fire Station	Current Use/Planning		Addition of Police		Fire Station and New Police Station						
Teen - CDF	Repairs		Temporary City Hall				Pave Lot	Parking Lot			
Library	Current Use/Planning				Renovation		City Hall plus Community Meeting Spaces				
Carnegie Bldg	Repairs and Current Use										
Head Start Bldg	Repairs and Current Use										
Public Works Corp Yard	Repairs/Study Feasibility of Move		Current Use (or Alternative Uses if feasible)								
Scout Hall	Current Use but with Transfer to Scouts										
Signorelli Barn	Rehab by new user		Community Theatre or Historical Society								
Lyman Park	Rehab and integrate with adjacent buildings										
Adams St	Community Input and Study Group			Save for possible funding new from hotel							

5.7.2 Benefits

- Improved City Hall space located in the Library Building
- New state-of-the-art Police Station
- Co-location of safety services (fire and police)
- New Library
- New Events/Community Center
- Donation of Scout Hall to the Scouts (removes liability and maintenance costs)
- Possible sales revenue and TOT revenue from an Adams St. Hotel
- Signorelli Barn improved for community use
- Ongoing maintenance of all properties

5.7.3 Financial Implications

Base Case with Mild Recession

Financing in this scenario is assumed to come from a \$16 million bond issued in 2020, a second \$6 million bond issued in 2025, and an additional annual funding source starting at \$750,000 per year beginning in 2020, needed to provide funding for debt repayments. This annual source could be hotel TOT, a sales tax increase of ¼ percent or other annual revenue of that magnitude.

Table 19: Move City Hall into Library, New Library on City Hall site, Finances

City Hall moved to Library/New Library on City Hall site - Mild Recession											
	1	2	3	4	5	6	7	8	9	10	11
	FY 2018/19	FY 2019/20	FY 2020/21	FY 2021/22	FY 2022/23	FY 2023/24	FY 2024/25	FY 2025/26	FY 2026/27	FY 2027/28	FY 2028/29
Beginning Fund Balance	\$ 1,700,000	\$ 5,777,144	\$ 5,446,074	\$ 5,457,318	\$ 1,042,390	\$ 2,195,185	\$ 3,104,164	\$ 3,445,302	\$ 4,076,382	\$ 4,795,726	\$ 5,489,978
Scenario Costs by Site											
City Hall/Police Station (new Library/Police Station)	0	(2,730,800)	0	0	0	0	0	0	0	0	0
Fire Station (old police)	(5,175)	(2,460,269)	(174,700)	(174,700)	(174,700)	(174,700)	(174,700)	(174,700)	(174,700)	(174,700)	(174,700)
City Hall (old library)	0	0	0	0	0	0	0	0	0	0	0
Library (old city hall)	0	0	0	0	0	0	0	0	0	0	0
Library (old city hall)	0	0	0	0	0	0	0	0	0	0	0
Carnegie Bldg (rehab)	(88,513)	(52,270)	(52,270)	(52,270)	(52,270)	(52,270)	(52,270)	(52,270)	(52,270)	(52,270)	(52,270)
Head Start Bldg (rehab)	(394,574)	(37,170)	(37,170)	(37,170)	(37,170)	(37,170)	(37,170)	(37,170)	(37,170)	(37,170)	(37,170)
Public Works Corp Yard (rehab)	0	(22,820)	(22,820)	(22,820)	(22,820)	(22,820)	(22,820)	(22,820)	(22,820)	(22,820)	(22,820)
Scout Hall (old to Scouts)	0	0	0	0	0	0	0	0	0	0	0
Signorelli Barn (rehab)	0	0	0	0	0	0	0	0	0	0	0
Lynan Park (rehab)	0	(25,830)	(25,830)	(25,830)	(25,830)	(25,830)	(25,830)	(25,830)	(25,830)	(25,830)	(25,830)
Adams St (new for potential hotel)	0	0	0	0	0	0	0	0	0	0	0
Scenario Revenues by Site											
Financing - \$8 million in 2020, \$12 million in 2022											
Principal	0	16,000,000	0	0	0	0	6,000,000	0	0	0	0
Annual revenue (e.g., TOT, sales tax)	0	750,000	765,000	780,300	795,006	811,824	828,051	844,622	861,514	878,745	896,319
Payments	0	(1,024,151)	(1,024,151)	(1,024,151)	(1,024,151)	(1,024,151)	(1,140,906)	(1,440,906)	(1,440,906)	(1,440,906)	(1,440,906)
General Fund Surplus / Deficit											
From LRF (less capital allocated to not)	487,380	1,501,088	819,222	76,765	692,556	1,136,177	1,650,783	1,249,077	1,445,446	1,598,869	2,088,170
(Less Added Cost of 2 if @ 5% growth)	(211,140)	(223,808)	(234,998)	(246,788)	(259,085)	(272,039)	(283,641)	(295,923)	(314,920)	(330,640)	(347,199)
Net Surplus / Deficit	77,114	1,487,950	1,243	(243,927)	(107,409)	528,881	581,137	331,080	629,544	784,251	974,595
Ending Fund Balance	\$ 1,777,114	\$ 5,446,074	\$ 5,452,118	\$ 5,442,390	\$ 2,815,185	\$ 3,264,166	\$ 3,458,302	\$ 4,276,382	\$ 4,705,726	\$ 5,489,978	\$ 6,164,572
General Fund % Revenue	27%	39%	38%	20%	39%	21%	23%	25%	28%	31%	35%

5.7.4 Execution Issues

This scenario requires temporary space for City Hall and Police staff for several years during construction and renovation of new facilities. The CDF/Teen Center buildings can likely house both entities during the construction at some additional cost for moving to and from the CDF building.

Moving City Hall into the Library will require space for the Library to be built first. The new Library would be built on the City Hall property, then renovations would occur at the existing Library building, and then finally the City Hall staff would move from the CDF/Teen Center. Parking would be provided at the CDF/Teen Center site, but it would be needed for City staff until 2025, possibly two years after the parking is needed for the new library/cultural center.

This package assumes that \$22 million of debt financing can be obtained at a 4-5% interest rate, plus additional annual revenue, which may come from hotel TOT or a voter-approved sales tax increase of ¼ percent. and that residents would approve the sales tax and the debt financing if done as a General Obligation bond.

This scenario specifically holds the Adams St. property as a possible funding source, so sale to a hotel developer offers an alternative source of financing. Possible additional or alternative sources of financing are discussed in Section 7.2.

5.8 Package D

5.8.1 Description

This package is based on leasing an existing, non-City-owned building for City Hall. Possible locations discussed include the Catholic School and Westamerica Bank, though it is unclear whether these sites are available and the terms of any lease. We will assume the school for the purposes of this discussion.

City Hall: Relocate City Hall to the Catholic School property. The police station would be built as a separate structure next to or as part of the Fire Station. During construction, City Hall and Police staff would remain in their current location until completion of new facilities. Once the City Hall is done, lease the City Hall property to a use that is consistent with the location.

Catholic School: Renovate the Catholic School space to be suitable for City Hall and enter into a long-term lease with the church. For financial analysis, we assume a cost of \$1.5 million in renovations in 2020, and leasing rates of \$300,000 per year thereafter, escalated at 3%.

Former CDF Office Building / Teen Center: Sell or lease the properties as soon as possible. The Wine Train has expressed interest; approach them first to determine interest in a hotel on the site, likely with some workforce housing. Both a sale and a lease option will be run for financial considerations discussed below. Both options will include a sensitivity for TOT by a Wine Train Hotel.

Library: Implement immediate EMG repairs, and then work with a space designer to redesign to more efficient use of the space. A new design would seek to better configure the library space to the requirements of a modern library. Additionally, since the current Library provides many community-oriented functions, the new design would explore how to better provide space for those needs. If an outdoor plaza were included on the east side of the building on the Adams Street property, the community space could be integrated with the outdoor community-serving area of the Library and with the new City Hall. For financial analysis, we will assume an additional \$500,000 for space redesign.

Adams Street: Over the long-term, build community-serving facilities and outdoor areas on the portion of the site not already described (City Hall and outdoor plaza). This may be multi-use and/or a community/cultural center. The configuration would require more discussion at City Council with additional community input to determine specific items to include and may involve the formation of a group to study the viability of a cultural center to attract world-class events. The costs are highly dependent on the specific plan, and on whether sponsors can be found to help fund a cultural center. For financial analysis, we will assume no immediate costs.

The remaining properties are as described above for Package A1.

Approximate Timeline

Table 20: Lease Catholic School for City Hall, Timeline

City Hall lease in Catholic School											
Use by site	FY 2018/19	FY 2019/20	FY 2020/21	FY 2021/22	FY 2022/23	FY 2023/24	FY 2024/25	FY 2025/26	FY 2026/27	FY 2027/28	FY 2028/29
City Hall/Police Station	Current Use - City Hall				Lease or Sell						
Fire Station	Current Use/Planning		Addition of Police		Fire Station and New Police Station						
Teen - CDF	Repairs		Sell or Lease to Wine Train								
Library	Current Use/Space Analysis		Renovation	Redesigned Library plus Community Meeting Spaces							
Carnegie Bldg					Repairs and Current Use						
Head Start Bldg					Repairs and Current Use						
Public Works Corp Yard	Repairs/Study Feasibility of Move		Current Use (or Alternative Uses if feasible)								
Scout Hall					Current Use but with Transfer to Scouts						
Signorelli Barn	Rehab by new user		Community Theatre or Historical Society								
Lyman Park					Rehab and integrate with adjacent buildings						
Adams St	Community Input and Study Group			Community-serving Facilities							
Catholic Church	Planning	Renovation/Construction		City Hall lease							

5.8.2 Benefits

- Relatively low financing requirements
- Preserves City Hall and Adams Street properties for other uses
- Improved City Hall space located in the Catholic School
- New state-of-the-art Police Station
- Co-location of safety services (fire and police)
- Re-designed Library for enhanced library functionality and community spaces
- Planning for community-oriented facilities on Adams Street (but not yet funding)
- Donation of Scout Hall to the Scouts (removes liability and maintenance costs)
- Possible housing from sale of CDF/Teen property
- Possible sales revenue and TOT revenue from a Wine Train hotel
- Signorelli Barn improved for community use
- Ongoing maintenance of all properties

5.8.3 Financial Implications

Base Case with Mild Recession, Sale of CDF/Teen property

Financing in this scenario is assumed to come from a \$2 million bond issued in 2020, plus the sale of the CDF/Teen property in 2020.

Table 21: Lease Catholic School for City Hall, Finances

City Hall lease from Catholic School - Mild Recession	FY 2018/19										
	1	2	3	4	5	6	7	8	9	10	11
Sell CDF/Teen	FY 2018/19	FY 2019/20	FY 2020/21	FY 2021/22	FY 2022/23	FY 2023/24	FY 2024/25	FY 2025/26	FY 2026/27	FY 2027/28	FY 2028/29
Beginning Fund Balance	\$ 3,700,020	\$ 3,591,780	\$ 5,111,522	\$ 4,772,304	\$ 3,710,354	\$ 3,589,911	\$ 3,889,735	\$ 4,700,562	\$ 5,595,402	\$ 6,571,615	\$ 7,685,504
Scenario Costs by site											
City Hall/Police Station (lease after mc	0	(41,311)	(41,311)	(174,700)	0	0	(174,700)	0	0	0	0
Fire Station (add police)	(6,119)	(2,666,269)	(174,700)	0	(174,700)	0	0	(174,700)	(174,700)	(174,700)	(174,700)
Teen - CDF (sell)	(31,532)	0	0	0	0	0	0	0	0	0	0
Library (re-design plus community space	(153,832)	(613,500)	(113,500)	(113,500)	(113,500)	(113,500)	(113,500)	(113,500)	(113,500)	(113,500)	(113,500)
Carnegie Bldg (rehab)	(88,013)	(52,270)	(52,270)	(52,270)	(52,270)	(52,270)	(52,270)	(52,270)	(52,270)	(52,270)	(52,270)
Head Start Bldg (rehab)	(104,674)	(37,170)	(37,170)	(37,170)	(37,170)	(37,170)	(37,170)	(37,170)	(37,170)	(37,170)	(37,170)
Public Works Corp Yard (rehab)	0	(22,820)	(22,820)	(22,820)	(22,820)	(22,820)	(22,820)	(22,820)	(22,820)	(22,820)	(22,820)
Scout Hall (sell to Scouts)	0	0	0	0	0	0	0	0	0	0	0
Signorelli Barn (theatre)	0	0	0	0	0	0	0	0	0	0	0
Lyman Park (rehab)	0	(25,830)	(25,830)	(25,830)	(25,830)	(25,830)	(25,830)	(25,830)	(25,830)	(25,830)	(25,830)
Adams St (plan for mixed / cultural)	0	0	0	0	0	0	0	0	0	0	0
Catholic Church (renovate for City Hall	0	(1,818,270)	(327,818)	(337,653)	(347,782)	(358,216)	(368,962)	(380,031)	(391,432)	(403,175)	(415,270)
Scenario Revenues by site											
City Hall (lease)	0	0	0	0	347,782	358,216	368,962	380,031	391,432	403,175	415,270
Teen - CDF (sell)	0	3,447,925	0	0	0	0	0	0	0	0	0
Financing - \$4 million, 2020											
Principal	0	2,000,000	0	0	0	0	0	0	0	0	0
Payments	0	(128,024)	(128,024)	(128,024)	(128,024)	(128,024)	(128,024)	(128,024)	(128,024)	(128,024)	(128,024)
General Fund Surplus / Deficit											
From LRF (less capital allocated to sc	489,080	1,501,088	819,222	76,765	692,956	1,126,177	1,650,783	1,749,077	1,845,446	1,998,869	2,088,170
(Less Added Cost of 2 FF @ 5% growth	(213,150)	(223,808)	(234,998)	(246,748)	(259,085)	(272,039)	(285,641)	(299,923)	(314,920)	(330,666)	(347,199)
Net Surplus / Deficit	(108,240)	1,519,742	(389,218)	(1,061,949)	(120,443)	299,824	810,828	894,440	976,212	1,113,889	1,186,657
Ending Fund Balance											
General Fund % Reserves	26%	37%	33%	25%	24%	25%	30%	34%	39%	44%	48%

Sensitivities

In addition to the above scenario that included sale of the CDF/Teen property, a scenario was done including \$1 million per year in TOT from a Wine Train hotel beginning in 2023.

Also, both scenarios that included sale of the CDF/Teen property were repeated assuming instead a long-term lease of the property by the Wine Train for \$20,000 per month, escalated at 3% per year.

All four scenarios are shown here in terms of General Fund Reserves.

Table 22: Lease Catholic School for City Hall, Sensitivities

	Fiscal Year										
General Fund % Reserves	18/19	19/20	20/21	21/22	22/23	23/24	24/25	25/26	26/27	27/28	28/29
<u>Sale of CDF/Teen</u>											
Mild Recession	26%	37%	33%	25%	24%	25%	30%	34%	39%	44%	48%
Mild Recession, \$1M/yr TOT 2023+	26%	37%	40%	39%	45%	54%	66%	76%	87%	97%	107%
<u>Lease of CDF/Teen</u>											
Mild Recession	26%	12%	11%	5%	6%	10%	17%	24%	30%	37%	44%
Mild Recession, \$1M/yr TOT 2023+	26%	12%	18%	20%	28%	39%	53%	66%	78%	91%	102%

5.8.4 Execution Issues

This scenario requires only one move of City Staff and Police, from the current location to the new locations. It also unclear if there are sites available and what the costs and terms of use would be or if there will be sufficient parking at the new location.

This package assumes that \$2 million of debt financing can be obtained at a 4% interest rate, and that residents would approve the financing if done as a General Obligation bond. It also relies on a sale or lease of the CDF/Teen property at the indicated amounts and timing and leasing the City Hall property. The scenario also does not include any financing for any facilities to be built on the Adams St property.

Possible additional or alternative sources of financing are discussed in Section 7.2.

6 Special Issues

6.1 Property issues

The Committee did not have adequate information on several properties to make a fully informed recommendation.

Corporation Yard: This property is prone to flooding but there are a limited number of locations suitable for relocating the Public Works functions performed there. The wastewater treatment plant area has sufficient land area but has two potential problems. There are reports of flooding there as well, and possible issues with road access. The Committee proposes that the City perform an evaluation of the relative risks from the two properties and options for a potential move to the wastewater plant. This would free up the Corporation Yard property for a potential sale (estimated value \$2.1 million) or for other uses. Some members have supported housing there, with elevated structures above open carports. Another option would be to swap the land with a nearby property for housing.

Head Start Building: The Committee supported the concept of a new building at this site for Parks and Recreation. There was also discussion of providing for Parks and Recreation needs at other sites around the City such as the Catholic School gym, SHUSD sites, etc. The needs of the Parks and Recreation Department are not clear, and the recreation serving spaces not well defined. The Committee proposes that the City assess both of those needs in planning for a new location.

Adams St. property: This property was not initially included in the list of properties to be studied by the Committee, though the Committee was directed to consider the 2009 Adams Visioning document in its deliberations. Options for the property were discussed many times and contained a wide variety of possible uses. The consensus seems to be to use the property in some way that is primarily for the community - the community has expressed strong support for using the space for culture, arts, open space, and gathering areas. A detailed description of how to do that is considered somewhat outside the scope of the SHAPE Committee. There was some support for City Council engaging the public in additional input to finalize plans for what to do for this multi-use approach. For the cultural destination concept, there was support for forming a working group to consider how to use part of the property for a cultural/event center to establish St. Helena as a destination for world-class cultural events.

7 Conclusions

7.1 Funding Needs

Each of the packages were evaluated with a number of assumptions about costs, revenues and financing. While these are only preliminary estimates at this early stage, every effort was made to provide consistency in how the numbers were used across the various packages, so that reasonable comparisons can be made.

The following table summarizes the estimated financing needed for the different packages that were considered. The type of financing that would be most appropriate depends on a number of factors, including the timing of the funding need and any implications about City finances beyond 2029.

Table 23: Financing Needs for Integrated Packages

Package	City Hall destination	Funding Needs (including EMG repairs)			Financing Needs ¹ and Results		
		Total Scenario Cost 2019-2029	Total Scenario Revenue 2019-2029	Net Additional Funding Need	New Debt	Other Revenue Requirement	10-year General Fund Balance Range
A1	New in current location	\$ 13.2 million	\$ 3.6 million	\$ 9.6 million	\$ 8.0 million	\$0	21 - 43 %
A2	New in current location, Mixed-use devel on Adams	\$ 29.4 million	\$ 6.5 million	\$ 22.9 million	\$ 20 million	\$ 5.5 million	21 - 34 %
B	New on Adams St. property	\$ 13.2 million	\$ 6.1 million	\$ 7.1 million	\$ 6 million	\$0	24 - 53 %
C1	Co-located in Library building	\$ 8.3 million	\$ 6.1 million	\$ 2.2 million	\$ 1 million	\$0	25 - 70 %
C2	In Library building, new library on Adams St	\$ 25.4 million	\$ 5.7 million	\$ 19.7 million	\$ 25 million	\$0	20 - 47 %
C3	In Library building, new library on City Hall prop.	\$ 26.1 million	\$ 0 million	\$ 26.1 million	\$ 22 million	\$ 8 million	20 - 39 %
D	Lease existing building, e.g., Catholic School	\$ 12.6 million	\$ 6.1 million	\$ 6.5 million	\$ 2 million	\$0	24 - 48 %

¹ Financing chosen to maintain minimum of 20% Reserves

Note that packages A2 and C2 are the only ones that include a community-oriented development scenario (and spending) for Adams St. Package C3 is the only package that does not consider a sale or lease of the CDF/Teen Center property.

7.2 Financing Considerations

Each of the integrated packages in Section 5 is analyzed using debt and potential property sales/leases to finance. Multiple options are available for financing.

Existing Funds: There are other funds aside from the General Fund that may be available for the contemplated purposes. Funds totaling approximately \$2 million exist in funds for Parking in-lieu, Park Impact, Civic Improvements, and Tree City.

Debt Financing: These include General Obligation Bonds, requiring 2/3 voter approval to raise property taxes, and general City borrowing which does not require voter approval.

General Obligation Bonds are based on a property tax assessment for a specific purpose or use. The City used this for the fire house and the school district has been very successful using this approach. For many long-time residents the impact would be low and for recently purchased homes the impact would be the same on an assessed value basis but generate more funding. Residents and building owners are all assessed on the same percentage basis. It is an Ad valorem property tax. The interest rate on these bonds would likely be 3-4%.

General City borrowing through long term financing would be based on general fund cash flows and rating of the city's ability to service debt and meet certain financial covenants. This doesn't require a vote of the public but requires the political will and public support of City Council's decision to accept such obligations. Generally, this would be 25 years, fully amortizing through annual payments with interest between 4-5%.

The City currently has almost no debt and the Long Range Financial Forecast indicates sufficient cash flow to support additional debt. It is unclear if voters will approve increases to their property taxes with General Obligation Bonds. The City may want to consider financing repaid out of City cash flows. A 25 year debt repayment would be well received by investors given the City's strong financials, no current debt, solid cash flow and ability to service the debt.

Sales Tax: Voter approval would be required to provide a temporary increase in sales tax. A ½ cent sales tax increase would provide approximately \$1.5 million per year. Voters recently approved an increase (Measure D) so it is not clear whether another increase would pass at this time. Another way to increase sales tax revenues is through increase visitor spending. Some proposed options, such as cultural or event centers or new hotels, have the potential to increase sales tax revenue.

Sale of City-owned properties: The potential sale of the CDF/Teen Center property has been discussed in Section 4. Other properties could be sold in part or in total to achieve one-time

funding, including the Adams St. property, the Corporation Yard, and the City Hall property. However, committee and community members consistently stated a preference for retaining City-owned assets for their long-term appreciation potential.

Long-term ground lease of City-owned properties: Developers generally prefer to purchase a property over long-term leases. Kosmont indicated that highly sought properties like those in St. Helena may be attractive enough to justify leases by developers. Leasing provides a steady cash flow and retains the long-term value of the asset. It does not however provide immediate funding that may be needed to implement new construction by the City.

Tenant leases: Several properties have the potential for enhanced tenant leases to provide some additional funding, including the CDF/Teen Center properties, the Carnegie Building, and the Head Start building if used for a food concession location.

Hotel Development: The potential for a hotel on the CDF/Teen Center property was discussed in Sections 4 and 5. Other options are available for enhanced TOT from hotels. The City could encourage and support projects that are in process including the Vineland Station (approved) and Hall projects. Additional locations for possible hotel development include the Adams St. property and the City Hall property. Vineland Station and Hall have more support within the City; the Adams St. and City Hall locations are more controversial and likely to take longer to gain approval.

Sponsors/Donations: Some proposals have the potential for significant contributions from private entities. The Committee discussed the possibility of sponsorships for the construction of a cultural/event center on the Adams St. or City Hall properties and propose that a working group be formed to explore the concept. Additionally, private funding might be available for a new library, new community facilities, a new Historical Society location, improvements to Signorelli Barn, and for the Head Start building if used as a food concession.

Parcel Tax: A parcel tax is a non-ad valorem real estate tax that, unlike most real estate taxes, is not directly based on property value. It is a flat amount per parcel or unit. This tax requires a two-thirds majority and annual proceeds must be used for a specific purposes. The parcel tax is used in California to fund community facilities districts usually known as "Mello-Roos" districts.

Increase to business license fees: Businesses in the city limits are required to have business licenses and pay a fee to obtain. Our fee structure is a flat fee for each business regardless of size (employees or revenue). We can update our business licensing fee structure to better align with the impacts of businesses on our City and in doing so raise additional revenues without effecting small or large business significantly.

Property Transfer Tax: These taxes are imposed on the transfer of the title of real property within the jurisdiction. Property transfer taxes can be used for specific purposes, such as open space development. Nearly every city in California levies a Property Transfer Tax. It is based on a dollar amount per \$1,000 of sales price. When homes, buildings, land, or property are sold and purchased the tax is levied. The revenue generation would be a little volatile and not as consistent as property tax revenue or other sources noted above.

TOT rate increase: Currently our TOT rate is average for the state. A TOT rate increase for General Fund / non-specific revenue generation requires only a majority vote. If for a specific purpose or use, it requires a two-thirds vote. Our current rate is 12% and can be increased to a maximum of 15%.

Metered parking: We used to have parking meters on Main Street. Metered parking on Main Street from Mitchell to Pine and on Railroad Avenue from Hunt to Adams can produce approximately \$450,000 of revenue annually; just on Main Street can produce approximately \$350,000. This would be accomplished with “pay stations” and not meters at every parking spot.

Payroll Tax: The City could pursue a payroll tax increase. This form of funding is very rare for use by cities in California.

8 Appendix A: Resolution 2017-148

CITY OF ST. HELENA

RESOLUTION NO. 2017-148

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ST. HELENA RESCINDING RESOLUTION NO. 2017-131 AND AUTHORIZING THE ESTABLISHMENT OF THE ELEVEN (11) MEMBER ST. HELENA ASSETS PLANNING ENGAGEMENT (SHAPE) COMMITTEE

RECITALS

- A. On September 26, 2017, the City Council adopted resolution 2017-131 creating the St. Helena Asset Planning Engagement (SHAPE) Committee comprised of nine (9) members.
- B. The Council subcommittee of Council Members Dohring and Koberstein interviewed candidates the week of October 16 and is recommending the Council rescind Resolution 2017-131 appointing a nine (9) member committee and instead adopt a revised resolution establishing an eleven (11) member committee to improve the representation of the community.
- C. The City Council is planning to conduct a Facilities Condition and Needs Assessment (FCNA) to document and analyze the City's existing built facilities to assist the City with prioritizing capital improvements.
- D. The City Council recognizes the FCNA presents unique opportunities for public engagement yielding numerous benefits to the City.
- E. The City Council desires to create a committee to function in an advisory capacity to the City Council to assist the City in prioritizing and identifying strategies to address civic needs and opportunities.
- F. The general purpose of this committee will be to identify alternatives to address deficiencies and opportunities identified in the FCNA, challenges identified in the Long Range Financial Forecast (LRFF) and feasibility of concepts identified in the 2009 Visioning Statement (e.g. library expansion, civic building/amphitheater, community center, etc.). Additionally, the Committee will be identify financial strategies (along with identifying consequences and trade-offs) for City Council consideration to address identified deficiencies, opportunities and/or utilization of community assets.

OAK #4853-0587-4983 v1

RESOLUTION

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

1. The City Council hereby rescinds resolution 2017-131.
2. Waives maximum committee requirements established by Resolution 2014-45 and establishes the St. Helena Assets Planning Engagement (SHAPE) Committee consisting of eleven (11) members as appointed by the City Council. Committee members shall represent a broad cross section of the community and perspectives. All members shall be residents of St. Helena.
 - Mark Smithers, Chair
 - Jeff Feeney
 - Doug Barr
 - Susanne Salvestrin
 - Oliver Caldwell
 - Pat Dell
 - Joshua Parke
 - Anna Chouteau
 - Tim Nieman
 - Glenn Smith
 - Stan Knight
3. All meetings of the SHAPE Committee will be subject to the requirements of the Brown Act, Government Code section 54950 et seq., and as such will be agendized and open to involvement and participation by the public.
4. The SHAPE Committee will provide a final report to the City Council by April 2018. The Committee will be dissolved upon submitting its final report to the City Council.

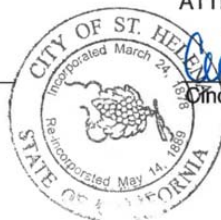
Approved at a Regular Meeting of the St. Helena City Council on October 24, 2017, by the following vote:

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

APPROVED:


Alan Galbraith, Mayor

ATTEST:




Cindy Tzafopoulos, City Clerk

OAK #4853-0587-4983 v1

9 Appendix B: EMG Reports

The entire final report from EMG is available on the City website²¹. This appendix provides only summary level information of annual repair and maintenance costs for each facility. <<note we will likely need a better way to show this, text is probably too small here. I converted the file to excel so we can manipulate it. >>

²¹ “EMG Final Report” at <http://www.cityofsthelena.org/bc-shape>. This site also includes the emg background, proposal and draft reports (“2017 City of St. Helena Facilities Condition and Needs Assessment RFP”, “EMG Presentation”, “EMG Proposal/Scope of Work”, “EMG FCNA Presentation”, “Facility Needs Assessment”, “Space Analysis”).

Table 24: EMG Replacement Reserves Report, Summary[illegible]

10 Appendix C: Final LRFF

The Forecast Overview from the most recent Long Range Financial Forecast is reproduced here.

The full report and previous versions can be found on the City's website²².

FORECAST OVERVIEW

City Overview

The City of St Helena is located in the heart of the Napa Valley and has a population of approximately 6,000 residents. The City was incorporated in 1876 and reincorporated in 1889. St. Helena is a General Law city and operates under a Council-Manager form of government. The City Council is comprised of five members, with a directly elected Mayor every two years, and the other four members elected at-large that serve four-year overlapping terms. A City Manager, appointed by the Council, is responsible for the administration of City affairs and implementation of Council policy.

The City's Fiscal Year (FY) 2017-18 adjusted General Fund Operating Budget is \$13.8 million with approximately 78 budgeted positions. As a full-service City, St. Helena has the following departments: Administration, Planning and Community Improvement, Recreation, Library, Finance, Public Works, Police, and a part-time Fire Department.

Long Range Financial Forecast

The Long Range Financial Forecast (LRFF) provides a current and long-range financial assessment of revenues, expenditures, fund balance and emergency reserves. The primary objective is to provide the City Council and the community with a financial forecast and identify any significant issues that may need to be addressed in the annual budget development process.

It is important to keep in mind that a forecast is not a budget. The LRFF is a vehicle that peers into the future and make projections about what is likely to happen given certain assumptions. If future deficits are projected then the forecast allows time to take corrective action to ensure finances remain stable.

This analysis is centered on the City's General Fund because it is the primary operating budget for tax supported municipal services. Long range financial forecasting assists the City in making decisions that lead to our ability to sustain the community's core services. This document represents a review of the City of St. Helena's General Fund using a set of six revenue projections and four expenditure forecasts for a total of six scenarios.

It is a standard practice for the City to update this plan annually.

Scenarios

The LRFF scenarios illustrate trends of the City's expenditures and revenues over the next 10 years. The FY 2017-18 Operating Budget is used as the base for all scenarios. More detailed information for the assumptions is included in the *Revenue and Assumptions* and *Expenditure and Assumptions* sections of this report.

²² "03.27.18 LRFF St Helena March 2018 at <http://www.cityofsthenana.org/bc-shape>.

1. Baseline - The baseline revenue/expense growth estimate is based on a continuing modest economic recovery. This forecast is similar to the actual revenue growth the City incurred over the last ten years (removing FYs 2008-09, 2009-10, and 2010-11) and the actual expenditure growth the City incurred over the past three years (removing large one-time expenditures).
2. Baseline with a mild recession - This forecast assumes a recession during FYs 2020-21 and 2021-22 with full recovery in FY 2022-23. Typically, economic history has shown that the country experiences a recession about every ten years which, based off of the last recession, would be in FY 2017-18; however, immediate indicators do not expect a recession to begin that soon. While another recession is being forecast, it is not anticipated the recession will be as great as the previously experienced. Revenue projections for the mild recession scenario model a mild decrease in revenues for FY 2020-21 and FY 2021-22, with a full recovery in FY 2022-23. The recession expenditure scenario places a hold on salary, supply, and service growth during FY 2022-23, FY 2023-24, and FY 2024-25.
3. Baseline with a deep recession - Similar to the model above, this model assumes a recession during FYs 2020-21 and 2021-22 with a full recovery in FY 2022-23. Revenue projections for the deep recession scenario double the revenue losses modeled in the mild recession in FY 2020-21 and FY 2021-22, with a full recovery in FY 2022-23. The recession expenditure scenario places a hold on salary, supply, and service growth during FY 2022-23, FY 2023-24, and FY 2024-25.
4. Baseline with new hotel in year 4 (FY 2021-22) - This forecast assumes a new hotel online in year 4 adding \$600,000 in additional Transient Occupancy Tax revenue per year.
5. Baseline with a new hotel in year 4 (FY 2021-22) and a mild recession - This forecast assumes a new hotel in year 4 and a recession during FYs 2020-21 and 2021-22 with a full recovery in FY 2022-23. As with Scenario #2, this scenario utilizes the same revenue formula and places a hold on salary, supply, and service growth during FY 2022-23, FY 2023-24, and FY 2024-25.
6. Baseline with a new hotel in year 4 (FY 2021-22) and a deep recession - This forecast assumes a new hotel in year 4 and a deep recession during FYs 2020-21 and 2021-22 with a full recovery in FY 2022-23. As with Scenario #3, this scenario utilizes the same revenue formula and places a hold on salary, supply, and service growth during FY 2022-23, FY 2023-24, and FY 2024-25.

Risks to the Forecast

Every projection is a combination of assumptions based on analysis of historical data, use of actual data when available (e.g., labor contracts, CalPERS rates), and educated assumptions based on an analysis of available information. In addition to the built-in uncertainty of projections, the City continues to experience uncertainty in the future of revenue and major expenses that would impact the City's budget due partly to the structure of State municipal finance laws. The major risks to these projections are discussed below.

1. Volatile Economy - The City's revenues are impacted by economic conditions. As evidenced in the recent Great Recession, the City's three largest revenue sources, property, sales and transient occupancy taxes, are very tied to the broader economic trends.
2. State Takeaways and Borrowing - During times of economic downturn, the State of California has previously shifted, borrowed, or took money from cities to cover its own budget shortfalls. In an effort to protect local governments, Proposition 1A was passed in 2004 to protect local revenues from being transferred away from the state. However, Proposition 1A can be suspended if the Governor declares a fiscal necessity and two-thirds of the Legislature concur. The first emergency suspension of Proposition 1A was passed by the Legislature as part of the 2009-10 budget package. Under this provision the State borrowed 8% of the amount of property tax revenue and was required to repay the obligations plus interest by 2013. After this initial repayment, the legislature may consider only one additional borrowing within a ten-year period. While it can not be predicted if the State will once again borrow money from local governments, it is a possibility.

An October 2017 report released by Moody's Analytics show that fewer than half of states have the funds they need to weather an economic downturn with one-third likely facing significant financial stress. This report conducted the first-ever stress test on all 50 state budgets to assess their ability to absorb a fiscal shock. It found that 16 states have enough in reserves to get through the next recession somewhat comfortably. Another 19 states have some or most of the funds they would need, which means they would likely have to raise revenue and/or cut spending, as well as tap reserves, to balance their budgets during a downturn. And 15 states are so "substantially unprepared" for the next downturn, they would face major "economic repercussions." The State of California is ranked 34th and is at the bottom part of the middle group of 19. This ranking shows that California, in the modest recession scenario, has actual reserves at 5.9% with the necessary reserves during a modest recession of 10.7% leaving a shortfall of (4.8%).

3. Pension Costs - CalPERS pension costs continue to rise and are projected to double, reaching an average of 15.8% of General Fund budgets by FY 2024-25. The projections in this forecast are based on the average CalPERS unfunded liability actuals for FYs 2015-16, 2016-17, and 2017-18, which is an 11% increase each year. CalPERS continually reassesses the employer contribution, and based on market returns and other factors, rates can be increased or decreased annually. The City is currently working with Bartel Associates for a CalPERS Contribution Analysis. Upon completion of this report, CalPERS unfunded liability figures will be updated in the LRFF.
4. Compensation Increases - The Memorandum of Understanding (MOU) with the St. Helena Employees Association was adopted in February 2018 and expires in June 2020 and the MOU with the St. Helena Police Officers Association expires in June 2020. Currently the expense forecast includes merit increases and modest salary increases to keep pace with inflation. The City will complete a classification and compensation study in Fiscal Year 2017-18.

5. Fire Department - The City of St. Helena currently operates a part-time fire department for a total operations budget of \$966,000 annually. The Department consists of a Fire Chief (two days per week), Fire Marshal (two days per week), full-time Administrative Assistant, and 27 part-time firefighters who are paid on an hourly, per-call basis. The City will experience significant cost increases if there becomes a need to staff the Fire Department on a full-time basis.
6. Health Premiums - The City pays 100% of employee health premiums. The City is a participant in the Redwood Empire Municipal Insurance Fund (REMIF) which is a self-insured joint powers authority established in 1976 to handle insurance claims, benefit programs, and risk management needs of 15 cities. In 2015, REMIF changed to a self-funded health plan with the anticipation of overall savings in health care costs to all member cities. The City of St. Helena has experienced an overall reduction in health care costs; however, these costs have the risk of change and health premiums in the LRFF are projected to continue to rise over the next decade by 6% annually. Actual health care costs are not received by the City until May of each year. The risk is that health premiums may rise faster than the forecast, increasing total compensation costs.
7. Asset Recapitalization - In 2017, to help address the significant current-term and long-term costs for replacement or repair of aging buildings, the City Council formed the St. Helena Assets Planning Engagement (SHAPE) Committee with the general purpose to identify alternatives to address deficiencies and opportunities identified in the Facilities Condition Need Assessment (FCNA), challenges identified in the Long Range Financial Forecast, and feasibility of concepts identified in the 2009 Visioning Statement. The Committee will be identifying financial strategies (along with identifying consequences and trade-offs) for City Council consideration to address identified deficiencies, opportunities, and/or utilization of community assets.
8. No Major New One-Time Expenses - The expenditure forecast does not include any provisions for unexpected one-time expenses, such as changes in legislation, unexpected events, acts of nature or other such factors that could require the City to expend a significant amount of General Fund resources.

GENERAL FUND FORECAST

Six scenarios are presented in the LRFF. The following tables and charts show the General Fund balance for each of the scenarios over a 10-year period. Full-size charts are included as Appendices A-F.

TABLE 1

SCENARIO 1 - GENERAL FUND FINANCIAL FORECAST SUMMARY - BASELINE											
GENERAL FUND TEN YEAR FORECAST 2018-2028 - UNASSIGNED											
	FY 18	FY 19	FY 20	FY 21	FY 22	FY 23	FY 24	FY 25	FY 26	FY 27	FY 28
BALANCE	Revised	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast
1 BEGINNING FUND BALANCE	4.41 m	3.70 m	4.09 m	5.29 m	6.60 m	8.13 m	9.74 m	11.51 m	13.50 m	15.65 m	17.96 m
2											
3 REVENUES	13.18 m	14.44 m	15.08 m	15.75 m	16.45 m	17.19 m	17.96 m	18.76 m	19.60 m	20.48 m	21.40 m
4 EXPENSES	13.89 m	14.05 m	13.88 m	14.44 m	14.93 m	15.57 m	16.19 m	16.76 m	17.45 m	18.17 m	18.88 m
5											
6 ANNUAL SURPLUS OR (DEFICIT)	-0.71 m	0.39 m	1.20 m	1.31 m	1.52 m	1.62 m	1.76 m	2.00 m	2.15 m	2.31 m	2.52 m
7											
8 ENDING FUND BALANCE	3.70 m	4.09 m	5.29 m	6.60 m	8.13 m	9.74 m	11.51 m	13.50 m	15.65 m	17.96 m	20.48 m
9 UNASSIGNED NET POSITION	27%	29%	38%	46%	54%	63%	71%	81%	90%	99%	108%

Scenario 1 (Appendix A) Baseline - The baseline revenue/expenditure growth estimate in Table 1 is based on a continuing modest economic recovery. This forecast is similar to the actual revenue growth the City incurred over the last ten years (extracting out FYs 2008-09, 2009-10, and 2010-11 for the recession) and the actual expenditure growth the City incurred over the past three years.

TABLE 2

SCENARIO 2 - GENERAL FUND FINANCIAL FORECAST SUMMARY - MILD RECESSION													
GENERAL FUND TEN YEAR FORECAST 2018-2028 - UNASSIGNED													
	FY 18	FY 19	FY 20	FY 21	FY 22	FY 23	FY 24	FY 25	FY 26	FY 27	FY 28		
	Revised	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast		
1	BEGINNING FUND BALANCE	4.41 m	3.70 m	4.09 m	5.29 m	5.71 m	5.58 m	6.21 m	7.36 m	8.61 m	9.95 m		
2													
3	REVENUES	13.18 m	14.44 m	15.08 m	14.86 m	14.61 m	16.09 m	16.80 m	17.55 m	18.33 m	19.14 m		
4	EXPENSES	13.89 m	14.05 m	13.88 m	14.44 m	14.93 m	15.46 m	15.65 m	16.30 m	16.98 m	17.65 m		
5													
6	ANNUAL SURPLUS OR (DEFICIT)	-0.71 m	0.39 m	1.20 m	0.42 m	-0.32 m	0.63 m	1.15 m	1.25 m	1.35 m	1.50 m		
7													
8	ENDING FUND BALANCE	3.70 m	4.09 m	5.29 m	5.71 m	5.39 m	6.21 m	7.36 m	8.61 m	9.95 m	11.45 m		
9	UNASSIGNED NET POSITION	27%	29%	38%	40%	36%	40%	47%	53%	59%	65%		

Scenario 2 (Appendix B) Baseline with Mild Recession - This forecast assumes a recession during FYs 2020-21 and 2021-22 with a full recovery in FY 2022-23. Typically, economic history has shown that country experiences a recession about every ten years which, based off of the last recession, would be in FY 2017-18; however, immediate indicators do not expect a recession to begin that soon. This model places a hold on salary, supply, and services growth during FY 2022-23, FY 2023-24, and FY 2024-25, similar to the City's prior actions.

TABLE 3

SCENARIO 3 - GENERAL FUND FINANCIAL FORECAST SUMMARY - DEEP RECESSION													
GENERAL FUND TEN YEAR FORECAST 2018-2028 - UNASSIGNED													
		FY 18	FY 19	FY 20	FY 21	FY 22	FY 23	FY 24	FY 25	FY 26	FY 27	FY 28	
	BASELINE	Revised	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	
1	BEGINNING FUND BALANCE	4.41 m	3.70 m	4.09 m	5.29 m	5.26 m	3.81 m	3.61 m	3.83 m	4.56 m	5.37 m	6.26 m	
2													
3	REVENUES	13.18 m	14.44 m	15.08 m	14.41 m	13.48 m	15.02 m	15.68 m	16.38 m	17.11 m	17.87 m	18.67 m	
4	EXPENSES	13.89 m	14.05 m	13.88 m	14.44 m	14.93 m	15.21 m	15.46 m	15.65 m	16.30 m	16.98 m	17.65 m	
5													
6	ANNUAL SURPLUS OR (DEFICIT)	-0.71 m	0.39 m	1.20 m	-0.03 m	-1.45 m	-0.20 m	0.22 m	0.73 m	0.81 m	0.89 m	1.03 m	
7													
8	ENDING FUND BALANCE	3.70 m	4.09 m	5.29 m	5.26 m	3.81 m	3.61 m	3.83 m	4.56 m	5.37 m	6.26 m	7.29 m	
9	UNASSIGNED NET POSITION	27%	29%	38%	36%	26%	24%	25%	29%	33%	37%	41%	

Scenario 3 (Appendix C) Baseline with Deep Recession - Similar to Scenario #2, this model assumes a recession during FYs 2020-21 and 2021-22 with a full recovery in FY 2022-23. This model doubles the revenue decrease projected in mild recession model. Expenditure assumptions for the deep recession do not change from the previous recession model.

TABLE 4

SCENARIO 4 - GENERAL FUND FINANCIAL FORECAST SUMMARY - BASELINE WITH NEW HOTEL YR 4													
GENERAL FUND TEN YEAR FORECAST 2018-2028 - UNASSIGNED													
		FY 18	FY 19	FY 20	FY 21	FY 22	FY 23	FY 24	FY 25	FY 26	FY 27	FY 28	
	BASELINE	Revised	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	
1	BEGINNING FUND BALANCE	4.41 m	3.70 m	4.09 m	5.29 m	6.60 m	8.73 m	10.97 m	13.40 m	16.09 m	18.97 m	22.04 m	
2													
3	REVENUES	13.18 m	14.44 m	15.08 m	15.75 m	17.05 m	17.82 m	18.62 m	19.45 m	20.33 m	21.24 m	22.20 m	
4	EXPENSES	13.89 m	14.05 m	13.88 m	14.44 m	14.93 m	15.57 m	16.19 m	16.76 m	17.45 m	18.17 m	18.88 m	
5													
6	ANNUAL SURPLUS OR (DEFICIT)	-0.71 m	0.39 m	1.20 m	1.31 m	2.12 m	2.25 m	2.43 m	2.69 m	2.88 m	3.07 m	3.32 m	
7													
8	ENDING FUND BALANCE	3.70 m	4.09 m	5.29 m	6.60 m	8.73 m	10.97 m	13.40 m	16.09 m	18.97 m	22.04 m	25.36 m	
9	UNASSIGNED NET POSITION	27%	29%	38%	46%	58%	70%	83%	96%	109%	121%	134%	

Scenario 4 (Appendix D) Baseline with New Hotel in Year 4 (FY 2021-22) - This forecast assumes a new hotel online in year 4 adding \$600,000 in additional annual Transient Occupancy Tax revenue.

TABLE 5

SCENARIO 5 - GENERAL FUND FINANCIAL FORECAST SUMMARY - MILD RECESSION & HOTEL IN YEAR 4													
GENERAL FUND TEN YEAR FORECAST 2018-2028 - UNASSIGNED													
	FY 18	FY 19	FY 20	FY 21	FY 22	FY 23	FY 24	FY 25	FY 26	FY 27	FY 28		
BASELINE	Revised	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast		
1 BEGINNING FUND BALANCE	4.41 m	3.70 m	4.09 m	5.29 m	5.71 m	5.99 m	6.83 m	8.13 m	10.00 m	12.00 m	14.13 m		
2													
3 REVENUES	13.18 m	14.44 m	15.08 m	14.86 m	15.21 m	16.06 m	16.77 m	17.52 m	18.30 m	19.12 m	19.97 m		
4 EXPENSES	13.89 m	14.05 m	13.88 m	14.44 m	14.93 m	15.21 m	15.46 m	15.65 m	16.30 m	16.98 m	17.65 m		
5 ANNUAL SURPLUS OR (DEFICIT)	-0.71 m	0.39 m	1.20 m	0.42 m	0.28 m	0.84 m	1.31 m	1.87 m	2.00 m	2.13 m	2.33 m		
7													
8 ENDING FUND BALANCE	3.70 m	4.09 m	5.29 m	5.71 m	5.99 m	6.83 m	8.13 m	10.00 m	12.00 m	14.13 m	16.46 m		
9 UNASSIGNED NET POSITION	27%	29%	38%	40%	40%	45%	53%	64%	74%	83%	93%		

Scenario 5 (Appendix E) Baseline with a New Hotel in year 4 (FY 2021-22) and a Mild Recession

- This forecast assumes a new hotel in year 4 and a recession during FY 2020-21 and FY 2021-22 with a full recovery in FY 2022-23. As with Scenario #2, this scenario utilizes the same revenue formula and places a hold on salary, supply, and services growth during FYs 2022-23, 2023-24, and 2024-25.

TABLE 6

SCENARIO 6 - GENERAL FUND FINANCIAL FORECAST SUMMARY - DEEP RECESSION & NEW HOTEL YR 4											
GENERAL FUND TEN YEAR FORECAST 2018-2028 - UNASSIGNED											
	FY 18	FY 19	FY 20	FY 21	FY 22	FY 23	FY 24	FY 25	FY 26	FY 27	FY 28
BALANCE	Revised	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast
1 BEGINNING FUND BALANCE	4.41 m	3.70 m	4.09 m	5.29 m	5.26 m	4.41 m	4.93 m	5.91 m	7.43 m	9.08 m	10.84 m
2											
3 REVENUES	13.18 m	14.44 m	15.08 m	14.41 m	14.08 m	15.74 m	16.44 m	17.18 m	17.94 m	18.75 m	19.59 m
4 EXPENSES	13.89 m	14.05 m	13.88 m	14.44 m	14.93 m	15.21 m	15.46 m	15.65 m	16.30 m	16.98 m	17.65 m
5											
6 ANNUAL SURPLUS (DEFICIT)	-0.71 m	0.39 m	1.20 m	-0.03 m	-0.85 m	0.52 m	0.98 m	1.52 m	1.64 m	1.77 m	1.94 m
7											
8 ENDING FUND BALANCE	3.70 m	4.09 m	5.29 m	5.26 m	4.41 m	4.93 m	5.91 m	7.43 m	9.08 m	10.84 m	12.79 m
9 UNASSIGNED NET POSITION	27%	29%	38%	36%	30%	32%	38%	47%	56%	64%	72%

Scenario 6 (Appendix F) Baseline with a New Hotel in year 4 (FY 2021-22) and a Deep Recession

- This forecast assumes a new hotel in year 4 and a deep recession during FYs 2020-21 and 2021-22 with a full recovery in FY 2022-23. As with Scenario #3, this scenario utilizes the same revenue formula and places a hold on salary, supply, and service growth during FY 2022-23, FY 2023-24, and FY 2024-25.

11 Appendix D: Alternatives Submitted by Committee Members

11.1 Doug Barr, April 18, 2018

Fellow members of the SHAPE committee:

Just a note, in anticipation of next Wednesday's conversation about the Adams Street property, to once again define what we are referring to when we call a facility or site, a "Cultural Center" in contrast, to what we are describing when we refer to a "civic center".

The confusion lies in the fact that both serve the community, both can be used for various functions, from classes to meetings to non-profit events and fundraisers. In some cases, particularly in renting the spaces for private functions, either facility could serve the exact same purpose (a wedding or business conference for example).

The difference is defined by the *specific* purpose for which the building has been or will be constructed (or remodeled).

Let's agree to say a Civic Center's uses are primarily local serving and target narrower interest groups, i.e. yoga classes, fund raisers, celebrations of life, sewing circles, children's programs, wine tastings, Christmas or handicraft markets, etc.

While a Cultural Center can, to some degree, fulfill similar roles but the programs provided are based on the humanities (literature, art, dance, music, cultural innovation and creativity) and target all ages and groups within the St. Helena community and perhaps (hopefully) a much broader audience of visitors interested in the programming offered at the center.

Even if you disagree with this definition, can we agree to use it to eliminate confusion and more clearly understand the ideas being proposed?

Because I'm going to be talking about a cultural center and amphitheater, as suggested by the 2009 Visioning Report on the Adams Street property, I've attached a list of what other towns roughly the size of St. Helena (our population is 5,947) are doing for the benefit of everyone in their community as a source of entertainment, education and inspiration. And also, as a source of revenue through proactive tourism management that provides a reason for visitors to stay for several days, weeks or even months.

You've heard me talk about Aspen and so I've included that town's extraordinary cultural offerings along with a few others. Please open the links I've provided or go to their websites listed at the end on the last page and see the kind of amazing cultural experiences I believe, with a community buy-in and a concerted effort, St. Helena might be able to bring to our town.

Thanks, Doug

11.2 Joshua Parke – April 18, 2018

Fundamentally everyone's goal seems to be to maintain St. Helena's small town distinction into future generations. In order to do so it has to be considered what ultimately is the root of that distinction. If it is a city hall on main street, updated city parks and a shiny new community center, then Yountville would meet that standard in spades. Yet most people would agree that Yountville has long since lost its small town distinction.

I would suggest that it is the existence of families, permanent residents and small local businesses that contribute most to a viable small town. However, high commercial rental rates and high residential real estate costs are making it more and more difficult for small businesses and full-time families to financially sustain life here. It is their loss that will eventually lead to St. Helena becoming just another tourist town, not the addition or not, of one more hotel or a city hall on main or two blocks off.

So the greater question for this committee becomes what can the city do with their assets to address these problems. In regard to commercial space it can attempt to control rates on city properties, subsidize merchants or it could utilize a property to construct a city-owned, profitable, yet-reasonably priced market for small independent stores. The existence of additional rent-controlled commercial spaces could also have the effect of driving down the rental rates on privately owned spaces by simply increasing the overall supply. In addition the city could consider providing a coworker environment for residents working remotely, small business grants, artist studios, a food truck park (CIA), etc to add to a vibrant mix of businesses to both support and sustain

citizens. Second home owners are residents of our town and fostering relations would be to the City's benefit.

Rather than taking the myopic view of the city's assets as individual items and limiting our contribution to a reflection of how to negotiate the EMG report I would suggest we take a broader view of what we can propose to the city council that will bring some creative direction and reasoning to an otherwise mediocre landscape of city assets.

City Hall:

We're all in agreement that city hall is in need of significant renovations or replacement. Renovating the existing structure to the tune of a few million will simply waste assets on freezing a very poor building in time as a reflection of our inability to make wise progressive decisions that help shape the architectural fabric of our town.

Rebuilding a new city hall in it's current position on main street will be an expensive endeavor and limits its programing to the current use and function with no added benefit to the community other than a "new" building. The idea of city hall being a reflection of civic pride is a point well taken but taking action on this point alone is foolish.

A great number of current library visitors are using the library for work, access to wifi and to use computers. A relocation of city hall to the library building would afford the opportunity to incorporate this use and maintain it as a part of city hall programming with free access to viable open plan workspaces along with the incorporation of private spaces for phone conversations etc. City hall in this location is an opportunity to break the paradigm of what a city hall is to it's community and create a beautiful space for our employees and citizens at a fraction of the cost of building a new building.

The current library building can be amended removing bump outs that detract from it's agrarian setting thus reducing it's square footage. This smaller square footage is still more than appropriate for our needs and places our City Hall in a position to be a reflection and celebration of our agrarian roots as a community. This move also conveys the message to our citizens and our visitors that we are proud of our town.

This fiscally responsible move will allow us to take other City owned assets out of a state of perpetual mediocrity and aid developing them into assets that reflect sophistication rather than neglect.

Library:

The city is fortunate enough to have a wonderful asset in the library building that was created and is primarily maintained through the generosity of others. The building currently has an incredible asset in the St Helena Public Library Friends and Foundation. This group recently posted a letter in the local newspaper outlining it's concern over the discussions surrounding the library building. This letter also spoke to the multitude of programs the library currently promotes and houses.

Modern day libraries are not only institutions of learning but also defacto community centers and our library is no exception. Unfortunately the library building is completely ill-suited to house the programs it's promoting. Rather than being a beacon of learning within a pastoral vineyard setting it feels more of confinement than openness and with no access to the outdoors, it isolates patrons and holds no relation to its surroundings. The librarians complain of the disruptions of diverse programming that ultimately take away from the functions of the library as a space for contemplation and thought. The mission of the library is valuable and exciting, the current building however is unable to fully support its mission and is in fact doing it a disservice.

Grant money can easily be had for libraries incorporating mixed community support. Grant money for a new city hall? I would argue that the library as a defacto community center is a modern day best and highest use, and that the library programming is deserving of higher standard of architectural programming that properly serves its contemporary standard. I moved here from Seattle, a municipality that in 1998 passed a 200 million dollar bond measure to update all it's libraries throughout the city. Rather than taking a prescriptive approach the city held neighborhood based community forums to determine proper architectural programming of individual libraries. This

approach was hugely successful. Even without a community forum it is simply fact that the library building is not designed for it's current multitude of uses

Our town's library needs to reflect it's contemporary use. It does not. It was built in 1979 when a library had a very different use. What else fits people's lives and ways of living in 1979 that doesn't fit now.?

The letter from Friends and Foundation brought up many important points. Community contribution, diverse programming, and visits per capita—clearly there are a number of people passionate about the library and want the best for it. When I read these statements I don't see them as reasons for keeping the library in a building that doesn't properly serve it's needs I see them as reasons to give the diverse library program that we already have a standing in the 21st century that will carry us the next hundred years. The library was moved from the Carnegie building because the building no longer fit its needs. Carnegie built the building as a library with the expectation that it would stay one. Today his legacy is no less celebrated because his gifts evolved to different uses. The contributions of those individuals who contributed to our current library should be no less celebrated. They should be honored by recognizing the success of the library programming not by limiting the library's potential for the future by making the mistake of tying an important legacy to a structure.

A modern day library for this community needs proper flexible programming space along with space for its collection. This is not a "cultural center" but a space for community that supports a diverse range of uses. A new library building on the city hall property incorporated into the park is a perfect setting for a pavilion style library building with open air exposure to the park and an incorporated flex community space for its diverse range of events. It allows the library to become a central part of town and incorporate more community needs. It's also an endeavor that would be much less expensive than developing a brand new city hall.

Signorelli Barn:

This is the one city owned asset that truly reflects our genuine agrarian heritage. It should be cherished as such and used in a way that reflects our respect for our heritage. Reconstruction of the barn for adaptive re-use within our current cultural context is the best and highest use for the structure. I would argue there is high value both philosophically, culturally, and civically to use the structure as a meeting and event space for city functions in conjunction with theater, dances, vendors, etc.

The building is a part of Meily Park and the path linking the barn to the park can be utilized accordingly. Although the layout of the parking lot is tight it could easily be amended to comfortably accommodate two rows of parking.

There are contemporary building practices that would make the reconstruction of the barn a completely feasible endeavor. Furthermore this is a property that is perfectly setup for financing beyond the City coffers by way grants and philanthropy.

Adams Street:

The development of Adams street is obviously a contentious issue driven by the preconceived notion of an all or nothing approach. It's value as green space is an obvious one however it's potential as a civic asset and a hotel partnership should not be ignored and can be far more beneficial in the long run.

Many of our residents argue that the property needs to be conserved as green space and that they use the property regularly. However this statement is not completely accurate as the land that is accessed at the end of the pavement is in fact the parcel slated for the Hunter development project, and the land adjacent the river yet another parcel. Few people step foot on what is actually the city owned Adams street parcel.

As a municipality we have the opportunity to craft a proposal based on ethical, integrated, and intentional visioning that can create a world class hotel destination we can be proud of. We have the unique opportunity as a world class destination that draws visitors to our region regardless of our towns effort's. Capturing those visitors in an appropriate way to contribute to our town should be a high goal.

Our opportunity to use a portion of Adams street for a revenue source could expand our town within the ethical guidelines of green space preservation and create a platform for cultural development that can entice visitors to stay and contribute to both our economy and our civic endeavors.

The act of securing a business partnership as a revenue source from the Adams street land we currently own puts us in a position to gain the revenue needed to buy back the Hunter development parcel. This would allow both parties to avoid years of expensive litigation and preserve the land for a more acceptable use within the community.

The next parcel to the East immediately adjacent the Napa river frontage is directly within the FEMA flood zone. It currently has no agricultural development and not protected by the levee project. It is not developable as a building parcel and due to it's falling within the flood zone has very limited possible uses. It is however perfectly situated for a beautiful city park and dedicated green space with immediate river frontage. This park could be tied into Wappo Park, another little utilized city asset, via a walking path along the levee and create sophisticated river frontage that would be a wonderful contribution and asset to our town.

Adams street is 5.6 acres of highly valuable land.

Hunter parcel is 16.9 acres of land primarily atop levee infill with little value outside entitlements.

The parcel at the river is 15.69 acres of un-developable land.

Isn't a few acres of Adams street worth the potential of 32.59 acres of useable City space that draws the town to the river in a sophisticated way?

11.3 Mark Smithers – April 25, 2018

SHAPE COMMITTEE
Remaining property discussion – April 25, 2018

CITY HALL/POLICE: FIRST PRIORITY

Rebuild City Hall and Police at current location
Two or three story reduces footprint to allow for more parking

While rebuilding, move city hall to Railroad Avenue properties
Keeps municipal functions together (police, city hall, fire, post office)

LIBRARY:

Remains the library at current location
Implement EMG repairs and maintenance program
Possible redesign interior to improve spaces and use
EMG noted the current size is appropriate for our population

ADAMS STREET:

Mostly park and plaza gathering space for the community
Make it the cultural center of town and the Napa Valley
Cultural and events center (about 15,000 square feet)
Performance art, Community events, Art exhibits, etc.
Commit an area near the library for Historical Society building
Historical Society raises its own funds to build on site
Allow some commercial development along Adams Street
Funds from sale of 1/3 to 1/2 acre help fund new facilities, etc.
Diagonal parking along Adams and Library Lane – substantial parking

RAILROAD AVENUE PROPERTIES:

Temporary use while new City Hall and Police station is being built
Begin the process of selling while being used temporary
Property is excess under new facility configuration
Sells proceeds help fund new facilities and improvements

CARNEGIE BUILDING:

Keep and complete EMG repair recommendation
Needed for recreation department programs
Needed for public programs, meetings, etc

FIRE STATION:

Implement EMG repairs and maintenance program
Not viable to add second story, no significant additional space

11.4 Oliver Caldwell – April 25, 2018

SUMMARY

Years of poor city management mean that we're now forced to make difficult decisions about how to manage our severely neglected facilities. Making the most of the Adams St. property is key to our fiscal health. I propose moving City Hall to the current library and building a new modern library and cultural complex at the current City Hall site, surrounded by an upgraded and expanded Lyman Park.

This complex would become the face of St. Helena, welcoming both the local population and visitors. Funding for the new complex would come from selling part of Adams St., building a small farm-style, luxury hotel and using the TOT stream of annual income to fund continued development, repairs and civic improvement projects.

1. **All of the City's assets have been neglected and are in major disrepair.** City Hall and the Police Station, the primary assets, are the most severe and cannot be restored. They need to be demolished ASAP.
2. **Replacement costs.** Replacement of a 10,000 sq.ft. City Hall and 3,000 sq.ft. Police Station would cost minimum \$8,000,000+, factoring in recent building quotes of \$600 / sq.ft., plus site fees and demo costs.
3. **New revenue sources to help pay for facility upgrades.** Due to the recent sales tax increase and water rate increase--with further increases scheduled--the public is probably not motivated to borrow or be taxed further to finance these civic buildings or a major civic complex at Adams. There is also some public resentment against local government for perceived past accounting malpractice and thus, resistance to funding new quality working conditions.
4. **Managing risk.** The country is long overdue for a recession, and it needs to be factored into any ten-year financial forecast, yet the severity of a coming recession is not predictable. The US treasury has incurred so much debt that its ability to borrow out for a fast recovery may be limited the next time around. Additional concerns include political volatility, both on national and international levels and the ongoing impacts from globalization and digital innovation. The combination of these factors inhibits our ability to forecast risks and thus pro forma numbers should be given a greater margin of error.
5. **Fiscal responsibility includes setting aside funds for emergencies.** Given the imminence of a recession, the City's ten-year LRFF does not yield enough funds to replace or restore all of our assets. St. Helena's financial problems are the result of years of poor planning, and it's imperative that we not deplete our resources now. We need to set aside funds for unforeseen financial expenses--labor, pensions, health benefits, lawsuits, impacts for State Takeaways, earthquakes, etc.
6. **Rethinking the St. Helena Library: part of a cultural complex.** The St. Helena Library is trying to evolve into a de facto cultural center offering performances in music, dance, art shows, multimedia lecture series, learning events in the humanities and technology, social gatherings, museum shows, public speaking engagements, etc. These functions have a greater degree of natural growth and success when offered also to visitors of St. Helena who can add patronage, recognition and revenue.

Being visible from Main Street, rather than being tucked away in its current location, would improve the complex's chance of success. The library was designed before the internet, and it doesn't have the architectural bones to be transformed into more functional and aesthetic facility. Built on the current City Hall site as part of a modern cultural complex, the library would also include an acre of Lyman Park, with shrubbery, flowers and benches to welcome residents as well as visitors to our City. The same size park land, if planted on the Adams parcel, would take up an acre of

land that is already in existence on Main. The new complex will have a grand rooftop park with sweeping 360-degree views of the valley and mountains--a majestic spot that will attract residents and draw visitors throughout the year.

7. **Transforming Lyman Park into a vibrant city open space.** Lyman Park does not have any significant relationship with its neighbors, the City Hall/Police Station. Other successful parks include museums, libraries, natural history centers, music plazas, food and beverage concessions, exotic gardens, etc. Except for the summer concert series, it's rarely used. The best future use of Lyman Park is to merge it with a library/cultural center that would enhance patronage.

In comparison, rebuilding a new City Hall on the adjacent site would only continue the stagnant and limited use of the park. A Main Street location would give the library natural pedestrian connectivity to the other businesses, restaurants and general public affairs, extending the downtown corridor. There is also a public transportation stop on Main street and Rianda House is across the street. A hotel at the old City Hall site would further marginalize the park, as there would be a tall security wall on its border. Other private commercial buildings on the old city hall site would segregate the park further and reduce its use and relevance.

8. **TOT taxes: A passive revenue stream to help modernize our city spaces.** The new complex at Lyman Park could generate excitement, restore pride and purpose to our town. Funding for the new complex would come from selling part of Adams and the resulting TOT stream of annual income. This solution means there would be no burden on the citizens.

Serving the entire population rather than a few

It makes sense to spend the money on a new Community Center/Library complex on Main, serving 6,000 people, than on a new City Hall that serves only 25 employees. The relocation and tenant improvement costs of moving City Hall to the Library are nominal compared to new construction. The average tenant improvement costs of office building ranges at an estimated \$75 / sq.ft. Thus, 10,000 sq.ft. of remodel for the City Hall would be less than a million dollars. The new, modern, technologically enhanced library/cultural center at Lyman park could provide the following facilities and community services.

- a. **Modern Library.** Extensive collection of books and periodicals, special quiet rooms for computers, special educational presentation rooms with large LED screens and sound systems, author talks, small conference rooms, kids' matinee screening rooms, Lego Workshops and Spanish/English story hours.
- b. **Creative Arts.** Pottery, Painting, Crafts, Sculpture, Game-Building Apps, Music Practice Rooms, Sound Studios Film and Video Editing
- c. **Cultural Arts.** Cooking Classes and Events, Interactive Workshops, Community Dialogue, Poetry and Public Speaking, Wine-Making and Tasting.
- d. **Genius Bar.** Apple Genius Bar and App Learning Computer, Internet Solutions Graphic and Web Design.
- e. **Exhibition Halls.** Art and Community Exhibitions, Live Music and Dance Performances, Museum Exhibitions, Social and Fundraiser Events.
- f. **Health and Wellness.** Aerobics, Pilates, Yoga, Tai Chi, Nutrition Center

9. **A luxury hotel to drive retail growth on Main Street.** Currently, as retailers retire or go out of business, there are no new businesses waiting to fill the empty storefronts. Fewer quality stores result in fewer quality visitors. Another issue is the global sociological change—Amazon and other online retailers have made it easy to shop for everything on the internet. While we love the convenience, it has forced many small retailers out of business. Main Street is the primary optic through which we and the world view our community.

An active center at Lyman Park would create a symbiotic relationship with Main Street. There's a natural pedestrian connection among the cultural, hospitality, and entertainment activities and business entities along Main street. A new small, high-end resort on the back of Adams would draw the new business that's desperately needed on Main Street. With added revenue from a luxury hotel, the retail vacancies would steadily lease up with quality stores. The hotel would create the momentum to improve inventory and services in the existing stores, and the added revenue would contribute to the beautification of the central business corridor.

10. **Leveraging the value of Adams Street.** The Adams St. property is too valuable to be used for community expansion; instead, it is perfectly suited for a small high-end, low-profile resort and open space. The resort should have a rustic, farm-like aesthetic with a major beltway pedestrian passage along the frontage for locals to access the river walk.

A major civic construction on Adams would diminish and forever remove a major revenue source for the City. Construction and maintenance of such an ambitious project would be cost-prohibitive and an ongoing financial burden. It could be another Copia.

RECOMMENDATIONS IN ORDER OF PRIORITY

- **City Hall and Library:** Move City Hall into the library, save the rebuild money to build a new community center/library complex at a restored Lyman Park. The new complex at Lyman Park could generate new excitement, pride and purpose to the town.
- **Adams St.:** Sell the back end of Adams to a low-profile farm-style resort and develop the front end into an open green corridor for local pedestrian traffic. Extend the frontal corridor to the river as a grand botanical boulevard.
- **Scout Hall and Police Station:** Negotiate with the Scouts to determine if a better location with small campgrounds and without immediate repair expenses could be purchased by the City in exchange for developing the Police Station at the current site. The contiguous parcel to the Fire Station makes it strategic for the City. It's a less than ideal location for the Scouts; there's no yard or natural relationships with its neighbors. If Scout Hall is not possible, review other Railroad Ave sites.
- **Corp Yard:** Make immediate repairs and study long-term plan for redevelopment or relocation.
- **Carnegie Building:** Do nothing important until the City Hall, Lyman Park, Library and Adams elements are resolved. If a new Center goes in on Main Street and incorporates its use, sell the building, as the revenue does not warrant the maintenance costs and liabilities. A new owner would insure the building's survival and historical worth better

than the government is able to do. Not all historical buildings have to be owned by the government.

- **Signorelli Barn:** The barn is beyond repair and only worth selling to the highest bidder. It is not feasible to develop this into a public assembly space. The current building codes would probably result in a new building and foundation within the old wood exterior. After selling the barn, save the parcel as open space for the future. This is an emotional issue, but moving, repairing or trying to restore this facility is not a good use of the City's constrained budget.
- **Teen Center / CDF/ Head Start:** Do nothing important until the City Hall, Lyman Park, Library and Adams elements are resolved. Review the needs of the Park Dept and what the youth would want at the Head Start location. Keep in mind that this facility is not now working, but it's not the fault of the building. To have a successful Teen Center, there needs to be a program that's energetically run and managed. All of this comes with a price tag.

THE NUMBERS: CALCULATING OPPORTUNITY COSTS

- Send an RFP to hotel developers about our very specific needs: a hotel on Adams St. property to look like barns and have a vintage, rustic, farm-like charm that would blend into our landscape. Not Tuscan or French-chateaux style architecture.
- If an acre of land on Adams were sold to a resort, this represents an opportunity value of \$10M per acre over the initial 10-year period, then likewise, reproducing the area of Lyman Park next to the current Library would be a loss of \$10M in opportunity costs, plus having to develop/landscape the new park.
- Our last official offer for Adams by HRV was \$22M.
 $\$22\text{M} / 5.6 \text{ acres} = \3.9M per acre
 $10 \text{ years TOT of } \$35\text{M} / 5.6 \text{ acres} = \6.25M per acre
Total opportunity cost per acre = \$10.15M (\$3.9M + \$6.25M)

TIMELINE

Year 1

- Move city hall and police staff to empty CDF building on Railroad. Add trailers to site for added offices.
- Demo old City Hall and build new center ASAP.
- Build new police station on Scout Hall site or Railroad CDF site or other suitable location.
- Sell part of Adams parcel to 5-star resort.

Year 2

- Library is 17,000 sq.ft. and has two primary groups--young children and adults/teens. Functions and facilities can exit separately.
- Begin 10,000 sq.ft. light remodel of library to accommodate City Hall. Keep 7,000 sq.ft. as children's library and smaller adult library.

Year 3

- Move adult/teen library to new building on Main Street. Keep children's library in old site as option.
- Move City Hall staff into old library once remodel completed. Move police into their new building.
- Apply new annual TOT funds to fix other City assets, improve services, help support local charity groups that need help, buy affordable land for workforce housing, make improvements to Main Street and set some cash aside for rainy day.
- Schedule and promote major opening celebration parties at our new Library/Cultural Center at Lyman Park.

Most of all, we would restore a positive attitude and be proud of our City once again. Controlled growth and properly managed development can position St. Helena for long-term financial stability.

11.5 Susanne Salvestrin, April 25, 2018

SHAPE COMMITTEE
ASSET OPTIONS AND CRITERIA

For: APRIL 25, 2018

Susanne Salvestrin

CITY HALL/POLICE: FIRST PRIORITY

Rebuild on Main Street

- Make two story, reducing footprint to make more parking in back area
- While rebuilding, move city hall to Railroad Avenue properties

Criteria

- Ensure efficient use and functionality
(second floor used for council chambers and meetings)
- Safe working environment
- Ensure maintenance
- Anticipate future needs

LIBRARY

Remains the library

Implement Repairs

Redesign interior possibly for additional or other uses

Criteria

- Ensure efficient use and functionality
- Safe working environment
- Anticipate future needs

ADAMS STREET

Multi-use plan that was the 2009 plan for use as a "city center"

Not be over developed and needs to retain some use for future needs

RAILROAD AVENUE PROPERTIES

As stated above, use for city hall until new one built and then use for leasing for income for the city. This can be decided by the city when they no longer need it

CARNEGIE BUILDING:

Do not sell, make EMG fixes
Long time use for the Historical Society (negotiate lease)

FIRE STATION:

Implement fixes identified in EMG report out of General Funds in next year's budget

11.6 Glenn Smith, April 25, 2018

Glenn Smith Recommendations

The disposition of City Hall appears to drive many of the property decisions. My preferred options for the City Hall are offered first and attempt to identify the advantages and disadvantages of each approach. In addition, I'm a strong advocate for the limited development of the Adams Street property to create a center for our citizens. While Main Street still houses several local serving business, there is little sense of community on this street--it's fundamentally a highway. Our citizens need and deserve a community space and facilities--as visioned in the 2009 Adams Street Plan

City Hall

A. (Option 2) Tear down and move to library building; Build a "big building" on Adams to house library and other community activities and event including all the programs now sponsored by the library.

Advantages: Only one new building is needed. The library and its programs can be expanded in spaces better designed for those purposes. City Hall can remain at its present site until library building renovations are completed. Main street property would be available for other purposes. Funds that would go to renovate the library and/or renovate Railroad Ave. structures for temporary occupancy would be used instead to renovate for City Hall

Disadvantages: Public resistance to moving the library. Appears the building is as much a part of the library as all the services inside. This option will only work if the Library Board is involved in the design and takes leadership in the move.

B. (Option 3) Tear down City Hall and purchase a building for renovation (Catholic School?). This assumes a purchase price that allows for renovation costs at or below new construction; **Build a "Big Building" on Adams Street** to house community events and services and provide funds to renovate library building.

Advantages: City Hall staff can remain in present building until renovations are complete. Public will see this as a responsible decision and it will eliminate public concerns about other potential purchasers. Library is left unchanged although there should be some renovation and expansion to this building. Main street property would be available for other purposes.

Community needs a purpose designed home for events and services; Main street property would be available for other purposes.

Disadvantages: Purchase and renovation costs may equal the cost of new construction without achieving optimal results; This is still a "two building" proposal

C. (Option 1) Tear down and rebuild on current site. Temporarily move city employees to Railroad Ave. buildings during construction.

Advantages: City Hall could occupy its present site and could be integrated into Lyman park by extending the park frontage over to Park on Main and orienting the building into the park.

Disadvantages: Extended time for City staff to be in temporary locations. Holds up disposition of Railroad Ave. property and possibly others like the Carnegie Bldg.

Carnegie Bldg.

A. (Option 1) Offer building to Historical Society as a lease with a three year option to buy. Current services can be moved to the Teen Center and later to the "big Building" on Adams

Advantages: This would be a home for the Historical Society; It is near downtown so a short walk to see the exhibits; City would receive some revenue for the property and add a cultural venue for the town; Historical Society would have 3 years to raise money for purchase.

Disadvantages: Could be perceived by other community organizations as favoring one over others

B. (Option 3) Sell the building to the highest bidder. This building offers little use in its current internal configuration and the expense of renovation would probably not be offset by potential rental income.

Advantages: The building would be a source of cash that would offset other construction and renovation costs.

Disadvantages: The public would resist the sale of this historic building so a substantial education campaign would be needed.

Teen Center /CDA Buildings (treat as one property)

A. (No option listed) Offer this property for sale. Hold until the Big Building" is constructed and the Recreation Department programs can be moved in.

Advantages: It could be a place for a small hotel that would be a source of tourist dollars and TOT; City would gain revenue to help offset some of the other renovation and development costs for other properties; Might also be developed for apartment space that could include some workforce or affordable housing

Disadvantages: The City gives up a valuable piece of land that could have future but unidentified public uses

Police Department

Separate from City Hall and build adjacent to the Fire Station; can occupy space at Railroad Ave. now used for parking or cut part way into the Park and giving the park some space now occupied by City Hall

Advantages: Will be sited with other safety services; provides good access to streets in emergency; sirens and other noises unchanged from current

Disadvantages: None that I can think of.

11.7 Tim Nieman, April 25, 2018

I start with options for where to locate City Hall, since this constrains the options on other related properties. These are described below as more or less complete packages (at least for the related sites). I propose 5 different configurations, though they share some common elements. I believe it is our responsibility to present several different ideas to Council for consideration and to spur further discussion. Preliminary funding requirements are provided but take those with a grain of salt – they depend on a number of assumptions and are mostly provided as a relative comparator.

Option A

- Library site: Reconfigure the Library building to house both City Hall and the Library
 - o 9000 sq ft for City Hall on west side
 - o 8000 sq ft for Library on east side. Consider opening the part facing the corner of Adams St/Library Lane to integrate with a new public space.
 - o Add outdoor community gathering space to corner of Adams and Library Lane. Detailed design of the space to be decided later.
 - o Co-location allows Council Chambers to serve dual purposes as meeting space
- City Hall site: Lease, to hotel or other use
- Fire Station: Add Police onto or next to Fire Station - it can't be with City Hall here since it would be on the wrong side of the tracks.
- Adams St: Save the bulk of the property for possible Cultural Center or other community-oriented purpose
 - o My concept of a Cultural Center is similar to the Doug Barr idea - musical programs, thought-leading conferences, etc.
 - o Assign a team to study the idea and form a plan, no initial funding
 - o Start with programs at Napa Valley College, Performing Arts Center in High School to make sure the idea works
 - o Ultimate costs of any new facilities uncertain depending on getting sponsorship
 - o Integrate entry with new outdoor community space on corner of Adams/Library Lane
- Carnegie: repair/rehab for current uses
- CDF/Teen Center site: lease to Wine Train or other - assume no TOT for now
- Benefits - New home for City Hall reasonably quickly and at somewhat reduced cost, efficient use of existing facilities and saves valuable properties for other uses, New Community outdoor space integrated with Library, possible new Cultural Center integrated with new community public space.
- Funding requirement is pretty low - preliminary estimate of ~5M if no Cultural Center cost to City and no hotel TOT income, near zero cost if you include hotel TOT on CH or CDF site (depending on timing)



- I lived in Los Gatos for 10 years and this configuration is similar to theirs. Their City Hall, Library, (and Police) are in one small complex with adjacent open space used for Sunday concerts-in-the-park and other outdoor events. It is also off of their main street, and works very well for the town.

Option B

- City Hall site: build New City Hall in place
 - Build on-site City Hall only, leave the design up to later discussion
- Library: Reconfigure the Library to include dedicated meeting and adult recreation spaces for the public. Put the community-oriented part on the east side and consider opening part facing Adams/Library Lane to integrate with public space.
 - This comports with Library proponents who justify the current large size and high costs in terms of the community-serving functions being provided there. Let's recognize that use and redesign the building to provide even better community facilities.
 - Add outdoor community gathering space to corner of Adams and Library Lane.
- Fire Station: Add Police onto or next to Fire Station
- Adams St: Save the bulk of the property for possible Cultural Center or other community-oriented purpose
 - Same considerations as option A
- Carnegie: If Library supplies equivalent meeting space, offer to sell or lease to Historical Society or other income producing entity
- CDF/Teen Center site: lease to Wine Train or other - assume no TOT for now
- Benefits - Shiny new CH/Police, New substantial Community meeting space indoor and outdoor, possible new Cultural Center integrated with new community public space
- Funding requirement - ~10M if no Cultural Center cost to City



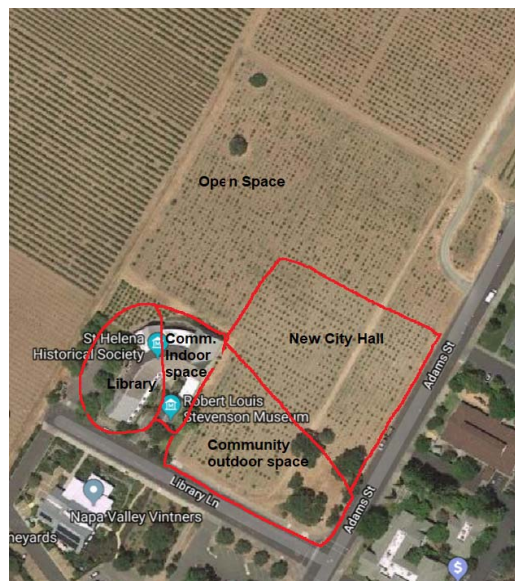
Option C

- Catholic Church: Lease Catholic for CH and Police
- City Hall site: Lease, to hotel or other use
- Library: Reconfigure the Library to include dedicated meeting and adult recreation spaces for the public. Put the community-oriented part on the east side and consider opening part facing Adams/Library to integrate with public space. Picture is the same as Option B.
- Fire Station: Basic rehab
- Adams St: Save the bulk of the property for possible Cultural Center or other community-oriented purpose
 - Same considerations as option A
- Carnegie: offer to sell or lease to Historical Society or other income producing entity
- CDF/Teen Center site: lease to Wine Train or other - assume no TOT for now
- Benefits - "New" CH/Police space quickly and at reduced cost, Saves valuable assets for other uses, New Community meeting space indoor and outdoor, possible new Cultural Center integrated with new community public space

- Funding requirement - ~5M if no Cultural Center cost and no hotel TOT

Option D

- Adams St: Build new City Hall on Adams, save the rest of the property for possible future uses
- City Hall site: Lease, to hotel or other use
- Library: Reconfigure the Library to include dedicated meeting and adult recreation spaces for the public. Put the community-oriented part on the east side and consider opening part facing Adams/ Library Lane to integrate with public space.
- Fire Station: Add Police onto or next to Fire Station
- Carnegie: offer to sell or lease to Historical Society or other income producing entity
- CDF/Teen Center site: lease to Wine Train or other - assume no TOT for now
- Benefits - Shiny new CH/Police, New substantial Community meeting space indoor and outdoor
- Funding requirement - ~12M debt if no hotel TOT



Option E

- CDF/Teen Center site: New City Hall
- City Hall site: Lease, to hotel or other use
- Library: Reconfigure the Library to include dedicated meeting and adult recreation spaces for the public. Put the community-oriented part on the east side and consider opening part facing Adams/Library to integrate with public space. Picture is the same as Option B.
- Fire Station: Add Police onto or next to Fire Station
- Adams St: Save the bulk of the property for possible Cultural Center or other community-oriented purpose
 - Same considerations as option A
- Carnegie: offer to sell or lease to Historical Society or other income producing entity
- Benefits - Shiny new CH/Police, New substantial Community meeting space indoor and outdoor, possible new Cultural Center integrated with new community public space
- Funding requirement - ~9M if no Cultural Center cost

11.8 Stan Knight, April 25, 2018

S.H.A.P.E.
FACILITIES RECOMMENDATIONS
 by Stan Knight
 Committee Member
 April 25, 2018

GUIDING VISION

See the "Mission and Vision Statement" of the City of Saint Helena

COMMUNITY "IDENTITY"

Facilities design solutions must reflect locally-identified characteristics*:

> **HERITAGE** <
> **COMMUNITY** <
> **ENVIRONMENT** <

FACILITIES - GUIDING PRINCIPLES / (from SHAPE Cmte)

- Secure, sustainable and well-defined sources of revenue
(A business plan cannot rely on "hope" - SK)
- Avoid sale of assets for immediate gain versus hold for equity growth
- Utilize creative and modern municipal funding strategies
- Think long-term versus short-term
- Define & meet facilities requirements: City operations and Community
- Take a "whole-istic" view; create synergy; keep the end result in mind

FACILITIES - GUIDING PRINCIPLES / (Added by Stan)

- Net-neutral or positive bottom line impact from total facilities solutions
(e.g., Increase revenue to offset facilities financing costs)
- Forecast accounts for comprehensive infrastructure repair/replacement
- Cost-effective, functional facility must incorporate aesthetic design theme
- Thriving downtown embracing, showcasing local businesses (vs. chains)
- Sustainable tourism - accept, adapt and manage for community "win-win"

**Incorporate these themes into an updated Town logo*

FACILITIES SOLUTIONS - COMMUNITY REQUIREMENTS

- Enhance cultural attractions and embrace art
- Pedestrian and bicycle friendly
- Venues that are family-friendly, teen-friendly
- Community meeting / event space
- Appealing natural gathering places
- Youth activities space - Scouts, summer programs, Head Start, teens
- Space for low-budget on-going programs - dance, martial arts, yoga (otherwise they use private sector, school space, etc.)
- Add Internet access/workstations - in library, city hall, or elsewhere
- Historical Society - display space and archive/office space
- Indoor performance venue (work with high school to satisfy this need)
- Green-space / open-space
- Improve traffic flow / account for traffic impact from facilities plans
- State-of-the-art public restrooms downtown
- Increase parking; on-street, close-in pods, free electric people mover

- [added by Stan]: Outdoor "festival" area - art, music, artisan crafts, wine, culinary, etc. (good design & infrastructure - parking, restrooms, etc.)
- [added by Stan]: Improve quality, amenities and maintenance in City parks

FACILITIES SOLUTIONS - CITY GOVERNMENT REQUIREMENTS

- Design / anticipate municipal operations of the future
- Shared services (technology, software, emergency communications)
- Digital storage & retrieval of documents, building permit plans, etc. (collaborate with Napa County digital warehouse project)
- Document space and features requirements/desires by department
- Safe and appealing work environment
- Determine need for adjacent functions/offices vs. off-site operations
- Conference center / City Council meeting room
- IT/network Security, disaster recovery plan, emergency operations plan

THINGS TO AVOID

- Negative impact on neighbors
- Inadequate parking
- Risky financial plan
- Negative impact on water resources and air quality

* * * *

CRITICAL SUCCESS METRIC #1:

All of the "Principles" and "Requirements" listed above, MUST be met via one or more of the following facilities solutions recommendations.

CRITICAL SUCCESS METRIC #2:

A comprehensive Financial Plan and defined funding sources must be developed as the foundation of the facilities reorganization and construction

CRITICAL SUCCESS METRIC #3:

All facilities changes must be managed via a minimally-disruptive, detailed, highly-visible migration project management strategy and work plan that is supported by and integrated with the financial plan.

* * * *

POLICE DEPARTMENT

1. **Relocate to former CDF Building (4,800 sq ft) parcel**
2. Needs approx 3,600 square feet building space plus secure official vehicle parking and maintenance/equipment storage.
3. Evaluate feasibility of Teen Center parcel, but not probably as suitable
4. Demolish this structure and build a state-of-the are low-rise "soft-profile" police facility with parking in the rear
5. Architecturally attractive (integrated Town aesthetic theme) street-facing facade
6. Eliminates existing facility cost of repairs, inefficient layout and sub-standard, unsafe environment for staff, officers, public, witnesses (and detainees).

7. Neighbors opposite - low objection; may welcome building appearance and nearby security
8. Leverage/re-design parking area at rear - for police, City staff and possibly public at specified times
9. Official vehicle parking must be totally secured

CITY HALL / ADMINISTRATION

- 1. Rebuild on current site - 2-stories with veranda or terrace on upper level**
2. Needs 9,000 sq ft for replacement per SHAPE data
3. Needs 11,000 sq ft for replacement PLUS new public amenities (below)
4. Remove Police Dept from facility (per above)
5. Architecturally attractive (integrated Town aesthetic theme) street-facing and Park-facing facade
6. Town plaza with water feature, outdoor seating, gathering places outside in front
7. Make an architectural statement consistent with Town theme viewed from Main St.
8. Redesign to incorporate welcoming Community space on ground floor with lots of natural light orientation facing Park
9. Include a Historical Society alcove / "mini-exhibit" space
10. Possibly include a satellite mini-"Wine Library" or relocate Wine Library altogether from Main Library
11. Address public gathering and festival opportunities in park / City Plaza
12. Probably 2-stories
13. Rooftop public terrace with stair and elevator access to plaza at Park
14. Ground floor integration of welcoming public space, terrace/plaza and Park
15. Conference Room / City Council chambers with state of the art media
16. Ground floor - open and inviting to the public, heritage displays, lobby seating
17. Staff areas on upper floor
18. Relocate some staff to Teen Center property, e.g., Planning & Building
19. Evaluate essential need for adjacent functions/staff/workflow
20. Consider a food-service "canteen" open to City employees and public at the City Hall and Park interface; this will attract visitors and Park users.

LYMAN PARK

1. Must be integrated with and complimentary to City Hall architecture
2. Create parking area on Railroad end of park for 20 vehicles (+/-) using eastern portion of park
3. State-of-the art restrooms - can be part of the City Hall structure (above) with access from Park side

ADAMS STREET

- 1. Sub-divide this parcel - Public Park on Adams; low-rise hotel in rear**
2. Public park / festival space / cafe-kiosk on Adams Street frontage parcel
3. Commercial low-rise luxury hotel integrated/blended into landscape on rear parcel
4. Rear parcel access via easement along Park and at rear (north or west boundary)
5. Adams Street frontage to be a public park with festival space
6. Beautiful landscape and hardscape design

7. Incorporate significant parking - for Park users and Downtown visitors (served by electric people mover to/from Main Street)
8. State-of-the-art restrooms
9. Sell rear portion of parcel to a lodging developer with stipulations:
 - Low-rise
 - Discreet / screening landscape
 - Luxury class
 - Negotiate - with hotel developer for bistro offering public access
10. Evaluate easement for access on either the north side accessing Fulton Street or northwest end accessing Library Lane

RAILROAD AVENUE

1. See "Police Dept" above
2. **Teen Center (corner of Railroad and Fulton) - Use TBD / City auxillary office space or meeting space**
3. Potential use during facilities migration plan for temporary needs; storage building at rear (temp offices?) and offices on street
4. Must upgrade exterior facade and landscape - integrate appearance with Police building next door (former CDF building)

FIRE STATION

1. **No Change**
2. Make necessary repairs

SCOUT HALL

1. **No Change at present**
2. Discuss/negotiate relocation of users to a new Crane Park future facility
3. Discuss City "take-over" of facility -OR- relinquish City ownership

CARNEGIE BUILDING

1. **Do not Sell immediately**
2. Repair elevator and mitigate below-grade water intrusion
3. City lease space
4. Potential Historical Society locaton
5. Work with scheduled program users - yoga, martial arts, etc.

LIBRARY

1. **Re-organize interior space**
2. Create exhibit space and office space for Historical Society
3. Make critical repairs
4. Add an exterior plaza that has more compelling public use
5. Integrate with proposed Public Park on Adams Street frontage (above)

Future Discussion: Signorelli barn, Crane Park/head start (preliminary notes)

1. **Barn is currently a safety hazard / liability**
2. Consider re-purposing lumber into new City Hall design - interior and/or exterior

3. All Meily Park property needs a significant upgrade/capital investment
4. Expand facility in Crane Park - Parks & Rec offices / public gathering space / Scouts? / Youth and family magnetic with amenities, food kiosk?

11.9 Jeff Feeney, May 2, 2018

Why? (please note the following thoughts are a bunch of ideas that can be filtered, modified or amended to suit the greater good, but I am pleased the conversation is happening given the state of our buildings and the City itself)

Why are we talking about building, re-building, moving, keeping, leasing/selling, combining these buildings/structures? Just like a Rubik's Cube, everytime we turn one way, we are affecting other parts of the puzzle. I believe it would be impossible, if not irresponsible to come up with a set-in-stone plan for all of our buildings without understanding the effect of how the first step affects the second and by the time we get to the 5th step, we might have found a better solution (as was pointed out in our former study of Adams Street).

I believe it's because we think we will need them....that they serve a purpose. Collectively they serve the needs of our community. It has been most difficult for me to analyze the needs without contemplating what this town might look like in the near and far future. The biggest challenges at the moment are the trend towards higher costs to own a property here and the second home buyers which are slowly eroding the fabric of our town.

Main Street, the life blood of our community is becoming anemic at the moment. We are losing OR have lost many of the mid-range retailers who thrived here for years; whether or not that's due to the impact of Amazon or Yountville doesn't really matter. We need to completely overhaul our zoning and way of doing business....Let's look at other vibrant towns (Healdsburg and the like) and mimic their winning concepts. We can't be closed for business & if that means having 10 tasting rooms on Main Street and that helps balance our retail offerings, then so be it. If we keep doing what we've been doing we are going to keep getting poor results and then the stores that are here to "serve the locals" won't even be able to stay open because the critical mass that we need to create vibrancy will be gone.

Of course, the SHAPE committee is not tasked with the preservation or revitalization of downtown, but I don't believe we need a committee, we need action; otherwise, the buildings

we build for our community will become useless without a population to serve or a tax basis to support it.

The next thing to happen will be the redundancy of the Primary and Elementary Schools...and it will keep going down from there.

The Visit Napa Valley survey had over three million people visiting this area...it is not just our town, we are the stewards of it and need to be a welcoming ambassador to our guests. Would you have somebody at your home for dinner and not even invite them in?

What can we do.

First of all, keeping a list of priorities on a long-term calendar that matches our ability to pay for what we need. We need housing for our city employees, police and fire departments.

The site at Railroad & Fulton would allow us to build X # of housing units for both singles, married people and families. The housing would be a subsidy to the payment of salary, but would also be a way an employee of our town could live here. At \$350/ft we could build a 800 SF 1/1 for \$280K, 1,000 SF 2/2 for \$350K, 1,500 SF 3/2 for \$475K. If we built three of each, that would be about \$3.5m and with 25% down (\$875K) the debt service at 4.5% would be about \$15K/month. The rent could be offset at about \$15K per month using \$1,200, \$1,500 & \$2,250 as rents. This puzzle could obviously be tweaked to find the right balance of units and rent mix. If we built 9-units it would likely double the number of City employees living and working here. We have 78 City employees....why not have an incentive for them to live and work here...I think that would increase their connectivity with the work they are charged with performing.

The most pressing concern for quality of buildings included the City Hall and the Public Works. The Public Works could have a 5-10 year fix by putting a new modular unit on it (or fixing the current one); clean up the yard; and as Anthony Micheli & Doug Barr have said, "get a maintenance guy to fix some things".....maybe would hire a single person that does just that for all of our building. He/she could start today and stay busy for quite some time. Having one person or two to work on the existing punch list would be a great place to start.

The corporation yard could be made good enough for the time being....it could be repaired and used for their needs including...why not consider a 2nd Fire Station there on an elevated

platform with limited equipment....maybe even a bunk house for some personnel. Obviously, we'd need to do some improvements to the property based on flood control, diversion, etc. If the Corporation Yard does move then we could consider a more intensive Fire Department use including moving their training area to this site.

As for City Hall, let's keep them where they're at and building a new building for them to move into on Adams Street. Then build a new library or Cultural Building on Main Street.....something that ties in with the park. The Police Department should be relocated to just east of where it is now and utilize a small footprint and share parking with the FD.

The library should be what it is until we clearly understand how to make it the best library in the country. Then we should implement a solution that will achieve that goal. I would argue that the library is one of the strongest building blocks in our community to build on at the moment. Let's not mess with it until we tend to some of the weeds in the garden.

Fix Scout Hall whether we keep it, or sell it to the Scouts, we need to make it safe. Maybe we could put a temporary trailer on Head Start for the Scouts and make repairs to the building or rebuild it so it's safe. OR maybe we could put Scout Hall at the Head Start space as part of a shared used building? Then we could use the Scout Hall parcel for a Police Department?

Signorelli Barn needs to stay where its at and just shore it up for storage. When the City gets the money together to fix it up, then we can do that....I'm assuming that's several years away. The end use could be a small community theatre, but it would be more likely to be storage for the various community groups seasonal items. If it is just a community storage building, then the level of finish will cost much less than a theatre space. In any event a stone wall should be put in front of it....maybe three feet high.

The Carnegie building is a place for the Historical Society....The City owns it, let's use it to be good stewards of protecting our history. As for the current uses, they could be moved to the new Cultural Building (either on Adams or City Hall site). I don't think a retail would be a good use for the building. An office use could be considered, but given the lack of parking, it's gonna be tough. Perhaps, we could rent out part of the building, say the upstairs to an office user and the Historical Society could use 2/3rds of the space?? We could also have a 1,500 SF space for in the Cultural Center that the Historical society could do quarterly or bi-annual shows on a specific topic?

Adams Street....this is our blank canvas, our land bank savings account. It is time to spend some of that savings account and carve out a site for City Hall and save the rest for later. If later means building an outdoor extravaganza for hosting events for the guests that come to our town to spend money, or simply make the quality of life better for those that live here full time, then great....but let's slow the roll. We need an acre and save the rest. Maybe put City Hall on the corner and have a park-setting between the Library and City Hall until we make further plans and have more money. I think taking on some debt for this building make sense provided we straighten out our economic engine for the long term.

What is head start? A place for kids to spend summer days while their parents work....gotta have it....why not make it new and shiny with a +/-3,000 SF building used to house events, sports, classes (karate, dance, yoga, etc.) while it's not being used in the summer. We can build it when we have the money. Maybe after we finish the City Hall and Cultural center. Build a new City Hall at Adams Street as part of a larger vision plan to include outdoor theatre and park area that.

Thanks,

Jeff Feeney, May 2, 2018

11.10 Pat Dell, May 2, 2018

SHAPE COMMITTEE CITY OF ST. HELENA

May 2nd 2018

COMMENTS FROM PAT DELL ON CITY HALL, POLICE STATEION AND LIBRARY

I. CITY HALL.

- Remodeling would not save money and might cost more. It should be rebuilt.
- There is something to be said for either using the current location or building on Adams Street. I like the idea of having City Hall visible and accessible as it is now however if functions increase in City Hall there is not enough parking in the area. City Council and Planning Commission meetings will be held in a new City Hall.
- Building on Adams Street has some advantages. The City owns the property. A big advantage is that staff would only have to be moved once. This would save both tie and money.
- KOSMONT has shown us two different bond strategies that could pay for this new building.

- There is broad community support for a new City Hall
- It should include a conference room that could be used by Service Clubs for their monthly meetings at no cost. This would enhance community support.
- If built on Adams Street the current site could be leased for a source of revenue. Let the Market decide what should go in this spot. It could be parking, housing or hotel.

2. POLICE STATION

- I believe the Police Station should be housed in the same building as the Fire Station.
- This may require a second story on the Fire Station.
- There could be sharing of exercise room that is already in existence at the Fire Station.
- This plan may not be attractive to either the Firemen or Police but I feel their functions are similar and the Fire Station is very underutilized. If a new City Hall is built there will be far less need to use the conference room. Human Resources staff will be located back in City Hall freeing up even more space.
- If the City Hall property becomes available for lease that revenue could be used to pay for the remodeling necessary to house both departments in this building.

3. LIBRARY

- The library building is charming but old. Therefore, I would like to propose plans for the immediate future and plans for a later date.
- I think the EMG suggested repairs should be done as soon as possible.
- I would like to see a Space Planner and Utilization expert hired to assess the use the space. Even though there are numbers showing number of visits etc. this is not adequate information. It could be the same person visits the library 5 times a week.
- The library in essence is our current Community Center. This should be accommodated.
- If possible to consolidate some function a room build specifically for Programs could be created. This would be soundproofed and staffed. Programs could be increased. Even if we eventually build a large Community/Cultural Center the Library will be more suited to presenting many programs for the community. It also has staff and this could be increased as necessary.
- If and when the City is able to build a Community/Cultural Center I think the Library could be part of that complex. The redesign desired by some of our committee could then be incorporated into the new library.

4. ADAMS STREET

- It is my understanding from Councilmember Mary Koberstein that we are only to be considering civic buildings on Adams Street. I think another Visioning Process may be in order before decisions are made. However, you seem to be asking for our opinion on the entire acreage so I will do the best I can.
- I favor this property being a combination of filling community needs and revenue producing but not revenue from a large hotel complex that uses all the acreage.
- I like the Doug Barr idea of a Cultural center but I think it must be combined with Community Center uses and somehow incorporate the library in a new modern design. I don't think it should be 30,000sf as Mark Smithers suggested. Size TBD.
- As I said earlier I am not dogmatic about City Hall being here or on Main Street but building it here would likely save disruption and money.
- I am definitely in favor of the 28 residential units suggested in the 2009 Visioning Process. These should all be workforce or senior housing. The design should be left to a developer.
- I don't know if the City can afford a Cultural/Civic Center and an amphitheater or if there is a need for both. This would require further study.
- Some retail with competitive rent spaces may cause some of the rents on main street to come down and open up some opportunity for more local serving businesses. Certainly, a small café would be essential.
- It would be nice if it were designed to accommodate the Farmers Market in the summer.
- There should be discussion about space for a Historical Society building but this needs to be discussed at the City Council level for a decision as to how the City is going to subsidize or if the City is going to subsidize this or any other non-profit group.
- The Cultural/Civic Center will require another .5 cent sales tax.

5. RAILROAD PROPERTY

- This could be sold to a hotel developer. The space looks pretty small to me for that purpose but an RFP would solve that dilemma.
- It is a great opportunity for the City of St. Helena to meet some of it's housing obligation which exists as a result of two lawsuits. The organization Our Town St. Helena has developed a plan for building self help housing on that site. I am attaching the Power Point presentation from that organization for your consideration. This would be a ready to go project.

12 Appendix E: Design Ideas

12.1 Adams St. Property – Mark Smithers

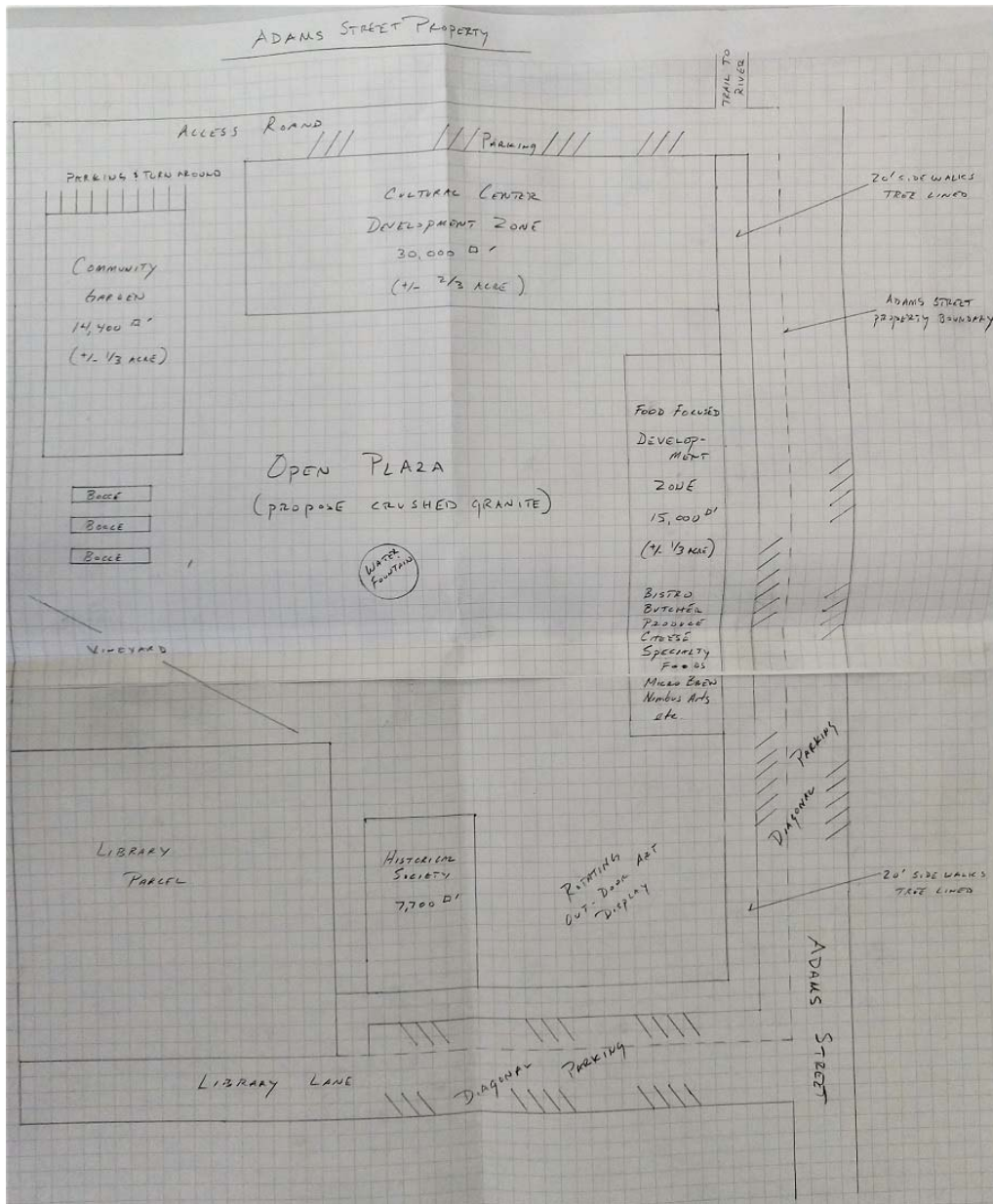


Figure 1: Adams St. Plan - M. Smithers

12.2 Adams St. Property – Oliver Caldwell

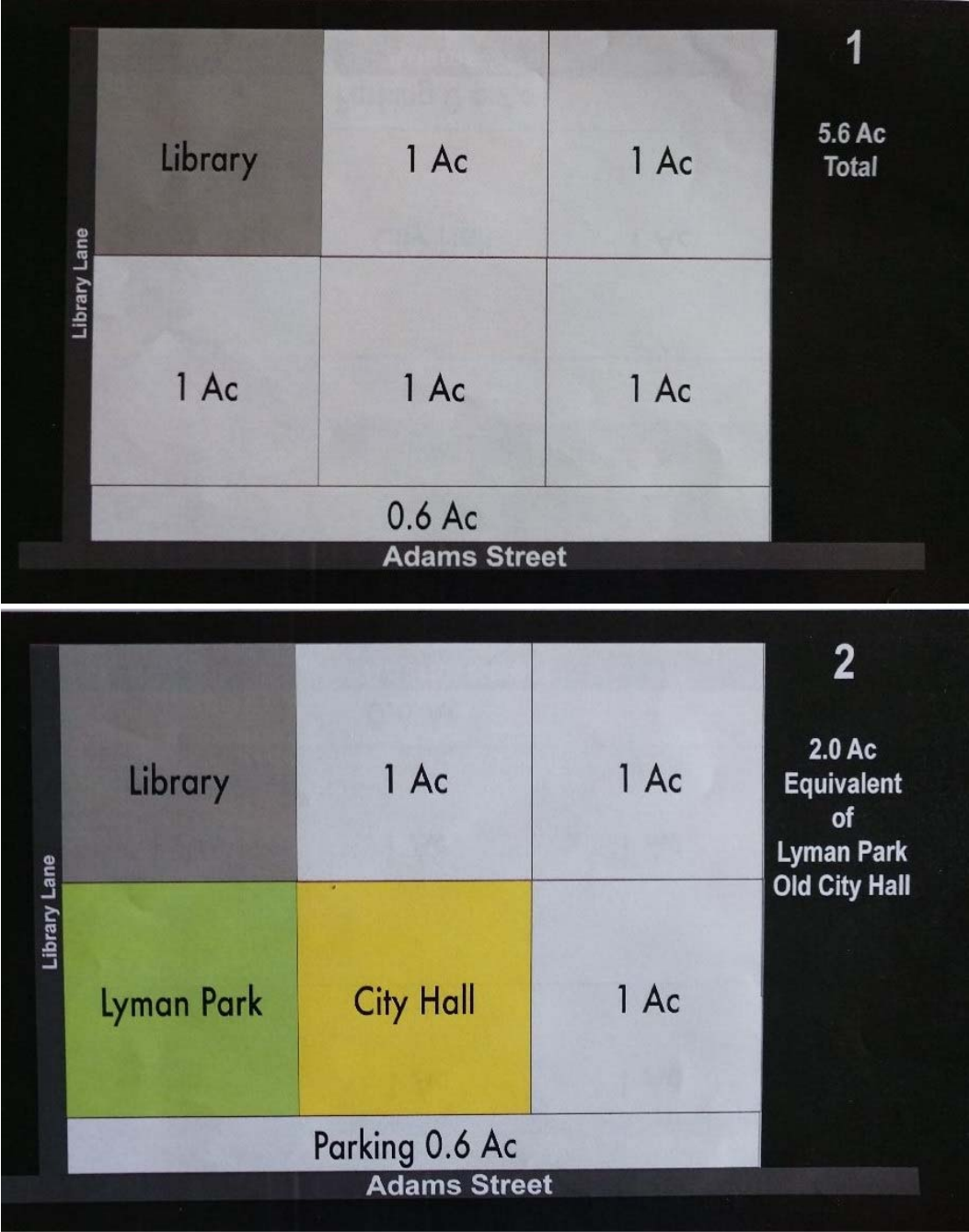


Figure 2: Adams St. Plan part 1 - O. Caldwell

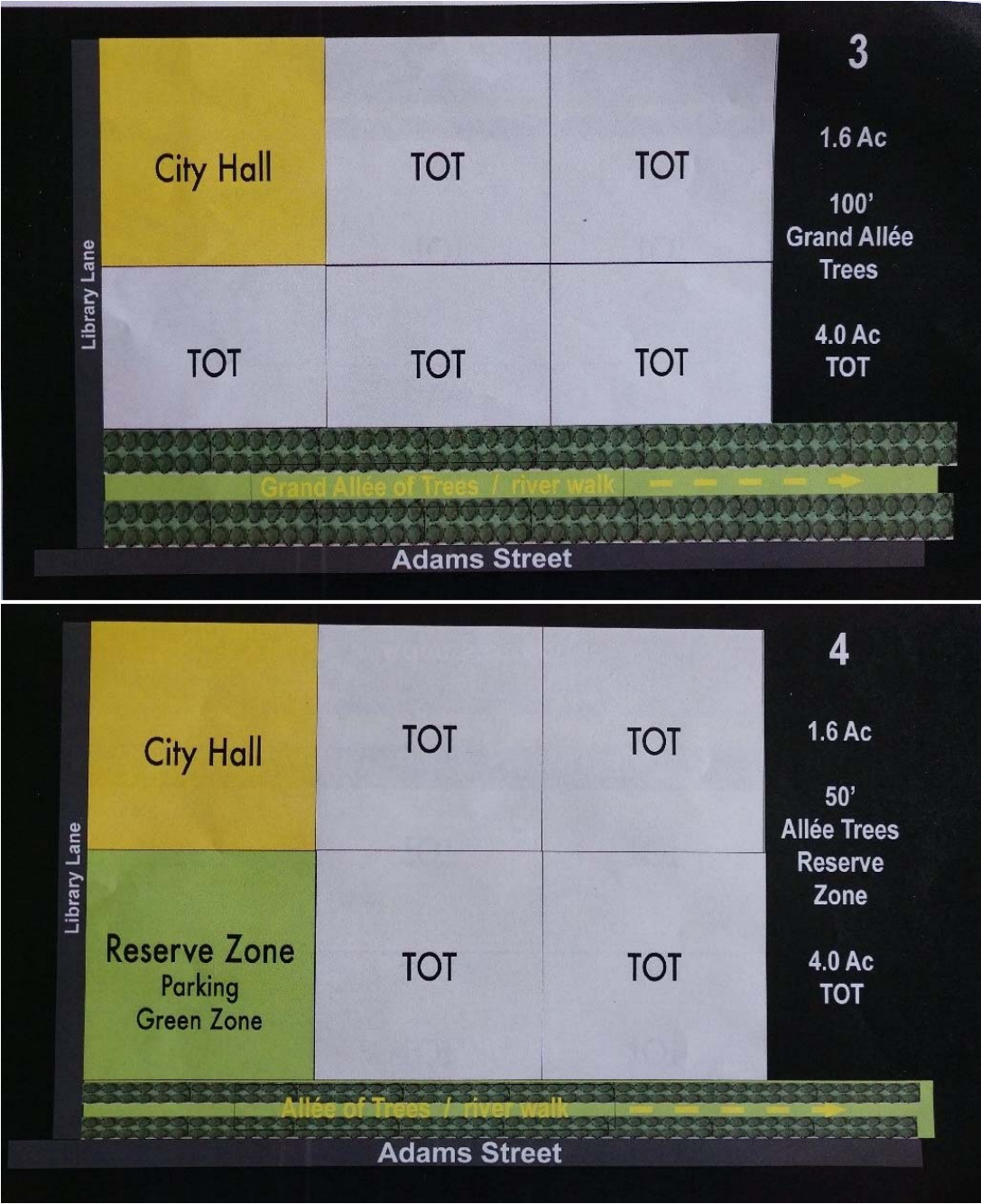


Figure 3: Adams St. Plan part 2 - O. Caldwell

12.3 Adams St. Property – Stan Knight

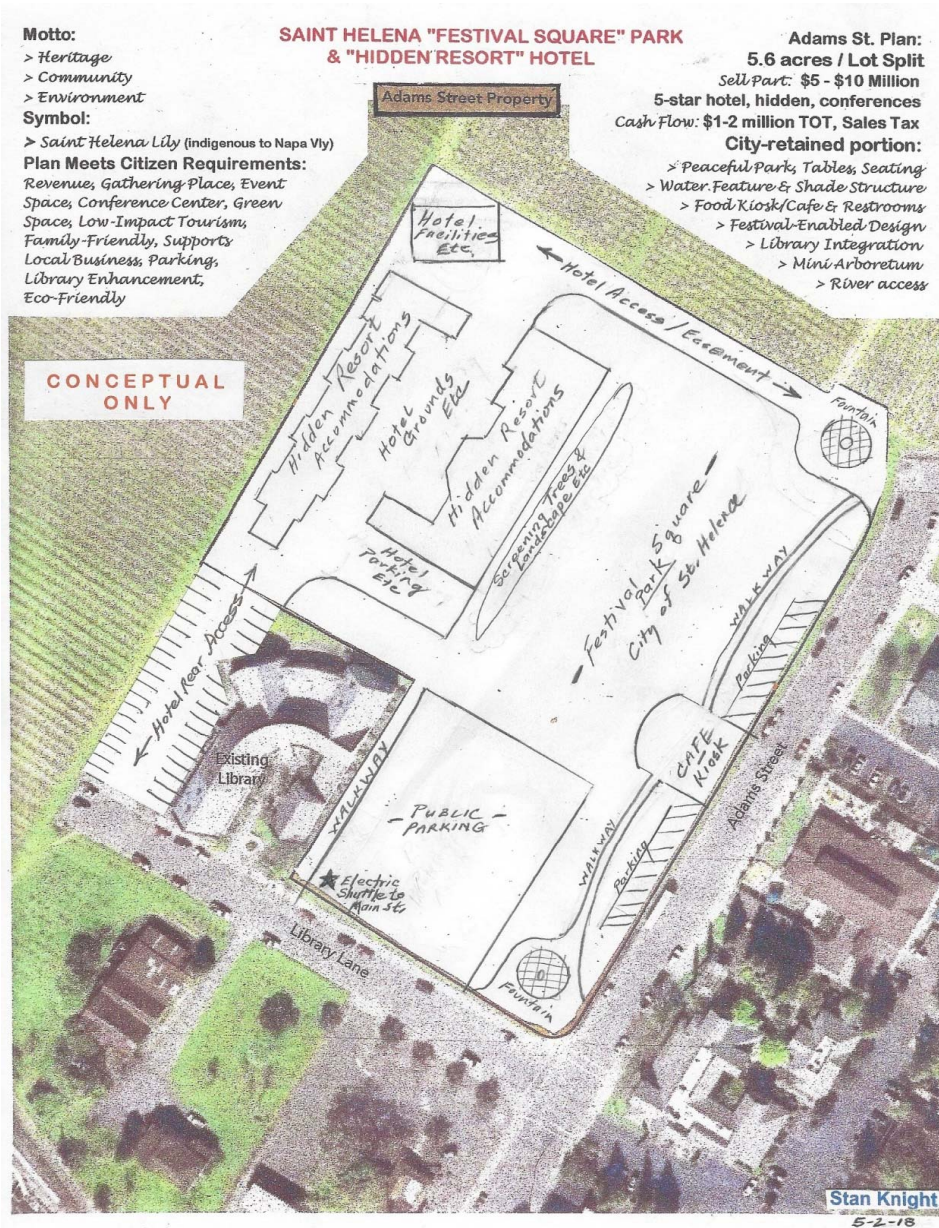


Figure 4: Adams St. Plan - S. Knight



Report to the City Council
Council Meeting of June 12, 2018

Agenda Section: New Business

Subject: Introduction and First Reading of an Ordinance Prohibiting Use of Consumer Fireworks

CEQA Determination: Not a CEQA project

Prepared By: John Sorensen, Fire Chief

Reviewed By: Mark T. Prestwich, City Manager

Approved By: Mark T. Prestwich, City Manager

BACKGROUND

The 2017 Napa Fire Complex series of fires in Napa and surrounding counties began on October 8, 2017. The fires burned for roughly 22 days ultimately taking the lives of 44 people, burning 145,000 acres, and destroying 7,600 structures.

Due to the continued threat of wildland fire, the City's Fire Chief has expressed a concern with the City's policy of allowing the use of consumer fireworks. The City is surrounded by a wildland fire threat and occasionally experiences wind events that increase fire risk to properties within and adjacent to city limits (resulting in "red flag warnings"). Fireworks are already banned in all other Napa county municipalities.

The manufacture, classification and, in part, sales of safe and sane fireworks are regulated by the California State Fire Marshall under Health and Safety Code (H&SC) 12500 et. seq. While the code allows for the sale of safe and sane fireworks throughout California, it also allows local jurisdictions to prohibit or otherwise regulate the sale based upon local conditions.

DISCUSSION

The American Legion recently announced they have decided to discontinue the sale of fireworks within city limits. As a result, no fireworks sales are planned within St. Helena nor in any other Napa County municipality this year. While statistics show that

irresponsible use of fireworks does not cause a high percentage of wildland fires, there is no assurance the next fire, from whatever source, will not exceed the capabilities of the fire services and reach catastrophic proportions. Due to the risk of catastrophic fire resulting from the use of fireworks in St. Helena, the Fire Chief is recommending the City Council approve the proposed ordinance prohibiting the possession, sale and use of fireworks within the City of St. Helena.

FISCAL IMPACT

Not applicable.

RECOMMENDED ACTION

Staff recommends the City Council introduce and conduct first reading of the ordinance, by title only and waive further reading.

ATTACHMENTS

[St. Helena Fireworks Ordinance 4840-2085-5143 v.2](#)

CITY OF ST. HELENA

ORDINANCE NO. _____

**ADDING CHAPTER 8.40 TO THE ST. HELENA MUNICIPAL CODE TO PROHIBIT
FIREWORKS WITHIN THE CITY OF ST. HELENA**

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

SECTION 1. Chapter 8.40 Added. Chapter 8.40 of the St. Helena Municipal Code is hereby added, to read in its entirety as shown on Exhibit A, attached hereto and incorporated herein by reference.

SECTION 2. CEQA. The City Council hereby finds that the action to adopt this Ordinance to add Chapter 8.40 and the implementation of this Chapter are exempt from the provisions of the California Environmental Quality Act under section 15061(b)(3) in that the City Council finds there is no possibility that the implementation of this Article may have significant effects on the environment.

SECTION 3. General Plan Consistency. The City Council finds this ordinance is consistent with the St. Helena General Plan.

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

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

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

THE FOREGOING ORDINANCE was introduced at a regular meeting of the St. Helena City Council on the ____ day of _____, 2018, and was adopted at a regular meeting of the St. Helena City Council on the ____ day of _____, 2018, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

Alan Galbraith, Mayor

ATTEST:

CITY OF ST. HELENA

Cindy Tzaopoulos, City Clerk

I, CINDY TZAFPOULOS, CITY CLERK of the City of St. Helena, California, do hereby certify that the foregoing Ordinance was regularly introduced and placed upon its first reading at a regular meeting of the City Council on the ____ day of _____, 2018. That thereafter said Ordinance was duly adopted and passed at a regular meeting of the City Council on the ____ day of _____, 2018 by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

Cindy Tzaopoulos, City Clerk

APPROVED AS TO FORM:

Thomas B. Brown, City Attorney

EXHIBIT A

Chapter 8.40

Fireworks

8.40.010 Purpose and findings.

- A. Fireworks present a significant hazard to the City of St. Helena, the environment and the safety of its citizens.
- B. It is in the City's best interest to prohibit the sale, use, possession and discharge of fireworks, including "safe and sane fireworks".
- C. The purpose of this chapter is to establish a prohibition on the sale, use, possession and discharge of fireworks in the City of St. Helena.
- D. California Health and Safety Code §§12500 et seq. provide for regulation of the manufacture, classification and, in part, sales of safe and sane fireworks by the California State Fire Marshal and §12541.1 allows local jurisdictions to prohibit or otherwise regulate sale based upon local conditions.
- E. In 2017, and previously, the Napa Valley has experienced devastating wildfires. The City of St. Helena is surrounded by woodlands and brush-covered lands so that fireworks present a significant fire hazard to the environment and the safety of its citizens.
- F. All jurisdictions in the Napa Valley, and many jurisdictions elsewhere, have already banned fireworks.

Section 8.40.020 Definitions.

As used herein, the words and phrases "fireworks" and "safe and sane fireworks" shall have the meanings ascribed to them in Sections 12500 *et seq.* of the California Health and Safety Code.

Section 8.40.030 Prohibition.

The sale, use, possession and discharge of fireworks, including, but not limited to, safe and sane fireworks, is prohibited within the City of St. Helena. It shall be unlawful for any person to sell, offer for sale, purchase, discharge or otherwise use fireworks within the City of St. Helena except as provided in this chapter.

Section 8.40.040 Exceptions.

- A. Nothing in this Chapter shall be construed as prohibiting the sale, use, or discharge of any of the following: torpedoes, flares, or fuses by railroad or other transportation or law enforcement agencies for signal purposes of illumination; blank

cartridges for ceremonial purposes, athletic, or sports events or military ceremonies or demonstrations; fireworks by permittees having a permit as hereinafter provided; agricultural and wildlife fireworks as defined in California Health and Safety Code section 12503; or to those subjects identified in subsections (a) through (d) of California Health and Safety Code section 12540.

B. Public displays of fireworks may be conducted by permit granted pursuant to Title 19 of the California Code of Regulations.



Report to the City Council
Council Meeting of June 12, 2018

Agenda Section: New Business

Subject: City Council review of a referral from the County of Napa requesting comments on a proposed Minor Modification, Development Agreement and CEQA analysis for the Vineland Vista Mobile Home Park, located at 341 St Helena Highway (APNs 027-130-005 & 027-130-006) in the jurisdiction of the County of Napa.

CEQA Determination: Not a CEQA project

Prepared By: Noah Housh, Planning & Community Improvement Director

Reviewed By: Mark T. Prestwich, City Manager

Approved By: Mark T. Prestwich, City Manager

BACKGROUND

341 St. Helena Highway was previously occupied by a mobile home park. No residents or mobile homes are currently located on the property. The project site does have a connection to the City's water supply. The property owners have recently requested an additional water connection from the City to provide fire suppression infrastructure for future development; however more information on the proposed use was requested by the City Council prior to acting on the request. To date, no further information has been received.

DISCUSSION

City staff received a referral from the County of Napa for a Minor Modification, Development Agreement and CEQA Initial Study released May 22, 2018, requesting comments from the City on any of these elements by June 8, 2018. Staff has reviewed the information and found it to be incomplete, due to the Development Agreement and previously approved Use Permit not being included in the referral. A request was made to the County for additional information to facilitate the City's review of the referral and the provision of meaningful comments. Given the timing of the comment period closes

before the next regularly scheduled meeting of the City Council, Staff will also request the County provide a one week extension of the comment period in order to provide the St. Helena City Council an opportunity to provide comment on this project which is a short distance from the northern gateway of the city limits.

FISCAL IMPACT

None.

RECOMMENDED ACTION

It is recommended that the City Council review the provided information from the County of Napa and provide staff with any comments or concerns they would wish staff to communicate.

ATTACHMENTS

[Vineland Vista Mobile Home Park County CEQA Referral](#)



A Tradition of Stewardship
A Commitment to Service

FILE # P18-00192-MM

& P18-00199-DA

Planning, Building, & Environmental Services
1195 Third Street, Suite 210
Napa, CA 94559
www.countyofnapa.org

Main: (707) 253-4417
Fax: (707) 253-4336

David Morrison
Director

PERMIT APPLICATION AND INITIAL STUDY
REQUEST FOR COMMENTS

TO: CITY OF ST HELENA

APPLICATION TITLE: Vineland Vista Mobilehome Park APN: 027-130-005 & 027-130-006

DESCRIPTION OF PROJECT: Minor Modification (MM) to existing mobilehome Use Permit (UP No. 38-61) approved in 1961 to convert the four "stick built" rental units into mobilehome spaces on which to locate more modern manufactured homes governed by the California Mobilehome Park Act and California Manufactured Housing Act. MM does not change the number of housing units but rather creates a uniform housing stock within the Park; therefore, the 22 space park does not change the overall intensity of use of the property. All of the recreational vehicle spaces would be located on APN 027-0130-005. MM includes APN 027-00130-006. Project also includes the processing of a Development Agreement.

RESPONSE REQUEST DATE: 5/22/18

RESPONSE RETURN DATE: 6/8/18

PLEASE RESPOND VIA E-MAIL TO davidmorrison@countyofnapa.org OR VIA TELEPHONE (707) 253-4805.

This application (see enclosed project description and maps) is being sent to you for your review and comment.

With respect to environmental analysis, the County is assuming Lead Agency status for the project and will be preparing the necessary environmental documents.

1. Do you have any comments on this project? ☐ Yes ☐ No
2. Do you have jurisdiction by law over this project? ☐ Yes ☐ No
3. Attach your agency's comments, or list them below: ☐ Comments attached
☐ Comments below

Comments:

Name of contact person: _____

Telephone #: _____

Email: _____

Title: _____

Date: _____



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MAY 17 2018



Napa County Planning, Building
& Environmental Services

FILE # P18-00192MM

COUNTY OF NAPA
PLANNING, BUILDING, AND ENVIRONMENTAL SERVICES
1195 Third Street, Suite 210, Napa, California, 94559 • (707) 253-4417

A Tradition of Stewardship
A Commitment to Service

VERY MINOR/MINOR MODIFICATION APPLICATION FORM

FOR OFFICE USE ONLY

ZONING DISTRICT: _____ Date Submitted: 5-17-2018

TYPE OF APPLICATION: Very Minor Modification Date Published: _____

REQUEST: Minor Date Complete: _____

TO BE COMPLETED BY APPLICANT
(Please type or print legibly)

PROJECT NAME: Very Minor Modification

Assessor's Parcel #: 027-130-005 & 027-130-006 Existing Parcel Size: _____

Site Address/Location: 341 St. Helena Hwy St. Helena CA 94574
No. Street City State Zip

Property Owner's Name: Hall Vista, LLC & Hall Vineland, LLC

Mailing Address: 401 St. Helena Hwy. St. Helena CA 94574
No. Street City State Zip

Telephone #: (707) 967-2626 Fax #: () - E-Mail: khall@hallwines.com

Applicant's Name: Kathryn Hall

Mailing Address: 401 St. Helena Hwy. St. Helena CA 94574
No. Street City State Zip

Telephone #: (707) 967-2626 Fax #: () - E-Mail: _____

Status of Applicant's Interest in Property: Owner

Representative Name: Scott Greenwood-Meinert; Coblentz Patch Duffy & Bass LLP

Mailing Address: 700 Main Street Napa CA 94559
No. Street City State Zip

Telephone #: (415) 772-5741 Fax #: (707) 603-3578 E-Mail: sgreenwood-meinert@coblentzlaw.com

I certify that all the information contained in this application, including but not limited to the information sheet, water supply/waste disposal information sheet, site plan, floor plan, building elevations, water supply/waste disposal system site plan and toxic materials list, is complete and accurate to the best of my knowledge. I hereby authorize such investigations including access to County Assessor's Records as are deemed necessary by the County Planning Division for preparation of reports related to this application, including the right of access to the property involved.

Kathryn Hall 5.14.18
Signature of Property Owner Date

Kathryn Hall
Print Name

Signature of Applicant Date

Print Name

TO BE COMPLETED BY PLANNING, BUILDING AND ENVIRONMENTAL SERVICES

Application Fee \$ 2621.83 Receipt No. 127773 Received by: 88 Date: 5-17-18

More funds to be submitted 5/18/18

RECEIVED

MAY 17 2018

Napa County Planning, Building
& Environmental Services**INDEMNIFICATION AGREEMENT**

Pursuant to Chapter 1.30 of the Napa County Code, as part of the application for a discretionary land use project approval for the project identified below, Applicant agrees to defend, indemnify, release and hold harmless Napa County, its agents, officers, attorneys, employees, departments, boards and commissions (hereafter collectively "County") from any claim, action or proceeding (hereafter collectively "proceeding") brought against County, the purpose of which is to attack, set aside, void or annul the discretionary project approval of the County, or an action relating to this project required by any such proceeding to be taken to comply with the California Environmental Quality Act by County, or both. This indemnification shall include, but not be limited to damages awarded against the County, if any, and cost of suit, attorneys' fees, and other liabilities and expenses incurred in connection with such proceeding that relate to this discretionary approval or an action related to this project taken to comply with CEQA whether incurred by the Applicant, the County, and/or the parties initiating or bringing such proceeding. Applicant further agrees to indemnify the County for all of County's costs, attorneys' fees, and damages, which the County incurs in enforcing this indemnification agreement.

Applicant further agrees, as a condition of project approval, to defend, indemnify and hold harmless the County for all costs incurred in additional investigation of or study of, or for supplementing, redrafting, revising, or amending any document (such as an EIR, negative declaration, specific plan, or general plan amendment) if made necessary by said proceeding and if the Applicant desires to pursue securing approvals which are conditioned on the approval of such documents.

In the event any such proceeding is brought, County shall promptly notify the Applicant of the proceeding, and County shall cooperate fully in the defense. If County fails to promptly notify the Applicant of the proceeding, or if County fails to cooperate fully in the defense, the Applicant shall not thereafter be responsible to defend, indemnify, or hold harmless the County. The County shall retain the right to participate in the defense of the proceeding if it bears its own attorneys' fees and costs, and defends the action in good faith. The Applicant shall not be required to pay or perform any settlement unless the settlement is approved by the Applicant.

Kathryn Hall
Applicant

5.14.18
Date

Property Owner (if other than Applicant)

Very Minor Modification

Project Identification

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MAY 17 2018

STATEMENT OF REQUESTNapa County Planning, Building
& Environmental Services

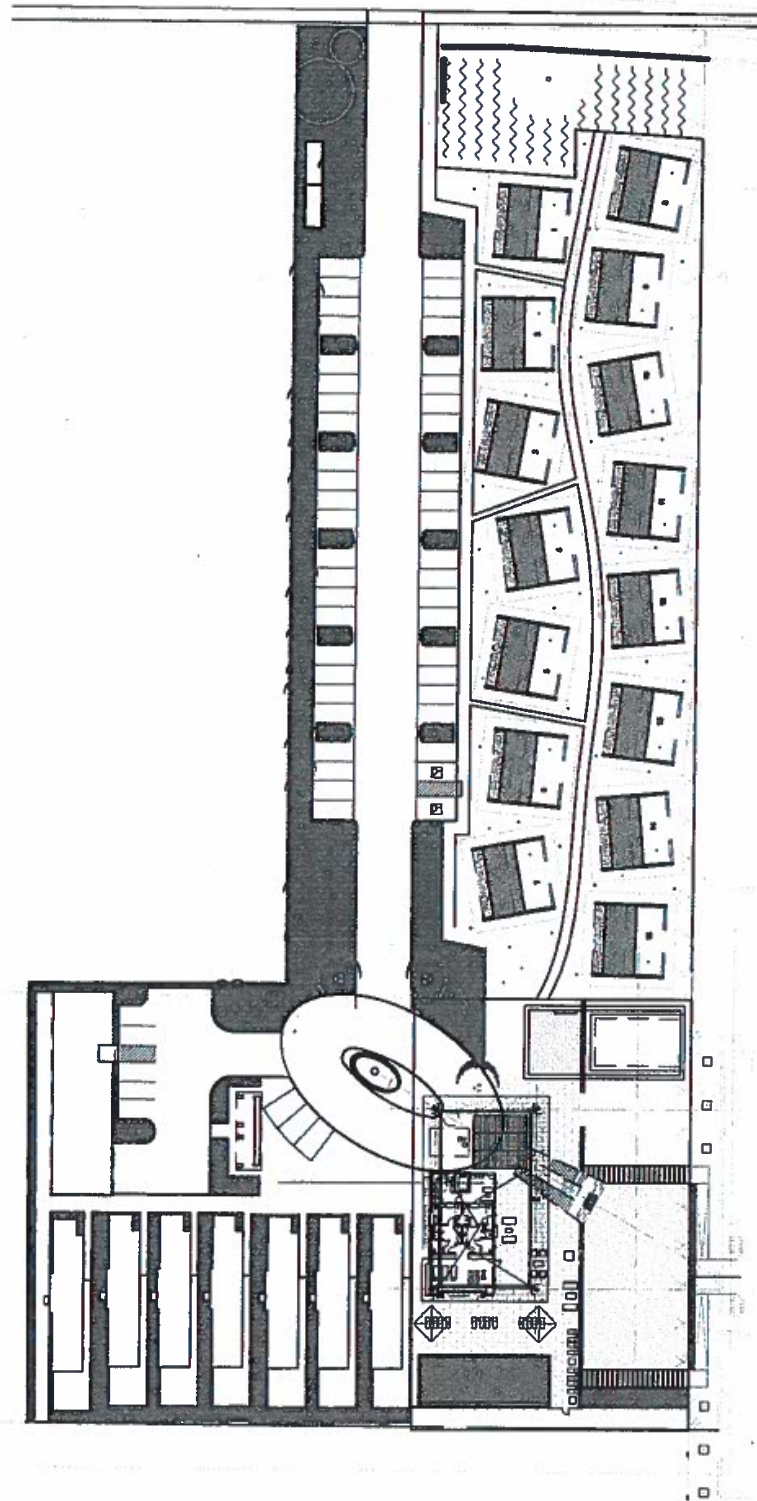
Vineland Vista Mobilehome Park (the "Park") located at 341 St. Helena Highway, St. Helena, CA 94574 (APNs: 027-130-005, -006; the "Property") requests a very minor use modification to its mobilehome use permit (Use Permit No. 38-61). The County approved the mobilehome park use permit in 1961.

The Park has a total of 18 mobilehome and recreational vehicle spaces now, as well as four "stick built" permanent buildings that have historically housed rental apartments. Pursuant to this very minor use permit modification, the Park desires to convert the four "stick built" rental units into mobilehome spaces on which to locate more modern manufactured homes governed by California Mobilehome Park Act and California Manufactured Housing Act. Thus, the approval of the very minor use modification does not change the number of housing units but rather creates a uniform housing stock within the Park; therefore, the 22 space Park does not change the overall intensity of use of the Property.

All of the recreational vehicle spaces would be located on APN 27-130-005.

California's Mobilehome Park Act and related Title 25 Regulations governs the Park operations and, on behalf of the State of California, the County is acting as the Local Enforcement Agency ("LEA"). In 2016, in its capacity as LEA, the County approved the current lot line configuration of the Park (see attached approval). The requested modifications as part of this very minor use permit modification conform to those changes approved by the LEA, but will allow a more efficient and effective Park as shown on the attached site plan (elevation drawings are also provided). If this application is approved, the Park would then need to file another lot line change application and a modification to the current State Permit to Operate with the County acting in its LEA capacity.

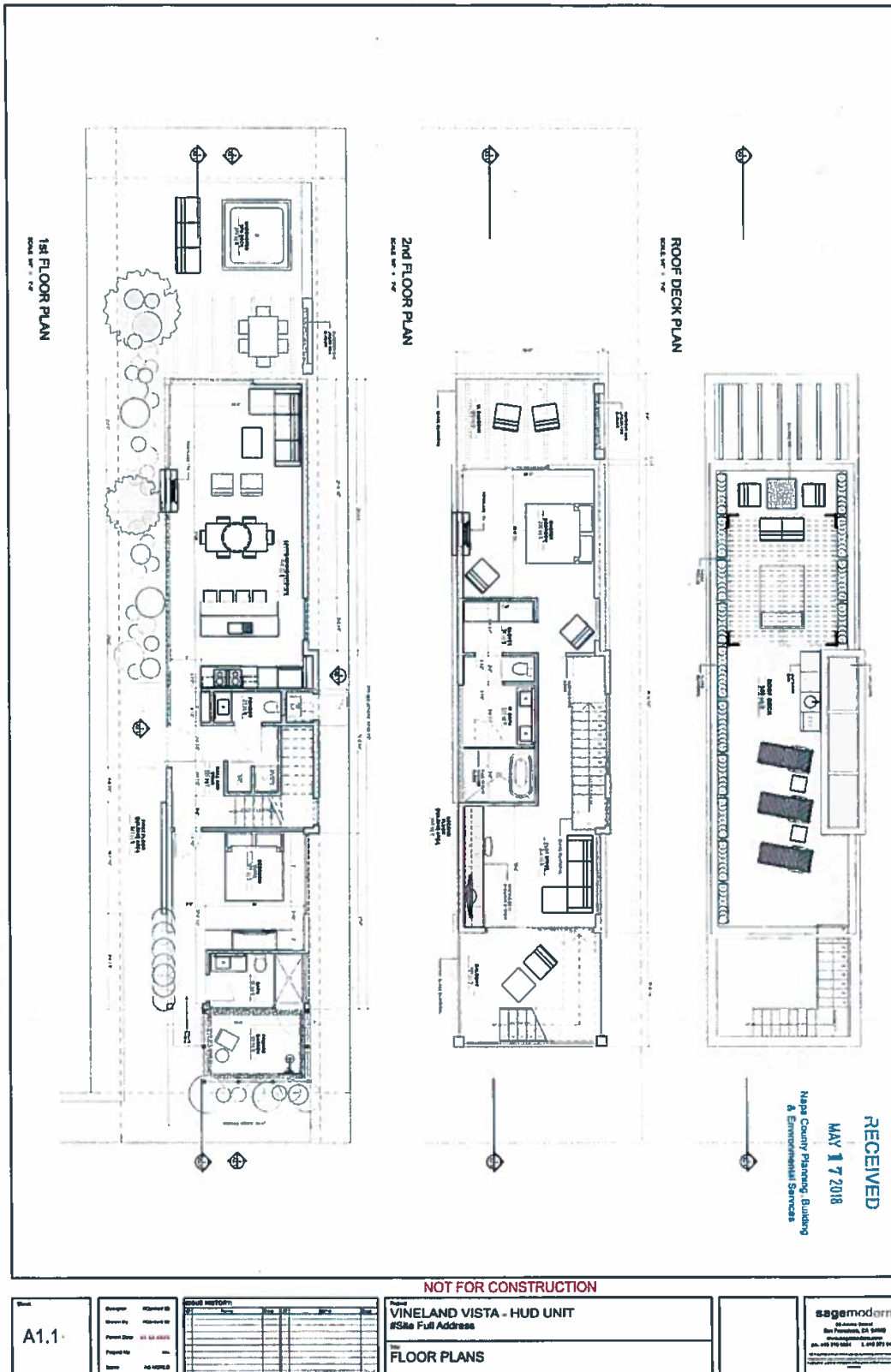
As part of this very minor modification to its use permit, the Park desires to enter into a development agreement with the County of Napa, something that has been discussed by the Applicant and various County administrators and counsel. A term of that development agreement would facilitate the donation of a 2-acre parcel, adjacent to Hall Wines, to the County or a local non-profit entity for purposes of farmworker housing. The Park is not requesting a use permit for the future farmer worker housing project. This application and the proposed development agreement is limited to the Park's request for a very minor modification of the Park's mobilehome park use permit.

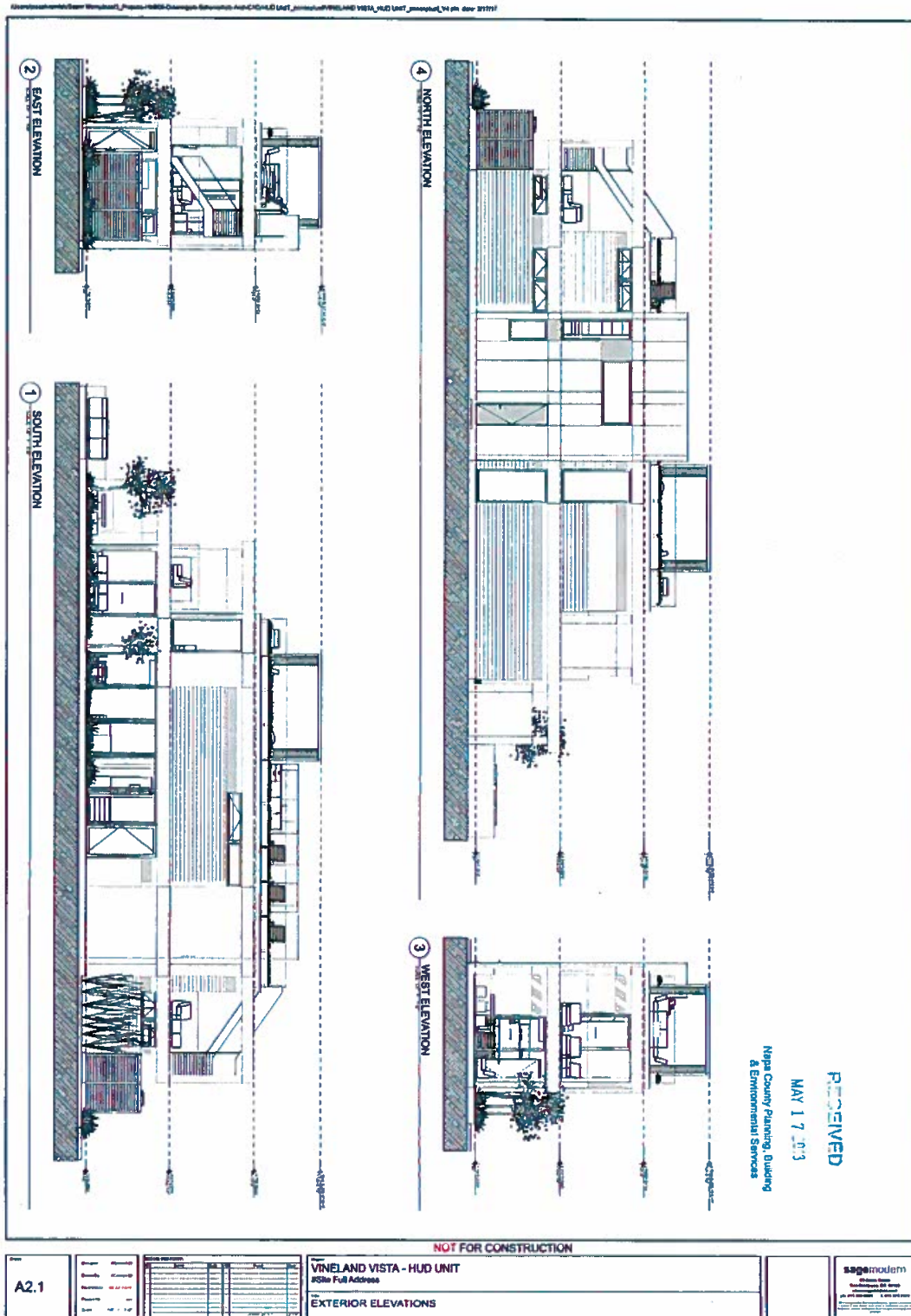


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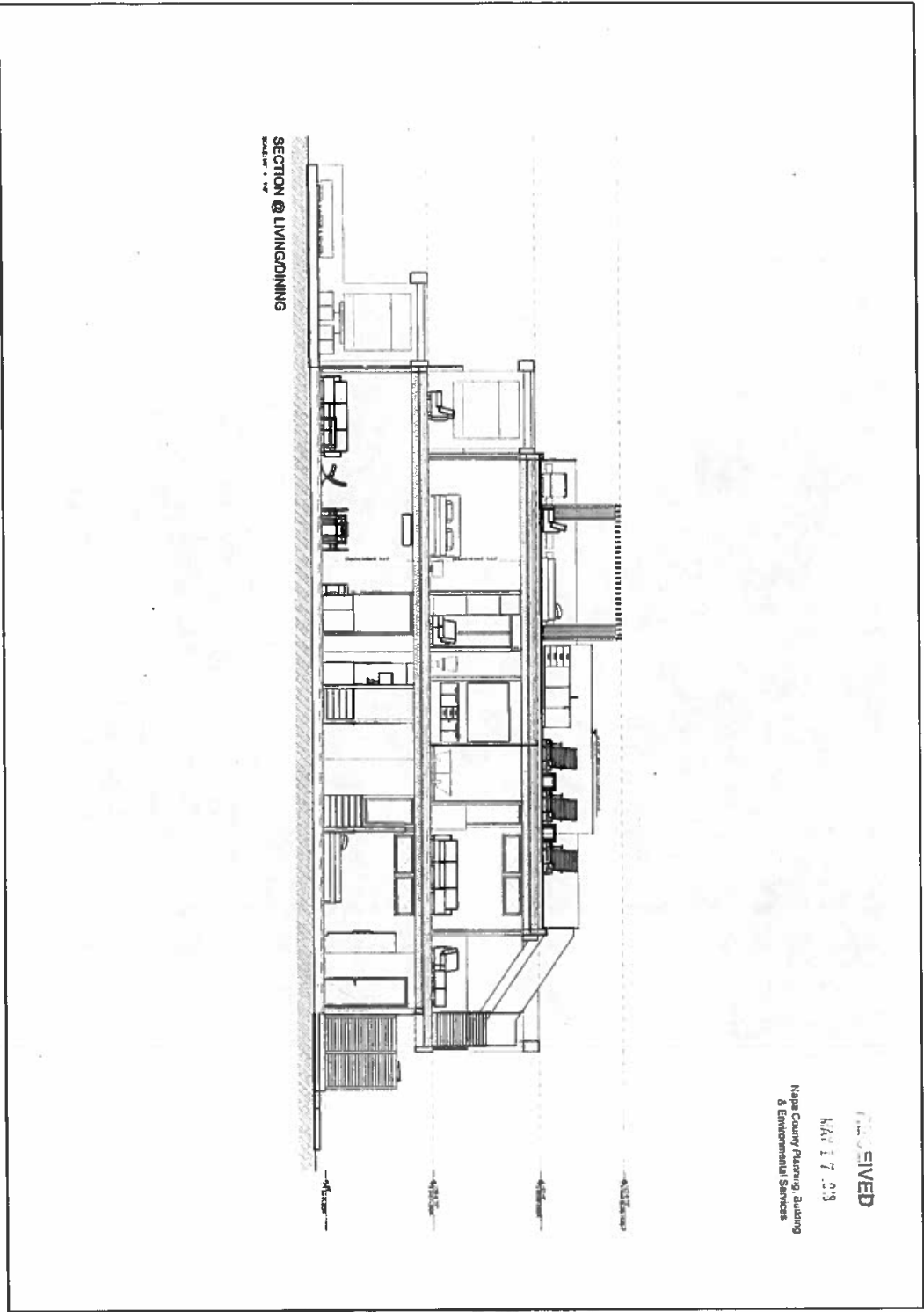
MAY 17 2018

Napa County Planning, Building
& Environmental Services





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NOT FOR CONSTRUCTION

A3.1

Designer

Reviewed By

Drawn By

Project Date

Project No.

Scale

AS SHOWN

REVISION HISTORY:

NO.	DATE	DESCRIPTION
1	2/17/17	ISSUED FOR PERMIT

Project

VINELAND VISTA - HUD UNIT

#Site Full Address

Notes

BUILDING SECTION

sagemodern

4000 Sutter Road

San Francisco, CA 94608

415.455.8800

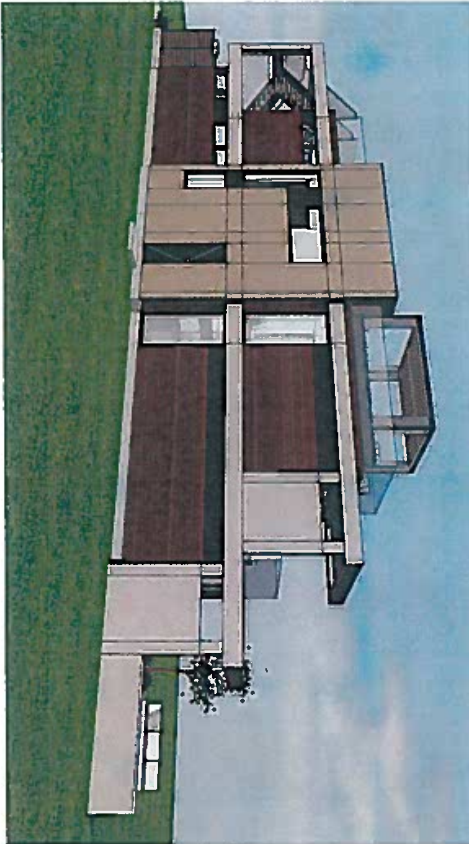
415.455.8801

415.455.8802



Altair\joseph\march\Bentley\Workplace3\Projects\16058-Crowe\gate-Schmiedtch-Arch\CAD\HUD UNIT_conceptual\VINELAND VISTA_HUD UNIT_conceptual_V4.plt date: 2/17/17

STAIR TOWER



GUEST SUITE AND BALCONY



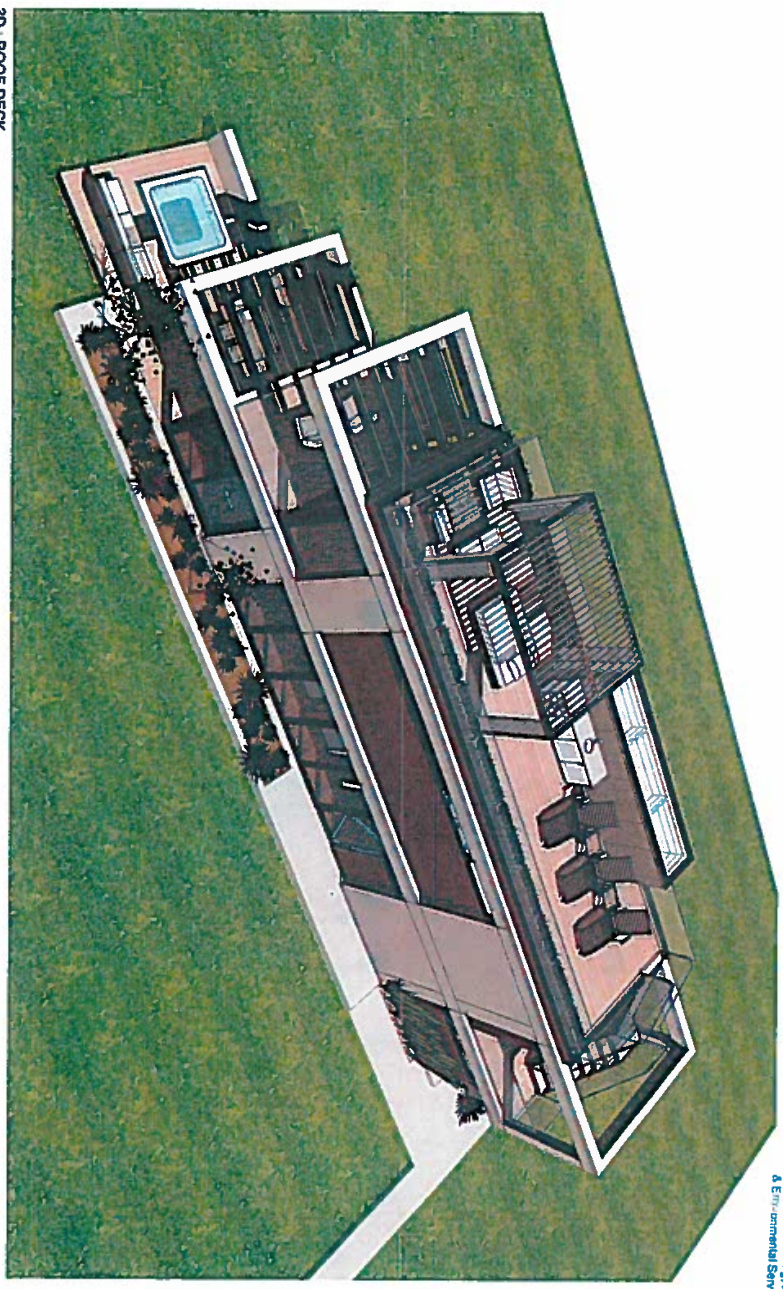
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Napa County Planning Staffing
Environmental Services

NOT FOR CONSTRUCTION

Sheet A9.2	Designer: WJW/MSD Drawn By: WJW/MSD Project Name: 16058-Crowe Date: 04-10-2018	<table border="1"> <thead> <tr> <th>NO.</th> <th>DESCRIPTION</th> <th>DATE</th> <th>BY</th> <th>CHKD</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Issue for Review</td> <td>04-10-2018</td> <td>WJW</td> <td>MSD</td> </tr> </tbody> </table>	NO.	DESCRIPTION	DATE	BY	CHKD	1	Issue for Review	04-10-2018	WJW	MSD	Project: VINELAND VISTA - HUD UNIT #Site Full Address Title: 3D VIEWS		sagemodern 16000 Highway 1 San Francisco, CA 94108 Tel: 415 398 0881 Fax: 415 398 0882 www.sagemodern.com
	NO.	DESCRIPTION	DATE	BY	CHKD										
1	Issue for Review	04-10-2018	WJW	MSD											
This drawing is the property of Sagemodern and is not to be reproduced, copied, or used in any way without the written permission of Sagemodern. Sagemodern assumes no responsibility for errors or omissions in this drawing. The user of this drawing is advised to verify all dimensions and specifications with the project engineer or architect.															

K:\sage\pgh\architect\workspace\Projects\Hillside-Crowings-Schmitt-Architect\HUD UNIT_conceptual\VINELAND VISTA_HUD UNIT_conceptual_V4.dwg date: 2/17/17

3D : ROOF DECK



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Stephenson Consulting, Building
A Environmental Services

NOT FOR CONSTRUCTION

A9.3

Designer: Hillside V2

Drawn By: Hillside V2

Project Date: 01-22-2018

Project No.: 18-000000

Scale: AS SHOWN

REVISION HISTORY			
NO.	DATE	BY	DESCRIPTION
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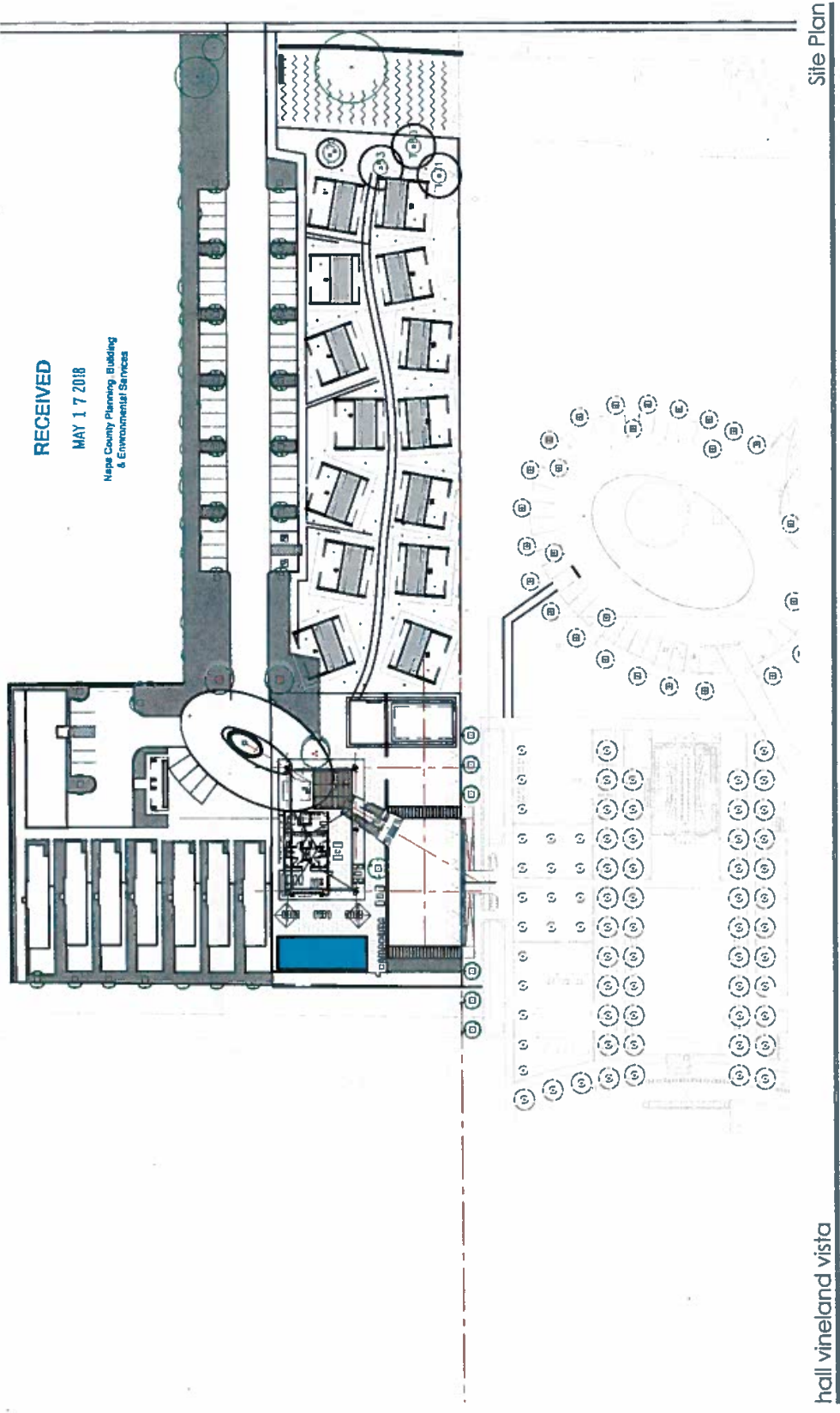
Project: VINELAND VISTA - HUD UNIT

#Site Full Address

3D VIEWS

sage modern

40 Jones Street
San Francisco, CA 94103
www.sagemodern.com
PH: 415 299 5091 F: 415 299 5092

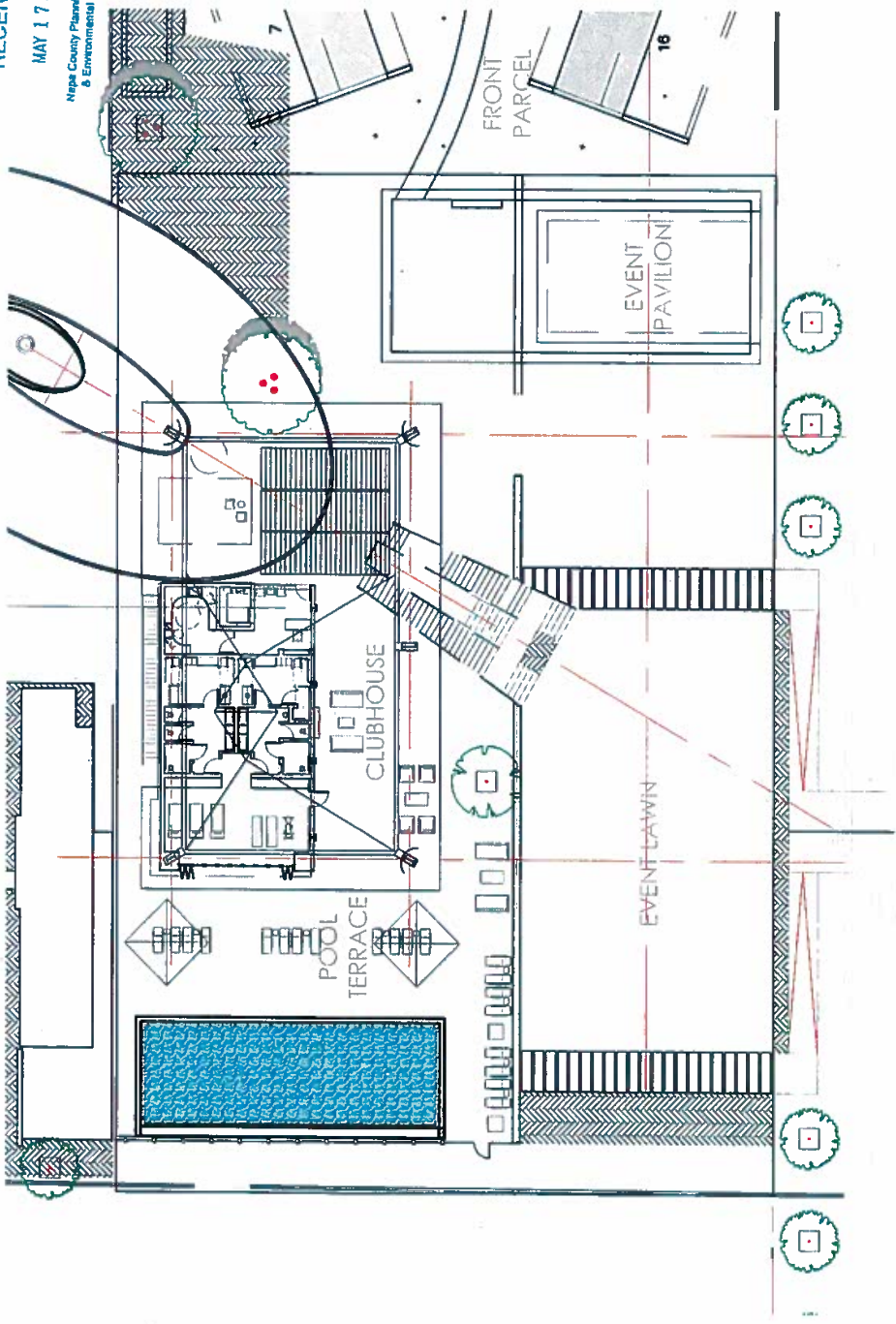


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& Environmental Services

Site Plan
signature
architecture

hall vineland vista
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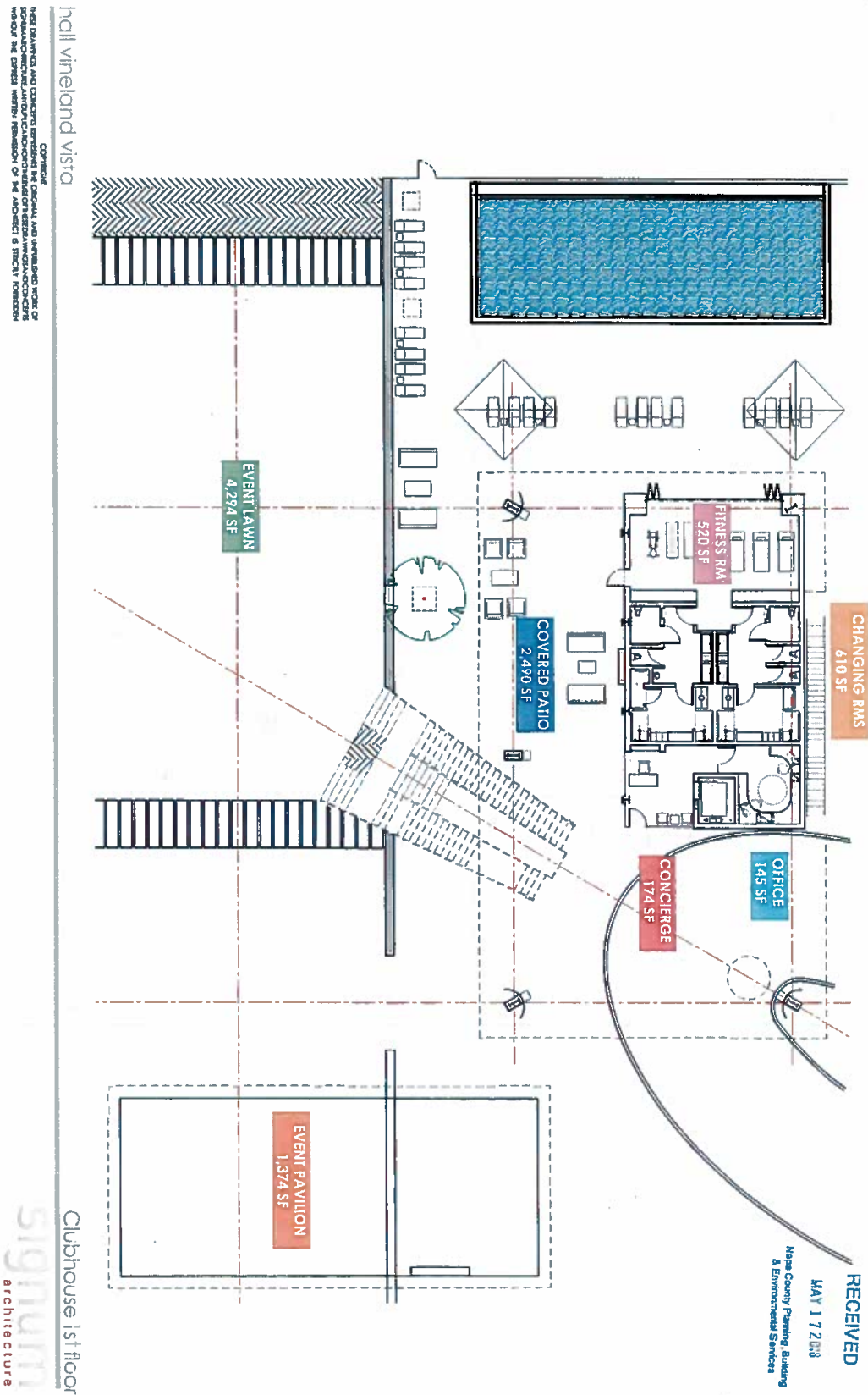
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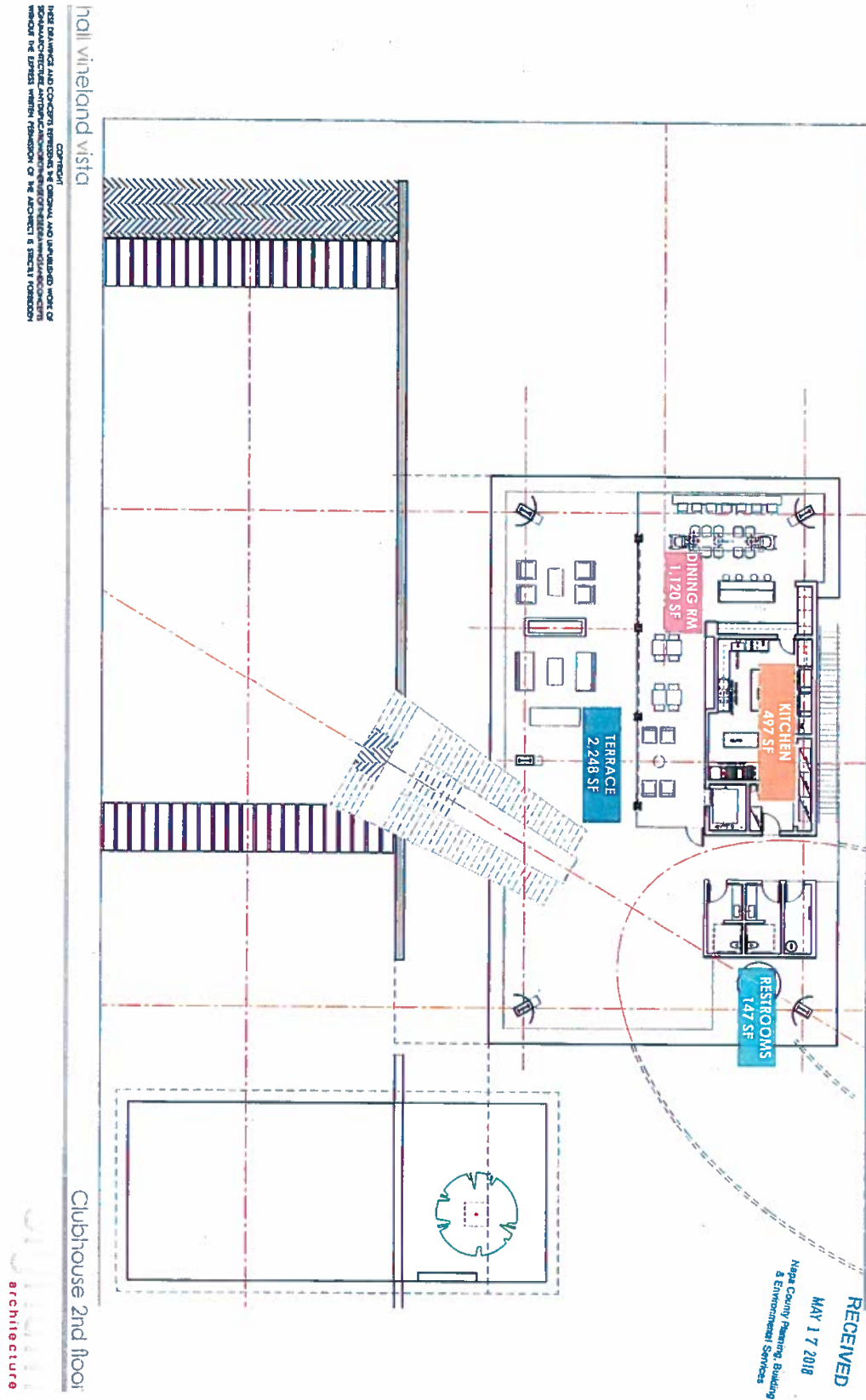


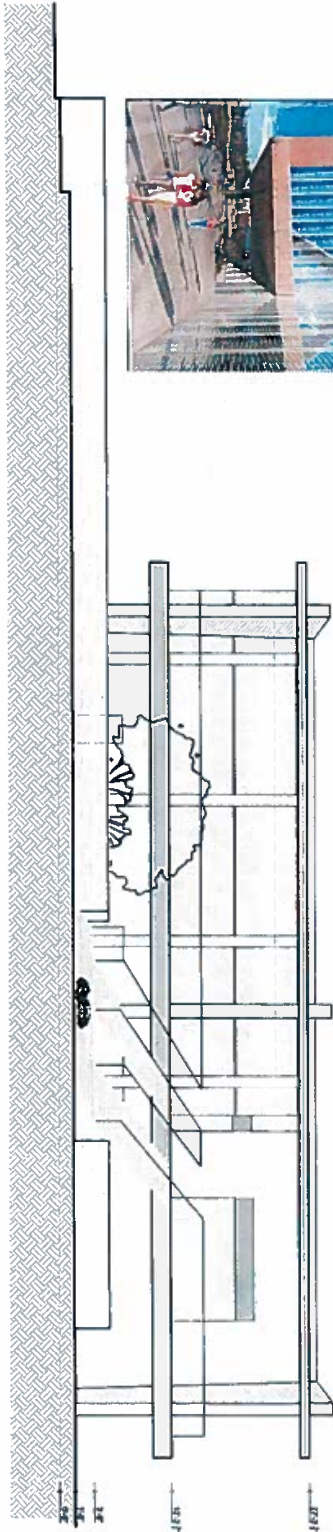
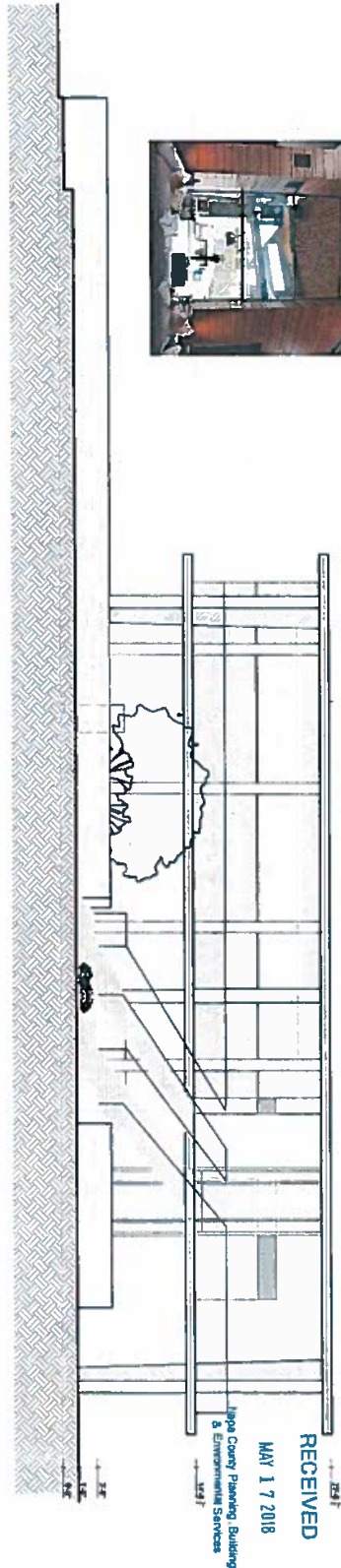
hall vineland vista

Area Plan

architecture





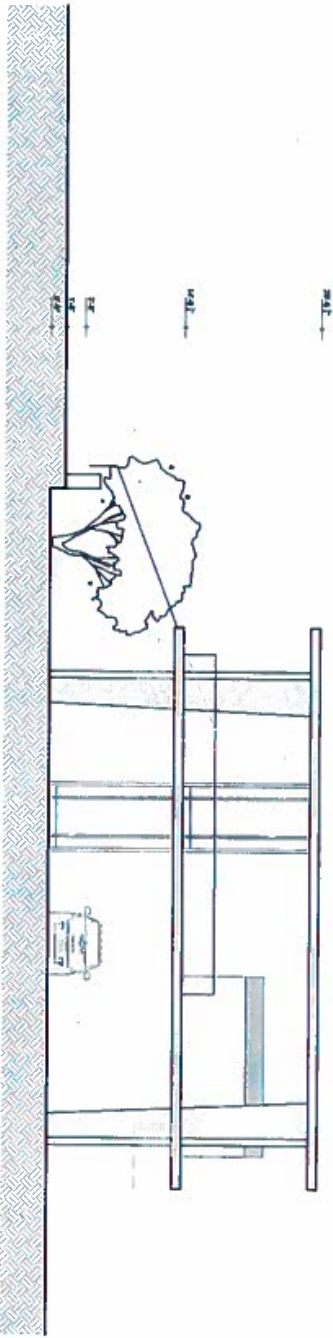


hall vineland vista

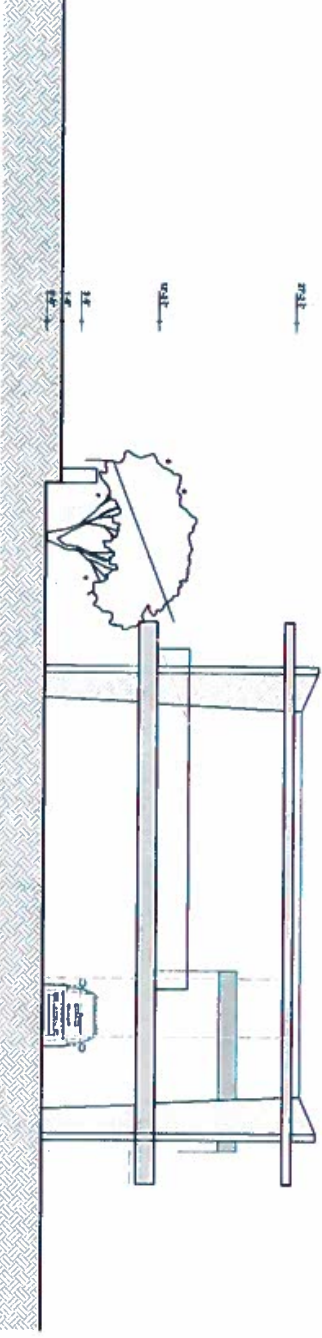
Clubhouse Elevations

CONCEPT
THESE DRAWINGS AND CONCEPTS PRESENT THE ORIGINAL AND UNREVISED WORK OF
SIGNUM ARCHITECTURE, A PROFESSIONAL ARCHITECTURAL FIRM, AND ARE NOT TO BE
REPRODUCED OR TRANSMITTED IN ANY FORM OR BY ANY MEANS, ELECTRONIC OR
MECHANICAL, INCLUDING PHOTOCOPYING, RECORDING, OR BY ANY INFORMATION
SYSTEM, WITHOUT THE EXPRESS WRITTEN PERMISSION OF THE ARCHITECT. A SEAL / NOTATION

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architecture



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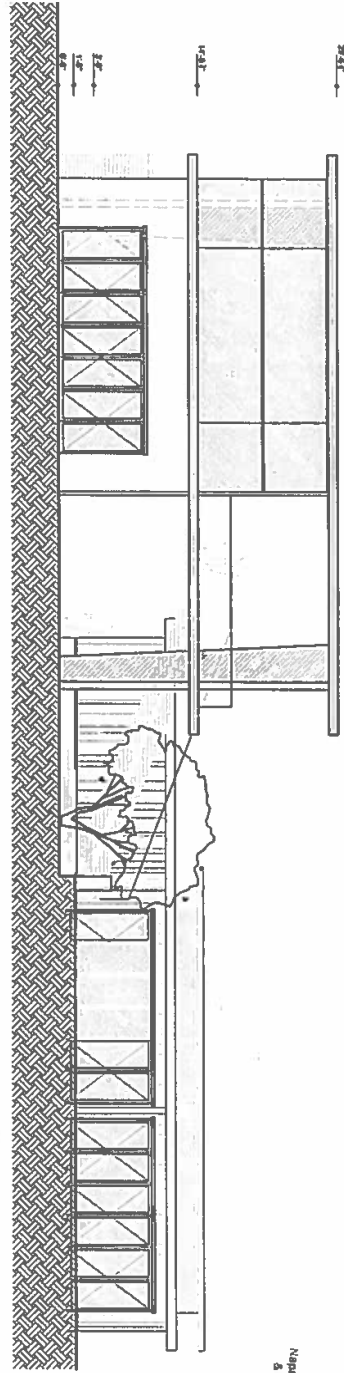


hall vine/land vista

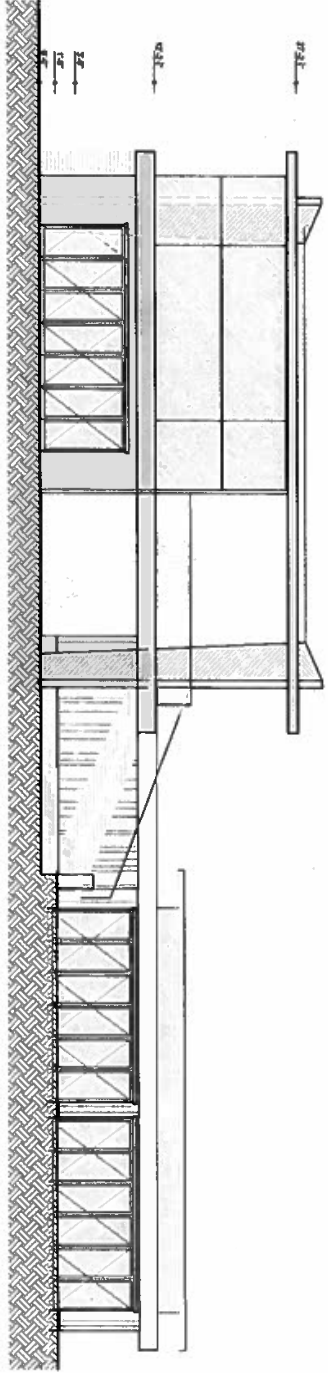
Clubhouse Elevations

CONTRACTOR
SEE DRAWINGS AND CONCEPT APPROVAL FOR ORIGINAL AND UNMODIFIED WORK OF
ARCHITECTURAL AND ENGINEERING SERVICES. ANY CHANGES TO THE DESIGN SHALL BE
MADE IN WRITING AND APPROVED BY THE ARCHITECT & ENGINEER.

architect



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& Environmental Services



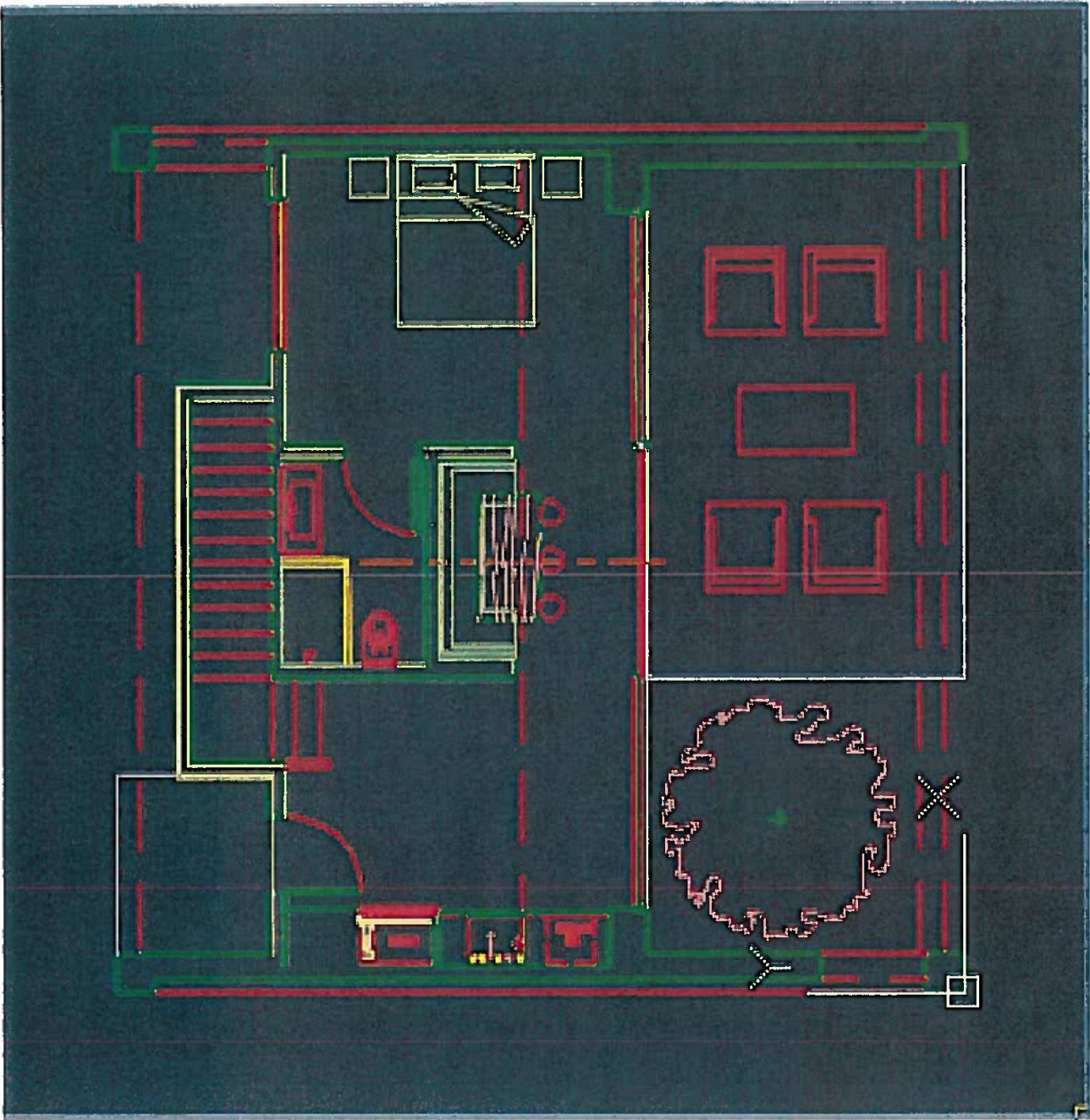
hall vineland vista

Clubhouse Elevations

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signum
ARCHITECTURE



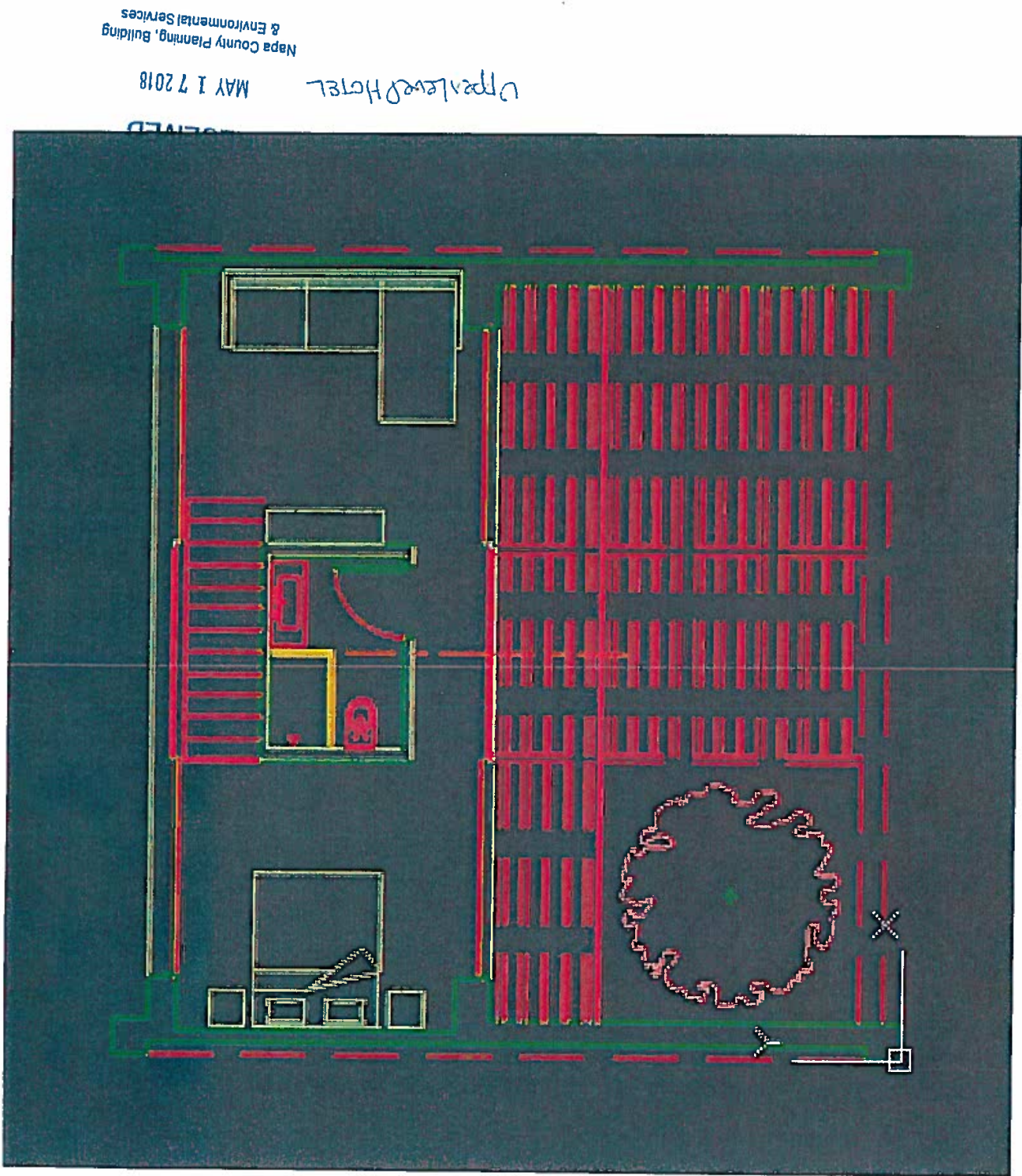


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MAY 17 2018

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Level
Hotel





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MAY 17 2018
Napa County Planning, Building
& Environmental Services





June 12, 2018

St. Helena City Council
c/o City Clerk
1480 Main Street
St. Helena, CA 94574

Re: Item 10.5 Vineland Vista Mobile home Park

Mayor Galbraith and Councilmembers:

I wish to add my voice in support of staff's request for an extension of the comment period on the Minor Modification to Vineland Visa Mobile Home Park.

On the surface, a request for additional water connections for fire suppression infrastructure looks quite innocent and reasonable.

But looking closer at the application and attached diagrams uncovers inconsistencies. The Description Of Project includes 'modern manufactured homes', 'housing units' and 'recreational vehicle spaces'. While some of the various diagrams are titled Upper & Lower Hotel Concept.

Do you really know what is being proposed at this site? Do you know how much water will be needed for these high-end units, clubhouse, pool, etc.?

Will this small street previously containing family workforce housing morph into short term vacation rentals in violation of County code?

I agree with staff. Too many questions and not enough detail for you to move forward.

Thanks and regards,

Eve Kahn, Chair
Get a Grip on Growth
PO Box 805
Napa, CA 94559



Report to the City Council
Council Meeting of June 12, 2018

Agenda Section: New Business

Subject: Adoption of a Resolution Opposing a Potential November 2018 Ballot Measure: The Tax Fairness, Transparency, and Accountability Act of 2018

CEQA Determination: Not a CEQA project

Prepared By: April Mitts, Finance Director

Reviewed By: Mark T. Prestwich, City Manager

Approved By: Mark T. Prestwich, City Manager

BACKGROUND

In January 2018, the California Business Roundtable, an organization that includes membership from some of the State's largest companies, crafted a measure for the November 2018 State ballot to amend the California Constitution. The "Tax Fairness, Transparency and Accountability Act of 2018 or (AG# 17-0050 Amdt. #1), is currently under circulation for signatures and has surpassed 25% of the required signatures qualify (pending signature verification) for the November 2018 ballot. This initiative would significantly limit local revenue authority, while making comparatively minor modifications to State authority. For cities and other local agencies, it applies retroactively and may void any local measure approved by local voters on or after January 1, 2018, but prior to the effective date of this act that does not comply with the provisions of the act.

DISCUSSION

The Tax Fairness, Transparency, and Accountability Act of 2018 (Attachment 2) measure has significant implications and impacts to local jurisdictions. Key elements of this measure include:

- Requiring a two-thirds voter approval to raise any and all new local taxes. Currently, local taxes for general purposes may pass by a majority vote, while only taxes for special purposes require a super-majority vote.

- Expanding the definition of a tax to include some charges that local governments currently treat as non-tax levies, such as regulatory and service fees. Consequently, this measure increases the number of revenue proposals subject to higher vote requirements.
- Retroactively voiding any voter-approved local taxes imposed in 2018, unless those taxes meet the criteria adopted by this measure.
- Mandating a two-thirds vote of the City Council to approve all fees and allowing a referenda process for voters to overturn fees.
- Requiring that tax ballot measures include a statement of how revenues can be spent (including measures that include local taxes). A statement of allowable uses must be included in the ballot question presented to voters; any change to this statement must be passed by a two-thirds vote of the City Council and a two-thirds vote of residents.
- Increasing a city's legal burden from "preponderance of the evidence" to "clear and convincing evidence" to establish that a fee is not a tax, and mandating that a city prove that the amount is reasonable and only covers actual costs, that an exempt charge is used solely for its stated purpose, and that it was enacted in compliance with the requirements of ballot measure.

FISCAL IMPACT

There is no fiscal impact associated with the resolution.

RECOMMENDED ACTION

Staff recommends the City Council adopt a resolution opposing The Tax Fairness, Transparency, and Accountability Act of 2018.

ATTACHMENTS

[Attachment 1 - Resolution](#)

[Attachment 2 - AG# 17-0050](#)

CITY OF ST. HELENA

RESOLUTION NO. 2018-_____

Resolution of the City Council of the City of St. Helena Opposing The Tax Fairness, Transparency and Accountability Act of 2018.

RECITALS

WHEREAS, California's cities, counties and special districts follow strict guidelines and existing state law regarding the establishment of reasonable fees and the required voter approval of all local taxes; and

WHEREAS, there is a signature-gathering campaign for a state ballot measure currently sponsored by the California Business Roundtable that would severely harm the ability of local governments to continue to provide quality services by imposing onerous roadblocks to raising local revenue to address community needs, services and infrastructure improvements; and

WHEREAS, it is important for local community members, in concert with their duly elected officials—rather than a special interest group in Sacramento—to determine the services and funding levels appropriate for their own cities; and

WHEREAS, the proposed ballot measure would allow businesses to escape from their existing obligations to pay the full cost of services that they request and receive from local agencies and benefit from; and

WHEREAS, the proposed ballot measure would then shift the burden of these uncovered costs from business interests to local general funds supported by taxpayers, and thereby reduce general funds available to support police, fire, park, planning, and other community services.

RESOLUTION

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

1. The City of St. Helena hereby opposes the Tax Fairness, Transparency and Accountability Act of 2018 sponsored by the California Business Roundtable on the grounds that this measure would harm the ability of local communities to adequately fund services; and

2. The City Manager is hereby directed to email a copy of this adopted resolution to the League of California Cities at cityletters@cacities.org.

Approved at a Regular Meeting of the St. Helena City Council on June 12, 2018, by the following vote:

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

APPROVED:

ATTEST:

Alan Galbraith, Mayor

Cindy Tzaopoulos, City Clerk

17-0050 Amdt. # |

December 22, 2017

VIA PERSONAL DELIVERY

Hon. Xavier Becerra
Attorney General of California
1300 I Street, 17th Floor, P.O. Box 944255
Sacramento, CA 95814

RECEIVED

DEC 22 2017

INITIATIVE COORDINATOR
ATTORNEY GENERAL'S OFFICE

Attention: Ashley Johansson, Initiative Coordinator

Re: Request for Title and Summary for Initiative Constitutional
Amendment (A.G. No. 17-0050) - Amended Language

Dear Ms. Johansson:

Pursuant to Section 9002(b) of the California Elections Code, please find attached hereto amendments to the above-captioned initiative measure. I hereby request that a title and summary be prepared for the initiative measure using the amended language. My address as a registered voter, the required proponent affidavits pursuant to Sections 9001 and 9608 of the California Elections Code, and a check for \$2,000.00 were included with the original submission.

All inquires or correspondence relative to this initiative should be directed to Nielsen, Merksamer, Parrinello, Gross & Leoni, LLP, 1415 L Street, Suite 1200, Sacramento, CA 95814, (916) 446-6752, Attention: Kurt Oneto (telephone: 916/446-6752).

Thank you for your assistance.

Sincerely,



Robert Lapsley, Proponent

Enclosure: Proposed Initiative Constitutional Amendment

[Deleted codified text is denoted in ~~strikeout~~. Added codified text is denoted by *italics and underline*.]

Section 1. Title.

This Act shall be known, and may be cited as, the Tax Fairness, Transparency and Accountability Act of 2018.

Section 2. Findings & Declarations.

(a) State and local governments' appetite for new revenue adds to the rapidly rising costs of living that Californians face for housing, childcare, gasoline, food, energy, healthcare, and education. Compared to 2009, state revenues from taxes and other sources are set to grow by 68 percent— \$72 billion, or the equivalent of more than an additional \$7,200 annually for a family of four. Comparable growth in local government charges such as employee pensions adds considerably more to this total. This growing burden of taxes and other charges is hurting hardworking Californians who find themselves living paycheck to paycheck, and being forced to make tough choices between paying for housing, food, or healthcare.

(b) Californians are already among the highest taxed people in the country and already pay among the highest tax rates in the nation for the state personal income tax, sales taxes, and gasoline tax. From the most recent data from the US Census Bureau, California state and local government general revenues collected in 2015 from taxes, fees, charges, and other non-utility local sources were the highest in the nation at \$419 billion, making them the 9th highest on a per capita basis at \$8,385 per person. With 12 percent of the national population, US Census Bureau data shows that Californians in 2016 paid 17 percent of all taxes collected by the states including 13 percent of all general sales taxes, 15 percent of all vehicle license fees, 16 percent of all property taxes, 22 percent of all corporation taxes, 23 percent of all personal income taxes, and 29 percent of all occupation and business license fees.

(c) Californians have tried repeatedly to force greater accountability upon government before revenues can be increased. Voter-approved ballot measures such as Proposition 13 (1978), Proposition 62 (1986), Proposition 218 (1996), and Proposition 26 (2010) required state and local governments to make their case to the voters on the need for increased government revenues.

(d) Through these measures, voters also tried to keep government honest and transparent about why new revenues and charges are needed and how they will be used. For too long, politicians, state and local governments, and special interests have promised that taxpayer money will be spent for a specific purpose, only to divert its use once the money starts coming in. Revenues that were supposed to improve education instead have been diverted to general salary and benefit increases. Revenues that were promised to improve and expand government services were instead diverted to pay down debts created by past government decisions. Recent major transportation improvements have seen cost overruns more than double their original estimate. Polling by the nonpartisan Public Policy Institute of California showed 88 percent of Californians believe state government wastes a lot or some of the money we pay in taxes and charges.

(e) Contrary to the voters' intent, voter approval of government revenue increases and spending accountability measures have been weakened by the Legislature, the courts, and special interests, making it easier to raise government revenues in a myriad of ways by only a simple majority of the Legislature or with no vote by the public who is expected to pay the costs.

(f) Worse, court-created loopholes have enabled governments and their surrogates to become less transparent about how the funds taken from taxpayers are raised and spent. Loopholes have been created which are used by the Legislature, local governments and even special interest groups to: (1) pass vaguely-worded statutes allowing unelected bureaucrats to impose new fees and other charges on their own that increase the costs of goods and services in the state; (2) impose new taxes and other charges by hiding them and simply calling them by another name or even using the term "something else;" (3) shelter the revenues from voter approval by running the revenues through a nonprofit organization or another third party; and (4) encourage "divide and tax" by making it easier to raise taxes or charges on only a part of the population through simple majority votes in low turnout elections.

Section 3. Statement of Purpose.

(a) In enacting this measure, the voters reassert their right to require a two-thirds vote of the Legislature at the state level, and two-thirds of voters at the local level, for increases in state and local taxes, no matter how they are labeled nor how or by whom they are proposed. The

voters also intend that government remain accountable to the voters for how the taxes, fees, charges, and other government revenues extracted from Californians are spent.

(b) Furthermore, the purpose and intent of the voters in enacting this measure is to clarify that any new or increased form of state revenue, by any name or manner of extraction paid directly or indirectly by Californians, shall be authorized only by a two-thirds vote of the Legislature to ensure that the purposes for such tax, fee, or other charge are broadly supported and transparently debated.

(c) Furthermore, the purpose and intent of the voters in enacting this measure is also to ensure that taxpayers have the right and ability to effectively balance new or increased taxes, fees, charges, or other government revenues with the rapidly increasing costs Californians are already paying for housing, food, gasoline, energy, healthcare, education, and other basic costs of living.

(d) Furthermore, the purpose and intent of the voters in enacting this measure is to force transparency and accountability on how state and local revenues are utilized, so that revenues are used for their promised purposes, and not diverted to other uses.

(e) Furthermore, the purpose and intent of the voters in enacting this measure is to require that the public be allowed to vote on any and all local taxes that were created or increased by regulation or other bureaucratic action.

(f) In enacting this measure, the voters also additionally intend to reverse loopholes in the legislative two-thirds vote and voter approval requirements for government revenue increases created by the courts including, but not limited to, *Cannabis Coalition v. City of Upland*, *Chamber of Commerce v. Air Resources Board*, and *Schmeer v. Los Angeles County*.

Section 4. Section 3 of Article XIII A of the California Constitution is amended, to read:

SECTION 3.

(a) Every levy, charge, or exaction of any kind imposed, adopted, created, or established by state law is either a tax or an exempt charge.

(b) ~~(a)~~ Any change in state statute law which results in any taxpayer paying a higher tax must be imposed by an act passed by not less than two-thirds of all members elected to each of the two houses of the Legislature, except that no new ad valorem taxes on real property, or sales or transaction taxes on the sales of real property, may be imposed.

~~(c) (b)~~ As used in this section, "tax" means every ~~any~~ levy, charge, or exaction of any kind imposed, *adopted, created, or established* by the State state law that is not an exempt charge, except the following:

~~(d)~~ *As used in this section, "exempt charge" means only the following:*

~~(1)~~ A charge imposed for a specific benefit conferred or privilege granted directly to the payor that is not provided to those not charged, and which does not exceed the reasonable costs to the State of conferring the benefit or granting the privilege to the payor.

~~(1) (2)~~ A reasonable charge imposed for a specific government service or product provided directly to the payor that is not provided to those not charged, and which does not exceed the reasonable actual costs to the State of providing the service or product to the payor.

~~(2) (3)~~ A reasonable charge imposed for the reasonable not to exceed the actual regulatory costs to the State incident to for issuing licenses and permits, performing investigations, inspections, and audits, enforcing agricultural marketing orders, imposing assessments on a business by a tourism marketing district, and the administrative enforcement and adjudication thereof.

~~(3) (4)~~ A charge imposed for entrance to or use of state property, or the purchase, rental, or lease of state property, except charges governed by Section 15 of Article XI.

~~(4) (5)~~ A fine, or penalty, ~~or other monetary charge~~ including any applicable interest for nonpayment thereof, imposed by the judicial branch of government or the State, as a result of a state administrative enforcement agency pursuant to adjudicatory due process, to punish a violation of law.

~~(e)~~ Any tax adopted after January 1, 2010, but prior to the effective date of this act, that was not adopted in compliance with the requirements of this section is void 12 months after the effective date of this act unless the tax is reenacted by the Legislature and signed into law by the Governor in compliance with the requirements of this section.

~~(e)~~ *As used in this section, "state law" includes, but is not limited to, any state statute, state regulation, state executive order, state resolution, state ruling, state opinion letter, or other legal authority or interpretation adopted, enacted, enforced, issued, or implemented by the legislative or executive branches of state government. Because subdivision (f) of Section 9 of Article IX of this Constitution requires that the University of California shall be entirely*

independent of all political or sectarian influence, "state law" does not include acts of the Regents of the University of California.

(f)(1) A levy, charge, or exaction of any kind imposed, adopted, created, or established by state law and which is retained by or payable to a non-government entity remains subject to this section if a state law also limits in any way how the non-government entity can use the levy, charge, or exaction.

(2) The characterization of a levy, charge, or exaction of any kind imposed, adopted, created, or established by state law as being voluntary, or paid in exchange for a benefit, privilege, allowance, authorization, or asset, shall not be a factor in determining whether the levy, charge, or exaction is a tax or an exempt charge.

(g) No new, increased, or extended tax shall be valid or given any effect unless:

(1) The state law creating, increasing, or extending the tax contains a specific and legally binding and enforceable limitation on how the revenue from the tax can be spent. If the revenue from the tax can be spent for unrestricted general revenue purposes, then a statement that the tax revenue can be spent for "unrestricted general revenue purposes" shall be included in the separate, stand-alone section required by paragraph (2).

(2) A true and impartial statement of facts explicitly and affirmatively identifying each tax and the specific limitation on how the revenue therefrom can be spent is set forth in the state law as a separate, stand-alone section containing no other information.

(3) The revenue from the tax is not used for any purpose other than those identified pursuant to this subdivision.

(h) The specific and legally binding and enforceable limitation on how the revenue from a tax can be spent shall only be changed by a state law which is adopted by a separate act that is passed by not less than two-thirds of all members elected to each of the two houses of the Legislature.

(i) (d) The State bears the burden of proving by a preponderance of the clear and convincing evidence that a levy, charge, or other exaction of any kind is an exempt charge and is not a tax, that the amount is reasonable and no more than necessary to cover the reasonable actual costs of the governmental activity service or product or regulatory task, that an exempt charge is not used for any purpose other than its stated purpose, and that the manner in which those costs are allocated to a payor bear a fair or reasonable relationship to the payor's burdens

on, or benefits received from, the governmental activity is proportional based on the service or product provided to the payor as described in paragraph (1) of subdivision (d), or is proportional to the costs to the State created by the payor for performing the regulatory tasks described in paragraph (2) of subdivision (d).

Section 5. Section 3.1 is added to Article XIII A of the California Constitution, to read:

SECTION 3.1.

(a) No new, increased, or extended levy, charge, or exaction of any kind that is contained in, or authorized by, a new or amended regulation shall be given any force or effect unless and until the Legislature by statute approves the levy, charge, or exaction as provided in this section.

(b) If the levy, charge, or exaction is a tax as defined in Section 3 of this article, then it must be approved by not less than two-thirds of all members elected to each of the two houses of the Legislature. If the levy, charge, or exaction is an exempt charge as defined in Section 3 of this article, then it must be approved by not less than a majority of all members elected to each of the two houses of the Legislature.

(c) The Legislature shall not vote to approve any levy, charge, or exaction of any kind subject to this section until after the regulation containing the levy, charge, or exaction is approved in its final form by the Office of Administrative Law or any alternative or successor agency. No regulation containing or authorizing a levy, charge, or exaction subject to this section shall be filed with the Secretary of State or published in the California Code of Regulations, or any alternative or successor publication, until the levy, charge, or exaction is approved by the Legislature in compliance with this section.

(d) An emergency regulation, including any readoption thereof, that contains or authorizes any new, increased, or extended levy, charge, or exaction of any kind shall not remain in effect longer than 120 days without approval of the levy, charge, or exaction by the Legislature pursuant to this section.

(e) This section shall not apply to any new, increased, or extended levy, charge, or exaction of any kind that is contained in, or authorized by, a new or amended regulation promulgated pursuant to a state tax that was adopted in compliance with Section 3.

(f) For purposes of this section, "regulation" has the same meaning as found in Section 11342.600 of the Government Code, and "emergency" has the same meaning as found in Section 11342.545 of the Government Code, as those sections read on January 1, 2017.

(g) Nothing in this section shall be interpreted as a grant of authority to tax to any executive branch agency or department.

Section 6. Section 1 of Article XIII C of the California Constitution is amended, to read:

SECTION 1.

Definitions. As used in this article:

(a) "Article XIII D assessment, fee, or charge" means an assessment, fee, or charge subject to Article XIII D. "General tax" means any tax imposed for general governmental purposes.

(b) "Local government" means any county, city, city and county, including a charter city or county, any special district, ~~or~~ any other local or regional governmental entity, or the electorate of any of the preceding entities when exercising the initiative power.

(c) "Special district" means an agency of the State, formed pursuant to general law or a special act, for the local performance of governmental or proprietary functions with limited geographic boundaries including, but not limited to, school districts and redevelopment agencies.

(d) "Special tax" means any tax imposed for specific purposes, including a tax imposed for specific purposes, which is placed into a general fund.

~~(d) (e)~~ As used in this article, "tax" means every any levy, charge, or exaction of any kind imposed, adopted, created, or established by a local government law that is not an exempt charge or Article XIII D assessment, fee, or charge. ~~except the following:~~

(e) "Exempt charge" means only the following:

~~(1) A charge imposed for a specific benefit conferred or privilege granted directly to the payor that is not provided to those not charged, and which does not exceed the reasonable costs to the local government of conferring the benefit or granting the privilege.~~

(1) (2) A reasonable charge imposed for a specific local government service or product provided directly to the payor that is not provided to those not charged, and which does not exceed the reasonable actual costs to the local government of providing the service or product.

~~(2)~~ (3) A reasonable charge imposed for the ~~reasonable~~ not to exceed the actual regulatory costs to ~~the~~ a local government for issuing licenses and permits, performing investigations, inspections, and audits, enforcing agricultural marketing orders, and the administrative enforcement and adjudication thereof.

~~(3)~~ (4) A charge imposed for entrance to or use of local government property, or the purchase, rental, or lease of local government property.

~~(4)~~ (5) A fine, or penalty, ~~or other monetary charge~~ including any applicable interest for nonpayment thereof, imposed by the judicial branch of government or a local government administrative enforcement agency pursuant to adjudicatory due process, ~~as a result of to punish~~ a violation of law.

~~(5)~~ (6) A charge imposed as a condition of property development, or an assessment imposed upon a business by a tourism marketing district.

~~(6)~~ (7) An Article XIII D assessment, fee, or charge ~~Assessments and property-related fees~~ imposed in accordance with the provisions of Article XIII D.

~~(f)~~ "Local law" includes, but is not limited to, any ordinance, resolution, regulation, ruling, opinion letter, or other legal authority or interpretation adopted, enacted, enforced, issued, or implemented by a local government.

~~(g)~~ "Extend" includes, but is not limited to, doing any of the following with respect to a tax, exempt charge, or Article XIII D assessment, fee, or charge: lengthening its duration, delaying or eliminating its expiration, expanding its application to a new territory or class of payor, or expanding the base to which its rate is applied.

~~(h)~~ (1) A levy, charge, or exaction of any kind imposed, adopted, created, or established by a local law and which is retained by or payable to a non-government entity remains subject to this section and Section 2 if a local law also limits in any way how the non-government entity can use the levy, charge, or exaction.

~~(2)~~ The characterization of a levy, charge, or exaction of any kind imposed, adopted, created, or established by a local law as being voluntary, or paid in exchange for a benefit, privilege, allowance, authorization, or asset, shall not be factors in determining whether the levy, charge, or exaction is a tax or an exempt charge.

~~(i)~~ The local government bears the burden of proving by a ~~preponderance of the~~ clear and convincing evidence that a levy, charge, or other exaction of any kind is an exempt charge and

not a tax, that the amount is reasonable and no more than necessary to cover the reasonable actual costs of the governmental activity service or product or regulatory task, that an exempt charge is not used for any purpose other than its stated purpose, and that the manner in which those costs are allocated to a payor is proportional based on the service or product provided to the payor as described in paragraph (1) of subdivision (e), or is proportional to the costs to the local government created by the payor for performing the regulatory tasks described in paragraph (2) of subdivision (e) bear a fair or reasonable relationship to the payor's burdens on, or benefits received from, the governmental activity.

Section 7. Section 2 of Article XIII C of the California Constitution is amended, to read:

SECTION 2.

Local Government Tax Limitation. Notwithstanding any other provision of this Constitution:

(a) All taxes imposed by any local government shall be deemed to be either general taxes or special taxes. Special purpose districts or agencies, including school districts, shall have no power to levy general taxes.

(b) No local government may impose, extend, or increase any general tax unless and until that tax is submitted to the electorate and approved by a majority vote. A general tax shall not be deemed to have been increased if it is imposed at a rate not higher than the maximum rate so approved. The election required by this subdivision shall be consolidated with a regularly scheduled general election for members of the governing body of the local government, except in cases of emergency declared by a unanimous vote of the governing body.

(c) Any general tax imposed, extended, or increased, without voter approval, by any local government on or after January 1, 1995, and prior to the effective date of this article, shall continue to be imposed only if approved by a majority vote of the voters voting in an election on the issue of the imposition, which election shall be held within two years of the effective date of this article and in compliance with subdivision (b).

(a) Every levy, charge, or exaction of any kind imposed, adopted, created, or established by local law is either a tax, an exempt charge, or an Article XIII D assessment, fee, or charge.

(b) (d) No local government may impose, extend, or increase any special tax unless and until that tax is submitted to the electorate and approved by a two-thirds vote. A special tax shall

not be deemed to have been increased if it is imposed at a rate not higher than the maximum rate so approved.

(c) The governing body of a local government shall only submit a tax to the electorate of the local government by an act passed by not less than two-thirds of all members elected to the governing body. Any tax so submitted shall be consolidated with a regularly scheduled general election for members of the governing body of the local government, except in cases of emergency declared by a unanimous vote of the governing body.

(d) The governing body of a local government shall not impose, extend, or increase any exempt charge unless and until the act containing the exempt charge is passed by not less than two-thirds of all members elected to the governing body. An exempt charge imposed, extended, or increased by a governing body shall be subject to referendum pursuant to the same signature requirement applicable to statewide referendum measures.

(e) No initiative in any local government may impose, extend, or increase any exempt charge unless and until the exempt charge is submitted to the electorate and approved by a two-thirds vote.

(f) No new, increased, or extended tax shall be valid or given any effect unless:

(1) The act creating, increasing, or extending the tax contains a specific and legally binding and enforceable limitation on how the revenue from the tax can be spent. If the revenue from a tax can be spent for unrestricted general revenue purposes, then a statement that the tax revenue can be spent for "unrestricted general revenue purposes" shall be included in the separate, stand-alone section required by paragraph (2), and included in the ballot question presented to voters.

(2) A true and impartial statement of facts explicitly and affirmatively identifying each tax and the specific limitation on how the revenue therefrom can be spent is set forth in the act as a separate, stand-alone section containing no other information.

(3) The revenue from the tax is not used for any purpose other than those specifically identified pursuant this subdivision.

(g) A change in how the revenue from a tax can be spent shall be treated as a new tax and shall be approved in accordance with the requirements of this section.

(h) An Article XIII D assessment, fee, or charge can be extended, imposed, or created pursuant to Article XIII D.

(i) In order to preserve the right of voters to vote on all local taxes as provided for in this section, all of the following shall apply:

(1) Any imposition, increase, or extension of a local government tax that was voted on by the electorate of the local government after January 1, 2018, but prior to the effective date of this subdivision, and which does not satisfy all of the requirements of paragraph (2), shall cease to be imposed, extended, increased, or collected unless and until the tax is approved in strict compliance with all the requirements of paragraph (2).

(2)(A) The tax imposition, increase, or extension was approved by two-thirds of the local government's electorate.

(B) The act imposing, increasing, or extending the tax strictly complies with subdivision (f).

(C) The ballot question presented to voters for the tax imposition, increase, or extension strictly complies with subdivision (f).

Section 8. Section 5 is added to Article XIII C of the California Constitution, to read:

SECTION 5.

(a) This article and Section 4 of Article XIII A shall apply to all local lawmaking power, whether exercised by a governing body or by the electorate acting through the initiative power.

(b) Nothing in this article or Section 3 of Article XIII A shall be interpreted as altering the voter approval requirements for bonded indebtedness described in paragraph (3) of subdivision (b) of Section 1 of Article XIII A.

Section 9. Section 3 of Article XIII D of the California Constitution is amended, to read:

SECTION 3.

Property Taxes, Assessments, Fees and Charges Limited.

(a) No tax, assessment, fee, or charge shall be assessed by any agency upon any parcel of property or upon any person as an incident of property ownership except:

(1) The ad valorem property tax imposed pursuant to Article XIII and Article XIII A.

(2) Any ~~special~~ non-ad valorem tax receiving a two-thirds vote pursuant to Section 4 of Article XIII A.

(3) Assessments as provided by this article.

(4) Fees or charges for property related services as provided by this article.

(b) For purposes of this article, fees for the provision of electrical or gas service shall not be deemed charges or fees imposed as an incident of property ownership.

Section 10. Liberal Construction.

This Act shall be liberally construed in order to effectuate its purposes.

Section 11. Conflicting Measures.

(a)(1) In the event that this initiative measure and another initiative measure or measures relating to state or local vote requirements for the imposition, adoption, creation, or establishment of taxes, charges, and other revenue measures shall appear on the same statewide election ballot, the other initiative measure or measures shall be deemed to be in conflict with this measure. In the event that this initiative measure receives a greater number of affirmative votes, the provisions of this measure shall prevail in their entirety, and the provisions of the other initiative measure or measures shall be null and void.

(2) Notwithstanding paragraph (1), this initiative measure shall not be deemed to be in conflict with any other initiative measure that requires statewide voter approval of the creation, increase, extension, or continued imposition of any tax.

(b) If this initiative measure is approved by the voters but superseded in whole or in part by any other conflicting initiative measure approved by the voters at the same election, and such conflicting initiative is later held invalid, this measure shall be self-executing and given full force and effect.

Section 12. Severability.

The provisions of this Act are severable. If any portion, section, subdivision, paragraph, clause, sentence, phrase, word, or application of this Act is for any reason held to be invalid by a decision of any court of competent jurisdiction, that decision shall not affect the validity of the remaining portions of this Act. The People of the State of California hereby declare that they would have adopted this Act and each and every portion, section, subdivision, paragraph, clause, sentence, phrase, word, and application not declared invalid or unconstitutional without regard to whether any portion of this Act or application thereof would be subsequently declared invalid.

Section 13. Legal Defense.

If this Act is approved by the voters of the State of California and thereafter subjected to a legal challenge alleging a violation of state or federal law, and both the Governor and Attorney General refuse to defend this Act, then the following actions shall be taken:

(a) Notwithstanding anything to the contrary contained in Chapter 6 of Part 2 of Division 3 of Title 2 of the Government Code or any other law, the Attorney General shall appoint independent counsel to faithfully and vigorously defend this Act on behalf of the State of California.

(b) Before appointing or thereafter substituting independent counsel, the Attorney General shall exercise due diligence in determining the qualifications of independent counsel and shall obtain written affirmation from independent counsel that independent counsel will faithfully and vigorously defend this Act. The written affirmation shall be made publicly available upon request.

(c) A continuous appropriation is hereby made from the General Fund to the Controller, without regard to fiscal years, in an amount necessary to cover the costs of retaining independent counsel to faithfully and vigorously defend this Act on behalf of the State of California.

Section 14. Effective Date.

Notwithstanding any other provision of the California Constitution, this act shall take effect the day after its approval by the voters.



Report to the City Council
Council Meeting of June 12, 2018

Agenda Section: New Business

Subject: City Council review and approval of a Reciprocal Easement Agreement between Spring Mountain Hotel LLC (Las Alcobas) and Treasury Wine Estates American Company (Beringer Vineyards) governing use, access and maintenance of a bridge previously approved to connect their two properties, located at 1915 Main Street and 2000 Main Street.

**CEQA Mitigated Negative Declaration
Determination:**

Prepared By: Noah Housh, Planning & Community Improvement Director

Reviewed By: Mark T. Prestwich, City Manager

Approved By: Mark T. Prestwich, City Manager

BACKGROUND

On October 24, 2017, the City Council voted 4-1 to approve (on appeal) Design Review for the Las Alcobas pedestrian bridge project, which will allow pedestrian and bicycle access between Las Alcobas Hotel and the historic Beringer Winery, located at 1915 Main Street and 2000 Main Street respectively. In approving the project, the Council expressed concerns over the long term maintenance of the bridge, and mechanisms by which the City may ensure that the bridge is maintained, improved or replaced (as needed) into the future. In response to this concern, the project was conditioned that the final draft of the easement governing use, access and maintenance of the bridge be brought to the Council for review and approval.

DISCUSSION

The Design Review approval of the pedestrian bridge was conditioned to allow the City Council to review and ultimately approve the covenants, restrictions and easements regarding construction, maintenance, operation and use of the bridge. This condition was motivated by a concern over the long term maintenance of the structure, and to

ensure the City's ability to enforce maintenance, repair, replacement or removal of the bridge, should it become necessary.

From the perspective of staff, the ongoing maintenance of the bridge, and the City's ability to ensure its safety is met through the combination of the conditions of approval (COA) on the Design Review action, and the language and requirements of the easement document itself.

Specifically, COA #16 requires:

1. Construction of the bridge in accordance with the American Association of State Highway and Transportation Officials Load Resistance Factor Bridge Design specifications.
2. Regular inspection of the bridge by a licensed structural engineer, in accordance with Federal Highway Administration National Bridge Inspection standards and that the records and results of these inspections be available to the City upon request.
3. A requirement that any structural inadequacies identified through these inspections be promptly addressed in accordance with the recommendations of the consulting engineer.

In addition to these conditions of project approval, the proposed language of the draft easement requires:

1. Perpetual access to allow construction, maintenance and removal of the bridge, if necessary (Section 3. (a) and 4. (b)).
2. Mechanisms by which maintenance is required and funded to ensure good condition and appearance (Section 4. (a)).
3. The creation of a maintenance trust fund to ensure future and ongoing maintenance requirements are fully funded (Section 4. (c)).
4. Requirements to ensure the ongoing insurance of the bridge and its use totaling \$5,000,000 (Section 4. (f)).
5. Default remedies should any party fail to timely perform their obligations (Section 6.).

Based on the combination of requirements dictated in the Conditions of Approval and in the proposed easement, staff finds that the ongoing maintenance of the bridge to ensure both safety and aesthetics have been adequately addressed.

FISCAL IMPACT

Approving the proposed easement language will have no fiscal impact to the City as the City is not obligated in any way to cover the costs of ongoing maintenance required of the bridge.

RECOMMENDED ACTION

It is recommended that the City Council approve the proposed Reciprocal Easement Agreement between Spring Mountain Hotel LLC (Las Alcobas) and Treasury Wine Estates Americas Company (Beringer Vineyards) governing the use, access and maintenance of the pedestrian bridge providing access between the two properties at 1915 Main Street and 2000 Main Street in St. Helena.

ATTACHMENTS

[City of St Helena - Spring Mtn Hotel-Beringer Reciprocal Easement Agreement-Final Draft](#)

[2017-147 Denying Appeal of PCs Decision to Approve Design Review for Las Alcobas Pedestrian Bridge Project Located Over York Creek 1915 Main 2000 Mai \(2\)](#)

RECORDING REQUESTED BY
AND WHEN RECORDED RETURN TO:

Spring Mountain Hotel LLC
1007 7th Street, Suite M-100
Sacramento, CA 95814

(space above line for Recorder's use only)

RECIPROCAL EASEMENT AGREEMENT

THIS RECIPROCAL EASEMENT AGREEMENT (this "Agreement") is made and entered into as of the ____ day of _____, 2018, by and among Spring Mountain Hotel LLC, a Delaware limited liability company ("First Party"), and Treasury Wine Estates Americas Company d/b/a Beringer Vineyards ("Second Party"). First Party and Second Party are each individually referred to herein as a "Party" and are collectively referred to herein as the "Parties".

RECITALS:

A. First Party is the owner of that certain real property located in St. Helena, California, more particularly described in Exhibit A attached hereto and incorporated herein by this reference ("Parcel A") on which First Party has developed and constructed a 68-room hotel and related improvements and amenities.

B. Second Party is the owner of that certain real property in St. Helena, California, more particularly described in Exhibit B attached hereto and incorporated herein by this reference ("Parcel B"), which is located adjacent to Parcel A, and on which Second Party owns and operates a vineyard, winery and related amenities. Parcel A and Parcel B are each individually referred to in this Agreement as a "Parcel" and are collectively referred to in this Agreement as the "Parcels". The Parcels are separated by York Creek, over which First Party and Second Party desire to design, construct, maintain, operate and use a pedestrian bridge connecting the Parcels for pedestrian access to each Parcel and for the other purposes set forth in this Agreement (the "Bridge"), for the benefit of the Permittees (as hereinafter defined). Attached hereto as Exhibit C and incorporated herein by this reference is a site plan containing an approximate depiction of the proposed construction of the Bridge on the Parcels over York Creek (the "Site Plan"). The final Site Plan of the Bridge shall be agreed between the Parties at the time of the approval of the Final Plans pursuant to Section 3(a) below, which shall be in substantial conformance with the plans on file with the City Planning Divisions, date stamped February 7, 2017, and conditionally approved by the City Council on October 24, 2017 pursuant to Resolution No. 2017-147 ("City Approval"), and shall promptly be recorded in the Recorder's Office of Napa County as an amendment to this Agreement, and shall thereafter be the Site Plan for all purposes of this Agreement.

C. First Party and Second Party now desire to enter into this Agreement to establish certain covenants, restrictions and easements respecting the design, construction, maintenance, operations and use of the Bridge. Further, First Party and Second Party hereby acknowledge and agree that City shall be a third party beneficiary of the Parties rights, duties and obligations set forth in this Agreement to maintain and remove the Bridge and fund the costs thereof, if necessary.

NOW, THEREFORE, for good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, First Party and Second Party agree as follows:

1. Definitions.

(a) “Bridge” shall mean the pedestrian bridge and associated equipment connecting the Parcels constructed and installed or to be constructed and installed pursuant to this Agreement, and any replacements thereto or thereof.

(b) “Force Majeure Event” shall mean any strike, lockout, inability to procure labor or materials, failure of power, riots, insurrection, war, fire or other casualty or other reason of a similar or dissimilar nature beyond the reasonable control of the Person in question, financial inability excepted.

(c) “Mortgagee” shall mean any mortgagee under a mortgage, or trustee or beneficiary under a deed of trust constituting a lien on all or any portion of any of the Parcels, or any ground lessor under any ground lease or master lessor under any master lease with respect to all or any portion of any of the Parcels.

(d) “Owner” or “Parcel Owner” shall mean the fee title owner or owners from time to time of any of the Parcels or any portion thereof and the successors-in-interest of such owner or owners.

(e) “Permittees” shall mean the Parcel Owners and all Persons from time to time entitled to the use or occupancy of any part of the Parcels and their respective officers, directors, employees, agents, contractors, customers, visitors, invitees, licensees and concessionaires.

(f) “Person” or “Persons” shall mean and include individuals, partnerships, limited liability companies, firms, associations, joint ventures, corporations or any other form of business entity.

2. Design and Construction of Bridge.

(a) Design and Construction. First Party shall prepare plans and specifications for the design and construction of the Bridge consistent with the Site Plan for the review and approval by Second Party, which review and approval by Second Party shall not be unreasonably withheld, conditioned or delayed; provided that Second Party shall have the right to determine in its sole discretion the location where the Bridge encroaches on Parcel B. The plans and specification for the design and construction of the Bridge prepared and approved pursuant to the previous sentence are referred to herein as the “Final Plans”. Following completion of the Final Plans, First Party shall construct the Bridge in accordance with the Final Plans and in accordance with applicable law. First Party and Second Party recognize that the Final Plans shall be in substantial conformance with the plans on file with the City Planning Divisions, date stamped February 7, 2017, subject to the conditions set forth in the City Approval.

(b) Costs. The Bridge shall be designed and constructed at the sole cost and expense of First Party; provided, however, that Second Party shall pay \$150,000.00 (“Second Party Amount”) towards such cost and expense in accordance with the provisions of this Section 2(b). Within sixty (60) days of receipt of a copy of such invoice from First Party, Second Party shall pay its Periodic Share (defined below) of each invoice received by First Party from its contractors or subcontractors for the design and construction of the Bridge. Such payment shall be made to First Party or, at First Party’s election, directly to First Party’s contractor or subcontractors. “Periodic Share” means, with respect to each such invoice, the amount resulting from the multiplication of (a) the ratio of Second Party Amount to the total anticipated costs and expenses to design and construct the Bridge as reasonably determined by First Party, and (b) the amount stated as being due on such invoice. The maximum amount payable by

Second Party towards the costs and expenses of designing and constructing the Bridge shall be the Second Party Amount.

3. Establishment of Easements on the Parcels.

(a) Design, Construction, Maintenance and Removal of Bridge. Second Party as Owner of Parcel B grants to First Party as Owner of Parcel A and its Permittees an appurtenant, perpetual, non-exclusive easement in, to, over, under and across Parcel B only as necessary for First Party to design, install, construct, connect, maintain and, if necessary pursuant to 4(b), remove the Bridge in accordance with this Agreement, including easements for above-grade and below-grade improvements to the extent set forth in the Final Plans. First Party as Owner of Parcel A grants to Second Party as Owner of Parcel B and its Permittees an appurtenant, perpetual, non-exclusive easement in, to, over, under and across Parcel A only as necessary for Second Party to exercise its rights under Section 6 to perform the maintenance and/or removal obligations of First Party under Sections 4(a) and 4(b). Each Parcel shall be operated and maintained by its respective Owner and such Owner's successors and assigns in a manner which does not affect or otherwise alter the structural support of the Bridge, taking into account the loads anticipated to result from the normal and customary use of the Bridge as a pedestrian bridge.

(b) Access to Bridge and Parcels. Effective upon completion of construction of the Bridge, each of First Party and Second Party, as Owner of its respective Parcel and grantor, hereby grants to the other, as Owner of its respective Parcel and grantee, and the respective Permittees of such other Owner, an appurtenant, perpetual, non-exclusive easement upon, over and across the Bridge. To the extent that a Permittee of a Party is on the other Party's Parcel in connection with such Permittee's use of the Bridge, such Permittee shall be treated as an invitee of such other Party, and shall be subject to all rules and regulations imposed by such other Party from time to time on its public invitees. Each Party shall have the right from time to time or at any time, in its sole discretion, to restrict access to or from the Bridge through use of a gate, barricade or other method located on such Party's Parcel.

4. Maintenance, Operation, Indemnity and Insurance.

(a) Maintenance and Cost. First Party shall maintain or cause to be maintained the Bridge in good condition and appearance and in accordance with all applicable laws, specifically including the conditions set forth in the City Approval or as mandated by City codes and regulations. All costs and expenses of such maintenance shall be borne 50% by First Party and 50% by Second Party to the extent funds are not available in the Trust Fund (defined below); provided that all such costs shall be subject to Second Party's prior written approval, not to be unreasonably withheld.

(b) Removal. In the event that (i) any governmental entity with authority over Parcel A or Parcel B requires removal of the Bridge, (ii) the Bridge becomes unsafe, whether due to actions or inactions by either Party or changes in the condition of Parcel A, Parcel B or York Creek, or (iii) this Agreement terminates for any reason, then First Party shall remove the Bridge and restore the portions of the Parcels subject to the easement granted herein to the conditions in which they existed prior to installation and construction of the Bridge. All costs and expenses of such removal and restoration shall be borne 50% by First Party and 50% by Second Party; to the extent funds are not available in the Trust Fund; provided that all such costs shall be subject to Second Party's prior written approval, not to be unreasonably withheld.

(c) Maintenance Trust Fund. Promptly upon the execution and delivery of this Agreement, the Owners will jointly establish a trust fund (the "Trust Fund") to be used exclusively for the purpose of maintaining and removing the Bridge. All costs payable by either First Party or Second Party under Sections 4(a) and 4(b) shall be paid first out of the Trust Fund to the extent that funds are available.

Construction on the Bridge shall not commence until the Owners have established the Trust Fund and agreed upon the amounts and timing of the funds to be deposited therein.

(d) Rules and Regulations Regarding Operations. The Parties shall reasonably cooperate in adopting rules and regulations consistent with the terms of this Agreement for the ongoing operation and use of the Bridge, including procedures for private events, or events limited to the Permittees of a single Parcel, located on the Bridge (the “Rules and Regulations”). The Rules and Regulations shall include the right of a Parcel Owner to prohibit any operation or program on the Bridge that interferes, in more than an insignificant way, with the safety and security of, access to, or the operation of such Parcel Owner’s Parcel. Each Party shall comply with the Rules and Regulations in their operation and use of the Bridge. Any change to the Rules and Regulations shall require each Party’s written approval, which approval shall not to be unreasonably withheld or delayed. In the event of any inconsistency between the Rules and Regulations and the provisions of this Agreement, the provision of this Agreement shall govern and control.

(e) Indemnity. First Party shall indemnify City, Second Party and its Permittees from and against any and all injury, loss, claims or damage to any person or property resulting from any failure to adequately maintain the Bridge.

(f) Insurance. Each Owner (for purposes of this Section 4(f), an “Insuring Owner”) shall maintain or cause to be maintained commercial general liability insurance covering the Bridge to the extent that the Bridge is located on the Insuring Owner’s Parcel (such insurance to include contractual liability coverage with respect to the indemnity obligations set forth hereinabove), and naming the City and the other Party as an additional insured thereunder, with limits at least equal to Five Million Dollars (\$5,000,000.00) combined single limit.

5. **Rights of Mortgagees.**

(a) Validity of Lien. No breach or violation or threatened breach or violation of any covenant, condition, restriction or easement herein contained shall defeat or render invalid or unenforceable the lien of any mortgage or deed of trust or the interest created by any ground or master lease made in good faith and for value affecting any portion of any Parcel, but such covenants, conditions, restrictions and easements shall be binding upon and be effective against any Owner of all or any portion of each Parcel whose title thereto is acquired by judicial foreclosure, trustee’s sale, deed-in-lieu of foreclosure or otherwise.

(b) Limitation of Liability. No Mortgagee with respect to all or any portion of any Parcel shall be obligated or liable for the obligations and liabilities of the Owner of such Parcel hereunder unless and until such Mortgagee acquires fee title to all or a portion of such Parcel, and then only to the extent of the portion owned and only for the duration of such ownership.

(c) Notices of Default. Notwithstanding any other provision in this Agreement for notices of default, the Mortgagee of any Parcel Owner in default hereunder shall be entitled to notice of said default, in the same manner that other notices are required to be given under this Agreement; provided, however, that said Mortgagee shall have, prior to the time of default, notified the other Parcel Owner giving such notice of default of the Mortgagee’s mailing address. In the event that any notice shall be given of the default of a Parcel Owner and such defaulting Parcel Owner has failed to cure or commence to cure such default as provided in this Agreement, then, in that event, the Parcel Owner giving such notice of default covenants to give such Mortgagee (which has previously given the above stated notice of its mailing address to such notifying Parcel Owner) under any Mortgage affecting the Parcel or portion thereof owned by the defaulting Parcel Owner an additional notice, given in the manner

provided above, that the defaulting Parcel Owner has failed to cure such default and such Mortgagee shall have thirty (30) days after such additional notice to cure any such default, or, if such default cannot reasonably be cured within such thirty (30) day period, diligently to commence the cure of such default within such period and diligently thereafter prosecute such cure to completion. Giving of any notice of default or the failure to deliver a copy of such notice of default to any Mortgagee shall in no event create any liability on the part of the Parcel Owner so declaring such default.

6. Defaults and Remedies. In the event that any Party should fail to timely perform any obligation set forth in this Agreement, specifically including the conditions set forth in the City Approval or as mandated by City codes and regulations, each other Party shall be entitled to perform such obligation, (i) in a non-emergency situation, upon ten (10) days' prior written notice to the defaulting Party (provided such defaulting Party does not commence the performance of such obligation within such ten (10) day period and thereafter diligently prosecute the performance of such obligation to completion), or (ii) in an emergency situation, upon twelve (12) hours prior written notice to the defaulting Party (provided such defaulting Party does not commence the performance of such obligation within such twelve (12) hour period and thereafter diligently prosecute the performance of such obligation to completion), and may bill the defaulting Party for the actual and reasonable expenses incurred in the performance of such obligation. Any such sum shall be due and payable thirty (30) days following the defaulting Party's receipt of such bill. The rights and remedies of the parties under this Agreement shall be cumulative with such other rights and remedies as may be available to the Parties hereto at law and/or in equity (including, without limitation, the equitable rights of injunctive relief and specific performance).

7. Limitation of Liability. In consideration of the benefits accruing under this Agreement, and notwithstanding anything contained in this Agreement the contrary, in the event of any actual or alleged failure, breach or default under this Agreement by any Owner, the sole and exclusive remedy of any other Person shall be against such Owner's interest in its Parcel. The obligations of each Owner under this Agreement do not constitute personal obligations of the individual partners, whether general or limited, directors, officers or shareholders of such Owner, and no Person shall seek recourse against the individual partners, directors, officers or shareholders of any Owner or any of their personal assets for satisfaction of any liability with respect to this Agreement.

8. Effect of Transfer. In the event an Owner transfers or otherwise conveys its entire interest in its Parcel, such Owner shall thereupon be released and discharged from any and all obligations as Owner in connection with such Parcel arising under this Agreement with respect to the period after such transfer or conveyance, but shall remain liable for all obligations arising under this Agreement with respect to the period prior to such transfer or conveyance (and the limitation set forth in the first sentence of Section 7 above shall no longer apply with respect to such obligations); and the transferee of such Parcel (including, without limitation, any transferee who acquires its interest by foreclosure, trustee's sale or otherwise) shall be liable for all obligations with respect to such Parcel arising under this Agreement with respect to the period after such transfer or conveyance.

9. Force Majeure. If any Person is delayed or hindered in or prevented from the performance of any act required hereunder because of any Force Majeure Event, performance of such act shall be excused for the period of the Force Majeure Event, and the period for the performance of such act shall be extended for an equivalent period. Delays or failures to perform resulting from lack of funds shall not be Force Majeure Events.

10. No Cancellation. No breach of any provision of this Agreement shall entitle any Owner to cancel, rescind or otherwise terminate this Agreement or the easements created hereby, but this limitation shall not affect in any manner any other rights or remedies which any Owner may have by reason of any such breach.

11. Running With the Land. It is the intent of the Parties that each and all of the easements, covenants, conditions, restrictions, liens and charges set forth in this Agreement are for the mutual benefit of the Parcels and every portion of each thereof (except to the extent otherwise stated herein). Each and all of the easements, covenants, conditions, restrictions, liens and charges set forth in this Agreement shall run with the land of each of the Parcels and every portion of each thereof, and shall apply to and bind the respective successors in interest to each of the Parcels and every portion of each thereof, for the benefit of each of the other Parcels and every portion of each thereof (except to the extent otherwise stated herein). Each and all of the easements, covenants, conditions, restrictions, liens and charges set forth in this Agreement are imposed on each portion of and interest in each of the Parcels as mutual equitable servitudes in favor of each and all other portions of and interests in the Parcels and constitute covenants running with the land pursuant to applicable law, including, without limitation, Section 1468 of the Civil Code of the State of California.

12. Notices. All notices and any other communications required or permitted under this Agreement shall be in writing and shall be delivered in person, or sent via overnight carrier or mailed by certified mail, return receipt requested, to whatever notice address may be designated by such Party in writing, and if no notice address has been designated, to the most recent publicly available address on file with the Napa County Assessor's Office for the delivery of property tax statements for such Party's Parcel. Notices will be deemed effective (i) immediately upon delivery in person (or refusal of delivery), (ii) if sent by overnight courier, one day after deposit, and (iii) if mailed, three days after being deposited with the U.S. Mail. Either party may change its address for notices hereunder, effective ten (10) days after written notice to the other party complying with this paragraph.

13. Estoppel Certificates. Each Party, upon written request of any other Party, shall issue to such other Party or to any prospective Mortgagee or transferee of such Party's interest in any Parcel, an estoppel certificate stating: (a) whether the Party to whom the request has been directed knows of any default under this Agreement, and if there are known defaults, specifying the nature thereof, (b) whether, to the knowledge of the Party to whom the request has been directed, this Agreement has been modified or amended in any way, and if it has been so modified or amended, stating the nature of such modification or amendment, and (c) whether to the knowledge of the Party to whom the request has been directed, this Agreement is in full force and effect as of the date of the estoppel certificate.

14. Recordation. This Agreement shall become effective and binding upon each of the Parcels and the owners of all or any portion of each of the Parcels upon the recordation of this Agreement in the Official Records of the County of Napa, State of California.

15. Effectiveness. Any provision of this Agreement which is prohibited or unenforceable in any jurisdiction or under any circumstance shall as to such jurisdiction or circumstance be ineffective to the extent of such prohibition or unenforceability without invalidating the remaining provisions hereof or affecting the validity or enforceability of such provision in any other jurisdiction or under any other circumstances.

16. Governing Law. This Agreement shall be construed, interpreted and enforced under and in accordance with and governed by the laws of the State of California.

17. Attorneys' Fees. In the event any Party to this Agreement shall institute any action or proceeding against the other Party relating to this Agreement, the unsuccessful Party in such action or proceeding shall reimburse the successful Party for its disbursements incurred in connection therewith and for its reasonable attorneys' fees and costs as fixed by the court. In addition to the foregoing award of attorneys' fees to the successful Party, the successful Party in any lawsuit on this Agreement shall be entitled to its attorneys' fees and costs incurred in any post-judgment proceedings to collect or enforce the

judgment. This provision is separate and several and shall survive the merger of this Agreement into any judgment on this Agreement.

18. Not a Public Dedication. Nothing contained in this Agreement shall be deemed to be a gift or dedication of any portion of or interest in any of the Parcels to the general public or for the general public or for any public purpose whatsoever, and this Agreement shall be strictly limited to and for the purposes expressed herein. The foregoing notwithstanding, the Parties acknowledge and agree that the City shall be a third party beneficiary of the obligation of the Parties to maintain and remove the Bridge and fund the costs thereof, if necessary, in a manner consistent with this Agreement, and shall have all rights of access to the Parcels to undertake any such maintenance or removal work related to the Bridge if the Parties fail to satisfactorily perform their obligations hereunder. However, the City shall have no legal obligation to exercise such rights and the Parties acknowledge and agree that City is not waiving any immunities provided to City under law for failing to exercise such rights. Further, in the event City exercises any such rights pursuant to this Agreement, the Parties acknowledge and agree that City is not waiving any immunities provided to City under law in the exercise of such rights.

19. Amendments. This Agreement may be amended, modified and/or supplemented only by the written agreement of all Parties hereto, which amendment, modification and/or supplement shall be effective and binding upon the whole of the Parcels upon the recordation of same in the Official Records of the County of Sonoma, State of California.

20. Further Assurances. The Parties hereby agree to execute such other documents and perform such other acts as may be necessary or desirable to carry out the purposes of this Agreement.

21. Counterparts. This Agreement may be executed in any number of counterparts, each of which shall be deemed to be an original, but any number of which, taken together, shall constitute one and the same instrument.

IN WITNESS WHEREOF, the Parties hereto have entered into this Agreement as of the date first written above.

FIRST PARTY

SPRING MOUNTAIN HOTEL LLC,
a Delaware limited liability company

By: _____
Name: Guneet Bajwa
Title: Co-President

By: _____
Name: Samuel Leizorek
Title: Co-President

SECOND PARTY

Treasury Wine Estates Americas Company
a Delaware corporation

By: _____
By: Jennifer Locke
Title: SVP, Direct to Consumer

EXHIBIT A

LEGAL DESCRIPTION OF PARCEL A

EXHIBIT A

Escrow Number: 0227014542-DP

The land referred to is situated in the County of Napa, City of Saint Helena, State of California, and is described as follows:

PARCEL ONE:

COMMENCING at a point on the Southwestern line of Main Street, distant thereon South 55° 30' East 43.30 feet from the point of intersection thereof with the centerline of York or Hudson Creek; thence South 55° 30' East along said line of Main Street 359.26 feet, more or less, to the most Northern corner of the tract of land described as Parcel One in the Deed to Hana Jensen of record in Book 100 at Page 475 of Official Records of Napa County; thence along the Northwestern line of said tract, South 43° 02' West 20.22 feet, South 34° 56' West 132.00 feet, and South 34° 30' West 261.50 feet to the most Western corner thereof; thence North 55° 30' West 329 feet to an iron stake set on the right Bank of York Creek; thence continuing 55° 30' West to the center of said creek; thence Northwesterly down the center of said creek, following the meanderings thereof; to the most Western corner of the 0.41 acre tract of land described in the Deed to Lauri A. Wickman of record in Book 232 at Page 103 of Official Records of Napa County; thence along the Southwestern and Southeastern lines of said 0.41 acre tract; South 53° 05' East 45.43 feet, North 37° 05' East 83.35 feet, North 38° 54' East 92.04 feet, North 38° East 93.56 feet, North 33° 42' West 5.40 feet, North 55° 30' West 8.50 feet and North 34° 30' East 3.0 feet to the point of commencement.

PARCEL TWO:

COMMENCING at a point formed by the intersection of the centerline of York or Hudson Creek with the Southwestern line of Main Street; thence along said line of Main Street, South 55° 30' East 43.30 feet; thence South 34° 30' West 3.00 feet; thence South 55° 30' East 8.50 feet; thence South 33° 42' East 5.40 feet; thence South 38° West 93.56 feet; thence South 38° 54' West 92.04 feet; thence South 37° 05' West 83.35 feet; thence North 53° 05' West 45.43 feet to said centerline of York Creek; thence along last mentioned line the following courses and distances; North 27° 02' East 132.66 feet; North 34° 05' East 83.05 feet, North 53° 40' East 35.70 feet and North 61° 20' East 25.53 feet to the point of commencement.

APN: 009-490-009

EXHIBIT B
LEGAL DESCRIPTION OF PARCEL B

The land referred to herein is situated in the State of California, County of Napa, County of St. Helena, and is described as follows:

TRACT ONE: PARCEL ONE:

Commencing at the most Westerly corner of the 1.97 acre tract of land conveyed by Bertha Beringer to J. L. Beringer by Deed of record in Book 96 of Deeds at page 128, said Napa County Records, said point of commencement being South 28° West 295 feet distant from the point formed by the intersection of the Southwestern line of the State Highway running from St. Helena to Calistoga with the Southeastern line of the 24.50 acre tract of land conveyed by the Graystone Company to Charles Carpy by Deed of record in Book 127 of Deeds at page 47, Napa County Records; thence along said Southeastern line of Carpy and the continuation thereof South 28° West 2059 feet, more or less, to the most Northerly corner of the lands of Louis E. Cavallini; thence along the Northeastern line of the lands of said Cavallini South 47° 7' East 373 feet to the most Westerly corner of the 1.90 acre tract conveyed to Otto Beringer by Deed of record in Book 11 at page 196 of Official Records of Napa County; thence along the line of said 1.90 acre tract North 83° 15' East 402 feet, South 13° 50' East 146.10 feet and South 76° 5' East 155.10 feet, more or less, to the center of York Creek; thence Northeasterly down the centerline of said creek, following all of its meanderings to the intersection thereof with the Southwestern line of the aforesaid State Highway; thence along the Southwestern line of said Highway North 39° 30' West 60 feet, more or less, to the most Easterly corner of the tract of land conveyed to Myron M. Booth by Deed of record in Book 27 at page 46 of Official Records of Napa County; thence along the Southeastern line of said tract conveyed to Booth South 47° 6' West 496 feet to the most Southerly corner thereof; thence along the Southwesterly line of said tract conveyed to Booth North 23° 22' West 390.70 feet to the most Southerly corner of the 0.102 acre tract conveyed to Beringer Bros. Inc., by Deed of record in Book 88 at page 493. of Official Records of Napa County; thence along the Southeasterly line of said 0.102 acre tract North 55° East 39 feet to the most Easterly corner thereof; thence along the Northeasterly line of said 0.102 acre tract North 31° 40' West 226.20 feet to the most Westerly corner of the 1.51 acre tract of land conveyed to Agnes Beringer by Deed of record in Book 73 of Deeds at page 247, Napa County Records; thence along the Northwestern line of said 1.51 acre tract North 55° East 318.50 feet to the most Northerly corner of said 1.51 acre tract on the Southwestern line of the aforesaid State Highway; thence along said Highway line North 39° 30' West 6 feet to the most Easterly corner of the 2.11 acre tract conveyed by Bertha Beringer to Jacob L. Beringer by Deed of record in Book 86 of Deeds at page 525, said Napa County Records; thence along the Southeasterly line of said 2.11 acre tract South 55° West 291.50 feet to the most Southerly corner of the 0.102 acre tract of land conveyed by Beringer Bros. Inc. to Bertha Beringer, et al, by Deed of record in Book 88 at page 491 of Official Records of Napa County; thence along the Southwestern line of said last mentioned 0.102 acre tract North 37° 34' West 296.80 feet to the most Westerly corner thereof; thence along the Westerly line of said 0.102 acre tract and the aforesaid 2.11 acre tract North 5° 45' East 147 feet; thence along the Northwestern line of said 2.11 acre tract North 28° 45' East 30.50 feet and North 44° 45' East 137.50 feet to the most Northerly corner thereof on the (Continued)

DESCRIPTION (Continued)

Southwestern line of the aforesaid State Highway; thence along said Highway line North 39° 30' West 30 feet, more or less, to the most Easterly corner of the 1.90 acre tract conveyed to J. L. Beringer, by Deed of record in Book 96 of Deeds at page 128, said Napa County Records; thence along the line of said 1.90 acre tract South 44° 45' West 266 feet and North 41° 45' West 270 feet to the point of commencement.

EXCEPTING THEREFROM that certain 1 acre tract heretofore conveyed by Sarah E. Spurr to Mrs. L. York by Deed recorded in Book 32 of Deeds at page 477, said Napa County Records.

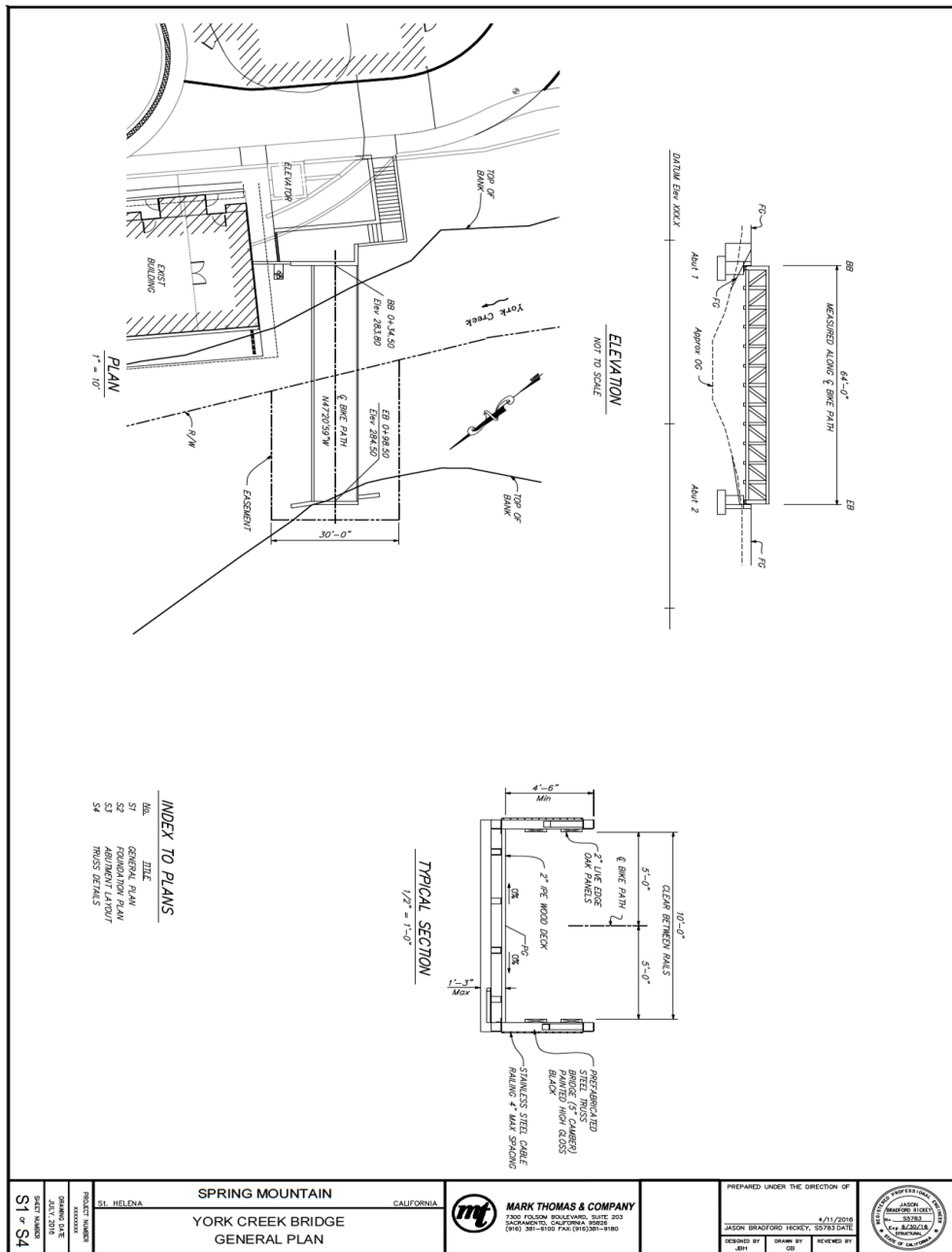
PARCEL TWO:

Commencing at a point formed by the intersection of the centerline of York or Hudson Creek with the Southwestern line of Main Street; and running thence along said line of Main Street, South 55° 30' East 6.16 chains, more or less, to the most Northern corner of the 6.16 acre tract heretofore conveyed by Robert Hastie, et ux, to Galen M. Fisher by Deed of record in Book L of Deeds, at page 266, said Napa County Records; thence at right angles Southwesterly, following the Northwestern line of the lands so conveyed to Fisher as aforesaid, to the most Western corner thereof, said point being on the Northeastern line of the Brewery or Spring Mountain Road; thence North 64° West following the said Northeastern line of said Brewery or Spring Mountain Road and the continuation thereof, to the center of said Hudson or York Creek; and thence Northeasterly, following the meanderings of the centerline of said Hudson or York Creek, to the point of commencement. Being a portion of the Carne Humana Rancho.

EXCEPTING THEREFROM, however, 3 acres, heretofore conveyed by Beringer Bros., a corporation to Constant Broniscoe, et ux, by Deed dated July 5, 1921 and recorded July 11, 1921 in Book 132 of Deeds at page 340, said Napa County Records.

APN 009-131-009

EXHIBIT C - SITE PLAN



OAK #4829-7439-8290 v3
05829-0001
DRAFT 5/18/18

C-1

CITY OF ST. HELENA

RESOLUTION NO. 2017-147

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ST. HELENA
DENYING AN APPEAL OF THE PLANNING COMMISSION'S DECISION
TO APPROVE DESIGN REVIEW FOR THE LAS ALCOBAS
PEDESTRIAN BRIDGE PROJECT LOCATED OVER YORK CREEK AND
AT 1915 MAIN STREET AND 2000 MAIN STREET IN THE SERVICE
COMMERCIAL AND WINERY ZONING DISTRICTS, RESPECTIVELY,
AND AFFIRMING THE PLANNING COMMISSION'S DECISION TO ADOPT
AN INITIAL STUDY, MITIGATED NEGATIVE DECLARATION AND
MITIGATION AND MONITORING AND REPORTING PROGRAM, AND
APPROVE DESIGN REVIEW FOR THE LAS ALCOBAS PEDESTRIAN
BRIDGE PROJECT**

PROPERTY OWNER: Spring Mountain Hotel, LLC **APN:** 009-490-009; 009-131-009

Recitals

1. Mr. Guneet Bajwa submitted an application for a Design Review permit to introduce a 10 x 65 foot pedestrian bridge spanning a portion of York Creek and located in between 1915 Main Street and 2000 Main Street and in the Service Commercial and Winery Zoning Districts, respectively, and
2. Pursuant to CEQA Guidelines Sections 15072 and 15073, a Draft Mitigated Negative Declaration and Initial Study was prepared in consultation with applicable responsible and trustee agencies, including the California Department of Fish and Wildlife, which also has discretionary approval power over a portion of the project (i.e., Streambed Alteration Agreement), and
3. In the role of Lead Agency, the City consulted with the California Department of Fish and Wildlife to incorporate recommended mitigation measures into the CEQA Document so as to avoid or minimize adverse impacts to potentially affected fish and wildlife species as prescribed by the Streambed Alteration Agreement, and
4. In accordance with the requirements of CEQA, the IS/MND was circulated for public review and comments from June 19, 2017 until July 19, 2017, and
5. A staff report dated August 15, 2017 and incorporated herein by reference analyzed the project's consistency with the Design Criteria enumerated in Section 17.164.030 of the Municipal Code, and
6. The Planning Commission of the City of St. Helena, State of California, considered the project, staff report, Initial Study/ Mitigated Negative Declaration, Mitigation Monitoring and Reporting Program, and all testimony, written and spoken, at a duly noticed public hearing on August 15, 2017, and

7. At the conclusion of the public hearing on August 15, 2017 and having deliberated on the matter, the Planning Commission adopted the Mitigated Negative Declaration and Mitigation Monitoring and Reporting Program, and approved a Design Review permit thereby authorizing the modifications contained in proposed plans, as conditioned, and
8. Mike Griffin filed a timely appeal of the Planning Commission's decision to the City Council in accordance with Municipal Code Chapter 1.16, and
9. The City Council considered Mike Griffin's appeal at a duly noticed public hearing on October 24, 2017 and considered the Las Alcobas Pedestrian Bridge Project in its entirety. The City Council, after reviewing materials provided from the Planning Commission public hearing, as well as considering the staff report and record of the proceedings before the City Council, the written evidence submitted for the Council public hearing, and the testimony and other evidence submitted at the Council public hearing, voted to deny the appeal and adopt the Initial Study Mitigated Negative Declaration and Mitigation Monitoring and Reporting Program, and approve the Design Review application.

Resolution

The City Council of the City of St. Helena, State of California, hereby denies the appeal and affirms the Planning Commission's decision to adopt the Mitigated Negative Declaration and Mitigation Monitoring and Reporting Program and approve design review based on the following findings:

A. CEQA

1. The City Council's discretion and thus the scope of its jurisdiction to condition the project to mitigate environmental impacts under CEQA is similarly limited to the issues expressly within the City's discretion under the Design Review Ordinance, the only discretionary approval required for this project.
2. The City Council has independently reviewed and analyzed the Initial Study/Mitigated Negative Declaration and other information in the record and has considered the information contained therein, prior to acting on or approving the project,
3. The Initial Study/ Mitigated Negative Declaration prepared for the project has been completed in compliance with CEQA and is consistent with state and local guidelines implementing CEQA,
4. On the basis of the whole record, there is no substantial evidence that the Project, as designed, conditioned, and mitigated, will have a significant effect on the environment, and
5. The Initial Study/ Mitigated Negative Declaration represents the independent judgement and analysis of the City as lead agency for the project.
6. The City Council adopts the Initial Study/Mitigated Negative Declaration

B. DESIGN REVIEW:

The purpose of design review is to, among other things, promote the qualities that bring value to the community and foster attractiveness and functional utility of the community as a place to live and work. The City Council must find that the project is consistent with the design criteria prescribed by Section 17.164.030 and exhibits a quality of design that is compatible with adjacent development, features a siting, scale, massing and architectural style that is generally consistent with the predominant development patterns, and that does not otherwise detract or negatively affect the established character of the surrounding neighborhood. As such, the City Council hereby finds:

Design Review Criteria.

1. Consistency and compatibility with applicable elements of the general plan.
The proposed project includes a small pedestrian bridge which will be accompanied by restoration activities around the vicinity of the project site and proximate to York Creek. The project would also facilitate safe and convenient pedestrian travel through complementary land uses. Accordingly, the project is found to be consistent with all applicable General Plan policies and in particular, with the following policies:

4.3.8 Require... structures to be of a small scale commensurate with existing older building in the CB and SC Areas.

6.2.3 Protect the riparian vegetation and habitat value of the City's stream corridors by requiring development setbacks and open space easements along the Napa River, Sulphur Creek, York Creek, and Spring Creek.

6.2.13 Require new development to be sited to maximize the protection of native tree species, riparian vegetation, important concentrations of natural plants, and important wildlife habitat.

6.2.15 Require a Biological Assessment of any proposed project site where species or the habitat of species defined as sensitive or special status by the California Department of Fish and Game (Wildlife) or the U.S. Fish and Wildlife Service might be present.

6.4.5 Revegetate stream corridors that have been degraded by agriculture or other past practices, with native vegetation in order to enhance their value for habitat and recreation.

8.2.7 Develop an area bicycle plan and other bicycle-and pedestrian related facilities. To create a meaningful alternative to automobile usage for short trips, bicycle paths should connect home-to work or home-to-local shopping locations (including bicycle storage racks). Link neighborhoods and commercial areas on a bike path system and encourage bicycle travel.

2. Compatibility of design with the immediate environment of the site;

As detailed on project plans, the proposed pedestrian bridge would be constructed of steel trusses painted high gloss black with stainless steel cable railing with a maximum 4" spacing, live oak panel, and live oak wood deck. The employment of stainless steel materials, as well as naturally sourced materials like the live oak detailing, would be compatible with the character of the subject site, and the architecture of the adjacent buildings.

3. Relationship of the design to the site;
The proposed pedestrian bridge is largely obscured from view, significantly setback from Highway 29, and is of an appropriate size and scale and exhibits an appropriate and harmonious relationship to the site and surrounding land uses.
4. Determination that the design is compatible in areas considered by the board as having a unified design or historical character;
The proposed pedestrian bridge will span a portion of York Creek between the Las Alcobas Hotel site (1915 Main) and the Beringer Tasting Room (2000 Main). Both properties include identified historic resources contributing to the character of the properties, but have not been specifically found to exhibit a unified design character by any St. Helena governing body or land use policy. The small size, quality materials and siting of the bridge would ensure that it would be compatible with the surrounding character of the respective sites and not diminish or otherwise impact the integrity of any historical resources or the character of either site. This is further supported by the analysis and findings of the Mitigated Negative Declaration for the project.
5. Whether the design promotes harmonious transition in scale and character in areas between different designated land uses;
As a small pedestrian bridge which is largely obscured from view, it is not expected to alter the current transition between the adjacent properties and is found to provide a harmonious transition from the Service Commercial/hotel land use to the winery/tasting room land use in that it provides a safer secondary pedestrian connection between these uses, set back from the property frontages and of a design and scale commensurate with the uses and structures on each of the subject properties.
6. Compatibility with future construction both on and off the site;
The pedestrian bridge is a small, ancillary component of the Las Alcobas property and is expected to be compatible with any future construction on or off site, given its scale, location and design features and elements.
7. Whether the architectural design of structures and their materials and colors are appropriate to the function of the project;
The proposed design and materials are appropriate for the proposed use as a pedestrian bridge, given the metal and wood uses are both structurally significant and incorporated in such a way as to provide a harmonious extension of the hotel use and design, to the winery use.

8. Whether the planning and siting of the various functions and buildings on the site create an internal sense of order and provide a desirable environment for occupants, visitors and the general community;
The siting of the pedestrian bridge is such that there can be convenient access from one property to another while also ensuring the bridge is somewhat obscured and allowed to blend in with the existing character of both sites and York Creek given its size, location, and materials. Further, the materials and design of the bridge work to maintain the sense of order and desirability of the environment created by the adjacent uses and structures as well as the surrounding natural environment. As such, the planning and siting are found to be orderly and sensible.
9. Whether the amount and arrangement of open space and landscaping are appropriate to the design and the function of the structures;
No open space or landscaping is proposed as part of this project however the project does preserve existing landscaping and all vegetation removed will be replaced and expanded as part of native habitat restoration activities required by CDFW under the Streambed Alteration Permit and is therefore found to be appropriate in design and function.
10. Whether sufficient ancillary functions are provided to support the main functions of the project and whether they are compatible with the project's design concept;
The bridge itself it found to be an ancillary feature to the adjoining uses however, the project is conditioned to provide additional ancillary functions such as trash receptacle(s) proximate to the bridge to prevent any refuse from entering the waterway and keep the site surroundings free of debris. Additionally, the project will provide a pedestrian walkway from the bridge to the Beringer tasting room to inform drivers travelling through the parking lot that pedestrians may be present and to ensure orderly and efficient pedestrian travel between the sites. Both ancillary functions are found to be minimal in terms of visual impact and would be compatible with the overall design concept of the respective sites and the proposed bridge itself.
11. Whether access to the property and circulation systems are safe and convenient for pedestrians, cyclists and vehicles;
The proposed pedestrian bridge and associated striping in the Beringer parking lot are found to facilitate safe and convenient pedestrian travel between the Las Alcobas site and Beringer site and are intended to expand on the safety and convenience of the circulations systems serving both properties.
12. Whether natural features are appropriately preserved and integrated with the project;
As required by mitigation and conditions of the Streambed Alteration Agreement (SAA) recommended by CDFW, the project would, to the extent possible, avoid disturbance to existing riparian habitat, and therefore generally preserve natural features including plant and animal habitat. Where disturbed, the project applicants will perform restoration activities in accordance with the Restoration Plan required by CDFW and prepared October 31, 2016, which will serve to

improve the habitat of the project vicinity itself, primarily through the removal of non-native plants and replacement of these plants with native species.

13. Whether the materials, textures, colors and details of construction are an appropriate expression of its design concept and function and whether they are compatible with the adjacent and neighboring structure and functions;
The steel truss bridge with live oak detailing is found to be consistent with the overall aesthetic and design concept exhibited by the Las Alcobas property in that it is intended to compliment the architectural design and aesthetic of the hotel. Further, these materials, textures and details are found to be compatible with the historic design and structures on both adjacent sites
14. In areas considered by the board as having a unified design character or historical character, whether the design is compatible with such character;
The proposed pedestrian bridge will span a portion of York Creek between the Las Alcobas Hotel site (1915 Main) and the Beringer Tasting Room (2000 Main). Both properties include identified historic resources. However, the small size, quality materials, and siting of the bridge would ensure that it would be compatible with the surrounding character of the respective sites and not diminish or otherwise impact the integrity of any historical resources or the character of either site.
15. Whether the landscape design concept for the site, as shown by the relationship of plant masses, open space, scale, plant forms and foliage textures and colors create a desirable and functional environment and whether the landscape concept depicts an appropriate unity with the various buildings on the site;
No open space or landscaping is proposed as part of this project however the project does preserve existing landscaping and all vegetation removed will be replaced and expanded on and is therefore found to be appropriate in design and function.
16. Whether plant material is suitable and adaptable to the site, capable of being properly maintained on the site, and is of a variety which is suitable to the climate of St. Helena;
As required per the Streambed Alteration Agreement and mitigation recommended by CDFW and included in the Mitigated Negative Declaration, the project will be required to re-introduce native vegetation and trees beneficial to the riparian habitat. As such, proposed plant material is found to be suitable and adaptable to the site and the climate of St. Helena.
17. Whether sustainability and climate protection are promoted through the use of green building practices such as appropriate site/architectural design, use of green building materials, energy efficient systems and water efficient landscape materials.
The associated restoration activities would promote sustainability and climate protection by protecting and helping to re-establish native habitat proximate to York Creek, expanding on the alternative transportation options available to both hotel and winery guests and through the incorporation of locally sourced materials, such as the live oak incorporated into the design.

- C. **Now therefore be it further resolved** that, the Design Review for the above described project is granted subject to compliance with all applicable provisions of the Zoning Code and other uniformly applied development and regulatory standards. Each of the following conditions are intended to ensure project design demonstrates said compliance.
- D. **Now therefore be it further resolved** that the City Council adopts the Mitigation Monitoring and Reporting Program for the project and directs the Planning Director or his designee to file a Notice of Determination with the County Clerk within five working days of the date this Resolution is approved.

Conditions of Approval

- 1. The Permit shall be in conformance with all City ordinances, rules, regulations and policies in effect at the time of issuance of a building permit. The conditions noted below are particularly pertinent to this permit and shall not be construed to permit violation of other laws and policies not so listed.
- 2. The plans submitted for building permit review shall be in substantial conformance with the plans on file in the Planning Division, date stamped February 7, 2017, except as modified by the following conditions.
- 3. The Design Review permit shall be vested within one (1) year from the date of approval. A building permit for the project allowed under this approval shall have been obtained within one (1) year from the effective date of the Design Review decision or these approvals shall expire; provided however that the approved Design Review may be extended for up to two (2) one-year periods pursuant to the St. Helena Municipal Code, Section 17.08.030, Extension of Permits and Approvals.
- 4. Any request for an extension of the Design Review permit must be justified in writing and received by the Planning Department at least thirty (30) days prior to expiration.
- 5. All required fees, including planning fees, development impact fees, building fees, retrofit fees, and St. Helena Unified School District fees shall be paid prior to issuance of building permit.
- 6. Prior to issuance of construction permits, compliance with conditions of approval shall be clearly identified on plans. A copy of approved plans with the conditions listed on said plans shall be maintained on-site during construction activities.
- 7. Conditions shall be achieved at such a time as determined by the City and shall be achieved at the requisite stage and before issuance of certificate of occupancy or initiation of use unless another time is set by law or by this approval. Occupancy or final inspection of a project may be withheld if all conditions, including payment of fees for services rendered by the City, are not met.
- 8. The applicant shall defend and indemnify and hold the City, its agents, officers, and employees harmless of any claim, action or proceedings to attack, set aside, void or

annul an approval so long as the City promptly notifies the applicant of any such claim, action, or proceedings and the City cooperates fully in the defense of the action or proceedings.

9. This Design Review approval shall run with the land and shall be binding upon all parties having any right, title or interest in the real property or any part thereof, their heirs, successors and assigns, and shall inure to their benefit and benefit of the City of St. Helena.
10. The primary purpose of this review is for compliance with the General Plan and Zoning Ordinance and all other uniformly applied development standards. The owner/applicant is responsible for meeting with the Building Official / Fire Inspector to review compliance with Building and Fire Codes, including fire protection systems and the accessibility standards of Title 24.
11. Prior to issuance of the final building permit the applicant shall introduce pedestrian striping in the Beringer Parking lot and between the bridge and tasting room entrance so as to facilitate safe and efficient pedestrian travel through the Beringer Winery parking lot.
12. Prior to issuance of the final building permit one or more trash receptacles shall be installed on either end of the pedestrian bridge and outside of top of bank and shall be secured and maintained on a regular basis. Any refuse that is deposited outside of the trash receptacles and in the vicinity of the pedestrian bridge shall be promptly collected and properly disposed of.
13. The applicant shall provide a copy of the Draft Reciprocal Easement Agreement with Treasury Wine Estates (Beringer Vineyards) and which establishes certain covenants, restrictions and easements respecting the design, construction, maintenance, operations and use of the pedestrian bridge for review and approval by the City Council Prior to building permit issuance, the applicant shall provide a copy of the approved and executed Agreement for the project file.
14. All Mitigation Measures enumerated in the Mitigated Negative Declaration and Mitigation Monitoring and Reporting Program shall be duly complied with.

Public Works Department Conditions of Approval

15. Approval of this project shall be subject to the requirements of, and all improvements shall be designed and constructed in accordance with, the most current version at the time of improvement plan submittal, Caltrans Standards and Specifications, the City of St. Helena Municipal Code, the St. Helena Water and Sewer Standards, the St. Helena Street, Storm Drain and Sidewalk Standards, and all current federal, state and county codes governing such improvements.
16. The bridge shall be constructed in accordance with American Association of State Highway and Transportation Officials Load & Resistance Factor Design Bridge design specifications and shall be inspected by a licensed structural engineer at

regular intervals and in accordance with Federal Highway Administration National Bridge Inspection standards. The results of all inspections shall be recorded, maintained, and shall be made available at any time upon the City's request. Any structural inadequacies identified during an inspection shall be promptly addressed in accordance with the recommendations of the consulting engineer.

17. A grading and drainage plan showing topographic data, all easements, infrastructure onsite and directly adjoining and an erosion control plan shall be submitted for review and approval by the City Engineer prior to the issuance of a building permit. If the project entails more than 50 cubic yards of soil disturbance, 10,000 square feet of disturbance area, a cut or fill of 3 feet or more, or alteration of any drainage pattern, a grading permit shall be required.
18. The applicant shall record easements for all utilities, access and drainage patterns where facilities, features, or people cross one parcel to serve another parcel, as determined by the City's Public Works Director.
19. Erosion and sediment control plans shall conform to the latest State and City codes at a minimum
20. A detailed Soils Investigation/Geotechnical Report shall be prepared and submitted for review. The report shall address, at a minimum, potential for liquefaction, R-values, expansive soils and seismic risk. The improvement plans shall incorporate all design and construction criteria recommended in the Geotechnical Report.
21. Site plan shall show the location of any trees within the project area. Provide a tree protection plan for approval by the Public Works Director prior to approval of the building permit. The plan shall be coordinated with any civil grading/drainage/improvement plans.
22. The Applicant shall keep adjoining public streets free and clean of project dirt, mud, materials, and debris during the construction period, as is found necessary by the City Engineer.
23. The applicant shall repair all public improvements that are damaged by the construction process in accordance with the City Water/Sewer/Street/Storm Drain/Sidewalk Standards prior to Certificate of Occupancy.

Building Department Conditions of Approval

24. A building permit is required for all onsite demolition, construction and/or change of occupancy.
25. The applicant will be required to comply with the codes adopted at the time the applicant applies for a building permit. At this time the City of St. Helena utilizes the 2016 Title 24 codes.

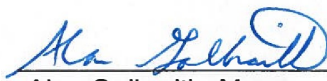
26. When submitting plans for a building permit, the plans shall include all documentation listed on the building permit application checklist.
27. The applicant shall provide a construction waste management plan with the building permit application.
28. The plans for construction shall include a checklist for compliance with the California Green Buildings Standards Code, mandatory measures. Provide a reference on the checklist indicating where the mandatory measures can be found on the plans.
29. When submitting plans, the title page shall include all information referenced on the building permit application checklist Title Page requirements.

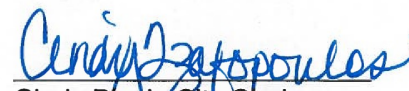
Approved at a Regular Meeting of the St. Helena City Council on October 24, 2017, by the following vote:

Mayor Galbraith:	Yes
Vice Mayor White:	Yes
Councilmember Dohring:	No
Councilmember Ellsworth:	Yes
Councilmember Koberstein:	Yes

APPROVED:

ATTEST:


Alan Galbraith, Mayor


Cindy Black, City Clerk



Cindy Tzaopoulos

From: Noah Housh
Sent: Tuesday, June 12, 2018 2:29 PM
To: Mary Koberstein; Geoff Ellsworth; Paul Dohring; Peter White; Alan Galbraith
Cc: Mark Prestwich; Cindy Tzaopoulos
Subject: Agenda Item 10.7

Council Members,

Below please see below for a list of council member comments related to item 10.7 on the agenda tonight. The applicant has been provided with the list and has been asked to be prepared to respond.

The trust provisions in 4(c) are a good means to get the initial construction money put up and build the bridge as a cooperative venture. It's unclear how funds will be deposited in trust for maintenance, how much, how often, who holds this trust, how do you draw on it in the case of a default? Proper maintenance was the City's primary concern and reason to be a third party beneficiary. Can the City access the trust funds to perform maintenance if the First Party fails to do so and Second Party also defaults? It seems as though 4(c) could use a bit more definition.

In Section 19 it is recommended to add that the parties cannot amend the provisions of Section 18 without the City's written consent.

Consider adding required notice to the City in the case of an alleged maintenance default.

If there are existing mortgagees, it is also recommended to add a consent and subordination for their execution.

Please do not reply all.



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