



AMENDED 6-7-19
City of St. Helena
Regular City Council Meeting
Tuesday, June 11, 2019 @ 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 four minutes.

Page

1. CALL TO ORDER

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL

Mayor: Geoff Ellsworth, Vice Mayor: Paul Dohring, City Council Members: Anna Chouteau, David Knudsen 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 4 minutes. Each person is entitled to speak on any non-agendized item only once at any meeting. Brief questions by Council Members for clarifications may be posed and answered, and Council Members may make requests that items be placed on future agendas, but in accordance with state law, no substantive discussion or action may take place unless and until the matter properly appears on the agenda.

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

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

6. PRESENTATIONS AND PUBLIC RECOGNITIONS

6.1. Proclamation for Outstanding Service to the Community (will be provided prior to the meeting)

7 - 8

[Jesse Duarte 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 of resolution authorizing staff to file and administer an SB

9 - 27

2 the Building Jobs and Homes Act Grant application in the amount of \$160,000

CEQA Determination: Not a CEQA project

Prepared By: Mandy Kellogg, Admin Services Mgr

Recommendation:

It is recommended that the City Council review the provided grant application and resolution and approve the resolution authorize staff to file and administer an SB 2 the Building Jobs and Homes Act Grant application.

[Staff Report - Pdf](#)

- 8.2. Consideration and proposed approval of a resolution authorizing the purchase of one John Deere 325G Track Loader in the amount of \$77,068.19 and one Trail King TKT 16 U Trailer in the amount of \$17,354 from Pape' Machinery Inc. for the Public Works Wastewater Treatment Division. 29 - 37

CEQA Determination: Not a CEQA project

Prepared By: Felix Hernandez III, Utilities Operations Manager

Recommendation:

Staff recommends City Council adopt a resolution, authorizing the purchase of one John Deere 325G Track Loader in the amount of \$77,068.19 and one Trail King TKT 16 U Trailer in the amount of \$17,354 from Pape' Machinery Inc. for the Public Works Wastewater Treatment Division.

[Staff Report - Pdf](#)

9. PUBLIC HEARINGS

- 9.1. None

10. OLD BUSINESS

- 10.1. Consideration and Direction Regarding Conceptual Indemnity and Defense Ordinance for Certain Housing Projects, citywide. 39 - 159

CEQA Determination: Not a CEQA project

Prepared By: Thomas B. Brown, City Attorney

Recommendation:

It is recommended that the City Council:

1. Review the provided materials and background and provide direction to staff regarding the preparation of an Ordinance to amend the applicable code sections to direct that the City would cover the legal costs of developers of certain housing projects, as specified by the attached draft Ordinance, or as otherwise directed by the City Council.

[Staff Report - Pdf](#)

[Public Comment.Jeff Feeney](#)

[Public Comment.Glenn and Elizabeth Goelz 2](#)

[Public Comment.Joe McGrath](#)

- 10.2. St. Helena Downtown Streetscape Plan Update and Discussion 161 - 178

CEQA Determination: Not a CEQA project
Prepared By: Erica Ahmann Smithies, Public Works Director and City Engineer

Recommendation:
Information, discussion, and feedback from City Council.

[Staff Report - Pdf](#)
[Presentation](#)

- 10.3. Council discussion of potential amendments to the 2040 General Plan Update and direction to staff on how to best prioritize these amendments in keeping with the established Council Goals. 179 - 214

CEQA Determination: This item is purely an informational discussion to gain Council direction and is therefore not a CEQA project. Any formal decisions on individual projects will be subject to a complete analysis and determination under CEQA.

Prepared By: Noah Housh, Planning & Community Improvement Director

Recommendation:
It is recommended that the City Council review the staff provided information and discuss the potential General Plan amendments to be prioritized by staff, in keeping with or separate from the adopted 2019 Council Goals.

[Staff Report - Pdf](#)
[Public Comment.Pam Smithers](#)
[Public Comment.Glenn and Elizabeth Goelz 1](#)

- 10.4. Consideration and Proposed Approval of a Resolution Adopting Fiscal Year 2019-20 City of St. Helena Annual Operations Budget (Staff report forthcoming Provided 6-4-19) 215 - 537

CEQA Determination: Exempt

Prepared By: April Mitts, Finance Director

Recommendation:

Staff recommends adoption of Resolution approving Fiscal Year 2019-20 budget.

[Staff Report - Pdf](#)
[Add Back List 061119](#)
[Budget Increase Summaries 061119](#)
[Presentation](#)

- 10.5. NEW ITEM 6-7-19 539 - 583
Provide Direction on Draft Request for Proposals (RFP) Scope of Work for Legal Services

CEQA Determination: Not a CEQA project

Prepared By: April Mitts, Finance Director

Recommendation:

Discuss and provide direction to the City Manager.

[Staff Report - Pdf](#)

11. NEW BUSINESS

11.1. NEW ITEM 6-7-19

585 - 595

City of St. Helena Public Comment Letter to the California Public Utilities Commission on the Construction of the Fulton-Calistoga 60kV Power Line Reconductoring Project

CEQA Determination: Not a CEQA project

Prepared By: Mark T. Prestwich, City Manager

Recommendation:

Discuss and authorize submittal of Public Comment Letter to the California Public Utilities Commission on the Construction of the Fulton-Calistoga 60kV Power Line Reconductoring Project.

[Staff Report - Pdf](#)

[Public Comment.Jackson and Sandra Carr](#)

[Public Comment.Beth Miliken](#)

[Public Comment.Jeff Feeney](#)

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

12.1.	June City Council Meetings: 6/11 (staff reports due 5/24) 6/25 (staff reports due 6/7) 6/25 4:00pm CC/PC Joint Mtg Citywide Housing Issues 6/24 5:30pm Special City Council Committee Interview Meeting
	PROCLAMATIONS AND PUBLIC RECOGNITION:
	6/25 Police Department VIP Graduation
	6/25 Oath for Sergeant Peterson
	6/25 Elder Abuse Proclamation
	6/25 Climate Action Proclamation
	CONSENT:
	6/25 Sidewalk Pavement Award
	6/25 On call MPSA
	6/25 Adopt speed survey - PW
	6/25 Certification of the election
	6/25 Out of state travel for the City Manager to attend a conference
	6/25 Napa County Special Investigation NSIB MOU
	6/25 Compensation Schedule Adoption
	6/25 Marin IT Contract
	OLD BUSINESS:
	Review expiring 6 month extension of Reso 2018-175 suspending curfew ordinance
	6/25 Goals Update
	PH or NEW BUSINESS:
	6/25 Board, Commission and Committee Appointments
	Shared Services Agreement with Calistoga
	6/25 PW Reorg

13. ADJOURNMENT

The next Regular City Council meeting is scheduled for June 25, 2019, 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 ~~May 31, 2019~~. Reposted June 7, 2019



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

**In Recognition of Jesse Duarte's
Many Contributions to Our City
June 11, 2019**

WHEREAS, Jesse Duarte, now a senior reporter, has worked at the St. Helena Star since January 2006, following graduation from Pacific Union College;

WHEREAS, Jesse reports on all city matters, including the City Council, Planning Commission, the City Departments, the St. Helena Unified School District and a wide variety of community events and happenings;

WHEREAS, in addition to his reporting, Jesse helps prepare the police log, local weather statistics, and items for upcoming community events, attends the Star's weekly Editorial Board meetings as an unofficial member, and serves as the Board's most valuable "fact-checker;"

WHEREAS, Jesse has often written most and sometimes all of the Star's front-page stories with his reporting frequently picked up in the daily Napa Valley Register;

WHEREAS, Jesse shows genuine regard and respect for the people he interviews (even local politicians), and has built a solid reputation for accurately and fairly portraying his subjects;

WHEREAS, Jesse's reporting and writing skills are widely admired and acknowledged, as shown by the three first-place California journalism awards received by him in April 2019;

WHEREAS, Jesse reads more books in a week, in a month and in a year than nearly anyone and frequents Liza and Main Street Books to feed his voracious happy, habit;

WHEREAS, Jesse and Rethel are the proud parents of their son, Will, who will turn 2 in August (he was named after the Bard, William Shakespeare);

WHEREAS, Jesse is a kind and compassionate person, with a soft spot for four-legged creatures, and immediately steps up if someone needs help;

AND WHEREAS, Jesse is well loved throughout the community, earning many plaudits from our citizens;

NOW, THEREFORE, BE IT RESOLVED that on this Tuesday, June 11, 2019, let the "wall" between the journalist and the governmental entity he covers give way, so that we may honor and celebrate Jesse Duarte.

BE IT FURTHER RESOLVED that I, Geoff Ellsworth, Mayor of the City of Saint Helena, along with the entire City Council, issue this Proclamation on behalf of the City and ask

all our residents to join us in expressing our deep gratitude for Jesse Duarte's many contributions to our city and especially for Jesse's journalistic excellence in covering our city and presenting the news.

Dated: June 11, 2019

Geoff Ellsworth, Mayor
City of St. Helena



Report to the City Council
Council Meeting of June 11, 2019

Agenda Section: Consent

Subject: Consideration of resolution authorizing staff to file and administer an SB 2 the Building Jobs and Homes Act Grant application in the amount of \$160,000

CEQA Determination: Not a CEQA project

Prepared By: Mandy Kellogg, Admin Services Mgr

Reviewed By: Noah Housh, Planning & Community Improvement Director

Approved By: Mark T. Prestwich, City Manager

BACKGROUND

[SB2 \(Atkins\)](#) aimed at addressing the state's housing shortage and high housing costs by establishing a permanent funding source for affordable housing. Half of the funding generated in year one will be available to local governments through noncompetitive grants. The year two funding will allocate 70-percent of the funding towards local governments for affordable housing purposes. A large portion of year two allocations will be allocated using the same formula used to allocate federal Community Development Block Grants (CDBG).

The purpose of this program is to provide funding and technical assistance to California local governments to help prepare, adopt, and implement plans and process improvements to streamline housing approvals and accelerate housing production. The Notice of Funding Availability (NOFA) for year one will be released in early April or late March 2019. Funding awards will go out to cities beginning in summer 2019, with an anticipated grant term through June 30, 2022. The [SB2 Planning Grants Program Year One Guidelines](#) are currently available for review.

Participation in this grant program is consistent with and will advance the City's three-year organizational goal to "Stabilize, Maintain, and Improve Access to Housing".

On April 9, 2019, the City Council reviewed potential grant application options, and indicated unanimous support to apply for SB2 funding to assist the City with the pending

comprehensive zoning code update. As identified and prioritized in the 2040 General Plan, a comprehensive zoning code update is required to implement the updated policy direction. Anecdotal price inquiries for a comprehensive Zoning Code have identified a price upwards of \$500,000. While not all of the policies needed to be implemented with this effort are housing related, a number of housing policies and directives for the code update are identified in the Plan and remain in the 2015 Housing Element to be implemented. After additional research, staff finds these elements to be eligible for SB2 Grant funding. Based on this direction, staff has prepared the SB2 application in the amount of \$160,000 which requires a Council resolution to apply.

DISCUSSION

Staff has proceeded with the Council direction and will submit an SB2 Grant application following City Council support and authorization of the application, by resolution.

FISCAL IMPACT

If awarded, the City could receive up to \$160,000 in grant funds to implement zoning code updates to support the development of housing within St. Helena.

RECOMMENDED ACTION

It is recommended that the City Council review the provided grant application and resolution and approve the resolution authorize staff to file and administer an SB 2 the Building Jobs and Homes Act Grant application.

ATTACHMENTS

[2019 SB 2 Planning Grants Application](#)
[SB 2 Planning Grant Resolution](#)

SB 2 Planning Grants Program Application



**State of California
Governor Gavin Newsom**

**Alexis Podesta, Secretary
Business, Consumer Services and Housing Agency**

**Ben Metcalf, Director
Department of Housing and Community Development**

2020 West El Camino, Suite 500
Sacramento, CA 95833

Website: <http://www.hcd.ca.gov/grants-funding/active-funding/planning-grants.shtml>

Email: sb2planninggrant@hcd.ca.gov

March 28, 2019

SB 2 Planning Grants Application

Planning Grants Program Application Packaging Instructions

The applicant is applying to the Department of Housing and Community Development (Department) for a grant authorized underneath the Planning Grants Program (PGP) provisions of SB 2 (Chapter 364, Statutes of 2017). The PGP program is intended for the preparation, adoption, and implementation of plans that streamline housing approvals and accelerate housing production. Please refer to the SB 2 Planning Grants Program Guidelines and Notice of Funding Availability (NOFA) for detailed information on eligible activities, applicants, and awards. If you have questions regarding this application or the PGP, email sb2planninggrant@hcd.ca.gov.

If approved for funding, this grant application will be a part of your Standard Agreement with the Department. In order to be considered for funding, all sections of this application, including attachments and exhibits if required, must be complete and accurate.

All applicants must submit a complete, signed, original application package and an electronic copy on CD or USB flash drive containing the following documentation, in the order listed below, to the Department by the specified due date in the Notice of Funding Availability (NOFA) in order to be considered for award:

- 1) A complete, signed, original application (the Department will only accept this **fillable pdf** as the application) with the following attachments:
 - a. **Attachment 1: State and Other Planning Priorities** (All applicants must submit this form to self-certify compliance)
 - b. **Attachment 2: Nexus to Accelerating Housing Production - NOTE:** if the applicant is proposing only Priority Policy Areas (PPA), as defined in section VIII, subsection (3) of the NOFA, do not fill out Attachment 2. However, if the applicant is proposing to fund PPAs AND other activities that are not considered PPAs, the application must demonstrate how these other activities have a nexus to accelerating housing production by filling out Attachment 2 of this application.
- 2) A fully executed resolution authorizing application for, and receipt of, PGP funds (see Attachment 3: Sample Resolution).
- 3) A fully executed Government Agency Taxpayer ID Form (available as a download from the SB 2 Planning Grants webpage at <http://www.hcd.ca.gov/grants-funding/active-funding/planning-grants.shtml>).
- 4) If the applicant is partnering with another local government or other entity pursuant to Article II, Section 200 of the SB 2 Planning Grant Program Guidelines (the "Guidelines"), include a copy of the legally binding agreement.

NOTE: All local governments must submit a separate, signed application package, notwithstanding whether it will partner with another form of government or entity. Only one application per locality will be accepted by the Department. Joint applications are not allowed.

SB 2 Planning Grants Application

A. Applicant Information

Pursuant to Article II, Section 200 of the Guidelines, local governments may partner through legally binding agreements with other forms of governments or entities. However, all local governments must submit separate, signed application packages that identify their respective responsibilities and deliverables, even if partnering with other entities.

Is the applicant partnering with another eligible local government entity?			
☐	*Yes	*If Yes, the application package must include a fully executed copy of the legally binding agreement. Provide the partners' name(s) and type(s) below for reference only.	
☒	No		
Complete the following Applicant information			
Applicant's Name		City of St. Helena	
Applicant's Agency Type		City	
Applicant's Mailing Address		1480 Main Street	
City		St. Helena	
State	California	Zip Code	94574
County		Napa	
Website		cityofsthelena.org	
Authorized Representative Name		Noah Housh	
Authorized Representative Title		Planning and Community Improvement Director	
Phone	(707) 967-2783	Fax	(707) 963-7966
Email	nhoush@cityofsthelena.org		
Contact Person Name		Mandy Kellogg	
Contact Person Title		Administrative Services Manager	
Phone	(707) 968-2649	Fax	(707) 963-7966
Email	mkellogg@cityofsthelena.org		
Partner(s) Name (if applicable)			
Partner Agency Type			
Partner(s) Name (if applicable)			
Partner Agency Type			
Proposed Grant Amount	\$	160,000	

B. Applicant Certification

As the official designated by the governing body, I hereby certify that if approved by HCD for funding through the Planning Grants Program (PGP), the _____ City of St. Helena _____ assumes the responsibilities specified in the 2019 Notice of Funding Availability and PGP guidelines, and certifies that the information, statements, and other contents contained in this application are true and correct.

Signature: _____ Name: _____ Noah Housh

Date: _____ Title: _____ Planning and Community Improvement Director

SB 2 Planning Grants Application

C. Threshold Requirements

Pursuant to Section 201(a) through (d) of the Guidelines, all applicants must meet the following threshold criteria in items 1-4 below to be eligible for an award.

1. Does the applicant have an adopted housing element found to be in substantial compliance by the Department on or before the date of the applicant's submission of their SB 2 Planning Grant application?						
☒	Yes	Date of HCD Review Letter: 5/29/15				
☐	No					
☐	The Applicant requests HCD to consider housing element compliance threshold as met due to significant progress achieved in meeting housing element requirements.					

2. Has the applicant submitted to the Department the Annual Progress Report (APR) for the current or prior year on or before the date of submission of their SB 2 Planning Grant application?			
☒	Yes	APR	Date Submitted
☒		2017 CY Report	3/28/18
☒		2018 CY Report	3/14/19
☐	No		

3. Is the applicant utilizing one of the Priority Policy Areas listed below (as defined in section VIII, subsection (3) of the NOFA)?						
☒	*Yes	*If the applicant is proposing <u>only</u> Priority Policy Areas, do not fill out Attachment 2. However, if the applicant is proposing to fund PPAs AND other activities that are not considered PPAs, the application must demonstrate how these other activities have a nexus to accelerating housing production by filling out Attachment 2 of this application.				
	Rezone to permit by-right	Objective design and development standards	Specific Plans or form based codes coupled with CEQA streamlining	Accessory Dwelling Units or other low-cost building strategies	Expedited processing	Housing related infrastructure financing and fee reduction strategies
	☒	☐	☐	☐	☐	☐
☐	No	If an applicant is not proposing Priority Policy Areas, the application must include an explanation and document the plans or processes' nexus and impact on accelerating housing production based on a reasonable and verifiable methodology and must submit Attachment 2 in the Application pursuant to section VIII, subsection (3) of the NOFA.				
☐	The applicant is proposing PPAs and other activities not considered PPAs and is demonstrating how these activities have a nexus to accelerating housing production by submitting Attachment 2.					

4. Does the applicant demonstrate that the locality is consistent with State Planning or Other Priorities, as certified in Attachment 1?				Yes	☒	*No	☐
*If No, consistency may be demonstrated through activities (not necessarily proposed for SB 2 funding) that were completed within the last five years, as certified in Attachment 1.							

5. Is a completed and signed resolution included with the application package? See Attachment 3, "Sample Resolution"				Yes	☒	No	☐
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SB 2 Planning Grants Application

D. Proposed Activities Checklist (Section VI, items (1) through (17) of the NOFA)

Check all activities the locality is undertaking for their PGP efforts below. Activities must match **Section E. Project Description**, and **Section F. Timeline and Budget**.

1	☐	updates to general plans, community plans, specific plans, local planning related to implementation of sustainable communities strategies, or local coastal plans
2	☒	updates to zoning ordinances
3	☐	environmental analyses that eliminate the need for project-specific review
4	☐	local process improvements that improve and expedite local planning
5	☐	a smaller geography with a significant impact on housing production including an overlay district, project level specific plan or development standards modifications proposed for significant areas of a locality, such as corridors, downtown or priority growth areas
6	☐	the creation or enhancement of a housing sustainability district pursuant to AB 73 (Chapter 371, Statutes of 2017)
7	☐	workforce housing opportunity zone pursuant to SB 540 (Chapter 369, Statutes of 2017)
8	☐	zoning for by-right supportive housing, pursuant to Government Code section 65651 (Chapter 753, Statutes of 2018)
9	☐	zoning incentives for housing for persons with special needs, including persons with developmental disabilities
10	☐	rezoning to meet requirements pursuant to Government Code Section 65583.2(c) and other rezoning efforts to facilitate supply and affordability
11	☐	rezoning for multifamily housing in high resource areas (according to Tax Credit Allocation Committee/Housing Community Development Opportunity Area Maps)
12	☐	pre-approved architectural and site plans
13	☐	regional housing trust fund plans
14	☐	funding plans for the Sb 2 ongoing funds
15	☐	infrastructure financing plans
16	☐	environmental hazard assessments; data collection on permit tracking; feasibility studies, site analysis, or other background studies that are ancillary and part of a proposed activity with a nexus to accelerating housing production
17	☐	Other activities demonstrating a nexus to accelerating housing production

SB 2 Planning Grants Application

E. Project Description

*Provide a description of the project and the scope of work to be performed below. Use Appendix A for additional information if necessary. **Note:** If partnering with another local government or entity, be sure to clarify the responsibilities and deliverables of your locality pursuant to such partnership.*

St Helena proposes to update its zoning code in response to the policy direction and mandates established in its 2040 General Plan and Housing Element as well as recent best practice guidelines established by the State.

Specifically, zoning code updates are required to implement a number of housing policies and directives identified in the General Plan and in the 2015 Housing Element that will improve access to housing and facilitate housing production surrounding the urban core, encouraging higher density housing in city center and near transit. These include (but are not limited to) the following:

1. Rezone for additional housing capacity without or with lesser discretionary review or establish zoning to permit residential development by-right, particularly multifamily, without discretionary action.
2. Seek opportunity sites that should be rezoned to allow apartments by right.
3. Identify area in and near core business area and review opportunity sites for intensified uses and/or incentives.
4. Reviewing medium density sites for appropriate upzoning opportunities and/or creating a second medium density zoning designation that bridges the current medium and high density zoning definitions and allows for multi-family housing by right.
5. Seek zoning designation that allows for alternative housing types such as Cooperatives, shared housing, tiny homes and cottage housing developments.
6. Create a mixed-use zoning designation, and apply this designation to appropriate properties to intensify land uses in the City core, with the goal to allow residential uses on parcels currently only designed for commercial use and development.

SB 2 Planning Grants Application

F. Project Timeline and Budget

Project Goal(s)							
Objective	Responsible Party	Est. Cost	Begin	End	Deliverable	*PPA	Notes
Review General Plan, Housing Element & Public workshops	Applicant	\$ 5,000				No	
Review Opportunity sites in Housing Element & Public	Applicant	\$ 10,000				No	
Seek new zoning language for diversity of housing, add by-right	Applicant	\$ 15,000				No	
Review Business Corridor for new & under utilized opp. sites	Applicant	\$15,000				No	
Recommendations for opportunity sites & zoning updates	Applicant	\$ 10,000				No	
Zoning for diversity of housing types recommended	Applicant	\$ 15,000				No	
Remapping of zoning recommendations	Applicant	\$ 15,000				No	
CEQA	Applicant	\$ 50,000				No	
Materials preparation for public hearings	Applicant	\$ 10,000				No	
Preparation for four City Council meetings	Applicant	\$ 5,000.00				No	
Preparation for two public workshops	Applicant	\$ 2,500				No	
Final report with recommendations and next steps	Applicant	\$ 7,500				No	
	Other					N/A	
	Other					N/A	
	Total Est. Cost \$	160000					

*Priority Policy Area (PPA)

SB 2 Planning Grants Application

G. Legislative Information

District	#	Legislator Name
Federal Congressional District	5	Mike Thompson
State Assembly District	4	Cecilia Aguiar-Curry
State Senate District	3	Bill Dodd

Applicants can find their respective State Senate representatives at <https://www.senate.ca.gov/>, and their respective State Assembly representatives at <https://www.assembly.ca.gov/>.

SB 2 Planning Grants Application

Attachment 1: State and Other Planning Priorities Certification (Page 1 of 3)

Pursuant to Section 201(d) of the Guidelines, all applicants must demonstrate that the locality is consistent with State Planning or Other Planning Priorities by certifying that at least one activity was completed in 1) State Planning Priorities (i.e., Infill and Equity, Resource Protection, Efficient Development Patterns) or 2) Other Planning Priorities (i.e., Affordability, Conservation, or Climate Change). Consistency may be demonstrated through activities (not necessarily proposed for SB 2 funding) that were completed within the last five years.

Complete the following self-certification by selecting one or more of the policy areas in the following tables by inserting the date completed for each applicable action, briefly describing the action taken, and certifying.

State Planning Priorities

Date Completed	Brief Description of the Action Taken
Promote Infill and Equity	
<i>Rehabilitating, maintaining, and improving existing infrastructure that supports infill development and appropriate reuse and redevelopment of previously developed, underutilized land that is presently served by transit, streets, water, sewer, and other essential services, particularly in underserved areas.</i>	
<i>Seek or utilize funding or support strategies to facilitate opportunities for infill development.</i>	
<i>Other (describe how this meets subarea objective)</i>	
Promote Resource Protection	
<i>Protecting, preserving, and enhancing the state's most valuable natural resources, including working landscapes such as farm, range, and forest lands; natural lands such as wetlands, watersheds, wildlife habitats, and other wildlands; recreation lands such as parks, trails, greenbelts, and other open space; and landscapes with locally unique features and areas identified by the state as deserving special protection.</i>	
<i>Actively seek a variety of funding opportunities to promote resource protection in underserved communities.</i>	
<i>Other (describe how this meets subarea objective)</i>	
Encourage Efficient Development Patterns	
<i>Ensuring that any infrastructure associated with development, other than infill development, supports new development that does the following:</i>	
<i>(1) Uses land efficiently.</i>	

SB 2 Planning Grants Application

Attachment 1: State and Other Planning Priorities Certification (Page 2 of 3)

<i>(2) Is built adjacent to existing developed areas to the extent consistent with environmental protection.</i>	
<i>(3) Is located in an area appropriately planned for growth.</i>	
<i>(4) Is served by adequate transportation and other essential utilities and services.</i>	
<i>(5) Minimizes ongoing costs to taxpayers.</i>	
<i>Other (describe how this meets subarea objective)</i>	

Other Planning Priorities

Affordability and Housing Choices	
<i>Incentives and other mechanisms beyond State Density Bonus Law to encourage housing with affordability terms.</i>	
<i>Efforts beyond state law to promote accessory dwelling units or other strategies to intensify single-family neighborhoods with more housing choices and affordability.</i>	
<i>Upzoning or other zoning modifications to promote a variety of housing choices and densities.</i>	
<i>Utilizing surplus lands to promote affordable housing choices.</i>	
<i>Efforts to address infrastructure deficiencies in disadvantaged communities pursuant to Government Code Section 65302.10.</i>	
<i>Other (describe how this meets subarea objective)</i>	

SB 2 Planning Grants Application

Attachment 1: State and Other Planning Priorities Certification (Page 3 of 3)

Conservation of Existing Affordable Housing Stock	
<i>Policies, programs or ordinances to conserve stock such as an at-risk preservation ordinance, mobilehome park overlay zone, condominium conversion ordinance and acquisition and rehabilitation of market rate housing programs.</i>	
<i>Policies, programs and ordinances to protect and support tenants such as rent stabilization, anti-displacement strategies, first right of refusal policies, resources to assist tenant organization and education and "just cause" eviction policies.</i>	
<i>Other (describe how this meets subarea objective)</i>	
Climate Adaptation	
<i>Building standards, zoning and site planning requirements that address flood and fire safety, climate adaptation and hazard mitigation.</i>	
<i>Long-term planning that addresses wildfire, land use for disadvantaged communities, and flood and local hazard mitigation.</i>	
<i>Community engagement that provides information and consultation through a variety of methods such as meetings, workshops, and surveys and that focuses on vulnerable populations (e.g., seniors, people with disabilities, homeless, etc.).</i>	
<i>Other (describe how this meets subarea objective)</i>	

State and Other Planning Priorities Certification

I certify under penalty of perjury that all of the information contained in this PGP State Planning and Other Planning Priorities certification form (pages 9, 10, and 11 of this application) is true and correct.

Certifying Officials Name: Noah Housh

Certifying Official's Title: Planning and Community Improvement Director

Certifying Official's Signature: _____

Certification Date: _____

SB 2 Planning Grants Application

Attachment 2: Application Nexus to Accelerating Housing Production

Fill out Attachment 2 only if the applicant answered “No” to item 3 in Section C or is utilizing Policy Priority Areas AND other activities not designated as such. Applicants answering “Yes” to question 3 in Section C and utilizing ONLY Priority Policy Areas are automatically deemed to demonstrate a nexus to accelerating housing production, and do not need to complete this form.

Pursuant to section VIII, subsection (4) of the NOFA, applicants shall demonstrate how the application includes a nexus to accelerating housing production. Please complete the following chart by providing information about the current conditions and expected outcomes with respect to the planned activity and housing production. Please attach documentation as necessary and see the NOFA for additional details. Use Appendix B if additional room is needed.

Type (Select at least one)	*Baseline	**Projected	***Difference	Notes
Timing (e.g., reduced number of processing days)				
Development cost (e.g., land, fees, financing, construction costs per unit)				
Approval certainty and reduction in discretionary review (e.g., prior versus proposed standard and level of discretion)				
Entitlement streamlining (e.g., number of approvals)				
Feasibility of development				
Infrastructure capacity (e.g., number of units)				
Impact on housing supply and affordability (e.g., number of units)				

*** Baseline – Current conditions in the jurisdiction**
(e.g. 6-month development application review, or existing number of units in a planning area)

****Projected – Expected conditions in the jurisdiction because of the planning grant actions**
(e.g. 2-month development application review)

*****Difference – Potential change resulting from the planning grant actions**
(e.g., 4-month acceleration in permitting, creating a more expedient development process)

SB 2 Planning Grants Application

Attachment 3: Sample Resolution

RESOLUTION NO. 2019-XX
A RESOLUTION OF THE [CITY COUNCIL/COUNTY BOARD OF SUPERVISORS] OF
____[CITY, COUNTY NAME]____
AUTHORIZING APPLICATION FOR, AND RECEIPT OF,
SB 2 PLANNING GRANTS PROGRAM FUNDS

WHEREAS, the State of California, Department of Housing and Community Development (Department) has issued a Notice of Funding Availability (NOFA) dated March 29, 2019, for its Planning Grants Program (PGP); and

WHEREAS, the [City Council/County Board of Supervisors] of _____ (City/County) desires to submit a project application for the PGP program to accelerate the production of housing and will submit a 2019 PGP grant application as described in the Planning Grants Program NOFA and SB 2 Planning Grants Program Guidelines released by the Department for the PGP Program; and

WHEREAS, the Department is authorized to provide up to \$1.2 million under the SB 2 Planning Grants Program from the Building Homes and Jobs Trust Fund for assistance to Counties (as described in Health and Safety Code section 50470 et seq. (Chapter 364, Statutes of 2017 ([SB 2](#))) related to the PGP Program.

NOW, THEREFORE, THE [CITY COUNCIL/COUNTY BOARD OF SUPERVISORS] OF _____
 RESOLVES AS FOLLOWS:

SECTION 1. The [City Council/County Board of Supervisors] is hereby authorized and directed to apply for and submit to the Department the 2019 Planning Grants Program application released March 29, 2019 in the amount of \$ _____.

SECTION 2. In connection with the PGP grant, if the application is approved by the Department, the [City Council/County Board of Supervisors] is authorized to enter into, execute, and deliver a State of California Standard Agreement (Standard Agreement) for the amount of \$ _____, and any and all other documents required or deemed necessary or appropriate to evidence and secure the PGP grant, the [City/County's] obligations related thereto, and all amendments thereto (collectively, the "PGP Grant Documents").

SECTION 3. The [City/County] shall be subject to the terms and conditions as specified in the Standard Agreement, the SB 2 Planning Grants Program Guidelines, and any applicable PGP guidelines published by the Department. Funds are to be used for allowable expenditures as specifically identified in the Standard Agreement. The application in full is incorporated as part of the Standard Agreement. Any and all activities funded, information provided, and timelines represented in the application will be enforceable through the executed Standard Agreement. The [City Council/County Board of Supervisors] hereby agrees to use the funds for eligible uses in the manner presented in the application as approved by the Department and in accordance with the Planning Grants NOFA, the Planning Grants Program Guidelines, and 2019 Planning Grants Program Application.

SECTION 4. The [City Council/County Board of Supervisors] Executive or designee is authorized and directed to execute the [City/County] of _____ Planning Grants Program application, the PGP Grant Documents, and any amendments thereto, on behalf of the [City/County] as required by the Department for receipt of the PGP Grant.

ADOPTED _____, 2019, by the [City/County] Board of Supervisors of the County of _____
 by the following vote:

AYES:
 NOES:
 ABSENT:
 ABSTAIN:

 County Executive

ATTEST: APPROVED AS TO FORM:

 County Clerk County Attorney

SB 2 Planning Grants Application

Appendix A

Use this area for additional information if necessary.

SB 2 Planning Grants Application

Appendix B

Use this area for additional information if necessary.

CITY OF ST. HELENA

RESOLUTION NO. 2019-__

Resolution Authorizing Application for, and Receipt of, SB 2
Planning Grants Program Funds in the Amount of \$160,000.

RECITALS

- A. The State of California, Department of Housing and Community Development (Department) has issued a Notice of Funding Availability (NOFA) dated March 29, 2019, for its Planning Grants Program (PGP); and
- B. The City of St. Helena desires to submit a project application for the PGP program to accelerate the production of housing and will submit a 2019 PGP grant application as described in the Planning Grants Program NOFA and SB 2 Planning Grants Guidelines released by the Department for the PGP Program; and
- C. The Department is authorized to provide up to \$1.2 million under the SB 2 Planning Grants Program from the Building Homes and Jobs Trust Fund for assistance to Counties (as described in Health and Safety Code section 50470 et seq. (Chapter 365, Statutes of 2017 (SB 2)) related to the PGP Program.

RESOLUTION

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

- 1. Authorize and direct City staff to apply for and submit to the Department the 2019 Planning Grants Program application released March 29, 2019 in the amount of \$160,000; and
- 2. In connection with the PGP grant, if the application is approved by the Department, the City Council authorizes the City Manager to enter into, execute, and deliver a State of California Standard Agreement (Standard Agreement) for the amount of \$160,000, and any and all other documents required or deemed necessary or appropriate to evidence and secure the PGP grant, the City's obligations related thereto, and all amendments thereto (collectively, then "PGP Grant Documents"); and
- 3. The City shall be subject to the terms and conditions as specified in the Standard Agreement, the SB 2 Planning Grants Program Guidelines, and any applicable PGP guidelines published by the Department. Funds are to be used for allowable expenditures as specifically identified in the Standard Agreement. The application in full is incorporated as part of the Standard Agreement. Any and all activities

funded, information provided, and timelines represented in the application will be enforceable through the executed Standard Agreement. The City Council hereby agrees to use the funds for eligible uses in the manner presented in the application as approved by the Department and in accordance with the Planning Grants NOFA, the Planning Grants Program Guidelines, and 2019 Planning Grants Program Application.

4. The City Manager is authorized and directed execute the City of St. Helena's Planning Grants Program application, the PGP Grant Documents, and any amendments thereto, on behalf of the City as required by the Department for receipt of the PGP Grant.

Approved at a Regular Meeting of the St. Helena City Council on June 11, 2019, by the following vote:

Mayor Ellsworth:	_____
Vice Mayor Dohring:	_____
Councilmember Koberstein:	_____
Councilmember Chouteau:	_____
Councilmember Knudsen:	_____

APPROVED:

ATTEST:

Geoff Ellsworth, Mayor

Cindy Tzaopoulos, City Clerk



Report to the City Council
Council Meeting of June 11, 2019

Agenda Section: Consent

Subject: Consideration and proposed approval of a resolution authorizing the purchase of one John Deere 325G Track Loader in the amount of \$77,068.19 and one Trail King TKT 16 U Trailer in the amount of \$17,354 from Pape Machinery Inc. for the Public Works Wastewater Treatment Division.

CEQA Determination: Not a CEQA project

Prepared By: Felix Hernandez III, Utilities Operations Manager

Reviewed By: Erica Ahmann Smithies, Public Works Director and City Engineer

Approved By: Mark T. Prestwich, City Manager

BACKGROUND

The City of owns and operates a Wastewater Treatment and Reclamation Plant (WWTRP) located at 1 Chaix Lane. The WWTRP was constructed in 1967 and consists of a series of five ponds that provides secondary level treatment, followed by either direct discharge to the Napa River or land irrigation disposal on ~ 80 acres of City-owned grass land that is located adjacent to the WWTRP.

DISCUSSION

The purchase of a track loader is included in the approved FY 2018-19 Wastewater Treatment Capital Equipment Budget. The track loader will be used by the Public Works Wastewater Treatment Division. Its primary use will be mowing and maintaining the ~80 acres of irrigation spray-field, cleaning and clearing boulders and debris, irrigation equipment maintenance, and general site maintenance. Irrigation spray-field mowing and maintenance is an essential function of WWTRP treated effluent disposal.

In accordance with City of St. Helena Municipal Code Section 3.04.150, (Cooperative purchasing with other agencies). The bidding requirements of Section 3.04.100 shall not apply to the purchasing of any equipment or supplies which the purchasing officer

decides to obtain through a cooperative competitive bidding procedure prepared by and processed through another public, local, state, or federal governmental agency. If it is determined to be in the best interest of the city, the purchasing officer is authorized to “piggy-back” onto or join into an existing written purchase contract, which contract was obtained within the last twelve (12) months through a competitive bidding process prepared by and awarded by another public, local, state or federal government agency. However, City Council approval is required prior to and for the joining of a “piggy-back” purchase or cooperative purchase for a purchase greater than twenty-five thousand dollars (\$25,000.00).

On March 18, 2015, John Deere Construction Retail Sales responded to a Request for Proposal (RFP) issued by Sourcewell - formally the National Joint Powers Alliance (NJPA) and was awarded Contract #032515-JDC on May 19, 2015 for heavy construction equipment with related accessories, attachments, and supplies. On January 14, 2019 Contract #032515-JDC was extended to May 19, 2020. Based on the contract award with Sourcewell, and in accordance with SHMC 3.04.150, staff is recommending the City purchase the John Deere Track Loader and trailer through Pape' Machinery Inc.

FISCAL IMPACT

The FY 2018/19 Wastewater Treatment Capital Equipment Budget is \$160,000 (571-5029- 2630), of which \$110,000 is allocated for the purchase of a Track Loader.

RECOMMENDED ACTION

Staff recommends City Council adopt a resolution, authorizing the purchase of one John Deere 325G Track Loader in the amount of \$77,068.19 and one Trail King TKT 16 U Trailer in the amount of \$17,354 from Pape' Machinery Inc. for the Public Works Wastewater Treatment Division.

ATTACHMENTS

[Attachment 1: Quote 325G and TKT16U](#)

[Attachment 2: Award Letter](#)

[Attachment 3: Sourcewell Name Change](#)

[Attachment 4 : John Deere Resolution](#)

4-23-19

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



Thank you for the opportunity to quote you on a John Deere 325G on the Sourcewell (Previously NJPA) contract. Our Sourcewell Contract #032515-JDC

One New John Deere 325G Compact Track Loader
Two Speed
Narrow 12" ZIG-ZAG Tracks
High Flow with self-level and Ride Control
Power Quick Tatch
Cab with heater and AC & Severe Duty Door for mowing
Deluxe Light Package, Air Ride Seat
Reversing Fan, Rear View Camera
HD Grille
72" Construction Bucket with BOCE, GR72B Rock Grapple, 72"
Rotary Mover
Total Sales Price \$77,068.19

Trail King TKT 16 U Total Sales Price \$17,354.00

Total Package Sales Price \$94,422.18

Sincerely

Bob Crottogini

www.papemachinery.com
Off: 707-584-9161
Fax: 707-584-4786

Papé Machinery, Inc.
5380 Commerce Blvd.
Rohnert Park, CA 94928



HITACHI

Timberjack | Tigercat | TimberPro | Dynapac
Trail King Industries | Breaker Technology, Inc.
Air Burners, LLC | Timberline | Morbark

**Contract Award
RFP 032515 #**

FORM D

Formal Offering of Proposal
(To be completed Only by Proposer)



HEAVY CONSTRUCTION EQUIPMENT WITH RELATED ACCESSORIES, ATTACHMENTS, AND SUPPLIES
In compliance with the Request for Proposal (RFP) for HEAVY CONSTRUCTION EQUIPMENT WITH RELATED ACCESSORIES, ATTACHMENTS, AND SUPPLIES the undersigned warrants that I/we have examined this RFP and, being familiar with all of the instructions, terms and conditions, general specifications, expectations, technical specifications, service expectations and any special terms, do hereby propose, fully commit and agree to furnish the defined equipment/products and related services in full compliance with all terms, conditions of this RFP, any applicable amendments of this RFP, and all Proposer's Response documentation. Proposer further understands they accept the full responsibility as the sole source of responsibility of the proposed response herein and that the performance of any sub-contractors employed by the Proposer in fulfillment of this proposal is the sole responsibility of the Proposer.

Company Name: John Deere Construction Retail Sales Date: March 18, 2015

Company Address: 1515 Fifth Avenue

City: Moline State: IL Zip: 61265

Contact Person: Mark R. Deakyne Title: Contract Manager

Authorized Signature (ink only):

Mark R. Deakyne
(Name printed or typed)

Form E



Contract Acceptance and Award

(To be completed only by NJPA)

NJPA 032515 HEAVY CONSTRUCTION EQUIPMENT WITH RELATED ACCESSORIES,
ATTACHMENTS, AND SUPPLIES

John Deere Construction Retail Sales

Proposer's full legal name

Your proposal is hereby accepted and awarded. As an awarded Proposer, you are now bound to provide the defined product/equipment and services contained in your proposal offering according to all terms, conditions, and pricing set forth in this RFP, any amendments to this RFP, your Response, and any exceptions accepted or rejected by NJPA on Form C.

The effective start date of the Contract will be May 19th, 20 15 and continue for four years from the board award date. This contract has the consideration of a fifth year renewal option at the discretion of NJPA.

National Joint Powers Alliance® (NJPA)

NJPA Authorized signature: _____

NJPA Executive Director

Dr. Chad Cornette

(Name printed or typed)

Awarded this 19th day of May, 20 15 NJPA Contract Number 032515-JDC

NJPA Authorized signature: _____

NJPA Board Member

Scott Veronen

(Name printed or typed)

Executed this 19th day of May, 20 15 NJPA Contract Number 032515-JDC

Proposer hereby accepts contract award including all accepted exceptions and NJPA clarifications identified on FORM C.

Vendor Name John Deere Construction Retail Sales a division of John Deere Shared Services, Inc.

Vendor Authorized signature: _____

Mark R. Deakyne

(Name printed or typed)

Title: Contract Manager

Executed this Twenty-First day of May, 20 15 NJPA Contract Number 032515-JDC

DocuSign Envelope ID: 8AAF3204-5423-45AC-B14C-33CC65A2E03F

Letter of Agreement To Extend the Contract

Between

John Deere Construction Retail Sales a Division of John Deere Shared Services, Inc.
1515 5th Ave.
Moline, IL 61265-1367

And

Sourcewell, Formerly National Joint Powers Alliance (NJPA)
202 12th Street NE
Staples, MN 56479
Phone: (218) 894-1930

The Vendor and Sourcewell have entered into an Agreement (Contract #032515-JDC) for the procurement of Heavy Construction Equipment with Related Accessories, Attachments and Supplies. This Agreement has an expiration date of May 19, 2019, but the parties may extend the Agreement for one additional year by mutual consent.

The parties acknowledge that extending the Agreement for another year benefits the Vendor, Sourcewell and Sourcewell's members. The Vendor and Sourcewell therefore agree to extend the Agreement listed above for a fifth year. This existing Agreement will terminate on May 19, 2020. All other terms and conditions of the Agreement remain in force.

Sourcewell, Formerly National Joint Powers Alliance (NJPA)

By: Jeremy Schwartz, Its: **Director of Operations & Procurement/CPO**

Name printed or typed: Jeremy Schwartz

Date 1/14/2019 | 10:15 PM CST

John Deere Construction Retail Sales a Division of John Deere Shared Services, Inc.

By: Richard Murga, Its: **CONTRACT ADMINISTRATOR**

Name printed or typed: RICHARD MURGA

Date 11/JAN/2019



June 6, 2018

The National Joint Powers Alliance (NJPA) will formally be known as Sourcewell beginning June 6, 2018.

The NJPA Board of Directors on May 15, 2018 voted to approve changing the organization's name to Sourcewell. Documentation has been formally submitted for Sourcewell to be registered and trademarked, both federally and in Minnesota, with the appropriate agencies.

Sourcewell has worked intentionally to mitigate the implications of this change to current and potential members, currently awarded vendors, and other existing partners. After June 6th, 2018, Sourcewell will maintain and continue to recognize the National Joint Powers Alliance name. Membership agreements, contracts, and agreements entered into with the National Joint Powers Alliance will remain valid and continue in effect without impact. This will ensure contractual continuity and safeguard any disruptions to engagement with Sourcewell. This includes membership, use of cooperative purchasing contracts, or other contractual engagements.

Sincerely,

A handwritten signature in blue ink, appearing to be "M. Miller", written over the word "Sincerely,".

Marcus Miller
General Counsel and Director of Government Relations

CITY OF ST. HELENA

RESOLUTION No. 2019-

Resolution authorizing the purchase of one John Deere 325G Track Loader in the amount of \$77,068.19 and one Trail King TKT 16 U Trailer in the amount of \$17,354 from Pape Machinery Inc. for the Public Works Wastewater Treatment Division.

RECITALS

- A. The City of St Helena owns, operates, and maintains a domestic wastewater treatment and reclamation plant and ~80 of adjacent grasslands located at 1 Chaix Lane; and
- B. The City of St. Helena Public Works Department desires to add the 2019 John Deere 325G Track Loader and Trail King TKT 16 U Trailer to the Wastewater Treatment Division's fleet of equipment; and
- C. The purchase will be made in conformance with St. Helena Municipal Code Section 3.04.150, "Cooperative purchasing with other agencies"; and
- D. The purchase of the new equipment is a 18/19 FY budgeted expense from the Wastewater Treatment's Capital Equipment account, 571-5029-2630

RESOLUTION

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

1. Approves the purchase of one John Deere 325G Track Loader in the amount of \$77,068.19 and one Trail King TKT 16 U Trailer in the amount of \$17,354 from Pape Machinery Inc. for the Public Works Wastewater Treatment Division.

Approved at a Regular Meeting of the St. Helena City Council on June 11, 2019 by the following vote:

Mayor Ellsworth: _____
Vice Mayor Dohring: _____
Councilmember Koberstein: _____
Councilmember Chouteau: _____
Councilmember Knudsen: _____

APPROVED: ATTEST:

Geoff Ellsworth, Mayor

Cindy Tzafopoulous, City Clerk



Report to the City Council
Council Meeting of June 11, 2019

Agenda Section: Old Business

Subject: Consideration and Direction Regarding Conceptual Indemnity and Defense Ordinance for Certain Housing Projects, citywide.

CEQA Not a CEQA project
Determination:

Prepared By: Thomas B. Brown, City Attorney

Reviewed By: Noah Housh, Planning & Community Improvement Director

Approved By: April Mitts, Finance Director

BACKGROUND

In January 2017, the City Council approved the design review and demolition permit for the eight-unit multifamily residential project proposed by Joe McGrath for the property located at 632 McCorkle Street. At that time, the applicant presented the project as a purely market rate project, in which none of the eight units would be “affordable” regulated units. Staff subsequently determined that the project was subject to the City’s affordable housing “inclusionary” ordinance (St. Helena Municipal Code (“SHMC”) chapter 17.146), requiring either that (1) 20% of the project’s units be “affordable” for households at specified income levels, or (2) the project applicant satisfy alternative and/or in lieu fee requirements.

Two neighborhood groups challenged the City Council’s decision approving the project in Court. The Napa Superior Court entered judgment in favor of the City and Mr. McGrath, ruling that the decision approving the project was valid in every respect asserted by the challengers, and the petitioner groups appealed. The California Court of Appeal, in a decision that was published statewide at the request of various trade associations, planning and affordable housing advocacy groups, affirmed the trial court’s decision in favor of the City, and the California Supreme Court denied requests for review and de-publication. (The Court of Appeal decision is **AttachmentA**.)

In accordance with the terms of his project application and conditions of project approval, which the City imposes on all project applicants, Mr. McGrath has been required to pay the costs of the City's defense of the lawsuit. On several occasions, Mr. McGrath requested that the City Council relieve him of that obligation, on the ground that the project provides important workforce and infill housing in the City, and that the costs of defending the lawsuit make the project infeasible.

While the City Council initially declined that request, in March 2018 the City Council reconsidered the issue, on Mr. McGrath's specific request with respect to the costs of defending the appeal. Mr. McGrath asserted that the costs of the litigation substantially impacted his ability to develop the project. Mr. McGrath also asked the City Council to approve an "alternative equivalent" approach to satisfying the project's inclusionary requirements. The details of that alternative equivalent proposal are set forth in the companion staff report dated March 13, 2018. (**AttachmentB.**) The City engaged the Kosmont firm to analyze Mr. McGrath's assertion, and concluded that the costs did in fact substantially and adversely impact the project's financial feasibility. On March 13, 2018, the Council approved Mr. McGrath's alternative equivalent request. (Resolution No. 2018-38, **AttachmentC.**)

At the same meeting in March 2018, the City Council considered Mr. McGrath's request for relief from his obligation to pay the City's litigation costs on appeal. (Staff Report dated March 13, 2018, **AttachmentD.**) Vickie Bradshaw, a member of the petitioner groups that had unsuccessfully sued the City and Mr. McGrath, asserted during the public comment on the agenda item that she believed relieving Mr. McGrath of the litigation costs would trigger California's prevailing wage law ("PWL"). The City then determined to request a determination from the California Department of Industrial Relations ("DIR") as to the applicability of the PWL to an ordinance or action relieving projects of the indemnity/defense obligation. (Letter dated May 15, 2018, **AttachmentE.**) The petitioner groups have submitted arguments to the DIR that the ordinance/action would trigger the PWL. DIR has not, to date, made its determination.

As stated in March 2018, the McGrath project is an example of a project that, through the alternative equivalent approved by the City Council, will provide off-site affordable units, as well as eight market rate multi-family housing units on-site. As such, it continues to present an opportunity for the Council to consider whether, and if so how, to require such projects that provide affordable units (and/or in lieu affordable housing fees) to pay the City's litigation defense costs, especially with respect to appellate costs after a trial court has determined that the City's approval of the project was legally correct, and after the correctness of the decision to approve the project has been fully vindicated through California's appellate courts.

DISCUSSION

Given that the DIR has not yet determined the applicability of the PWL, and because Mr. McGrath's project now approaches completion, Staff recommends that the City Council provide direction whether it wishes to continue to defer a decision until the DIR

rules, or, alternatively, to move forward with an ordinance allowing the City to excuse certain classes of housing projects (namely, multi-family housing projects which provide affordable housing) from the costs of any or all of the City's litigation costs. If the Council wishes to proceed with such an Ordinance, staff is requesting input regarding the timing and criteria regarding when the City would assume such legal defense costs (at the initiation of litigation; on appeal of this decision; only if the initial decision ruled in favor of the development; etc.) and any size, scope and affordability level thresholds for the housing projects deemed appropriate for such financial support. The attached draft Ordinance includes such thresholds, based on the prior Council discussion of the concept.

As a reminder, Staff prepared, and the Council previously considered a draft ordinance in March 2018. (**AttachmentF.**) The draft ordinance would amend the zoning ordinance to provide, as a matter of general applicability, that the obligation to pay the City's litigation defense costs on appeal would not apply to smaller residential development projects (20 units or less) satisfying the City's inclusionary ordinance where the trial court has entered judgment upholding the City's decision approving the project. Because the ordinance would amend the zoning ordinance, it would require Planning Commission review.

As stated in March 2018, it is important to bear in mind that the City's standard obligation for developers is one that requires both their defense and indemnity. The latter indemnity requirement is different from the defense obligation, and protects the City against any award of damages or attorney's fees that might be awarded were a court to rule against the City. Staff does not recommend relieving applicants of that indemnity obligation, as the attached ordinance makes clear.

FISCAL IMPACT

There are no certain or direct fiscal impacts known at this time. If the Planning Commission recommends and the City Council adopts the sample ordinance verbatim, the legal costs of an appeal of an approved Housing Development project would be covered by the City. However, these costs are anticipated to be relatively low and would only intermittently affect the General Fund as the Ordinance would only cover the legal defense costs for the relatively narrow class of projects specified, and only if a lawsuit defending these projects were appealed to a higher court.

RECOMMENDED ACTION

It is recommended that the City Council:

1. Review the provided materials and background and provide direction to staff regarding the preparation of an Ordinance to amend the applicable code sections to direct that the City would cover the legal costs of developers of certain housing projects, as specified by the attached draft Ordinance, or as otherwise directed by the City Council.

ATTACHMENTS

[Attachment A-McCorkle Eastside Neighborhood Group v City of St Helena](#)

[Attachment B-McGrath Alternative Equivalent CC Staff Report](#)

[Attachment C-CC Resolution 2018-38 Approving Joe McGrath's Proposal to Meet the Requirements of the City's Inclusionary Ordinance, SHMC Section 17.146.050 A, for the Eight Unit Project Located at 632 McCorkle Stre](#)

[Attachment D-Conceptual Indemnity and Defense Ordinance CC Staff Report](#)

[Attachment E-St. Helena DIR Prevailing Wage Determination Request 5.15](#)

[Attachment F-Attachment 2 to DIR Letter](#)

[Public Comment.Joe McGrath](#)

[Public Comment.Peter White](#)

[Public Comment.Alan Galbraith](#)

McCorkle Eastside Neighborhood Group v. City of St. Helena, 31 Cal.App.5th 80 (2018)

242 Cal.Rptr.3d 379, 19 Cal. Daily Op. Serv. 502, 2019 Daily Journal D.A.R. 337

31 Cal.App.5th 80
Court of Appeal, First District, Division 5, California.

MCCORKLE EASTSIDE NEIGHBORHOOD
GROUP et al., Plaintiffs and Appellants,

v.

CITY OF **ST. HELENA** et al., Defendants and
Respondents.

A153238

Filed 12/18/2018

As Modified 1/25/2019

Synopsis

Background: Objectors to proposed development of eight-unit multifamily residential building within city's high density residential district filed petition for writ of mandate, alleging that the city's and city council's approval of resolution granting demolition and design permits to property owner violated California Environmental Quality Act (CEQA) and local zoning laws. The Superior Court, Napa County, No. 17CV000205, Michael L. Byrne and [Mark S. Boessenecker, JJ.](#), denied petition. Objectors appealed.

Holdings: The Court of Appeal, [Needham, J.](#), held that:

^[1] city council did not improperly delegate its decision-making authority to planning commission;

^[2] city council's discretion was limited to design review and did not extend to addressing environmental effects under CEQA;

^[3] issues addressed during design review process did not require invocation of CEQA review.

Affirmed.

Procedural Posture(s): On Appeal; Petition for Writ of Mandate.

West Headnotes (21)

^[1] Zoning and Planning

🔑 Nature in general

Planning and zoning law establishes the authority of most local governmental entities to regulate the use of land.

[Cases that cite this headnote](#)

^[2] Zoning and Planning

🔑 Uses in general

Zoning and Planning

🔑 Nature and necessity in general

Zoning laws regulate land uses in two basic ways: some uses are permitted as a matter of right if the uses conform to the zoning ordinance; other sensitive land uses require discretionary administrative approval pursuant to criteria in the zoning ordinance, and they require a conditional use permit. [Cal. Gov't Code § 65901](#).

[Cases that cite this headnote](#)

^[3] Zoning and Planning

🔑 Right to Permission, and Discretion

Zoning and Planning

🔑 Scope of inquiry and matters considered

A conditional use permit contemplates the review of individual applications using sound principles of zoning and planning and is discretionary by nature. [Cal. Gov't Code § 65901](#).

[Cases that cite this headnote](#)

^[4] Administrative Law and Procedure

🔑 Discretion of agency; abuse of discretion

Administrative Law and Procedure

🔑 Substantial evidence

McCorkle Eastside Neighborhood Group v. City of St. Helena, 31 Cal.App.5th 80 (2018)

242 Cal.Rptr.3d 379, 19 Cal. Daily Op. Serv. 502, 2019 Daily Journal D.A.R. 337

Abuse of discretion is shown if (1) the agency has not proceeded in a manner required by law, or (2) the determination is not supported by substantial evidence.

Cases that cite this headnote

- [5] **Administrative Law and Procedure**
 ⚡ Decision reviewed
Administrative Law and Procedure
 ⚡ Review using standard applied below

On appeal of an agency's decision, the Court of Appeal's task is the same as the trial court's, and it reviews the administrative record independently.

Cases that cite this headnote

- [6] **Environmental Law**
 ⚡ Assessments and impact statements

Legal determination of whether an approval is exempt from California Environmental Quality Act (CEQA) as a ministerial action is reviewed de novo, so is the interpretation of any local ordinance. 🇺🇸 Cal. Gov't Code § 21000 et seq.

Cases that cite this headnote

- [7] **Environmental Law**
 ⚡ Duty of government bodies to consider environment in general

California Environmental Quality Act (CEQA) is designed to compel government to make decisions with environmental consequences in mind. 🇺🇸 Cal. Gov't Code § 21000 et seq.

Cases that cite this headnote

- [8] **Environmental Law**
 ⚡ Major government action
Environmental Law
 ⚡ Categorical exclusion; exemptions in general

In the first step of the three-step process under California Environmental Quality Act (CEQA) and the implementing regulations, the public agency must determine whether the proposed development is a "project" that may affect the environment; if the proposed activity is a "project," the public agency must then decide in the second step whether it is exempt from compliance with CEQA under either a statutory exemption or a categorical exemption set forth in the regulations. Cal. Pub. Res. Code §§ 21065, 21080, 21084(a); Cal. Code Regs. tit. 14, § 15300.

Cases that cite this headnote

- [9] **Environmental Law**
 ⚡ Categorical exclusion; exemptions in general

A categorically exempt project is not subject to California Environmental Quality Act (CEQA), and no further environmental review is required. Cal. Pub. Res. Code § 21084(a); Cal. Code Regs. tit. 14, § 15300.

Cases that cite this headnote

- [10] **Environmental Law**
 ⚡ Significance in general
Environmental Law
 ⚡ Negative declaration; statement of reasons

If a proposed project is not exempt from compliance under California Environmental Quality Act (CEQA), the agency must determine whether the project may have a significant effect on the environment: if the agency decides the project will not have such an effect, it must adopt a negative declaration to that effect; otherwise, the agency must proceed to the third step of the three-step CEQA review, which

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entails preparation of an environmental impact report (EIR) before approval of the project. Cal. Pub. Res. Code §§ 21080(c), 21100(a), 21151(a); Cal. Code Regs. tit. 14, § 15070.

Cases that cite this headnote

adverse environmental consequences. Cal. Pub. Res. Code §§ 21100(a), 21151(a).

Cases that cite this headnote

- [11] **Environmental Law**
 ⚙️Necessity for Preparation of Statement, Consideration of Factors, or Other Compliance with Requirements

The “touchstone” for determining whether an agency is required to prepare an environmental impact report (EIR) is whether the agency could meaningfully address any environmental concerns that might be identified in the EIR. Cal. Pub. Res. Code §§ 21100(a), 21151(a).

Cases that cite this headnote

- [14] **Environmental Law**
 ⚙️Major government action

When a project involves both discretionary and non-discretionary actions, it will be deemed discretionary, such that California Environmental Quality Act (CEQA) applies; however, the discretionary component of the action must give the agency the authority to consider a project’s environmental consequences to trigger CEQA. Cal. Gov’t Code § 21000 et seq.

Cases that cite this headnote

- [12] **Environmental Law**
 ⚙️Constitutional provisions, statutes, and ordinances

As applied to private projects, the purpose of California Environmental Quality Act (CEQA) is to minimize the adverse effects of new construction on the environment. Cal. Gov’t Code § 21000 et seq.

Cases that cite this headnote

- [15] **Environmental Law**
 ⚙️Land use in general

City council did not improperly delegate its decision-making authority under California Environmental Quality Act (CEQA) to unelected city planning commission in finding that proposed development of multifamily residential building within city’s high density residential district was nondiscretionary project not subject to CEQA or fell within CEQA’s infill exemption, though objectors asserted city council improperly limited its scope of review and that municipal ordinances required environmental review of project; planning commission found project exempt and objectors took appeal to full elected city council, city council held full hearing and issued findings, city did act, just not in way objectors hoped, and ordinances did not require city council to consider environmental consequences of project. Cal. Gov’t Code § 21000 et seq.; Cal. Pub. Res. Code § 21080; Cal. Code Regs. tit. 14, §§ 15332, 15357.

Cases that cite this headnote

- [13] **Environmental Law**
 ⚙️Major government action

Government is foreclosed from influencing the shape of a proposed project, such that it is not required to prepare an environmental impact report (EIR), when a private party can legally compel approval without any changes in the design of its project which might alleviate

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14, §§ 15040(a), 15268(d).

Cases that cite this headnote

[16]

Environmental Law

🔑 Land use in general

Zoning and Planning

🔑 Family or multiple dwellings

City council's discretion in considering proposed development of multifamily residential building within city's high density residential district was limited to design review required by city ordinance, and did not extend to addressing environmental effects under California Environmental Quality Act (CEQA); city ordinance made multi-family dwellings a permitted use within high density residential districts, such that no conditional use permit requiring exercise of discretion was necessary, other city ordinance subjected such multi-family dwelling projects to design review, and CEQA did not apply to nondiscretionary projects. Cal. Gov't Code § 65901; Cal. Pub. Res. Code § 21080; Cal. Code Regs. tit. 14, § 15357.

Cases that cite this headnote

[17]

Environmental Law

🔑 Land use in general

Zoning and Planning

🔑 Family or multiple dwellings

Issues addressed by city council during design review process of proposed development of multifamily residential building within city's high density residential district under local ordinance did not require invocation of California Environmental Quality Act (CEQA) review, though objectors asserted that project was inconsistent with design of nearby historical homes; design review ordinances prevented city from disapproving project for non-design-related matters, city council determined that proposed project would not result in design-related CEQA impacts, and no environmental impact report (EIR) was required if sole environmental impact was aesthetic merit of building in highly developed area. Cal. Gov't Code § 21000 et seq.; Cal. Code Regs. tit.

[18]

Zoning and Planning

🔑 Architectural and Structural Designs

A city is not, pursuant to general law, required to have a design review ordinance; accordingly, where a city chooses to impose such an additional level of review of a proposed project, it is for the city to determine the scope that such review will entail.

Cases that cite this headnote

[19]

Environmental Law

🔑 Preemption

Environmental Law

🔑 Significance in general

States

🔑 Environment; nuclear projects

While local laws do not preempt California Environmental Quality Act (CEQA), aesthetic issues are ordinarily the province of local design review, not CEQA. Cal. Gov't Code § 21000 et seq.

Cases that cite this headnote

[20]

Environmental Law

🔑 Significance in general

Where a project must undergo design review under local law, that process itself can be found to mitigate purely aesthetic impacts to insignificance under California Environmental Quality Act (CEQA), even if some people are dissatisfied with the outcome. Cal. Gov't Code § 21000 et seq.

Cases that cite this headnote

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[21]

Environmental Law

🔑Categorical exclusion; exemptions in general

Exception to exemption to California Environmental Quality Act (CEQA) when there is a reasonable probability that the project will have a significant effect on the environment due to unusual circumstances applies only when the challenger proves both an unusual circumstance and a significant environmental effect as a result of that circumstance. 📄 Cal. Gov't Code § 21000 et seq.; Cal. Code Regs. tit. 14, § 15300.2(c).

Witkin Library Reference: 12 Witkin, Summary of Cal. Law (11th ed. 2017) Real Property, § 882 [Categorical Exemptions; In General.]

[Cases that cite this headnote](#)

****382** Napa County Superior Court, No. 17CV000205, Michael L. Byrne; Mark S. Boessenecker, Judges. (Napa County Super. Ct. No. 17CV000205)

Attorneys and Law Firms

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Opinion

[NEEDHAM, J.](#)

***85** Appellants [McCorkle](#) Eastside Neighborhood Group

and [St. Helena](#) Residents for an Equitable General Plan opposed the development of an eight-unit multifamily residential building at 632 [McCorkle](#) Avenue. They filed a lawsuit challenging the actions of respondents the City of [St. Helena](#) (City) and the City Council of [St. Helena](#) (City Council) in approving a resolution granting demolition and design review permits to property owner and real party in interest Joe McGrath. When the trial court denied their petition for peremptory and administrative writ of mandate (Code Civ. Proc., §§ 1085, 1094.5), appellants filed this appeal. Appellants contend (1) the City violated the California Environmental Quality Act (CEQA; 📄 Govt. Code, § 21000 et seq.) because the City Council failed to consider aspects of the project other than design review; and (2) the City abused its discretion under CEQA by approving the demolition permit and design review without requiring an environmental impact report (EIR) based on its determination that the proposed project met the requirements for a Class 32 (infill) categorical exemption under 14 California Administrative Code section 15332 (CEQA Guidelines). We affirm.

I. BACKGROUND

[1] [2] [3] The planning and zoning law establishes the authority of most local governmental entities to regulate the use of land. (📄 [Topanga Assn. for a Scenic Community v. County of Los Angeles](#) (1974) 11 Cal.3d 506, 518–519, fn. 18, 113 Cal.Rptr. 836, 522 P.2d 12.) “Zoning laws regulate land uses in two basic ways. Some uses are permitted as a matter of right if the uses conform to the zoning ordinance. Other sensitive land uses require discretionary administrative approval pursuant to criteria in the zoning ordinance. ([Govt. Code,] § 65901.) They require a conditional use permit.” (📄 [Neighborhood Action Group v. County of Calaveras](#) (1984) 156 Cal.App.3d 1176, 1183, 203 Cal.Rptr. 401.) A conditional use permit contemplates the review of ****383** individual applications using sound principles of zoning and planning and is discretionary by nature. (See 📄 [Breakzone Billiards v. City of Torrance](#) (2000) 81 Cal.App.4th 1205, 1224, 97 Cal.Rptr.2d 467.)

In 2015, the City began the process for amending the housing element of its general plan to conform with state policies by committing to eliminate the conditional use permit requirement for multi-family dwellings within High Density Residential (HR) districts. In 2016, the City

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amended its zoning ***86** ordinance to comply with this commitment. Section 17.44.020(C) of the **St. Helena** Municipal Code makes “[m]ultiple-family dwellings, apartments and dwelling groups consistent with the density requirements of this chapter” a permitted use within the HR district. Section 17.44.030 provides a list of uses requiring use permits, and multi-family dwellings are not on that list. Design review is still required for multi-family residential units within an HR district under section 17.44.040.

Real party in interest Joe McGrath purchased the half-acre lot at 632 **McCorkle** Avenue, an area within the City’s HR district, intending to build multi-family dwellings on the property. The lot contained a dilapidated single-family home and its soil had been contaminated with lead by a prior occupant. McGrath committed to remediating this contamination with Napa County. He submitted an application for a demolition permit to demolish the existing structure as well as a design review plan for the proposed eight units. The application was deemed complete by the City’s Planning Commission staff in October 2016, who prepared a report concluding (1) the proposed project fell within the Class 32 infill exemption of CEQA Guidelines [section 15332](#) and was thus exempt from CEQA; and (2) the project met the criteria for design review.

The project came before the full Planning Commission in a hearing held on December 6, 2016. It was opposed by several neighbors and by appellants, who argued the project should not be approved because: (1) the site of the proposed development was contaminated; (2) **McCorkle** Avenue contains no storm drains and routinely floods; (3) there is little public open space in the area and children are required to play in the street; (4) the space required for a firetruck turnaround was not adequate; (5) the proposed project was located in a historical district, and was not consistent with the design of four historical homes located across the street; and (6) the proposed project was next door to the pending multi-family Brenkle project, and the cumulative effects of those projects would be significant.¹ The City Attorney advised the Planning Commission that because the **St. Helena** Municipal Code now did not require issuance of a use permit for multifamily dwellings in HR districts, the Commission was required to approve the project so long as it met the design review criteria. Issues pertaining to use, such as parking, traffic, safety and soil remediation, were not to be considered. The City Attorney indicated he was confident that a Class 32 exemption applied to the project under CEQA Guidelines [section 15332](#), but that in any event CEQA would not apply to a nondiscretionary project such as this.

87** The Planning Commission approved the demolition and design review permits by a 2-1 vote in a resolution dated December 6, 2016. It found the project was exempt *384** from CEQA under CEQA Guidelines [section 15332](#) and would not cause any significant environmental effects. One commissioner who voted in favor of the project noted on the record this was “a tough one,” but she had voted to approve “based on what the restrictions of our discussion and our—our jurisdiction are, specific to design review.”

Appellants appealed to the City Council.² A hearing was held on January 24, 2017. The City Attorney advised the City Council it was limited to “the design aspects of this project” and reiterated that a Class 32 exemption applied but if it did not, review was still limited due to there being no use permit required.

The City Council voted 3-2 to deny the appeal and approve the action of the Planning Commission. It issued a resolution making findings in support of its approval for design review. It additionally made findings in the resolution that the project was consistent with the general plan’s goals of permitting infill development, encouraging a mix of housing types and prices, addressing workforce housing, encouraging higher density where appropriate, and allowing the conversion of single-family homes to multifamily housing. The resolution addressed specifically the arguments that the project was not consistent with the general plan.

The resolution also found that a Class 32 infill exemption to CEQA applied and specifically found the proposed project would not “result in any significant effects relating to traffic, noise, air quality or water quality” within the meaning of CEQA Guidelines [section 15332\(d\)](#). The resolution stated the CEQA exemption was consistent with the City’s limited discretion to consider or address environmental impacts: “Multi-family residential land uses are permitted by right in the HR District. Thus, in the context of this design review approval, the Planning Commission’s authority/discretion is limited to (design related) concerns stemming from the only discretionary actions required for project approval. The City Council’s discretion on appeal is similarly limited. Section 17.164.010 of the Zoning Ordinance expressly restricts the Planning Commission’s and City Council’s discretion during design review to the general form, spatial relationships and appearances of the project’s proposed design, and Section 17.164.040C expressly precludes the Planning Commission and City Council from disapproving a proposal for non-design related reasons. ... [¶] Accordingly, the City’s discretion, and thus scope of its CEQA review, is limited to design issues such as scale,

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*88 orientation, bulk, mass, materials, and colors, and it has no authority or ability to meaningfully address non-design related issues or impacts by imposing conditions of approval or mitigation measures. ... The Council takes quasi-adjudicative notice of case law that has determined that, in situations where an agency's discretion to deny or consider a particular activity is limited (such as the proposed residential land use at the project site) its approval decision is considered ministerial and CEQA does not apply or CEQA review is limited to the extent of the discretion." The City Council found that even if the project was not exempt from CEQA under the Class 32 infill exemption, "and some level of CEQA review thus were required, the City would nevertheless be allowed to undertake only limited review based on design-related environmental issues, not the use-related issues **385 asserted by the appellants' argument. The Council finds that City staff has demonstrated that the project will not result in any significant impacts, whether design-related or otherwise, and the appellants have not provided any substantial evidence to the contrary."

Appellants filed a petition for writ of mandate and first amended petition for writ of mandate against the City and City Council, alleging violations of CEQA and local zoning laws. The City and City Council answered and, after briefs were filed, a hearing was held. The trial court denied the petition.

II. DISCUSSION

A. Standard of Review

^[4] ^[5] ^[6] We review an agency's determination that CEQA does not apply to a project for abuse of discretion. (Pub. Res. Code, §§ 21168 [quasi-adjudicative proceedings], 21168.5 [quasi-legislative decisions];  *Gentry v. City of Murrieta* (1995) 36 Cal.App.4th 1359, 1374–1375, 43 Cal.Rptr.2d 170.) "Abuse of discretion is shown if (1) the agency has not proceeded in a manner required by law, or (2) the determination is not supported by substantial evidence." ( *Gentry*, at p. 1375, 43 Cal.Rptr.2d 170.) On appeal, our task is the same as the trial court's, and we review the administrative record independently. ( *Id.*, at pp. 1375–1376, 43 Cal.Rptr.2d 170.) The legal determination of whether an approval is exempt from CEQA as a ministerial action is reviewed de novo.

(*Friends of Juana Briones House v. City of Palo Alto* (2010) 190 Cal.App.4th 286, 303, 118 Cal.Rptr.3d 324.) So is the interpretation of any local ordinance. (*Brookside Investments, Ltd. v. City of El Monte* (2016) 5 Cal.App.5th 540, 548, fn. 4, 209 Cal.Rptr.3d 863.)

B. General Principles

^[7] "The basic purposes of CEQA are to: ^[¶] (1) Inform governmental decision makers and the public about the potential, significant environmental *89 effects of proposed activities. ^[¶] (2) Identify ways that environmental damage can be avoided or significantly reduced. ^[¶] (3) Prevent significant, avoidable damage to the environment by requiring changes in projects through the use of alternatives or mitigation measures when the governmental agency finds the changes to be feasible. ^[¶] (4) Disclose to the public the reasons why a governmental agency approved the project in the manner the agency chose if significant environmental effects are involved." (CEQA Guidelines), § 15002.) (*Tomlinson v. County of Alameda* (2012) 54 Cal.4th 281, 285–286, 142 Cal.Rptr.3d 539, 278 P.3d 803 (*Tomlinson*)). CEQA is designed to compel government to make decisions with environmental consequences in mind. ( *Laurel Heights Improvement Assn. v. Regents of University of California* (1988) 47 Cal.3d 376, 393, 253 Cal.Rptr. 426, 764 P.2d 278.)

^[8] ^[9] ^[10] "To achieve these goals, CEQA and the implementing regulations provide for a three-step process. In the first step, the public agency must determine whether the proposed development is a 'project,' that is, 'an activity which may cause either a direct physical change in the environment, or a reasonably foreseeable indirect physical change in the environment' undertaken, supported, or approved by a public agency. ([Pub.Res.Code], § 21065.) ^[¶] The second step of the process is required if the proposed activity is a 'project.' The public agency must then decide whether it is exempt from compliance with CEQA under either a statutory exemption ([Pub.Res.Code], § 21080) or a categorical exemption set forth in the regulations ([Pub.Res.Code], § 21084, subd. (a); [CEQA **386 Guidelines], § 15300). A categorically exempt project is not subject to CEQA, and no further environmental review is required. [Citations.] If the project is not exempt, the agency must determine whether the project may have a significant effect on the environment. If the agency decides the project will not have such an effect, it must 'adopt a negative declaration to that effect.' ([Pub. Res. Code], § 21080, subd. (c); see

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[CEQA Guidelines], § 15070; [citation].) Otherwise, the agency must proceed to the third step, which entails preparation of an [EIR] before approval of the project. (

[Pub.Res.Code], §§ 21100, subd. (a), 21151, subd. (a).)” (*Tomlinson, supra*, 54 Cal.4th at p. 286, 142 Cal.Rptr.3d 539, 278 P.3d 803.)

[11] [12] [13] CEQA applies only to “discretionary projects proposed to be carried out or approved by public agencies” (*Pub. Res. Code § 21080*, italics added.) A “discretionary project” is defined as one “which requires the exercise of judgment or deliberation when the public agency or body decides to approve or disapprove a particular activity, as distinguished from situations where the public agency or body merely has to determine whether there has been conformity with applicable statutes, ordinances, or regulations.” (Guidelines, § 15357.) The “touchstone” for determining whether an agency is required to prepare an EIR is whether the agency could meaningfully address any environmental concerns that might be *90 identified in the EIR: “ ‘As applied to private projects, the purpose of CEQA is to minimize the adverse effects of new construction on the environment. To serve this goal the act requires assessment of environmental consequences where government has the power through its regulatory powers to eliminate or mitigate one or more adverse environmental consequences a study could reveal. [¶] Thus the touchstone is whether the approval process involved allows the government to shape the project in any way which could respond to any of the concerns which might be identified in an environmental impact report. And when is government foreclosed from influencing the shape of the project? Only when a private party can legally compel approval without any changes in the design of its project which might alleviate adverse environmental consequences.’ ” (*San Diego Navy Broadway Complex Coalition v. City of San Diego* (2010) 185 Cal.App.4th 924, 933, 110 Cal.Rptr.3d 865 (*San Diego Navy*), citing *Friends of Westwood, Inc. v. City of Los Angeles* (1987) 191 Cal.App.3d 259, 266–267, 235 Cal.Rptr. 788 (*Friends of Westwood*), italics omitted.)

[14] When a project involves both discretionary and non-discretionary actions, it will be deemed discretionary. (*Friends of Westwood, supra*, 191 Cal.App.3d at 270, 235 Cal.Rptr. 788.) However, the discretionary component of the action must give the agency the authority to consider a project’s environmental consequences to trigger CEQA. (*Sierra Club v. Napa County Bd. of Supervisors* (2012) 205 Cal.App.4th 162, 179, 139 Cal.Rptr.3d 897 (*Sierra Club*); *San Diego*

Navy, supra, 185 Cal.App.4th at p. 934, 110 Cal.Rptr.3d 865.)

C. Non-Delegation

[15] Appellants argue the City and City Council did not proceed in the manner required by law. Appellants cite authority stating that CEQA requires a decision by the elected City body—here, the City Council—and contend that no such decision was made in this case because the City Council did not consider issues unrelated to aesthetics when determining that CEQA did not apply. We disagree.

In support of their argument, appellants rely on ***387 Vedanta Society of Southern California v. California Quartet, Ltd.* (2000) 84 Cal.App.4th 517, 534–535, 100 Cal.Rptr.2d 889 and *Kleist v. City of Glendale* (1976) 56 Cal.App.3d 770, 779, 128 Cal.Rptr. 781. Those decisions stand for the uncontroversial proposition that the elected decision makers of a local body have the ultimate responsibility for making a decision under CEQA and delegation is inconsistent with that rule. (*Ibid.*) Here, the unelected Planning Commission found the project exempt and appellants took an appeal to the full elected City Council. The City Council held a full hearing and issued findings on this appeal. There was no improper delegation *91 of the City’s authority under CEQA. (Cf. *Greenebaum v. City of Los Angeles* (1984) 153 Cal.App.3d 391, 402–403, 200 Cal.Rptr. 237 [city council reviewed and considered EIR and did not improperly delegate that responsibility to planning department’s deputy advisory agency].)

The City Council did approve the project without requiring an EIR or issuing a negative declaration, finding the Class 32 infill exemption applied and in any event it could not consider issues other than design review in light of the local ordinance. Appellants argue that because the City Council limited its review of environmental issues, the case is akin to *Vedanta*. We disagree. In *Vedanta*, the court reversed after it found that a tie vote during an appeal to the board of supervisors, which left the decision of the planning commission in that case intact by default, did not amount to the required consideration by the board. (*Vedanta, supra*, 84 Cal.App.4th at p. 527, 100 Cal.Rptr.2d 889.) But the City Council in this case *did* act—just not in the way that appellants had hoped. As we shall explain, the City Council properly limited the scope of its review as

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required by the ordinance. But it did not abdicate its duty to act, and did not delegate its ultimate duty to the Planning Commission in so doing.

Sections 17.08.060, 17.08.180(A) and 17.08.180(H) of the **St. Helena** Municipal Code did not require the City Council to consider the environmental consequences of a multi-family project in an HR district as appellants suggest. Collectively, those ordinances provide that an appeal of a decision by the Planning Commission may be taken to the full City Council, that the City Council's review is de novo, and that the final decision-making body (here, the City Council) may modify a proposed discretionary project. They do not expand the City Council's discretion beyond the language of the Municipal Code itself.

D. Applicability of Class 32 Infill Exemption

^[16]Appellants complain the City Council's decision to deny the appeal was unsupported because it did not consider the whole of the project before approving it. Appellants contend that before the City Council could properly adopt a Class 32 infill exemption under CEQA Guidelines section 15332, it was required by the terms of that exemption to determine whether the proposed project would "result in any significant effects relating to traffic, noise, air quality or water quality." (CEQA Guidelines, § 15332(d).) They also contend the City Council should have considered the applicability of a blanket exception to this categorical exemption, as set forth in CEQA Guidelines section 15300.2, which provides, "[a] categorical exemption shall not be used for an activity where there is a reasonable possibility that the activity will have a significant effect on the environment *92 due to unusual circumstances." (CEQA Guidelines § 15300.2(c); [Banker's Hill, Hillcrest, Park West Community Preservation Group v. City of San Diego](#) (2006) 139 Cal.App.4th 249, 260, 42 Cal.Rptr.3d 537.) Appellants argue the City Council took the City Attorney's advice **388 and failed to consider any environmental issues relating to this project.

^[17]Assuming the City Council did not consider traffic, noise or air and water quality for purposes of the Class 32 exemption despite its findings to the contrary, it nonetheless properly found that its discretion was limited to design review, given that no use permit was required for multi-family housing in HR districts. (See [Friends of Davis v. City of Davis](#) (2000) 83 Cal.App.4th 1004, 1010–1011, 100 Cal.Rptr.2d 413 ([Friends of Davis](#))

[when use is consistent with local zoning and a use permit either is not required or has been obtained, issuance of building permit is usually ministerial act].) It also found, appropriately, that the issues addressed during design review did not require the separate invocation of CEQA.

^[18]"A city is not, pursuant to general law, required to have a design review ordinance. Accordingly, where, as here, a city chooses to impose such an additional level of review, it is for the city to determine the scope that such review will entail." ([Friends of Davis, supra](#), 83 Cal.App.4th at p. 1014, 100 Cal.Rptr.2d 413.) "The Guidelines recognize that the application of CEQA to a local ordinance is dependent upon the scope and interpretation of the local ordinance, rather than vice versa. ... The Guidelines note[d] that CEQA does not grant an agency new powers independent of the powers granted by other laws. (Guidelines, § 15040, subd. (a).) Rather, the exercise of an agency's authority under a particular law must be within the scope of the agency's authority provided by that law and must be consistent with express or implied limitations provided by other laws." ([Id.](#) at pp. 1014–1015, 100 Cal.Rptr.2d 413.)

In this case, the City Council found the design review ordinances prevented it from disapproving the project for non-design related matters. This was correct. Under section 17.164.020 of the **St. Helena** Municipal Code, "The purpose of design review is: [¶] A. To promote those qualities in the environment which bring value to the community; [¶] B. To foster the attractiveness and functional utility of the community as a place to live and work; [¶] C. To preserve the character and quality of our heritage by maintaining the integrity of those areas which have a discernible character or are of special historic significance; [¶] D. To protect certain public investments in the area; [¶] E. To encourage, where appropriate, a mix of uses within permissible use zones; [¶] F. To raise the level of community expectations for the quality of its environment." Under section 17.164.030, the Planning Commission (and City Council) should consider the following: "1. Consistency and compatibility with applicable elements of the general *93 plan; [¶] 2. Compatibility of design with the immediate environment of the site; [¶] 3. Relationship of the design to the site; [¶] 4. Determination that the design is compatible in areas considered by the board as having a unified design or historical character; [¶] 5. Whether the design promotes harmonious transition in scale and character in areas between different designated land uses; [¶] 6. Compatibility with future construction both on and off the site; [¶] 7. Whether the architectural design of structures and their materials and colors are appropriate to the function of the project; [¶] 8. Whether the planning and

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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; [¶] 9. Whether the amount and arrangement of open space and landscaping are appropriate to the design and the function of the structures; [¶] 10. Whether access to the property and circulation systems are safe and convenient **389 for pedestrians, cyclists and vehicles; [¶] 11. Whether natural features are appropriately preserved and integrated with the project; [¶] 12. 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 structures and functions; [¶] 13. 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; [¶] 14. 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 City Council made extensive findings pertaining to these elements and found that the proposed project met all of them. It concluded that CEQA review was “limited to design issues such as scale, orientation, bulk, mass, materials and colors,” and the proposed project would not result in design-related CEQA impacts. These findings were supported by substantial evidence and must be upheld on appeal. (See *Breneric Associates v. City of Del Mar* (1998) 69 Cal.App.4th 166, 175–176, 81 Cal.Rptr.2d 324 [applying substantial evidence standard to decision on design review].)

[19] [20] Appellants’ complaints about the project include its appearance relative to the historical homes in the area. This does not mean review under CEQA was required. “[W]e do not believe that our Legislature in enacting CEQA... intended to require an EIR where the sole environmental impact is the aesthetic merit of a building in a highly developed area. [Citations.] To rule otherwise would mean that an EIR would be required for every urban building project that is not exempt under CEQA if enough people could be marshaled to complain about how it will look. While there may be situations *94 where it is unclear whether an aesthetic impact like the one alleged here arises in a ‘particularly sensitive’ context ([CEQA] Guidelines, § 15300.2(c) [exemption shall not be granted “when there is a reasonable possibility the activity will have an unusual effect on the environment due to unusual

circumstances”]) where it could be considered environmentally significant, this case does not test that boundary.” (*Bowman v. City of Berkeley* (2004) 122 Cal.App.4th 572, 592, 18 Cal.Rptr.3d 814 (*Bowman*).) While local laws do not preempt CEQA, “aesthetic issues like the one raised here are ordinarily the province of local design review, not CEQA.” (*Id.* at p. 593, 18 Cal.Rptr.3d 814.) “Where a project must undergo design review under local law, that process itself can be found to mitigate purely aesthetic impacts to insignificance, even if some people are dissatisfied with the outcome. A contrary holding that mandated redundant analysis would only produce needless delay and expense.” (*Id.* at p. 594, 18 Cal.Rptr.3d 814.) *St. Helena* is not as urbanized as Berkeley, the site of the project in *Bowman*, but the principles of that case apply to the design review in this case, which cannot be used to impose environmental conditions.³

**390 Appellants argue that because the City had discretion to conduct design review the entire project was discretionary and subject to CEQA. (See CEQA Guidelines § 15268(d).) They rely on authorities stating that where a project involves both discretionary and ministerial approvals, the entire project will be deemed discretionary. (E.g., *Friends of Westwood, supra*, 191 Cal.App.3d at p. 270, 235 Cal.Rptr. 788; *Day v. City of Glendale* (1975), 51 Cal.App.3d 817, 823, 124 Cal.Rptr. 569; *People v. Department of Housing and Community Dev.* (1975) 45 Cal.App.3d 185, 193–194, 119 Cal.Rptr. 266.) But this rule applies only when the discretionary component of the project gives the agency the authority to mitigate environmental impacts. (See *Sierra Club, supra*, 205 Cal.App.4th at p. 179, 139 Cal.Rptr.3d 897; *San Diego Navy, supra*, 185 Cal.App.4th at p. 934, 110 Cal.Rptr.3d 865.)

Because of the City’s lack of any discretion to address environmental effects, it is unnecessary to rely on the Class 32 exemption and equally unnecessary to spend much time on appellants’ contention that the proposed project did not qualify for an exemption because it was not consistent with the general plan. (CEQA Guidelines, § 15332(a).) We note the City Council found the proposed project consistent with the general plan and addressed appellants’ arguments to the contrary in great detail. In light of these findings, which are supported by the evidence, it did not abuse its discretion in finding the proposed project was consistent with the general *95 plan. (See *Orange Citizens for Parks & Recreation v. Superior Court* (2016) 2 Cal.5th 141, 154–155, 211 Cal.Rptr.3d 230, 385 P.3d 386 [review as to whether city

McCorkle Eastside Neighborhood Group v. City of St. Helena, 31 Cal.App.5th 80 (2018)

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erred in finding project consistent with general plan limited to abuse of discretion].)

^[21]It is also unnecessary to resolve whether the Class 32 infill exemption was inapplicable due to an exception because “there is a reasonable possibility that the activity will have a significant effect on the environment due to unusual circumstances.” (CEQA Guidelines, § 15300.2(c).) Because CEQA was limited in scope to design review whether or not the Class 32 exemption applied, any exception to the exemption was irrelevant. In any event, the subdivision establishing the exception applies only when the challenger proves both an unusual circumstance and a significant environmental effect as a result of that circumstance. ( *Berkeley Hillside Preservation v. City of Berkeley* (2015) 60 Cal.4th 1086, 1105, 184 Cal.Rptr.3d 643, 343 P.3d 834; *Walters v. City of Redondo Beach* (2016) 1 Cal.App.5th 809, 819–820, 205 Cal.Rptr.3d 157.) Nothing about the proposed project was “unusual” within the meaning of the CEQA Guidelines.⁴

III. DISPOSITION

The judgment is affirmed. Ordinary costs on appeal are awarded to respondents.

We concur.

SIMONS, ACTING P.J.

BRUINIERS, J.⁵

All Citations

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Footnotes

- 1 Some of these arguments challenge the existing environment’s effect on future users of the project. Analysis was not required under CEQA for this purpose. ( *California Bldg. Industry Assn. v. Bay Area Air Quality Management District* (2015) 62 Cal.4th 369, 386, 196 Cal.Rptr.3d 94, 362 P.3d 792.)
- 2 Under sections 17.164.080 and 17.08.180(A) of the **St. Helena** Municipal Code, a land use application in the City of **St. Helena** is heard initially by the Planning Commission and is appealable to the City Council.
- 3 It is unnecessary to resolve respondents’ contention that appellants have forfeited their claim that the design review ordinances themselves contain language that renders CEQA applicable in this case. (See  *North Coast Rivers Alliance v. Marin Water Dist. Bd.* (2013) 216 Cal.App.4th 614, 623–624, 157 Cal.Rptr.3d 240.)
- 4 We deny as unnecessary real party in interest’s request for judicial notice, filed July 27, 2018.
- 5 Retired Associate Justice of the Court of Appeal, First Appellate District, assigned by the Chief Justice pursuant to [article VI, section 6 of the California Constitution](#).

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Report to the City Council
Council Meeting of March 13, 2018

Agenda Section: New Business

Subject: Review of a request from Joe McGrath for Council approval of an Alternative Equivalent Proposal to satisfy the Inclusionary Housing requirement for the approved project at 632 McCorkle, as allowed under St. Helena Municipal Code (SHMC) Section 17.146.050 B.

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 December 6, 2016, the Planning Commission approved a request for Demolition and Design Review approval to construct an eight-unit multifamily housing project at 632 McCorkle Avenue in the High Density Residential zoning district.

On January 24, 2017, the City Council denied an appeal of this Planning Commission action, upholding the decision and reaffirming the approval of the design review and demolition permit for the eight-unit multifamily residential project proposed by Joe McGrath for the property located at 632 McCorkle Street. The project is subject to the City’s affordable housing “inclusionary” ordinance (St. Helena Municipal Code (“SHMC”) chapter 17.146), requiring either that (1) 20% of the project’s units be “affordable” for households at specified income levels, or (2) the project applicant satisfy an alternative equivalent requirement and/or (3) pay in lieu fees to meet the City’s Inclusionary Housing requirements. Under Chapter 17.146, project applicants also may request (from the Council) specified concessions and incentives to offset the costs of complying with the requirements. The requirements of Chapter 17.146 should have been, but were

not, addressed during the discretionary review of the project. Rather, staff incorrectly assumed the project would automatically be required to pay an affordable housing in-lieu fee of \$40,000. The applicant, Mr. McGrath, has requested that the Council address the issue now through the consideration of an Alternative Equivalent Proposal, as allowed under SHMC 17.146.050 B.

DISCUSSION

The City's Inclusionary Ordinance, SHMC Chapter 17.146

Many cities have adopted what are known as "inclusionary" ordinances, which require developers of market rate residential projects to set aside or offer a specified percentage of the proposed units to be affordable to households with specified moderate, low or very low incomes. St. Helena has adopted its own inclusionary ordinance, which is codified at SHMC chapter 17.146 under the heading "Housing Trust Fund, Housing Impact Fee and Inclusionary/In Lieu Fee Requirements."

The basic "inclusionary" requirement under the City's ordinance is as follows:

"At least twenty percent (20%) of all new dwelling units in a residential development project shall be affordable units, which shall be constructed and completed not later than the related market rate units."

Depending on the number of units any given project might propose, the 20% inclusionary requirement can result in a requirement that the applicant provide a fraction of one unit. The City's ordinance anticipates and addresses that as follows:

"For fractions of affordable units, including fractions resulting from construction of less than five dwelling units, the developer may elect, at his or her option, to construct the next higher whole number of affordable units, perform an alternative equivalent action which has received the approval of the city council pursuant to subsection B, or pay the housing in-lieu fee specified in subsection E for such fraction." (SHMC section 17.146.050 A.)

Most inclusionary ordinances allow for alternative means by which a developer may satisfy the requirements of the ordinance, namely, "alternative equivalents" and/or in-lieu fees. St. Helena's ordinance is no exception, and provides a means for developers to seek discretionary City Council approval for specified alternatives to the inclusionary units under SHMC 17.146.050 B., which states:

"A developer of any residential project may propose to meet the requirements of subsection A with an alternative equivalent action, subject to the review and approval of the city council. Proposals for alternative equivalent actions may include, but are not limited to, dedication of vacant land, the construction of affordable units on another site, or acquisition and enforcement of required rental/sales price restrictions on existing standard dwelling units consistent with this section. Any proposal shall show how the

alternative action will further affordable housing opportunities in the city to an equal or greater extent than compliance with the express requirements of subsection A or payment of the appropriate in-lieu housing fee.”

Again, like most inclusionary ordinances, St. Helena’s ordinance also allows developers to request discretionary City Council approval to satisfy the entire inclusionary requirement by payment of an in lieu fee:

“A developer of four or fewer residential dwelling units which are the whole of a residential development project may meet the requirements of subsection A through payment of an in-lieu fee.

A developer of any other residential project may propose to meet the requirements of subsection A through payment of an in-lieu fee by showing good cause that it is not feasible to construct the required units.

In addition to, and separate from, the alternative equivalent and in lieu fee options, the City’s ordinance allows developers subject to the ordinance to request certain concessions and incentives to offset the costs of providing the affordable units (under the City’s ordinance, a developer is allowed, but not required, to submit a preliminary development proposal for early City Council review, at which time the developer may also identify and receive Council feedback on any requests for concessions and incentives).

Thus, under Section 17.146.050 F., a developer who satisfies the ordinance by actually constructing the required affordable units may ask the City for a variety of financial and other concessions and incentives, including:

- An additional density bonus or other incentives of equal financial value subject to the City Council’s review and approval.
- Waiver or modification of City standards that have a direct impact on reducing total project costs while being consistent with required building and safety code standards. The developer shall be responsible for documenting that the waiver or modification is necessary for the feasibility of the residential development project and is consistent with required building and safety code standards.
- Direct financial assistance in the form of a loan or grant using trust fund or other appropriate available funds subject to the recommendation of the housing director.
- Defer payment of City fees on market rate units until the issuance of the certificate of occupancy for the unit.

(SHMC section 17.146.050 F.)

For projects involving a developer’s commitment to 25% affordable units, the Council may grant additional concessions or incentives as identified in SHMC 17.146.050 F 3.

The ordinance also specifies the required affordability of the inclusionary units as follows:

"If under subsection A, the developer is required to build three or fewer units of affordable rental housing, the following requirements apply:

a. If the developer is required to build only one affordable unit, that unit shall be affordable for a very low-income household.

b. If the developer is required to build two affordable units, one unit shall be affordable for a very low-income household and one unit shall be affordable for a low-income household.

c. If the developer is required to build three affordable units, one unit shall be affordable for a very low-income household, one unit shall be affordable for a low-income household, and one unit shall be affordable for a moderate-income household.

d. If the city's fair share housing goals, as set by the housing element of the general plan, have been met for the lowest income category, any required units shall be affordable in the next higher income category in which there is a fair share requirement."

Application Of The City's Inclusionary Ordinance To Mr. McGrath's 632 McCorkle Project.

As noted, Mr. McGrath's project at 632 McCorkle proposes an eight-unit, multifamily residential rental project. As such, it is subject to the requirements of Section 17.146.050. Under Section 17.146.050 A, 20% of the eight units would be required to be affordable units under the terms and definitions of the ordinance.

The inclusionary requirement of 20% of the approved eight units is 1.6 units. Because the requirement results in a fraction of a unit, under Section 17.146.050 A, if Mr. McGrath were to build the one affordable unit, that unit would have to be affordable for a very low income household per SHMC section 17.146.050 G 1. A., and Mr. McGrath then may, at his option, either (1) construct and include an additional unit (affordable per Section 17.146.050 G 1. b. for a moderate income household) or (2) pay the specified in lieu fee for the remaining .6 unit. Staff has calculated the in lieu fee for the .6 unit as \$2,837.13 ($\$1,600,000$ construction costs for the project / $7,994$ square feet = $\$200.15$ per square foot cost x 945 square feet unit size = $\$189,141.75$ per two bedroom unit x 0.6 units = $\$113,485.05$ x 2.5% In-Lieu fee requirement = $\$2,837.13$).

Alternatively, Section 17.146.050 allows Mr. McGrath to seek approval from the Council for an alternate equivalent under Section 17.146.050 B, or pay in-lieu fees to cover the entirety of the inclusionary requirement under 17.146.050 C, both subject to Council approval.

Alternative Equivalent Proposal

Mr. McGrath has requested the City Council approve an alternative equivalent proposal as allowed under 17.146.050 B. Specifically, this alternative proposes:

- 1) Deed restrict one 2-bedroom unit located at 1246 Grayson Avenue to Low Income residents and deed restrict one 2-bedroom unit located at 1244 Grayson Avenue to Moderate Income Residents for a period of 20-years (both units are 960 square feet) for a period of 20-years; and
- 2) That this restriction be found to satisfy the inclusionary housing requirement for the 632 McCorkle project and no additional in-lieu fees be required; and
- 3) That the City Council grant a request to eliminate the covered parking (carport) requirement for the 632 McCorkle project as a concession and incentive consistent with State law and the Housing Element, given that the alternative equivalent proposal is providing 25% (two units) of the total unit count of the McCorkle project (eight units) as deed restricted affordable housing, as identified in SHMC 17.146.050 F. 3.; and
- 4) That all municipal fees for the 632 McCorkle Project been deferred until occupancy of the project.

Staff finds that Mr. McGrath's alternative equivalent proposal meets the requirements of 17.146.050 B., in that the alternative would further affordable housing opportunities in the City to an equal or greater extent than compliance with the express requirements of subsection A. Specifically, this alternative would:

- 1) Deed restrict two existing units (to low and moderate income residents) totaling 25-percent of the approved project's unit count, rather than the one low income unit and partial fee payment required under the standard inclusionary housing element identified in 17.146.050 A. which requires 20-percent of the approved project's unit count;
- 2) Locate these two additional units onto the west side of St Helena, an area identified by some members of the community as lacking in affordable housing units;
- 3) The alternative proposal has the added benefit of proving affordable housing units within walking distance of several schools;
- 4) The size of the deed restricted units are slightly larger (960 vs. 945 square feet), and include a garage as an added amenity.

FISCAL IMPACT

The only direct fiscal impact associated with the proposed alternative equivalent proposal is that the 0.6 unit in-lieu fee (approximately \$2,837.13) would not be paid into the Affordable Housing Trust Fund account. Rather, a deed restricted moderate income unit would be accepted. Deferral of the project's impact fees would not result in any direct fiscal impacts as the fees would be collected prior to occupancy of the project.

RECOMMENDED ACTION

It is recommended that the City Council:

1. Determine the consideration and action on the requested Alternative Equivalent Proposal regarding inclusionary housing for the project at 632 McCorkle be found to be in keeping with the previous Class 32 Categorical Exemption allowed under CEQA Section 15332 for In-Fill development, and
2. Review and act on the request from Joe McGrath for approval of an Alternative Equivalent Proposal regarding meeting the City of St Helena Inclusionary Housing Requirements for the eight unit multifamily housing project previously approved at 632 McCorkle Avenue.

ATTACHMENTS

[McGrath 632 McCorkle Inclusionary Alternative Resolution](#)

[Attachment A-Kosmont Feasibility Memo](#)

[Alternative Equivalent Proposal from Mr. Joe McGrath](#)

[Alternative Unit Photo 1](#)

[Alternative Unit Photo 2](#)

[Alternative Unit Photo 3](#)

[Alternative Unit Photo 4](#)

CITY OF ST. HELENA

RESOLUTION NO. 2018-

APPROVING JOE MCGRATH'S PROPOSAL TO MEET THE REQUIREMENTS OF THE CITY'S INCLUSIONARY ORDINANCE, SHMC SECTION 17.146.050 A, FOR THE EIGHT UNIT PROJECT LOCATED AT 632 MCCORKLE STREET BY AN ALTERNATIVE EQUIVALENT ACTION PURSUANT TO SHMC SECTION 17.146.050 B, ACCEPTING A 20 YEAR REDUCED AFFORDABILITY DURATION, AND ADOPTING FINDINGS

RECITALS

A. **WHEREAS**, in January 2017, the City Council approved the design review and demolition permit for the eight-unit multifamily residential project proposed by Joe McGrath ("Applicant") for the property located at 632 McCorkle Street.

B. **WHEREAS**, at that time, the applicant presented the project as a purely market rate project, in which none of the eight units would be "affordable" regulated units, and Staff determined that an impact fee of \$40,000 would be the project's only affordable housing requirement.

C. **WHEREAS**, Staff since has determined that the project is subject to the City's affordable housing "inclusionary" ordinance (St. Helena Municipal Code ("SHMC") chapter 17.146), requiring either that (1) 20% of the project's units be "affordable" for households at specified income levels, or (2) the project applicant satisfy alternative and/or in lieu fee requirements.

D. **WHEREAS**, applying the requirements, SHMC Section 17.146.050 A and G would require Applicant's project to provide 1.6 affordable units, including (1) one unit that would be affordable for a low-income household plus, with respect to the fractional (.6) unit, either one additional affordable unit, an alternative equivalent action or payment of the housing in-lieu fee specified under SHMC Section 17.146.050 E for such fraction (\$2,837.13).

E. **WHEREAS**, two groups challenged the City Council's decision approving the project in Court. The Napa Superior Court entered judgment in favor of the City and Applicant, and the petitioner groups have appealed.

F. **WHEREAS**, in accordance with the terms of his project application and conditions of project approval, Applicant has paid the costs of the City's defense of the lawsuit.

G. **WHEREAS**, applicant has demonstrated that the costs of the litigation have substantially impacted the feasibility of, and his ability to develop the project. In addition, Applicant has incurred other unanticipated costs and expenses, including the requirement to include covered carports in the project and the remediation of soil contamination, which diminish the financial feasibility of, and jeopardize the project.

H. **WHEREAS**, Applicant has also demonstrated that the project will be financially infeasible if he is required to satisfy the City's basic inclusionary requirement under SHMC Section 17.146.050. He has stated that he may decide not to develop the project unless the City approves an alternative equivalent action as allowed under 17.146.050 B.

I. **WHEREAS**, under SHMC Section 17.146.050 J 4, affordable rental units are normally required to be affordable in perpetuity. Under SHMC Section 17.146.050 G 3, the City Council may forgive all or a portion of an affordability requirement. SHMC Section 17.146.050 J 4 includes the duration of affordable rental units' affordability as an issue of affordability. Applicant shall be required to execute the other regulatory agreements ensuring the affordability of the affordable units that he proposes to provide by his alternative equivalent action, as required by SHMC Section 17.146.050 J.

J. **WHEREAS**, Applicant has proposed an alternative equivalent action, as authorized by SHMC Section 17.146.050 B, and has requested a concession, as authorized by SHMC Section 17.146.050 F, as follows:

Alternative Equivalent Action Proposal:

- Applicant will provide one (1) two bedroom unit at 1246 Grayson shall be affordable for a low income household for a deed-restricted period of 20 years.
- Applicant will provide one (1) two bedroom unit at 1244 Grayson shall be affordable for a moderate income household for a deed-restricted period of 20 years.
- Applicant requests that the affordability duration of the two units commence at issuance of Certificate of Occupancy for the 632 McCorkle project and run for a period of 20 years.
- Applicant further requests that this component of his proposal not result in the eviction of an existing tenant, and that the existing tenant be evaluated as to whether he/she meets the qualification of this income category, and proposes to freeze the current rent in the interim period.

Concession Proposal:

- The City Council will excuse Applicant from the requirement to provide Carport(s) for the project.
- The City Council will defer collection of remaining municipal fees until occupancy of the 632 McCorkle project is granted.

K. **WHEREAS**, the City engaged Kosmont Companies ("Kosmont"), a consultant with expertise in reviewing such materials and assessing the financial feasibility of such projects, to assess the financial feasibility of the Applicant's project, and to confirm Applicant's demonstration that his project will not be feasible if the project is required to satisfy the basic inclusionary requirement as perscribed. Kosmont has confirmed and concluded that the Applicant's project will not be feasible, if the project satisfies the City's basic inclusionary requirement. The Kosmont financial analysis is attached hereto as **Attachment A**.

L. **WHEREAS**, Applicant submits, and City Council agrees, that his proposal will both further and significantly contribute to the affordable housing opportunities in the City to an equal or greater extent than compliance with the express requirements of SHMC Section 17.146.050 A or payment of the appropriate in-lieu housing fee as identified.

M. **WHEREAS**, the City of St. Helena has sought to satisfy its state-imposed housing obligations, at least in part, by planning for and approving smaller in-fill projects that are dispersed throughout the City. Such smaller in-fill projects can be financially infeasible when they provide

affordable units and otherwise encounter unanticipated expenses such as litigation and soil remediation costs. Applicant's project is such a project. The City Council finds that unless the City approves Applicant's proposal, Applicant will be unable to develop his project, which provides critically-needed housing consistent with the City's above policy, and elements of the City's adopted Housing Element.

N. **WHEREAS**, excusing the Applicant from the requirement to provide carports and deferring fees, as authorized by SHMC Section 17.146.050 F, would both improve the project's financial feasibility and also substantially improve the project's design in terms of open space, light and air.

O. **WHEREAS**, Applicant's alternative equivalent action proposal advances the City's satisfaction of state RHNA requirements, and its provision of one low income unit on the west side of ST Helena will both apply to the City's satisfaction of its mileposts under the Settlement and Release entered into by the City in or around October of 2014 in that certain litigation known as *Calderon v. City of St. Helena*, et al., Case Number C 12-05819 ("Calderon Settlement") and further the goals of the adopted Housing Element.

P. **WHEREAS**, providing the affordable units at 1246 and 1244 Grayson Street serves the ongoing interest of the City in dispersing and balancing the location of affordable housing in all parts of City.

RESOLUTION

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

1. The recitals above are true and correct, incorporated herein by this reference, and adopted as the Council's findings.
2. The City Council hereby approves Applicant's proposed alternative equivalent action, as authorized by SHMC Section 17.146.050 B.
3. The City Council finds that Applicant's alternative equivalent action will both further and contribute significantly to the affordable housing opportunities in the City to an equal or greater extent than his project's compliance with the express requirements of SHMC Section 17.146.050 A or payment of the appropriate in-lieu housing fee, because:
 - a. The proposal would deed restrict two existing units (to low and moderate income residents) totaling 25-percent of the approved project's unit count, rather than the one low income unit and partial fee payment required under the standard inclusionary housing element; and
 - b. These two additional units would be located on the west side of St Helena, an area identified by some members of the community as lacking in affordable housing units.
 - c. The alternative has the added benefit of proving these units within walking distance of several schools; and
 - d. The size of the deed restricted units are slightly larger (960 vs. 945 square feet), and include a garage as an added amenity.

4. The City Council hereby forgives the requirement that affordable rental units be affordable in perpetuity.
5. The City Council hereby directs staff to draft an affordability agreement and deed restriction limiting the rental rates on the units at 1244 and 1246 Grayson, as identified in the Alternative Equivalent Proposal.
6. The City Council hereby excuses Applicant from the requirement that the project include carports, as a concession authorized by SHMC Section 17.146.050 F. and further allows the deferral of fee payment until occupancy of the units is granted.
7. The City Council hereby finds that it can be seen with certainty that there is no possibility the adoption and implementation of this Resolution may have a significant effect on the environment as this Resolution in no manner changes the residential use, density or intensity of the project or the property at 1244 and 1246 Grayson Street, but instead simply defines and transfers the requirement to provide affordable units from the proposed development at 632 McCorkle to the existing units at 1244 and 1246 Grayson Street, and excuses the construction of the carports at 632 McCorkle. As such, the action to adopt this Resolution is exempt from the provisions of the California Environmental Quality Act (Public Resources Code section 21000, et seq.) (CEQA) pursuant to CEQA Guidelines Section 15332 In-Fill Development Projects and 15061(b)(3). in that the project site is both an infill property and it can be seen with certainty that there is no possibility that the activity in question may have a significant effect on the environment, given no physical changes are proposed by this action and the elimination of the carport through a concession actually reduces the total coverage of the property, reduces the amount of overall construction activity and materials required to develop the property and allows additional light and air circulation to reach the lower floor units.
8. The City Council hereby finds that the action to adopt this Resolution is consistent with the City's General Plan, including without limitation the Housing Element in that Housing Element policies HE2.A and HE1.H expressly direct the support of attached market rate "workforce" housing for residents with incomes above the moderate level, and identify such housing shall be provided with incentives to assist with its development.
9. The City Council makes no representation regarding the effect, if any, that the adoption of this Resolution, including without limitation its forgiveness of perpetual affordability or its waiver of the carport requirement, may have on Applicant's need to comply with California state or federal laws that might apply to the construction of the Applicant's project, including but not limited to the California Prevailing Wage Law. Applicant shall bear sole responsibility for ensuring that the project is completed in compliance with all applicable laws and regulations.

Approved at a Regular Meeting of the St. Helena City Council on March 13, 2018 by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

APPROVED:

ATTEST:

Alan Galbraith, Mayor

Cindy Tzaopoulos, City Clerk



Attachment A

February 27, 2018

Mr. Mark Prestwich
City Manager
City of St Helena
1480 Main Street
St Helena, CA 94574

Re: McGrath Financial Analysis – 632 McCorkle Ave., St. Helena

Dear Mr. Prestwich:

Kosmont Companies (“Kosmont” or “Consultant”) is pleased to submit to the City of St. Helena (“City” or “Client”) this draft financial analysis of the proposed 8-unit apartment project at 632 McCorkle Ave. (“Project”) to be built by Mr. Joe McGrath (“Developer”).

Background

Developer acquired an 0.5-acre parcel at 632 McCorkle in January 2016, at a cost of \$900,000. The property is zoned High Density Residential allowing up to 28 units per acre. In order to build the Project, Developer has had to do significant environmental cleanup estimated at \$150,000 and defend a CEQA lawsuit and appeal filed by residents of St Helena (estimated cost of \$350,000).

Further, the City has determined that the Inclusionary Zoning Ordinance 17.146.050 must be applied to the Project requiring 20% of the project unit count (or 1.6 units) be developed as affordable housing. The Ordinance calls for the first unit to be affordable for Very Low Income Households (< \$43,600 annual income), with the second unit affordable to Low income Households (<\$60,000 annual income).

Developer has indicated that the Project cannot afford to provide the required inclusionary units on site, due to the unanticipated costs identified above. City has retained Kosmont for help in understanding the economics of the Project, including assistance in negotiating an agreement with Developer on a feasible level of low income inclusionary units. The Ordinance grants the City authority to forgo the inclusionary requirements, if it will cause undue hardship to a project that contributes to affordable housing opportunities within the City. Kosmont has reviewed financial pro forma information provided by Developer and discussed assumptions with Developer.

Financial Valuation Summary

Based on Kosmont's 30+ years of experience with development feasibility studies, the appropriate measure to determine financial feasibility for apartment projects is the stabilized annual return on cost, which is measured as the stabilized net operating income divided by total development costs. In the recent market environment, a 4.0 percent annual return on cost would be a minimum threshold for financial feasibility for development of an apartment project.

**632 McCorkle Ave.
 Valuation Summary**

			Stabilized Year
Units			8
Net Operating Income			\$140,000
Total Dev. Costs			\$4,000,000
Return on Investment			3.5%
Gap to achieve 4% ROI			\$500,000

Source: Kosmont Companies

Financial Pro Forma

Kosmont reviewed the developer pro forma estimates for hard costs, soft costs and operating revenue and expenses. Kosmont has prepared a simple excel financial pro forma for this analysis in order to provide a best estimate of developer return on investment when the Project is completed.

The pro forma indicates that proposed Project will cost slightly over \$4 million, including land cost, environmental remediation and legal fees mentioned previously. The major cost is for modular building system at \$1.6 million, or \$200 per building square foot. City fees are estimated at \$240,000 or \$30 per square foot. Site improvements, utilities and landscape is estimated at \$800,000. Kosmont believes the cost estimates are reasonable for the proposed Project design.

At completion of construction, the Project apartments are estimated to generate effective gross income of \$230,000 per year assuming no inclusionary units, based on 2-bedroom rent of \$2,400 per month and 3-bedroom rent of \$2,800 per month. After deducting an allowance for property taxes and operating expenses of approximately \$11,000 per unit, the net operating income is estimated to be \$140,000. This \$140,000 annual income represents a 3.5% annual return on the \$4 million investment, and is below the feasible development return threshold of 4.0% per year. To achieve a 4.0% return, at these rent levels, Developer would need to reduce costs by \$500,000.

Impact of Inclusionary Affordable Units

A Very Low Income unit will likely rent for approximately \$1,000 per month, representing a loss of \$1,400 to \$1,800 per month (\$17,000 to \$22,000 per year).

A Low Income unit will likely rent for approximately \$1,300 per month, representing a loss of \$13,000 to \$18,000 per year, while a Moderate Income unit will likely rent for approximately \$2,000 per month, representing a loss of \$5,000 to \$10,000 per year.

If the City were to require one Very Low and one Low Income unit, the developer pro forma would be severely impacted, resulting in net operating income for the entire Project of only \$100,000 to \$110,000 per year. This would be a severe hardship, reducing the ROI to 2.5% to 2.75%, which translates into an ultimate buildout value of the Project of less than \$2.5 million – representing a potential \$1.5 million loss to Developer.

Recommendation

The eight market rate units are expected to rent for \$2,400 to \$2,800 for 2-bedroom and 3-bedroom units, which is reasonable given the type of construction planned. It is useful to note that the Project will provide units at a level comparable to Napa County average rents, but at a substantial discount to the higher **average** apartment rents in St Helena, as reported by GoSection8.

We note that the upper end rent level of moderate income affordable units is \$2,600 per month, thus allowing the City could make a finding that imposing the inclusionary requirements would be a severe financial hardship, preventing the Developer from providing 8 units of workforce housing that would be affordable to households at 120% of median income.

Mr. Joe McGrath's Alternative Equivalent Proposal to meet the Inclusionary Housing Requirements for the Approved Multifamily Housing Project at 632 McCorkle

1) Dedicate (1) 2 BR Unit at 1246 Grayson to "Low" Income for deed-restricted period of 20 years.

This unit was constructed in 2006. It is a 960 SF 2 Bedroom, 1 Bath unit with garage. I believe this is in the best interest of the City - as expressed also by opposition to this project - to help balance affordable housing with the "west" side of St. Helena. The garage also serves as a critical amenity for tradespeople that may fall into the "low" income category. I propose that the period commence at issuance of Certificate of Occupancy for the 632 McCorkle project and run for a period of 20 years. I would also request that this policy does not result in the eviction of an existing tenant, and that existing tenant be evaluated as to whether they meet the qualification of this income category. We will freeze the current rent in the interim period.

2) Dedicate (1) 2BR Unit at 1244 Grayson to "Moderate" Income for a deed restricted period of 20 yrs.

This unit is a part of the original triplex constructed in 1983. It is a 960 SF 2 Bedroom, 1 Bath unit with garage. I believe this is in the interest of the City - as expressed also by opposition to this project to balance affordable housing with the "west" side of St. Helena. This unit has not been renovated since original construction. Dedicating the older unit to "Moderate" will enable renovation at the next turnover. I will commit to that renovation to the standard of the two units (1240 and 1242) recently renovated. (I have attached pictures). The garage also serves as a critical amenity for tradespeople that may fall into the "low" income category. I propose that the period commence at issuance of Certificate of Occupancy for the 632 McCorkle project and run for a period of 20 years. I would also request that this policy does not result in the eviction of an existing tenant, and that existing tenant be evaluated as to whether they meet the qualification of this income category. We will freeze the current rent in the interim period.

3) The Housing Impact fee of \$40000 becomes waived and not applicable as prescribed by Municipal Code.

4) The Carport(s) requirement shall be removed. No fees shall be charged for any exception processing.

As allowed by municipal code 17.146.050, concessions are warranted. As you certainly can appreciate working with these concessions early in the development process is much more preferable. As it now stands, our design is frozen which leaves minimal opportunity to put in place cost-effective concessions. I believe this is a very modest concession from the standpoint of the City. During the Design Review process, there were negative comments regarding the massing and potential reflectivity of the Carport roof. The U-shape building design and parking distance from the street virtually hides all parking from street view.

5) Municipal Fees shall be deferred until Certificate of Occupancy.

I believe this is also warranted and low impact to the City. This helps me support the cash flow needs during project development. Pending Appeal litigation necessitates self-financing of this project.

I trust this is an acceptable proposal and look forward to progressing on this project.

Thanks,

Joe McGrath









CITY OF ST. HELENA

RESOLUTION NO. 2018-38

APPROVING JOE MCGRATH'S PROPOSAL TO MEET THE REQUIREMENTS OF THE CITY'S INCLUSIONARY ORDINANCE, SHMC SECTION 17.146.050 A, FOR THE EIGHT UNIT PROJECT LOCATED AT 632 MCCORKLE STREET BY AN ALTERNATIVE EQUIVALENT ACTION PURSUANT TO SHMC SECTION 17.146.050 B, ACCEPTING A 20 YEAR REDUCED AFFORDABILITY DURATION, AND ADOPTING FINDINGS

RECITALS

A. **WHEREAS**, in January 2017, the City Council approved the design review and demolition permit for the eight-unit multifamily residential project proposed by Joe McGrath ("Applicant") for the property located at 632 McCorkle Street.

B. **WHEREAS**, at that time, the applicant presented the project as a purely market rate project, in which none of the eight units would be "affordable" regulated units, and Staff determined that an impact fee of \$40,000 would be the project's only affordable housing requirement.

C. **WHEREAS**, Staff since has determined that the project is subject to the City's affordable housing "inclusionary" ordinance (St. Helena Municipal Code ("SHMC") chapter 17.146), requiring either that (1) 20% of the project's units be "affordable" for households at specified income levels, or (2) the project applicant satisfy alternative and/or in lieu fee requirements.

D. **WHEREAS**, applying the requirements, SHMC Section 17.146.050 A and G would require Applicant's project to provide 1.6 affordable units, including (1) one unit that would be affordable for a low-income household plus, with respect to the fractional (.6) unit, either one additional affordable unit, an alternative equivalent action or payment of the housing in-lieu fee specified under SHMC Section 17.146.050 E for such fraction (\$2,837.13).

E. **WHEREAS**, two groups challenged the City Council's decision approving the project in Court. The Napa Superior Court entered judgment in favor of the City and Applicant, and the petitioner groups have appealed.

F. **WHEREAS**, in accordance with the terms of his project application and conditions of project approval, Applicant has paid the costs of the City's defense of the lawsuit.

G. **WHEREAS**, applicant has demonstrated that the costs of the litigation have substantially impacted the feasibility of, and his ability to develop the project. In addition, Applicant has incurred other unanticipated costs and expenses, including the requirement to include covered carports in the project and the remediation of soil contamination, which diminish the financial feasibility of, and jeopardize the project.

H. **WHEREAS**, Applicant has also demonstrated that the project will be financially infeasible if he is required to satisfy the City's basic inclusionary requirement under SHMC Section 17.146.050. He has stated that he may decide not to develop the project unless the City approves an alternative equivalent action as allowed under 17.146.050 B.

I. **WHEREAS**, under SHMC Section 17.146.050 J 4, affordable rental units are normally required to be affordable in perpetuity. Under SHMC Section 17.146.050 G 3, the City Council may forgive all or a portion of an affordability requirement. SHMC Section 17.146.050 J 4 includes the duration of affordable rental units' affordability as an issue of affordability. Applicant shall be required to execute the other regulatory agreements ensuring the affordability of the affordable units that he proposes to provide by his alternative equivalent action, as required by SHMC Section 17.146.050 J.

J. **WHEREAS**, Applicant has proposed an alternative equivalent action, as authorized by SHMC Section 17.146.050 B, and has requested a concession, as authorized by SHMC Section 17.146.050 F, as follows:

Alternative Equivalent Action Proposal:

- Applicant will provide one (1) two-bedroom unit at 1246 Grayson shall be affordable for a low-income household for a deed-restricted period of 20 years.
- Applicant will provide one (1) two-bedroom unit at 1244 Grayson shall be affordable for a moderate-income household for a deed-restricted period of 20 years.
- Applicant requests that the affordability duration of the two units commence at issuance of Certificate of Occupancy for the 632 McCorkle project and run for a period of 20 years.
- Applicant further requests that this component of his proposal not result in the eviction of an existing tenant, and that the existing tenant be evaluated as to whether he/she meets the qualification of this income category and proposes to freeze the current rent in the interim period.

Concession Proposal:

- The City Council will excuse Applicant from the requirement to provide Carport(s) for the project.
- The City Council will defer collection of remaining municipal fees until occupancy of the 632 McCorkle project is granted.

K. **WHEREAS**, the City engaged Kosmont Companies ("Kosmont"), a consultant with expertise in reviewing such materials and assessing the financial feasibility of such projects, to assess the financial feasibility of the Applicant's project, and to confirm Applicant's demonstration that his project will not be feasible if the project is required to satisfy the basic inclusionary requirement as perscribed. Kosmont has confirmed and concluded that the Applicant's project will not be feasible, if the project

satisfies the City's basic inclusionary requirement. The Kosmont financial analysis is attached hereto as **Attachment A**.

L. **WHEREAS**, Applicant submits, and City Council agrees, that his proposal will both further and significantly contribute to the affordable housing opportunities in the City to an equal or greater extent than compliance with the express requirements of SHMC Section 17.146.050 A or payment of the appropriate in-lieu housing fee as identified.

M. **WHEREAS**, the City of St. Helena has sought to satisfy its state-imposed housing obligations, at least in part, by planning for and approving smaller in-fill projects that are dispersed throughout the City. Such smaller in-fill projects can be financially infeasible when they provide affordable units and otherwise encounter unanticipated expenses such as litigation and soil remediation costs. Applicant's project is such a project. The City Council finds that unless the City approves Applicant's proposal, Applicant will be unable to develop his project, which provides critically-needed housing consistent with the City's above policy, and elements of the City's adopted Housing Element.

N. **WHEREAS**, excusing the Applicant from the requirement to provide carports and deferring fees, as authorized by SHMC Section 17.146.050 F, would both improve the project's financial feasibility and also substantially improve the project's design in terms of open space, light and air.

O. **WHEREAS**, Applicant's alternative equivalent action proposal advances the City's satisfaction of state RHNA requirements, and its provision of one low income unit on the west side of ST Helena will both apply to the City's satisfaction of its mileposts under the Settlement and Release entered into by the City in or around October of 2014 in that certain litigation known as *Calderon v. City of St. Helena*, et al., Case Number C 12-05819 ("Calderon Settlement") and further the goals of the adopted Housing Element.

P. **WHEREAS**, providing the affordable units at 1246 and 1244 Grayson Street serves the ongoing interest of the City in dispersing and balancing the location of affordable housing in all parts of City.

RESOLUTION

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

1. The recitals above are true and correct, incorporated herein by this reference, and adopted as the Council's findings.
2. The City Council hereby approves Applicant's proposed alternative equivalent action, as authorized by SHMC Section 17.146.050 B.
3. The City Council finds that Applicant's alternative equivalent action will both further and contribute significantly to the affordable housing opportunities in the City to an equal or greater extent than his project's compliance with the express requirements of SHMC Section 17.146.050 A or payment of the appropriate in-lieu housing fee, because:

- a. The proposal would deed restrict two existing units (to low and moderate-income residents) totaling 25-percent of the approved project's unit count, rather than the one low income unit and partial fee payment required under the standard inclusionary housing element; and
 - b. These two additional units would be located on the west side of St Helena, an area identified by some members of the community as lacking in affordable housing units.
 - c. The alternative has the added benefit of proving these units within walking distance of several schools; and
 - d. The size of the deed restricted units are slightly larger (960 vs. 945 square feet), and include a garage as an added amenity.
4. The City Council hereby forgives the requirement that affordable rental units be affordable in perpetuity.
5. The City Council hereby directs staff to draft an affordability agreement and deed restriction limiting the rental rates on the units at 1244 and 1246 Grayson, as identified in the Alternative Equivalent Proposal.
6. The City Council hereby excuses Applicant from the requirement that the project include carports, as a concession authorized by SHMC Section 17.146.050 F. and further allows the deferral of fee payment until occupancy of the units is granted.
7. Regulatory Agreement shall identify when deed restriction shall go into effect and how the current tenants at 1244 and 1246 Grayson Avenue will be vetted and (potentially relocated) in the instance that their income does not qualify as low or moderate income.
8. The City Council hereby finds that it can be seen with certainty that there is no possibility the adoption and implementation of this Resolution may have a significant effect on the environment as this Resolution in no manner changes the residential use, density or intensity of the project or the property at 1244 and 1246 Grayson Street, but instead simply defines and transfers the requirement to provide affordable units from the proposed development at 632 McCorkle to the existing units at 1244 and 1246 Grayson Street, and excuses the construction of the carports at 632 McCorkle. As such, the action to adopt this Resolution is exempt from the provisions of the California Environmental Quality Act (Public Resources Code section 21000, et seq.) (CEQA) pursuant to CEQA Guidelines Section 15332 In-Fill Development Projects and 15061(b)(3). in that the project site is both an infill property and it can be seen with certainty that there is no possibility that the activity in question may have a significant effect on the environment, given no physical changes are proposed by this action and the elimination of the carport through a concession actually reduces the total coverage of the property, reduces the amount of overall construction activity and materials required to develop the property and allows additional light and air circulation to reach the lower floor units.
9. The City Council hereby finds that the action to adopt this Resolution is consistent with the City's General Plan, including without limitation the Housing Element in that Housing Element policies HE2.A and HE1.H expressly direct the support of attached market rate

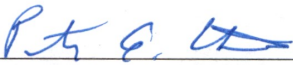
“workforce” housing for residents with incomes above the moderate level, and identify such housing shall be provided with incentives to assist with its development.

10. The City Council makes no representation regarding the effect, if any, that the adoption of this Resolution, including without limitation its forgiveness of perpetual affordability or its waiver of the carport requirement, may have on Applicant's need to comply with California state or federal laws that might apply to the construction of the Applicant's project, including but not limited to the California Prevailing Wage Law. Applicant shall bear sole responsibility for ensuring that the project is completed in compliance with all applicable laws and regulations.

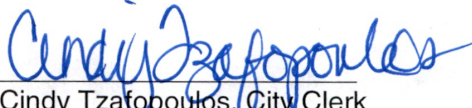
Approved at a Regular Meeting of the St. Helena City Council on March 13, 2018 by the following vote:

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

APPROVED:


Peter White, Vice Mayor

ATTEST:


Cindy Tzafopoulos, City Clerk





Report to the City Council
Council Meeting of March 13, 2018

Agenda Section: New Business

**Subject: Consideration and Direction Regarding Conceptual
Indemnity and Defense Ordinance**

**CEQA Not a CEQA project
Determination:**

Prepared By: Thomas B. Brown, City Attorney

Reviewed By: Noah Housh, Planning & Community Improvement Director

Approved By: Mark T. Prestwich, City Manager

BACKGROUND

In January 2017, the City Council approved the design review and demolition permit for the eight-unit multifamily residential project proposed by Joe McGrath for the property located at 632 McCorkle Street. At that time, the applicant presented the project as a purely market rate project, in which none of the eight units would be “affordable” regulated units. Staff since has determined that the project is subject to the City’s affordable housing “inclusionary” ordinance (St. Helena Municipal Code (“SHMC”) chapter 17.146), requiring either that (1) 20% of the project’s units be “affordable” for households at specified income levels, or (2) the project applicant satisfy alternative and/or in lieu fee requirements. All such fees would be added to the City’s affordable housing trust fund (“AHTF”).

Two groups challenged the City Council’s decision approving the project in Court. The Napa Superior Court entered judgment in favor of the City and Mr. McGrath, and the petitioner groups have appealed. In accordance with the terms of his project application and conditions of project approval, which the City imposes on all project applicants, Mr. McGrath has to date paid the costs of the City’s defense of the lawsuit. Mr. McGrath previously requested that the City Council relieve him of that obligation, on the ground that the project provides important workforce and infill housing in the City, and that the costs of defending the lawsuit make the project infeasible. While the City Council previously declined that request, Mr. McGrath has recently repeated the request with

specific respect to the costs of defending the appeal. Mr. McGrath has stated that the costs of the litigation have substantially impacted the feasibility of, and his ability to develop the project.

The McGrath project is an example of a project that will provide affordable units and/or fees, as well as other workforce housing units. As such, it presents an opportunity for the Council to consider whether, and if so how, to require such projects that provide affordable units (and/or in lieu affordable housing fees) should also be required to pay the City's litigation defense costs, especially with respect to appellate costs after the trial court has determined that the City's approval of the project was legally correct.

DISCUSSION

Staff recommends that the City Council should consider whether, as a matter of general policy applicable to all developers, certain classes of affordable housing projects ought not be required to assume the costs of any or all of the City's litigation costs, either ever or under certain defined circumstances. For example, the Council may believe that while the City ought not be required to pay the costs of defending "market rate" residential projects, especially larger projects, the same may not be true for some smaller (20 units or less) multifamily projects providing some affordable units and/or in lieu fees, either voluntarily or as required by the City's inclusionary ordinance, Section 17.146.050. Similarly, while Council might believe as a matter of policy that the project developer should pay defense costs in the initial trial court proceedings, the same may not be the case after the trial court has ruled in favor of the correctness of the project's approval.

To initiate a conversation as to consideration of a possible preferred policy, staff has prepared the attached draft ordinance. (**Attachment A.**) The draft ordinance would amend the zoning ordinance to provide, as a matter of general applicability, that the obligation to pay the City's litigation defense costs on appeal would not apply to smaller residential development projects (20 units or less) satisfying the City's inclusionary ordinance where the trial court has entered judgment upholding the City's decision approving the project. Because the ordinance would amend the zoning ordinance, it would require Planning Commission review.

[1] It is important to bear in mind that the City's standard obligation is one that requires both defense and indemnity. The latter indemnity requirement is different from the defense obligation, and protects the City against any award of damages or attorney's fees that might be awarded were a court to rule against the City. Staff does not recommend relieving applicants of that indemnity obligation, as the attached ordinance makes clear.

FISCAL IMPACT

There is no direct fiscal impact. First, until the Planning Commission makes its recommendation, it is unclear what the ordinance will apply to or require. Even if the Planning Commission adopts the sample ordinance verbatim, it is impossible to predict the instances in the future in which that ordinance would apply, and in any event it would only apply to appeal costs for the relatively narrow class of projects specified.

RECOMMENDED ACTION

Staff recommends that the City Council accept public input and provide direction to staff with respect to the policy issue (and draft ordinance) whether to relieve project applicants who satisfy the City's inclusionary ordinance from any or all of the costs of defending a lawsuit challenging the City Council's approval of a project, perhaps especially with respect to appellate costs after a trial court has determined that the approval was legally correct.

ATTACHMENTS

[Attachment A](#)

Attachment A

EXHIBIT A**Section 17.08.060
Administrative Procedures****17.08.060 Authority of final decision-making body. Conditions of approval.**

A. In considering an application for a permit or other discretionary approval authorized by this title, the final decision-making body may approve, deny or modify the application consistent with the evidence presented to it and the appropriate findings required by this title. Final decision-making bodies may require changes to applications and/or impose conditions of approval in order to affect the policies of the general plan and the purpose of this title. Such conditions include but are not limited to: dedication of land; installation of specific improvements; size, design and placement of buildings or structures; landscaping; ~~the defense and indemnity of the City in litigation challenging the approval;~~ and limitations on use and/or hours of operation. Such conditions shall be reasonably related to the use of the property for which the permit or other discretionary approval is requested. (Prior code § 27.405)

B. ~~Notwithstanding any other provision or requirement of this code, following a trial court entry of judgment upholding the City's approval of a "residential development project" (as defined in Section 17.146.020 of this code) that (1) contains 20 or fewer units, and (2) satisfies the requirements of subsections (A), (B) or (C) of Section 17.146.050 of this code, the applicant shall be relieved of the obligation to pay the City's defense costs on appeal. The provisions of this subsection are not intended and shall not be deemed to relieve the residential development project applicant of: the requirement or condition to pay trial court litigation defense costs incurred prior to entry of judgment upholding the City's approval of the project; or any other indemnity requirement or condition, including without limitation a requirement or condition to indemnify the City from and against any damages, costs and/or attorney's fees should the City's approval of the residential development project be reversed.~~



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tbrown@bwslaw.com

May 15, 2018

BY FIRST CLASS MAIL AND FACSIMILE TO (916) 928-3196

Office of the Director – Legal
Attn.: Gary O'Mara, Esq.
Department of Industrial Relations
160 Promenade Circle, Suite 330
Sacramento, California 95834

Re: Request For Coverage Determination Regarding Ordinance Giving The St. Helena City Council The Discretion To Relieve Residential Housing Projects Of The Obligation, Imposed As A Condition Of Project Approval, To Pay The City's Appellate Litigation Defense Costs.

Dear Mr. O'Mara:

This law firm provides City Attorney services to the City of St. Helena ("City"). The City is cognizant of the fact that under California's Prevailing Wage Law ("PWL"), construction work that is determined under the statute to be paid for in whole or in part out of public funds triggers compliance with PWL, unless the work or project falls within one of the statutory safe harbors. The City desires to foster the development of very low-, low- and moderate-income housing in the City, in part by reducing housing project costs. Given the foregoing, the City seeks DIR's determination on the questions set forth in Section B below.

A. Factual Background

1. City Approval Of A Private, Multi-Family Residential (McGrath") Project.

The City is a general law city, and has never had either a redevelopment agency (and thus no successor agency) or a housing authority. The City has adopted a goal and accompanying strategic objectives to "Stabilize, Maintain and Improve Access to Housing."

In 2016, Joe McGrath ("McGrath") sought City Planning Commission approval for a demolition permit and design review to construct an eight-unit multifamily



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residential project on private property at 632 McCorkle Avenue in the City ("Project"). McGrath is a private developer, who purchased the property from a private third party. The Project receives no funding from any public source and is not built under contract with any public entity.

Following a public hearing, the Planning Commission approved the Project in December 2016. That approval was appealed to the City Council and in January 2017, the City Council upheld the Planning Commission decision. On the Project application, McGrath agreed to the City's standard requirement that he pay the City's litigation defense costs in any lawsuit challenging the City Council's approval of his Project. That obligation and agreement was imposed as a condition in the City Council's resolution denying the appeal, a copy of which is attached as **Attachment 1**.¹

In 2017, two groups filed a legal challenge to the City Council's decision approving the Project ("Lawsuit"). Following trial, the Napa Superior Court entered judgment in favor of the City and McGrath. The petitioner groups have appealed and the appeal is pending. In accordance with the terms of his Project application and the conditions of the City resolution approving the Project, to date McGrath has paid the costs of the City's defense of the Lawsuit.

In late 2017, prior to the issuance of a building permit, City staff determined that the Project is subject to the City's affordable housing "inclusionary" ordinance (St. Helena Municipal Code chapter 17.146) ("Inclusionary Ordinance"). The Inclusionary Ordinance provides that (1) 20% of the dwelling units in a residential development project must be "affordable" for households at specified income levels, or (2) subject to City Council approval, the applicant may satisfy the inclusionary requirement through an alternative equivalent proposal or payment of an in lieu fee.

McGrath proposed to comply with the Inclusionary Ordinance through an alternative equivalent proposal; he proposed to designate and deed restrict two dwelling units at an existing multi-family building that he owns that is located in the City. The justification for the request was that the Project was not financially feasible due to the combination of decreased pro forma rents from affordable units at the Project and increased costs, principally the City-imposed defense and indemnity costs related to the Lawsuit which had exceeded \$100,000 by that time. The City engaged a financial consultant – the Kosmont Group – to review the Project pro formas and provide the City

¹ Like many California cities, the City's policy and practice has been to require the developers of private land use projects to pay any trial court and appellate litigation costs incurred by the City in defending lawsuits by third parties challenging the City's approval of such projects.



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Council with an opinion regarding Project feasibility. The Kosmont Group determined that the Project was financially infeasible due to the imposition of the litigation defense obligation and the decrease in pro forma rents that would be a consequence of designating two affordable dwelling units at the Project.

The City Council reviewed and endorsed the Kosmont Group's conclusion at a public meeting, thereby approving the alternative equivalent proposal and bringing the Project into compliance with the Inclusionary Ordinance. Pursuant to section 17.146.050(F)(2)(b) of the Inclusionary Ordinance, the City Council then also considered and waived the City standard that requires covered parking, finding that covered parking was not required by either building or safety codes and in this instance it had a direct and detrimental impact on Project costs.

2. McGrath's Repeated Requests For Relief From The Defense and Indemnity Requirement.

After the Lawsuit was filed and again following judgment in favor of the City, McGrath requested that the City Council relieve him of the entire litigation defense obligation, on the grounds that the Project provides needed housing in the City, and that the costs of defending the Lawsuit made the Project infeasible. The City Council took no immediate action on these requests.

McGrath renewed his request to be relieved of the defense and indemnity obligation at the appellate level after City staff determined the project was subject to the requirements of the Inclusionary Ordinance. Having found the Project to be an example of an infill development that will provide affordable units, as well as other workforce housing units that are needed in the City, and out of concern over the detrimental impact of litigation costs on the financial feasibility of housing in general and the Project in particular, the City Council directed our office to draft an ordinance for review and potential adoption.

The proposed ordinance would grant the City Council discretion, on a case-by-case basis, to relieve qualifying affordable residential development projects from the otherwise generally-applicable requirement that developments receiving land use permits defend and indemnify the City against litigation challenging approval of the permits. If granted, the relief would apply only to the City's costs on appeal for matters in which the trial court upheld the City's approval. In this way, only projects that both advance the goals of affordable housing and survive scrutiny at the trial court level will be subject to the potential waiver of additional costs.



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Specifically, to qualify a project must be a residential development that satisfies the requirements of the Inclusionary Ordinance. The project applicant for any qualifying project would still be required to pay the City's costs at the trial court level, would still have to pay all of its own costs both at trial and on appeal, and would still bear the responsibility to indemnify the City if the appellate court reversed the trial court's judgment.

The primary goal of the City in adopting the ordinance is to encourage the development of affordable housing consistent with the State's clear goals and mandates for the same.² Funding for affordable housing has been severely curtailed in California, and local agencies seeking to promote affordable housing are left with very few means to do so.

The City Council desires not only to aid the current Project and future qualifying projects, it also wishes to create a framework to avoid the recurrence of this issue by granting the City Council the express right to relieve residential developers of the City's defense costs on appeal under specified circumstances. Prior to proceeding with review and adoption of any ordinance, the City Council has directed the City Attorney to file this request with the DIR for a determination with respect to PWL issues that may arise from this ordinance and its application to the Project. We attach hereto a draft ordinance that would grant this discretion for the class of projects described therein.³ (**Attachment 2.**)

B. Questions For DIR Determination.

The City requests a determination from the DIR on the following issues:

1. Generally, and also as applied to the Project, would City Council application of the proposed discretionary ordinance result in a finding of payment of project costs in whole or in part out of public funds and thus the creation of a "public work" under Labor Code sections 1720(a-b)?

² The development of affordable housing in the City is consistent with the State's clear goals and mandates to encourage the same. See, e.g., the Housing Authorities Law (Health & Safety Code §§ 34200 et seq.), the Marks-Foran Residential Rehabilitation Act of 1973 (Health & Safety Code §§ 37910 et seq.), and a variety of incentives and reforms designed to facilitate affordable housing, including but not limited to restrictions on disapproval of housing developments (Gov't Code § 65589.5), density bonus law (Gov't Code § 65915), accessory dwelling unit requirements (Gov't Code § 65852.2), reduced time for action on affordable housing applications under the approval of development permits process (Gov't Code §§ 65950 et seq.) limiting moratoriums on multifamily housing (Gov't Code § 65858), the very short limitations period applicable to litigation challenging housing decisions (Gov't Code § 65009), and portions of the California Fair Employment and Housing Act (Gov't Code §§ 12900 et seq.).

³ The City Council has not yet adopted this draft.



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2. If the discretionary ordinance results in the creation of a "public work," does the Project nonetheless fall within the safe harbor exemption for "[p]rivate residential projects built on private property" found in Labor Code section 1720(c)(1)?

C. Discussion.

1. As Determined In The *South Gate* Ruling, The McGrath Project Is Exempt From The PWL Under Labor Code § 1720(c)(1).

The City views the Project, and most projects that would be benefit from the proposed ordinance, to be exempt from PWL coverage pursuant to California Labor Code section 1720(c)(1). That section provides the following exemption to the definition of "public works" for purposes of the PWL:

"Private residential projects built on private property are not subject to the requirements of this chapter unless the projects are built pursuant to an agreement with a state agency, a redevelopment agency, a successor agency to a redevelopment agency when acting in that capacity, or a local public housing authority."

The Project falls squarely within section 1720(c)(1). It is purely residential, will be built on private land by private contractors, and will not be subject to any agreement with an agency of the State of California, a redevelopment agency, a successor agency to a redevelopment agency, or a local public housing authority.

We are aware of the Los Angeles County Superior Court's ruling in the 2016 case involving South Gate Senior Villas and your office. *South Gate Senior Villas, L.P. v California Department of Industrial Relations, et al.* (Los Angeles Superior Court Case No. BS152917) a copy of which is attached as **Attachment 3**. There, as you know, the Court ruled that the section 1720(c)(1) safe harbor exemption applies even where there has been public funding of an otherwise-private project. Although a trial court decision, we believe the court's ruling on the section 1720(c)(1) exemption in *South Gate* is rational and persuasive, was correctly decided on the facts presented in the case and applies with equal force to the facts regarding the Project that are present here.



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2. Even If “Retroactive” Application Of The Ordinance To The Project, Or The Fact That The Project Was The Chief Impetus For The Proposed Ordinance Leads To Finding A Public Work Under § 1720(b), The Project Falls Squarely Within The Safe Harbor Of § 1720(c)(1) And Therefore Is Exempt From PWL.

The Project served as the chief impetus for the proposed ordinance, which the City Council thus intends to apply “retroactively” to the Project. To achieve that end, the proposed ordinance by its terms was written to apply broadly to all qualifying projects. It is not limited by its terms to apply only prospectively. The DIR should assume that the City Council’s intent in adopting the ordinance, as reflected by the draft ordinance’s own terms, would be for it to apply to both pending and future projects, including but not limited to the Project that served as the principal impetus for the ordinance.

These facts do not alter the conclusion that the Project is exempt under section 1720(c)(1). The exemption created by that section applies by virtue of the Project’s private nature and lack of agreement with specified entities.

D. Conclusion

In order to ensure that the proposed ordinance does not create unintended financial burdens for developers of affordable housing generally, and the Project specifically, the City seeks a determination that, if enacted substantially as provided to DIR in the attached document, the Council’s exercise of its discretion under the ordinance to relieve McGrath or subsequent developers of the obligation to pay the City’s appellate defense costs will not cause the project to be subject to PWL.

We appreciate your assistance. Should you have any further questions regarding this matter you may contact the undersigned at (510) 903-8840.

Very truly yours,

Thomas B. Brown
City Attorney

TBB:tlb
Attachments

OAK #4827-2127-7030 v2

CITY OF ST. HELENA

RESOLUTION NO. 2017-9

DENIAL OF AN APPEAL TO A PLANNING COMMISSION DECISION TO APPROVE A DEMOLITION PERMIT AND DESIGN REVIEW TO DEMOLISH AN EXISTING SINGLE-FAMILY HOME IN ORDER TO CONSTRUCT AN 8 UNIT MULTI-FAMILY DWELLING ON THE PROPERTY LOCATED AT 632 MCCORKLE AVENUE IN THE HR: HIGH DENSITY RESIDENTIAL DISTRICT. (PL16-007) APPROVAL OF DEMOLITION PERMIT AND DESIGN REVIEW. ADOPTION OF FINDINGS IN SUPPORT.

PROPERTY OWNER: Joe McGrath

APN: 009-502-004

RECITALS

1. The applicant submitted an application for a demolition permit and design review in order to demolish an existing single-family home and construct an 8 unit multi-family dwelling on the property located at 632 McCorkle Avenue in the HR: High Density Residential district.
2. Multiple-family dwellings, apartments and dwelling groups consistent with density requirements are permitted uses in the HR district.
3. At the conclusion of the public hearing on December 6, 2016, having considered the record of the proceedings before it, the written evidence submitted prior to the close of the public hearing, and the testimony and other evidence submitted at the aforementioned public hearing, having deliberated the matter, and having adopted findings in support of its decision, the Planning Commission approved the demolition permit and design review application.
4. The appellants, McCorkle Eastside Neighborhood Group, St. Helena Residents For An Equitable General Plan, and David and Victoria Bradshaw ("Appellants"), filed a timely appeal of the Planning Commission decision to the City Council.
5. The City Council considered the Appellant's appeal at a duly noticed public hearing on January 24, 2017. The City Council, after reviewing the materials, testimony and evidence provided from the Planning Commission Public Hearing, as well as the 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 Appellants' appeal and thereby uphold the decision of the Planning Commission approving the demolition permit and design review application, including without limitation the Planning Commission resolution and list of standard conditions.

RESOLUTION

The City Council of the City of St. Helena, State of California, hereby denies the appeal of the Planning Commission's decision to approve a Demolition Permit and Design Review

to demolish an existing single-family home in order to construct an 8 unit multi-family dwelling on the property located at 632 McCorkle Avenue in the HR: High Density Residential district on the following basis:

1. Incorporation of Recitals. The foregoing Recitals are true and correct and are incorporated herein and form a part of this Resolution.
2. Compliance with CEQA. The City Council further finds that the project is categorically exempt from CEQA pursuant to Section 15332, which exempts in-fill development projects.
3. Findings.

A. Findings In Support Of Demolition Permit: In approving the demolition permit as provided in St. Helena Municipal Code ("SHMC") Section 17.164.050(E), the City Council finds as follows:

1. *That based on the public record and testimony presented at a public hearing, the buildings proposed for demolition are determined not to be significant architectural or historical buildings given the age of construction, deteriorated condition of the structures, standard design and construction methodology and lack of inclusion of the City's Historical Resources Master List; and the Charter Oaks District within which the project is located has not itself been listed as an area-wide historical resource or comprehensive historical district, nor has the City created a Historic Preservation Overlay Zoning District covering the Charter Oaks District or the project site. And while four homes in the project vicinity have been listed as historical resources, none are adjacent to the project site.*

and

2. *That the demolition of these structures does not eliminate elements that are required to maintain the essential character of the neighborhood in that the existing structures are in a dilapidated condition, do not contribute to the historic character of the neighborhood and that the neighborhood is a mix of single-family and multi-family housing units, and the proposed project incorporates various materials consistent with the pattern and character of many of the City's older and historic homes such as board and batten siding, gabled roof lines and a corrugated metal roof.*

B. Findings In Support Of Design Review: In approving the design review as provided in the design review criteria set forth in SHMC Section 17.164.030, the City Council finds that the project demonstrates the following:

1. *Consistency and compatibility with applicable elements of the general plan in that a multi-family building is being constructed in the High Density Residential district;*
2. *Compatibility of design with the immediate environment of the site is supported in that modern building materials and design features (such as board and batten siding, gabled roof lines and metal roofing), which are consistent with the nearby historic properties and overall Charter Oaks District, will be used in project construction;*

3. *Relationship of the design to the site is found to be consistent in that the project meets all required development criteria (including setbacks, building orientation and height limitations), was designed by an architect and is considerate of the unique characteristics of the site including its location within the Charter Oaks District and in a high-density land use designation across from properties developed with single family homes;*
4. *Determination that the design is compatible in areas considered by the board as having a unified design or historical character is found as the project is a residential structure developed to meet the criteria of the zoning district, incorporates historic elements into the property and design and no specific unifying design elements have been formally identified in this neighborhood; further, while there are four (4) homes on McCorkle Avenue listed on the City's Historic Resources Master List, McCorkle Avenue is a mix of single-family and multi-family homes constructed in a variety of time periods and in various styles and is without a formally identified unified design character. Furthermore, the project site itself is not an identified/listed historic resource and construction and operation of the proposed project will not negatively impact any listed historic properties; Furthermore, the Charter Oaks District within which the project is located has not itself been listed as an area-wide historical resource or comprehensive historical district, nor has the City created a Historic Preservation Overlay Zoning District covering the Charter Oaks District or the project site. And while four (4) homes in the project vicinity have been listed as historical resources, none are adjacent to the project site.*
5. *That the design promotes harmonious transition in scale and character in areas between different designated land use is found in that the project is located in a high density residential zoning district across from a medium density residentially designated properties with varying densities and scales and that the project is consistent with said zoning districts and established neighborhood character in design features and building scale;*
6. *Compatibility with future construction both on and off the site is supported as the project is a residential structure in a residential district, providing all required infrastructure improvements and therefore development will not negatively impact future construction on or off site;*
7. *That the architectural design of structures and their materials and colors are appropriate to the function of the project is found in that the project will use construction materials and colors for residential multi-family development, which are consistent and compatible with the surrounding historic district and neighborhood context;*
8. *That 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 is found in that the site and buildings were designed to create independent living units with adequate off-street parking; covered garbage enclosures; and common recreation areas.*
9. *That the amount and arrangement of open space and landscaping are appropriate to the design and the function of the structures is found to be appropriate through the proposed building setbacks, common open space and landscaping surrounding the living and parking areas on the property;*

10. *That sufficient ancillary functions are provided to support the main functions of the project and that they are compatible with the project's design concept in that the project provides adequate off-street parking, landscaping, resident amenities and recreational areas for residents with a design that is fully compatible with the residential structure and use;*
11. *That access to the property and circulation systems are safe and convenient for pedestrians, cyclists and vehicles is supported based on the existing roadway network, proposed access easements, and street frontage improvements including new sidewalks.*
12. *That natural features are appropriately preserved and integrated with the project is found in that this is an infill project preserving as many native oak trees as possible and all development is in previously developed and/or disturbed areas of the property;*
13. *That the materials, textures, colors and details of construction are an appropriate expression of its design concept and function and that they are compatible with the adjacent and neighboring structure and functions is supported in that the project will use construction materials and colors for residential development while also being compatible with the pattern and character of the surrounding Charter Oaks District and immediate residential neighborhood;*
14. *In areas considered by the board as having a unified design character or historical character, whether the design is compatible with such character is found as a residential structure will be constructed in a residentially zoned parcel where the approved use is permitted by-right, and while there are four (4) homes on McCorkle Avenue listed on the City's Historic Resources Master List, McCorkle Avenue is a mix of single-family and multi-family homes constructed in different time periods and in various styles and has not been formally determined to express a unified design character. Furthermore, the project site itself is not an identified listed historic resource and construction and operation of the proposed project will not negatively impact any listed historic properties; Furthermore, the Charter Oaks District within which the project is located has not itself been listed as an area-wide historical resource or comprehensive historical district, nor has the City created a Historic Preservation Overlay Zoning District covering the Charter Oaks District or the project site. And while four homes in the project vicinity have been listed as historical resources, none are adjacent to the project site.*
15. *That 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 that the landscape concept depicts an appropriate unity with the various buildings on the site is found in that a detailed landscaping plan has been prepared, which preserves existing on-site native trees to the extent possible, provides screening and buffers between structures and hardscape and has been designed to complement the proposed buildings, surrounding properties and the site in general;*
16. *That 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 is supported based on the professionally prepared landscaping plan meeting all requirements of the Water Efficient Landscape requirements and*

incorporating numerous species found to thrive in Mediterranean Climate types; and

17. *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 is found based on the efficiencies gained through the construction of new buildings and infrastructure in compliance with the requirements of the California Building Code and the City of St. Helena Municipal Code, the incorporation of solar panels into the design of the carports and the southern orientation of the buildings, including carports providing expanded shading on proposed hardscape.*

C. Findings In Response To Arguments Raised On Appeal: In denying the appeal and in approving the demolition permit and design review, the City Council further finds as follows:

1. Findings In Response To Appellants' Assertion That The Project Is Inconsistent With The 1993 General Plan.

(a) General Finding: The project's relationship to the City's General Plan was discussed in detail in the staff report presented to the Planning Commission at the December 6, 2016 public hearing and was attached to the staff report for the appeal. As noted in the report, the subject property has a General Plan and Zoning designation of High Density Residential (HR) and multiple-family dwellings and apartments are permitted uses by right in the HR district. In addition, the St. Helena 1993 General Plan and Housing Element Update 2015-2023 Goals, Policies, and Eight-Year Action Plan include the following policies that are applicable to the proposed project:

- 2.6.4 - Permit infill development and higher densities within currently developed areas wherever possible to minimize and postpone the need for expansion of the Urban Service Area.
- 2.6.14 - Encourage a mix of housing types and price ranges to allow choice for current and future generations of St. Helenans.
- HE1.4 - Address workforce housing needs by supporting an improved jobs/housing "match."
- HE1.5 - Encourage innovative housing types and designs.
- HE2.1 - Encourage higher density development where appropriate.
- HE2.2 - Ensure that higher density housing opportunity sites are not lost to lower density uses.
- HE2.5 - Allow conversion of single-family homes to multi-unit dwellings.
- HE2.6 - Promote a balance of types of housing throughout the whole community.

(b) Specific Findings In Response To Appellants' Assertions That The Project Is Inconsistent With The General Plan:

(i) The Project Is Consistent With Safety Element Policy 8.5.2

1. The Council rejects appellant's argument that the Planning Commission gave little or no consideration to the fact that the property in question is contaminated, that contamination may have migrated to adjacent properties and/or entered the ground water, and that the project is inconsistent with General Plan Safety Element Policy 8.5.2.
2. Because the project is a permitted use, the City's sole discretion is under the design review ordinance. The City's design review discretion is limited to design issues stated in the ordinance, and the City thus has no discretion to address use-related issues such as remediation of contamination.
3. The Napa County Environmental Health Department (EHD) serves as the Certified Unified Program Agency (CUPA) for all cities and areas of Napa County and thus is the lead agency for and has both the jurisdiction and expertise to oversee and ensure proper remediation of contaminated properties.
4. Appellants' argument ignores and misreads the purpose of Policy 8.5.2. Policy 8.5.2 is found in a section of the General Plan relating primarily to the circulation of emergency vehicles, and the transportation of hazardous materials in trucks. That section says nothing about land use projects on sites with contamination, nor does it impose on the City any standards for addressing such applications.
5. The argument also disregards the consideration that the staff and the applicant have given to the site's contamination, and to the beneficial effect the project will have on the remediation of the site's contamination. If the project moves forward, the applicant will be required to remediate to the satisfaction of the Napa County Environmental Health Department (EHD).
6. Soil contamination on the subject parcel was discussed extensively in both the December 6, 2016 staff report and at the public hearing on the same day. In relation to Public Health and Safety Element Policy 8.5.2 from the 1993 General Plan, the proposed project will not use, store, manufacture, or transport hazardous materials outside of common products used during project construction. Soil contamination present on the project site is from historical uses on the site and is not the result of any actions taken by the project proponent. Denying the proposed project would not change the existing condition of the project site and could result in the site remaining in its currently contaminated condition.
7. Contrary to the appellants' assertion, there is no evidence that the soil contamination has migrated off of the project site or reached any ground water; rather, the professional characterization of the contamination (accomplished by soil sampling and analysis on the project site) concluded that the contaminants are limited to the shallow subsurface of a discrete area at the project site and do not extend vertically to the soil samples taken 18-24 inches below the surface. Further, contrary to appellants' claim that contaminants from the project site may have migrated to private or public water wells, appellants offer no evidence that Paul Skinner's private well water is contaminated and none of the regular quarterly water quality reports from the City well located approximately 900 yards support this claim.

8. As detailed in the December 6, 2016 staff report and resolution, although the City lacks jurisdiction to impose remediation conditions, the project will remediate any soil contamination on site to the satisfaction of the Napa County Environmental Health Department (EHD) as a component of the development process. This is further supported by the Remediation Action Agreement (RAA) entered into between the applicant and the Napa County EHD in lieu of an enforcement order.
9. In short, remediation of the site is more likely if the project is approved than if it is denied, and will be overseen by EHD. Contrary to the appellants' claim, it is EHD's obligation, as the CUPA for all cities and areas of Napa County, to ensure the site is cleaned up. To his credit, the applicant took measures to characterize the type and extent of the contamination and voluntarily approached EHD and agreed to remediate the project site to EHD's satisfaction. There is nothing in the General Plan or any other law that supports appellants' argument that it is the City's obligation to ensure the site is cleaned up.
10. Finally, the Council finds that the December 19th letter from Paul Skinner (attached to the appeal letter) regarding the meeting Mr. Skinner asserts he had with EHD is misleading in implying that the additional soil testing Mr. Skinner says EHD desires is not currently planned for/required. In fact, the remediation plan dated Oct 28, 2016, required by the RAA between EHD and the applicant, already requires the testing Mr. Skinner alludes to in the confirmation soil sample collection and analysis procedures included in the remediation plan to ensure and demonstrate that all remediation conducted is effective, and that no constituents above the applicable San Francisco Bay Regional Water Quality Control Board's environmental screening levels remain, and that if they do, additional remediation will be required until these standards are achieved.
11. With respect to Mr. Skinner, the Council further disagrees with the appellants' claim that the Planning Commission cut short Mr. Skinner's presentation during the December 6th hearing. In fact, during his oral testimony Mr. Skinner far exceeded the time allotted him and all other speakers. Over the objection of the project applicant, the chair of the Planning Commission respectfully allowed him to continue speaking well beyond the time generally allotted to other speakers.

(ii) The Project Is Consistent With Historic Resources Element Policy 7.5.9.

12. The Council disagrees with the argument that the project violates Policy 7.5.9, for several reasons.
13. The Charter Oaks District within which the project is located has not itself been listed as an area-wide historical resource or comprehensive historical district, nor has the City created a Historic Preservation Overlay District covering the Charter Oaks District or the project site. And while four (4) homes in the project vicinity have been listed as historical resources, none are adjacent to the project site.
14. Appellants' argument under Policy 7.5.9 seizes on but one policy out of many, and asserts that the one Policy 7.5.9 should control to the exclusion of others. The City should and does not apply its General Plan policies in such a narrow manner. Rather, the City's General Plan, like most such plans, contains many different, sometimes competing provisions and policies that the City's decision-makers are to consider, weigh and harmonize, such as the above-referenced policies requiring the City to promote in-fill, innovative design, and higher density development to minimize sprawl and postpone the need to expand the Urban Service Area. The

Council finds that staff has provided the correct and appropriate analysis of these different, competing provisions and policies to the Planning Commission and to the City Council, and the Council adopts that analysis.

15. Appellants' argument incorrectly assumes that the plainly subjective concept of "compatibility of character," as used in Policy 7.5.9, is the same as compatibility of design, and must necessarily be applied to require the project's denial here simply because its design does not repeat or mimic the other historic homes in the vicinity. The Council agrees and finds that Policy 7.5.9 by its terms allows broader flexibility, and that ample evidence supports a finding of compatibility of character here.
16. To the extent it applies the project is consistent with Policy 7.5.9. While there are four (4) homes on McCorkle Avenue listed on the City's Historic Resources Master List, the Charter Oaks District/area is not a listed/ recognized comprehensive historic resource.
17. Indeed, McCorkle Avenue is a mix of single-family and multi-family homes constructed in different time periods and in various styles and has not been identified as having a unified design character by the Planning Commission.
18. Furthermore, neither the project site itself nor any of the adjacent properties are identified or listed historic resources and neither construction nor operation of the proposed project will directly or indirectly negatively impact any of the listed historic properties in the vicinity.
19. Moreover, the project was designed so that it appears from the street/front like a single family home so that its appearance and character are more in line with the single-family homes that predominate in the area, and will incorporate various materials consistent with many of the City's older and historic homes such as board and batten siding, gabled roof lines and a corrugated metal roof.
20. Although the Charter Oaks District discussion was omitted from the staff report presented to the Planning Commission, this information was presented to, and considered by the Planning Commission at the December 6, 2016 public hearing on the project.

(iii) The Project Is Consistent With General Plan Policy 8.5.7.

1. General Plan Policy 8.5.7 states: Ensure all streets and roads are adequate in terms of width, turning radius, and grade to facilitate access by City Firefighting apparatus, and to provide alternative emergency ingress and egress.
2. The Council disagrees with the argument that the project violates Policy 8.5.7 for several reasons.
3. The argument again disregards that because this project is a permitted use, issues of traffic, access etc. are beyond the City's limited design review jurisdiction.
4. Despite the limited scope of the City's design review, the Council finds and agrees with staff that staff nevertheless reviewed the project carefully, and found no deficiencies in the street width, turning radius or grade were found through the review of the proposed project design.
5. In addition to the traffic study prepared for the proposed project (attached to the December 6, 2016 Planning Commission report below), the proposed project was

reviewed by the Public Works Department and Fire Department for compliance with required code and safety requirements and was found to be compliant.

6. While individual parcels may extend to what is the centerline of McCorkle Avenue, the City has right-of-way for the future widening of the street in accordance with the General Plan and McCorkle Avenue is a City maintained street.
7. As development occurs on McCorkle, developers will be required to make improvements in accordance with City standards.
8. Further, the project proposes improvements in accordance with such generally applicable City standards in that it provides all required parking, fire access and turnaround and hydrant facilities and frontage improvements on-site.
9. Similarly, the project proposes that all stormwater will be collected, treated and infiltrated on-site (via roofs, gutters, curbs, permeable paving, vegetated swales and bio-filtration pond).

2. Findings That The Project Is Exempt From CEQA And No EIR Is Required For The Project.

1. Based on the required analysis under the California Environmental Quality Act (CEQA), the Council finds that the project is categorically exempt from the requirements of CEQA pursuant to CEQA Guidelines Section 15332.
2. Section 15332's Class 32 exemption applies to in-fill development projects which meet the conditions described below. As demonstrated in the staff report, this project satisfies all of the elements of the Class 32 in-fill exemption and the Planning Commission correctly found that the project met all criteria of the Class 32 Infill exemption and was therefore exempt from CEQA under Section 15332.
3. To qualify for the Class 32 exemption, a project must: (a) be consistent with the applicable general plan designation and all applicable general plan policies as well as with applicable zoning designation and regulations.
4. The subject property has a General Plan and Zoning designation of High Density Residential (HR). This district provides for single-family and multifamily residential units, group quarters and other compatible uses. Multiple-family dwellings, apartments and dwelling groups consistent with density requirements are permitted uses by right in the HR district, and the proposed project complies with all of the HR district's development standards concerning density, lot coverage, height, setbacks and lot width. Though the appellants claim the project does not meet this element of the exemption, based on their argument that the project is inconsistent with General Plan Safety Element Policies 8.5.2 and 8.5.7 and Historic Resources Element Policy 7.5.9, the Council finds that that argument is incorrect, as the Council previously has found and discussed above. Contrary to appellants' argument, the Council finds the project is consistent with all three policies to the extent they apply here.
5. To qualify for the Class 32 exemption, a project must also: (b) occur within city limits on a project site of no more than five acres substantially surrounded by urban uses.
6. The project satisfies this condition as the project site is approximately ½ acre in size; located within the city limits; surrounded by developed properties; and within

the urban limit line. The appellant does not assert that the project fails to meet this element of the exemption.

7. To qualify for the Class 32 exemption, a project must also: (c) have no value as habitat for endangered, rare or threatened species.
8. As discussed in the supporting Biological Assessment, no such habitat exists on the project site. The appellant does not assert that the project fails to meet this element of the exemption.
9. To qualify for the Class 32 exemption, a project must also: (d) not result in any significant effects relating to traffic, noise, air quality, or water quality.
10. As discussed below and in the supporting Traffic Study and Biological Assessment, the project will not result in any such impacts. Based only on speculation and without providing any substantial evidence, the appellants claim the project will result in significant traffic, noise, air quality and water quality impacts. The Council finds otherwise.
11. As demonstrated in the Traffic Study, all of the study intersections will continue to operate at acceptable levels of service with traffic from the proposed project, and no cumulative traffic impacts will result from the combination of existing traffic, project traffic and traffic from other approved projects (including the Brenkle Court, Redmond Winery and Saint Helena Custom Crush projects).
12. The appellants' alleged circulation impacts on McCorkle are unsupported and without merit as the project is designed to accommodate all temporary construction activity and future resident parking/delivery needs on-site. In addition, this argument again ignores that because this project is a permitted use, the City's discretionary jurisdiction over the project is limited to design-related issues. CEQA does not grant the City authority to exercise discretion over issues beyond those allowed under the City's applicable ordinance(s).
13. To qualify for the Class 32 exemption, a project must also: (e) be adequately served by all required utilities and public services.
14. The project will connect to and be served by existing city services including water, sewer, electricity, garbage, etc.
15. Again, based only on speculation and without providing any substantial evidence, the appellants claim the project will not be adequately served by all required utilities and services. The Council finds otherwise. Staff demonstrated that the project site will connect to and be served by all required utilities and services. Appellants' do not cite any such utility or service that is not currently or will not be provided to the site should the proposed project be approved.
16. In addition, contrary to the appellants' assertions, other than for ingress and egress the project does not propose to use let alone overburden McCorkle Avenue. Rather, as noted above and shown on the proposed plans, the project is designed to accommodate all resident parking/deliveries, fire access/turnaround/hydrant, and stormwater collection/treatment/infiltration on-site.
17. The CEQA exemption determination is also consistent with the City's limited discretion to consider or address potential impacts associated with the project's proposed residential land use. Multi-family residential land uses are permitted by right in the HR District. Thus, in the context of this design review approval, the

Planning Commission's authority/discretion is limited to (design related) concerns stemming from the only discretionary actions required for project approval. The City Council's discretion on appeal is similarly limited. Section 17.164.010 of the Zoning Ordinance expressly restricts the Planning Commission's and City Council's discretion during design review to the general form, spatial relationships and appearances of the project's proposed design, and Section 17.164.040C expressly precludes the Planning Commission and City Council from disapproving a proposal for non-design-related reasons.

18. Accordingly, the City's discretion, and thus scope of its CEQA review, is limited to design issues such as scale, orientation, bulk, mass, materials and colors, and it has no authority or ability to meaningfully address non-design related issues or impacts by imposing conditions of approval or mitigation measures. As an example, this limitation excludes issues or impacts related to the presence of the known soil contamination on the project site, from the City's design review discretion and scope of its CEQA review because, under the requested Design Review entitlement, the City has no discretion or authority to address such non-design related issues. The Council takes quasi-adjudicative notice of case law that has determined that, in such situations where an agency's discretion to deny or condition a particular activity is limited (such as the proposed residential land use on the project site) its approval decision is considered ministerial and CEQA does not apply or CEQA review is limited to the extent of the discretion. (See (CEQA Guidelines §§ 15002(i)(1), 15369; (*San Diego Navy Broadway Complex Coalition v. City of San Diego* (2010) 185 Cal.App.4th 924, 933-934; *Venturans for Responsible Growth v. City of San Buenaventura* (2013) 2013 WL 3093788.)
19. These CEQA regulations and court decisions focus on whether the agency has the authority under its code to shape the project to address environmental impacts. Here, under the Zoning Ordinance's design review provisions, the Planning Commission and City Council have no authority to regulate the project's residential land use or (therefore) to address non-design related issues.
20. For this reason, the Council finds and determines that the project is consistent with the Class 32 in-fill exemption and sees no aesthetic issues or impacts stemming from the project's architectural design, the project is exempt from CEQA.
21. The Council further rejects appellants' argument that the City has broader discretion, based on the assertion that the City has imposed numerous mitigation measures and conditions of approval ("COAs") on the project. Staff addressed this argument before the Planning Commission by explaining that the COAs are not conditions derived from or imposed pursuant to the design review approval, but rather simply represent a list of the standard requirements that apply to this project independently of this approval and that the applicant will need to demonstrate compliance with such standard requirements prior to the issuance of a building permit (as is the case for all building permits whether design review is required or not).
22. In addition, the Council finds that even if the CEQA exemption did not apply (as discussed above it does), and some level of CEQA review thus were required, the City would nevertheless be allowed to undertake only limited review based on design-related environmental issues, not the use-related issues asserted by the appellants' argument. The Council finds that City staff has demonstrated that the project will not result in any significant impacts, whether design-related or

otherwise, and the appellants have not provided any substantial evidence to support their claims to the contrary.

3. Findings That McCorkle Avenue Is An Appropriate Location For High Density Housing.

1. The Council rejects appellants' argument that McCorkle Avenue is not appropriate for high density housing.
2. The north side of McCorkle Avenue has been designated for high density residential uses since at least the 1993 General Plan.
3. Furthermore, McCorkle Avenue has access to all city services including water and sewer.
4. City staff has not identified any safety concerns with placing high density housing in the General Plan designated high density residential areas on McCorkle Avenue.
5. Further, based on commitments the City made in its current and past Housing Elements, the proposed residential land use is principally permitted in the High Density Residential zoning district. The City has no discretion to deny the project based on that consideration.

4. Findings In Response To Appellants' Objections To The Appeal Fee And Indemnity Requirement.

1. The decision of whether to charge an appeal fee, and in what amount, is one that has been previously made by the City Council. In making that decision, the City Council considered and weighed the competing policy issues such as whether and to what extent an appeal fee is appropriate to create incentives or disincentives for persons filing such appeals, and whether appellants should be responsible for the costs incurred by the City in processing appeals.
2. The City currently charges a \$1000 fee for most appeals. This fee is significantly less than true cost of reviewing an appeal of a Planning Commission action as it only covers a portion of the staff time required to process the appeal.
3. Appeal costs are often intentionally subsidized by governing bodies in an effort to encourage civic participation and this fee is an example of such a subsidy. A typical appeal, depending on the complexity of project, will take approximately 10-20 hours of staff time. This time includes processing the appeal application, reviewing the appeal materials and appellant's justifications, preparation of the staff report and resolution(s), answering questions from the applicant, appellant, and public, as well as preparing and making a presentation to the City Council. The \$1000 fee covers approximately 6 ½ hours of staff time at a billing rate of \$150/hr which only subsidizes a small portion of the actual staff time required.
4. For these reasons, the Council finds that the appeal fee is reasonable and appropriate here.
5. The Council agrees with staff that the indemnification language on the City's appeal application should not and does not apply to appeals of discretionary approvals.
6. For that reason, indemnity was not required of this appeal.

7. The argument arose out of the fact that "boilerplate" indemnity language was included on the City's older standard appeal form to reflect the requirement that project applicants are generally required to indemnify and defend the City against lawsuits filed in connection with project approvals. Staff intends to remove or alter that language to address this in future appeals.
4. Denial of Appeal and Approval of Demolition Permit and Design Review. Based on the foregoing, the City Council does hereby deny the appeal of the Planning Commission's decision to approve a Demolition Permit and Design Review to demolish an existing single-family home in order to construct an 8 unit multi-family dwelling on the property located at 632 McCorkle Avenue in the HR: High Density Residential district. The Council further upholds and adopts the decision of the Planning Commission, including without limitation the Planning Commission resolution and list of standard conditions, and approves the demolition permit and design review.

Approved at a Regular Meeting of the St. Helena City Council on January 24, 2017, by the following vote:

Mayor Galbraith:	<u>Yes</u>
Vice Mayor White:	<u>Yes</u>
Councilmember Dohring:	<u>Yes</u>
Councilmember Koberstein:	<u>No</u>
Councilmember Ellsworth:	<u>No</u>

APPROVED:


Alan Galbraith, Mayor

ATTEST:


Cindy Black, City Clerk



CITY OF ST. HELENA

RESOLUTION PC2016-047

**DEMOLITION PERMIT AND DESIGN REVIEW NO. PL16-007
CITY OF ST. HELENA, STATE OF CALIFORNIA
GRANTED TO 632 McCORKLE AVENUE**

PROPERTY OWNER: Joe McGrath

APN: 009-502-004

Recitals

1. Request by Joe McGrath for Demolition Permit and Design Review approval to demolish an existing single-family home in order to construct an 8 unit multi-family dwelling on the property located at 632 McCorkle Avenue in the HR: High Density Residential district.
2. The Planning Commission of the City of St. Helena, State of California, considered the project, staff report, and all testimony, written and spoken, at a duly noticed public hearing on December 6, 2016.

Resolution

- A. In making the findings in this Resolution, the Planning Commission relied upon and hereby incorporates by reference all of the documents referenced in this Resolution and the associated staff reports, City files for this matter, correspondence, presentations and other materials.
- B. The Planning Commission hereby finds that the project is exempt from the California Environmental Quality Act ("CEQA") pursuant to Section 15332, which exempts projects characterized as in-fill development when the project is consistent with the general plan and zoning; occurs within city limits on less than five acres; has no valuable habitat; won't cause any significant environmental effects; and can be served by existing public services.
- C. As provided in Municipal Code Section 17.164.050(E), the Planning Commission finds that the demolition permit can be supported based on the following findings:
 1. *That based on the public record and testimony presented at a public hearing, the buildings are determined not to be significant architectural or historical buildings given the age of construction, deteriorated condition of the structures, and lack of inclusion of the City's Historical Resources Master List; and*
 2. *That the demolition does not eliminate elements that are required to maintain the essential character of the neighborhood in that the existing structures are in a dilapidated condition and that the neighborhood is a mix of single-family and multi-family housing units.*

632 McCorkle Avenue
Demolition Permit and Design Review
December 6, 2016

D. In accordance with the design review criteria identified in Municipal Code Section 17.164.030, the Planning Commission finds that the project demonstrates the following:

1. *Consistency and compatibility with applicable elements of the general plan in that a multi-family building is being constructed in the High Density Residential district;*
2. *Compatibility of design with the immediate environment of the site is supported in that modern building materials will be used in project construction typical of newly constructed residential buildings;*
3. *Relationship of the design to the site is found to be consistent in that the project was designed by a licensed architect in consideration of the unique characteristics of the site;*
4. *Determination that the design is compatible in areas considered by the board as having a unified design or historical character is found as a residential structure will be constructed in a residential area and that there are no historic elements of the property or design;*
5. *That the design promotes harmonious transition in scale and character in areas between different designated land use is found in that the project is located in a residentially zoned district with varying densities and scales and that the project is consistent with said district and character;*
6. *Compatibility with future construction both on and off the site is supported as the project is a residential structure in a residential district that will not negatively impact future construction on or off site;*
7. *That the architectural design of structures and their materials and colors are appropriate to the function of the project is supported in that the project will use common construction materials and colors for residential development;*
8. *That 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 is found in that the site and buildings were designed to create independent living units with adequate off-street parking; covered garbage enclosures; and common recreation areas.*
9. *That the amount and arrangement of open space and landscaping are appropriate to the design and the function of the structures is found to be appropriate through the common open space and landscaping surrounding the living and parking areas on the property;*
10. *That sufficient ancillary functions are provided to support the main functions of the project and that they are compatible with the project's design concept in that the project provides adequate off-street parking and recreational areas for residents with a design that is fully compatible with the residential structure;*
11. *That access to the property and circulation systems are safe and convenient for pedestrians, cyclists and vehicles is supported based on the existing roadway*

network, proposed access easements, and street frontage improvements including new sidewalks.

- 12. That natural features are appropriately preserved and integrated with the project is found in that this is an infill project and all development is in previously developed and/or disturbed areas of the property;*
- 13. That the materials, textures, colors and details of construction are an appropriate expression of its design concept and function and that they are compatible with the adjacent and neighboring structure and functions is supported in that the project will use common construction materials and colors for residential development and that the project is compatible with the character of the residential area;*
- 14. In areas considered by the board as having a unified design character or historical character, whether the design is compatible with such character is found as a residential structure will be constructed in a residential area and that there are no historic elements of the property or design;*
- 15. That 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 that the landscape concept depicts an appropriate unity with the various buildings on the site is found in that a detailed landscaping plan has been prepared and designed to complement the proposed buildings and site in general;*
- 16. That 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 is supported based on the professionally prepared landscaping plan; and*
- 17. That 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 is found based on the efficiencies gained through the construction of new buildings and infrastructure in compliance with the requirements of the California Building Code and the City of St. Helena Municipal Code.*

Planning Department Conditions of Approval

- E. The Planning Commission approves the demolition permit and design review for the above-described project with the following conditions of approval. 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.
 1. The project shall be in conformance with all city ordinances, rules, regulations and policies in effect at the time of issuance of a building permit.
 2. These approvals shall be vested within one (1) year from the date of final action. A building permit for the use allowed under this approval shall have been obtained within one (1) year from the effective date of this action or the approval shall expire, provided

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however that the approval may be extended for up to two (2) one-year periods pursuant to the St. Helena Municipal Code, Section 17.08.130, Extension of Permits and Approvals. Any request for an extension of this approval shall be justified in writing and received by the Planning Department at least thirty (30) days prior to expiration.

3. The approvals shall not become effective until fourteen (14) calendar days after approval, providing that the action is not appealed by the City Council or any other interested party within that 14-day period.
4. All required fees, including planning fees, development impact fees, residential in-lieu housing fees, building fees, toilet retrofit fees, and St. Helena Unified School District fees shall be paid prior to issuance of a building permit. Fees shall be those in effect at the time of the issuance of the building permit.
5. In any action or proceeding to attack, challenge, invalidate, set aside, void or annul the City's approval of applicant's Project, in whole or in part, applicant shall defend, at its own expense and without any cost to the City, and with counsel acceptable to the City, and shall fully and completely indemnify and hold the City, its agents, officers, and employees harmless from and against any and all claims, causes of action, damages, costs, attorney's fees and liability of any kind, so long as the City reasonably promptly notifies the applicant of any such claim, action, or proceedings and the City cooperates fully in the defense of the action or proceedings.
6. Provided they are in general compliance with this approval, minor modifications may be approved by the Planning Director.
7. Pursuant to St. Helena Municipal Code Section 17.08.110, this permit 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.
8. The primary purpose of this review is for compliance with the General Plan and Zoning Ordinance. The property owners or their designee shall be responsible for meeting with the Building Official, Fire Inspector and or Public Works Department to review compliance with Building Codes, Fire Codes and specific Public Works Standards including fire protection systems and any applicable accessibility standards of Title 24.
9. Construction shall be in compliance with plans submitted and reviewed by the Planning Commission on December 6, 2016, except as modified herein.
10. AS a component of the construction process, the site shall be remediated to the satisfaction of the Napa County Environmental Health Department.
11. During construction, the project site shall be adequately screened and secured to minimize potential impacts to the neighborhood and surrounding community.
12. Exterior lighting shall be directed or shielded to prevent glare onto the public roadway or adjacent properties.
13. Property owners shall recognize that there exists a right to farm properties within the district and in the vicinity of the district. There is a good faith expectation that no

complaints will occur regarding legal, normal agricultural activities on properties in the district or in the vicinity of the district. Such activities may include day or night disbursement of chemicals, and creation of dust, noise, or fumes.

14. To reduce disturbance of residents in the project vicinity, construction activities which generate noise that can be heard at the property line of any parcel of real property within the City limits shall be limited to 8:00 a.m. to 5:00 p.m. Monday through Saturday. Delivery of materials/equipment and cleaning and servicing of machines/equipment shall be limited to 7:00 a.m. to 6:00 p.m. Exceptions to these time restrictions may be granted by the Public Works Director for one of the following reasons: (1) inclement weather affecting work, (2) emergency work, or (3) other work, if work and equipment will not create noise that may be unreasonably offensive to neighbors as to constitute a nuisance. The City Engineer must be notified and give approval in advance of such work. No construction activities shall occur on Sundays or federal or local holidays that generate noise that can be heard at the property line of any parcel of real property within the City limits.
15. The project shall comply with all housing allocation requirements per the City's Growth Management System (GMS) as approved by the City Council. This action allocates four (4) GMS permit allotments from the 2016 permit pool and anticipates the remaining four (4) GMS permit allotments will be drawn from the 2017 allotment pool.

Public Works Department Conditions of Approval

16. 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.
17. For any improvements outside the existing building envelope, 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. Drainage needs to be routed to prevent inundation of neighboring properties. Grading and/or site improvement plans shall show how 2-year and 10-year storm flows shall be infiltrated on site and/or diverted at the property lines to prevent inundation of neighboring properties. The applicant shall submit a drainage and hydrology analysis for the project impact, including downstream erosion potential, to the City of St. Helena Public Works Department with the Improvement Plan

submittal in accordance with City of St. Helena, Napa County and State of California codes in effect at the time of improvement plan submittal.

19. Erosion and sediment control plans shall conform to the latest State and City codes at a minimum.
20. The applicant shall incorporate water conservation practices into the proposed project per the Theoretical Water Use Report prepared by Nest Properties, which includes offsite retrofits of the plumbing fixtures at 814 Hunt Street, 812 Chiles Avenue, and 1240-48 Grayson Avenue. Any and all non-conforming appliances and plumbing fixtures shall be removed from the premises. The water conservation requirements shall be replicated in full on the architectural plans.
21. A detailed Post-Construction Stormwater Control Plan (SWCP) that identifies and sizes all permanent post-construction stormwater treatment BMPs shall be prepared and submitted for review approval. The Plan shall be prepared in accordance with the latest edition of the Bay Area Stormwater Management Agencies Association (BASMAA) Post-Construction Manual and the requirements of the State Water Resources Control Board Phase II Municipal Separate Storm Water System (MS4) General Permit (Order 2013-0001 DWQ).
22. A Post Construction Stormwater Operations and Maintenance Plan that provides a color-coded plan sheet showing all storm drain and water quality infrastructure that is to be maintained, along with detailed instructions and schedules for the ongoing maintenance and operation of all post-construction stormwater BMPs shall be submitted for review and approval by the City Engineer. Once approved, the property owner shall enter into an agreement with the City that provides the terms, conditions, and security associated with the ongoing requirements of the Post Construction Stormwater Best Management Practices.
23. Prior to Certificate of Occupancy, the Applicant shall enter into and record a Post-Construction Stormwater Operations and Maintenance Agreement with the City.
24. If the project includes 500 square feet or more of new landscaping and/or 2,500 square feet or more of rehabilitated landscape, the proposed landscaping shall comply with the State's Model Water Efficient Landscape Ordinance (MWELO).
25. 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.
26. Prior to demolition, the applicant shall provide an assessment of the existing structures for the presence of asbestos containing materials and lead based paint by a qualified professional.

27. Unless otherwise explicitly permitted, all existing wells, septic tanks/sytems and/or underground fuel storage tanks shall be abandoned under permit and inspection of Napa County Department of Environmental Services or other designated agency. If there are none, the project engineer shall provide a letter describing the scope of the search done to make this determination.
28. 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.
29. 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.
30. Any new and modified existing water laterals, meters and backflow prevention devices shall be required and constructed in accordance with the current requirements of the City of St. Helena's Water Standards and the California Department of Health Standards. Existing meter boxes located within a driveway shall be retrofitted with a traffic-rated box. New laterals shall be located perpendicular to the water main and outside any driveway/drive aisle.
31. Remodels or new construction which require fire sprinklers shall install an appropriately-sized water service with appropriate backflow and meter devices prior to Certificate of Occupancy. Fire system calculations shall be submitted with the Grading and Drainage Plan to verify fire service lateral and meter sizing. Deferred submittals are not accepted.
32. No construction may commence until adequate access to fire water supply is available to building sites as approved by the Fire Chief.
33. The applicant shall apply for annexation to the St. Helena Municipal Sewer District No. 1 prior to issuance of a Building Permit. The application shall be completed in accordance with the City of St. Helena's Sewer Annexation Procedures including all annexation, impact, connection, and sewer fees.
34. The developer shall construct a 6-inch sewer main sloped at a minimum of 1% or an 8-inch sewer main sloped at a minimum of 0.5% in accordance with City Standards. This improvement shall be coordinated with all civil improvement plans.
35. The applicant shall be responsible for the extension of sewer lines to the property.
36. Construct standard frontage and ADA compliant improvements along the property front including driveway, sidewalk, curb, gutter, and any needed pavement widening. The standard frontage improvements cross section shall consist of a 5' landscape area, 5' sidewalk (measured from TC), 8' parking (including gutter pan), and 10'

vehicle lane (in each direction). At such time the City elects to install a bicycle lane along McCorkle Avenue, on-street parking will be eliminated. Any new asphalt shall taper back to the existing edge of pavement. As a component of these frontage improvements, the project shall reconstruct the roadway to the centerline and slurry seal the entire road along the project frontage. A right-of-way dedication shall be provided as necessary for the said improvements, to the centerline of the existing McCorkle Avenue.

37. Trash areas, dumpsters and recycling containers shall be enclosed and roofed per State and County standards to prevent water run-on to the trash area and water runoff from the area, to contain litter and trash so that it is not dispersed by the wind or run-off during waste removal. In the event that wine or food is disposed in these areas, the enclosed trash area shall drain to the sanitary sewer system. An area drain connected to the sanitary sewer shall be installed in the enclosure area and a structural control such as an oil/water separator or sand filter shall be included. No other area shall drain into the trash enclosure. A sign shall be posted prohibiting the dumping of hazardous materials into the sanitary sewer.
38. 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.
39. Existing streets being cut by new utility services will require edge grinding and an A.C. overlay per City standards, extent to be determined by the Public Works Department.
40. The applicant shall be required to obtain an encroachment permit for improvements on public right-of-ways prior to receiving a grading or building permit authorizing site work or construction activities on the site.

Building Department Conditions of Approval

41. 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 2013 Title 24 codes.
42. When submitting plans for a building permit, the plans shall include all documentation listed on the building permit application checklist.
43. The applicant shall provide a construction waste management plan with the building permit application.
44. 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.
45. When submitting plans, the title page shall include all information referenced on the building permit application checklist Title Page requirements.

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46. Building Permit application materials and plans shall include any documentation pertaining to special loads applicable to the design and the specified section of the code that addresses the condition; special inspections for any systems or components requiring special inspection; requirements for seismic resistance; and a complete list of deferred submittals at time of application. Any deferral of the required submittal items shall have prior approval of the Building Official however deferral of fire sprinkler design is not allowed.

Fire Department Conditions of Approval

47. Fire sprinklers and fire hydrants shall be installed as required by Fire Code and the Fire Department.

I HEREBY CERTIFY that the foregoing demolition permit and design review was duly and regularly approved by the Planning Commission of the City of St. Helena at a regular meeting of said Planning Commission held on December 6, 2016 by the following roll call vote:

AYES: Commissioner Sweeney and Kistner

NOES: Commissioner Koberstein

ABSENT: None

ABSTAIN: None

RECUSED: Commissioner Parker and Monnette

APPROVED:



Grace Kistner
Chair, Planning Commission

ATTEST:



Noah Housh
Planning Director

- Attachment 2 -

BURKE, WILLIAMS &
SORENSEN, LLP
ATTORNEYS AT LAW
OAKLAND

CITY OF ST. HELENA

ORDINANCE NO. _____

**AMENDING CHAPTER 17.08.060 OF THE ST. HELENA MUNICIPAL CODE TO
AUTHORIZE THE CITY COUNCIL TO RELIEVE SPECIFIED PROJECTS FROM THE
OBLIGATION TO PAY THE CITY'S APPELLATE LITIGATION DEFENSE COSTS**

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

SECTION 1. Section 17.08.060 Amended. Section 17.08.060 of the St. Helena Municipal Code is hereby amended 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 amend Section 17.08.060 of the St. Helena Municipal Code is exempt from the provisions of the California Environmental Quality Act (Public Resources Code section 21000, et seq.) (CEQA).

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 7: 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

Section 17.08.060 Administrative Procedures

17.08.060 Authority of final decision-making body. Conditions of approval.

A. In considering an application for a permit or other discretionary approval authorized by this title, the final decision-making body may approve, deny or modify the application consistent with the evidence presented to it and the appropriate findings required by this title. Final decision-making bodies may require changes to applications and/or impose conditions of approval in order to affect the policies of the general plan and the purpose of this title. Such conditions include but are not limited to: dedication of land; installation of specific improvements; size, design and placement of buildings or structures; landscaping; the defense and indemnity of the City in litigation challenging the approval; and limitations on use and/or hours of operation. Such conditions shall be reasonably related to the use of the property for which the permit or other discretionary approval is requested. (Prior code § 27.405)

B. Notwithstanding any other provision or requirement of this code, following a trial court entry of judgment upholding the City's approval of a "residential development project" (as defined in Section 17.146.020 of this code) that satisfies the requirements of subsections (A), (B) or (C) of Section 17.146.050 of this code, the City Council may elect to relieve the applicant of the obligation to pay the City's defense costs on appeal. The provisions of this subsection are not intended and shall not be deemed to relieve the residential development project applicant of the requirement or condition to pay trial court litigation defense costs incurred prior to entry of judgment upholding the City's approval of the project, or any other indemnity requirement or condition, including without limitation a requirement or condition to indemnify the City from and against any damages, costs and/or attorney's fees should the City's approval of the residential development project be reversed.

- Attachment 3 -

BURKE, WILLIAMS &
SORENSEN, LLP
ATTORNEYS AT LAW
OAKLAND

SUPERIOR COURT OF CALIFORNIA, COUNTY OF LOS ANGELES

DATE: 01/12/16

DEPT. 82

HONORABLE MARY H. STROBEL

JUDGE

R. KARAPETYAN

DEPUTY CLERK

B. HALL, COURTROOM ASSISTANT

HONORABLE
#7

JUDGE PRO TEM

ELECTRONIC RECORDING MONITOR

Deputy Sheriff

BUFORD JAMES CSR # 9296

Reporter

9:30 am

BS152917

Plaintiff

JEFFREY M. ODERMAN (X)

Counsel

SOUTH GATE SENIOR VILLAS LP ET

VS

Defendant

ERIKA T. GURROLA (X)

CA DEPT OF INDUSTRIAL RELATIONS

Counsel

AL

RICK D. NAVARRETTE (x)

REAL PARTY IN INTEREST

NATURE OF PROCEEDINGS:

withdraw their prevailing wage "coverage determination" in Public Works Case No. 2013-024, South Gate Senior Villas, City of South Gate, which determined that the proposed four-unit expansion to an existing mixed-use development is a "public work" for which prevailing wages must be paid; and (2) issue a new coverage determination stating that the four-unit expansion is exempt from the Prevailing Wage Law under Labor Code section 1720(c)(1).

On May 13, 1998, the South Gate Redevelopment Agency and Petitioner entered into a Disposition and Development Agreement ("DDA") that provided for transfer of real property located at 9927 San Antonio Avenue, South Gate, California (the "Subject Property" or "Site") by the Agency to Petitioner and development by Petitioner of approximately 73 affordable senior citizen rental units, 1 on-site manager's unit, and approximately 20,000 square feet of commercial space (the "Original Project"). (Administrative Record (AR) 9-10, 38.) Pursuant to the DDA, the Agency agreed to loan funds to Petitioner for the acquisition and development of the Site. (AR 10.) Petitioner executed a promissory note in the principal amount of \$7,030,000, which is secured by a deed of trust recorded against the Site. (AR 10, 38.)

On October 27, 1998, in accordance with the terms of the DDA, Agency and Petitioner entered into a

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MINUTES ENTERED 01/12/16 COUNTY CLERK
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SUPERIOR COURT OF CALIFORNIA, COUNTY OF LOS ANGELES

DATE: 01/12/16

DEPT. 82

HONORABLE MARY H. STROBEL

JUDGE

R. KARAPETYAN

DEPUTY CLERK

HONORABLE
#7

JUDGE PRO TEM

B. HALL, COURTROOM ASSISTANT

ELECTRONIC RECORDING MONITOR

Deputy Sheriff

BUFORD JAMES CSR # 9296

Reporter

9:30 am BS152917

Plaintiff JEFFREY M. ODERMAN (X)
CounselSOUTH GATE SENIOR VILLAS LP ET
VS
CA DEPT OF INDUSTRIAL RELATIONS
ALDefendant ERIKA T. GURROLA (X)
Counsel
RICK D. NAVARRETTE (x)
REAL PARTY IN INTEREST

NATURE OF PROCEEDINGS:

regulatory agreement whereby Petitioner agreed to rent all of the rental units at "Affordable Rent" to "Eligible Tenants" for the entire "Term," as described therein. ("Regulatory Agreement") (AR 8-27, 38-39.) In addition to occupancy limits, the Regulatory Agreement requires Petitioner to submit annual reports to Agency pursuant to Health and Safety Code section 33418. (AR 14-15.) The "Term" of the Regulatory Agreement is defined as 30 years after the Commencement Date or the date on which Petitioner's obligations set forth in the promissory note are fully paid off, whichever occurs first. (AR 19.)

Sometime after the execution of the DDA, the Community Development Commission of the City of South Gate (Commission) became the successor in interest to the Redevelopment Agency of the City of South Gate. (AR 39.) On June 16, 2009, Commission and Petitioner entered into a First Amendment to the Regulatory Agreement, which provided that all eligible tenants must qualify as "lower income households" as defined in Health and Safety Code section 50079.5 and required that the residential units be rented at an affordable rent as defined in Health and Safety Code section 50053(b)(3). (AR 28-29, 39.)

On February 1, 2012, all redevelopment agencies in the State of California were dissolved pursuant to

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SUPERIOR COURT OF CALIFORNIA, COUNTY OF LOS ANGELES

DATE: 01/12/16

DEPT. 82

HONORABLE MARY H. STROBEL

JUDGE

R. KARAPETYAN

DEPUTY CLERK

HONORABLE
#7

JUDGE PRO TEM

B. HALL, COURTROOM ASSISTANT

ELECTRONIC RECORDING MONITOR

Deputy Sheriff

BUFORD JAMES CSR # 9296

Reporter

9:30 am

BS152917

Plaintiff
Counsel

JEFFREY M. ODERMAN (X)

SOUTH GATE SENIOR VILLAS LP ET
VS
CA DEPT OF INDUSTRIAL RELATIONS
AL

Defendant
Counsel

ERIKA T. GURROLA (X)

RICK D. NAVARRETTE (x)
REAL PARTY IN INTEREST

NATURE OF PROCEEDINGS:

the Dissolution Act. (AR 39; see also Health & Safety Code §§ 34170(a) and 34172(a), (b).) City of South Gate elected to succeed to the housing assets and functions of the Commission and has assumed all of the rights and obligations of the Commission under the DDA and Regulatory Agreement. (AR 39.)

On June 25, 2013, Petitioner and the City of South Gate ("City") entered into an Affordable Housing Agreement which provides for the conversion of common area space within the residential portion of the Original Project into four additional affordable senior residential apartment units (the "Expansion Project"). (AR 35-110.) The Scope of Work states that two units will replace an existing outdoor terrace that is not used, one unit will replace a storage area, and one unit will replace unused common area. (AR 59.)

The Affordable Housing Agreement provides for the following: (1) the City will loan to Petitioner the sum of \$340,000 in federal HOME Investment Partnerships Program (HOME) funds received by the City; (2) Petitioner will utilize the HOME funds and private funds to construct the Expansion Project (the total budget is \$431,100); (3) Petitioner will execute a promissory note in favor of City in the amount of the HOME funds loan; (4) the promissory note will be secured by a deed of trust executed in City's favor and recorded against the project site;

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SUPERIOR COURT OF CALIFORNIA, COUNTY OF LOS ANGELES

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NATURE OF PROCEEDINGS:

and (5) Petitioner will execute a regulatory agreement (the "Project Addition Regulatory Agreement") memorializing Petitioner's obligation to restrict occupancy of all four units to lower income seniors at affordable rent for 25 years. (AR 41-45, 62-104, 197.) Pursuant to the Affordable Housing Agreement, Petitioner will receive full credit for each annual installment payment otherwise due under the loan if it complies with the applicable provisions of the agreement and related contract documents. (AR 42-43.)

Under the Project Addition Regulatory Agreement, eligible tenants for the four additional units must be "very-low income households" pursuant to Health and Safety Code section 50105. (AR 88.) The agreement defines maximum rents for the four additional units pursuant to Health and Safety Code section 50053. (AR 87.) The four additional units are also required to comply with federal HOME regulations during the 25-year HOME compliance period. (AR 91-92.)

The DIR has the authority under Labor Code section 1773.5 to issue "coverage determinations" as to whether a particular construction project is a "public work" within the meaning of the Prevailing Wage Law and, assuming the DIR determines it is, whether the project is nonetheless exempt from the obligation to comply with the Prevailing Wage Law

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SUPERIOR COURT OF CALIFORNIA, COUNTY OF LOS ANGELES

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REAL PARTY IN INTEREST

NATURE OF PROCEEDINGS:

pursuant to one of the exemptions set forth in section 1720(c)-(d).

On July 26, 2013, shortly after entering into the Affordable Housing Agreement, Petitioner submitted a formal request to the DIR for a prevailing wage coverage determination for the Expansion Project. (AR 1-6.) In particular, Petitioner sought a determination that while the Expansion Project is "paid for in whole or in part out of public funds" and is therefore a "public work" under §1720(a) and (b)(1), it is exempt from the obligation to comply with the Prevailing Wage Law under §1720(c)(1), which exempts "[p]rivate residential projects built on private property ... unless the projects are built pursuant to an agreement with a state agency, redevelopment agency, or local public housing authority."

On November 13, 2013, the DIR, through its Director Christine Baker, issued its Coverage Determination (herein, the "Initial Coverage Determination"). (AR 196-204.) As relevant here, the DIR found that the exemption stated in section 1720(c)(1) does not apply. The DIR reasoned as follows:

Contrary to Developers contention the Project Addition is a [sic] not private residential project that will be built on private property as that term is used in subdivision (c)(1). The Project Addition

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RICK D. NAVARRETTE (x)
REAL PARTY IN INTEREST

NATURE OF PROCEEDINGS:

will be built pursuant to an agreement with the City of South Gate, which is a California general law city. The City is not a state agency, redevelopment agency, or public housing authority. While cities are not included in subdivision (c)(1) that does not prevent application of subdivisions of section 1720(b) from applying to this project. Subdivision (c)(1) gives no indication that it applies to projects that are at least partially publically funded and it would be improper to read such language into a statute designed to benefit and protect employees on public work projects. [Citation.] Other parts of section 1720 apply to publicly financed projects. Developer concedes the work on this project falls within the meaning of Labor Code sections 1720(a)(1) and 1720(b)(4), (5), and (6). The exemption set forth in section 1720(c)(1) does not apply to the Project Addition because the project is receiving a public subsidy within the meaning of subdivision (b) of section 1720. (AR 198-199 [footnotes omitted].)

On December 6, 2013, Petitioner appealed the DIR's Initial Coverage Determination. (AR 205-210.) On August 29, 2014, the DIR issued its Decision on Administrative Appeal and on October 22, 2014, the DIR issued a Correction to its August 29 decision. (AR 218-223, 224-227) (collectively, the "Final Coverage Determination"). In its Final Coverage Determination the DIR denied Petitioner's appeal on

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Plaintiff JEFFREY M. ODERMAN (X)
CounselSOUTH GATE SENIOR VILLAS LP ET
VS
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Defendant ERIKA T. GURROLA (X)

Counsel RICK D. NAVARRETTE (x)
REAL PARTY IN INTEREST

NATURE OF PROCEEDINGS:

two separate grounds. First, the DIR incorporated the Initial Coverage Determination by reference and affirmed its reasoning. Second, the DIR found that the Expansion Project is not a "residential" project within the meaning of section 1720(c)(1) because the four-unit addition is part of a mixed-use commercial and residential project.

Procedural History

On December 30, 2014, Petitioner South Gate and Pacific Development Consultants, Inc. (PDC) filed a petition for writ of mandate and for declaratory and injunctive relief. On July 16, 2015, Petitioner South Gate dismissed its second cause of action for declaratory and injunction relief. On July 31, 2015, the Court (Judge Robert O'Brien) sustained with 10 days leave to amend Respondents' demurrer to the second cause of action for declaratory relief of PDC. An amended petition has not been filed as to the second cause of action. The second cause of thus is no longer at issue in these writ proceedings.

ANALYSIS

1. Standard of Review

As stated in Labor Code section 1773.5(d), "[a] final [DIR prevailing wage coverage] determination

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REAL PARTY IN INTEREST

NATURE OF PROCEEDINGS:

on any administrative appeal is subject to judicial review pursuant to Section 1085 of the Code of Civil Procedure."

"Where, as here, the facts are undisputed, and the purely legal issues involve the interpretation of a statute an administrative agency is responsible for enforcing, we exercise our independent judgment, 'taking into account and respecting the agency's interpretation of its meaning.'" (Housing Partners I, Inc. v. Duncan (2012) 206 Cal.App.4th 1335, 1343; see also Yamaha Corp. of America v. State Bd. Of Equalization (1998) 19 Cal.4th 1, 11.)

"The agency's interpretation is 'one of several interpretive tools that may be helpful. In the end, however, '[the court] must ... independently judge the text of the statute.' [Citations.] An administrative agency's interpretation does not bind judicial review but it is entitled to consideration and respect." (Housing Partners I, supra at 1343.)

"The rules governing statutory construction are well settled. We begin with the fundamental premise that the objective of statutory interpretation is to ascertain and effectuate legislative intent. [Citations.] To determine legislative intent, we turn first to the words of the statute, giving them their usual and ordinary meaning. [Citations.] When the language of a statute is clear, we need go no

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REAL PARTY IN INTEREST

NATURE OF PROCEEDINGS:

further. However, when the language is susceptible of more than one reasonable interpretation, we look to a variety of extrinsic aids, including the ostensible objects to be achieved, the evils to be remedied, the legislative history, public policy, contemporaneous administrative construction, and the statutory scheme of which the statute is a part." (Nolan v. City of Anaheim (2004) 33 Cal.4th 335, 340.)

When interpreting a statute, the court must construe the statute, if possible to achieve harmony among its parts. (People v. Hall (1991) 1 Cal. 4th 266, 272; Legacy Group v. City of Wasco (2003) 106 Cal.App. 4th 1305, 1313). "When the legislature has carefully employed a term in one place and has excluded it in another, it should not be implied where excluded." (Wasatch Property Management v. Degrate (2005) 35 Cal.4th 1111.) "When interpreting statutory language, we may neither insert language which has been omitted nor ignore language which has been inserted." (See People v. National Auto. and Cas. Ins. Co. (2002) 98 Cal.App.4th 277, 282.)

2. The Prevailing Wage Law

This petition presents a question of statutory interpretation of California's Prevailing Wage Law, and particularly the operation of Labor Code section

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SUPERIOR COURT OF CALIFORNIA, COUNTY OF LOS ANGELES

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REAL PARTY IN INTEREST

NATURE OF PROCEEDINGS:

1720(c)(1).

"The Prevailing Wage Law, sections 1720-1861, is a comprehensive statute governing the minimum wage standards on public works construction projects. [Citation.] All workers employed on public works costing more than \$1,000 must be paid not less than the general prevailing rate of per diem wages for work of a similar character in the locality in which public work is performed. (§ 1771.)" (Housing Partners I, Inc. v. Duncan (2012) 206 Cal.App.4th 1335, 1339-40.)

Section 1720(a)(1) defines "public works" as "[c]onstruction, alteration, demolition, installation, or repair work done under contract and paid for in whole or in part out of public funds." Section 1720(b) provides, in part, that "paid for in whole or in part out of public funds means":

(1) The payment of money or the equivalent of money by the state or political subdivision directly to or on behalf of the public works contractor, subcontractor, or developer.

[]

(4) Fees, costs, rents, insurance or bond premiums, loans, interest rates, or other obligations that would normally be required in the execution of the contract, that are paid, reduced, charged at less than fair market value, waived, or forgiven by the

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SUPERIOR COURT OF CALIFORNIA, COUNTY OF LOS ANGELES

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REAL PARTY IN INTEREST

NATURE OF PROCEEDINGS:

Expansion Project is a private residential project; it is being built on private property; and it will be built pursuant to an agreement with City, which is a California general law city and not a "state agency, redevelopment agency, or public housing authority." (OB 6.)

Respondents present three arguments why the exemption in section 1720(c)(1) does not apply. First, Respondents argue that the Expansion Project is not a "private residential project built on private property" because its construction is being subsidized by public funds. (RB 9-12.) Second, Respondents contend the Expansion Project is being built pursuant to an agreement with a redevelopment agency, as City is the successor agency to the South Gate Redevelopment Agency. (RB 6-8.) Finally, Respondents contend that the Expansion Project is not a "residential project" because it is an expansion of a mixed-used residential and commercial project. (RB 13.)

3. The Expansion Project is a "Private Residential Project on Private Property" even if public funds are used.

Section 1720(a) provides that public works "means" "construction, alteration, demolition, installation, or repair work done under contract and paid for in whole in part out of public funds ": Section

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REAL PARTY IN INTEREST

NATURE OF PROCEEDINGS:

1720(b) defines "paid for in whole or in part out of public funds." The parties do not dispute that the funding for the Expansion Project falls with subdivision (b), and that the project, therefore, is a "public work."

Subdivision (c) of Section 1720 provides a number of exceptions to the statute. Subdivision (c)(1) provides that "notwithstanding subdivision (b) Private residential projects built on private property are not subject to the requirements of this chapter unless the projects are built pursuant to an agreement with a state agency, redevelopment agency, or local public housing authority."

It is undisputed that the Expansion Project will be built on "private property." (See RB 1; AR 38-39, 58-59, 196.) The Disposition and Development Agreement, executed on May 13, 1998, provided for transfer of the Subject Property from the South Gate Redevelopment Agency to Petitioner. (AR 9-10, 38.) The transfer is explicitly recognized in the Affordable Housing Agreement executed with City in June 2013, which refers to Petitioner as "Owner," states that Petitioner owns the Subject Property, and requires Petitioner to execute a deed of trust in favor of City. (AR 38-40.) Respondents also admitted in the initial coverage determination that "South Gate Senior Villas, L.P. (Developer), owns the existing South Gate Senior Villas mixed-use

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RICK D. NAVARRETTE (x)

REAL PARTY IN INTEREST

NATURE OF PROCEEDINGS:

residential/commercial project located at 9927 San Antonio Avenue, South Gate, California." (AR 196.)

The phrase "private residential projects" is not defined in section 1720. The administrative record reflects that the addition of the four residential units is a "residential project." Because Petitioner, a California limited partnership, is a private developer (see AR 38), Petitioner sets forth a reasonable argument that the Expansion Project is a private residential project.

Respondents argue that, for purposes of the exception stated in section 1720(c)(1), "the existence of public funding of a project automatically converts an otherwise private project into a non-private, public project." (RB 11.) Respondents further argue: "A proper reading of the statute requires that private residential projects - as in those that receive no public funding - are nonetheless subject to prevailing wage requirements, only if they are built under an agreement with the three enumerated types of public entities."

Section 1720(c) is prefaced by the phrase "notwithstanding subdivision (b)," which suggests that subdivision (c) sets forth exemptions from the definition of "public works." The structure of the statute implies that the exemptions in section 1720(c) only apply if an initial determination is

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SUPERIOR COURT OF CALIFORNIA, COUNTY OF LOS ANGELES

DATE: 01/12/16

DEPT. 82

HONORABLE MARY H. STROBEL

JUDGE

R. KARAPETYAN

DEPUTY CLERK

HONORABLE
#7

JUDGE PRO TEM

B. HALL, COURTROOM ASSISTANT

ELECTRONIC RECORDING MONITOR

Deputy Sheriff

BUFORD JAMES CSR # 9296

Reporter

9:30 am

BS152917

Plaintiff

JEFFREY M. ODERMAN (X)

Counsel

SOUTH GATE SENIOR VILLAS LP ET

VS

Defendant

ERIKA T. GURROLA (X)

CA DEPT OF INDUSTRIAL RELATIONS

Counsel

AL

RICK D. NAVARRETTE (x)

REAL PARTY IN INTEREST

NATURE OF PROCEEDINGS:

made that the project is a public works project, namely one that is "paid for in whole or in part out of public funds." There would be no apparent reason to include subdivision (c)(1) in the statute unless the term "private residential projects" refers to projects that have received at least some public funds pursuant to subdivision (b) and would otherwise be "public works" subject to the Prevailing Wage Law. The Court "must follow the fundamental rule of statutory construction that requires every part of a statute be presumed to have some effect and not be treated as meaningless unless absolutely necessary." (Hensel Phelps Const. Co. v. San Diego Unified Port Dist. (2011) 197 Cal.App.4th 1020, 1035.)

Case law and DIR's prior coverage determinations also suggest that the exemptions in section 1720(c) only apply once an initial determination is made that the project involves construction work done under contract and paid for in part with public funds. (See, e.g., Azusa Land Partners v. Department of Indus. Relations (2010) 191 Cal.App.4th 1, 19-29; DIR Public Works (PW), Case No. 2011-035, at RJN Exh. E at p. 3 ["Because the Project involves construction work done under contract and the Project is partly paid for with public funds, the payment of prevailing wages ordinarily would be required"]; see also RJN Exh. A at p. 2 and Exh. B at p. 3.)

Page 16 of 28 DEPT. 82

MINUTES ENTERED
01/12/16
COUNTY CLERK

01/12/16

SUPERIOR COURT OF CALIFORNIA, COUNTY OF LOS ANGELES

DATE: 01/12/16

DEPT. 82

HONORABLE MARY H. STROBEL

JUDGE

R. KARAPETYAN

DEPUTY CLERK

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JUDGE PRO TEM

B. HALL, COURTROOM ASSISTANT

ELECTRONIC RECORDING MONITOR

Deputy Sheriff

BUFORD JAMES CSR # 9296

Reporter

9:30 am

BS152917

Plaintiff

JEFFREY M. ODERMAN (X)

Counsel

SOUTH GATE SENIOR VILLAS LP ET

VS

Defendant

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CA DEPT OF INDUSTRIAL RELATIONS

Counsel

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RICK D. NAVARRETTE (x)

REAL PARTY IN INTEREST

NATURE OF PROCEEDINGS:

Respondents argue that aside from subdivision (c)(1), the exemptions set forth in section 1720(c) set forth the precise types of funds that may be used for the qualifying projects, and how that exemption will apply based on the funding. (RB 10-11.) Initially, this statement is not entirely accurate because only subdivision (c)(4), which applies to projects funded with redevelopment Low and Moderate Income Housing Funds, identifies the precise type of public funds at issue. Moreover, Respondents do not show that differences in the other subdivision (c) exemptions support their interpretation of subdivision (c)(1). For instance, subdivision (c)(5) exempts "privately owned residential projects" under specific factual scenarios, such as when "assistance is provided to a household in the form of mortgage assistance." Subdivision (c)(5) actually supports Petitioner's arguments that the term "private" in "private residential project" or "privately owned residential projects" nevertheless implies the receipt of at least some public funding.

Respondents' interpretation would expand the definition of "public works" to include non-publicly financed residential projects if there is an agreement with one of the three entities enumerated in subdivision (c). Section 1720(a) states that "public works" "means" projects paid for in whole or

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SUPERIOR COURT OF CALIFORNIA, COUNTY OF LOS ANGELES

DATE: 01/12/16

DEPT. 82

HONORABLE MARY H. STROBEL

JUDGE

R. KARAPETYAN

DEPUTY CLERK

HONORABLE
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JUDGE PRO TEM

B. HALL, COURTROOM ASSISTANT

ELECTRONIC RECORDING MONITOR

Deputy Sheriff

BUFORD JAMES CSR # 9296

Reporter

9:30 am BS152917

Plaintiff JEFFREY M. ODERMAN (X)
CounselSOUTH GATE SENIOR VILLAS LP ET
VS
CA DEPT OF INDUSTRIAL RELATIONS
ALDefendant ERIKA T. GURROLA (X)
Counsel
RICK D. NAVARRETTE (x)
REAL PARTY IN INTEREST

NATURE OF PROCEEDINGS:

in part out of public funds; those words must be given meaning. As noted by the Court of Appeal in State Bldg. and Const. Trades Council of California v. Duncan (2008) 162 Cal.App.4th 289, the word "means" in subdivisions (a) and (b) is a term of "limitation, not enlargement." (Id. at p. 309.) It seems unlikely that the legislature intended to enlarge the scope of the definition of "public works" through section 1720(c)(1). As stated in a somewhat analogous context in Trades Council, supra, "Courts do not lightly conclude that substantial statutory changes are intended or accomplished by legislative misdirection." (Id. at 323.)

Respondents argue that Petitioner's interpretation would lead to absurd results by effectively nullifying much of the Prevailing Wage Law, at least with respect to residential projects. (RB 11-13.) While Petitioner's interpretation of section 1720(c)(1) would in fact mean that certain publicly funded residential projects would be exempt from the prevailing wage law, Respondents' argument, in essence, is that the exception is too broad, and is inconsistent with the legislative purpose of the prevailing wage law. However, the determination of which exceptions should apply to application of the prevailing wage law is one left to the legislature.

In discussing another exemption under section 1720, the Court of Appeal has stated the following: "It

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MINUTES ENTERED 01/12/16 COUNTY CLERK
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01/12/2016

SUPERIOR COURT OF CALIFORNIA, COUNTY OF LOS ANGELES

DATE: 01/12/16

DEPT. 82

HONORABLE MARY H. STROBEL

JUDGE

R. KARAPETYAN

DEPUTY CLERK

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B. HALL, COURTROOM ASSISTANT

ELECTRONIC RECORDING MONITOR

Deputy Sheriff

BUFORD JAMES CSR # 9296

Reporter

9:30 am BS152917

Plaintiff JEFFREY M. ODERMAN (X)
Counsel

SOUTH GATE SENIOR VILLAS LP ET

VS

Defendant ERIKA T. GURROLA (X)

CA DEPT OF INDUSTRIAL RELATIONS

Counsel

AL

RICK D. NAVARRETTE (x)

REAL PARTY IN INTEREST

NATURE OF PROCEEDINGS:

could be argued, as is done here, that the Prevailing Wage Act is in fact a disincentive to expanding the supply of low-income housing, and that, aware of this, the Legislature intended subdivisions (c)(4), (c)(6), and (d) to remove that disincentive." (State Bldg. and Const. Trades Council of California v. Duncan (2008) 162 Cal.App.4th 289, 321.) Although this statement is dictum, it appears equally applicable to the subdivision (c)(1) exception interpreted here.

The parties have not provided much legislative history to guide the court's interpretation. The legislative history reflects that section 1720(c) was added to exempt certain private projects from the Prevailing Wage Law: "This bill would provide that certain private residential housing projects and development projects built on private property are not subject to the prevailing wage, hour, and discrimination laws that govern employment on public work projects." (See Azusa Land Partners, supra at 30, citing Legis. Counsel's Dig., Sen. Bill No. 975, Ch. 938 (2001-2002 Reg. Sess); see also Sen. Bill No. 972, Ch. 1048 (2001-2002 Reg. Sess).)

Respondents argue that the purpose and objective of the Prevailing Wage Law would be frustrated if the Court adopts Petitioner's interpretation of section 1720(c)(1). (RB 12-13.) "The overall purpose of the prevailing wage law is to benefit and protect

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SUPERIOR COURT OF CALIFORNIA, COUNTY OF LOS ANGELES

DATE: 01/12/16

DEPT. 82

HONORABLE MARY H. STROBEL

JUDGE

R. KARAPETYAN

DEPUTY CLERK

HONORABLE
#7

JUDGE PRO TEM

B. HALL, COURTROOM ASSISTANT

ELECTRONIC RECORDING MONITOR

Deputy Sheriff

BUFORD JAMES CSR # 9296

Reporter

9:30 am

BS152917

Plaintiff

JEFFREY M. ODERMAN (X)

Counsel

SOUTH GATE SENIOR VILLAS LP ET

VS

Defendant

ERIKA T. GURROLA (X)

CA DEPT OF INDUSTRIAL RELATIONS

Counsel

AL

RICK D. NAVARRETTE (x)

REAL PARTY IN INTEREST

NATURE OF PROCEEDINGS:

employees on public works projects. This general objective subsumes within it a number of specific goals: to protect employees from substandard wages that might be paid if contractors could recruit labor from distant cheap-labor areas; to permit union contractors to compete with nonunion contractors; to benefit the public through the superior efficiency of well-paid employees; and to compensate nonpublic employees with higher wages for the absence of job security and employment benefits enjoyed by public employees." (Lusardi Construction Co. v. Aubry (1992) 1 Cal.4th 976, 987.)

However, other than broad statements, Respondents have not set forth a detailed policy analysis of the specific exemption at issue, which applies to "private residential projects." As indicated in Trades Council, there are public policy reasons why the legislature may have wanted to remove disincentives from expanding the supply of low-income housing. The court recognizes that when subdivision (c)(1) was enacted, redevelopment agencies may have been significant players in private residential projects. (See Community Redevelopment Association v. Matosantos (2011) 53 Cal.4th 231, 245-252 [discussing history of redevelopment agencies].) Thus, it seems possible that, before dissolution of redevelopment agencies in 2012, subdivision (c)(1) would not have exempted as many private residential projects from the

Page 20 of 28 DEPT. 82

MINUTES ENTERED 01/12/16 COUNTY CLERK
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01/12/16 09:45

SUPERIOR COURT OF CALIFORNIA, COUNTY OF LOS ANGELES

DATE: 01/12/16

DEPT. 82

HONORABLE MARY H. STROBEL

JUDGE

R. KARAPETYAN

DEPUTY CLERK

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JUDGE PRO TEM

B. HALL, COURTROOM ASSISTANT

ELECTRONIC RECORDING MONITOR

Deputy Sheriff

BUFORD JAMES CSR # 9296

Reporter

9:30 am BS152917

Plaintiff JEFFREY M. ODERMAN (X)
CounselSOUTH GATE SENIOR VILLAS LP ET
VS
CA DEPT OF INDUSTRIAL RELATIONS
ALDefendant ERIKA T. GURROLA (X)
CounselRICK D. NAVARRETTE (x)
REAL PARTY IN INTEREST

NATURE OF PROCEEDINGS:

Prevailing Wage Law. However, the legislation abolishing redevelopment agencies has been in effect for many years. The legislature has not correspondingly chosen to amend subdivision (c) of section 1720 to makes the exemption from prevailing wage laws inapplicable when the public work utilizes public funding from additional agencies (such as a city) other than the three enumerated in the statute.

"In considering the adverse impact of extending the prevailing wage law, thereby reducing the willingness of developers to expand the stock of low-income housing, another court commented: 'These are issues of high public policy. To choose between them, or to strike a balance between them, is the essential function of the Legislature, not a court.'" (Housing Partners I, Inc. v. Duncan (2012) 206 Cal.App.4th 1335, 1347, citing Trades Council, supra at 324.)

4. The Affordable Housing Agreement was not made with a Redevelopment Agency

The June 11, 2013 the Affordable Housing Agreement was entered into by the City of South Gate and Petitioner. (AR 35-110.) Respondents found in the Initial Coverage Determination that the City of South Gate is not a state agency, redevelopment agency, or local public housing authority. (See AR

Page 21 of 28 DEPT. 82

MINUTES ENTERED 01/12/16 COUNTY CLERK
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01/12/16

SUPERIOR COURT OF CALIFORNIA, COUNTY OF LOS ANGELES

DATE: 01/12/16

DEPT. 82

HONORABLE MARY H. STROBEL

JUDGE

R. KARAPETYAN

DEPUTY CLERK

B. HALL, COURTROOM ASSISTANT

HONORABLE
#7

JUDGE PRO TEM

ELECTRONIC RECORDING MONITOR

Deputy Sheriff

BUFORD JAMES CSR # 9296

Reporter

9:30 am BS152917

Plaintiff JEFFREY M. ODERMAN (X)
CounselSOUTH GATE SENIOR VILLAS LP ET
VS
CA DEPT OF INDUSTRIAL RELATIONS
ALDefendant ERIKA T. GURROLA (X)
Counsel
RICK D. NAVARRETTE (x)
REAL PARTY IN INTEREST

NATURE OF PROCEEDINGS:

198-199; Labor Code § 1720(c)(1).) Nonetheless, Respondents argue that City entered into the Affordable Housing Agreement project in its role as successor agency to the redevelopment agency, causing the Expansion Project to fall outside of the exception to the prevailing wage requirement set forth in subdivision (c)(1) of section 1720.

Respondents argue that City of South Gate succeeded to the housing assets and functions of the South Gate Redevelopment Agency. As brief background, on June 28, 2011, the Legislature enacted Assembly Bill 1X 26 ("AB 26"). AB 26 froze the activities of redevelopment agencies and provided procedures for their dissolution on October 1, 2011. (See Health and Saf. Code §§ 34161, 34177.) In December 2011, the California Supreme Court upheld the constitutionality of AB 26, while making reforms, including reforming the dissolution date to February 1, 2012. (Community Redevelopment Association v. Matosantos (2011) 53 Cal.4th 231, 274-276.) In June 2012, the Legislature adopted AB 1484, modifying the provisions of AB 26 in response to Matosantos (collectively "Dissolution Law".)

To implement the Dissolution Law, the Legislature established successor agencies to wind down the affairs of the former redevelopment agencies. (Health & Safety Code §§ 34173, 34177.) Health and Safety Code section 34173(a) provides, "Successor

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SUPERIOR COURT OF CALIFORNIA, COUNTY OF LOS ANGELES

DATE: 01/12/16

DEPT. 82

HONORABLE MARY H. STROBEL

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R. KARAPETYAN

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B. HALL, COURTROOM ASSISTANT

ELECTRONIC RECORDING MONITOR

Deputy Sheriff

BUFORD JAMES CSR # 9296

Reporter

9:30 am

BS152917

Plaintiff

JEFFREY M. ODERMAN (X)

Counsel

SOUTH GATE SENIOR VILLAS LP ET

VS

Defendant

ERIKA T. GURROLA (X)

CA DEPT OF INDUSTRIAL RELATIONS

Counsel

AL

RICK D. NAVARRETTE (x)

REAL PARTY IN INTEREST

NATURE OF PROCEEDINGS:

agencies, as defined in this part, are hereby designated as successor entities to the former redevelopment agencies." Health and Safety Code section 34176(a) further provides, "The city, county, or city and county that authorized the creation of a redevelopment agency may elect to retain the housing assets and functions previously performed by the redevelopment agency. If a city, county, or city and county elects to retain the authority to perform housing functions previously performed by a redevelopment agency, all rights, powers, duties, obligations, and housing assets ... shall be transferred to the city, county, or city and county."

City assumed the housing assets and functions of the Community Development Commission of the City of South Gate (Commission), which was the successor to the Redevelopment Agency of the City of South Gate. (AR 38-39.)

While the recitals in the Affordable Housing Agreement acknowledge that the City assumed the rights and obligations of the redevelopment agency under the DDA and original Regulatory Agreement (AR 39), Respondents point to no contractual language that shows that City entered into the Affordable Housing Agreement in its capacity as a successor agency or housing successor to the dissolved redevelopment agency. The evidence reflects that

Page 23 of 28 DEPT. 82

MINUTES ENTERED 01/12/16 COUNTY CLERK
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01/12/16

SUPERIOR COURT OF CALIFORNIA, COUNTY OF LOS ANGELES

DATE: 01/12/16

DEPT. 82

HONORABLE MARY H. STROBEL

JUDGE

R. KARAPETYAN

DEPUTY CLERK

HONORABLE
#7

JUDGE PRO TEM

B. HALL, COURTROOM ASSISTANT

ELECTRONIC RECORDING MONITOR

Deputy Sheriff

BUFORD JAMES CSR # 9296

Reporter

9:30 am

BS152917

Plaintiff

JEFFREY M. ODERMAN (X)

Counsel

SOUTH GATE SENIOR VILLAS LP ET

VS

Defendant

ERIKA T. GURROLA (X)

CA DEPT OF INDUSTRIAL RELATIONS

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AL

RICK D. NAVARRETTE (X)

REAL PARTY IN INTEREST

NATURE OF PROCEEDINGS:

the Expansion Project construction was funded with federal money the City obtained from the United States Department of Housing and Urban Development. (AR 39.) Petitioner submitted a proposal to City for use of the federal funds to complete the Expansion Project and make the four additional units of very-low income rental housing available "consistent with applicable HOME regulations." (AR 39.) These facts suggest that City entered into the Affordable Housing Agreement as a new obligation, and not in its capacity as a successor agency to the dissolved redevelopment agency. As a result, the court concludes that the Expansion Project is not being built pursuant to an agreement with a redevelopment agency.

5. The Expansion Project is not a Mixed-Use project.

In its Final Coverage Determination, Respondents stated the following in a footnote: "The four units to be added constitute a part of the existing complex, not a stand-alone project." (AR 219, fn. 2.) More explicitly Respondents argue in the opposition brief that the requirements of section 1720(c)(1) do not apply because the project "is not merely a residential project, but part of a larger mixed-use project."

In the moving papers, Petitioner discusses so-called

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SUPERIOR COURT OF CALIFORNIA, COUNTY OF LOS ANGELES

DATE: 01/12/16

DEPT. 82

HONORABLE MARY H. STROBEL

JUDGE

R. KARAPETYAN

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B. HALL, COURTROOM ASSISTANT

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JUDGE PRO TEM

ELECTRONIC RECORDING MONITOR

Deputy Sheriff

BUFORD JAMES CSR # 9296

Reporter

9:30 am BS152917

Plaintiff JEFFREY M. ODERMAN (X)

Counsel

SOUTH GATE SENIOR VILLAS LP ET

VS

Defendant ERIKA T. GURROLA (X)

CA DEPT OF INDUSTRIAL RELATIONS

Counsel

AL

RICK D. NAVARRETTE (x)

REAL PARTY IN INTEREST

NATURE OF PROCEEDINGS:

"Vineyard Creek" factors the DIR has used to determine whether it is dealing with one integrated public works project or two separate and independent projects. (Mot. 12-14.) The Vineyard Creek factors include: "(1) the manner in which the construction is organized in view of, for example, bids, construction contracts and work force; (2) the physical layout of the project; (3) the oversight, direction and supervision of the work; (4) the financing and administration of the construction funds; and (5) the general interrelationship of the various aspects of the construction." (See Public Works Case No. 2003-014, RJN Exh. H, p. 784.)

Petitioner executed the original DDA in May 1998. (AR 9-10.) Petitioner alleges in the petition that it constructed the Original Project between 2000-2001 and the Original Project has been operating since that time. (Pet. 8.) Petitioner executed the Affordable Housing Agreement with City in June 2013, more than 15 years after the execution of the DDA. The Affordable Housing Agreement was paid for with federal funds, not the loan that funded the Original Project. (AR 39.) The Projection Addition Regulatory Agreement includes some similar definitions and tenant eligibility requirements as the Regulatory Agreement and Amended entered with respect to the Original Project. (See AR 8-32, 85-103.) However, it also imposes new obligations pursuant to the federal HOME Investment

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MINUTES ENTERED 01/12/16 COUNTY CLERK
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01/12/16

SUPERIOR COURT OF CALIFORNIA, COUNTY OF LOS ANGELES

DATE: 01/12/16

DEPT. 82

HONORABLE MARY H. STROBEL

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R. KARAPETYAN

DEPUTY CLERK

HONORABLE
#7

JUDGE PRO TEM

B. HALL, COURTROOM ASSISTANT

ELECTRONIC RECORDING MONITOR

Deputy Sheriff

BUFORD JAMES CSR # 9296

Reporter

9:30 am BS152917

Plaintiff JEFFREY M. ODERMAN (X)
CounselSOUTH GATE SENIOR VILLAS LP ET
VS
CA DEPT OF INDUSTRIAL RELATIONS
ALDefendant ERIKA T. GURROLA (X)
CounselRICK D. NAVARRETTE (x)
REAL PARTY IN INTEREST

NATURE OF PROCEEDINGS:

Partnerships Program.

The Expansion Project is modifying common area in the physical layout of the Original Project (factor two). The other Vineyard factors do not weigh for a finding that the projects are integrated. The Expansion Project has a different source of funding and presumably different construction management than the Original Project from more than 15 years ago (factors one, three, and four). Factor five of Vineyard Creek focuses on the general interrelationship of the construction, which is inapplicable here.

As argued by Petitioner, DIR has found in prior coverage determinations that mixed-use projects qualify for other exemptions under section 1720(c) as long as the public financial assistance is limited to the residential portions thereof. (Motion, p. 13-14; RJN Exh. C, E, F, G). Here, the facts are stronger in that the only project going forward presently consists entirely of residential units.

The court notes that section 1720(a) defines "public works" as "construction, alteration, demolition, installation, or repair work," not maintenance or operation of a project. Here, the public work in question is construction which will result in four units of residential housing. (AR 39.) Although the Original Project developed approximately 20,000

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MINUTES ENTERED 01/12/16 COUNTY CLERK
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01/12/16
9:30 am

SUPERIOR COURT OF CALIFORNIA, COUNTY OF LOS ANGELES

DATE: 01/12/16

DEPT. 82

HONORABLE MARY H. STROBEL

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R. KARAPETYAN

DEPUTY CLERK

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#7

JUDGE PRO TEM

B. HALL, COURTROOM ASSISTANT

ELECTRONIC RECORDING MONITOR

Deputy Sheriff

BUFORD JAMES CSR # 9296

Reporter

9:30 am	BS152917	Plaintiff Counsel	JEFFREY M. ODERMAN (X)
	SOUTH GATE SENIOR VILLAS LP ET VS CA DEPT OF INDUSTRIAL RELATIONS AL	Defendant Counsel	ERIKA T. GURROLA (X) RICK D. NAVARRETTE (x) REAL PARTY IN INTEREST

NATURE OF PROCEEDINGS:

square feet of commercial space, there is no indication that the Expansion Project would add to or alter that commercial space. (See AR 59 [Scope of Work].) Thus, the public work called for under the Affordable Housing project is a residential, not mixed-use project.

Conclusion

The petition is granted.

1 The parties have not included a copy of DDA in the record submitted to the court.

2 All leading zeros are omitted from the citations of Bates numbers in the administrative record.

3 Defined as the date the Regulatory Agreement was recorded, which was December 2, 1998.

4 In its initial coverage determination request, Petitioner also sought confirmation from the DIR that the Expansion project is exempt under section 1720(c)(6). Petitioner is not pursuing that second ground for an exemption in this action.

5 The Final Coverage Determination was also made by Director Christine Baker. (AR 220)

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SUPERIOR COURT OF CALIFORNIA, COUNTY OF LOS ANGELES

DATE: 01/12/16

DEPT. 82

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B. HALL, COURTROOM ASSISTANT

ELECTRONIC RECORDING MONITOR

Deputy Sheriff

BUFORD JAMES CSR # 9296

Reporter

9:30 am

BS152917

Plaintiff
Counsel

JEFFREY M. ODERMAN (X)

SOUTH GATE SENIOR VILLAS LP ET
VS
CA DEPT OF INDUSTRIAL RELATIONS
AL

Defendant
Counsel

ERIKA T. GURROLA (X)

RICK D. NAVARRETTE (x)
REAL PARTY IN INTEREST

NATURE OF PROCEEDINGS:

6 This Argument is made in the opposing brief and is not discussed in the Final Coverage Determination

7 The court notes that in section 14(g) of the Affordable Housing Agreement the parties acknowledge that the Agreement is not intended to modify, amend, or supersede any agreement with respect to the Original Project.

8 The administrative record does not reflect when the Original Project was completed. However, the parties amended the income eligibility requirements for tenants in June 2009, which suggests that the Original Project had been completed and the housing units were operational at least as of that date.
(AR28)

01/12/16

- Attachment 2 -

BURKE, WILLIAMS &
SORENSEN, LLP
ATTORNEYS AT LAW
OAKLAND

CITY OF ST. HELENA

ORDINANCE NO. _____

**AMENDING CHAPTER 17.08.060 OF THE ST. HELENA MUNICIPAL CODE TO
AUTHORIZE THE CITY COUNCIL TO RELIEVE SPECIFIED PROJECTS FROM THE
OBLIGATION TO PAY THE CITY'S APPELLATE LITIGATION DEFENSE COSTS**

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

SECTION 1. Section 17.08.060 Amended. Section 17.08.060 of the St. Helena Municipal Code is hereby amended 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 amend Section 17.08.060 of the St. Helena Municipal Code is exempt from the provisions of the California Environmental Quality Act (Public Resources Code section 21000, et seq.) (CEQA).

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 7: 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

Section 17.08.060 Administrative Procedures

17.08.060 Authority of final decision-making body. Conditions of approval.

A. In considering an application for a permit or other discretionary approval authorized by this title, the final decision-making body may approve, deny or modify the application consistent with the evidence presented to it and the appropriate findings required by this title. Final decision-making bodies may require changes to applications and/or impose conditions of approval in order to affect the policies of the general plan and the purpose of this title. Such conditions include but are not limited to: dedication of land; installation of specific improvements; size, design and placement of buildings or structures; landscaping; the defense and indemnity of the City in litigation challenging the approval; and limitations on use and/or hours of operation. Such conditions shall be reasonably related to the use of the property for which the permit or other discretionary approval is requested. (Prior code § 27.405)

B. Notwithstanding any other provision or requirement of this code, following a trial court entry of judgment upholding the City's approval of a "residential development project" (as defined in Section 17.146.020 of this code) that satisfies the requirements of subsections (A), (B) or (C) of Section 17.146.050 of this code, the City Council may elect to relieve the applicant of the obligation to pay the City's defense costs on appeal. The provisions of this subsection are not intended and shall not be deemed to relieve the residential development project applicant of the requirement or condition to pay trial court litigation defense costs incurred prior to entry of judgment upholding the City's approval of the project, or any other indemnity requirement or condition, including without limitation a requirement or condition to indemnify the City from and against any damages, costs and/or attorney's fees should the City's approval of the residential development project be reversed.

Cindy Tzaopoulos

From: Joe McGrath <joe.mcgrath65@gmail.com>
Sent: Monday, May 27, 2019 1:08 PM
To: Cindy Tzaopoulos; Noah Housh; Mark Prestwich; Joe McGrath
Subject: 10/28/19 Agenda Item 10.6

Cindy:

Can you please ensure this letter get's passed on to Council Members.

Thx,

Joe

Mayor Ellsworth and Members of The Council:

I would like to provide some history and context to Ordinance that you are considering tonight.

As many of you know, I grew up in St. Helena, and my family has been active in this community for over 55 years. I love this town for its heritage, it's beauty, its vital industry, its culture, but mostly for it's people. Yet over my lifetime, I have seen the fabric of this community alter significantly. What was once an isolated, self-sufficient, and socio-economically diverse community mostly blind to class, has slowly and continually evolved to a city of haves and have-nots, with little opportunity to live here, work here, and raise a family here. What my father and family did to establish roots here in 1963 could not possibly be repeated today.

I purchased the 632 McCorkle lot in December of 2015 with the intent to invest in a project that I believed the town sorely needed - median income housing that could serve working class St. Helena deploying a model that best fit the scale of the City - small infill projects that blend with the surrounding neighborhood. In February of 2016 I submitted an application for a 10-unit apartment complex on a 1/2 acre lot. In April of 2016, after meeting with neighbors, I reduced the unit count to 8 units which is the lowest density allowed (16 units /acre) on the 1/2 acre lot and made other changes to the design in response to neighbor's concerns. After multiple iterations through Planning Staff Review, Design Review was approved by the Planning Commission in December of 2016. An appeal was filed to the City Council and this Appeal was appropriately denied, upholding the Planning Commission decision. A Petition for Writ Mandate to overturn the Council decision was filed in Napa Superior Court. The Superior Court ruling in November of 2017 denied the Petition. In January of 2018 that decision was appealed to the 1st District Court of Appeals. The 1st District Court of Appeals denied the Appeal in a 3-0 ruling in December 2018 (This case is now published and has clarified CA State law with respect to the scope of CEQA on non-discretionary projects). That decision was appealed to the California Supreme Court. In late April of this year, the CA Supreme Court decided not to take the case up and let the Appellate Court decision and established precedent stand.

On Jan 30, 2018, nearly two years from the original DR application submission, and days prior to Building Permit issuance which would grant a vested right, the City Staff informed me that they had misread the

Municipal Ordinance and that I was required to deed restrict two units to meet inclusionary requirements for affordable housing. I had been prior told that I could pay an in-lieu fee of \$40K. The Net Present Value of meeting the inclusionary requirement was approximately \$500k over twenty years. At that time I had already spent over \$200K on legal fees to defend and entitled project. The project was no longer viable and the alternatives were to lose money moving forward or lose money retreating.

It was at that time that I asked for the City to release the ongoing defense obligations required of all project applicants as well as consider an "affordable equivalent" proposal. Please let me remind you that the entire legal case of the opposition was centered around the procedural manner in which the City processed my application approval and had nothing to do with the characteristics of my project which met every Zoning Ordinance and Building Code and was a "By-Right" and entitled Project.

At that time the City agreed to the "affordable equivalent" proposal and favorably reviewed the proposed Ordinance, now before you again, and that provided me enough assurance to proceed with the project. The Department of Industrial Relations inquiry regarding Prevailing Wages that was prompted by the project opposition was just another red herring, as the labor code is quite clear on the matter. Section 1720(c)(1) of the Labor Code is crystal clear regarding prevailing wage- *"Private residential projects built on private property are not subject to the requirements of this chapter unless the projects are built pursuant to an agreement with a state agency, a redevelopment agency, a successor agency to a redevelopment agency when acting in that capacity, or a local public housing authority"*. The fact that the CA DIR has not affirmed this over a year after the City's initial request is an unconscionable abuse of taxpayer resources. Contrary to what the opposition has stated prior, were this project subject to be prevailing wage requirements, the City would not be exposed for failure to pay prevailing wage, I would.

To date, I have spent \$386K and counting on legal fees defending this project. \$208K of that is reimbursement of St. Helena City Attorneys. Based on invoice itemization conducted by the City's Attorneys for a cost motion filed against the Petitioner, \$76K of the \$208K was for City Attorney time spent in Assembly of the Record. These charges should have never been directed to me as they are the Petitioners burden, not the Respondents. Despite the cost motion being granted by the Superior Court, the Superior Court reduced the recovery amount to what the Court believed were "reasonable costs", a mere \$18K dollars of the \$76K charged by the City's attorney. That money has not been recovered from the Petitioner to-date.

So in total the "St. Helena Tax" for a private developer to build a small infill project tallies as follows:

- * \$386K out-of-pocket legal defense costs
- * ~\$240K in City development and review fees
- * ~\$250K Net Present Value over 20 Yrs of deed restricting Low-Income Grayson Ave Unit
- * ~\$125K in Net Present Value over 20 Yrs of deed-restricting Moderate-Income Grayson Ave Unit
- * ~\$10K to achieve water neutrality requirements

In total this adds to nearly \$1M burden to build a small eight unit infill project.

For a developer to yield a high single digit return, including ongoing operating expenses, this translates to an **incremental \$1250/unit/month rent burden for the tenant.**

This sort of expensive, uncertain, and litigious environment will force developers focused on small infill projects that suit St. Helena's scale, to invest elsewhere. It is simply not feasible under these conditions to build a project that served the median income market. Providing some level of backstop for the right private market projects that provide affordable and median income housing is critical to help solve one of St. Helena's most pressing and urgent problems. Backstopping this sort of development is not only the right thing to do, it is by far the least expensive and most scalable thing the City can do toward achieving more affordable and median

income units. And it should provide some level of moral-hazard for opposition groups when considering pursuing litigation without merit.

I encourage you to pass this Ordinance.

I also offer to host a tour of the project to the Council as a group, or each Council member individually. We have a built a beautiful eight unit apartment complex, that integrates nicely into the neighborhood, has four ADA accessible units, and is one of the safest and most efficient buildings in St. Helena.

Joe McGrath

Peter G. White

May 25, 2019

City of St. Helena
Mayor Ellsworth
Vice Mayor Dohring
Council Member Chouteau
Council Member Knudsen
Council Member Koberstein
1480 Main Street
St. Helena, CA 94574

RE: Regular City Council Meeting Tuesday, May 28, 2019 @ 6:00 PM
10.6. Consideration and Direction Regarding Conceptual Indemnity and
Defense Ordinance for Certain Housing Projects, citywide.

Dear Mayor and Council Members,

I urge you to direct staff to send for review and adoption of the draft ordinance as described in Attachment F of the staff report. This adoption, as I am sure you are aware, would be a good step in showing that the City is serious about supporting small, infill, “work force” and affordable housing projects. If the City is truly committed to a comprehensive housing strategy, then this will show that the City is at least taking a proactive step in that direction. It is obvious that there is a direct, mathematical correlation between the costs borne by a private developer and what rents must be charged to make a project feasible. If we are, as a City, wanting to create more un-subsidized, infill, work force housing, then we must do whatever possible to help cut those costs. The City should be looking at not only the relief from appellate court costs, but also exploring other incentives to encourage infill housing projects.

At this point in time, with the passage of the General Plan and the completion of the McGrath project, it is appropriate and in the best interests of the City of St. Helena to move forward with this ordinance amendment.

Yours truly,



Peter White

824 Chiles Ave, St. Helena, CA 94574
707-480-9958
peter@pgwhite.com

Cindy Tzaopoulos

From: agalbraith94574@gmail.com
Sent: Monday, May 27, 2019 1:45 PM
To: Peter White
Cc: Cindy Tzaopoulos
Subject: Re: May 28th CC 10.6.pdf

Cindy, please circulate this email to the Council advising that I fully endorse Peter's well stated letter. Alan

Sent from my iPhone

On May 27, 2019, at 11:24 AM, Peter White <peter@pgwhite.com> wrote:

Dear Cindy,

Would you please enter my letter regarding item 10.6 into the record and distribute to the Council members this next Tuesday's City Council meeting..

Thanks,

Peter

Peter G White
PO Box 731
St. Helena, CA 94574
707-480-9958
peter@pgwhite.com

<May 28th CC 10.6.pdf>

Hello Mr. Mayor and Members of the City Council,

Thank you for taking the time to look at Item 10.1 on your agenda for June 11, 2019.

I have been working here in St. Helena in commercial real estate for nearly 15-years. In that time, I have seen many prospective developers pass on our town due to the barriers to entry, and challenges related to getting projects approved.

People keep saying we need to alleviate traffic, we need to have places to live for the people that work here, we need to provide more housing to help our workforce community.....

So, we finally have someone step up and take the risk to buy a piece of infill property in this town & get it approved through our process.....a desperately-needed Multi-family project to provide local housing. The developer's reward for that was lawsuit after lawsuit AND having to absorb the double defense costs of both himself and the City. Of course, this is what the application read when he signed it, but after experiencing the unfathomable economic burden on himself and this project, it seems absurd that the City of St. Helena wouldn't stand behind their decision (both at the Planning Commission and City Council levels) to help support this and future developers for the betterment of our town. Fairies and pixie dust don't build projects, people do.... people willing to put their hard-earned money down and take a risk.... we need developers to help make our town better.

The message from our treatment of this developer that is sent to other prospective developers (1030 Fulton Lane, for example) is.... "don't try and build anything in St. Helena or you'll be hung out to dry". So, guess who's going to build here.....the short list just became shorter.

This is your chance to show you're serious about making our town better and showing support to those who are taking great risk, at extraordinary time and expense, to help develop our town and bring it desperately-needed housing & other future projects.

Please be the leaders we need and support the people willing to invest in our town.

Thank you for your time,

Jeff Feeney
930 North Crane Avenue
St. Helena, CA 94574

Cindy Tzaopoulos

From: Glenn Goelz <ggoelz@kranzassoc.com>
Sent: Sunday, June 09, 2019 9:31 AM
To: Cindy Tzaopoulos
Cc: Elizabeth Goelz; Glenn Goelz
Subject: Re: GPU Change Request

Cindy,

Please also pass this along to the City Council for Tuesday night's meeting.

Dear City Council Members,

We believe that the City should not release Mr. McGrath from his obligation to indemnify the city for its legal costs associated with this project, and that this action would be wholly inappropriate. This action would create an inappropriate financial burden on the City in absorbing the fees on this project, but also set a precedent for future projects.

We appreciate your consideration of this request.

Glenn and Elizabeth Goelz
645 McCorkle Avenue

Cindy Tzaopoulos

From: Joe McGrath <joe.mcgrath65@gmail.com>
Sent: Tuesday, June 11, 2019 8:00 AM
To: Cindy Tzaopoulos; Noah Housh; Mark Prestwich; Joe McGrath
Subject: Re: 10/28/19 Agenda Item 10.6

Cindy:

Can you please ensure the letter below gets in front of the Council regarding Agenda Item 6.1 today, and part of the record.

Thanks,

Joe

On Mon, May 27, 2019 at 1:07 PM Joe McGrath <joe.mcgrath65@gmail.com> wrote:
Cindy:

Can you please ensure this letter get's passed on to Council Members.

Thx,

Joe

Mayor Ellsworth and Members of The Council:

I would like to provide some history and context to Ordinance that you are considering tonight.

As many of you know, I grew up in St. Helena, and my family has been active in this community for over 55 years. I love this town for its heritage, it's beauty, its vital industry, its culture, but mostly for it's people. Yet over my lifetime, I have seen the fabric of this community alter significantly. What was once an isolated, self-sufficient, and socio-economically diverse community mostly blind to class, has slowly and continually evolved to a city of haves and have-nots, with little opportunity to live here, work here, and raise a family here. What my father and family did to establish roots here in 1963 could not possibly be repeated today.

I purchased the 632 McCorkle lot in December of 2015 with the intent to invest in a project that I believed the town sorely needed - median income housing that could serve working class St. Helena deploying a model that best fit the scale of the City - small infill projects that blend with the surrounding neighborhood. In February of 2016 I submitted an application for a 10-unit apartment complex on a 1/2 acre lot. In April of 2016, after meeting with neighbors, I reduced the unit count to 8 units which is the lowest density allowed (16 units /acre) on the 1/2 acre lot and made other changes to the design in response to neighbor's concerns. After multiple iterations through Planning Staff Review, Design Review was approved by the Planning Commission in December of 2016. An appeal was filed to the City Council and this Appeal was appropriately denied, upholding the Planning Commission decision. A Petition for Writ Mandate to overturn the Council decision was filed in Napa Superior Court. The Superior Court ruling in November of 2017 denied the Petition. In January of 2018 that decision was appealed to the 1st District Court of Appeals. The 1st District Court of Appeals denied the Appeal in a 3-0 ruling in December 2018 (This case is now published and has clarified CA State law with respect to the scope of CEQA on non-discretionary projects). That decision was appealed to the California Supreme Court. In late April of this year, the CA Supreme Court decided not to take the case up and let the Appellate Court decision and established precedent stand.

On Jan 30, 2018, nearly two years from the original DR application submission, and days prior to Building Permit issuance which would grant a vested right, the City Staff informed me that they had misread the Municipal Ordinance and that I was required to deed restrict two units to meet inclusionary requirements for affordable housing. I had been prior told that I could pay an in-lieu fee of \$40K. The Net Present Value of meeting the inclusionary requirement was approximately \$500k over twenty years. At that time I had already spent over \$200K on legal fees to defend and entitled project. The project was no longer viable and the alternatives were to lose money moving forward or lose money retreating.

It was at that time that I asked for the City to release the ongoing defense obligations required of all project applicants as well as consider an "affordable equivalent" proposal. Please let me remind you that the entire legal case of the opposition was centered around the procedural manner in which the City processed my application approval and had nothing to do with the characteristics of my project which met every Zoning Ordinance and Building Code and was a "By-Right" and entitled Project.

At that time the City agreed to the "affordable equivalent" proposal and favorably reviewed the proposed Ordinance, now before you again, and that provided me enough assurance to proceed with the project. The Department of Industrial Relations inquiry regarding Prevailing Wages that was prompted by the project opposition was just another red herring, as the labor code is quite clear on the matter. Section 1720(c)(1) of the Labor Code is crystal clear regarding prevailing wage- *"Private residential projects built on private property are not subject to the requirements of this chapter unless the projects are built pursuant to an agreement with a state agency, a redevelopment agency, a successor agency to a redevelopment agency when acting in that capacity, or a local public housing authority"*. The fact that the CA DIR has not affirmed this over a year after the City's initial request is an unconscionable abuse of taxpayer resources. Contrary to what the opposition has stated prior, were this project subject to be prevailing wage requirements, the City would not be exposed for failure to pay prevailing wage, I would.

To date, I have spent \$386K and counting on legal fees defending this project. \$208K of that is reimbursement of St. Helena City Attorneys. Based on invoice itemization conducted by the City's Attorneys for a cost motion filed against the Petitioner, \$76K of the \$208K was for City Attorney time spent in Assembly of the Record. These charges should have never been directed to me as they are the Petitioners burden, not the Respondents. Despite the cost motion being granted by the Superior Court, the Superior Court reduced the recovery amount to what the Court believed were "reasonable costs", a mere \$18K dollars of the \$76K charged by the City's attorney. That money has not been recovered from the Petitioner to-date.

So in total the "St. Helena Tax" for a private developer to build a small infill project tallies as follows:

- * \$386K out-of-pocket legal defense costs
- * ~\$240K in City development and review fees
- * ~\$250K Net Present Value over 20 Yrs of deed restricting Low-Income Grayson Ave Unit
- * ~\$125K in Net Present Value over 20 Yrs of deed-restricting Moderate-Income Grayson Ave Unit
- * ` \$10K to achieve water neutrality requirements

In total this adds to nearly \$1M burden to build a small eight unit infill project.

For a developer to yield a high single digit return, including ongoing operating expenses, this translates to an **incremental \$1250/unit/month rent burden for the tenant.**

This sort of expensive, uncertain, and litigious environment will force developers focused on small infill projects that suit St. Helena's scale, to invest elsewhere. It is simply not feasible under these conditions to build a project that served the median income market. Providing some level of backstop for the right private market projects that provide affordable and median income housing is critical to help solve one of St. Helena's most pressing and urgent problems. Backstopping this sort of development is not only the right thing to do, it is by far the least expensive and most scalable thing the City can do toward achieving more affordable and median income units. And it should provide some level of moral-hazard for opposition groups when considering pursuing litigation without merit.

I encourage you to pass this Ordinance.

I also offer to host a tour of the project to the Council as a group, or each Council member individually. We have a built a beautiful eight unit apartment complex, that integrates nicely into the neighborhood, has four ADA accessible units, and is one of the safest and most efficient buildings in St. Helena.

Joe McGrath



Report to the City Council
Council Meeting of June 11, 2019

Agenda Section: Old Business

Subject: St. Helena Downtown Streetscape Plan Update and Discussion

CEQA Determination: Not a CEQA project

Prepared By: Erica Ahmann Smithies, Public Works Director and City Engineer

Reviewed By: April Mitts, Finance Director

Approved By: Mark T. Prestwich, City Manager

BACKGROUND

BKF (engineering firm) and Gates and Associates (landscape architect) were selected by the City to assist with the Downtown Streetscape Plan and Main Street Sidewalk Improvements Project, Project No. R18-81. On March 12, 2019, City Council was provided an initial presentation by the consultant team on the community outreach kick-off for the Downtown Streetscape planning process.

DISCUSSION

On June 4, Gates and Associates provided an updated presentation to the Planning Commission. After numerous public outreach meetings with stakeholders and the community, the design team is bringing back concept designs to the City Council for review and comment. Based on feedback from City Council, the team will begin more detailed design and costs for both the Streetscape Plan and the Main Street Sidewalk project.

FISCAL IMPACT

Design is being funded by a combination of General Fund, Measure T, and SB 1 and will be considered grant match towards actual construction of the Main Street Sidewalk Improvements Project.

RECOMMENDED ACTION

Information, discussion, and feedback from City Council.

THE DOWNTOWN STREETSCAPE PLAN



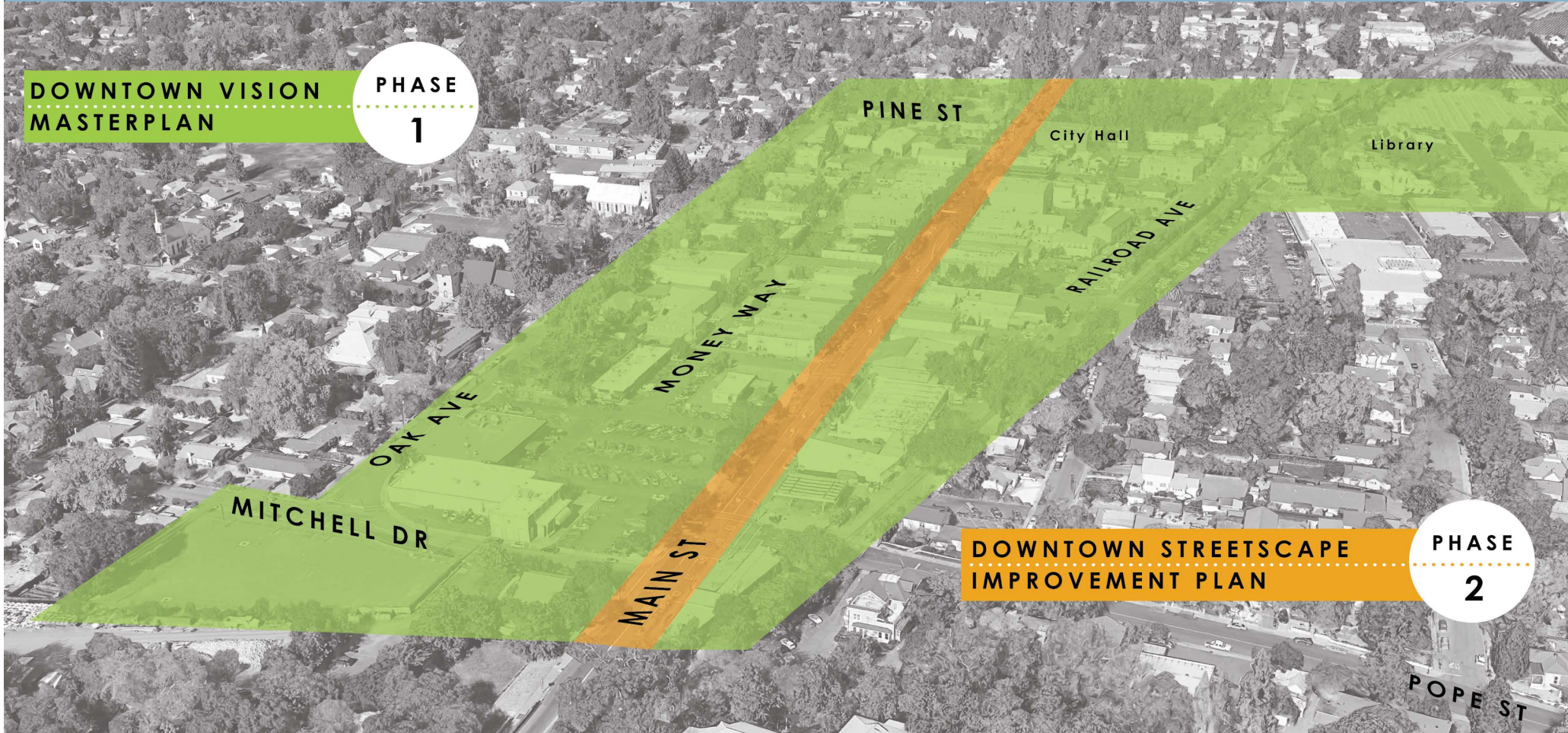
CITY COUNCIL
JUNE 11TH 2019

PROJECT SCOPE



DOWNTOWN VISION
MASTERPLAN

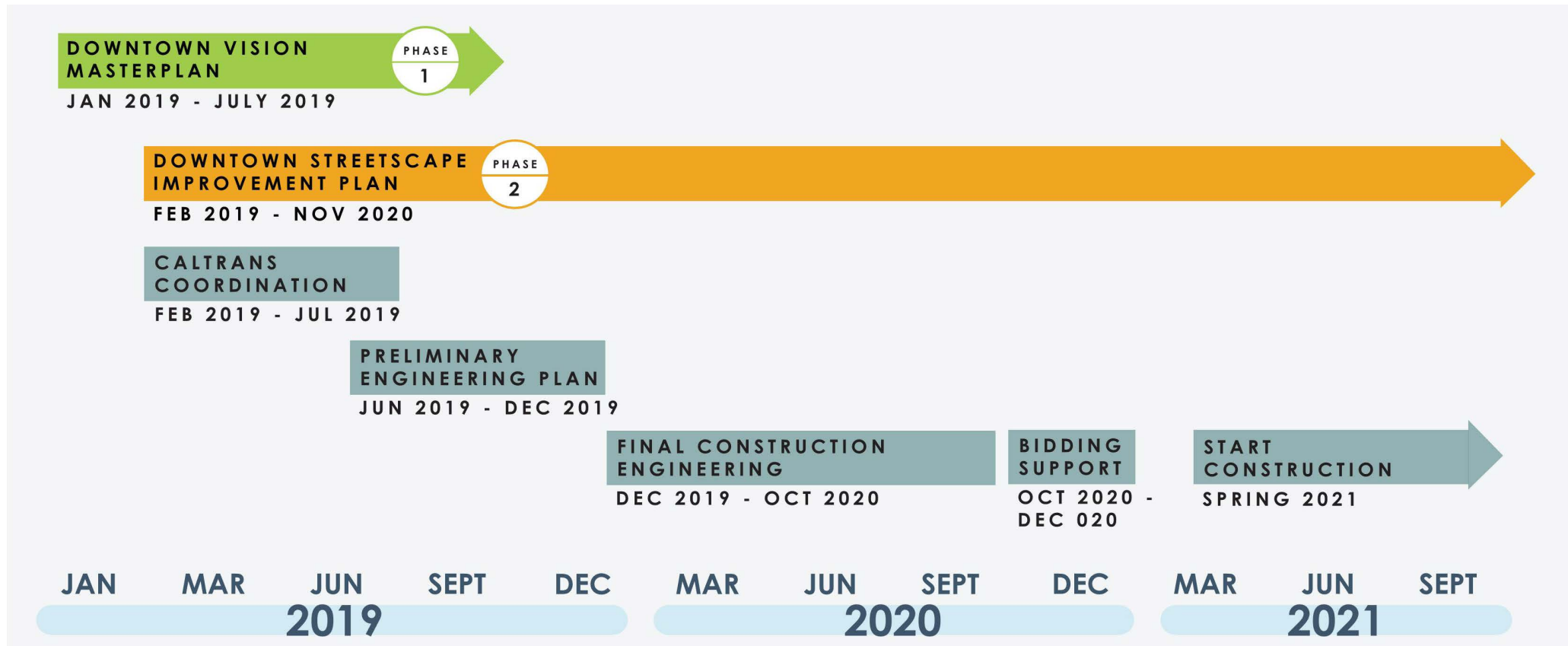
PHASE
1



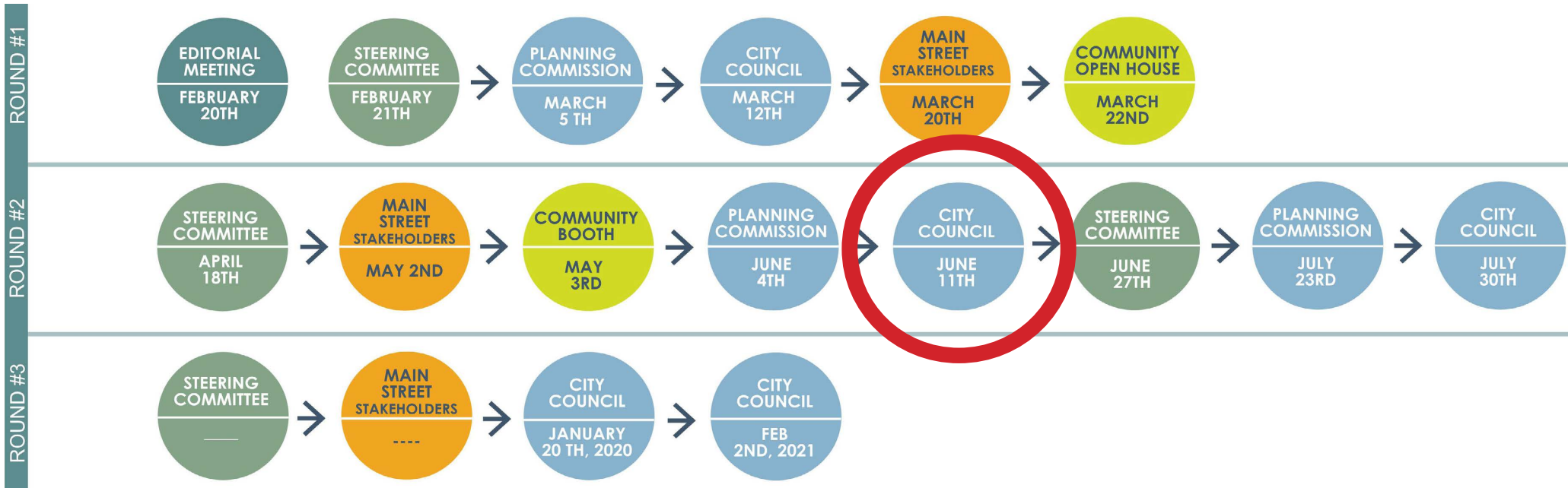
DOWNTOWN STREETSCAPE
IMPROVEMENT PLAN

PHASE
2

SCHEDULE



ENGAGEMENT SCHEDULE



COMMUNITY ENGAGEMENT



- ➔ stakeholder meetings
- ➔ stakeholder interviews
- ➔ online surveys
- ➔ elementary school

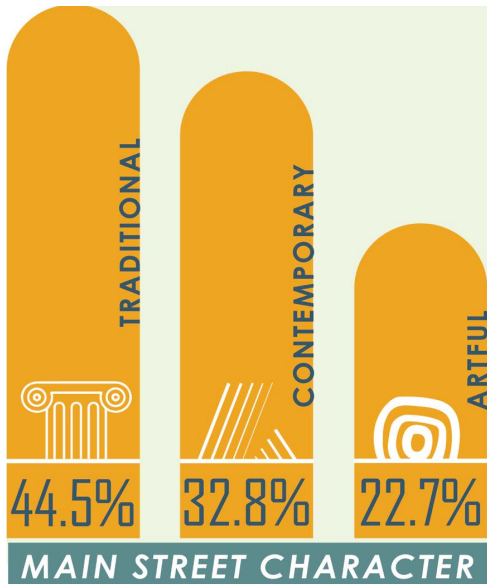


➔ farmers market

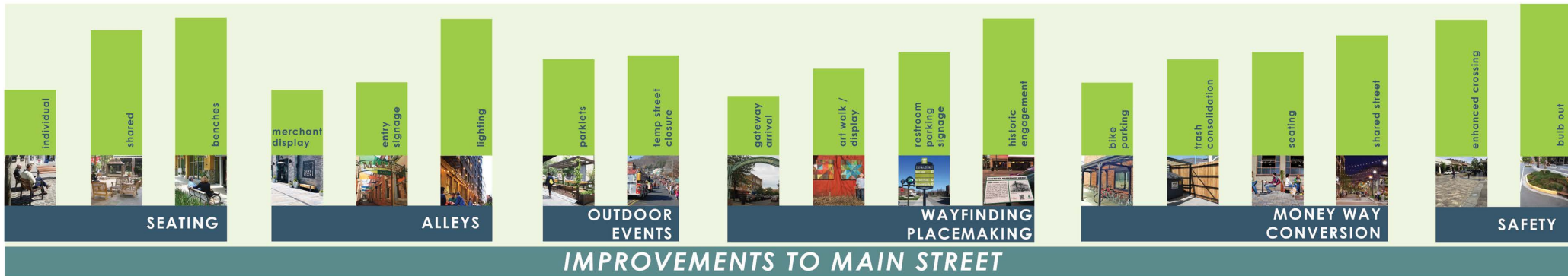


➔ main st pop up

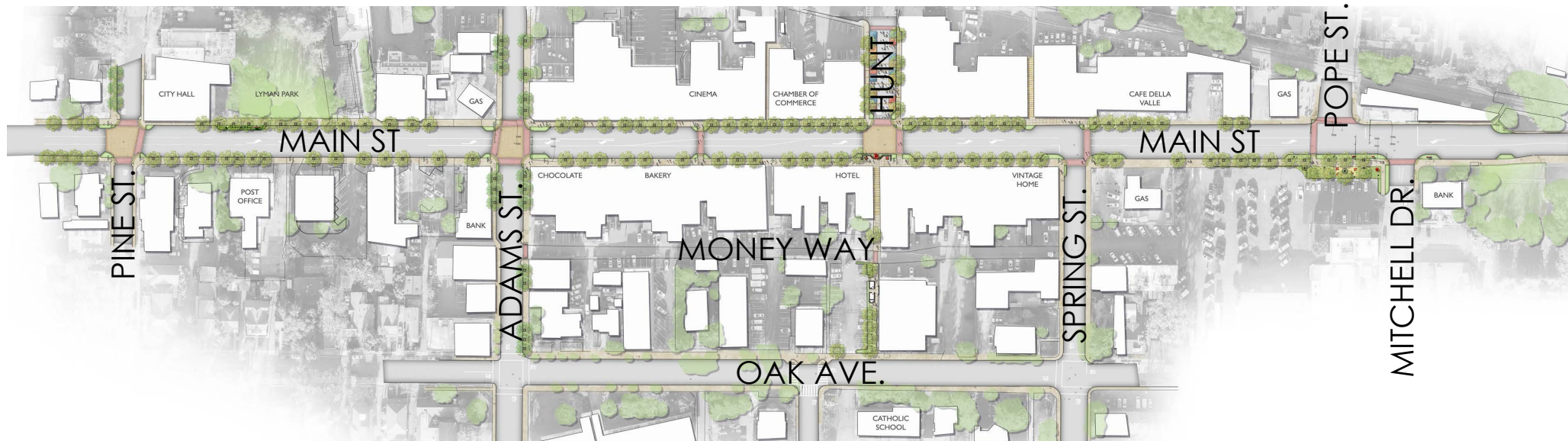
COMMUNITY ENGAGEMENT



COMMUNITY ENGAGEMENT

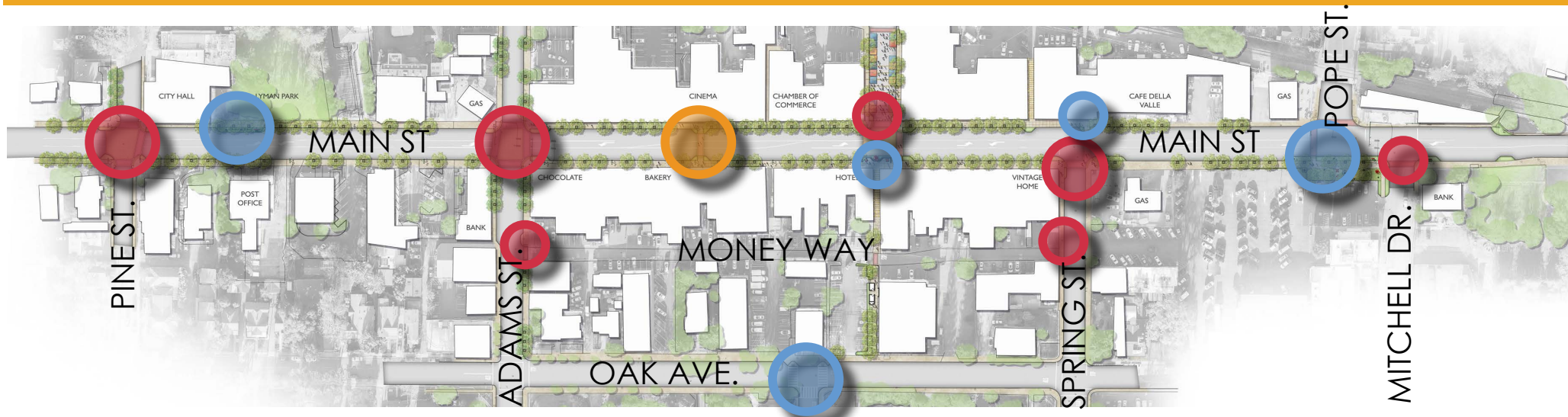


PREFERRED PLAN



- ➔ expand pedestrian areas
- ➔ create sense of place through art, historic and agrarian references
- ➔ expand the downtown core

STREETSCAPE TREATMENT



 BULB OUT

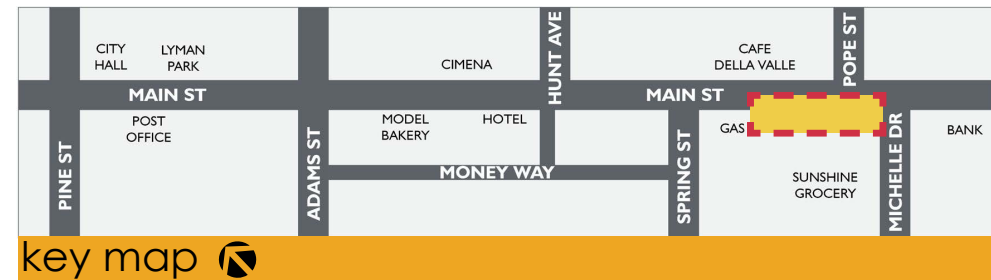
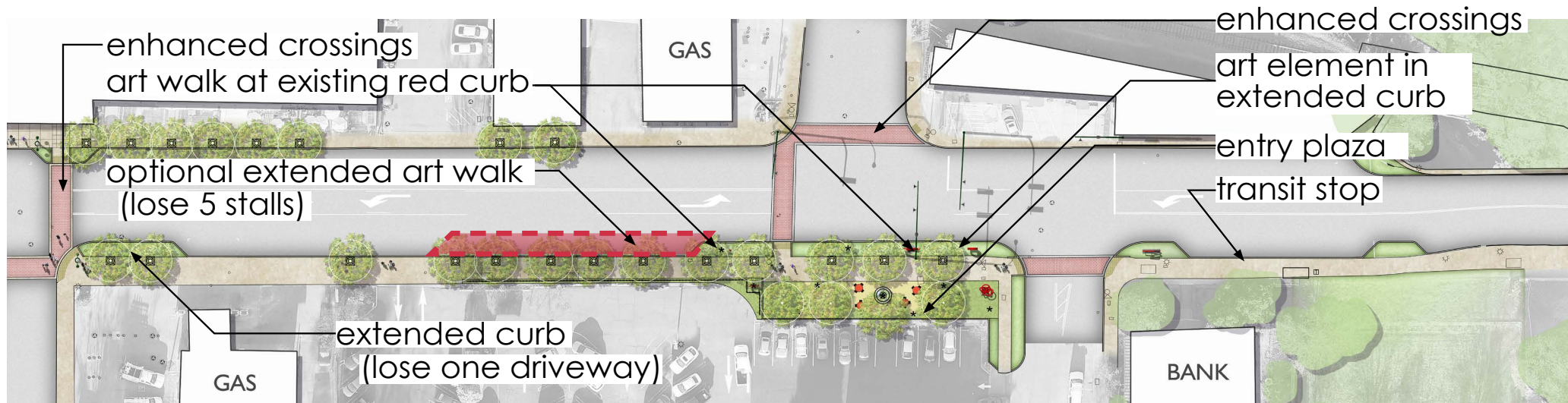


 CURB EXTENSION

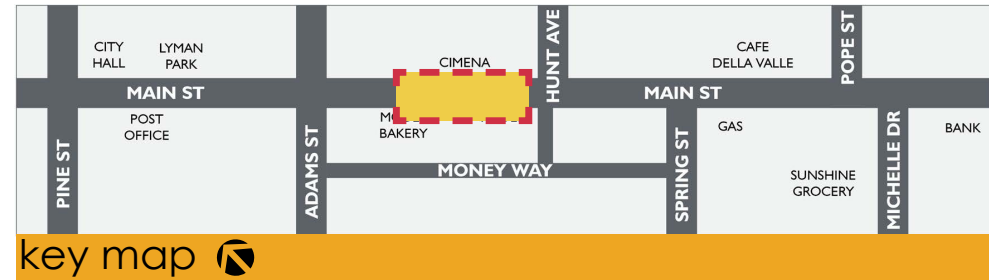
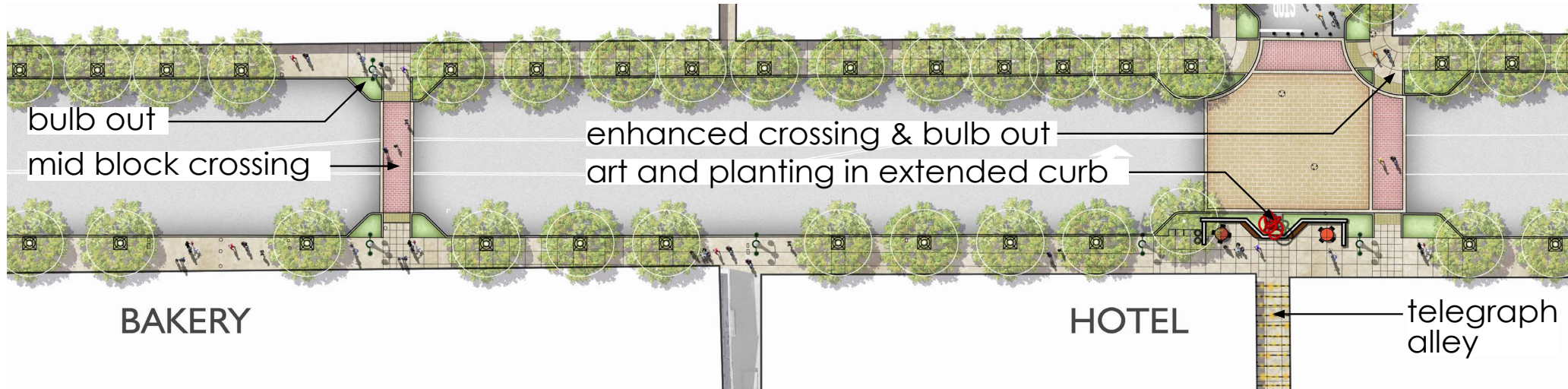


 MID BLOCK CROSSING

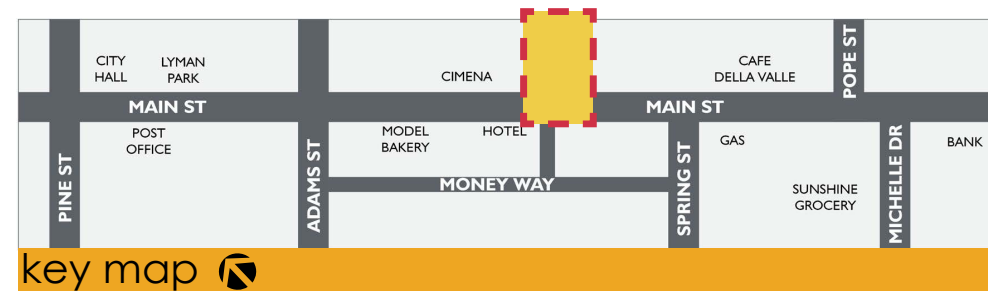
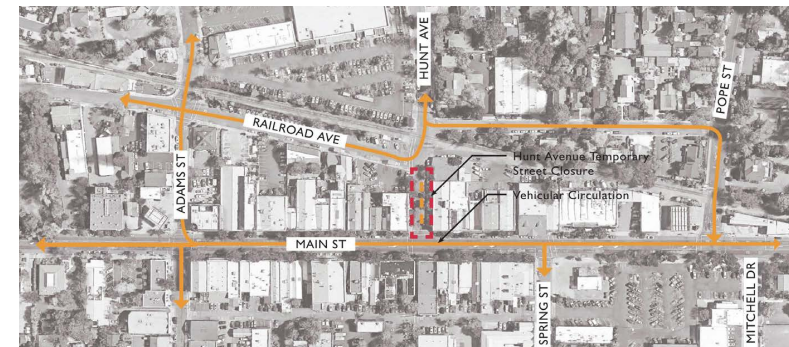
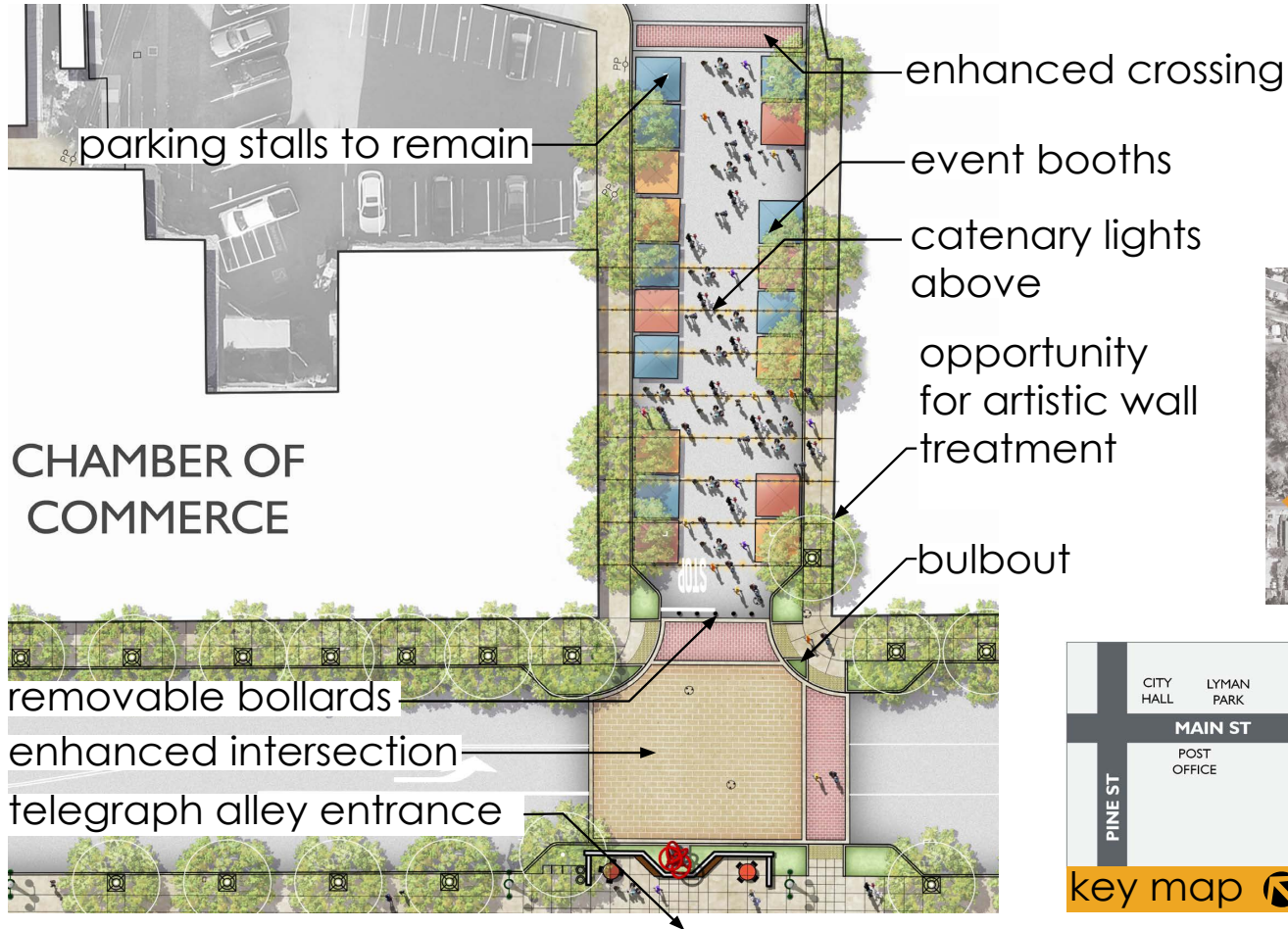
ENTRY ART WALK



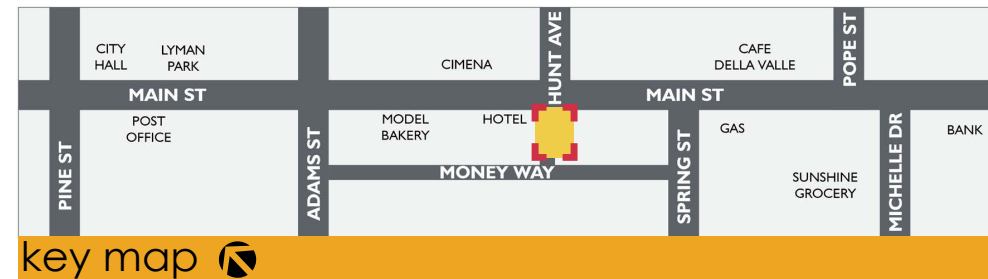
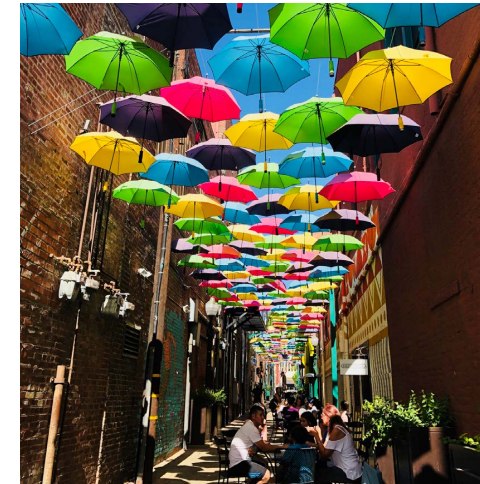
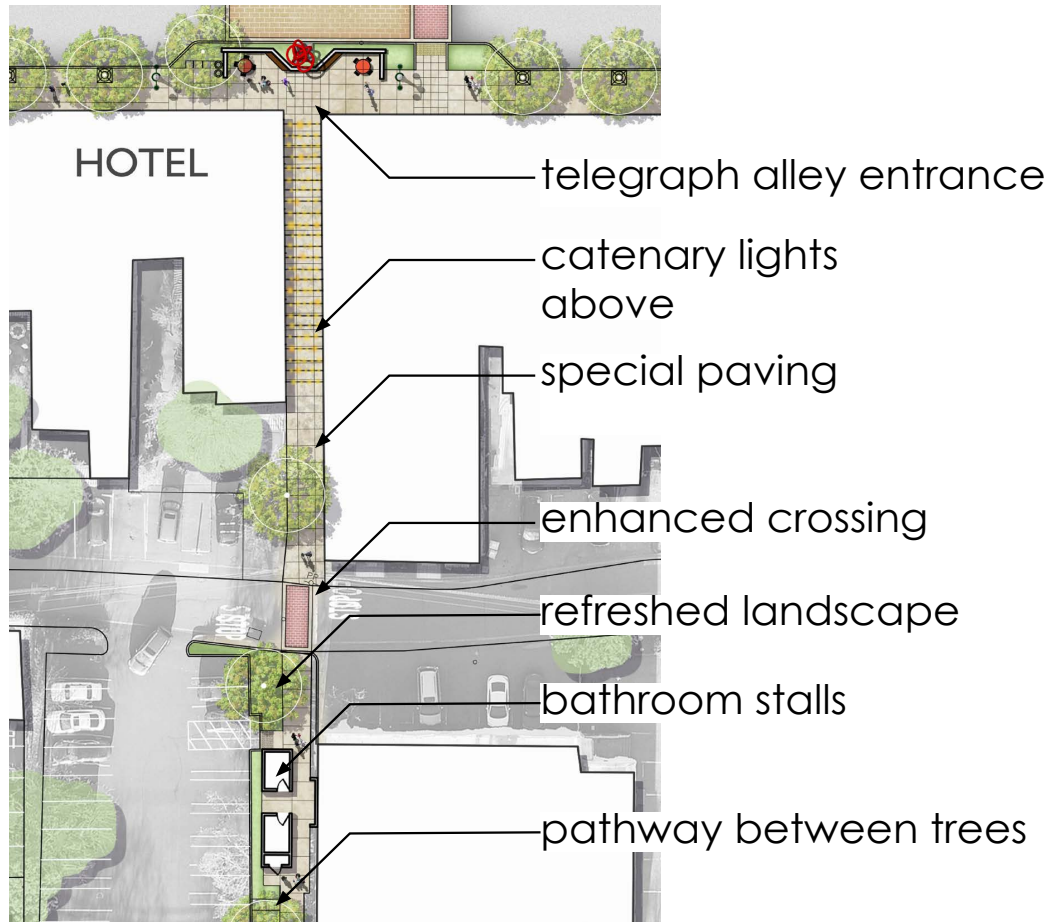
DOWNTOWN CORE



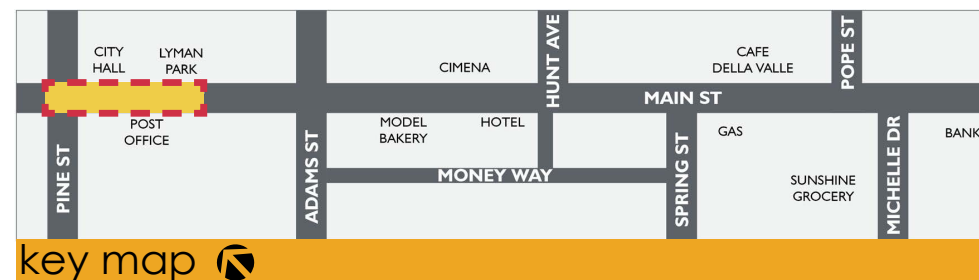
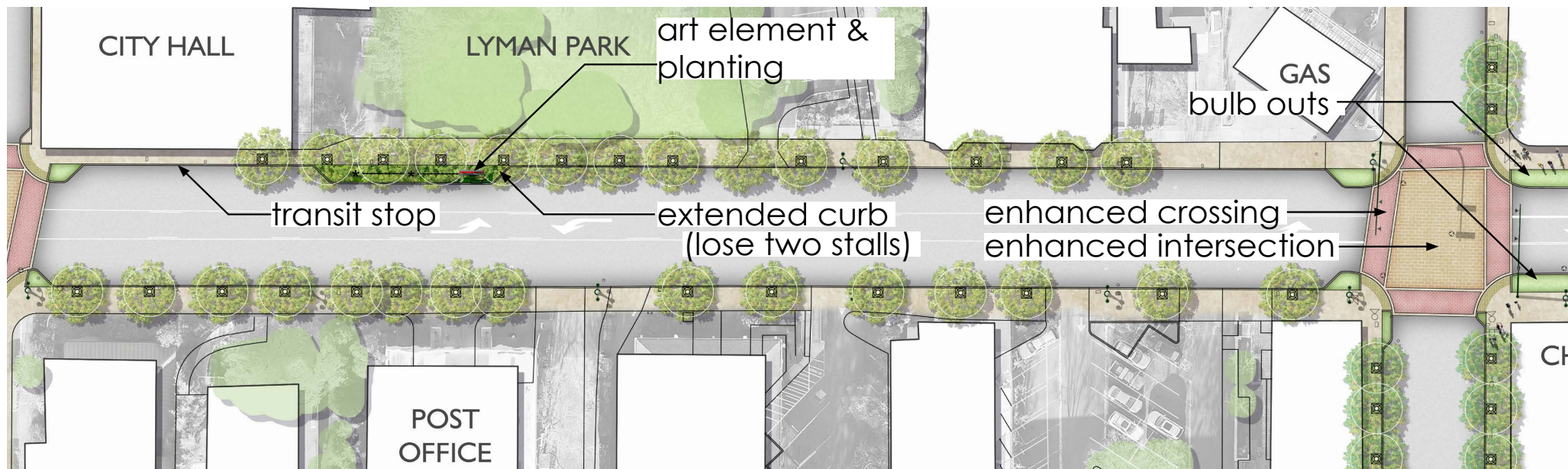
HUNT AVE. TEMPORARY CLOSURE



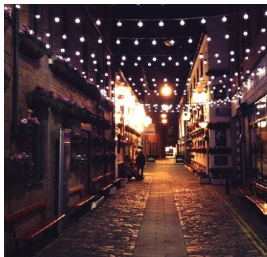
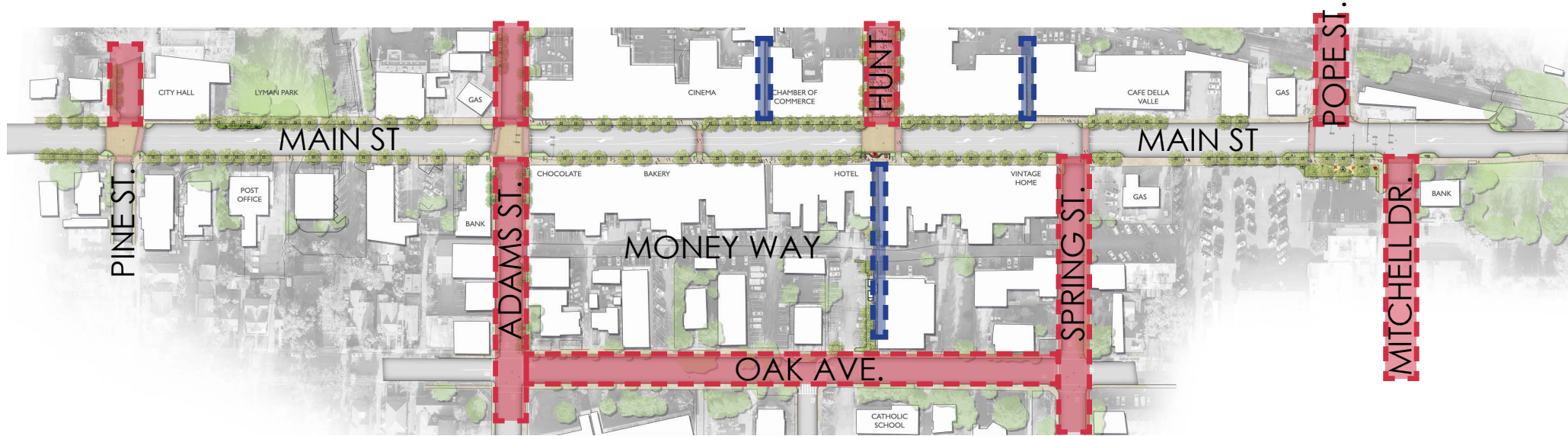
TELEGRAPH ALLEY



LYMAN PARK / CITY HALL



CONNECTIONS: SIDE STREETS & ALLEYS



overhead
lighting



street trees
& grates



overhead
ornamentation

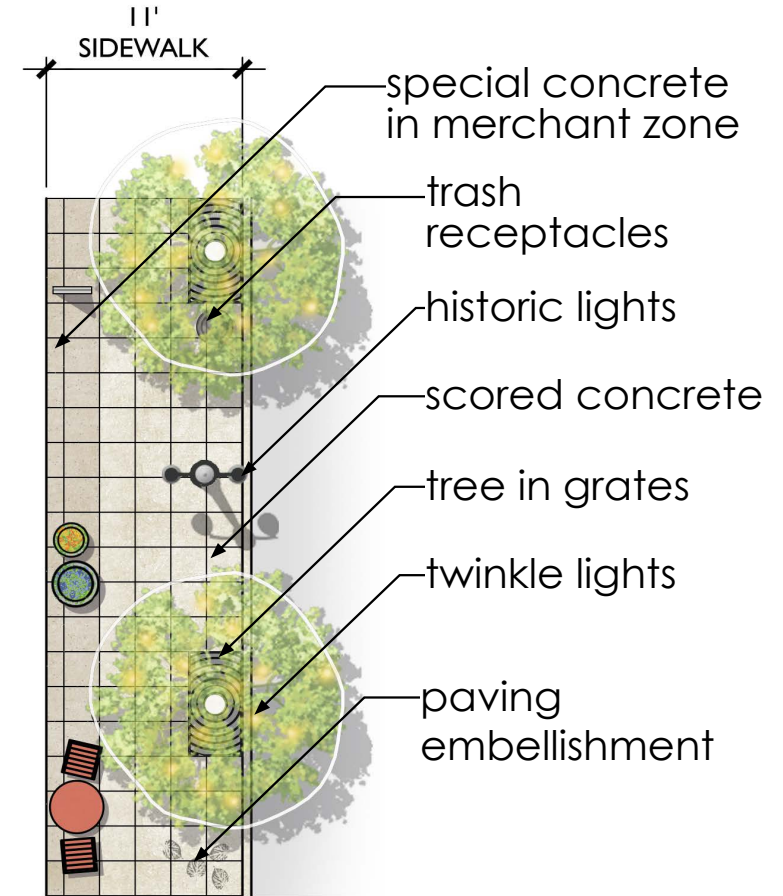
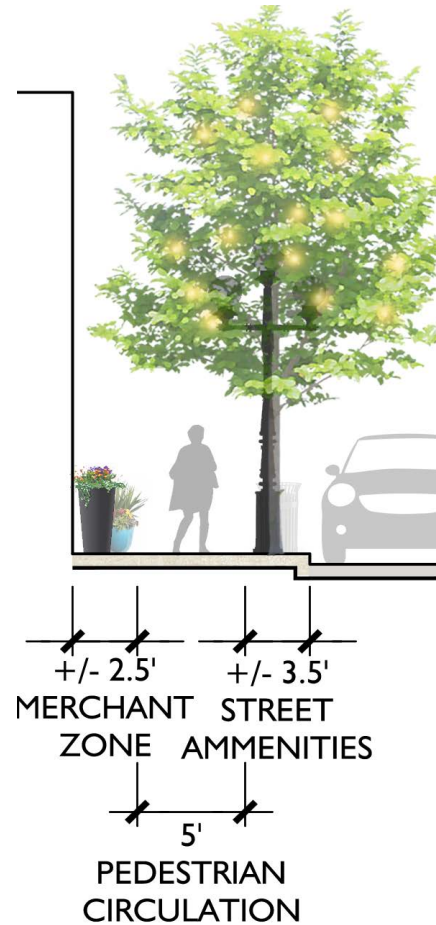


wall vines



murals

TYPICAL SIDEWALK





Report to the City Council
Council Meeting of June 11, 2019

Agenda Section: Old Business

Subject: Council discussion of potential amendments to the 2040 General Plan Update and direction to staff on how to best prioritize these amendments in keeping with the established Council Goals.

CEQA Determination: This item is purely an informational discussion to gain Council direction and is therefore not a CEQA project. Any formal decisions on individual projects will be subject to a complete analysis and determination under CEQA.

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 14, 2019, the St. Helena City Council adopted the 2040 General Plan Update and as a legislative act, will go into effect 30-days after adoption (on June 14, 2019). Through this update process, the City Council, Planning Commission, and numerous individual citizens identified several policy changes desired to be considered along with, or soon after General Plan adoption. In their recommendation to the City Council, the Planning Commission requested staff schedule a meeting to discuss potential changes to the General Plan shortly after adoption of the Plan. The City Council supported this request and, in adopting the 2040 General Plan, directed staff to bring back such a discussion item for Council consideration.

The California Government Code (Sec. 65358(b)) allows mandatory elements of the General Plan to be amended only four times per year, although multiple changes may be made during one amendment cycle and amendments for affordable housing projects are exempt from this restriction (Sec. 65358(c)). Prior to making these legislative actions, specific noticing requirements must be satisfied and generally public agencies included within this notification process (such as the County of Napa; LAFCO; Native

American Tribes; the School District; and regional management authorities such as the Bay Area Air Quality Management District) shall be given 45-days to provide comment. To add or revise a complete Element of a General Plan requires a 90-day review period. These noticing requirements are separate from, but may be conducted in conjunction with, the CEQA review process for such legislative acts (typically legislative actions may not be exempted from the requirements of CEQA).

DISCUSSION

In response to the direction of the City Council, staff has scheduled this discussion of potential General Plan amendment topics for consideration. It is recommended the Council identify how these potential amendments should be prioritized in the context of the adopted Council Goals.

Below is a summary of topics that have arisen through the General Plan Update process. These topics are being provided to facilitate this initial discussion and are in no way intended to be a comprehensive list.

Bicycle and Pedestrian Connectivity, access to Open Space and the Circulation Network. Throughout the General Plan Update process, members of the community, Planning Commission, and City Council has discussed options to expand on the existing bicycle and pedestrian circulation network, both by improving maintenance and access to the existing network, and through expansions of the existing infrastructure. Further, the potential to expand on the City's open space available to resident use, such as opening the lower-reservoir on Spring Mountain Road, have been topics of discussion and public comment. The 2040 General Plan identifies a number of additional policies to support such expansion, but this is an opportunity to increase such policy support or begin to discuss options for implementation.

Catholic School and/or Other Church Owned Sites Designated as Public/Quasi-Public. The St. Helena Catholic School recently closed and the owner of the property has been exploring options for its re-use. However, the current land use designation (General Plan and Zoning) reflects its past use and therefore identifies the property as intended for Public and Quasi Public land uses. Similarly, there are a number of church sites within St. Helena that are designated for Public and Quasi-Public land uses, and which have under-utilized portions of their properties potentially available for development. Modifications to some of these sites' land use designations could be considered as a component of the City's up-coming housing strategy, through General Plan and/or zoning amendments.

City-Owned Property such as the Corporation Yard and 1572/1574 Railroad. The City's Corporation Yard and current Parks and Recreation and Public Works Offices (1572 & 1574 Railroad) have been the topics of potential land use modifications to facilitate changes in how these properties are being used. The Corporation Yard (1405 Charter Oak) is located on a larger (3.98 acre) City-owned parcel which includes the Charter Oak public right-of-way, portions of Sulphur Creek, and the Yard itself. 1572/1574 Railroad is a 0.93 acre parcel currently designated for Office land uses

Circulation Network/Street Extensions. The 2040 General Plan includes circulation policies which identify that certain streets previously identified (in the 1993 General Plan Circulation Element) as to be extended, now require that a "special study" be conducted and the City Council specifically authorize these street extensions. This extra step in getting circulation improvements constructed as development occurs was intended to reduce traffic impacts in existing St. Helena neighborhoods. However, this had the (unintended) effect of increasing the traffic (and therefore GHG, Noise, and Air Quality) impacts that resulted from implementation of the 2040 General Plan. Recently in the process, questions began to arise regarding the overall City benefit such a policy would have on the community, given its stated increase in environmental impacts.

Council Member Knudsen Comments. Council Member David Knudsen identified a number of potential changes to the General Plan and EIR, ranging from edits and information corrections/suggestions to modifications to the General Plan and EIR to clarify and/or expand policy direction, primarily around public access to creeks, parks, and open space, and expanding access to the City's bicycle and pedestrian network (attached).

Green House Gas Reduction. The 2040 General Plan EIR includes a mitigation measure (see below) directing the City to adopt a Climate Action Plan (CAP) within three years of adopting the General Plan. A CAP can be created as a stand alone document, or incorporated into a the General Plan as an amendment. This is an opportunity to discuss anticipated timeline and process for beginning to implement this policy directive.

GHG-1: *The City of St. Helena shall adopt and begin to implement a Climate Action Plan within a goal of 18 months, but no later than 36 months, of adopting the Proposed Plan update to address the GHG reduction goals of Executive Order B-30-15 and Executive Order S-03-05 for GHG sectors that the City has direct or indirect jurisdictional control over. The Climate Action Plan shall include a community inventory of GHG emission sources, and quantifiable GHG emissions reduction targets for 2030 and 2050, and an interim target for the General Plan buildout year 2040, that are consistent with the statewide GHG reduction targets. The City shall monitor progress toward its GHG emissions reduction goals and prepare reports every five years detailing that progress.*

Historic Districts. The City's current designated Historic Districts do not appear to be completely consistent with the built environment in some instances. The Main Street District for example, captures the entire Crinella Neighborhood which was primarily constructed in the 1960's, and is definitely distinct and separate from the nationally recognized Downtown Historic District. Similarly, the Charter Oak District captures a variety of structure and parcels who's construction age spans nearly 100-years. Additionally, the land use policy work intended to create and ultimate support the preservation of structures in the designated historic districts has not been adequately accomplished. As this becomes a priority and budget funds are available, staff

recommends a complete re-evaluation of the existing historic districts be conducted, and the districts be re-designated to more appropriately identify and capture the historic character defining elements of each, with strong land use policies being implemented to support the preservation of the structures, and the appropriate redevelopment of non-historic sites.

Industrially Designated Parcels such as the former A&J Vineyard Supply Location. Recently, in the final steps of the General Plan update process, A&J Vineyard Supply business moved out of St. Helena and their location became vacant. Additionally, two structures originally constructed as single family homes are zoned Industrial. Interest in potential alternative land uses have been discussed and, for this reason, this topic is included on the staff provided list for discussion.

Low-Medium Density Residential Land Use Concept. On April 15, 2015, the City Council held a Study Session on the St. Helena 2035 General Plan update and provided direction to City staff to create a new residential land use category, Low-Medium Density Residential. This designation was intended to better fit the existing density and development pattern of a majority of the City's single-family neighborhoods (which are primarily developed at approximately five to six units per acre), than the current Medium Density Residential designation which allows an unusually wide density range of five to 16 dwelling units per acre. In March 2017, direction was provided to remove such designation and follow up on the topic after adoption of the 2040 General Plan Update.

Modified Winery and Land Use Regulations. In 2016, a community group (Citizens Voice) submitted petitions to the City requesting modifications to the General Plan language regarding tourist oriented businesses and winery regulations. Some discussion was had indicating these concerns would be addressed as part of the comprehensive Zoning Code update (including formulation of a definition for "winery", applicable to each zoning district in which a winery is allowed).

Montessori Parcels. The St. Helena Montessori School (SHMS) owns three agricultural lots adjacent to its campus on College Avenue. Currently these three 0.5-acre lots are zoned A-20, which primarily allows for agricultural uses, limiting residential development to only a single-family house and an accessory dwelling unit (ADU) on each lot. The three parcels are within the Urban Limit Line and currently have City utility services stubbed to each of the lots. Per the attached letter, SHMS has requested re-designation and rezoning of the three lots to Medium Density Residential which would provide SHMS the opportunity to develop workforce housing that would serve its staff and the community (letter attached).

Monte Vista Court. Throughout the General Plan Update process, a citizen has regularly identified that the zoning for the properties on Monte Vista Court (Medium Density Residential 5.1-16 units per acre) is non-conforming in that it does not allow the current number of units to be re-constructed, should they be damaged or significantly re-developed. This has been characterized as a "past mistake" and a request to

intensify the allowable density by up-zoning the properties to High Density Residential, has been made. This comment also addresses the street extensions/circulation network topic highlighted above.

Zoning Code Update. It is important to note that the 2040 General Plan Update directs the City to conduct a comprehensive Zoning Code Update and the City has committed and partially funded this project for FY 19/20. This is important element to this conversation as the Council should differentiate between elements that can be addressed through this Zoning Code Update, and those which actually needed General Plan changes to support City policy. The FY 2019-20 budget will include \$200,000 for the Zoning Code update and the City is applying for a SB2 grant in the amount of \$160,000 which will be used for the Housing element of the Zoning Code Update.

FISCAL IMPACT

Staff anticipates consultant support would be required to move any significant amendment to adoption (for the CEQA analysis at a minimum); however, the specific fiscal impact of making any amendments to the General Plan depends on the number and scope of the prioritized amendments. Given this likely need, staff anticipates a potential budget impact between \$30,000-\$300,000+, depending on the scope and number of amendments being directed, the capacity of City staff, and the amount of consultant support involved.

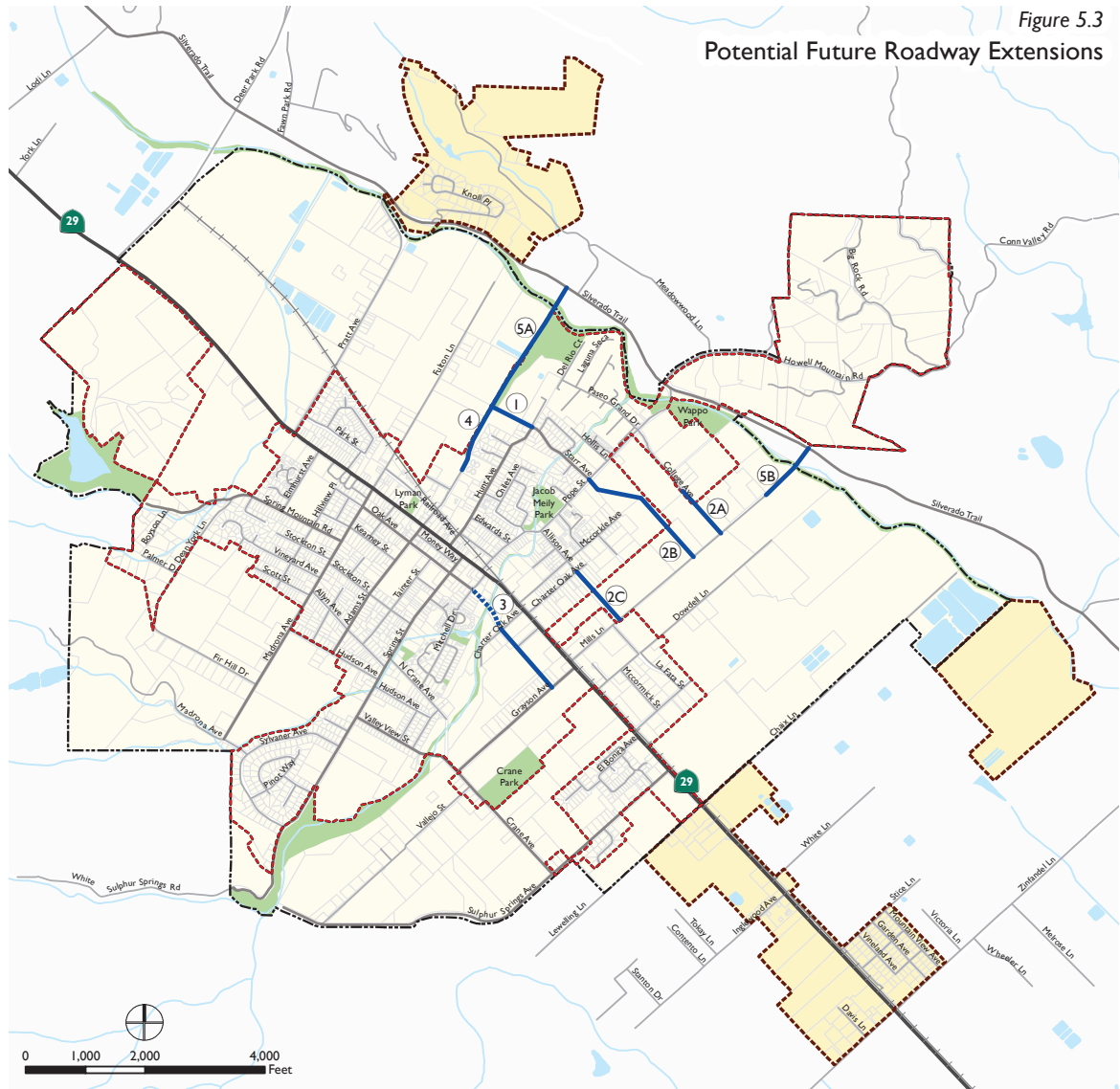
RECOMMENDED ACTION

It is recommended that the City Council review the staff provided information and discuss the potential General Plan amendments to be prioritized by staff, in keeping with or separate from the adopted 2019 Council Goals.

ATTACHMENTS

- [1. 2040 General Plan Circulation Network and Policy Discussion](#)
- [2. Public Comment.David Knudsen](#)
- [3. CITIZENS' VOICE Petition](#)
- [4. SH Montessori Letter to City re. 3 Parcels](#)
- [5. Public Comment Some background on Monte Vista](#)

5 circulation



Data Source: City of St. Helena, 2018; Napa County, 2018; Dyett & Bhatia, 2018

- Potential Future Roadway
- Potential Future Bicycle/
Pedestrian Path
(with access controls)
- Parks and Open Space
- Urban Limit Line
- Study Areas
- City of St. Helena

- 1 Starr Avenue extension north to Adams Street
- 2A College Avenue, Starr Avenue or Allison Avenue extension to Mills Lane
- 2B Allison Avenue extension to Mills Lane
- 2C Oak Avenue from Charter Oak Avenue to Grayson Avenue with limited access from Mitchell Drive to Charter Oak Avenue
- 3 Starr Avenue extension north to Adams Street
- 4 Adams Street from its current eastern terminus to Starr Avenue
- 5A Extension to Silverado Trail, by extending Adams Street or Mills Lane.
- 5B Extension to Silverado Trail, by extending Adams Street or Mills Lane.

DYETT & BHATIA
Urban and Regional Planners

5 circulation

Circulation Study Alternatives

In order to manage congestion and provide new connections within the city, as part of the General Plan update, several new streets are identified as potential options to explore in the future. In most cases, the potential connections provide options for residents to travel from one part of town to another without having to travel on State Route 29, which is frequently congested due to high regional traffic demand. The potential street extensions provide for various levels of access to accommodate different modes of travel. As shown in Figure 5.3, they include the following:

- 1.0. Starr Avenue extension north to Adams Street;
- 2A/2B/2C. Starr Avenue, College Avenue, or Allison Avenue extension to Mills Lane;
- 3.0. Oak Avenue extension south from Charter Oak Avenue to Grayson Avenue, with limited access (bike, pedestrian, and scooters) from Mitchell Drive to Charter Oak Avenue; with the intention to construct at the earliest opportunity a walking and bicycle path to facilitate pedestrian and bicycle access to the High School (and thereby minimize such traffic on Highway 29);
- 4.0. Adams Street extension from its current eastern terminus to Starr Avenue; and
- 5A/5B. Alternative extensions to the Silverado Trail, by studying potential extensions of Adams Street or Mills Lane.

General Plan implementing action CR1.B provides guidance for any future roadway extensions. The City envisions that each of the “Future Roadway Extensions”, as identified in Figure 5.3, would at a minimum consist of a bicycle/pedestrian path, equivalent to a “Class 1 Bike Path”, and would also be designed to accommodate emergency vehicles. Any proposed improvement of the road extensions identified in Figure 5.3 intended to accommodate vehicular automobile and truck traffic would trigger a requirement for a “Special Study”, subject to City Council

5 circulation



approval, to assess the net benefit of the proposed vehicular improvement, including, among other issues, the cost of constructing the vehicular extension and any impacts of the vehicular extension on roads and neighborhoods in the area. Any development project proposed on property located within the future alignment of the "Future Roadway Extensions" as depicted in Figure 5.3, would, as part of their review and entitlement process, be responsible for preparing a "Special Study" as described in this Chapter to determine whether the subject extension will consist of the minimum bike/pedestrian path improvement, or if the extension will be constructed to also accommodate vehicular auto and truck traffic. In either case, the subject development project would construct and fund its "fair share" cost of the "Future Roadway Extension".

To reduce the attractiveness of the new streets as cut-through routes, vehicle turn restrictions may be implemented at particular locations. In some locations, new bridges may also be needed to replace bridges at the end of their design life, or as part of new street connections.

Sidewalks in the Central Business District have several pedestrian amenities such as benches, trees, and street lights.

February 2, 2019

Hi Noah:

As per our meeting last week, here are my EIR comments, in three buckets.

1. General accuracy, consistency, and small enhancements of the documents, and
2. Properly reflecting EIS Objective 10 on page ES-3 regarding Open Space: *Provide a high-quality network of parks, open spaces, and trails that enhances quality of life and connectivity in the community,*

I've also included comments on:

3. Additional GP changes reflecting EIS Objective 10, although I know those may not be visited at this moment.

Thanks for your work, the staff's work, and the consultants' work on all of this!



David Knudsen

1. Accuracy, consistency, and enhancements

- EIR (and GP), various locations:

The creek which seasonally flows out of Sulphur Springs Canyon is referred to either as *Sulphur Springs Creek* and *Sulphur Creek* in the text and on maps in the EIR and General Plan documents.

Both the '75 plan and the '93 plan call it Sulphur Springs Creek. However, USGS topo maps over the years, generally the gold standard for U.S. place names, call the creek Sulphur Creek. Also citizens throughout town call it Sulphur Creek. Investigate with the St. Helena Historical Society and pick one?

- Page 3.4-23, *St. Helena Municipal Code* section

A Tree Committee is mentioned, but unfortunately it was disbanded several years ago. Should the EIR reference replacement policies and processes?

- Pages 3.7-13 and 14, *Landslide* section

The landslide at Silverado Trail at Pratt Avenue could be mentioned both in the narrative and added to the map, particularly as the temporary fix and closure of the Pratt Avenue Bridge has reduced direct and emergency access to and from the city and has also made Silverado Trail much narrower, more dangerous and difficult to use both for drivers and for bicyclists.

- Page 3.8, *Hazards and Hazardous Materials* section

Two items: first, there is a major gas transmission line running down Oak Street in the city. Given the San Bruno pipeline explosion, it could be discussed and included in the map of hazards.

Secondly, a discussion or map of electrical transmission lines throughout the city, given their potential as fire-starting risks in extreme wind or weather situations, could be of use. For example, to mitigate these types of risks, PG&E has been cutting back vegetation from transmission line routes in areas near St. Helena.

- Page 3.9-3, *Flood Zones* map

500-Year Flood Zone is a .2% annual chance (not 2%).

- Page 3.12.4. Figure 3.12.1, *Educational Institutions and Public Facilities* map

Does not include Holy Cross Catholic Cemetery adjacent to the public cemetery

- Page 3.12.7, Table 3.12.3, *Existing Parks* table

There are 8, not 6, lighted bocce courts.

For school resources, include the St. Helena Aquatic Complex and 5 reduced-space tennis courts at the high school, and playgrounds and paved ball courts at the elementary, primary, and middle schools, and a soccer/football field at the middle school.

- Page 3.13-23, *Local Plans* section

Include Napa Countywide Pedestrian Plan, August 2016, commissioned by NVTa, which was approved by the City Council. It has a specific section on St. Helena.

2. EIR Open Space comments/suggestions:

Comments are intended to: greater embed 'open space' ideas into the EIR, as per the EIR Objective 10; to ensure open space is not simply limited to stream corridors; to emphasize 'accessibility' in terms of citizen use to open space, and to differentiate between walking, multi-modal and bicycle trails—each of which could have a role in circulation, parks and recreation, and quality of life.

These are not comprehensive, but give a sense of what small adds could do to enhance the documents. In addition, a global replacement of 'parks and recreation' with 'parks, open space, and recreation' might also be a useful addition.

2a. EIR non-Element edits:

- Page 2-1, final sentence, suggested:

The Proposed Plan is intended to make significant revisions to the adopted 1993 General Plan, with an emphasis on new policies related to land use, economic sustainability, water conservation, circulation, preservation of agricultural land and open space, climate change, and multi-modal transportation options.

- Page 2-8, to *Open Space and Conservation* first dash, suggested:

Preserving, enhancing, and restoring natural resources including open spaces and view corridors

- Page 2-9, to *Parks and Recreation* first dash, suggested:

Providing high-quality parks, accessible open spaces, and recreation services

- Page 2-9, in *Proposed Land Use Strategy* section, first bullet:

Protect agricultural lands and open spaces located outside of the Urban Limit Line (ULL)

- Page 2-13, in *Community and Natural Resources Areas* section second bullet:

The OS classification includes open spaces that are devoted to natural resource preservation and management, passive outdoor recreation, single-use and multi-use trails, public health and safety. All OS areas are associated currently with stream corridors that pass through or are adjacent to the city, including the Napa River, Sulphur

Springs Creek, York Creek, and Spring Creek and could include other open areas and easements.

Note: Some trails could be walking-only, if there needed to be steps or routing around natural features, and also for the benefit of elderly and younger walkers where co-use with bicycles could be dangerous or difficult.

- Page 2-23 in *Other Plans and Regulatory Items*, final two lines

...bicycle and pedestrian master plan, hazardous materials response plan, parks and recreation master plan, trail maintenance and operations plan, and arts education master plan.

Suggested:

*...bicycle and pedestrian master plan, hazardous materials response plan, parks and recreation master plan, **open space and trails master plan**, trail maintenance and operations plan, and arts education master plan.*

- Page 3-1, Overview section

Suggest bullet for 3.12 to be Public Services~~and~~, Recreation, and **Open space**

- Page 3.3-31, Table 3.3-6, BAAQMD 2017 Clean Air Plan

TR9 text: *The Proposed Plan includes numerous policies and implementing actions that would encourage bicycling and improve bicycle access and facilities...*

Suggested:

*The Proposed Plan includes numerous policies and implementing actions that would encourage walking and pedestrian paths, **and bicycling and improve bicycle access and facilities...***

- Page 3.12-6 and 3.12-7 *Parks and Recreation Facilities* section and Table 3.12-3

Suggest renaming it the **Parks, Open Space, and Recreation Facilities** section

Include a section on current Open Space, which are the Napa River and Sulphur/Sulphur Springs Creek corridors, and the Flood Control Project Open Space. Also include these resources in Table 3.12-3.

- Page 3.13-16 *Pedestrian Circulation*

Suggested to add additional paragraph

In addition, walking or multi-use trails through the City's Open Space can also enhance the ability of citizens and visitors to move easily and pleasantly through the City and reduce the desire and demand for car journeys whether within the City or to surrounding areas.

2b. EIR Element edits (shared with GP)

- OS1.A, page 3.9-26 third dash (GP page 8-23)

Provide access for creek maintenance and public use through easements and cooperative agreements with landowners

Suggest:

Provide access for creek maintenance and trails for public use through easements and cooperative agreements with landowners

- OS1.B, page 3.4-26, and 3.9-27 (GP page 8-23)

Restrict development on open space-designated parcels along Sulphur Creek west of the Crane Avenue Bridge. All development must be outside the stream corridor and structures must be set back from the creek's edge, consistent with California Department of Fish and Game standards.

Proposed:

Restrict development on open space-designated parcels along Sulphur Creek west of the Crane Avenue Bridge. All development must be outside the stream corridor and structures must be set back from the creek's edge, consistent with California Department of Fish and Game standards except potential walking or multi-use trail development.

- OS2.3, page 3.9-27 (GP page 8-28)

Preserve open space for recreational uses, including a bicycle and pedestrian trail system along creek corridors when compatible with riparian vegetation and wildlife habitat. Where possible, integrate stream corridors with trails and other recreational open space, provided that the vegetation, habitat value, and water quality is not significantly impacted.

Suggest:

*Preserve open space for recreational uses, including **walking-only** or a **multi-use** bicycle and pedestrian trail system along creek corridors ~~when compatible with riparian vegetation and wildlife habitat~~. Where possible, integrate stream corridors with trails and other recreational open space, provided that the vegetation, habitat value, and water quality is **appropriately mitigated or not significantly impacted**.*

Note: Trail creation always has some impact. However, that impact can be mitigated and the value provided to the community can be significantly greater than negative impacts.

- CR1.8, page 3.3-24, 3.6-28, and page 3.13-25, first dash (GP page 5-33)

Complete the City's bicycle and pedestrian network, which will increase transportation choices in the city and reduce the demand for vehicle travel

Suggest:

*Complete **and expand** the City's bicycle and pedestrian network, which will increase transportation choices in the city and reduce the demand for vehicle travel*

- CR2.L, page 3.6-29, first sentence (GP page 5-39)

Enhance the pedestrian environment within the commercial area, and support the development of bicycle trails throughout St. Helena with the goal of connecting to a countywide system.

Suggest:

*Enhance the pedestrian environment within the commercial area, and support the development of **walking paths, multi-use trails, and bicycle trails** throughout St. Helena with the goal of connecting to a countywide system.*

- PR1.3, page 3.12-15 (GP page 12-16)

Identify park land opportunity sites to ensure that the City can meet to exceed its standard of 5.0 acres per 1,000 residents. Locate new parks to ensure that City park facilities are equitably distributed throughout all areas of the City and residents can access them safely and conveniently.

Suggest:

Identify park land and accessible open space opportunity sites to ensure that the City can meet ~~to~~ exceed its standard of 5.0 acres per 1,000 residents. Locate new parks and accessible open spaces to ensure that City ~~park~~ facilities are equitably distributed throughout all areas of the City and residents can access them safely and conveniently.

- PR1.A, page 3.12-15, intro paragraph (GP page 12-17)

Develop a comprehensive, long-range Parks and Recreation Master Plan to aid the City in creating an integrated system of parks. The plan should be updated periodically to address changing recreation interests, trends, needs, and priorities. The Parks and Recreation Master Plan should:

Suggest:

Develop a comprehensive, long-range Parks, ~~and~~ Recreation, and Open Space Master Plan to aid the City in creating an integrated system of parks and open space. The plan should be updated periodically to address changing recreation interests, trends, needs, and priorities. The ~~Parks and Recreation Master Plan~~ plan should:

Also add new dash point:

--Identify ways to provide access to existing open space lands, including walking trails, multi-use trails, and bicycle paths, and identify new opportunities for open space creation, whether by city-owned lands or by easements with property owners.

- PR1.B, page 3.12-15, first sentence (GP page 12-18)

Create opportunities to develop additional parks at the following locations:

Suggest

Create opportunities to develop additional parks and open space areas at the following locations:

3. Additional Open Space-related General Plan comments/suggestions

- Page 1-15, introduction, under: *Our Environmental Stewardship*

Third bullet:

The riparian corridors of the Napa River, Sulphur Creek, and York creek will be restored as critical assets.

Proposed:

The riparian corridors of the Napa River, Sulphur Creek, and York Creek, and public access to those creeks, will be restored as critical assets.

Fourth bullet:

Additional and improved parks, protected hillsides, agriculture, trees, locally-grown food, and community gardens will contribute to St. Helena's sustainable community.

Proposed:

Additional and improved parks, the development of open space and trails, including walking-only and walking/biking dual use trails, protected hillsides, agriculture, trees, locally-grown food, and community gardens will contribute to St. Helena's sustainable community

- Page 3-13, ES2, suggest new element

ES2.8 Encourage the development of walking and multi-use trails as well as other green ways for visitors to enjoy St. Helena.

- Page 3-14, ES2, suggest new Implementing Action

ES2.D Explore public easements and right of ways to allow access to open space and walking trails for visitors to our town.

- Page 5-8, *Circulation*, first new paragraph, 3rd sentence

Future opportunities for the development of multi-use paths with an emphasis on access, wayfinding, signage, and parking locations at trailheads will be a priority.

Suggest:

Future opportunities for the development of walking and multi-use paths both to and within parks and open space with an emphasis on access, wayfinding, signage, and parking locations at trailheads will be a priority.

- Page 5-30, *Circulation*, item c)

Provide a complete bicycle and pedestrian network between residential areas, downtown, and other major activity centers identified by the City.

Suggest:

Provide a complete bicycle and pedestrian network between residential areas, downtown, within open space areas, and other major activity centers identified by the City.

- Page 7-26, CD4, suggest new Implementing Action

CD4.B Provide access to open space and actively develop accessible open space areas.

- Page 8-14, *Open Space for Outdoor Recreation*, second paragraph

Developing a multi-modal trail network along stream corridors can enable the City to increase the amount of open space acreage available to residents for outdoor recreation use. It can also provide opportunities to draw attention to the important role that the Napa River and its tributaries play in maintaining a high quality of life in the City. However, ensuring that these are designed and developed to protect critical riparian habitats and species is essential for the City to meet its long-term conservation goals.

Propose:

Developing a walking or multi-modal trail network along stream corridors and other open space access areas can enable the City to increase the amount of open space acreage available to residents for outdoor recreation use. Along streambeds it can also provide opportunities to draw attention to the important role that the Napa River and its tributaries play in maintaining a high quality of life in the City. However, ensuring that these are designed and developed to ~~protect~~ conserve and mediate any impacts on critical riparian habitats and species is essential for the City to meet its long-term conservation goals. Other open space walkways and trails can provide views, allow residents and visitors opportunities to exercise or socialize with others, and can reduce the dependence of automobiles.

- Page 8-29, OS 2.C

Pursue easements to open space areas that do not have adequate access for maintenance and management purposes.

Suggest:

Pursue easements to open space areas that do not have adequate access for maintenance and management purposes and to develop walking and access trails.

- Page 12-4, Network of Parks and Recreation Amenities, first sentence

For St. Helena, a comprehensive parks and recreation system includes parks of various sizes, community gardens, community orchards, community and recreational facilities, a variety of natural features, and connectors such as paths, trails, and green streets.

Suggest:

*For St. Helena, a comprehensive parks and recreation system includes parks of various sizes, community gardens, community orchards, community and recreational facilities, **accessible open spaces**, a variety of natural features, and connectors such as paths, trails, and green streets.*

- Page 12-8, *The Many Benefits of Parks and Recreation*, second paragraph first sentence

Evidence indicates that people tend to exercise more when they have to access to parks, thereby increasing health and reducing the risk of many physical, life-threatening conditions.

Proposed

Evidence indicates that people tend to exercise more when they have to access to parks and open spaces, thereby increasing health and reducing the risk of many physical, life-threatening conditions.

- Page 12-18, PR1.E

Develop a comprehensive network of bicycle and pedestrian trails that links the City's parks and enhances bicycle and pedestrian connectivity throughout the city and the region.

Suggest

Develop a comprehensive network of bicycle and pedestrian trails that links the City's parks and open space and enhances bicycle and pedestrian connectivity throughout the city and the region.

- Page 12-28, PR6.4

Carefully evaluate whether new bicycle and pedestrian trails can be developed and enjoyed without significant environmental risk to nearby sensitive habitat, including fish habitat.

Suggest

Carefully evaluate whether new bicycle and pedestrian trails can be developed and enjoyed without significant environmental risk to nearby sensitive habitat, including fish habitat or whether mitigation efforts can successfully alleviate concerns.

- Page 12-29, PR6.D

Endeavor to secure easements or title to land along Sulphur Creek, York Creek, and the Napa River.

Suggest

Endeavor to secure easements or title to land along Sulphur Creek, York Creek, and the Napa River and through other areas to create accessible open space within the city and in nearby lands.

Susan Kenward 246-6389

CitizensVoiceSH@gmail.com

CitizensVoiceSH.org

Citizens' Voice proposes a compromise between the 1993 and 2035 Update. We would like to see new language incorporated into the 2035 Updated General Plan before it is approved by the Planning Commission and City Council.

We, the undersigned, petition to change the following text(s) in the 2035 General Plan update by the City Council.

(2-2) The increasing pressures of growth and increasing tourism caused serious concern in the community back in the 1970's, and resulted in a Growth Management System in the late 1970's, and a Tourism Management Element in the 1993 General Plan. At that time, public workshops and a phone survey conducted for the 1993 General Plan Update indicated that the principal land use concerns were the rate of growth of the city and that additional tourism development and its negative consequences would detract from their quality of life. Therefore, the City should follow the long-standing philosophy that growth and tourism in St. Helena should be carefully managed, and that each of these decades-long public concerns are adequately addressed in future land use determinations.

(2.4) St. Helena is committed to preserving its existing community character, maintaining agricultural lands, managing growth and tourism, and ensuring that adequate infrastructure and facilities are provided.

(LU3.D) Encourage diversity and give preference to local-serving retail services which do not require a consumer base larger than the population of St. Helena and its vicinity

(ES1.B) Update the Municipal Code to encourage diversity and give preference to local-serving businesses that are complementary to St. Helena's small-town character and that provide goods at a range of prices. Local serving should be defined not only as offering goods and services appropriate to the citizens of the St. Helena vicinity, but also as businesses with owners and/or staff actively participating in the community. Update the Municipal Code to define and prohibit chain retail services and stores. Chain stores should be defined as any business having multiple commercial properties with the same ownership and name which is required by contractual or other arrangement to provide any of the following: standardized merchandise, similar architectural design, interior décor, signage, display or marketing materials and techniques.

(ES2.1) Support the development of responsible, visitor-serving components to the City's economy as a valuable source of jobs, tax revenues and cultural amenities. Promote policies that facilitate and encourage this type of sustainable economic development, but prohibit any visitor serving activity, which would compromise the quality of life for St. Helena residents. Although a proposed visitor-serving use may be economically beneficial to the City, it should not be approved if it significantly impacts residents by increasing traffic, introducing visitors into residential areas, increasing noise levels, etc.

(ES2.2) Discourage the introduction of uses that are dependent upon a mass tourist market or that compromise the quality of life for St. Helena residents by significantly increasing the total number of tourists.

(ES2.3) Establish a reasonable cap on the number of hotel and motel rooms, and continue to limit vacation rentals. Establish a process for periodic review and updating of the cap.

(ES2.A) Continue to prohibit formula restaurants, outlet and chain discount stores, chain retail stores and time-share lodging projects Consider destination membership clubs and other potential lodging options that contribute to the Transient Occupancy Tax (TOT) revenue stream and do not conflict with the character of the City or negatively impact neighbors or neighborhoods. Establish a cap on the total number of such destination membership clubs and other lodging options designed to contribute to the TOT revenue stream.

(ES3.E). Although tourism offers economic benefits, it does not come without a toll on St. Helena's infrastructure, i.e. water, sewer, roads, sidewalks, parking, additional police, fire, park maintenance, traffic and, most significantly, small town rural character and quality of life. To provide data with which to make responsible decisions regarding soliciting additional tourism, visitor-serving retail, and hotel development, the City will commission an independent third party consultant to produce a detailed cost-benefit analysis of tourism development in St. Helena and vicinity.

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Email/phone		707.280.8397
Name/date	Dianne Wilson	5/16/16
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Name/date	Chris Saladin	5/16/16
Address	1058 Scott St	
Email/phone		
Name/date	Philip Popick	5/16/16
Address	1669 Alexander Ct.	
Email/phone		
Name/date	Hannah Popick	5/16/16
Address	1669 Alexander Ct.	
Email/phone		
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Tourism / Local Service

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Name/date Mike Greensill
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Email/phone 707 967 9491

Name/date _____
Address _____
Email/phone _____

Name/date _____
Address _____
Email/phone _____

Name/date _____
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TOURISM / LOCAL SERVICE

Citizens' Voice proposes a compromise between the 1993 and 2035 Update. We would like to see new language incorporated into the 2035 Updated General Plan before it is approved by the Planning Commission and City Council.

We, the undersigned, petition to change the following text(s) in the 2035 General Plan update by the City Council.

(2-2) The increasing pressures of growth and increasing tourism caused serious concern in the community back in the 1970's, and resulted in a Growth Management System in the late 1970's, and a Tourism Management Element in the 1993 General Plan. At that time, public workshops and a phone survey conducted for the 1993 General Plan Update indicated that the principal land use concerns were the rate of growth of the city and that additional tourism development and its negative consequences would detract from their quality of life. Therefore, the City should follow the long-standing philosophy that growth and tourism in St. Helena should be carefully managed, and that each of these decades-long public concerns are adequately addressed in future land use determinations.

(2.4) St. Helena is committed to preserving its existing community character, maintaining agricultural lands, managing growth and tourism, and ensuring that adequate infrastructure and facilities are provided.

(LU3.D) Encourage diversity and give preference to local-serving retail services which do not require a consumer base larger than the population of St. Helena and its vicinity

(ES1.B) Update the Municipal Code to encourage diversity and give preference to local-serving businesses that are complementary to St. Helena's small-town character and that provide goods at a range of prices. Local serving should be defined not only as offering goods and services appropriate to the citizens of the St. Helena vicinity, but also as businesses with owners and/or staff actively participating in the community. Update the Municipal Code to define and prohibit chain retail services and stores. Chain stores should be defined as any business having multiple commercial properties with the same ownership and name which is required by contractual or other arrangement to provide any of the following: standardized merchandise, similar architectural design, interior décor, signage, display or marketing materials and techniques.

(ES2.1) Support the development of responsible, visitor-serving components to the City's economy as a valuable source of jobs, tax revenues and cultural amenities. Promote policies that facilitate and encourage this type of sustainable economic development, but prohibit any visitor serving activity, which would compromise the quality of life for St. Helena residents. Although a proposed visitor-serving use may be economically beneficial to the City, it should not be approved if it significantly impacts residents by increasing traffic, introducing visitors into residential areas, increasing noise levels, etc.

(ES2.2) Discourage the introduction of uses that are dependent upon a mass tourist market or that compromise the quality of life for St. Helena residents by significantly increasing the total number of tourists.

(ES2.3) Establish a reasonable cap on the number of hotel and motel rooms, and continue to limit vacation rentals. Establish a process for periodic review and updating of the cap.

(ES2.A) Continue to prohibit formula restaurants, outlet and chain discount stores, chain retail stores and time-share lodging projects Consider destination membership clubs and other potential lodging options that contribute to the Transient Occupancy Tax (TOT) revenue stream and do not conflict with the character of the City or negatively impact neighbors or neighborhoods. Establish a cap on the total number of such destination membership clubs and other lodging options designed to contribute to the TOT revenue stream.

(ES3.E). Although tourism offers economic benefits, it does not come without a toll on St. Helena's infrastructure, i.e. water, sewer, roads, sidewalks, parking, additional police, fire, park maintenance, traffic and, most significantly, small town rural character and quality of life. To provide data with which to make responsible decisions regarding soliciting additional tourism, visitor-serving retail, and hotel development, the City will commission an independent third party consultant to produce a detailed cost-benefit analysis of tourism development in St. Helena and vicinity.

Name/date SANDRA DELCASALE MAY 9, 2016
Address 201 ROSEBUD AVE #C
Email/phone SDELCASALE@COMCAST.NET

Name/date Mary O'Leary May 9, 2016
Address 1501 Allyn Ave. St. Helena
Email/phone mmoleary@me.com

Name/date Janis May May 9, 2016
Address 1541 Elmhurst Ave St. Helena CA 94574
Email/phone janismay@comcast.net

Name/date Michel Serwin
Address 1641 Elmhurst
Email/phone 707 332-0917

Name/date MELBA PARRIS 5-19-2016
Address 1445 - 14th St
Email/phone 707 332-0917

Name/date Teresa Olguin
Address 1130 Bello Ave St. Helena
Email/phone Tggr olguin@aol.com

Name/date PATTI GUITOSA 5-9-16
Address 2080 BIRCH ST. S.H.
Email/phone PATTI@AOL.COM

Name/date Joan M. Root 5-9-16
Address 2155 VOORHEES CIRCLE SH
Email/phone joan.root@att.net 707-967-9532

Name/date Margie Cunningham
Address 941 Hunt Avenue, St. Helena, CA 94574
Email/phone 707-312-0886

Name/date Susan Wren
Address 2705 Spring St St Helena
Email/phone SUSANWREN@ATT.NET

Name/date Sharon Dellamonic
Address 250A ROSEBUD LA. / ST. HELENA / CA 94574
Email/phone 707.963.9262

TOURISM / LOCAL SERVING

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Mayor and City Council Members
Mark Prestwich, City Manager
Noah Housh, Planning & Community Improvement Director
City of St. Helena
1480 Main St.
St. Helena, CA 94574

July 17, 2018

Re: City of St. Helena General Plan Update – Rezoning Request, APN#s 009-070-043, 044, 045

Dear Mayor and City Council,

The St. Helena Montessori School (SHMS) would like to thank the City Council and our City Manager for seriously exploring a much-needed housing strategy for our community. SHMS is acutely aware of the need for work force housing, as a majority of our staff must find affordable housing outside the City of St. Helena. We applaud the work that has been done and the completion of the White Paper – “Stabilize, Maintain and Improve Access to Housing” goal presented to the Council on June 26th. Also, we realize that the Council will be taking “one last look” and providing policy direction to finalize our General Plan Update on August 14, 2018.

SHMS owns three ag residential lots adjacent to its campus on College Avenue. Currently these three one-half acres lots are zoned A-20 which may be developed only with a single-family house and an ADU on each lot. The three lots are within the Urban Limit Zone and currently have City utility services stubbed to each of the lots. Our Board of Directors believes that it would be in the best interests of the School and the community if the lots could be re-zoned Medium Density Residential which would provide the SHMS the opportunity to develop affordable workforce housing that would serve its staff and the community.

St. Helena Montessori School would at this time formally request that the City include a rezoning of parcels APN# 009-070-043, 009-070-044 and 009-070-045 from A-20: Agriculture to MR: Medium Density Residential when providing policy direction to finalize the General Plan Update.

Please feel free to contact me at the school should you have further questions regarding this matter at matthew@sthms.org or (707) 738-5291.

Sincerely,

A handwritten signature in blue ink, appearing to read "Matthew P. Heil".

Matthew P. Heil, Director of Development
On behalf of the Board of Trustees

From: [Mary Stephenson](#)
To: [Noah Housh](#)
Cc: [Grace Kistner](#); [Sarah Parker](#); [Mary Koberstein](#); [Bobbi Monnette](#); [Tracy Sweeney](#)
Subject: Some background on Monte Vista
Date: Thursday, September 08, 2016 4:45:54 PM

Noah - thanks for presenting the Monte Vista zoning agenda item to the Planning Commission on Tuesday night. I appreciate your thorough review of the issue.

I can go back even further to find emails sent to Greg Desmond, Gary Broad and other staff, but the email below [see copy in RED] points out that rezoning of Monte Vista was brought up to the Planning Commission attention in writing as a part of the General Plan review process in September of 2014. I have emails through 2015 and 2016 to staff on this issue as well, if you would like copies of them.

Mary Stephenson

Begin forwarded message:

From: Mary Stephenson <stepcomm@aol.com>
Subject: Comments on General Plan Update
Date: September 26, 2014 at 5:09:23 PM PDT
To: Matthew Heil <matthewheil@mac.com>, Brian Russell <brian@rignapavalley.com>, sparker@cityofsthelena.org, Grace Kistner <gdkistner@comcast.net>, Bobbi Monnette <matildabologne@yahoo.com>
Cc: Cindy Black <CindyB@cityofsthelena.org>, Jennifer Phillips <jenniferp@cityofsthelena.org>

Ladies and Gentlemen:

It is close to impossible for a citizen to actually keep track of the changes made by the City Council to the Draft General Plan and it concerns me that no one seems to have a complete idea of the line items edits that were made over a period of several months during council meetings. I have kept track of some of the major issues as best I can. I have two request for you to consider in your review process - one small one and one big one.

1. GROWTH MANAGEMENT - GENERAL PLAN STRATEGIES

In the section entitled General Plan Change Areas (page 6), 13 sites were identified for land use change. Please add the parcels on Monte Vista to the list of properties needing zoning changes.

I have brought to the Council's, the Planning Commission's and the City Staff's attention over the last three years that the 11 parcels on Monte Vista were not correctly designated as High Density in the last General Plan. Carol Poole, the last Planning Director, told me in the late 1990s that it was a simple mistake in the mapping since this one block long street sits in the middle of MD parcels and the

zoning should be corrected in this cycle. There are 11 apartment buildings on Monte Vista (no other buildings) which house 50+ apartments. These are all 40 year old buildings that will most likely be renovated or rebuilt during this General Plan cycle. If the zoning is not corrected, we could lose some of these units. The neighborhoods on both sides are made up of SFH built in the last 20 years and these residents may not support the rebuilding of this street as high-density if it is not zoned as such. [Full disclosure: My husband and I own property on Monte Vista.]

Requested Action: Please correct the zoning mistake and change the property on Monte Vista from MD to HD zoning.

2. CIRCULATION

The council edited general plan removed all planned road extensions and made them pedestrian and bike paths. This includes extensions Adams, Starr, Allison, Railroad and McCorkle which were in the previous general plan. I feel this is a major strategic change that was made without the benefit of expert opinion or the proper analysis of the impact. My concerns are as follows:

- Eliminates the possibility of diverting local traffic from Main Street through the business district, particularly on the East side. There appeared to be no consideration of the increased traffic that will come through SH to Calistoga with the two large resort projects Calistoga has approved or the ever increasing traffic of employees coming to St. Helena to work. (70%+ of local employees now commute into St. Helena.)
- Eliminates another road going from Main Street to the Silverado Trail meaning more traffic on Pope Street bridge, which is already over capacity and maintains only one major in-town access road leading to St. Helena Hospital (Pratt and Zinfandel are both subject to flooding, meaning access could be limited.)

Most Importantly:

- Lowers Develop Fees that support the city's infrastructure (fees charges for transportation improvements, public safety facilities, parks, civic facilities, water, wastewater and storm drainage)

<!--[if !supportLists]-->○ In October 2013, the Council voted 5-0 to decrease impact fees for most type of development based on their edits of the General Plan, which has still not been improved

<!--[if !supportLists]-->○ Because they eliminated planned street extension major projects from the General Plan, the development fees were lower as follows: low-density residential by 18%, commercial retail by 45% and office space by 46%

Requested Action: Can the Planning Commission determine if it is reasonable and responsible for the council to eliminate all planned road extensions on the east side of town, without study of the implications to traffic, safety and loss revenue?

Can the Planning Commission also investigate if the lowering of the impact fee in 2013 based on a General Plan that has not been approved was the correct thing to do and how these fees will be affected if some or all of the “planned” road extensions were put back into the General Plan?

I have comments on two other issues which I am sure you will be discussing as part of the Housing Element. Assume this will come later.

2. POLICIES - LAND USE 1 C *Continue to update the City’s housing inventory to track the status of residential growth by unit type and affordability level.*

The draft needs assessment presented by city staff in the spring of this year was not accurate in its assessment of the current housing situation in St. Helena.

- Rental rates and vacancy rates were based on the City of Napa, not St. Helena
- The actual current use of market rate second units as affordable rental was not substantiated even though this concept was proposed as the main strategy of the next Housing Element
- The information on the number of housing units loss because of the influx of second homes was underreported. The City Council has stated in public meetings that it is estimated that 30% of St Helena’s current housing stock is now in weekender or second home status. This means that 950 dwelling are unavailable for local residents (30% of 2707).
- The Council approved funding for the development of an actual fact base on the current housing situation in St. Helena as part of the incremental funding for the 2014-15 budget. This could clear up all of these discrepancies if this study is actually initiated

3. LAND USE 1. F *During the next Housing Element adoption cycle, the City should consider changes to the Growth Management System and the Housing Element that would limit the total number of new affordable units to those included in the Regional Housing Needs Allocation. (RHNA) [actual wording in the Council edited Draft General Plan]*

That means we would only build 18 units of low-income housing and 13 of moderate during this cycle. I find this to be short-sighted at best and could lead one to believe that the City Council does not actually support increasing the number of affordable housing units in our town.

Thanks for listening.

Mary Stephenson

707 963 1548 o

707 849 2583 c

Cindy Tzaopoulos

From: Pamela <psmithrs@comcast.net>
Sent: Saturday, June 08, 2019 9:15 AM
To: Mark Smithers; Dave Knudsen; Paul Dohring; Geoff Ellsworth; Mary Koberstein; Anna Chouteau
Cc: Cindy Tzaopoulos
Subject: Climate Action Plan timing

Good morning,

I'm writing regarding Tuesday night's General Plan topic: greenhouse gas emissions and the requirement for adoption of a Climate Action Plan. Unfortunately I'm out of town next week.

The timeline stipulated in the GP is adoption within the next 18 months (recommended) or 36 months (required).

"We are in a race against time with climate change. Mother nature is not waiting on our political calendar, and neither can we." (This from the former mayor of NYC, Michael R Bloomberg, who announced yesterday he will spend \$500M on a new initiative to tackle the problem.)

We ARE in a race against time. I'm urging you to voice support to direct staff to start the process in this fiscal year rather than wait until the deadline looms.

We often pass spending measures not in existing budgets that are deemed emergencies. I would argue this is such a case.

I have two children who will bear the results of our action or inaction, you may also have children of your own or nieces and nephews who will bear the brunt. Please take action on this pressing issue and not delay to future years.

Thank you for your consideration.

Pam

Cindy Tzaopoulos

From: Glenn Goelz <ggoelz@kranzassoc.com>
Sent: Sunday, June 09, 2019 9:20 AM
To: Cindy Tzaopoulos
Cc: ggoelz@kranzasso.ccom; Elizabeth Goelz
Subject: GPU Change Request

Cindy,

Please pass this along to the City Council for Tuesday night's meeting.

Dear City Council Members,

In regards to updates to the General Plan, we would like to request that the North side of McCorkle Avenue be changed from a land use designation of high density residential to medium density residential. With the McGrath project, the Brenkle Court project and an existing ten(10) unit apartment complex all within four(4) properties of each other, the street and infrastructure can simply not accommodate any further multi-family housing projects. The existing ten(10) unit apartment complex already has close to thirty(30) cars associated with it. In addition, much of McCorkle Avenue east of Kidd Ranch road is privately and not city owned.

We appreciate your consideration of this request.

Glenn and Elizabeth Goelz
645 McCorkle Avenue

Glenn Goelz | CFO Consultant

KRANZ & ASSOCIATES

830 Menlo Avenue Suite 100 | Menlo Park, CA 94025

575 Market St, 4th Floor | San Francisco, CA 94105

Cell: 408-781-1082

Direct: 650-854-4400 Ext. 247

Email: ggoelz@kranzassoc.com.





Report to the City Council
Council Meeting of June 11, 2019

Agenda Section: Old Business

Subject: Consideration and Proposed Approval of a Resolution Adopting Fiscal Year 2019-20 City of St. Helena Annual Operations Budget

**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 December 2018, Department Heads began the FY 2019-20 budget process utilizing FY 2018-19 as a base as well as the current City Council 3-Year Goals and 12-Month Strategic Objectives (Workplan). In February 2019, the City Council adopted their 2019 Workplan to continue to guide the direction of the organization and staff work. Following adoption of the 2019 Workplan, the Fiscal Year (FY) 2019-20 budget process continued with the City Manager and Department Heads incorporating Workplan elements. On May 9, 2019, the draft budget was presented to City Council for review, discussion, and direction.

DISCUSSION

During the May 9, 2019 budget session City Council provided direction to staff and this direction included:

- Funding to Mentis of \$29,400 as a part of the Non-Profit Grant program;
- Funding for Goal 5 - Youth Initiative - \$20,000
- Increase funding for the Nexus Study for Inclusionary/Workforce Housing - additional \$40,000
- Decrease the Wastewater Attorney budget by \$35,000;

- Funding for the purchase of three solar programmable message boards as part of the After Incident Action Report - \$110,000 (split between General Fund, Water Fund, and Wastewater Fund); and
- Add additional funding for Code Enforcement - \$50,000
- Increase revenue projections for Property Taxes from 3.5% to 4% which results in an increase in revenues of \$20,000

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 Health Benefit figures which resulted in a reduction in overall expenditures;
- Adjustments to contracts for Springbrook and Department of Dam Safety and other miscellaneous items which increased overall expenditures; and
- Decreased the amount to be transferred to Fund 289 Recreation based on the estimated June 30, 2019 fund balance.

Staff has finalized the proposed Fiscal Year 2019-20 Budget which is balanced and being presented to City Council for consideration and adoption.

Final Budget Summary (General Fund, Water Fund, and Wastewater Fund)

General Fund Estimated Net Position

GENERAL FUND DEPARTMENT SUMMARY	
Unassigned Ending Fund Balance @ 6/30/2018	6,230,068
Estimated Revenue @ 6/30/2019	15,026,052
Estimated Expenses @ 6/30/2019	15,026,052
Transfers to other funds	
Revenue Less Expenses	-
Use of Reserves	-
Assigned for Economic Uncertainty	100,000
Estimated Unassigned Net Position	6,130,068
Percent of Expenses Based on Total Net Position	41%

Water Fund Estimated Fund Balance (561 Only)

WATER FUND ESTIMATED FUND BALANCE		561 ONLY
Estimated Ending Fund Balance @ 6/30/2019		2,980,327
Estimated Revenue @ 6/30/2020		6,557,537
Estimated Expenses @ 6/30/2020		5,987,826
Transfers Out to Capital		(569,711)
Revenue Less Expenses		-
Use of Water Cash		-
Estimated Net Position		2,980,327
Percent of Expenses		50%

Wastewater Fund Estimated Fund Balance (571 Only)

WASTEWATER FUND ESTIMATED FUND BALANCE		571 ONLY
Estimated Ending Fund Balance @ 6/30/2019		784,673
Estimated Revenue @ 6/30/2020		3,356,601
Estimated Expenses @ 6/30/2020		2,752,347
Transfers Out to Capital		(604,254)
Revenue Less Expenses		-
Use of Wastewater Cash		-
Estimated Net Position		784,673
Percent of Expenses		29%

FISCAL IMPACT

The total proposed operating budget including all funds is \$26.9 million for Fiscal Year 2019-20. The General Fund operating budget is \$15 million, the Water Fund operating budget is \$6.5 million, and the Wastewater operating budget is \$3.1 million for Fiscal Year 2019-20. Details for all other funds are included in the Proposed Budget for Fiscal Year 2019-20.

RECOMMENDED ACTION

Staff recommends adoption of Resolution approving Fiscal Year 2019-20 budget.

ATTACHMENTS

[Proposed Budget](#)
[FY 2019-20 Budget Resolution](#)



Proposed Operations Budget FY 2019/20

Geoff Ellsworth Mayor

Paul Dohring Vice Mayor

Anna Chouteau Council Member

David Knudsen Council Member

Mary Koberstein Council Member

www.cityofsthelena.org | 1480 Main Street | St. Helena, CA 94574



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,

I am pleased to present to you the proposed Fiscal Year (FY) 2019-20 Operations and Capital Budget for the City of St. Helena. As with the prior year budget, this annual financial plan implements the City Council's goals and strategic priorities for the efficient delivery of community services. The spending plan also incorporates a General Fund reserve exceeding the Council's 30% policy goal, thereby continuing the City Council's disciplined financial stewardship of City resources.

The 3-year goals established by the City Council include:

- GOAL 1:** Improve and Maintain Safe and Reliable City Infrastructure with a Commitment to Environmental Stewardship and Public Health
- GOAL 2:** Stabilize, Maintain, and Improve Access to Housing
- GOAL 3:** Enhance Organizational Performance and Commit to Full Public Participation, Ongoing Communication, and Regional Collaboration
- GOAL 4:** Ensure Long Term Economic Sustainability while Safeguarding St. Helena's Unique Culture & Quality of Life
- GOAL 5:** Support Thriving Families and Enhance the Safety, Well-Being, and Healthy Development of Our Youth

Economic Outlook and Budget Overview

The City continues to experience economic stability with all major revenues (property tax, sales tax, and transient occupancy tax) increasing. As of April 2019, the Napa County unemployment rate was 2.7% according to the California Economic Development Department. Statewide, California's unemployment rate is 3.9%, and the National unemployment rate is 3.6%. While the local, state, and national economies remain strong, the long span of positive economic performance warrants a note of fiscal caution. Historically, when the U.S. unemployment rate falls below 4% a recession soon followed. These low unemployment figures are generally seen near the end of an economic expansion. Therefore, the City continues to carefully monitor revenue growth and is prepared to adjust swiftly to changing economic conditions if necessary.

FY 2019-20 Budget Message

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A decline in sales and transient occupancy tax revenues are likely to be first indicators of a recession.

The City's need for a cautionary financial posture is augmented by the introduction of PG&E's Public Safety Power Shutoff (PSPS) program. If extreme fire danger conditions threaten a portion of the electrical system serving St. Helena, it may be necessary for PG&E to turn off electricity in the interest of public safety. It is estimated a power shutoff could occur up to 15 times during the next fiscal year with an average duration of three to five days for each shutoff. Based on historical weather conditions and "fire seasons" a portion of shutoffs may occur during the busy Napa Valley harvest season. These shutdowns are a very real possibility and will adversely affect many businesses, hotels, restaurants in St. Helena, and City revenue if implemented. As a result, the proposed FY 2019-20 budget utilizes mild Sales and Property tax revenue growth forecasts and assumes zero growth in Transient Occupancy Tax (TOT) revenue.

Despite the budget's conservative revenue assumptions, the proposed budget incorporates City Council directed investment in cost-containment strategies and several key projects. Notable investments include:

- **Unfunded Pension Liability Strategy.** As of June 30, 2018, the City's pension plans with the California Public Employee Retirement System (CalPERS) had an estimated cumulative unfunded liability of approximately \$15 million if calculated using a 6.5% discount rate. Based on an Actuarial Study completed for the City in August 2018 and Council interest in reducing long-term liabilities, the Council directed the City make Additional Discretionary Payments (ADP) based on a 15-year amortization schedule rather than the former 30-year schedule. This accelerated payment schedule is estimated to save the City \$5.2 million.
- **Pre-funding Retiree Medical Expenses and Funding for Active Employee Compensated Absences.** Due to the historical availability of a sick leave accrual incentive program that provided 50% payout out of sick leave hours upon separation or, upon retirement, the conversion of all accrued sick leave hours to fund medical premiums and the liability for active employees to cash out vacation leave upon retirement or separation, the City General Fund has a substantial unfunded liability associated with these benefits (estimated at \$721,324 on June 30, 2019). With an initial \$152,000 investment in FY 2018-19 and an additional \$152,000 investment planned for FY 2019-20, the General Fund liability balance for retirees has been reduced \$304,000 to a current estimated balance of \$569,324 when taking into consideration staff transitions. To reduce future unfunded liabilities and further stabilize the City's long-term financial sustainability, the City Council discontinued the sick leave accrual incentive benefit for mid-managers and department directors hired after May 8, 2018 (the benefit was discontinued for SHEA employees in

FY 2019-20 Budget Message

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2012 but remains available to members of the St. Helena Police Officers Association in good standing upon separation or retirement with at least 10 years of service).

- **Renewed Investment in Civic Infrastructure.** In coordination with the St. Helena Assets Planning Engagement (SHAPE) Committee, the City Council commissioned a facility condition assessment of key assets in FY 2018-19. The assessment, completed by EMG, provided the City with data about recommended timing and funding required to maintain civic assets. This year's proposed budget increases investment in civic infrastructure from \$100,000 to \$380,000. The replacement of the Library roof is targeted as the key project in FY 2019-20.
- **Funding Emergency Preparedness Recommendations.** The FY 2019-20 budget invests \$160,000 in two additional recommendations contained in the After Action report following the October 2017 fires: 1) three programmable message boards to enhance communication during times of emergency, and 2) funding to secure a 50,000 gallon fueling tank at the Public Works Corporation Yard.

FY 2018-19 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

- Adopted 3-year Goals and 12-month Strategic Objectives
- Updated the City Council Rules of Procedure and Standards of Conduct
- Streamlined permitting processes to allow more businesses to be permitted "by-right" in the downtown and south Main Street commercial areas and adopted a "Pop-Up (temporary use) Permit" to allow pop-up businesses and events to be approved administratively
- Streamlined the regulatory permit process for property and business owners
- Secured \$1.15 million settlement with contractor regarding wastewater utility rates
- Approved a Downtown Economic Strategy
- Passage of Measure E with over 80% support, a 1% transient occupancy tax, dedicated to housing programs and services
- Expanded the definition of tobacco to include electronic smoking devices and vaping products to discourage smoking among youth
- Revised the non-profit program's funding, application, and guidelines

FY 2019-20 Budget Message

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- Refunded the 2006A Water Bonds saving over \$400,000 to the Water Fund
- Revised the Leak Adjustment Policy to extend to Commercial accounts
- Expanded the City's Social Host Accountability Ordinance to Cannabis and Other Controlled and Intoxicating Substances
- Updated the City's Outdoor Display of Governmental and Non-Governmental Flags Policy
- Approved the 2040 City General Plan

Administration

- Began Library, City Hall, and Recreation Facilities Visioning Process
- Launched a digital Laserfiche portal for City records
- Completed AB1234 Ethics Training
- Ensured timely completion of Form 700 Statements
- Conducted 28 active recruitments and onboarded 32 new hires
- Published four quarterly SHINE community newsletters
- Formed Employee Engagement Committee
- Hired new Assistant to City Manager to support completion of City Council goals
- Completed Classification and Compensation study
- Created one-stop emergency preparedness webpage

Finance

- Completed FY 2017-18 audit by December 2018
- Applied for the GFOA CAFR Award for the FY 18 CAFR
- Introduced a community-focused Popular Annual Financial Report (PAFR) for FY 2017-18
- Implemented Auditor recommendations on Policy and Procedure Improvements
- Completed an Actuarial Study of City Pension Liabilities
- Completed the California Municipal Financial Health Diagnostic
- Updated the City's Long Range Financial Forecast

Building & Planning

- Approved 64 projects
- Reviewed 278 sets of Plans
- Performed 1,382 Inspections
- 133 Standard Permits Issued
- 175 Over-the-Counter Permits Issued
- 62 Rapid Permits Issued
- 39 Commercial Permits Issued
- 34 Fire Permits Issued
- 26 Code Compliance Cases opened with 14 of them being closed
- 32 Design Reviews
- 3 Demolitions
- 29 Use Permits

FY 2019-20 Budget Message

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- 17 Short Term Permits/Renewals
- Collected \$1,159,474 in building fees (include impact fees)
- Collected \$264,500 in planning fees

City Attorney

- Provided written and oral legal advice in response to ongoing inquiries from City Council and staff
- Managed all City litigation matters
- 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 in the complex agreements for the Our Town St. Helena and Turley Flats affordable housing projects

Library

- Eliminated fines for late returns which help eliminate barriers that may prevent people from accessing the Library's material and services
- Connected to CENIC's California Research and Education Network (CalREN) which is a high-capacity computer network with more than 8,000 miles of optical fiber and allows for faster connectivity speeds
- Breakfast at the Library program in partnership with the St. Helena Unified School District to provide all children and teens with a free breakfast during the summer school break
- Loaned 148,000 items/99,000 visits to the library
- Over 700 programs offered at the library

Recreation

- Introduction of new holiday events including Jingle All the Way, a December ice skating experience and Home for the Holidays, the City's first ever City tree lighting/holiday party
- Increased martial arts classes to include adult boxing and teen self-defense classes
- Renovated Redwood Room to accommodate larger recreation class sizes
- Developed partnership with Adventist Health to cover the cost of group exercise classes, which include Yoga in the Park, Pilates, and Zumba and included classes lead in Spanish and/or had a Spanish translator available

Fire

- Responded to 899 Calls
 - o Fire – 24
 - o EMS/Rescue – 516
 - o Hazardous Condition – 41
 - o Service Call - 113
 - o Good Intent (cancelled) – 145
 - o False Call – 60

FY 2019-20 Budget Message

Page 6

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- Hired the first 2 Full-time Firefighters, working 8-4 Monday through Friday
 - Retrofit Water Tender 17 – 100% paid for by the Fire Department Association \$140,000
 - Purchased new Type 6 engine – 100% paid for by the Fire Department Association \$262,000
 - New Wildland hose packs purchased – 110% paid for by the Fire Department Association
 - Reduced on scene response times during the day 8-4 Monday through Friday by 20%
 - Chief's new Command Vehicle placed in service

Police

- Procurement and implementation of Body Work Camera Program
- Procurement and implementation of the School Resource Officer Grant, Officer Selection, and Officer placement
- Recruited and trained six new Police Volunteers
- Recruitment and promotion of a Sergeant to fill a forthcoming retirement

Public Works

- R18-79 Pavement Restoration (El Bonita, La Quinta Way, and Kennedy Court) completed
- Lyman Bathroom Remodel Completed
- Crane Bathroom (Bocce Court) Remodel Completed
- Awarded \$556,100 in HSIP Silverado Guardrail Replacement Grant funds
- Railroad Curb Ramp Project Completed
- ADA Curb Ramp Upgrade Project Completed
- Initiated Downtown Streetscape / Main Street Sidewalk Upgrade Project
- Adopted EIR Amendment to Upper York Creek Dam Removal Project
- Initiated WWTP Phase I Upgrade Design
- Hunt Avenue Sidewalk Gap Closure Project Design Completed
- R19-79 Year 1 Pavement Restoration Project Design Completed
- Initiated ongoing Traffic Calming Community Outreach in conjunction with the Police Department
- Initiated Integrated Utility Master Plan
- Initiated Water System Engineering Analysis
- Coordinated with Caltrans to implement audible pedestrian upgrades at the signalized intersections on Main Street.
- Oak Avenue Emergency Storm Drain Replacement Completed
- Emergency Sewer Repair and City Hall Flooring Replacement Completed

FY 2019-20 Budget Message
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FY 2019-20 Budget Overview

The FY 2019-20 budget process began in December 2018 with the Finance Department issuing instructions, budget worksheets, and other budget related files to the Department Heads as outlined in the Budget Calendar.

OPERATION & MAINTENANCE BUDGET BUDGET CALENDAR FISCAL YEAR 2019-20				
Date	Day	Duration	Item	Completed
December 28, 2018	Friday	1 Day	Non-Profit grant application posted and available to applicants	✓
December 31, 2018	Monday	1 Day	Finance Department issues instructions, budget worksheets, and budget narratives to departments	✓
February 4, 2019	Monday	1/2 day	Goal Setting and Work Plan Development 2019 - Special Meeting at the Fire House	✓
February 12, 2019	Tuesday	CC meeting	Staff present Budget Calendar at City Council Meeting Non-Profit Working Group Designated	✓
February 22, 2019	Friday	1 Day	Department Heads submit budget worksheets to Finance Director	✓
February 26, 2019	Tuesday	CC meeting	Council adopts 2019 Workplan	✓
February 25-March 1, 2019		5 working days	Finance Director compiles Revenue/Expense worksheets for review	✓
February 28, 2019	Thursday	1 Day	Non-Profit grant applications due (extended from original date of 1/31/19)	✓
March 1-7, 2019		5 working days	Grant Manager reviews Non-Profit grant applications for eligibility	✓
March 4-15, 2019		10 working days	City Manager, Finance Director, and Department Heads meet to review budgets and verify budget requests align with City Council Goals	✓
March 8, 2019	Friday	1 Day	Non-Profit grant applications given to City Council working group for review	✓
March 26, 2019	Tuesday	CC meeting	Non-Profit summaries presented to City Council for consideration and award Fiscal Health Diagnostic and Long-Range Financial Forecast presented to City Council	✓
March 25-29, 2019		5 working days	Finance Director compiles budget worksheets based on Dept. Head Meetings	✓
March/April 2019	Tuesday		5-year CIP Project list presented to Planning Commission	✓
April 1-5, 2019		5 working days	Follow-up discussions as needed to finalize Department budget requests	✓
April 8-19, 2019		10 working days	Finance prepare draft summary budget to City Manager and draft transmittal letter	✓
April 22-26, 2019		4 days	Finance presents final Operation & Maintenance Budget to City Manager.	✓
May 9, 2019	Thursday	1/2 day	Budget Study Session - 9-noon	✓
May 28, 2019	Tuesday	CC meeting	5-year CIP Presented to City Council for adoption	✓
May 29, 2019	Wednesday	1/2 day	Budget Study Session - 9-noon (if needed)	N/A
June 11, 2019	Tuesday	CC meeting	Council adopts Budget Resolution	
July 1, 2019			Finance prepares final Operation & Maintenance Budget for Distribution	

On May 9, 2019, the draft budget was presented to the City Council for review, discussion, and direction. Direction provided to staff included:

- Providing \$29,400 in funding to Mentis as part of the non-profit grant program
- Decrease the Attorney budget for Wastewater by (\$35,000)
- Provide \$110,000 in funding for three solar programmable message board signs as part of emergency preparedness
- Research cost for a nexus study for inclusionary/workforce housing – this increased the amount in the Draft FY 2019-20 budget from \$20,000 to \$60,000
- Provide additional funding for code enforcement - \$50,000
- Provide additional funding to support Goal 5 - \$20,000

FY 2019-20 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 reflect automatic contract renewal increases for Springbrook, Trakit, etc., an increase in the Department of Dam Safety fees, and adjustments to copies, communications, and department supplies which slightly increased overall expenditures (\$13,500 for the General Fund, \$9,600 for the Water Fund, and \$12,500 for the Wastewater Fund)
- Increased projected revenues by 0.5% for Property Taxes increasing the percentage from 3.5% to 4%
- Decreased the amount to be transferred to Fund 289 – Recreation by \$111,822 based on the projected fund balance as of June 30, 2019

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

The City's three main General Fund revenue sources are property, sales and transient occupancy taxes (TOT), accounting for 89% of General Fund revenues. As noted above, FY 2019-20 revenue projections reflect a prudent conservative posture to safeguard against a deterioration of service levels. Property taxes are projected to increase 4% from the base (removing one-time revenues received in FY 2018-19), sales taxes are projected to increase by 2% (accounting for the loss of A&J Vineyard Supply and utilizing the most conservative assumptions by Avenu Analytics and Insights), and TOT revenues are projected remain flat. FY 2019-20 General Fund revenues are estimated at \$15,026,052, an overall increase of 5%.

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 passage of rate adjustments for both enterprise funds in FY 2017-18 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 Water fund to 50% and the Waste Water fund to 29%.

Water Enterprise Fund revenues are estimated at \$6,557,537, an overall increase of 7% over FY 2018-19.

Wastewater Enterprise Fund revenues are estimated at \$3,356,601, an overall increase of 6% over FY 2018-19.

Expenses

The FY 2019-20 budget incorporates established City Council goals, items related to the After-Incident Action Report following the October 2017 Fire Event, and operational necessities. As

FY 2019-20 Budget Message

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stated in the introduction, the proposed FY 2019-20 operations budget includes approximately \$3 million dedicated to achieving City Council specific goals, \$2.5 million of this is from the City's General Fund.

Highlights of expenditures include:

- Measure T Maintenance of Effort (MOE) requirements and Pavement Restoration
- Transfer of \$380,000 to Civic Capital Improvement Program (CIP) for building maintenance
- Skateboard Park Improvements
- Transfer of \$50,000 to Civic CIP for an emergency fuel station at the Corporation Yard
- Funding of the Americans with Disabilities Act (ADA) Transition Plan
- Purchase of three solar programmable message boards for emergency preparedness
- Pre-funding a portion of the City's retiree medical liability
- Additional accelerated payment for PERS Unfunded Liabilities
- Funding of community serving non-profit organizations
- Funding for a nexus study for inclusionary/workforce housing
- Funding toward Goal 5 to support thriving families and enhance the safety, well-being, and health development of the City's youth
- Replacement of two vehicles
- Funding for a Comprehensive Zoning Code update
- Funding for additional Code Enforcement
- Funding for Jingle All the Way and Home for the Holidays community events
- Funding for Fire Department additional part-time staff and seasonal firefighters and standby for evening/weekend readiness
- Purchase of Street Sweeper

FY 2019-20 General Fund Expenditures are estimated at \$15,026,052, an overall decrease of 1% from the FY 2018-19 Amended Budget. This includes \$1 million in transfers for Civic and Streets capital improvements.

Water Enterprise Fund Expenses are estimated at \$6,557,537, an overall increase of 5% from the FY 2018-19 Amended Budget. This includes \$569,711 in transfers to the Water CIP fund.

Waste Water Enterprise Fund Expenses are estimated at \$3,356,601, an overall increase of 8% from the FY 2018-19 Amended Budget. This includes \$604,254 in transfers to the Wastewater CIP fund.

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 play a critical role in establishing and prioritizing organizational goals and objectives.

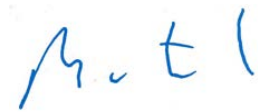
FY 2019-20 Budget Message

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The development and delivery of the proposed budget to Council is the culmination of months of work of staff throughout the organization. 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

INTRODUCTORY SECTION

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City of St. Helena, *California*

CITY COUNCIL

Geoff Ellsworth

Mayor

Paul Dohring

Vice Mayor

Mary Koberstein

Council Member

Anna Chouteau

Council Member

David Knudsen

Council Member



Mark Prestwich – City Manager/Treasurer

Thomas Brown – City Attorney

Cindy Tzaopoulos – City Clerk

ADMINISTRATIVE TEAM

Noah Housh – Planning & Community Improvement Director

April Mitts – Finance Director

John Sorensen – Fire Chief

Kathy Robinson – Human Resources & Information Technology Director

Chris Kreiden – Library Director

Timothy Foley – Police Chief

Erica Ahmann Smithies – Public Works Director

André Pichly – Recreation Director

BOARDS/COMMISSIONS/COMMITTEES

Board of Library Trustees

Parks and Recreation Commission

Planning Commission

Active Transportation & Sustainability Committee

CITY OF ST. HELENA
FUND BUDGET SUMMARY
Fiscal Year 2019/2020

	ESTIMATED 6/30/2019 FUND BALANCE*	PROPOSED 2020 REVENUES	PROPOSED 2020 EXPENDITURES	PROJECTED 6/30/2020 ENDING BALANCE*
FUND 101, GENERAL FUND	6,230,068	15,026,052		
Non-Departmental			1,843,105	
City Council			351,577	
City Manager/Clerk/Human Resources			1,086,780	
Finance			504,030	
City Attorney			441,000	
Planning/Building			1,454,557	
Library			1,031,603	
Recreation			273,814	
Fire			1,412,085	
Police			3,379,393	
Public Works			3,248,108	
TOTAL GENERAL FUND	\$ 6,230,068	\$ 15,026,052	\$ 15,026,052	\$ 6,230,068
OTHER FUNDS				
Fund 210, Community Development Block Grant	-	-	-	-
Fund 211, Environmental Protection Agency Grant	(0)	20,000	20,000	(0)
Fund 212, Department of Homeland Security	-	1,000	1,000	-
Fund 213, Gang Violence Suppression Grant	-	-	-	-
Fund 216, Public Safety Impact Fees	393,948	39,000	16,741	416,207
Fund 218, Public Library Foundation	1,282	10	-	1,292
Fund 219, CLSA Library Restoration	1,327	25	-	1,352
Fund 220, Napa Valley Now	0	-	-	0
Fund 222, Park Bond Act	222	-	-	222
Fund 223, Skate Park Lighting	1,193	12	-	1,205
Fund 224, Public Safety (COPS)	32,735	126,500	133,400	25,835
Fund 225, State Gas Tax 2105	102,987	34,636	54,000	83,623
Fund 226, State Gas Tax 2106	42,647	21,415	48,000	16,062
Fund 227, State Gas Tax 2107	88,375	50,194	93,000	45,569
Fund 228, State Gas Tax 2107.5	9,862	2,100	-	11,962
Fund 229, State Gas Tax 2103	59,151	52,389	-	111,540
Fund 230, Road Maint & Rehab Account	102,738	108,712	-	211,450
Fund 235, Measure A	178,921	42,085	42,085	178,921
Fund 237, Emergency Flood Relief	170,378	1,800	-	172,178
Fund 238, Training Development	16,006	2,150	8,000	10,156
Fund 240, Measure T	1,200,600	1,200,360	-	2,400,960
Fund 241, Measure T Class 1 Trails	67,400	85,700	-	153,100
Fund 278, BSCC Grant	2,564	150	-	2,714
Fund 279, Asset Forfeiture	57,251	10,550	6,500	61,301

	ESTIMATED 6/30/2019 FUND BALANCE*	PROPOSED 2020 REVENUES	PROPOSED 2020 EXPENDITURES	PROJECTED 6/30/2020 ENDING BALANCE*
Fund 280, Teen Center	5,426	-	-	5,426
Fund 283, Tree City USA	111,379	122,293	122,293	111,379
Fund 286, Bocce Ball	83,703	40,500	66,686	57,517
Fund 287, Harvest Festival	5,133	19,500	15,100	9,533
Fund 288, Fourth of July	(477)	50,800	50,300	23
Fund 289, Recreation Programs	197,770	362,215	487,940	72,045
Fund 290, Tourism Improvement District	6,714	537,111	536,661	7,164
Fund 291, SB-1186 State Fees	7,430	3,250	5,762	4,918
Fund 295, N.O.A.A.	2,644	28	-	2,672
Fund 329, Stabo Trust	36,393	360	-	36,753
Fund 375, Murray Ex Trust	46,832	2,125	45,000	3,957
Fund 380, Friends and Foundation	6,513	135,000	135,000	6,513
Fund 381, Ryan Library Trust	12,379	450	-	12,829
Fund 382, Martin Library Trust	22,837	600	-	23,437
Fund 384, Tweed Trust Enhancement Dist	667,472	54,200	50,000	671,672
Fund 420, Fire Station GO Bonds	12,071	-	-	12,071
Fund 443, South St. Helena Drainage	29,376	300	-	29,676
Fund 561, Water Enterprise**	2,980,327	6,557,537	6,557,537	2,980,327
Fund 571, Sewer Enterprise**	784,673	3,356,601	3,117,576	1,023,698
Fund 582, Garage	(35,798)	245,654	245,104	(35,248)
Fund 592, Equipment Replacement	149,355	50,000	-	199,355
Fund 593, Fire Capital Equipment Replacement	187,761	47,631	40,000	195,392
TOTAL OTHER FUNDS	\$ 7,849,501	\$ 13,384,943	\$ 11,897,685	\$ 9,336,759
CAPITAL FUNDS				
Fund 700, Flood Control Protection	152,383	51,600	-	203,983
Fund 713, Civic Improvement Impact Fees	591,805	66,500	1,856	656,449
Fund 734, Park Impact Fees	852,201	158,000	-	1,010,201
Fund 740, Traffic Mitigation Impact Fees	2,437,483	100,000	-	2,537,483
Fund 742, Storm Drain Impact Fees	674,398	31,500	-	705,898
Fund 744, Housing Impact Fees	(0)	-	-	(0)
Fund 745, Parking In-Lieu	540,884	6,100	-	546,984
Fund 751, Affordable Housing	674,254	118,500	40,000	752,754
Fund 752, Measure E	-	270,330	-	270,330
Fund 764, Water Impact Fees	156,289	46,600	-	202,889
Fund 774, Wastewater Impact Fees	602,129	21,200	-	623,329
TOTAL CAPITAL FUNDS	\$ 13,240,331	\$ 2,697,201	\$ 1,906,626	\$ 14,030,906

*Estimated Balances are Unassigned Fund Balance.

**Beginning Balances for Fund 561 and Fund 571 are the Unrestricted Net Position.

SCHEDULE OF TRANSFERS
Fiscal Year 2019/2020

#	FROM:	TO:	DESCRIPTION	Amount
FROM: GENERAL FUND				
1	101	283	Tree City Operations	122,293
2	101	289	Recreation Operations	208,715
3	101	288	4th of July	20,000
4	101	581	Retiree Medical	152,000
5	101	592	Equipment Replacement Fund	50,000
6	101	700	Capital Reserve Requirement Flood Project	50,000
7	101	733	ADA Transition - Facilities	103,000
8	101	733	Civic CIP	380,000
9	101	733	Fuel Station at Corporation Yard	50,000
10	101	741	Streets CIP - MOE Measure T R18-79	379,189
11	101	241	Streets CIP - Measure T Class 1 Trails	85,000
TOTAL TRANSFERS FROM GENERAL FUND				1,600,197
FROM: TID				
12	290	101	TID Assessment Admin Fee	5,367
TOTAL TRANSFERS FROM TID FUND				5,367
FROM: WATER OPERATIONS FUND				
13	561	763	Water CIP	534,779
TOTAL TRANSFERS FROM WATER FUND				534,779
FROM: WASTEWATER OPERATIONS FUND				
14	571	773	Waste Water CIP	604,254
TOTAL TRANSFERS FROM WASTEWATER FUND				604,254

TOTAL TRANSFERS 2,744,597

SCHEDULE OF TRANSFERS
Fiscal Year 2019/2020

SUMMARY TRANSFERS OUT:			
General Fund	101	=	1,600,197
TID Fund	290	=	5,367
Water Fund	561	=	534,779
Waste Water Fund	571	=	604,254
TOTALS:			2,744,597

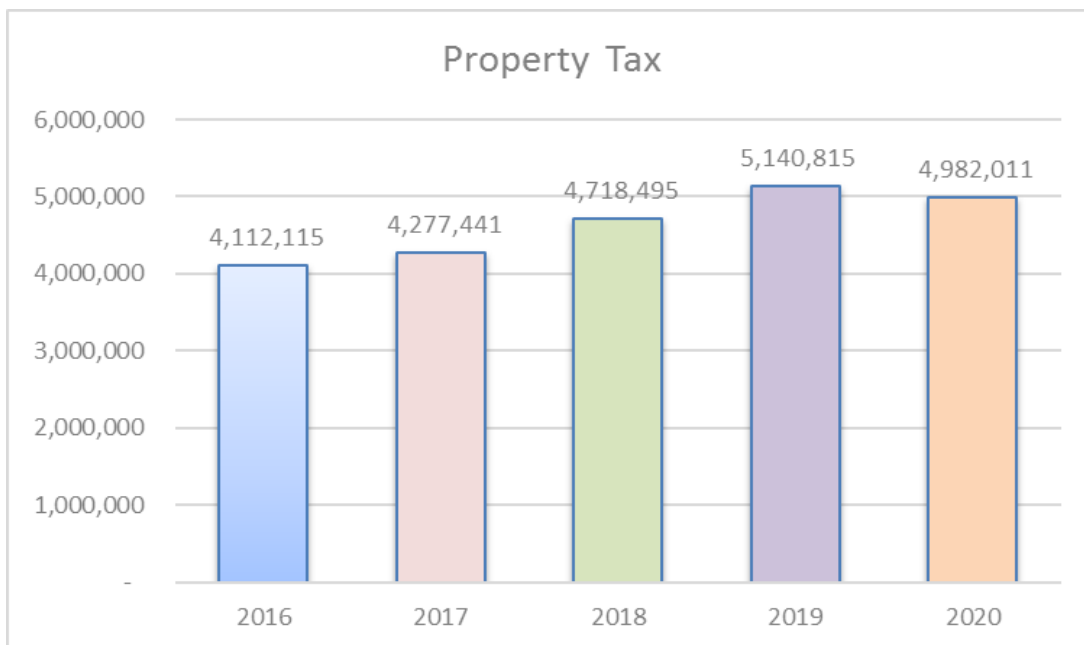
SUMMARY TRANSFERS IN:			
OPERATIONS			
General Fund	101	=	5,367
Tree City	283	=	122,293
Recreation	289	=	208,715
Fourth of July	288	=	20,000
Reitree Medical	581	=	152,000
Capital Equipment	592	=	50,000
Subtotal Operations			558,375
CAPITAL			
Measure T Class 1 Trails	241	=	85,000
Capital Reserve - Flood Control	700	=	50,000
Civic CIP	733	=	533,000
Streets CIP	741	=	379,189
Water CIP	763	=	534,779
Wastewater CIP	773	=	604,254
Subtotal Capital			2,186,222
TOTALS:			2,744,597

**CITY OF ST. HELENA
DESCRIPTIONS OF REVENUE SOURCES**

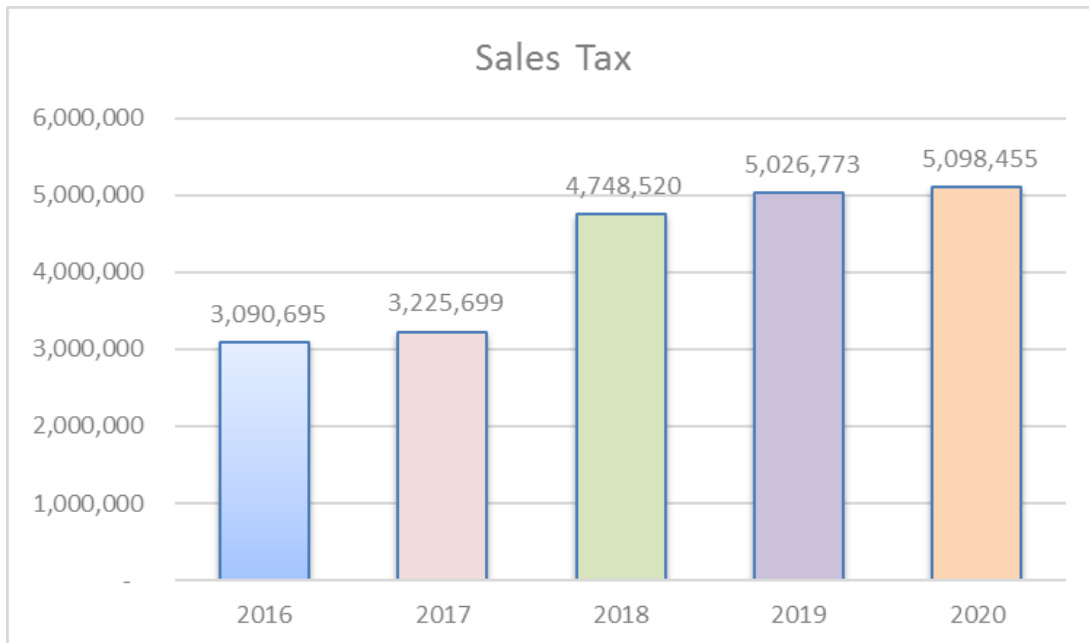
FISCAL YEAR 2019-20

GENERAL FUND

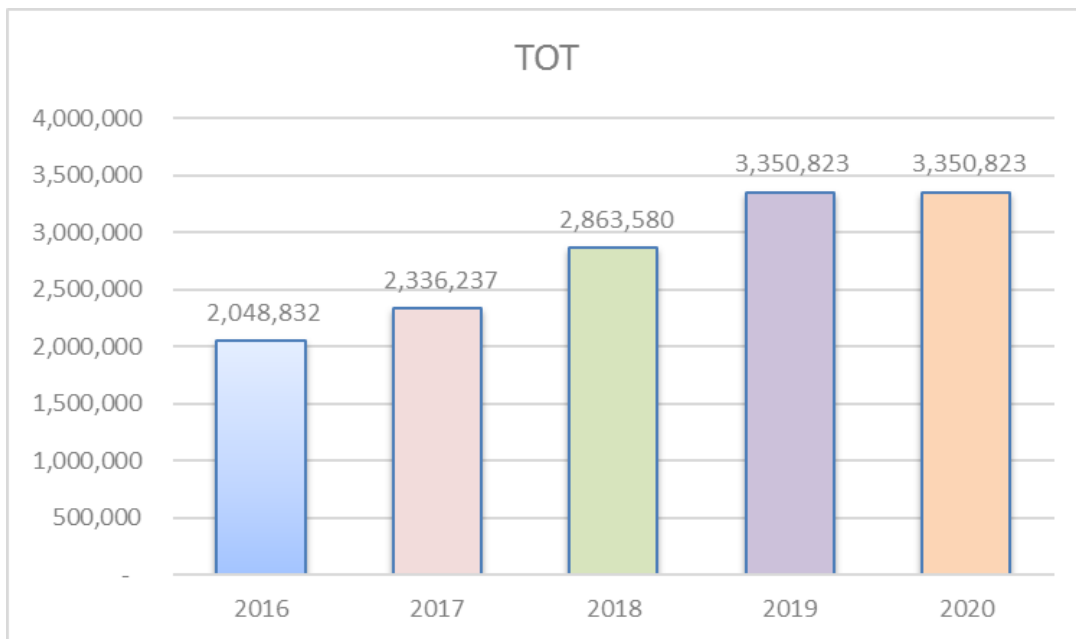
Property Taxes (\$4,982,011) - Real property within the City is taxed at 1% of assessed value as determined by the County Assessor. The City's share of this tax is approximately 16%. For fiscal year 2019-20 a growth factor of 3.5% has been applied. The growth factor has been applied to the FY 2018-19 Adjusted budget of \$4,798,429 instead of the Estimated amount of \$5,140,815. The FY 2018-19 Estimated amount includes non-budgeted ERAF received for \$342,386. 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.



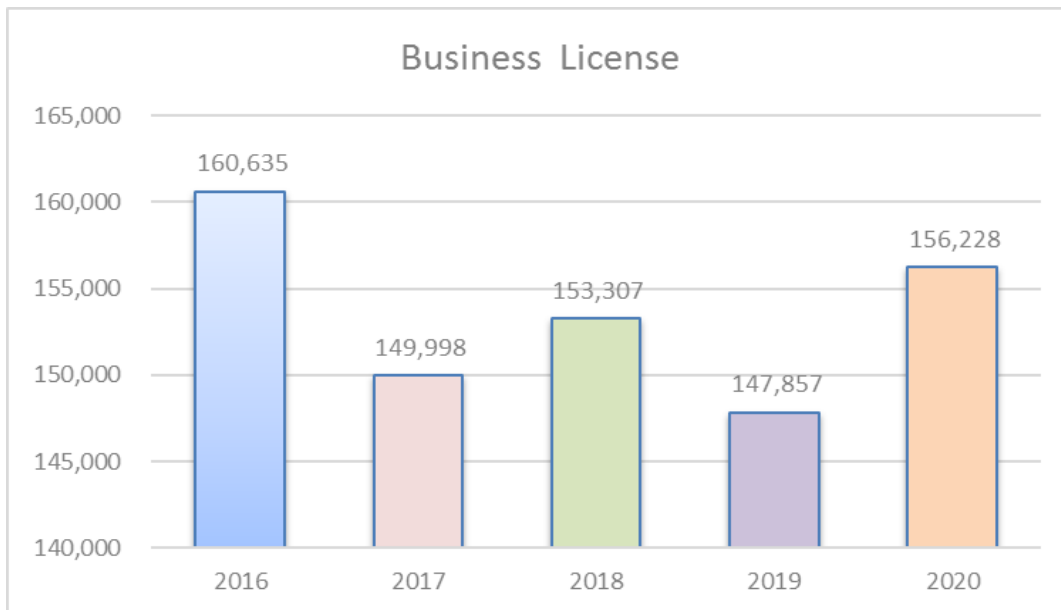
Sales Tax and Sales Tax in Lieu (\$5,098,455) - The City receives 1.5% of retail sales made within the City limits. Sales tax in St. Helena is derived from a diversity of commercial operations such as wineries, tasting rooms, retail shops, restaurants, building supply, and car dealers. Estimates for sales tax are based on the conservative model presented by Avenue Insights & Analytics, the City's sales tax consultant. Sales tax for the City is estimated to grow by about 2%; however, the estimated sales tax for FY 2019-20 removes taxes received from businesses which have since closed.



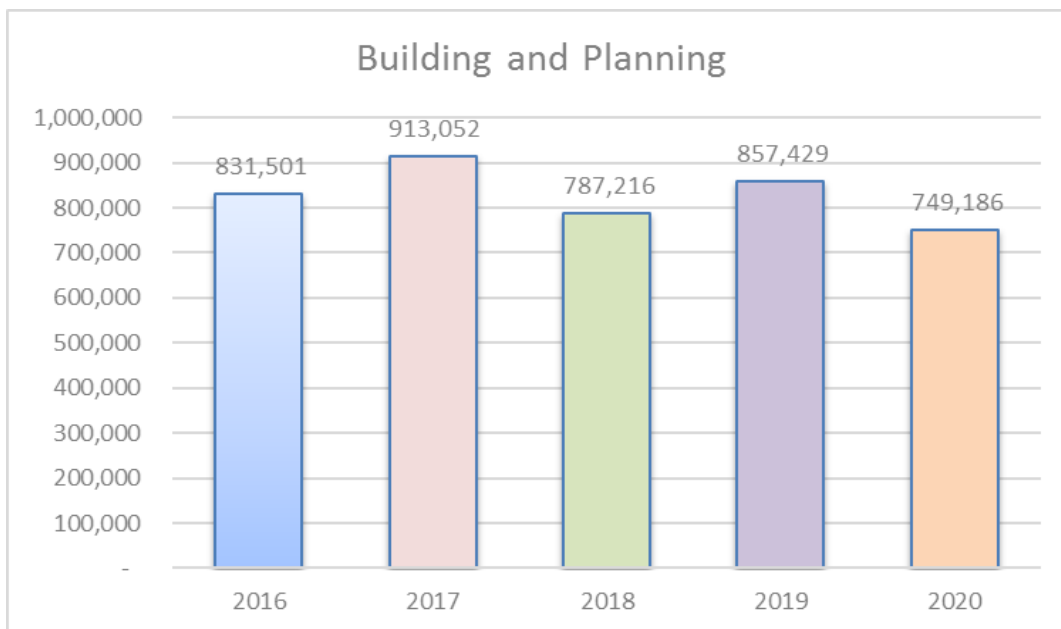
Transient Tax (\$3,350,823) – The City has a tax rate of 12% on all overnight stays when occupying a room, rooms, or other living space in a hotel, inn, tourist home or house, motel, or other lodging if the stay is for a period of 31 days or less. The tax is paid by the guests staying at these accommodations. FY 2017-18 and FY 2018-19 experienced an increase in revenues due to the opening of Las Alcobas which opened in April 2017. This revenue is estimated to remain flat in FY 2019-20



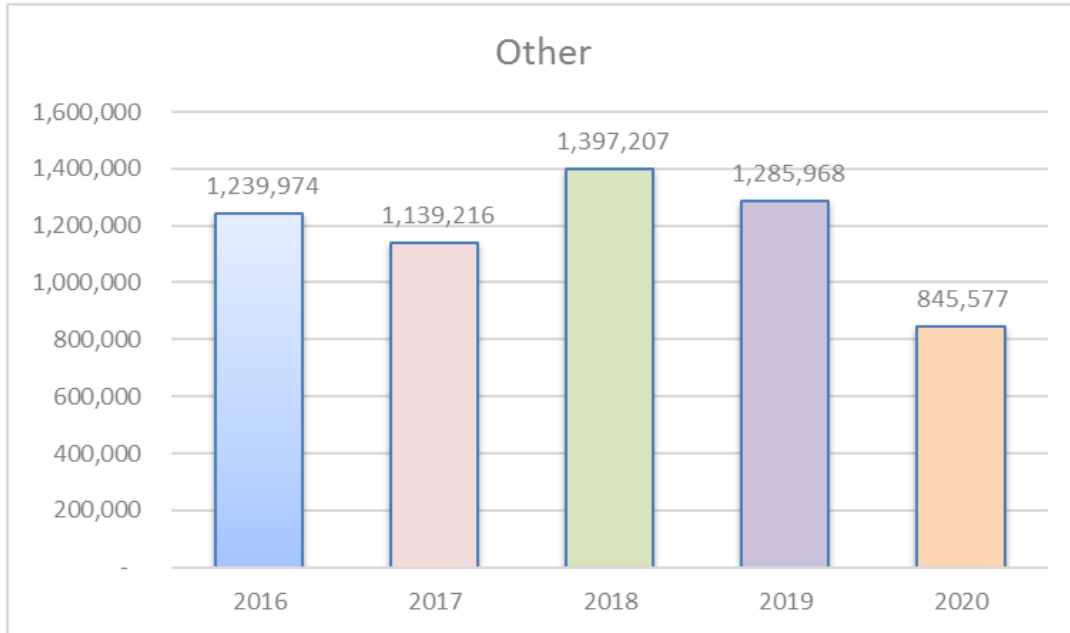
Business License Tax (\$156,228) - This revenue is generated by a license tax paid by all businesses operating within the City. A modest 5% increase is projected for FY 2019-20.



Building & Planning Revenue (\$749,186) - This category includes revenues for Building Permits, Building Inspection and Administrative Fees, Planning Application and Permit Fees, and Short-Term Rental Permit Fees. Revenues are projected to be an overall 13% decrease primarily due to City Council adoption of streamlined Planning review process.

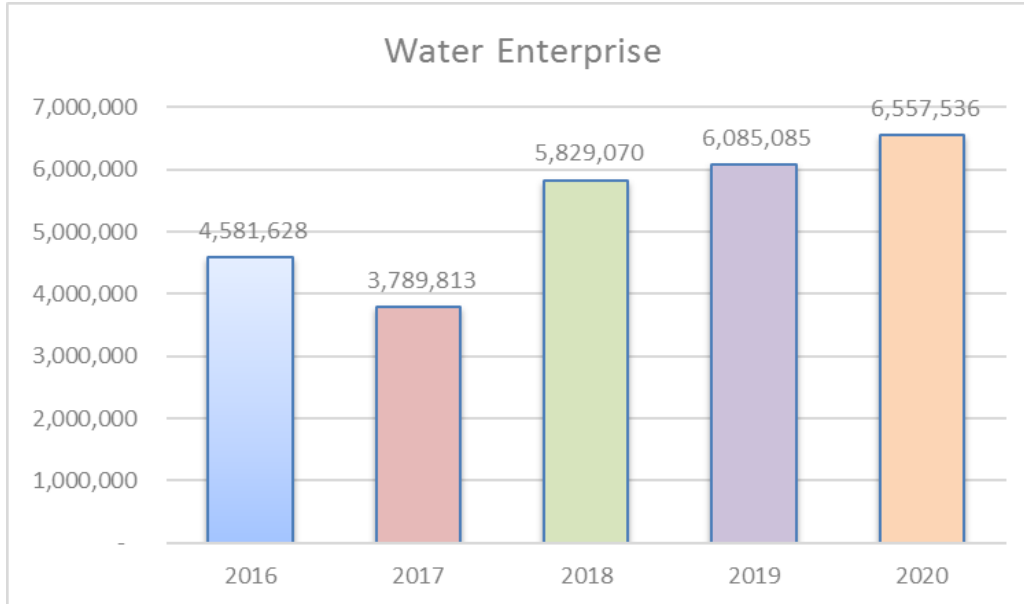


Other (\$845,577) - This category includes revenues for Franchise Taxes, Charges for Services, Fines and Forfeits, Development Fees, Intergovernmental Fees, Interest and Rents, and Miscellaneous General Fund Revenues. Revenues for FY 2019-20 are estimated to be lower due to one-time and non-predicted revenues received in FY 2017-18 and FY 2018-19.

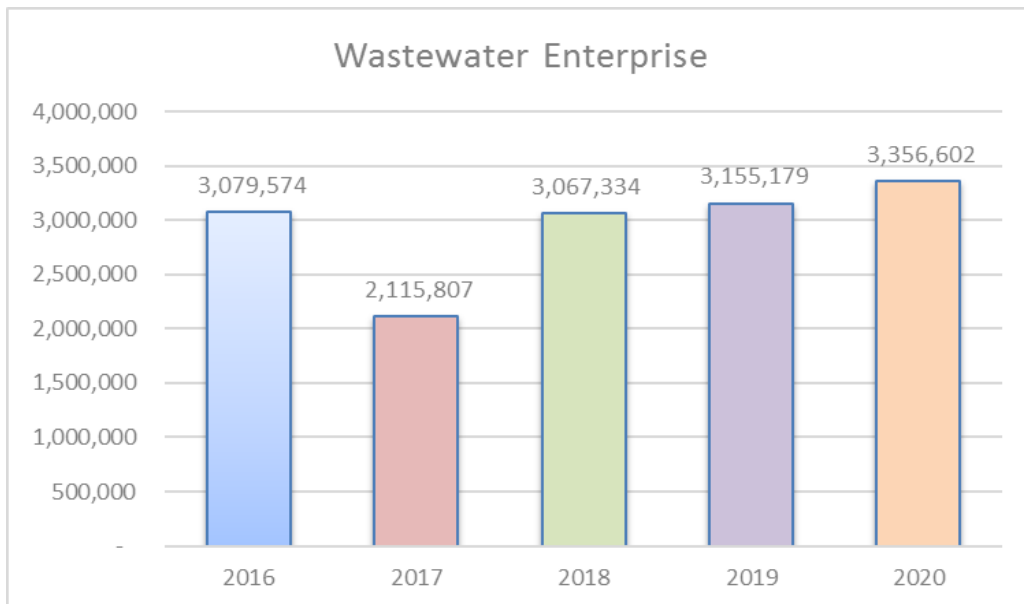


ENTERPRISE FUNDS

Water Enterprise Service Charges (\$6,557,536) - Revenues charged to users of the municipal water system. A multi-year rate increase was approved by Council in November 2017. Funds are used to pay for debt service payments, operations and maintenance, and capital projects.



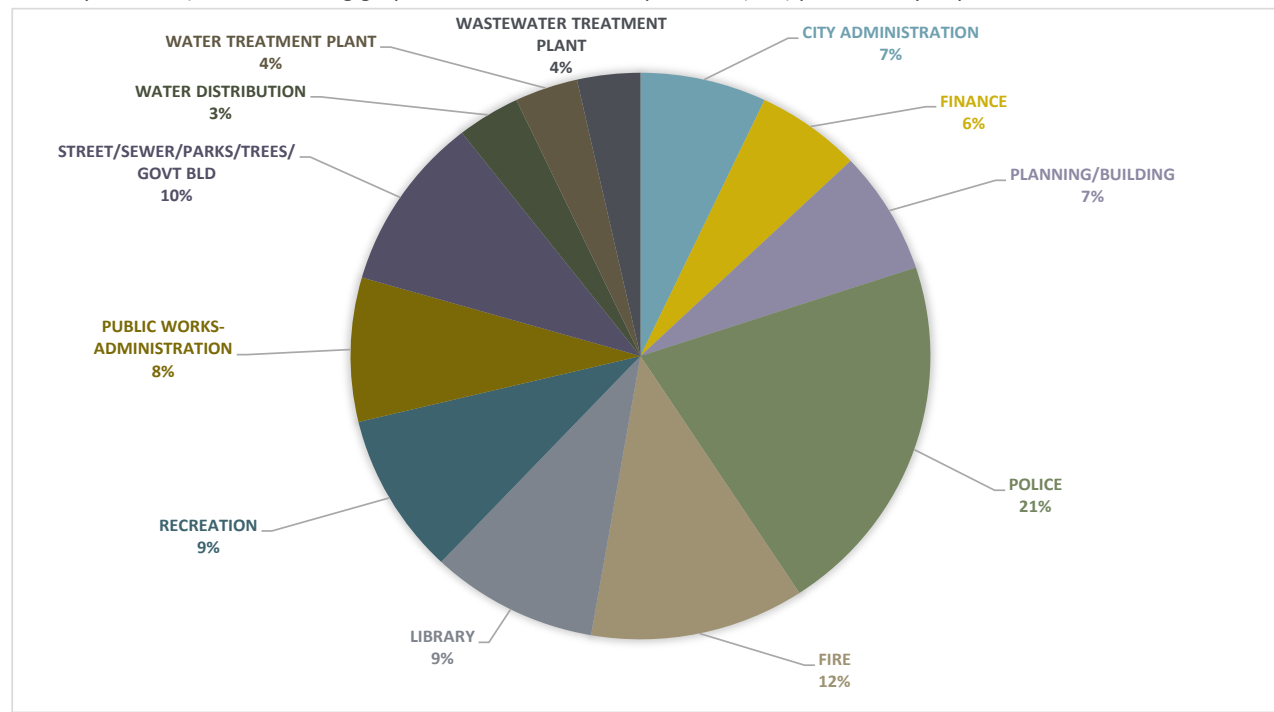
Wastewater (Sewer) Enterprise Service Charges (\$3,356,602) - Revenues charged to users of the municipal sewer system. A long-range financial plan and multi-year rate increase was approved by Council in November 2017. Funds are used to pay for debt service payments, operations and maintenance, and capital projects.



CITY OF ST. HELENA
ALLOCATION OF CITY POSITIONS
Fiscal Year 2019-20

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 50% of the total operational budget; amounting to \$12,208,257 (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 15/16	FY 16/17	FY 17/18	FY 18/19	FY 19/20	CURRENT +/-
CITY ADMINISTRATION	4.60	4.50	5.00	6.00	6.00	0.00
FINANCE	5.00	5.00	5.00	5.00	5.00	0.00
PLANNING/BUILDING	3.00	4.50	5.00	6.00	6.00	0.00
POLICE	16.50	16.75	17.75	17.75	17.75	0.00
FIRE	1.20	5.95	6.35	8.63	10.20	1.57
LIBRARY	10.20	7.99	7.95	7.95	7.95	0.00
RECREATION	5.60	6.85	7.85	7.85	7.85	0.00
PUBLIC WORKS-ADMINISTRATION	5.07	6.00	6.00	7.00	7.00	0.00
STREET/SEWER/PARKS/TREES/GOVT BLD	0.00	0.00	7.00	8.00	8.50	0.50
WATER DISTRIBUTION	4.00	4.15	4.00	3.00	3.00	0.00
WATER TREATMENT PLANT	3.00	3.15	3.00	3.00	3.00	0.00
WASTEWATER TREATMENT PLANT	3.00	3.00	3.00	3.00	3.00	0.00
BUILDING MAINTENANCE	0.25	0.25	0.00	0.00	0.00	0.00
STREET MAINTENANCE	3.20	2.10	0.00	0.00	0.00	0.00
TREE CITY USA	0.10	0.10	0.00	0.00	0.00	0.00
PARKS MAINTENANCE	4.65	3.65	0.00	0.00	0.00	0.00
CITY GARAGE	0.80	0.60	0.00	0.00	0.00	0.00
TOTAL FTE'S	70.17	74.54	77.90	83.18	85.25	2.07

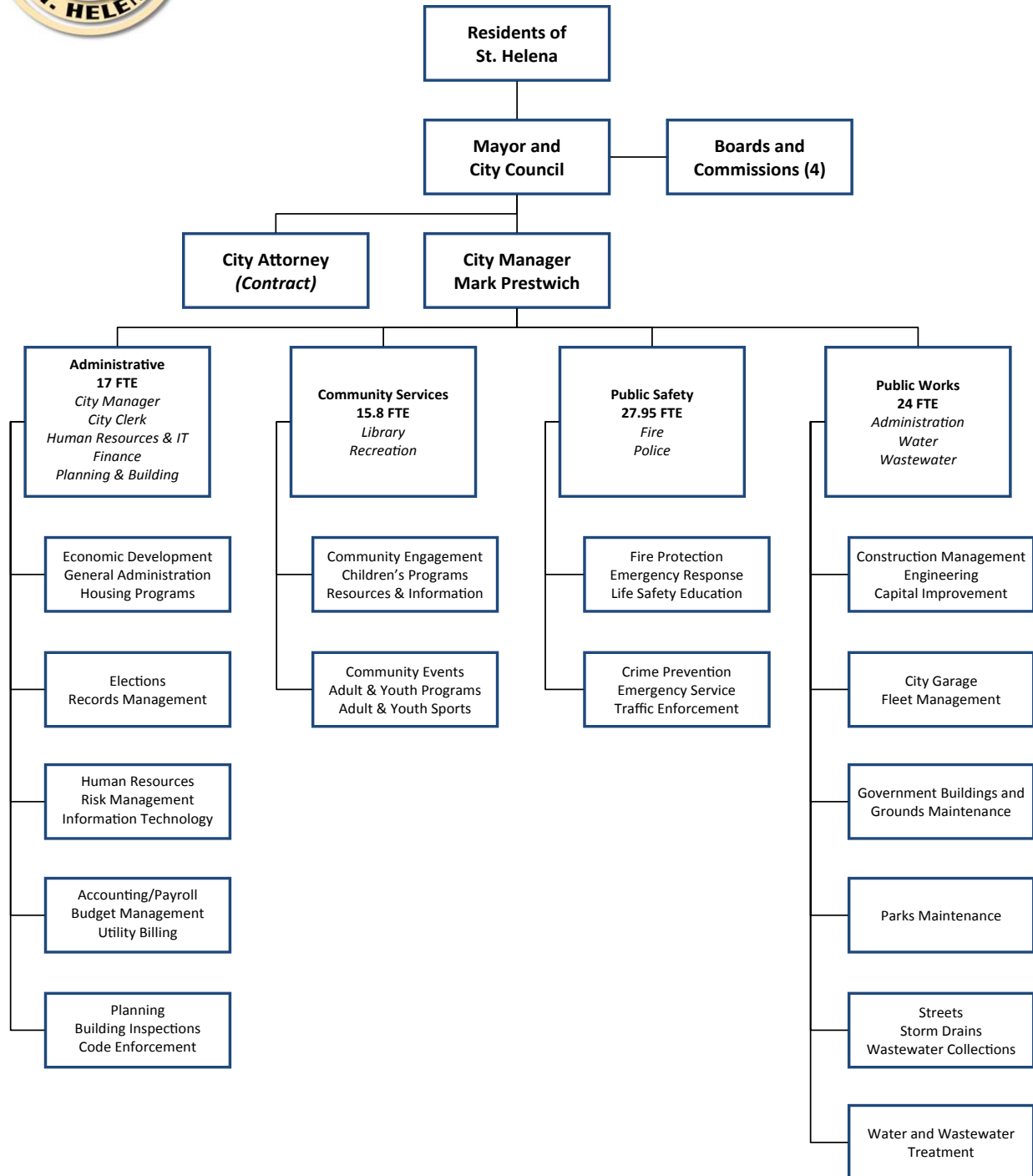
Authorized positions for fiscal year 2020 are 84.75 FTE's. Part-time positions make up 14.97 FTE's of the total FTE's. Not included in the above figures are 1 Mayor, 4 Council Members, 5 Planning Commissioners, Recreation Program Instructors or Tree Maintenance Workers who are hired on an as needed basis.

The proposed budget shows the addition of part-time and seasonal Fire Fighters equivalent to 1.57 FTE. They will be utilized to maintain staffing levels at the Fire Department. During fiscal year 2019, City Council approved a full-time Assistant to the City Manager position which added 1 FTE to City Administration. A part-time limited term Senior Planner was added in the FY 19 budget, which was later modified to a full-time position by approval of the City Council. The FY 2019/20 Proposed Budget includes the addition of a Maintenance Worker that would be split 50% for Public Works Maintenance and 50% for Bocce Maintenance. Current salary allocations already included 0.5 FTE for Bocce Maintenance, so the net impact is 0.5 FTE to Public Works. Salaries and benefits compromise of approximately 50% of the total City budget (removing transfers to internal funds and CIP project funds).



City of St. Helena

Fiscal Year 2019/20 Organizational Chart



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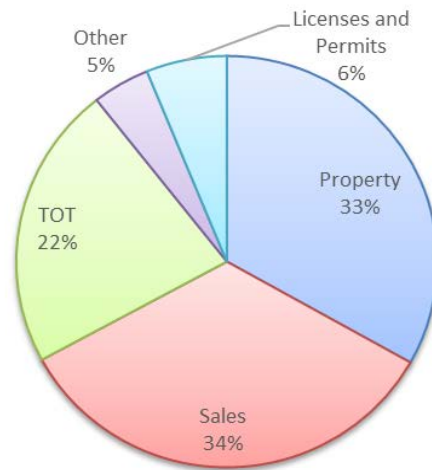
GENERAL FUND

The General Fund is used to account for resources traditionally associated with government, which are not required legally or by sound financial management to be accounted for in another fund.

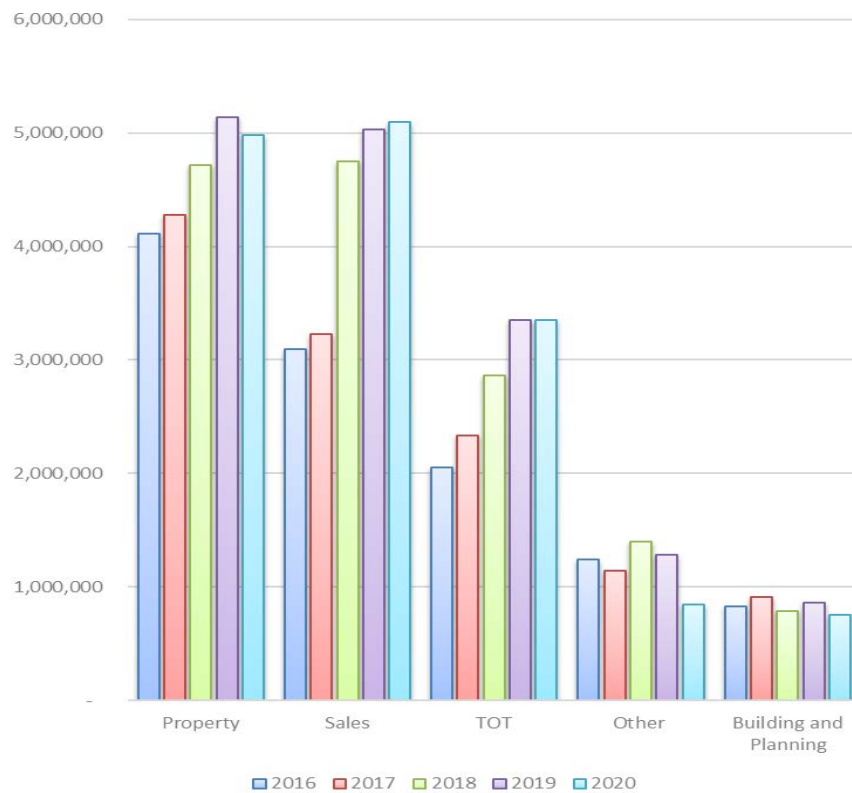
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**CITY OF ST. HELENA
GENERAL FUND REVENUES - \$15,026,052**

FISCAL YEAR 2019-20



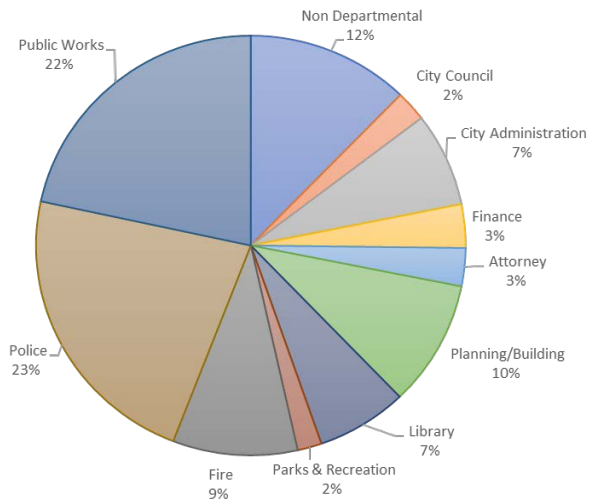
GENERAL FUND REVENUE COMPARISON



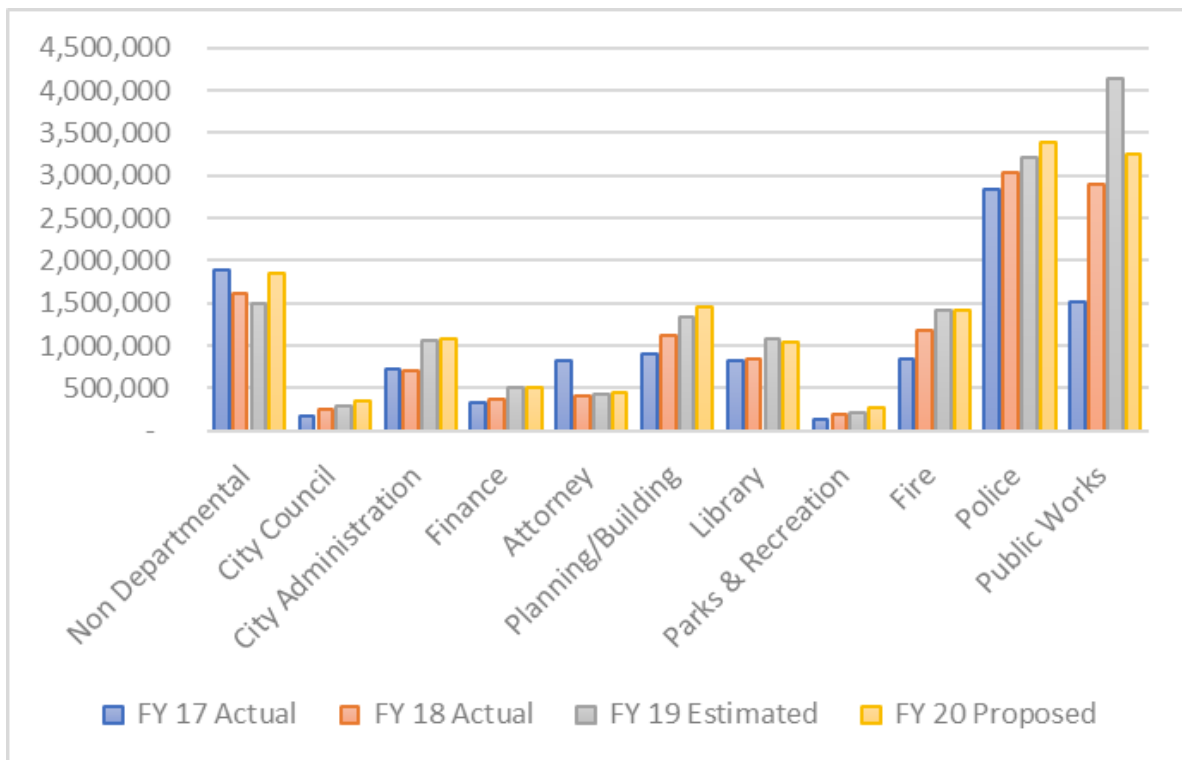
**CITY OF ST. HELENA
GENERAL FUND YEAR EXPENDITURES - \$15,026,052**

BY DEPARTMENT

FISCAL YEAR 2019-20



GENERAL FUND YEAR OVER YEAR EXPENDITURES



		Actual	Actual	Actual	Adopted	Adjusted	Estimated	Proposed
Account	Description	2016	2017	2018	2019	2019	2019	2020
Property Taxes								
101-30-10-00-00	Property Tax-Secured	3,187,030	3,295,653	3,616,167	3,634,763	3,866,253	3,866,253	4,020,903
101-30-11-00-00	ERAF Shift to State	89,610	94,115	200,292	-	-	342,386	-
101-30-20-00-00	Property Tax-Unsecured	114,923	117,577	121,534	126,189	126,189	126,189	131,237
101-30-30-00-00	Prior Year Property Tax	1,506	3,736	1,160	600	600	600	600
101-30-90-00-00	Real Property Transfer Tax	110,376	111,591	82,829	120,611	120,611	120,611	120,611
101-32-05-00-00	In Lieu VLF	593,294	639,236	681,160	668,216	668,216	668,216	691,604
101-32-20-00-00	Homeowner Property Tax	15,376	15,533	15,352	16,560	16,560	16,560	17,057
Property Taxes		4,112,115	4,277,441	4,718,495	4,566,939	4,798,429	5,140,815	4,982,011
Sales Tax								
101-30-40-00-00	Retail Sales/Use Tax	2,511,879	2,868,566	2,950,480	3,146,890	3,146,890	3,158,700	3,220,900
101-30-42-00-00	Public Safety Sales Tax	57,794	60,197	71,117	58,485	58,485	56,373	59,655
101-30-43-00-00	Sales Tax In Lieu	521,022			-	-		-
101-30-44-00-00	Measure D	-	296,936	1,726,923	1,573,445	1,573,445	1,811,700	1,817,900
Sales Tax		3,090,695	3,225,699	4,748,520	4,778,820	4,778,820	5,026,773	5,098,455
Transient Occupancy Taxes								
101-30-41-00-00	Sales Tax Increment Res 91-18				-	-		-
101-30-50-00-00	Transient Occupancy Tax	2,014,498	2,281,834	2,841,607	3,341,964	3,341,964	3,341,964	3,341,964
101-30-51-00-00	Transient Tax Penalty	34,334	54,403	21,973	8,859	8,859	8,859	8,859
Transient Occupancy Taxes		2,048,832	2,336,237	2,863,580	3,350,823	3,350,823	3,350,823	3,350,823
Other Taxes								
101-30-60-00-00	Franchise Tax	192,986	209,478	215,346	208,755	208,755	208,755	208,755
Other Taxes		192,986	209,478	215,346	208,755	208,755	208,755	208,755
Charges for Service								
101-30-61-00-00	Comcast PEG Access Fees	28,302	17,809	23,133	24,720	24,720	24,720	35,000
101-30-75-00-00	Fire Inspection Fees	716	1,320	605	1,030	1,030	1,300	1,300
101-31-21-00-00	Building Inspection Fees	3,818	540		3,605	3,605	-	-
101-31-22-00-00	Building Admin Fees	4,098	135		3,605	3,605	-	-
101-31-23-00-00	Other Fire Revenues	25,775		8	-	-	-	-
101-33-10-00-00	Planning Fees	103	(4)	(5,703)	100	100	-	-
101-33-30-00-00	Sales Of Maps/Publications	21	193	163	165	165	165	165
101-33-50-00-00	Police Services	31,833	28,771	24,457	30,900	30,900	35,500	35,500
101-33-51-00-00	Animal Control Services				-	-		-
101-33-60-00-00	Administrative Fees	100	1,500	7,515	7,725	7,725	7,725	7,725
101-33-70-00-00	Planning Fees	14,525	62,345	16,508	17,047	17,047	85,000	13,638
101-33-80-00-00	Engineering Fees	812	7,057	7,710	7,210	7,210	2,500	2,500
101-33-90-00-00	Street/Sidewalk/Curb Repair	-		-	-	-	-	-
Charges for Service		110,102	119,666	74,395	96,107	96,107	156,910	95,828
Fines and Forfeits								
101-31-40-00-00	Vehicle Code Fines	30,230	40,727	29,160	26,780	26,780	26,780	27,583
101-31-50-00-00	Other Police Fines	37,872	24,134	40,613	27,810	27,810	28,000	28,280
101-31-55-00-00	A/R Late Penalty	1,658	4,463	4,427	2,993	2,993	4,500	4,725
101-33-63-00-00	Civil Penalties	41,000	65,400	106,778	550	550	15,000	30,000
101-34-20-00-00	Library Fines & Fees	15,539	7,585	6,032	7,070	7,070	3,937	-
Fines and Forfeits		126,299	142,309	187,010	65,203	65,203	78,217	90,588
Licenses and Permits								
101-30-70-00-00	Application & Permit Fees	1,825	3,975	10,915	2,575	2,575	8,000	8,240
101-30-80-00-00	Business License	159,728	149,779	152,551	147,290	147,290	147,520	154,896
101-30-81-00-00	Business License Penalty	906	219	756	567	567	1,269	1,332
101-31-20-00-00	Building Permits	486,542	549,240	492,301	486,160	486,160	486,160	486,160
101-33-15-00-00	Short Term Rental Permit	17,200	13,500	31,500	9,000	9,000	11,250	27,500
101-33-74-00-00	Planning App & Permit Fees	303,472	283,125	235,830	266,854	266,854	266,854	213,483
101-33-84-00-00	Public Works App & Permit Fees	37,300	39,725	38,500	36,050	36,050	36,050	37,132
101-33-86-00-00	Well Permit Fee	1,300	1,300	1,300	1,300	1,300	2,600	1,300
Licenses and Permits		1,008,273	1,040,863	963,653	949,796	949,796	959,703	930,043
Development Fees								
101-33-81-00-00	Public Works Land & Dev Fees	21,600	20,800	20,325	13,519	13,519	28,000	28,000
Development Fees		21,600	20,800	20,325	13,519	13,519	28,000	28,000

		Actual	Actual	Actual	Adopted	Adjusted	Estimated	Proposed
Account	Description	2016	2017	2018	2019	2019	2019	2020
Intergovernmental								
101-32-10-00-00	Motor Vehicle In-Lieu	2,447	4,391	(3,176)	2,575	2,575	2,950	3,039
101-32-40-00-00	Highway Maintenance							-
101-32-70-00-00	County Fire Contract	48,855	48,855	48,855	48,855	48,855	48,855	48,855
101-32-80-00-00	Emergency Relief	207,525	122,712	301,210			226,460	-
101-34-61-49-00	Contrib from Gov - Police	1,351			2,500	2,500	1,000	-
101-34-71-00-00	Reimb State Mandated Costs	21,037		7,965	2,020	2,020	2,020	2,040
101-34-73-00-00	Other State Revenue	5,008	19	7	5,050	5,050	-	-
101-34-75-00-00	Restitution	14,186	3,848	9,775	-	-	162,727	-
101-36-80-00-00	Library Abatement	3,784	2,903	4,842	3,636	3,636	-	3,672
101-38-00-80-00	Restitution Revenue				-	-		-
101-38-70-00-00	Allocation from Other Agency				-	-	-	
Intergovernmental		304,193	182,726	369,478	64,636	64,636	444,012	57,606
Interest and Rents								
101-31-70-00-00	Investment Earnings	50,720	(40,336)	(41,299)	25,000	25,000	25,000	28,000
101-34-76-00-00	Cash Overage/Shortage	(250)	0	(0)	-	-	-	-
101-31-75-00-00	Interest Income	1,569		4,834	-	-	(93)	-
101-36-10-00-00	Rental Income	165,340	180,809	214,450	67,000	67,000	132,000	67,000
101-36-11-00-00	Tennis Court Rentals	5,504	5,827	1,425	4,040	4,040	1,425	1,425
Interest and Rents		222,883	146,300	179,410	96,040	96,040	158,332	96,425
Miscellaneous								
101-33-20-00-00	Legal Cost Recovery	48,052	158,922	10,683	45,000	45,000	45,000	25,000
101-33-21-00-00	Storm Drain Cost Recovery	-			-	-	-	-
101-33-40-00-00	Other Filing/Certification Fee	21	193	163	165	165	165	165
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	3,277	3,030	3,030	3,030	3,030
101-34-23-00-00	Library Lost Material	-	503	313	404	404	500	404
101-34-24-00-00	Library Room Rental	-	430	110	354	354	354	354
101-34-31-00-00	Donations	1,743	1,000		-	-		-
101-34-51-00-00	Sale of Capital Assets	-		18,137	-	-	1,155	-
101-34-60-00-00	Contributions from non-govt	-		87,500	-	-		-
101-34-61-00-00	Contributions from Government	-			-	-		-
101-34-61-46-00	Contributions from Gov - Library			5,883	1,000	1,000		-
101-34-68-00-00	TID Admin Fee	-			-	-		-
101-34-70-00-00	Other Revenue	32,055	22,118	25,166	20,200	20,200	55,699	55,000
101-34-74-00-00	Insurance Refund	223			-	-		-
101-39-98-00-00	Operating Transfers In	3,043	3,530	3,574	3,565	3,565	3,565	3,565
Miscellaneous		85,137	190,126	174,805	73,718	73,718	109,468	87,518
TOTALS		11,323,118	11,891,645	14,515,018	14,264,356	14,495,846	15,661,808	15,026,052

GENERAL FUND DEPARTMENT SUMMARY					
Department	Description	FY 17 Actual	FY 18 Actual	FY 19 Estimated	FY 20 Proposed
4000	Non Departmental	1,888,296	1,615,954	1,499,690	1,843,105
4100	City Council	169,672	254,477	284,471	351,577
4200	City Administration	723,505	697,666	1,052,482	1,086,780
4300	Finance	323,782	363,561	500,691	504,030
4400	Attorney	813,547	417,302	425,000	441,000
4500	Planning/Building	898,802	1,117,438	1,344,377	1,454,557
4600	Library	823,975	843,002	1,076,883	1,031,603
4728	Parks & Recreation	125,021	186,585	217,821	273,814
4800	Fire	835,760	1,170,284	1,411,879	1,412,085
4900	Police	2,841,072	3,036,206	3,211,516	3,379,393
5000	Public Works	1,514,934	2,889,509	4,136,231	3,248,108
Grand Total		10,958,367	12,591,985	15,161,042	15,026,052

GENERAL FUND DEPARTMENT SUMMARY	
Unassigned Ending Fund Balance @ 6/30/2018	6,230,068
Estimated Revenue @ 6/30/2019	15,026,052
Estimated Expenses @ 6/30/2019	15,026,052
Transfers to other funds	
Revenue Less Expenses	-
Use of Reserves	-
Assigned for Economic Uncertainty	100,000
Estimated Unassigned Net Position	6,130,068
Percent of Expenses Based on Total Net Position	41%

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CITY COUNCIL (4100)

City Council

Geoff Ellsworth – Mayor
Paul Dohring – Vice Mayor
Mary Koberstein – Council Member
Ana Chouteau – Council Member
David Knudsen – 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 17 Actual	FY 18 Actual	FY 19 Estimated	FY 20 Proposed
101	General Fund	169,672	254,477	277,649	351,577
561	Water Enterprise	26,581	11,765	16,771	18,488
571	Sewer Enterprise	21,484	11,745	16,771	18,488
751	Affordable Housing	-	-	10,000	25,000
Grand Total		217,738	277,988	321,191	413,553

CITY COUNCIL EXPENSES BY OBJECT CODE					
Object Code	Description	FY 17 Actual	FY 18 Actual	FY 19 Estimated	FY 20 Proposed
20	Salaries & Benefits	108,530	78,280	111,811	123,253
21	Services	56,414	105,802	31,863	66,400
22	Supplies	1,557	1,301	9,500	4,500
24	Taxes, Insurances & Contributi	51,236	92,605	174,839	219,400
Grand Total		217,738	277,988	328,013	413,553

Budget Council 4100					
Account Number	Description	FY 17 Actual	FY 18 Actual	FY 19 Estimated	FY 20 Proposed
101	General Fund				
41	Council				
101-41-00-20-20	Temp/Part Time	11,448	12,656	12,600	12,600
101-41-00-20-40	FICA/Medicare	1,208	1,253	1,285	1,285
101-41-00-20-45	Employer PERS	1,631	(2,169)	212	-
101-41-00-20-47	PERS Unfunded Liability	-	1,234	353	-
101-41-00-20-50	Employee PERS	729	482	202	-
101-41-00-20-55	Health Insurance	47,687	37,186	59,028	67,806
101-41-00-20-75	Deferred Comp	4,615	4,127	4,589	4,586
20	Salaries & Benefits	67,318	54,769	78,269	86,277
101-41-00-21-10	Communications	3,113	1,480	2,345	2,900
101-41-00-21-15	Postage	121	24	100	100
101-41-00-21-40	Professional Fees	4,800	8,075	9,219	39,000
101-41-00-21-45	Other Contract Services	27,185	79,500	2,344	-
101-41-00-21-53	Memberships & Publications	5,038	4,770	6,300	6,800
101-41-00-21-55	Training & Conference	9,304	11,953	12,605	17,600
21	Services	49,561	105,802	32,913	66,400
101-41-00-22-12	Computer Equipment	470	243	6,450	1,000
101-41-00-22-13	Office Supplies	582	797	1,889	2,500
101-41-00-22-15	Special Department Supplies	505	262	289	1,000
22	Supplies	1,557	1,301	8,628	4,500
101-41-00-24-05	Contributions	51,236	92,605	157,839	194,400
24	Taxes, Insurances & Contributi	51,236	92,605	157,839	194,400
00	General Fund	169,672	254,477	277,649	351,577
561	Water Enterprise				
41	Council				
561-41-00-20-20	Temp/Part Time	3,563	2,744	2,700	2,700
561-41-00-20-40	FICA/Medicare	387	269	275	275
561-41-00-20-45	Employer PERS	915	(468)	45	-
561-41-00-20-47	PERS Unfunded Liability	-	265	76	-
561-41-00-20-50	Employee PERS	212	103	43	-
561-41-00-20-55	Health Insurance	16,525	7,968	12,649	14,530
561-41-00-20-75	Deferred Comp	1,553	884	983	983
20	Salaries & Benefits	23,155	11,765	16,771	18,488
561-41-00-21-10	Communications	3,427	-	-	-
21	Services	3,427	-	-	-
00	Water Fund	26,581	11,765	16,771	18,488
571	Sewer Enterprise				
41	Council				
571-41-00-20-20	Temp/Part Time	2,906	2,725	2,700	2,700
571-41-00-20-40	FICA/Medicare	311	268	275	275
571-41-00-20-45	Employer PERS	658	(468)	45	-
571-41-00-20-47	PERS Unfunded Liability	-	265	76	-
571-41-00-20-50	Employee PERS	176	103	43	-
571-41-00-20-55	Health Insurance	12,787	7,968	12,649	14,530
571-41-00-20-75	Deferred Comp	1,219	884	983	983
20	Salaries & Benefits	18,057	11,745	16,771	18,488
571-41-00-21-10	Communications	3,427	-	-	-
21	Services	3,427	-	-	-
00	Wastewater Fund	21,484	11,745	16,771	18,488

Budget Council 4100					
Account Number	Description	FY 17 Actual	FY 18 Actual	FY 19 Estimated	FY 20 Proposed
751	Affordable Housing				
41	Council				
751-41-00-24-05	Contributions	-	-	10,000	25,000
24	Taxes, Insurances & Contributi	-	-	10,000	25,000
00	Affordable Housing	-	-	10,000	25,000
Grand Total		217,738	277,988	321,191	413,553

CITY COUNCIL - 4100
EXPENSE DETAIL

Description	Object Code	Funding Source	Total Budgeted
Professional Fees	2140	101	
Public Engagement - Goal Setting		5,000	5,000
Public Engagement - Good Governance		5,000	5,000
Planning Commission - Governance		2,500	2,500
Youth Initiative		20,000	20,000
Miscellaneous Services		6,500	6,500
TOTAL - Professional Fees	2140	\$ 39,000	\$ 39,000
Memberships & Publications	2153	101	
League of California Cities		5,500	5,500
NCLOG		300	300
Miscellaneous		1,000	1,000
TOTAL - Memberships & Publications	2153	\$ 6,800	\$ 6,800
Training and Conferences	2155	101	
NLOG Meetings		2,100	2,100
League of California Cities		7,500	7,500
Miscellaneous Council Training/Meetings		8,000	8,000
TOTAL - Training and Conferences	2155	\$ 17,600	\$ 17,600
Contributions	2405	101	751
Community Enrichment Grants			
Boys & Girls Club - Homework Assistance		5,000	- 5,000
Friends of Cameo		10,000	10,000
Kiwanis Foundation St. Helena		1,500	1,500
Community Organizations Active in Disaster (COAD) - Table-Top Exercise		2,500	2,500
Music in the Vineyards		2,500	2,500
NapaShakes		4,500	4,500
Nimbus Arts		6,000	6,000
St. Helena Community Band		5,000	5,000
St. Helena Choral Society		3,000	3,000
Vailima Foundation		5,000	5,000
St. Helena Historical Society		5,000	5,000
Programmatic Grants			
Boys & Girls Club - Teen Center		30,000	
Our Town St. Helena			25,000 25,000
California Federation of Women		1,200	1,200
Collabria Care		6,000	6,000
Community Organizations Active in Disaster (COAD) - Community Preparedness Events		5,300	5,300
Rianda House		30,000	30,000
St. Helena Farmers' Market		2,500	2,500
St. Helena Little League		10,000	10,000
UpValley Family Center		30,000	30,000
Mentis		29,400	29,400
TOTAL - Contributions	2405	\$ 194,400	\$ 25,000 \$ 219,400

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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 6 FTE staff members consisting of:

City Manager (1)
 City Clerk (1)
 HR/IT Director (1)
 Assistant to the City Manager (1)
 Administrative Records Assistant (1)
 HR Administrative Assistant (1)

ADMINISTRATION EXPENSES BY FUND					
Fund	Description	FY 17 Actual	FY 18 Actual	FY 19 Estimated	FY 20 Proposed
101	General Fund	723,505	697,666	1,052,482	1,086,780
561	Water Enterprise	139,696	201,838	255,510	253,230
571	Sewer Enterprise	139,788	200,619	174,779	193,507
Grand Total		1,002,989	1,100,122	1,482,771	1,533,517

ADMINISTRATION EXPENSES BY OBJECT CODE					
Object Code	Description	FY 17 Actual	FY 18 Actual	FY 19 Estimated	FY 20 Proposed
20	Salaries & Benefits	861,818	881,238	918,501	1,096,579
21	Services	114,543	187,925	465,520	296,563
22	Supplies	22,150	12,048	71,345	92,400
23	Maintenance	299	16,214	21,455	43,525
26	Capital	4,179	2,698	5,950	4,450
Grand Total		1,002,989	1,100,122	1,482,771	1,533,517

Budget City Manager 4200					
Account Number	Description	FY 17 Actual	FY 18 Actual	FY 19 Estimated	FY 20 Proposed
101	General Fund				
42	City Manager				
101-42-00-20-10	Salary-Regular	354,856	99,994	127,742	195,879
101-42-00-20-20	Temp/Part Time	51,403	947	-	-
101-42-00-20-30	Overtime	178	-	-	-
101-42-00-20-40	FICA/Medicare	28,660	7,821	7,049	12,563
101-42-00-20-45	Employer PERS	60,388	6,184	8,474	13,870
101-42-00-20-47	PERS Unfunded Liability	-	11,529	13,617	24,458
101-42-00-20-55	Health Insurance	67,815	11,890	15,797	29,392
101-42-00-20-61	Workers Comp	9,050	2,702	2,811	4,087
101-42-00-20-65	SDI	2,710	972	747	1,451
101-42-00-20-71	Unemployment	878	-	-	-
101-42-00-20-75	Deferred Comp	6,283	1,371	1,668	3,299
101-42-00-20-85	Auto Allowance	6,476	3,371	3,900	7,020
101-42-00-20-89	Chartity Event Reimbursement	875	-	-	-
20	Salaries & Benefits	589,571	146,781	181,805	292,019
101-42-00-21-05	Advertising	5,855	-	-	-
101-42-00-21-10	Communications	4,729	5,019	5,000	3,500
101-42-00-21-15	Postage	629	205	400	400
101-42-00-21-30	Professional Contracts	101	1,500	-	-
101-42-00-21-45	Other Contract Services	38,255	9,555	25,000	30,000
101-42-00-21-53	Memberships & Publications	4,604	1,800	3,000	4,100
101-42-00-21-55	Training & Conference	22,163	3,545	12,500	16,800
101-42-00-21-56	Admin Recruitment	33,204	-	-	-
101-42-00-21-60	Other Travel	-	-	100	100
21	Services	109,538	21,624	46,000	54,900
101-42-00-22-12	Computer Equipment	1,579	2,157	1,000	1,000
101-42-00-22-13	Office Supplies	2,710	337	1,000	1,000
101-42-00-22-14	Election Expense	12,794	321	-	-
101-42-00-22-15	Special Department Supplies	2,988	1	7,550	8,500
22	Supplies	20,071	2,816	9,550	10,500
101-42-00-23-35	Software Maintenance	147	35	-	-
23	Maintenance	147	35	-	-
101-42-00-26-40	Furniture & Fixtures	4,179	-	1,450	1,450
101-42-00-26-60	Capital Imp Buildings	-	-	-	-
26	Capital	4,179	-	1,450	1,450
00	General Fund	723,505	171,256	238,805	358,869
561	Water Enterprise				
42	City Manager				
561-42-00-20-08	Post-Employment Disbursement	-	-	-	-
561-42-00-20-10	Salary-Regular	77,066	33,984	39,305	60,271
561-42-00-20-20	Temp/Part Time	17,134	316	-	-
561-42-00-20-30	Overtime	12	-	-	-
561-42-00-20-40	FICA/Medicare	6,347	2,658	2,169	3,865
561-42-00-20-45	Employer PERS	15,402	2,094	2,608	4,268
561-42-00-20-47	PERS Unfunded Liability	-	3,844	13,617	7,526
561-42-00-20-55	Health Insurance	14,408	4,095	4,861	9,077
561-42-00-20-61	Workers Comp	2,044	901	865	1,257
561-42-00-20-65	SDI	527	330	230	440
561-42-00-20-75	Deferred Comp	1,414	469	513	1,015
561-42-00-20-85	Auto Allowance	1,759	1,131	1,200	2,160
561-42-00-20-89	Chartity Event Reimbursement	-	-	-	-
561-42-00-20-97	Housing Allowance	-	-	-	-
20	Salaries & Benefits	136,112	49,820	65,368	89,879

Budget City Manager 4200					
Account Number	Description	FY 17 Actual	FY 18 Actual	FY 19 Estimated	FY 20 Proposed
561-42-00-21-30	Professional Contracts	10	-	500	-
561-42-00-21-45	Other Contract Services	1,667	-	2,000	-
561-42-00-21-55	Training & Conference	(317)	-	500	-
561-42-00-21-56	Admin Recruitment	1,129	-	-	-
21	Services	2,489	-	3,000	-
561-42-00-22-12	Computer Equipment	530	640	500	500
561-42-00-22-15	Special Department Supplies	489	-	-	-
22	Supplies	1,020	640	500	500
561-42-00-23-35	Software Maintenance	76	-	-	-
23	Maintenance	76	-	-	-
00	Water Enterprise	139,696	50,460	68,868	90,379
571	Sewer Enterprise				
42	City Manager				
571-42-00-20-10	Salary-Regular	77,066	33,984	29,479	45,203
571-42-00-20-20	Temp/Part Time	17,134	316	-	-
571-42-00-20-30	Overtime	12	-	-	-
571-42-00-20-40	FICA/Medicare	6,347	2,658	1,627	2,899
571-42-00-20-45	Employer PERS	15,427	2,094	1,956	3,201
571-42-00-20-47	PERS Unfunded Liability	-	3,844	3,142	5,644
571-42-00-20-50	Employee PERS	-	-	-	-
571-42-00-20-55	Health Insurance	14,408	4,095	3,646	6,783
571-42-00-20-61	Workers Comp	2,044	921	649	943
571-42-00-20-65	SDI	526	330	172	335
571-42-00-20-75	Deferred Comp	1,413	468	385	761
571-42-00-20-85	Auto Allowance	1,759	1,131	900	1,620
20	Salaries & Benefits	136,136	49,840	41,956	67,389
571-42-00-21-45	Other Contract Services	1,667	-	2,000	-
571-42-00-21-55	Training & Conference	(317)	-	300	-
571-42-00-21-56	Admin Recruitment	1,167	-	-	-
21	Services	2,517	-	2,300	-
571-42-00-22-12	Computer Equipment	638	640	500	500
571-42-00-22-15	Special Department Supplies	421	-	-	-
22	Supplies	1,059	640	500	500
571-42-00-23-35	Software Maintenance	76	-	-	-
23	Maintenance	76	-	-	-
00	Sewer Enterprise	139,788	50,480	44,756	67,889
Grand Total		1,002,989	272,195	352,429	517,137

ADMINISTRATION CITY MANAGER - 4200
EXPENSE DETAIL

Description	Object Code	Funding Source and			Total Budgeted
		Amount Per Funding Source			
<i>Other Contract Services</i>	<i>2145</i>	<i>101</i>	<i>561</i>	<i>571</i>	
Miscellaneous Contracts		25,000	-	-	25,000
Executive Team Retreat		5,000			5,000
TOTAL - Other Contract Services	2145	\$ 30,000	\$ -	\$ -	\$ 30,000
<i>Memberships & Publications</i>	<i>2153</i>	<i>101</i>	<i>561</i>	<i>571</i>	
CCMF		400	-	-	400
ICMA		2,000	-	-	2,000
MMANC		200	-	-	200
Misc for Assist. To CM		1,500	-	-	1,500
TOTAL - Memberships & Publications	2153	\$ 4,100	\$ -	\$ -	\$ 4,100
<i>Training and Conferences</i>	<i>2155</i>	<i>101</i>	<i>561</i>	<i>571</i>	
ICMA		3,500	-	-	3,500
City Manager Training		8,000	-	-	8,000
League of California Cities		1,800	-	-	1,800
Misc Training for Asst. to CM		3,500	-	-	3,500
TOTAL - Training and Conferences	2155	\$ 16,800	\$ -	\$ -	\$ 16,800

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Budget City Clerk 4210					
Account Number	Description	FY 17 Actual	FY 18 Actual	FY 19 Estimated	FY 20 Proposed
101	General Fund				
42	City Clerk				
101-42-10-20-10	Salary-Regular	-	128,463	139,453	147,265
101-42-10-20-40	FICA/Medicare	-	10,009	10,847	11,445
101-42-10-20-45	Employer PERS	-	7,731	8,899	9,899
101-42-10-20-47	PERS Unfunded Liability	-	13,929	14,299	17,466
101-42-10-20-55	Health Insurance	-	28,263	28,985	29,310
101-42-10-20-61	Workers Comp	-	6,305	6,486	4,715
101-42-10-20-65	SDI	-	1,233	1,365	1,429
101-42-10-20-75	Deferred Comp	-	2,489	2,473	2,471
101-42-10-20-85	Auto Allowance	-	2,000	1,920	1,920
20	Salaries & Benefits	-	200,423	214,727	225,920
101-42-10-21-05	Advertising	-	4,545	5,800	5,800
101-42-10-21-45	Other Contract Services	-	8,840	121,114	35,576
101-42-10-21-53	Memberships & Publications	-	1,689	2,040	2,040
101-42-10-21-55	Training & Conference	-	2,873	14,600	8,720
101-42-10-21-60	Other Travel	-	-	100	-
21	Services	-	17,946	143,654	52,136
101-42-10-22-12	Computer Equipment	-	729	5,075	1,000
101-42-10-22-13	Office Supplies	-	1,187	1,000	1,000
101-42-10-22-14	Election Expense	-	254	35,000	50,000
101-42-10-22-15	Special Department Supplies	-	66	300	300
22	Supplies	-	2,236	41,375	52,300
101-42-10-26-40	Furniture & Fixtures	-	500	2,000	500
26	Capital	-	500	2,000	500
10	General Fund	-	221,106	401,756	330,856
561	Water Enterprise				
42	City Clerk				
561-42-10-20-10	Salary-Regular	-	23,350	24,581	26,161
561-42-10-20-40	FICA/Medicare	-	1,815	1,936	2,056
561-42-10-20-45	Employer PERS	-	1,370	1,530	1,701
561-42-10-20-47	PERS Unfunded Liability	-	2,380	14,299	3,002
561-42-10-20-55	Health Insurance	-	4,601	7,524	7,575
561-42-10-20-61	Workers Comp	-	1,351	1,297	943
561-42-10-20-65	SDI	-	224	242	256
561-42-10-20-75	Deferred Comp	-	396	753	753
561-42-10-20-85	Auto Allowance	-	250	720	720
20	Salaries & Benefits	-	35,736	52,882	43,167
561-42-10-21-45	Other Contract Services	-	8,840	3,736	7,198
561-42-10-21-55	Trainng & Conference	-	-	1,470	1,470
21	Services	-	8,840	5,206	8,668
561-42-10-22-12	Computer Equipment	-	391	3,610	1,000
22	Supplies	-	391	3,610	1,000
10	Water Enterprise	-	44,968	61,698	52,835
571	Sewer Enterprise				
42	City Clerk				
571-42-10-20-10	Salary-Regular	-	23,350	18,226	19,270
571-42-10-20-40	FICA/Medicare	-	1,815	1,431	1,511

Budget City Clerk 4210					
Account Number	Description	FY 17 Actual	FY 18 Actual	FY 19 Estimated	FY 20 Proposed
571-42-10-20-45	Employer PERS	-	1,370	1,159	1,289
571-42-10-20-47	PERS Unfunded Liability	-	2,380	1,862	2,274
571-42-10-20-55	Health Insurance	-	4,600	5,189	5,232
571-42-10-20-61	Workers Comp	-	1,351	865	629
571-42-10-20-65	SDI	-	224	179	187
571-42-10-20-75	Deferred Comp	-	396	502	502
571-42-10-20-85	Auto Allowance	-	250	480	480
20	Salaries & Benefits	-	35,736	29,893	31,374
571-42-10-21-45	Other Contract Services	-	8,840	3,736	7,198
571-42-10-21-55	Training & Conference	-	-	1,470	1,470
21	Services	-	8,840	5,206	8,668
571-42-10-22-12	Computer Equipment	-	391	3,610	1,000
22	Supplies	-	391	3,610	1,000
10	Sewer Enterprise	-	44,968	38,709	41,042
Grand Total		-	311,041	502,163	424,733

ADMINISTRATION CITY CLERK 4210
EXPENSE DETAIL

Description	Object Code	Funding Source and			Total Budgeted				
		Amount Per Funding Source							
<i>Other Contract Services</i>	<i>2145</i>	<i>101</i>	<i>561</i>	<i>571</i>					
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 Board Manager			500	500	500	1,500			
iCompass City Council/Planning Annual Renewal Agenda Management			2,940	368	368	3,676			
iCompass PRA Module Annual Renewal			504	63	63	630			
ECS - Public Facing Laserfiche Link Annual Renewal			1,700	1,700	1,700	5,100			
ECS - Quickfields			2,262	2,262	2,262	6,786			
Document Scanning			20,000	-	-	20,000			
ECS (laserfiche) Annual Renewal			1,735	1,735	1,735	5,205			
TOTAL - Other Contract Services	2145	\$	35,576	\$	7,198	\$	7,198	\$	49,972
<i>Memberships & Publications</i>	<i>2153</i>	<i>101</i>	<i>561</i>	<i>571</i>					
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
<i>Training and Conferences</i>	<i>2155</i>	<i>101</i>	<i>561</i>	<i>571</i>					
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
<i>Computer Equipment</i>	<i>2212</i>	<i>101</i>	<i>561</i>	<i>571</i>					
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 Human Resources and IT 4220

Account Number	Description	FY 17 Actual	FY 18 Actual	FY 19 Estimated	FY 20 Proposed
101	General Fund				
42	Human Resources and IT				
101-42-20-20-10	Salary Regular	-	127,495	129,837	142,228
101-42-20-20-20	Temp/Part Time	-	11,831	-	-
101-42-20-20-30	Overtime	-	53	-	-
101-42-20-20-40	FICA/Medicare	-	10,642	9,407	10,122
101-42-20-20-45	Employer PERS	-	9,362	9,967	11,731
101-42-20-20-47	PERS Unfunded Liability	-	17,715	16,015	20,698
101-42-20-20-55	Health Insurance	-	27,656	34,342	31,755
101-42-20-20-61	Workers Comp	-	5,404	3,654	4,087
101-42-20-20-65	SDI	-	1,146	1,118	1,197
101-42-20-20-75	Deferred Comp	-	2,888	2,063	2,062
101-42-20-20-85	Auto Allowance	-	2,745	1,560	1,560
20	Salaries & Benefits	-	216,938	207,963	225,440
101-42-20-21-05	Advertising	-	1,056	7,000	7,000
101-42-20-21-30	Professional Contracts	-	64,433	152,723	93,781
101-42-20-21-46	Website Support	-	15	3,500	3,500
101-42-20-21-53	Memberships & Publications	-	2,391	2,570	2,200
101-42-20-21-55	Training & Conference	-	3,319	12,300	12,650
101-42-20-21-56	Admin Recruitment	-	4,420	4,500	4,500
101-42-20-21-60	Other Travel	-	24	100	100
21	Services	-	75,658	182,693	123,731
101-42-20-22-12	Computer Equipment	-	299	3,025	13,175
101-42-20-22-13	Office Supplies	-	1,016	1,775	2,800
101-42-20-22-15	Special Department Supplies	-	2,167	3,000	3,000
22	Supplies	-	3,482	7,800	18,975
101-42-20-23-35	Software Maintenance	-	7,029	10,965	26,409
23	Maintenance	-	7,029	10,965	26,409
101-42-20-26-40	Furniture & Fixtures	-	2,198	2,500	2,500
26	Capital	-	2,198	2,500	2,500
20	General Fund	-	305,304	411,921	397,055
561	Water Enterprise				
42	Human Resources and IT				
561-42-20-20-10	Salary Regular	-	42,498	39,950	43,763
561-42-20-20-20	Temp/Part Time	-	4,613	-	-
561-42-20-20-30	Overtime	-	18	-	-
561-42-20-20-40	FICA/Medicare	-	3,548	2,894	3,114
561-42-20-20-45	Employer PERS	-	3,121	3,067	3,610
561-42-20-20-47	PERS Unfunded Liability	-	5,905	16,015	6,369
561-42-20-20-55	Health Insurance	-	9,219	10,567	9,771
561-42-20-20-61	Workers Comp	-	1,801	1,124	1,257
561-42-20-20-65	SDI	-	382	344	368
561-42-20-20-75	Deferred Comp	-	963	635	634
561-42-20-20-85	Auto Allowance	-	915	960	480
20	Salaries & Benefits	-	72,982	75,556	69,366

Budget Human Resources and IT 4220

Account Number	Description	FY 17 Actual	FY 18 Actual	FY 19 Estimated	FY 20 Proposed
561-42-20-21-05	Advertising	-	-	700	700
561-42-20-21-30	Professional Contracts	-	26,109	35,045	18,756
561-42-20-21-45	Other Contract Services	-	625	-	-
561-42-20-21-55	Training & Conference	-	39	4,498	6,400
561-42-20-21-56	Admin Recruitment	-	1,337	1,500	1,500
561-42-20-21-60	Other Travel	-	-	-	-
21	Services	-	28,109	41,743	27,356
561-42-20-22-12	Computer Equipment	-	83	-	1,935
561-42-20-22-13	Office Supplies	-	232	700	700
561-42-20-22-15	Special Department Supplies	-	428	1,500	1,500
22	Supplies	-	744	2,200	4,135
561-42-20-23-35	Software Maintenance	-	4,575	5,445	9,159
23	Maintenance	-	4,575	5,445	9,159
20	Water Enterprise	-	106,410	124,944	110,016
571	Sewer Enterprise				
42	Human Resources and IT				
571-42-20-20-10	Salary Regular	-	42,498	29,962	32,822
571-42-20-20-20	Temp/Part Time	-	4,613	-	-
571-42-20-20-30	Overtime	-	18	-	-
571-42-20-20-40	FICA/Medicare	-	3,547	2,171	2,336
571-42-20-20-45	Employer PERS	-	3,121	2,300	2,707
571-42-20-20-47	PERS Unfunded Liability	-	5,905	3,696	4,777
571-42-20-20-55	Health Insurance	-	9,219	7,925	7,328
571-42-20-20-61	Workers Comp	-	1,801	843	943
571-42-20-20-65	SDI	-	382	258	276
571-42-20-20-75	Deferred Comp	-	963	476	476
571-42-20-20-85	Auto Allowance	-	915	720	360
20	Salaries & Benefits	-	72,981	48,351	52,025
571-42-20-21-05	Advertising	-	-	700	700
571-42-20-21-30	Professional Contracts	-	26,109	27,899	12,504
571-42-20-21-55	Training & Conference	-	39	5,619	6,400
571-42-20-21-56	Admin Recruitment	-	760	1,500	1,500
21	Services	-	26,907	35,718	21,104
571-42-20-22-12	Computer Equipment	-	83	-	1,290
571-42-20-22-13	Office Supplies	-	207	700	700
571-42-20-22-15	Special Department Supplies	-	418	1,500	1,500
22	Supplies	-	708	2,200	3,490
571-42-20-23-35	Software Maintenance	-	4,575	5,045	7,957
23	Maintenance	-	4,575	5,045	7,957
20	Sewer Enterprise	-	105,172	91,314	84,576
Grand Total		-	516,886	628,179	591,647

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			68,063	13,613	90,750
Annual Phone Lease			24,218	4,843	32,290
Server Replacement - Marin IT			1,500	300	2,000
TOTAL - Professional Contracts	2130	\$ 93,781	\$ 18,756	\$ 12,504	\$ 125,040
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
MMANC			150	-	150
CalChamber			870	-	870
MailChimp			500	-	500
TOTAL - Memberships & Publications	2153	\$ 2,220	\$ -	\$ -	\$ 2,220
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
CalGovHR Conference			350	-	350
Citywide Employee Trainings			4,000	4,000	12,000
Citywide Employee Safety Trainings			2,000	2,000	6,000
TOTAL - Training and Conferences	2155	\$ 12,650	\$ 6,400	\$ 6,400	\$ 25,450
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 Budgeted
		Amount Per Funding Source			
Computer Equipment	2212	101	561	571	
Citywide Incidentals			3,750	750	5,000
City Hall New Switches			3,150	630	4,200
Network Switches PW & Recreation			2,775	555	3,700
Computer			2,000		2,000
Cabling Fire & PD			1,500	-	1,500
TOTAL - Computer equipment	2212	\$ 13,175	\$ 1,935	\$ 1,290	\$ 16,400
Software Maintenance	2335	101	561	571	
Microsoft 360 Annual Subscription			10,125	2,025	13,500
Email SPAM/Virus Filtering			2,890	2,805	8,500
Extended Warranties:					
Cisco Wireless Controller - \$500					
Cisco SAN Switch - \$1,000			4,864	973	6,485
2 Cisco Servers - \$900					
Compellent SAN - \$4,085					
NeoGov Performance Evaluation Software			3,000	1,500	6,000
CalOpps Recruitment Software			2,000	750	3,500
Software - Firewall Subscriptions			2,505	501	3,340
Misc. IT Software			500	500	1,500
L-Fiche Server Licensing			525	105	700
TOTAL - Software Maintenance	2335	\$ 26,409	\$ 9,159	\$ 7,957	\$ 43,525

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 17 Actual	FY 18 Actual	FY 19 Estimated	FY 20 Proposed
101	General Fund	323,782	363,561	550,691	504,030
216	Public Safety Impact	754	-	16,741	-
235	Measure A	-	15,227	172,273	-
561	Water Enterprise	290,035	284,399	327,651	356,295
571	Sewer Enterprise	228,759	246,649	245,029	267,511
713	Civic Impact	754	-	8,371	-
740	Traffic Mitigation Impact	754	-	8,371	-
742	Storm Drain Improvement	754	-	8,370	-
764	Water Impact	754	-	8,371	-
774	Sewer Impact	754	-	8,371	-
Grand Total		847,100	909,837	1,354,238	1,127,836

FINANCE EXPENSES BY OBJECT CODE					
Object Code	Description	FY 17 Actual	FY 18 Actual	FY 19 Estimated	FY 20 Proposed
20	Salaries & Benefits	532,128	621,715	721,852	774,177
21	Services	264,811	243,211	571,046	279,409
22	Supplies	14,092	13,104	19,030	25,900
23	Maintenance	33,067	26,608	38,310	43,600
24	Taxes, Insurances & Contributions	1,501	1,613	2,500	2,500
26	Capital	1,500	3,585	1,500	2,250
Grand Total		847,100	909,837	1,354,238	1,127,836

Budget Finance 4300					
Account Number	Description	FY 17 Actual	FY 18 Actual	FY 19 Estimated	FY 20 Proposed
101	General Fund				
43	Finance				
101-43-00-20-10	Salary-Regular	133,464	174,273	209,632	219,876
101-43-00-20-20	Temp/Part Time	-	3,044	2,340	3,000
101-43-00-20-30	Overtime	136	941	3,000	3,000
101-43-00-20-40	FICA/Medicare	10,408	13,310	15,504	16,393
101-43-00-20-45	Employer PERS	27,452	9,988	14,890	16,301
101-43-00-20-47	PERS Unfunded Liability	-	18,494	23,926	28,761
101-43-00-20-50	Employee PERS	-	-	-	-
101-43-00-20-55	Health Insurance	18,444	24,615	38,030	37,337
101-43-00-20-61	Workers Comp	5,847	7,829	8,388	6,098
101-43-00-20-65	SDI	1,164	1,565	1,858	1,938
101-43-00-20-75	Deferred Comp	2,698	3,030	3,448	3,446
101-43-00-20-85	Auto Allowance	2,523	2,356	2,760	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	202,800	259,445	324,776	339,910
101-43-00-21-10	Communications	1,103	761	1,370	1,600
101-43-00-21-15	Postage	3,932	4,174	5,600	4,500
101-43-00-21-30	Professional Contracts	3,150	50,230	149,527	90,000
101-43-00-21-40	Professional Fees	-	-	-	-
101-43-00-21-42	Banking Fees	12,934	13,065	10,000	10,000
101-43-00-21-45	Other Contract Services	82,208	18,853	34,868	27,150
101-43-00-21-48	Government Fees	200	50	200	200
101-43-00-21-53	Memberships & Publications	748	697	1,217	1,217
101-43-00-21-55	Training & Conference	2,667	2,063	3,803	5,103
101-43-00-21-60	Other Travel	10	-	200	200
101-43-00-21-62	Bank Fee Reimbursements	-	-	-	-
21	Services	106,954	89,895	206,785	139,970
101-43-00-22-12	Computer Equipment	737	1,266	1,080	1,000
101-43-00-22-13	Office Supplies	1,429	1,173	1,700	2,000
101-43-00-22-15	Special Department Supplies	1,980	1,798	3,900	6,000
22	Supplies	4,147	4,237	6,680	9,000
101-43-00-23-11	Maint Office Equip	461	-	800	1,500
101-43-00-23-35	Software Maintenance	8,371	8,789	11,650	12,900
23	Maintenance	8,831	8,789	12,450	14,400
101-43-00-26-40	Furniture & Fixtures	1,050	1,195	-	750
26	Capital	1,050	1,195	-	750
00	General Fund	323,782	363,561	550,691	504,030
216	Public Safety Impact				
43	Finance				
216-43-00-21-45	Other Contract Services	754	-	16,741	-
21	Services	754	-	16,741	-
00	Public Safety Impact	754	-	16,741	-
235	Measure A				
43	Finance				
235-43-00-21-45	Other Contract Services	-	15,227	172,273	-
21	Services	-	15,227	172,273	-
00	Measure A	-	15,227	172,273	-

Budget Finance 4300					
Account Number	Description	FY 17 Actual	FY 18 Actual	FY 19 Estimated	FY 20 Proposed
101	General Fund				
43	Finance				
101-43-00-20-10	Salary-Regular	133,464	174,273	209,632	219,876
101-43-00-20-20	Temp/Part Time	-	3,044	2,340	3,000
101-43-00-20-30	Overtime	136	941	3,000	3,000
101-43-00-20-40	FICA/Medicare	10,408	13,310	15,504	16,393
101-43-00-20-45	Employer PERS	27,452	9,988	14,890	16,301
101-43-00-20-47	PERS Unfunded Liability	-	18,494	23,926	28,761
101-43-00-20-50	Employee PERS	-	-	-	-
101-43-00-20-55	Health Insurance	18,444	24,615	38,030	37,337
101-43-00-20-61	Workers Comp	5,847	7,829	8,388	6,098
101-43-00-20-65	SDI	1,164	1,565	1,858	1,938
101-43-00-20-75	Deferred Comp	2,698	3,030	3,448	3,446
101-43-00-20-85	Auto Allowance	2,523	2,356	2,760	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	202,800	259,445	324,776	339,910
101-43-00-21-10	Communications	1,103	761	1,370	1,600
101-43-00-21-15	Postage	3,932	4,174	5,600	4,500
101-43-00-21-30	Professional Contracts	3,150	50,230	149,527	90,000
101-43-00-21-40	Professional Fees	-	-	-	-
101-43-00-21-42	Banking Fees	12,934	13,065	10,000	10,000
101-43-00-21-45	Other Contract Services	82,208	18,853	34,868	27,150
101-43-00-21-48	Government Fees	200	50	200	200
101-43-00-21-53	Memberships & Publications	748	697	1,217	1,217
101-43-00-21-55	Training & Conference	2,667	2,063	3,803	5,103
101-43-00-21-60	Other Travel	10	-	200	200
101-43-00-21-62	Bank Fee Reimbursements	-	-	-	-
21	Services	106,954	89,895	206,785	139,970
101-43-00-22-12	Computer Equipment	737	1,266	1,080	1,000
101-43-00-22-13	Office Supplies	1,429	1,173	1,700	2,000
101-43-00-22-15	Special Department Supplies	1,980	1,798	3,900	6,000
22	Supplies	4,147	4,237	6,680	9,000
101-43-00-23-11	Maint Office Equip	461	-	800	1,500
101-43-00-23-35	Software Maintenance	8,371	8,789	11,650	12,900
23	Maintenance	8,831	8,789	12,450	14,400
101-43-00-26-40	Furniture & Fixtures	1,050	1,195	-	750
26	Capital	1,050	1,195	-	750
00	General Fund	323,782	363,561	550,691	504,030
216	Public Safety Impact				
43	Finance				
216-43-00-21-45	Other Contract Services	754	-	16,741	-
21	Services	754	-	16,741	-
00	Public Safety Impact	754	-	16,741	-
235	Measure A				
43	Finance				
235-43-00-21-45	Other Contract Services	-	15,227	172,273	-
21	Services	-	15,227	172,273	-
00	Measure A	-	15,227	172,273	-

Budget Finance 4300					
Account Number	Description	FY 17 Actual	FY 18 Actual	FY 19 Estimated	FY 20 Proposed
561	Water Enterprise				
43	Finance				
561-43-00-20-10	Salary-Regular	132,661	127,206	147,443	166,691
561-43-00-20-20	Temp/Part Time	-	5,943	1,340	3,000
561-43-00-20-30	Overtime	600	887	3,000	3,000
561-43-00-20-40	FICA/Medicare	10,267	9,775	11,248	12,764
561-43-00-20-45	Employer PERS	19,383	7,256	9,937	11,570
561-43-00-20-47	PERS Unfunded Liability	-	13,754	15,967	20,414
561-43-00-20-55	Health Insurance	22,829	22,913	37,580	33,208
561-43-00-20-61	Workers Comp	5,067	8,347	7,913	5,753
561-43-00-20-65	SDI	1,183	1,176	1,387	1,569
561-43-00-20-75	Deferred Comp	1,856	1,937	2,266	2,264
561-43-00-20-85	Auto Allowance	1,371	1,236	1,320	1,320
561-43-00-20-89	Chartity Event Reimbursement	(25)	-	-	-
20	Salaries & Benefits	195,192	200,431	239,401	261,553
561-43-00-21-10	Communications	398	(240)	1,500	1,500
561-43-00-21-15	Postage	7,255	14,643	10,000	10,000
561-43-00-21-30	Professional Contracts	2,596	1,316	12,934	10,000
561-43-00-21-42	Banking Fees	18,937	22,498	10,000	24,300
561-43-00-21-44	Online Transaction Fee	2,377	3,032	3,000	3,000
561-43-00-21-45	Other Contract Services	41,839	25,032	23,744	14,850
561-43-00-21-53	Memberships & Publications	488	427	1,119	1,119
561-43-00-21-55	Training & Conference	3,305	2,448	6,023	6,173
21	Services	77,196	69,154	68,320	70,942
561-43-00-22-12	Computer Equipment	737	1,459	650	750
561-43-00-22-13	Office Supplies	1,693	888	1,700	1,700
561-43-00-22-15	Special Department Supplies	2,874	2,363	3,900	6,000
22	Supplies	5,304	4,710	6,250	8,450
561-43-00-23-15	Maint Machine/Equipment	461	-	800	1,500
561-43-00-23-35	Software Maintenance	11,657	8,910	12,130	13,100
23	Maintenance	12,118	8,910	12,930	14,600
561-43-00-26-40	Furniture & Fixtures	225	1,195	750	750
26	Capital	225	1,195	750	750
00	Water Enterprise	290,035	284,399	327,651	356,295
571	Sewer Enterprise				
43	Finance				
571-43-00-20-10	Salary-Regular	89,549	101,917	97,131	109,278
571-43-00-20-20	Temp/Part Time	-	5,943	1,340	3,000
571-43-00-20-30	Overtime	324	892	3,000	3,000
571-43-00-20-40	FICA/Medicare	6,947	7,862	7,505	8,461
571-43-00-20-45	Employer PERS	14,394	5,926	6,374	7,376
571-43-00-20-47	PERS Unfunded Liability	-	10,663	10,243	13,014
571-43-00-20-55	Health Insurance	15,888	18,748	23,710	21,550
571-43-00-20-61	Workers Comp	3,687	6,309	5,318	3,866
571-43-00-20-65	SDI	802	956	933	1,049
571-43-00-20-75	Deferred Comp	1,417	1,632	1,401	1,400
571-43-00-20-85	Auto Allowance	1,152	991	720	720
571-43-00-20-89	Chartity Event Reimbursement	(25)	-	-	-
20	Salaries & Benefits	134,135	161,839	157,675	172,714
571-43-00-21-10	Communications	398	(240)	1,000	1,200
571-43-00-21-15	Postage	7,243	14,373	10,000	10,000
571-43-00-21-30	Professional Contracts	2,596	2,066	12,184	10,000
571-43-00-21-42	Banking Fees	18,937	22,498	10,000	24,300

FINANCE - 4300 EXPENSE DETAIL					
Description	Object Code	Funding Source and Amount Per Funding Source			Total Budgeted
<i>Professional Contracts</i>	<i>2130</i>	<i>101</i>	<i>561</i>	<i>571</i>	
Professional Support (CPA)		10,000	10,000	10,000	30,000
Professional Support - Misc		20,000			20,000
Nexus Study - Inclusionary and Workforce Housing		60,000			60,000
TOTAL - Professional Contracts	2130	\$ 90,000	\$ 10,000	\$ 10,000	\$ 110,000
<i>Other Contract Services</i>	<i>2145</i>	<i>101</i>	<i>561</i>	<i>571</i>	
Annual Audit Services		12,000	12,000	12,000	36,000
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	\$ 27,150	\$ 14,850	\$ 14,850	\$ 56,850
<i>Memberships & Publications</i>	<i>2153</i>	<i>101</i>	<i>561</i>	<i>571</i>	
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>	<i>2155</i>	<i>101</i>	<i>561</i>	<i>571</i>	
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>	<i>2215</i>	<i>101</i>	<i>561</i>	<i>571</i>	
Forms		4,800	4,800	4,800	14,400
Print Budget		1,200	1,200	1,200	3,600
TOTAL - Special Department Supplies	2215	\$ 6,000	\$ 6,000	\$ 6,000	\$ 18,000
<i>Maintenance Office Equipment</i>	<i>2311</i>	<i>101</i>	<i>561</i>	<i>571</i>	
Pitney Bowes Maintenance		1,500	1,500	1,500	4,500
TOTAL - Maintenance Office Equipment	2311	\$ 1,500	\$ 1,500	\$ 1,500	\$ 4,500

FINANCE - 4300
EXPENSE DETAIL

Description	Object Code	Funding Source and Amount Per Funding Source			Total Budgeted
<i>Software Maintenance</i>	<i>2335</i>	<i>101</i>	<i>561</i>	<i>571</i>	
Springbrook - Accounts Receivable		450	450	450	1,350
Springbrook - Finance Suite		3,000	3,000	3,000	9,000
Springbrook - Utility Billing			3,000	3,000	6,000
Springbrook - Fixed Assets		700	700	700	2,100
Springbrook - Human Resources Mgmt.		1,100	1,100	1,100	3,300
Springbrook - Licenses and Permits		1,850	-	-	1,850
Springbrook - Payroll		1,100	1,100	1,100	3,300
Springbrook - Project Management		700	700	700	2,100
Springbrook - Purchase Orders		500	500	500	1,500
Springbrook - CivicPay Online		-	800	800	1,600
Online Transparency Portal		3,500	1,750	1,750	7,000
TOTAL - Software Maintenance	2335	\$ 12,900	\$ 13,100	\$ 13,100	\$ 39,100
<i>Furniture & Fixtures</i>	<i>2640</i>	<i>101</i>	<i>561</i>	<i>571</i>	
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 17 Actual	FY 18 Actual	FY 19 Estimated	FY 20 Proposed
101	General Fund	813,547	417,302	425,000	441,000
561	Water Enterprise	195,944	189,224	130,000	135,000
571	Sewer Enterprise	5,038	22,675	100,000	35,000
751	Affordable Housing	91,550	19,754	15,000	15,000
763	Water Capital Project	-	78,400	-	-
Grand Total		1,106,079	727,355	670,000	626,000

ATTORNEY EXPENSES BY OBJECT CODE					
Object Code	Description	FY 17 Actual	FY 18 Actual	FY 19 Estimated	FY 20 Proposed
21	Services	1,106,079	727,355	670,000	626,000
Grand Total		1,106,079	727,355	670,000	626,000

Budget Attorney 4400					
Account Number	Description	FY 17 Actual	FY 18 Actual	FY 19 Estimated	FY 20 Proposed
101	General Fund				
101-44-00-21-30	Professional Contracts	693,806	399,973	305,000	245,000
101-44-00-21-32	Litigation Cost	83,665	1,965	85,000	160,000
101-44-00-21-33	Contract Billable Services	36,077	15,364	35,000	36,000
21	Services	813,547	417,302	425,000	441,000
00	General Fund	813,547	417,302	425,000	441,000
		-	-	-	-
561	Water Enterprise				
561-44-00-21-30	Professional Contracts	195,944	114,238	70,000	99,000
561-44-00-21-32	Litigation Cost	-	74,986	60,000	36,000
21	Services	195,944	189,224	130,000	135,000
00	Water Enterprise	195,944	189,224	130,000	135,000
571	Sewer Enterprise				
571-44-00-21-30	Professional Contracts	5,038	20,576	85,000	20,000
571-44-00-21-32	Litigation Cost	-	2,099	15,000	15,000
21	Services	5,038	22,675	100,000	35,000
00	Sewer Enterprise	5,038	22,675	100,000	35,000
751	Affordable Housing				
751-44-00-21-30	Professional Contracts	91,550	19,754	15,000	15,000
21	Services	91,550	19,754	15,000	15,000
00	Affordable Housing	91,550	19,754	15,000	15,000
763	Water Capital Project				
763-44-00-21-30	Professional Contracts	-	78,400	-	-
21	Services	-	78,400	-	-
00	Water Capital Project	-	78,400	-	-
Grand Total		1,106,079	727,355	670,000	626,000

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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 6 full-time staff members 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 (2)
Permit Technician (1)
Administrative Assistant (1)

PLANNING AND COMMUNITY DEVELOPMENT EXPENSES BY FUND					
Fund	Description	FY 17 Actual	FY 18 Actual	FY 19 Estimated	FY 20 Proposed
101	General Fund	898,802	1,117,438	1,344,377	1,454,557
209	Fund	-	5,863	120,000	-
291	SB-1186 State Fees	-	300	1,500	-
713	Civic Impact	-	28,954	10,124	-
745	Parking In-Lieu	-	-	30,000	-
Grand Total		898,802	1,152,555	1,506,002	1,454,557

PLANNING AND COMMUNITY DEVELOPMENT EXPENSES BY OBJECT CODE					
Object Code	Description	FY 17 Actual	FY 18 Actual	FY 19 Estimated	FY 20 Proposed
20	Salaries & Benefits	618,144	744,063	878,139	1,014,451
21	Services	247,534	366,903	573,608	392,840
22	Supplies	8,786	12,271	19,000	11,800
23	Maintenance	24,337	25,123	27,255	27,966
26	Capital	-	4,196	8,000	7,500
Grand Total		898,802	1,152,555	1,506,002	1,454,557

Budget Planning 4500					
Account Number	Description	FY 17 Actual	FY 18 Actual	FY 19 Estimated	FY 20 Proposed
101	General Fund				
45	Planning/Building				
101-45-00-20-10	Salary-Regular	393,586	477,095	528,635	642,735
101-45-00-20-20	Temp/Part Time	23,961	17,966	70,099	16,000
101-45-00-20-30	Overtime	616	143	1,000	1,000
101-45-00-20-40	FICA/Medicare	29,900	37,035	43,232	48,397
101-45-00-20-45	Employer PERS	66,349	27,267	32,954	42,575
101-45-00-20-47	PERS Unfunded Liability	-	47,896	52,952	75,120
101-45-00-20-55	Health Insurance	73,248	93,601	103,193	141,238
101-45-00-20-61	Workers Comp	13,199	22,518	23,782	18,861
101-45-00-20-65	SDI	3,273	4,270	4,733	6,061
101-45-00-20-75	Deferred Comp	7,207	8,377	8,859	11,364
101-45-00-20-85	Auto Allowance	6,457	7,214	7,200	9,600
101-45-00-20-89	Chartity Event Reimbursement	350	(125)	-	-
101-45-00-20-96	Education Reimbursement	-	805	1,906	1,500
20	Salaries & Benefits	618,144	744,063	878,545	1,014,451
101-45-00-21-05	Advertising	5,304	5,160	5,000	5,000
101-45-00-21-10	Communications	2,218	2,015	3,020	2,200
101-45-00-21-15	Postage	1,581	2,420	1,200	1,200
101-45-00-21-30	Professional Contracts	-	140,140	198,743	212,000
101-45-00-21-39	Other Contract Services - CE	-	-	18,000	68,000
101-45-00-21-45	Other Contract Services	167,840	145,648	130,774	50,000
101-45-00-21-47	Other Contract Services - Bldg	61,395	20,663	25,000	25,000
101-45-00-21-53	Memberships & Publications	4,806	2,923	8,240	7,840
101-45-00-21-55	Training & Conference	4,391	12,817	21,600	21,600
21	Services	247,534	331,786	411,577	392,840
101-45-00-22-12	Computer Equipment	62	5,949	11,000	3,000
101-45-00-22-13	Office Supplies	3,758	2,042	2,683	3,000
101-45-00-22-15	Special Department Supplies	4,967	4,279	5,317	5,800
22	Supplies	8,786	12,271	19,000	11,800
101-45-00-23-11	Maint Office Equip	313	-	500	500
101-45-00-23-35	Software Maintenance	19,096	19,964	21,000	21,630
101-45-00-23-50	Vehicle Alloc Expense	4,929	5,159	5,755	5,836
23	Maintenance	24,337	25,123	27,255	27,966
101-45-00-26-30	Capital Equipment	-	2,897	7,000	6,500
101-45-00-26-40	Furniture & Fixtures	-	1,299	1,000	1,000
26	Capital	-	4,196	8,000	7,500
00	General Fund	898,802	1,117,438	1,344,377	1,454,557
45	HOME Grant				
209-45-00-21-21	Construction Fees	-	-	110,000	-
209-45-00-21-22	Administrative Fees	-	5,863	10,000	-
21	Services	-	5,863	120,000	-
00	HOME Grant	-	5,863	120,000	-
291	SB-1186 State Fees				
45	Planning/Building				
291-45-00-21-55	CASp Certification & Training	-	300	1,500	-
21	Services	-	300	1,500	-
00	SB-1186 State Fees	-	300	1,500	-
713	Civic Impact				
45	Planning/Building				

Budget Planning 4500					
Account Number	Description	FY 17 Actual	FY 18 Actual	FY 19 Estimated	FY 20 Proposed
713-45-00-21-30	Professional Contracts	-	28,954	10,124	-
21	Services	-	28,954	10,124	-
00	Civic Impact	-	28,954	10,124	-
745	Parking In-Lieu				
45	Planning/Building				
745-45-00-21-45	Other Contract Services	-	-	30,000	-
21	Services	-	-	30,000	-
00	Parking In-Lieu	-	-	30,000	-
Grand Total		898,802	1,152,555	1,506,002	1,454,557

BUILDING AND PLANNING - 4500 EXPENSE DETAIL			
Description	Object Code	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
TOTAL - Temporary Part-Time	2020	\$ 16,000	\$ 16,000
<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>	
Investigator STR Enforcement		12,000	12,000
Comprehensive Zoning Code Update		200,000	200,000
TOTAL - Professional Contracts	2130	\$ 212,000	\$ 212,000
<i>Other Contract Services- Code Enforcement</i>	<i>2139</i>	<i>101</i>	
Building Plan Check and Building Inspections*		18,000	18,000
Code Enforcement		50,000	50,000
TOTAL - Other Contract Services	2139	\$ 68,000	\$ 68,000
<i>Other Contract Services - Planning</i>	<i>2145</i>	<i>101</i>	
Planning Services*		50,000	50,000
TOTAL - Other Contract Services	2145	\$ 50,000	\$ 50,000
<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
TOTAL - Memberships & Publications	2153	\$ 7,840	\$ 7,840

BUILDING AND PLANNING - 4500
EXPENSE DETAIL

Description	Object Code	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		21,630	21,630
TOTAL - Software Maintenance	2335	\$ 21,630	\$ 21,630

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 17 Actual	FY 18 Actual	FY 19 Estimated	FY 20 Proposed
101	General Fund	1,888,296	1,615,954	1,499,690	1,843,105
210	Community Dev Block Grant	-	0	-	-
220	Napa Valley Now Fund	-	44	-	-
225	State Gas Tax 2105	-	61,000	54,000	54,000
226	State Gas Tax 2106	-	-	48,000	48,000
227	State Gas Tax 2107	-	-	90,000	90,000
229	State Gas Tax 2103	-	65,000	-	-
234	HAZ Mitigation Grant	-	-	40,000	-
235	Measure A	526,805	526,805	5,171,349	42,085
280	Teen Center Recreation Dept	-	-	5,426	-
290	Tourism Improvement District	352,652	447,582	536,661	536,661
420	1996 GO Bonds	179,594	(845)	-	-
561	Water Enterprise	1,281,020	1,873,265	1,218,011	1,199,950
571	Sewer Enterprise	627,412	1,743,127	462,111	488,048
581	Insurance Benefit Fund	112,859	160,287	-	-
582	Internal Service Garage Fund	142,021	130,597	-	-
700	Flood Control Capital	-	-	37,803	-
741	Street Capital Improvement	-	38,835	-	-
744	Housing Impact	-	26,288	-	-
751	Affordable Housing	438	2,500	130,000	-
764	Water Impact	57,465	-	-	-
773	Sewer Capital	15,000	-	-	-
774	Sewer Impact	10,500	-	-	-
890	General Fixed Assets	1,232,157	1,232,687	-	-
Grand Total		6,426,218	7,923,126	9,293,051	4,301,849

NON-DEPARTMENT EXPENSES BY OBJECT CODE					
Object Code	Description	FY 17 Actual	FY 18 Actual	FY 19 Estimated	FY 20 Proposed
20	Salaries & Benefits	(289,083)	528,129	89,250	349,474
21	Services	497,078	522,429	638,762	714,300
22	Supplies	29,260	28,294	53,650	150,100
23	Maintenance	11,682	1,266	4,555	3,979
24	Taxes, Insurances & Contributi	569,516	699,846	892,182	821,526
26	Capital	-	-	176,600	-
29	Transfers	1,154,435	2,101,974	804,316	800,375
61	PEG access costs	23,460	32,990	40,000	55,000
80	Restitution Account	-	-	10,000	10,000
29	Transfers	2,817,932	2,635,758	-	-
21	Services	17,799	14,286	15,000	15,000
25	Debt	1,594,138	1,358,153	6,568,736	1,382,095
Grand Total		6,426,218	7,923,126	9,293,051	4,301,849

Budget Non Department 4000					
Account Number	Description	FY 17 Actual	FY 18 Acutal	FY 19 Estimated	FY 20 Proposed
101	General Fund				
40	Non Departmental				
101-40-00-20-08	Post-Employment Disbursement	-	-	25,000	25,000
101-40-00-20-47	PERS Unfunded Liability	-	-	-	162,640
101-40-00-20-89	Charity Event Reimbursement	-	2,369	14,250	14,250
20	Salaries & Benefits	-	2,369	39,250	201,890
101-40-00-21-10	Communications	1,485	1,882	6,000	6,000
101-40-00-21-15	Postage	1,660	451	1,000	1,000
101-40-00-21-27	Equipment Lease Exp	6,394	11,648	11,510	11,500
101-40-00-21-30	Professional Contracts	22,152	-	-	50,000
101-40-00-21-34	Muni Code Update	479	3,493	4,714	4,500
101-40-00-21-40	Professional Fees	5,734	13,536	13,685	14,000
101-40-00-21-43	Penalties And Fines	5,700	7	4,000	4,000
101-40-00-21-45	Other Contract Services	13,785	10,999	23,780	48,746
101-40-00-21-46	Website Design	3,300	-	-	-
101-40-00-21-52	Facility Rental	11,785	13,555	14,726	15,000
101-40-00-21-53	Memberships & Publications	4,276	384	2,460	2,600
21	Services	76,750	55,954	81,875	157,346
101-40-00-22-07	Copies	6,034	8,536	6,020	8,500
101-40-00-22-12	Computer Equipment	1,152	1,472	2,000	2,000
101-40-00-22-13	Office Supplies	2,531	1,779	2,900	2,900
101-40-00-22-15	Special Department Supplies	745	1,204	13,610	77,750
22	Supplies	10,463	12,991	24,530	91,150
101-40-00-23-11	Maint Office Equip	1,493	(1,493)	1,500	1,500
101-40-00-23-35	Software Maintenance	3,782	1,270	578	-
23	Maintenance	5,275	(223)	2,078	1,500
101-40-00-24-05	Contributions	85,475	199,049	179,434	161,267
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	(4,948)	-	-
101-40-00-24-25	Taxes & Other Charges	5,989	2,168	5,477	6,000
101-40-00-24-45	REMIF/Block Party Insurance	125,299	144,425	167,342	194,560
24	Taxes, Insurances & Contributi	468,287	550,693	571,253	580,827
101-40-00-26-30	Capital Equipment	-	-	64,600	-
26	Capital	-	-	64,600	-
101-40-00-29-10	Contingencies	-	-	-	-
101-40-00-29-99	Transfer to other Funds	1,067,786	724,905	523,720	603,008
29	Transfers	1,067,786	724,905	523,720	603,008
101-40-00-61-00	PEG access costs	23,460	32,990	40,000	55,000
61	PEG access costs	23,460	32,990	40,000	55,000
101-40-00-80-00	Restitution Account	-	-	10,000	10,000
80	Restitution Account	-	-	10,000	10,000
00	General Fund	1,652,021	1,379,679	1,357,306	1,700,721
101-40-45-25-05	Retire Principal	218,030	223,722	135,320	138,416
101-40-45-25-15	Interest Expense	18,245	12,553	7,064	3,968
25	Debt	236,275	236,275	142,384	142,384
45	Debt	236,275	236,275	142,384	142,384
220	Napa Valley Now Fund				

Budget Non Department 4000					
Account Number	Description	FY 17 Actual	FY 18 Actual	FY 19 Estimated	FY 20 Proposed
40	Non Departmental				
220-40-00-29-99	Transfer to other Funds	-	44	-	-
29	Transfers	-	44	-	-
00	Napa Valley Now Fund	-	44	-	-
225	State Gas Tax 2105				
40	Non Departmental				
225-40-00-29-99	Transfer to other Funds	-	61,000	54,000	54,000
29	Transfers	-	61,000	54,000	54,000
00	State Gas Tax 2105	-	61,000	54,000	54,000
226	State Gas Tax 2106				
40	Non Departmental				
226-40-00-29-99	Transfer to other Funds	-	-	48,000	48,000
29	Transfers	-	-	48,000	48,000
00	State Gas Tax 2106	-	-	48,000	48,000
227	State Gas Tax 2107				
40	Non Departmental				
227-40-00-29-99	Transfer to other Funds	-	-	90,000	90,000
29	Transfers	-	-	90,000	90,000
00	State Gas Tax 2107	-	-	90,000	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	State Gas Tax 2103	-	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	HAZ Mitigation Grant	-	-	40,000	-
235	Measure A				
40	Non Departmental				
235-40-45-25-05	Retire Principal	387,035	396,324	5,040,380	41,099
235-40-45-25-15	Interest Expense	139,770	130,481	130,969	986
25	Debt	526,805	526,805	5,171,349	42,085
45	Measure A	526,805	526,805	5,171,349	42,085
280	Teen Center Recreation Dept				
40	Non Departmental				
280-40-00-29-99	Transfer to other Funds	-	-	5,426	-
29	Transfers	-	-	5,426	-
00	Teen Center Recreation Dept	-	-	5,426	-
290	Tourism Improvement District				
40	Non Departmental				
290-40-00-21-41	County Share of TID	260,822	331,937	397,129	397,129
290-40-00-21-45	Other Contract Services	-	-	-	-

Budget Non Department 4000					
Account Number	Description	FY 17 Actual	FY 18 Actual	FY 19 Estimated	FY 20 Proposed
290-40-00-21-49	Local Share of TID	88,300	112,114	134,165	134,165
290-40-00-21-53	Memberships & Publications	-	-	-	-
21	Services	349,122	444,052	531,294	531,294
290-40-00-29-99	Transfer to other Funds	3,530	3,530	5,367	5,367
29	Transfers	3,530	3,530	5,367	5,367
00	Tourism Improvement District	352,652	447,582	536,661	536,661
420	1996 GO Bonds				
40	Non Departmental				
420-40-45-25-05	Retire Principal	175,000	-	-	-
420-40-45-25-15	Interest Expense	4,594	(845)	-	-
25	Debt	179,594	(845)	-	-
45	1996 GO Bonds	179,594	(845)	-	-
561	Water Enterprise				
40	Non Departmental				
561-40-00-20-08	Post Employment Disbursement	-	-	25,000	25,000
561-40-00-20-45	Pension Expense	(248,948)	195,345	-	-
561-40-00-20-47	PERS Unfunded Liability	-	-	-	55,948
20	Salaries & Benefits	(248,948)	195,345	25,000	80,948
561-40-00-21-10	Communications	1,576	1,933	2,000	2,000
561-40-00-21-15	Postage	100	-	100	100
561-40-00-21-27	Equipment Lease Exp	6,395	8,939	8,367	8,400
561-40-00-21-30	Professional Contracts	23,824	-	-	-
561-40-00-21-45	Other Contract Services	1,465	326	2,280	2,280
561-40-00-21-46	Website Design	3,300	-	-	-
21	Services	36,660	11,198	12,747	12,780
561-40-00-22-07	Copies	6,034	5,633	6,140	5,500
561-40-00-22-12	Computer Equipment	1,048	4	2,000	1,000
561-40-00-22-13	Office Supplies	1,915	1,726	5,700	5,700
561-40-00-22-15	Special Department Supplies	577	271	2,570	22,750
561-40-00-22-18	Remote Meter Readers	-	-	1,000	1,000
22	Supplies	9,574	7,633	17,410	35,950
561-40-00-23-35	Software Maintenance	3,204	744	1,239	1,239
23	Maintenance	3,204	744	1,239	1,239
561-40-00-24-24	Uncollectable Debt	794	(6,356)	-	-
561-40-00-24-45	REMI/Block Party Insurance	44,606	78,437	96,643	120,350
24	Taxes, Insurances & Contributi	45,399	72,080	96,643	120,350
561-40-00-26-30	Capital Equipment	-	-	56,000	-
561-40-00-26-40	Furniture & Fixtures	-	-	-	-
26	Capital	-	-	56,000	-
561-40-00-29-20	Fixed Asset Adjustments	-	2,650	-	-
561-40-00-29-99	Transfer to other Funds	-	315,000	-	-
29	Transfers	-	317,650	-	-
00	Water Enterprise	(154,111)	604,651	209,038	251,267
561-40-10-29-40	Depreciation Expense	887,452	769,999	-	-
29	Transfers	887,452	769,999	-	-
10	Depreciation Expense - Water Enterprise	887,452	769,999	-	-

Budget Non Department 4000					
Account Number	Description	FY 17 Actual	FY 18 Acutal	FY 19 Estimated	FY 20 Proposed
561-40-45-21-40 21	Professional Fees Services	11,794 11,794	8,731 8,731	10,000 10,000	10,000 10,000
561-40-45-25-05	Retire Principal	-	-	550,870	495,296
561-40-45-25-15 25	Interest Expense Debt	535,884 535,884	489,883 489,883	448,103 998,973	443,387 938,683
45	Debt - Water Enterprise	547,678	498,614	1,008,973	948,683
571 40	Sewer Enterprise Non Departmental				
571-40-00-20-08	Post-Employment Disbursement	-	-	25,000	25,000
571-40-00-20-45	Pension Expense	(152,994)	170,128	-	-
571-40-00-20-47	PERS Unfunded Liability	-	-	-	41,636
20	Salaries & Benefits	(152,994)	170,128	25,000	66,636
571-40-00-21-10	Communication	1,576	1,933	2,000	2,000
571-40-00-21-15	Postage	100	-	200	200
571-40-00-21-27	Equipment Lease Exp	6,395	8,966	8,367	8,400
571-40-00-21-30	Professional Contracts	21,709	-	-	-
571-40-00-21-45	Other Contract Services	1,465	326	2,280	2,280
571-40-00-21-46	Website Support	3,300	-	-	-
21	Services	34,546	11,225	12,847	12,880
571-40-00-22-07	Copies	6,034	5,667	6,140	5,500
571-40-00-22-12	Computer Equipment	1,053	4	1,000	1,000
571-40-00-22-13	Office Supplies	1,915	1,729	2,000	2,500
571-40-00-22-15	Special Department Supplies	220	271	2,570	14,000
22	Supplies	9,223	7,670	11,710	23,000
571-40-00-23-35	Software Maintenance	3,204	744	1,239	1,240
23	Maintenance	3,204	744	1,239	1,240
571-40-00-24-24	Uncollectable Debt	10,787	(3,864)	-	-
571-40-00-24-45	REMIF/Block Party Insurance	44,606	78,437	94,286	120,349
24	Taxes, Insurances & Contributi	55,392	74,572	94,286	120,349
571-40-00-26-30	Capital Equipment	-	-	56,000	-
26	Capital	-	-	56,000	-
571-40-00-29-20	Fixed Asset Adjustments	-	303	-	-
571-40-00-29-99	Transfer to other Funds	-	836,406	-	-
29	Transfers	-	836,709	-	-
00	Sewer Enterprise	(50,629)	1,101,049	201,081	224,105
571-40-10-29-40	Depreciation Expense	556,455	530,489	-	-
29	Transfers	556,455	530,489	-	-
10	Depreciation Expense - Sewer Enterprise	556,455	530,489	-	-
571-40-45-21-40 21	Professional Fees Services	6,005 6,005	5,554 5,554	5,000 5,000	5,000 5,000
571-40-45-25-05	Retire Principal	-	-	149,130	152,100
571-40-45-25-15 25	Interest Expense Debt	115,581 115,581	106,035 106,035	106,900 256,030	106,843 258,943
45	Debt - Sewer Enterprise	121,586	111,590	261,030	263,943

Budget Non Department 4000					
Account Number	Description	FY 17 Actual	FY 18 Actual	FY 19 Estimated	FY 20 Proposed
581	Insurance Benefit Fund				
40	Non Departmental				
581-40-00-20-55	Health Insurance	112,859	160,287	-	-
20	Salaries & Benefits	112,859	160,287	-	-
00	Insurance Benefit Fund	112,859	160,287	-	-
582	Internal Service Garage Fund				
40	Non Departmental				
582-40-00-29-99	Transfer to Other Funds	-	8,642	-	-
29	Transfers	-	8,642	-	-
00	Internal Service Garage Fund	-	8,642	-	-
582-40-10-29-40	Depreciation Expense	142,021	121,955	-	-
29	Transfers	142,021	121,955	-	-
10	Depreciation Expense - ISF Garage Fund	142,021	121,955	-	-
700	Flood Control Capital				
40	Non Departmental				
700-40-00-29-99	Transfer to other Funds	-	-	37,803	-
29	Transfers	-	-	37,803	-
00	Flood Control Capital	-	-	37,803	-
741	Street Capital Improvement				
40	Non Departmental				
741-40-00-29-99	Transfer to other Funds	-	38,835	-	-
29	Transfers	-	38,835	-	-
00	Street Capital Improvement	-	38,835	-	-
744	Housing Impact				
40	Non Departmental				
744-40-00-29-99	Transfer to other Funds	-	26,288	-	-
29	Transfers	-	26,288	-	-
00	Housing Impact	-	26,288	-	-
751	Affordable Housing				
40	Non Departmental				
751-40-00-24-10	Turley Flats Contribution	-	(438)	50,000	-
751-40-00-24-11	Brenkle Court	438	2,938	80,000	-
24	Taxes, Insurances & Contributi	438	2,500	130,000	-
00	Affordable Housing	438	2,500	130,000	-
764	Water Impact				
40	Non Departmental				
764-40-00-29-99	Transfer to other Funds	57,465	-	-	-
29	Transfers	57,465	-	-	-
00	Water Impact	57,465	-	-	-
773	Sewer Capital				
40	Non Departmental				
773-40-00-29-99	Transfer to other Funds	15,000	-	-	-
29	Transfers	15,000	-	-	-

Budget Non Department 4000					
Account Number	Description	FY 17 Actual	FY 18 Acutal	FY 19 Estimated	FY 20 Proposed
00	Sewer Capital	15,000	-	-	-
774	Sewer Impact				
40	Non Departmental				
774-40-00-29-99	Transfer to other Funds	10,500	-	-	-
29	Transfers	10,500	-	-	-
00	Sewer Impact	10,500	-	-	-
890	General Fixed Assets				
40	Non Departmental				
890-40-00-29-20	Fixed Asset Adjustments	154	19,372	-	-
29	Transfers	154	19,372	-	-
00	General Fixed Assets	154	19,372	-	-
890-40-10-29-40	Depreciation Expense	1,232,003	1,213,315	-	-
29	Transfers	1,232,003	1,213,315	-	-
10	Depreciation Expense - General Fixed Assets	1,232,003	1,213,315	-	-
Grand Total		6,426,218	7,923,126	9,293,051	4,301,849

NON-DEPARTMENTAL - 4000 EXPENSE DETAIL					
Description	Object Code	Funding Source and Amount Per Funding Source			Total Budgeted
<i>PERS Unfunded Liability</i>	2047	101	561	571	
Additional Payment		162,640	55,948	41,636	260,224
TOTAL - PERS Unfunded Liability	2047	\$ 162,640	\$ 55,948	\$ 41,636	\$ 260,224
<i>Equipment Lease</i>	2127	101	561	571	
Copiers		11,500	8,400	8,400	28,300
TOTAL - Equipment Lease	2127	\$ 11,500	\$ 8,400	\$ 8,400	\$ 28,300
<i>Professional Contracts</i>	2130	101	561	571	
Real Estate Advisory Services		50,000			50,000
TOTAL - Professional Contracts	2130	\$ 50,000	\$ -	\$ -	\$ 50,000
<i>Professional Fees</i>	2140	101	561	571	
Fingerprinting - reimbursed		14,000	-	-	14,000
TOTAL - Professional Fees	2140	\$ 14,000	\$ -	\$ -	\$ 14,000
<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
NVTA - JPA Membership		9,966			9,966
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
Subregional Housing Allocation Analysis		15,000			15,000
TOTAL - Other Contract Services	2145	\$ 48,746	\$ 2,280	\$ 2,280	\$ 53,306
<i>Memberships & Publications</i>	2153	101	561	571	
BMI		600	-	-	600
ABAG		2,000	-	-	2,000
TOTAL - Memberships & Publications	2153	\$ 2,600	\$ -	\$ -	\$ 2,600
<i>Copies</i>	2207	101	561	571	
Admininstration (includes large format)		8,500	5,500	5,500	19,500
TOTAL - Copies	2207	\$ 8,500	\$ 5,500	\$ 5,500	\$ 19,500
<i>Computer Equipment</i>	2212	101	561	571	
Computer Replacements		2,000	1,000	1,000	4,000
TOTAL - Computer Equipment	2212	\$ 2,000	\$ 1,000	\$ 1,000	\$ 4,000

NON-DEPARTMENTAL - 4000
EXPENSE DETAIL

Description	Object Code	Funding Source and Amount Per Funding Source			Total Budgeted
<i>Special Department Supplies</i>	2215	101	561	571	
After Incident Action Item - 3 Solar Programmable Message Boards		77,000	22,000	11,000	110,000
Misc Supplies		750	750	3,000	4,500
TOTAL - Special Department Supplies	2215	\$ 77,750	\$ 22,750	\$ 14,000	\$ 114,500
<i>Contributions</i>	2405	101	561	571	
Housing Authority (Housing Services)		45,000	-	-	45,000
NVTA (Fare Box Match)		35,000	-	-	35,000
LAFCO		15,267	-	-	15,267
Leadership Napa Valley		1,000	-	-	1,000
CARES & Leak Adjustment Programs		60,000	-	-	60,000
Upper Valley Waste Management		5,000	-	-	5,000
TOTAL - Contributions	2405	\$ 161,267	\$ -	\$ -	\$ 161,267
<i>REMIF/Block Party Insurance</i>	2445	101	561	571	
		44%	28%	28%	
General Liability Insurance		64,377	40,967	40,967	146,311
Property		16,683	10,617	10,617	37,917
Auto		9,625	6,125	6,125	21,875
Pollution		2,402	1,529	1,529	5,459
Safety		3,626	2,307	2,307	8,240
Cyber		906	577	577	2,060
Contract Fire Services Surcharge		1,133	-	-	1,133
Difference In Condition (Earthquake and Flood)		28,179	17,304	17,304	61,800
DOT Random Drug and Alcohol Testing		272	173	173	618
Boiler, Fire, Fraud		8,611	5,480	5,480	19,570
Workers Comp Deductible		1,677	1,067	1,067	3,811
Liability Deductibles		13,596	8,652	8,652	30,900
Employee Assistance Plan (EAP)		3,605	-	-	3,605
WC Assessment		22,440	14,280	14,280	51,000
Liability Assessment		10,518	6,693	6,693	23,905
Self-Insurance Assessment		6,410	4,079	4,079	14,569
Flood Insurance (Wright)		500	500	500	1,500
TOTAL - REMIF/Block Party Insurance	2445	\$ 194,560	\$ 120,350	\$ 120,349	\$ 434,272

NON-DEPARTMENTAL - 4000
EXPENSE DETAIL

Description	Object Code	Funding Source and Amount Per Funding Source			Total Budgeted
<i>Transfer to Other Funds</i>	2999	101	561	571	
Tree City - Fund 283		122,293	-	-	122,293
Recreation - Fund 289		208,715	-	-	208,715
Fourth of July - Fund 288		20,000	-	-	20,000
Transfer to Insurance Benefit Fund - Fund 581 -Partially Fund Retiree Medical (current liability)		152,000	-	-	152,000
Transfer to Equipment Replacement		50,000	-	-	50,000
Transfer to Flood Control Reserve		50,000			50,000
TOTAL - Transfers to Other Funds	2999	\$ 603,008	\$ -	\$ -	\$ 603,008
<i>PEG Access Costs</i>	6100	101	561	571	
PEG Pass Through from Comcast		35,000	-	-	\$ 35,000
City Council/Planning Commission Regular Meetings		20,000	-	-	\$ 20,000
TOTAL - PEG Access Costs		\$ 55,000	\$ -	\$ -	\$ 55,000
101 - General Fund Debt Service (4045)					
<i>Retire Principal (4045)</i>	2505		101		
Adams Street		138,416	-	-	138,416
TOTAL - Retire Principal	2505	\$ 138,416	-	\$ -	\$ 138,416
<i>Interest Expense (4045)</i>	2515		101		
Adams Street		3,968	-	-	3,968
TOTAL - Interest Expense	2515	\$ 3,968	-	\$ -	\$ 3,968
561 - Water Debt Service (4045)					
<i>Professional Fees (4045)</i>	2140		561		
		10,000	-	-	10,000
TOTAL - Professional Fees	2140	\$ 10,000	-	\$ -	\$ 10,000
<i>Retire Principal (4045)</i>	2505		561		
Chase - Water 2006A Refunding		265,196	-	-	265,196
Water/Wastewater Bond 2012B		230,100	-	-	230,100
TOTAL - Retire Principal	2505	\$ 495,296	-	\$ -	\$ 495,296
<i>Interest Expense (4045)</i>	2515		561		
Chase - Water 2006A Refunding		265,196	-	-	265,196
Water/Wastewater Bond 2012B		178,191	-	-	178,191
TOTAL - Interest Expense	2515	\$ 443,387	-	\$ -	\$ 443,387

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		67,100	-	-	67,100	
TOTAL - Retire Principal	2505	\$ 152,100	-	\$ -	\$ 152,100	
Interest Expense (4045)	2515	571				
Wastewater Revenue Bond 2005B		57,880	-	-	57,880	
Water/Wastewater Bond 2012B		48,963	-	-	48,963	
TOTAL - Interest Expense	2515	\$ 106,843	-	\$ -	\$ 106,843	
235 - Measure A Debt Service (4045)						
Retire Principal (4045)	2505	235				
State Revolving Fund*		41,099	-	-	41,099	
TOTAL - Retire Principal	2505	\$ 41,099	-	\$ -	\$ 41,099	
Interest Expense (4045)	2515	235				
State Revolving Fund		986	-	-	986	
TOTAL - Interest Expense	2515	\$ 986	-	\$ -	\$ 986	

* Final SRF Payment - amount is estimated to be covered by remaining Measure A funds. If Measure A funds are insufficient, then the remaining balance would be from General Fund.

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 17 Actual	FY 18 Actual	FY 19 Estimated	FY 20 Proposed
101	General Fund	823,975	843,002	1,076,883	1,031,603
218	Public Library Foundation	-	2,000	-	-
219	CLSA State Library Grant	-	6,664	7,500	-
380	Friends and Foundation	125,540	132,323	135,110	135,000
382	Martin Estate Trust	1,400	-	1,600	-
384	Tweed Trust	72,192	46,216	50,000	50,000
733	Capital Project Planning	(12)	-	-	-
Grand Total		1,023,095	1,030,205	1,271,093	1,216,603

LIBRARY EXPENSES BY OBJECT CODE					
Object Code	Description	FY 17 Actual	FY 18 Actual	FY 19 Estimated	FY 20 Proposed
20	Salaries & Benefits	755,438	705,997	838,380	883,942
21	Services	142,190	148,482	195,300	175,850
22	Supplies	114,780	150,202	186,061	134,711
23	Maintenance	-	6,696	9,352	9,100
24	Taxes, Insurances & Contributi	10,686	10,971	12,000	13,000
26	Capital	-	7,858	30,000	-
Grand Total		1,023,095	1,030,205	1,271,093	1,216,603

Budget Library 4600					
Account Number	Description	FY 17 Actual	FY 18 Actual	FY 19 Estimated	FY 20 Proposed
101	General Fund				
46	Library				
101-46-00-20-10	Salary-Regular	408,999	380,803	464,912	476,090
101-46-00-20-20	Temp/Part Time	5,153	23,844	33,177	36,933
101-46-00-20-37	Holiday Pay	3,016	-	2,885	1,774
101-46-00-20-40	FICA/Medicare	31,805	31,419	38,522	39,000
101-46-00-20-45	Employer PERS	71,247	29,822	34,716	37,983
101-46-00-20-47	PERS Unfunded Liability	-	49,661	55,783	67,016
101-46-00-20-55	Health Insurance	117,804	108,856	124,178	122,720
101-46-00-20-61	Workers Comp	23,313	5,548	5,173	24,889
101-46-00-20-65	SDI	3,719	3,613	4,504	4,477
101-46-00-20-75	Deferred Comp	4,547	4,779	7,020	7,371
101-46-00-20-85	Auto Allowance	2,400	2,457	2,400	2,400
101-46-00-20-89	Chartity Event Reimbursement	150	-	-	-
101-46-00-20-96	Education Reimbursement	500	-	500	500
20	Salaries & Benefits	672,653	640,802	773,770	821,153
101-46-00-21-10	Communications	5,569	4,670	12,300	11,300
101-46-00-21-15	Postage	260	453	500	500
101-46-00-21-22	Utilities	41,560	45,599	45,000	45,000
101-46-00-21-27	Equipment Lease Exp	8,853	8,505	9,000	10,000
101-46-00-21-45	Other Contract Services	71,318	82,482	122,400	102,550
101-46-00-21-55	Training & Conference	2,153	4,774	6,100	6,500
21	Services	129,714	146,482	195,300	175,850
101-46-00-22-07	Copies	2,652	2,154	3,000	3,000
101-46-00-22-12	Computer Equipment	6,439	27,871	52,961	6,500
101-46-00-22-13	Office Supplies	989	1,514	2,000	2,000
101-46-00-22-15	Special Department Supplies	842	966	1,000	1,000
101-46-00-22-16	Library Materials	-	4,385	5,000	-
22	Supplies	10,922	36,890	63,961	12,500
101-46-00-23-35	Software Maintenance	-	-	6,852	9,100
23	Maintenance	-	-	6,852	9,100
101-46-00-24-25	Taxes & Other Charges	10,686	10,971	12,000	13,000
24	Taxes, Insurances & Contributi	10,686	10,971	12,000	13,000
101-46-00-26-40	Furniture & Fixtures	-	7,858	25,000	-
26	Capital	-	7,858	25,000	-
00	General Fund	823,975	843,002	1,076,883	1,031,603
218	Public Library Foundation				
46	Library				
218-46-00-21-45	Other Contract Services	-	2,000	-	-
21	Services	-	2,000	-	-
00	Public Library Foundation	-	2,000	-	-
219	CLSA State Library Grant				
46	Library				
219-46-00-22-16	Library Materials	-	(32)	-	-
22	Supplies	-	(32)	-	-
219-46-00-23-35	Software Maintenance	-	6,696	7,500	-
23	Maintenance	-	6,696	7,500	-
00	CLSA State Library Grant	-	6,664	7,500	-

Budget Library 4600					
Account Number	Description	FY 17 Actual	FY 18 Actual	FY 19 Estimated	FY 20 Proposed
380	Friends and Foundation				
46	Library				
380-46-00-20-20	Temp/Part Time	76,241	57,581	55,242	55,654
380-46-00-20-37	Holiday Pay	233	3,125	4,777	2,673
380-46-00-20-40	FICA/Medicare	6,312	4,489	4,591	4,462
20	Salaries & Benefits	82,786	65,195	64,610	62,789
380-46-00-22-16	Library Materials	32,583	56,095	56,000	57,711
380-46-00-22-40	Programming	-	10,976	14,000	14,000
380-46-00-22-41	Youth Programs	3,644	-	-	-
380-46-00-22-42	Spanish Language Programs	3,890	-	-	-
380-46-00-22-43	Adult Programs	2,525	-	-	-
380-46-00-22-44	Elsie, the Library Cat	113	57	500	500
22	Supplies	42,754	67,128	70,500	72,211
00	Friends and Foundation	125,540	132,323	135,110	135,000
382	Martin Estate Trust				
46	Library				
382-46-00-22-16	Library Materials	1,400	-	1,600	-
22	Supplies	1,400	-	1,600	-
00	Martin Estate Trust	1,400	-	1,600	-
384	Tweed Trust				
46	Library				
384-46-00-21-45	Other Contract Services	12,488	-	-	-
21	Services	12,488	-	-	-
384-46-00-22-12	Computer Equipment	-	20,000	-	-
384-46-00-22-15	Special Department Supplies	3,244	1,462	5,000	5,000
384-46-00-22-16	Library Materials	56,460	24,754	45,000	45,000
22	Supplies	59,704	46,216	50,000	50,000
00	Tweed Trust	72,192	46,216	50,000	50,000
733	Capital Project Planning				
46	Library				
733-46-00-21-55	Training & Conference	(12)	-	-	-
21	Services	(12)	-	-	-
00	Capital Project Planning	(12)	-	-	-
Grand Total		1,023,095	1,030,205	1,271,093	1,216,603

LIBRARY - 4600 EXPENSE DETAIL				
Description	Object Code	Funding Source		Total Budgeted
<i>Communications</i>	2110	101	380	
Telephones		1,500	-	1,500
Broadband Fees		9,800	-	9,800
TOTAL - Communications	2110	\$ 11,300	\$ -	\$ 11,300
<i>Copies</i>	2207	101	380	
Copies made with leased copiers		3,000	-	3,000
TOTAL - Copies	2207	\$ 3,000	\$ -	\$ 3,000
<i>Equipment Lease</i>	2127	101	380	
Copiers		10,000	-	10,000
TOTAL - Equipment Lease	2127	\$ 10,000	\$ -	\$ 10,000
<i>Other Contract Services</i>	2145	101	380	
SPLASH (Automation/Databases)		76,000	-	76,000
NorthNet Consortium		13,000	-	13,000
OCLC On-Line cataloging		2,600	-	2,600
Library Security System		2,500	-	2,500
STACKS Website		5,150	-	5,150
Self-Charge Licensing		2,000	-	2,000
LibraryAware (NextReads/Emails)		1,300	-	1,300
TOTAL - Other Contract Services	2145	\$ 102,550	\$ -	\$ 102,550
<i>Training & Conference</i>	2155	101	380	
Training		1,500	-	1,500
Memberships		1,000	-	1,000
Conferences		4,000	-	4,000
TOTAL - Training & Conference	2155	\$ 6,500	\$ -	\$ 6,500
<i>Computer Equipment</i>	2212	101	380	
Useful (Public Computers)		5,000	-	5,000
GoPrint (Public Computers)		1,000	-	1,000
Marin IT/Spam Filter		500	-	500
TOTAL - Computer Equipment	2212	\$ 6,500	\$ -	\$ 6,500

LIBRARY - 4600
EXPENSE DETAIL

Description	Object Code	Funding Source		Total Budgeted
<i>Special Department Supplies</i>	2215	101	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
<i>Library Materials</i>	2216	380	384	
Print, Audiovisual, Digital Content		39,711	45,000	84,711
Streaming Services (Kanopy, HOOPLA)		18,000	-	18,000
TOTAL - Library Materials	2216	\$ 57,711	\$ 45,000	\$ 102,711
<i>Software Maintenance</i>	2335	101	384	
Brainfuse/Online Homework Help		5,500	-	5,500
Mango Languages		1,500	-	1,500
AtoZ Database		500	-	500
St. Helena Star Digital		1,600	-	1,600
TOTAL - Software Maintenance	2335	\$ 9,100	\$ -	\$ 9,100

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)
- Bocce Maintenance Worker (.5)
- Seasonal (30 +/-)
- Volunteers (65 +/-)

PARKS AND RECREATION EXPENSES BY FUND					
Fund	Description	FY 17 Actual	FY 18 Actual	FY 19 Estimated	FY 20 Proposed
101	General Fund	125,021	186,585	217,821	273,814
280	Teen Center Recreation Dept	173,246	104,547	26,300	68,290
286	Bocce Ball	38,818	44,989	46,533	15,100
287	Harvest Festival	14,574	7,879	12,800	50,300
288	Fourth of July	43,128	43,757	45,300	503,787
289	Recreation Program	194,708	270,459	457,431	-
Grand Total		589,495	658,216	806,185	911,291

PARKS AND RECREATION EXPENSES BY OBJECT CODE					
Object Code	Description	FY 17 Actual	FY 18 Actual	FY 19 Estimated	FY 20 Proposed
20	Salaries & Benefits	398,011	452,948	522,125	606,104
21	Services	116,185	110,317	160,940	160,940
22	Supplies	63,528	82,310	78,449	124,575
23	Maintenance	11,648	11,839	17,511	18,672
26	Capital	-	802	860	1,000
29	Transfers	122	-	26,300	-
Grand Total		589,495	658,216	806,185	911,291

Budget Parks and Recreation 4728					
Account Number	Description	FY 17 Actual	FY 18 Actual	FY 19 Estimated	FY 20 Proposed
101	General Fund				
47	Parks & Recreation				
101-47-28-20-10	Salary-Regular	84,104	111,380	122,819	135,592
101-47-28-20-40	FICA/Medicare	6,496	8,531	8,977	9,413
101-47-28-20-45	Employer PERS	11,606	6,831	8,148	9,601
101-47-28-20-47	PERS Unfunded Liability	-	14,583	13,092	16,940
101-47-28-20-55	Health Insurance	12,089	24,265	25,678	26,003
101-47-28-20-61	Workers Comp	2,627	4,053	3,892	2,829
101-47-28-20-65	SDI	738	1,062	1,035	1,035
101-47-28-20-75	Deferred Comp	864	221	2,360	2,366
101-47-28-20-85	Auto Allowance	1,298	2,111	2,160	2,160
20	Salaries & Benefits	119,820	173,037	188,161	205,939
101-47-28-21-05	Advertising	-	670	300	300
101-47-28-21-10	Communications	2,067	3,334	3,500	3,500
101-47-28-21-15	Postage	52	39	100	100
101-47-28-21-30	Professional Contracts	-	100	9,050	9,200
101-47-28-21-42	Banking Fees	434	527	660	660
101-47-28-21-44	Online Transaction Fee	-	47	50	50
101-47-28-21-53	Memberships & Publications	214	330	975	490
101-47-28-21-55	Training & Conference	814	3,533	7,115	7,600
101-47-28-21-60	Other Travel	-	53	100	100
21	Services	3,582	8,634	21,850	22,000
101-47-28-22-12	Computer Equipment	-	1,365	1,825	1,775
101-47-28-22-13	Office Supplies	418	973	325	500
101-47-28-22-15	Special Department Supplies	1,079	1,775	800	1,100
101-47-28-22-46	Home for the Holidays	-	-	-	2,500
101-47-28-22-47	Jingle All the Way	-	-	-	35,000
22	Supplies	1,497	4,113	2,950	40,875
101-47-28-23-20	Tennis Court Maintenance	-	-	4,000	4,000
23	Maintenance	-	-	4,000	4,000
101-47-28-26-40	Furniture & Fixtures	-	802	860	1,000
26	Capital	-	802	860	1,000
101-47-28-29-99	Transfer to other Funds	122	-	-	-
29	Transfers	122	-	-	-
28	General Fund	125,021	186,585	217,821	273,814
280	Teen Center Recreation Dept				
47	Parks & Recreation				
280-47-28-20-10	Salary-Regular	96,393	48,053	-	-
280-47-28-20-20	Temp/Part Time	15,702	19,722	-	-
280-47-28-20-30	Overtime	812	253	-	-
280-47-28-20-40	FICA/Medicare	8,691	5,116	-	-
280-47-28-20-45	Employer PERS	14,849	2,691	-	-
280-47-28-20-47	PERS Unfunded Liability	-	4,532	-	-
280-47-28-20-55	Health Insurance	27,304	18,405	-	-
280-47-28-20-61	Workers Comp	1,897	2,195	-	-
280-47-28-20-65	SDI	854	460	-	-
280-47-28-20-75	Deferred Comp	527	43	-	-
280-47-28-20-85	Auto Allowance	898	117	-	-
20	Salaries & Benefits	167,928	101,586	-	-
280-47-28-21-05	Advertising	-	100	-	-
280-47-28-21-10	Communications	2,272	2,310	-	-
280-47-28-21-53	Memberships & Publications	170	-	-	-

Budget Parks and Recreation 4728					
Account Number	Description	FY 17 Actual	FY 18 Actual	FY 19 Estimated	FY 20 Proposed
280-47-28-21-55	Training & Conference	53	40	-	-
21	Services	2,496	2,450	-	-
280-47-28-22-15	Special Department Supplies	2,823	510	-	-
22	Supplies	2,823	510	-	-
280-47-28-29-99	Transfer to Other Funds	-	-	26,300	-
29	Transfers	-	-	26,300	-
28	Teen Center Recreation Dept	173,246	104,547	26,300	-
286	Bocce Ball				
47	Parks & Recreation				
286-47-28-20-10	Salary-Regular	7,793	6,188	6,823	33,980
286-47-28-20-20	Temp/Part Time	18,613	18,495	22,999	-
286-47-28-20-37	Holiday Pay	-	-	1,989	-
286-47-28-20-40	FICA/Medicare	2,025	1,889	2,410	2,546
286-47-28-20-45	Employer PERS	1,123	379	453	2,116
286-47-28-20-47	PERS Unfunded Liability	-	810	754	3,734
286-47-28-20-55	Health Insurance	1,199	1,348	1,427	15,891
286-47-28-20-61	Workers Comp	146	225	1,980	1,729
286-47-28-20-65	SDI	68	59	57	322
286-47-28-20-71	Unemployment	-	8,599	-	-
286-47-28-20-75	Deferred Comp	72	12	131	462
286-47-28-20-85	Auto Allowance	116	117	120	120
20	Salaries & Benefits	31,154	38,122	39,143	60,900
286-47-28-21-05	Advertising	-	-	-	150
286-47-28-21-42	Banking Fees	1,156	1,092	1,062	1,000
286-47-28-21-44	Online Transaction Fee	262	243	296	140
286-47-28-21-45	Other Contract Services	-	-	200	200
21	Services	1,417	1,334	1,558	1,490
286-47-28-22-13	Office Supplies	-	-	182	400
286-47-28-22-15	Special Department Supplies	4,457	4,013	4,150	4,000
22	Supplies	4,457	4,013	4,332	4,400
286-47-28-23-30	Maint Building/Grounds	1,790	1,520	1,500	1,500
286-47-28-23-35	Software Maintenance	-	-	-	-
23	Maintenance	1,790	1,520	1,500	1,500
28	Bocce Ball	38,818	44,989	46,533	68,290
287	Harvest Festival				
47	Parks & Recreation				
287-47-28-21-42	Banking Fees	4	51	120	100
287-47-28-21-44	Online Transaction Fee	-	32	-	-
21	Services	4	83	120	100
287-47-28-22-15	Special Department Supplies	14,569	7,796	12,680	15,000
22	Supplies	14,569	7,796	12,680	15,000
28	Harvest Festival	14,574	7,879	12,800	15,100
288	Fourth of July				
47	Parks & Recreation				
288-47-28-21-42	Banking Fees	-	52	-	-
288-47-28-21-45	Other Contract Services	41,950	40,000	40,000	40,000
21	Services	41,950	40,052	40,000	40,000

Budget Parks and Recreation 4728					
Account Number	Description	FY 17 Actual	FY 18 Actual	FY 19 Estimated	FY 20 Proposed
288-47-28-22-15	Special Department Supplies	1,178	3,705	5,300	10,300
22	Supplies	1,178	3,705	5,300	10,300
28	Fourth of July	43,128	43,757	45,300	50,300
289	Recreation Program				
47	Parks & Recreation				
289-47-28-20-10	Salary-Regular	21,624	70,815	145,748	174,884
289-47-28-20-20	Temp/Part Time	35,754	19,684	48,333	58,094
289-47-28-20-30	Overtime	622	295	1,600	1,600
289-47-28-20-37	Holiday Pay	-	-	626	744
289-47-28-20-40	FICA/Medicare	4,300	6,281	15,086	18,041
289-47-28-20-45	Employer PERS	4,348	3,915	8,569	10,549
289-47-28-20-47	PERS Unfunded Liability	-	11,043	14,267	18,613
289-47-28-20-55	Health Insurance	11,075	18,124	39,744	40,257
289-47-28-20-61	Workers Comp	1,167	7,037	17,488	12,826
289-47-28-20-65	SDI	199	690	1,463	1,747
289-47-28-20-71	Unemployment	-	1,811	-	-
289-47-28-20-75	Deferred Comp	20	508	1,777	1,790
289-47-28-20-85	Auto Allowance	-	-	120	120
20	Salaries & Benefits	79,109	140,203	294,821	339,265
289-47-28-21-05	Advertising	-	376	1,500	1,500
289-47-28-21-10	Communications	1,143	680	2,300	2,300
289-47-28-21-15	Postage	-	-	100	100
289-47-28-21-22	Utilities	205	349	450	450
289-47-28-21-40	Professional Fees	-	-	600	600
289-47-28-21-42	Banking Fees	4,173	4,643	3,400	3,400
289-47-28-21-44	Online Transaction Fee	1,748	2,017	1,150	1,000
289-47-28-21-45	Other Contract Services	52,440	49,177	61,000	61,000
289-47-28-21-52	Facility Rental	6,888	150	24,000	24,000
289-47-28-21-55	Training & Conference	5	-	1,200	1,200
289-47-28-21-60	Other Travel	133	372	1,800	1,800
21	Services	66,736	57,764	97,500	97,350
289-47-28-22-11	Fingerprinting	-	-	300	300
289-47-28-22-13	Office Supplies	87	-	1,150	1,300
289-47-28-22-15	Special Department Supplies	16,229	33,937	24,249	25,000
289-47-28-22-41	Supplies - Summer	3,222	1,594	1,500	1,500
289-47-28-22-42	Supplies for sports programs	4,432	14,822	12,600	12,600
289-47-28-22-43	Fieldtrips	471	810	1,300	1,300
289-47-28-22-45	Afterschool Enrichment Program	14,563	11,011	12,000	12,000
22	Supplies	39,005	62,174	53,099	54,000
289-47-28-23-35	Software Maintenance	-	-	500	1,500
289-47-28-23-50	Vehicle Alloc Expense	9,858	10,319	11,511	11,672
23	Maintenance	9,858	10,319	12,011	13,172
28	Recreation Program	194,708	270,459	457,431	503,787
Grand Total		589,495	658,216	806,185	911,291

PARKS & RECREATION - 4728
EXPENSE DETAIL

Description	Object Code	Funding Source	Total Budgeted
<i>Professional Contracts</i>	<i>2130</i>	<i>101</i>	
Marketing		9,200	9,200
TOTAL - Professional Contracts	2130	\$ 9,200	\$ 9,200
<i>Memberships & Publications</i>	<i>2153</i>	<i>101</i>	
CPRS (2 employees)		400	400
USTA		90	90
TOTAL - Memberships & Publications	2153	\$ 490	\$ 490
<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		800	800
TOTAL - Special Department Supplies	2215	\$ 800	\$ 800
<i>Furniture & Fixtures</i>	<i>2640</i>	<i>101</i>	
Chairs and Tables - Carnegie		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		1,000	1,000
Security		1,000	1,000
Trash		1,000	1,000
Banners		1,500	1,500
Supplies		500	500
Advertising		2,000	2,000
Bands		2,000	2,000
Miscellaneous		5,000	5,000
T-Shirt		1,000	1,000
TOTAL - Special Department Supplies	2215	\$ 15,000	\$ 15,000

PARKS & RECREATION - 4728
EXPENSE DETAIL

Description	Object Code	Funding Source	Total Budgeted
4TH OF JULY - 288			
<i>Other Contract Services</i>	2145	288	
Fireworks		40,000	40,000
TOTAL - Other Contract Services	2145	\$ 40,000	\$ 40,000
<i>Special Department Supplies</i>	2215	288	
Security		2,000	2,000
Banners		1,500	1,500
Advertising		2,000	2,000
Bathrooms		1,000	1,000
Miscellaneous		3,800	3,800
TOTAL - Special Department Supplies	2215	\$ 10,300	\$ 10,300
RECREATION PROGRAM - 289			
<i>Professional Fees</i>	2140	289	
CPR		600	600
TOTAL - Professional Fees	2140	\$ 600	\$ 600
<i>Other Contract Services</i>	2145	289	
Instructors		36,000	36,000
Camps		25,000	25,000
TOTAL - Other Contract Services	2145	\$ 61,000	\$ 61,000
<i>Facility Rental</i>	2152	289	
School District - Gym, Fields, etc.		24,000	24,000
TOTAL - Facility Rental	2152	\$ 24,000	\$ 24,000
<i>Training and Conferences</i>	2155	289	
CPRS - Summer Staff		1,200	1,200
TOTAL - Training and Conferences	2155	\$ 1,200	\$ 1,200
<i>Other Travel</i>	2160	289	
Fuel		1,800	1,800
TOTAL - Other Travel	2160	\$ 1,800	\$ 1,800
<i>Special Department Supplies</i>	2215	289	
Jersey's		9,000	9,000
Equipment		9,000	9,000
Miscellaneous Supplies, Food, Events		7,000	7,000
TOTAL - Special Department Supplies	2215	\$ 25,000	\$ 25,000

PARKS & RECREATION - 4728
EXPENSE DETAIL

Description	Object Code	Funding Source	Total Budgeted
<i>Software Maintenance</i>	2335	289	
Recreation Registration		1,500	1,500
<i>TOTAL - Software Maintenance</i>	2335	\$ 1,500	\$ 1,500

FIRE

(4800)

Staffing

The Fire Department currently has 3.8 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 17 Actual	FY 18 Actual	FY 19 Estimated	FY 20 Proposed
101	General Fund	835,760	1,170,284	1,411,879	1,412,085
420	1996 GO Bonds	-	-	135,736	-
593	Fire Equipment Replacement	-	-	-	40,000
Grand Total		835,760	1,170,284	1,547,615	1,452,085

FIRE EXPENSES BY OBJECT CODE					
Object Code	Description	FY 17 Actual	FY 18 Actual	FY 19 Estimated	FY 20 Proposed
20	Salaries & Benefits	611,121	881,865	987,153	1,031,475
21	Services	103,218	159,661	343,535	184,500
22	Supplies	91,093	95,195	148,521	176,110
23	Maintenance	29,897	32,059	65,407	57,000
26	Capital	431	1,504	3,000	3,000
Grand Total		835,760	1,170,284	1,547,615	1,452,085

Budget Fire 4800					
Account Number	Description	FY 17 Actual	FY 18 Actual	FY 19 Estimated	FY 20 Proposed
101	General Fund				
48	Fire				
101-48-00-20-10	Salary-Regular	79,078	79,798	270,712	294,684
101-48-00-20-20	Temp/Part Time	338,065	449,223	306,576	410,270
101-48-00-20-24	Strike Team Salary	-	-	5,045	-
101-48-00-20-25	Standby	3,201	3,885	2,205	58,325
101-48-00-20-30	Overtime	68,436	161,512	125,670	-
101-48-00-20-37	Holiday Pay	-	-	29,424	19,974
101-48-00-20-40	FICA/Medicare	37,393	52,377	48,482	57,237
101-48-00-20-45	Employer PERS	13,768	15,144	28,245	35,288
101-48-00-20-47	PERS Unfunded Liability	-	23,685	47,125	57,164
101-48-00-20-50	Employee PERS	2,969	6,100	6,669	7,003
101-48-00-20-55	Health Insurance	18,047	16,892	75,648	56,516
101-48-00-20-61	Workers Comp	46,707	72,056	35,586	28,974
101-48-00-20-65	SDI	719	486	2,467	2,744
101-48-00-20-75	Deferred Comp	189	449	3,299	3,296
101-48-00-20-85	Auto Allowance	2,400	257	-	-
101-48-00-20-89	Chartity Event Reimbursement	150	-	-	-
20	Salaries & Benefits	611,121	881,865	987,153	1,031,475
101-48-00-21-10	Communications	23,475	22,538	79,199	35,000
101-48-00-21-15	Postage	506	69	500	500
101-48-00-21-22	Utilities	28,167	29,186	30,000	40,000
101-48-00-21-27	Equipment Lease Exp	2,593	-	-	-
101-48-00-21-30	Professional Contracts	5,370	10,994	15,500	15,000
101-48-00-21-45	Other Contract Services	-	21,700	5,500	9,500
101-48-00-21-52	Facility Rental	-	18,000	22,000	22,000
101-48-00-21-53	Memberships & Publications	1,944	2,270	2,500	2,500
101-48-00-21-54	CAL Fire Dispatch Contract	19,425	28,326	30,000	30,000
101-48-00-21-55	Training & Conference	16,767	23,403	18,600	25,000
101-48-00-21-70	Fire Prevention Education	4,970	3,175	4,000	5,000
21	Services	103,218	159,661	207,799	184,500
101-48-00-22-07	Copies	1,628	-	-	-
101-48-00-22-12	Computer Equipment	5,524	-	4,000	-
101-48-00-22-13	Office Supplies	2,000	3,106	3,000	2,000
101-48-00-22-15	Special Department Supplies	41,061	45,335	48,085	63,110
101-48-00-22-17	Field Supplies	9,503	6,701	7,500	7,500
101-48-00-22-25	Fuel/Oil	5,949	9,192	10,000	10,000
101-48-00-22-26	Outside Vehicle Maint	20,744	24,630	71,436	50,000
101-48-00-22-28	Vehicle Parts	4,683	6,230	7,000	3,500
22	Supplies	91,093	95,195	151,021	136,110
101-48-00-23-15	Maint Machine/Equipment	17,043	9,084	19,205	28,000
101-48-00-23-30	Maint Buildings/Grounds	5,604	18,041	23,738	23,000
101-48-00-23-35	Software Maintenance	7,251	4,934	19,964	6,000
23	Maintenance	29,897	32,059	62,907	57,000
101-48-00-26-40	Furniture & Fixtures	431	1,504	3,000	3,000
26	Capital	431	1,504	3,000	3,000
00	General Fund	835,760	1,170,284	1,411,879	1,412,085
420	1996 GO Bonds				
48	Fire				
420-48-00-21-45	Other Contract Services	-	-	135,736	-
21	Services	-	-	135,736	-
00	1996 GO Bonds	-	-	135,736	-

Budget Fire 4800					
Account Number	Description	FY 17 Actual	FY 18 Actual	FY 19 Estimated	FY 20 Proposed
593	Fire Equipment Replacement				
48	Fire				
593-48-00-22-15	Special Department Supplies	-	-	-	40,000
22	Supplies	-	-	-	40,000
26	Capital	-	-	-	-
00	Fire Equipment Replacement	-	-	-	40,000
Grand Total		835,760	1,170,284	1,547,615	1,452,085

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
Pagers		5,000	5,000
Radio Replacement		10,000	10,000
TOTAL - Communications	2110	\$ 35,000	\$ 35,000
<i>Professional Contracts</i>	<i>2130</i>	<i>101</i>	
Physicals		11,200	11,200
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	\$ 15,000	\$ 15,000
<i>Other Contract Services</i>	<i>2145</i>	<i>101</i>	
Adapt Management		9,500	9,500
TOTAL - Other Contract Services	2145	\$ 9,500	\$ 9,500
<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)		4,400	4,400
Skills Training		4,000	4,000
Misc. Education & Training		7,000	7,000
Rental of WWTP for Training		9,600	9,600
TOTAL - Training and Conferences	2155	\$ 25,000	\$ 25,000
<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
SCBA		16,000	16,000
Replacement Nozzles		8,500	8,500
Replacement Hose		20,000	20,000
Class "A" Foam		1,000	1,000

FIRE - 4800
EXPENSE DETAIL

Description	Object Code	Funding Source	Total Budgeted
TOTAL - Special Department Supplies	2215	\$ 63,110	\$ 63,110
<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
EQUIPMENT REPLACEMENT FUND FIRE - 593			
<i>Special Department Supplies</i>	<i>2215</i>	<i>593</i>	
Personnal Protective Equipment (PPE)		20,000	20,000
Tools		15,000	15,000
Radio Repair/Replacement		5,000	5,000
TOTAL - Special Department Supplies	2215	\$ 40,000	\$ 40,000

POLICE (4900)

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.

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)

POLICE EXPENSES BY FUND					
Fund	Description	FY 17 Actual	FY 18 Actual	FY 19 Estimated	FY 20 Proposed
101	General Fund	2,841,072	3,036,206	3,211,516	3,379,393
212	Department of Homeland Secur	3,666	-	-	-
224	Public Safety (COPS)	94,252	118,103	153,054	133,400
238	Training Development Fund	5,462	5,300	6,000	8,000
278	BSCC Grant	-	-	11,216	-
279	Asset Forfeit	7,178	8,270	6,500	6,500
375	Murray Ex Trust	-	-	-	45,000
Grand Total		2,951,630	3,167,879	3,388,286	3,572,293

POLICE EXPENSES BY OBJECT CODE					
Object Code	Description	FY 17 Actual	FY 18 Actual	FY 19 Estimated	FY 20 Proposed
20	Salaries & Benefits	2,685,044	2,888,443	2,988,517	3,187,785
21	Services	174,008	167,928	214,446	206,400
22	Supplies	39,906	54,915	63,124	111,300
23	Maintenance	49,870	51,593	58,153	59,358
26	Capital	2,802	5,000	64,046	7,450
Grand Total		2,951,630	3,167,879	3,388,286	3,572,293

Budget Police 4900					
Account Number	Description	FY 17 Actual	FY 18 Actual	FY 19 Estimated	FY 20 Proposed
101	General Fund				
49	Police				
101-49-00-20-10	Salary-Regular	1,368,327	1,470,135	1,592,374	1,666,091
101-49-00-20-20	Temp/Part Time	30,846	6,975	40,794	23,198
101-49-00-20-30	Overtime	155,698	175,546	198,800	198,800
101-49-00-20-37	Holiday Pay	45,118	48,988	57,216	59,886
101-49-00-20-40	FICA/Medicare	120,023	128,487	142,194	146,485
101-49-00-20-45	Employer PERS	527,898	218,088	254,906	296,202
101-49-00-20-47	PERS Unfunded Liability	-	367,402	214,522	275,902
101-49-00-20-55	Health Insurance	323,497	346,771	367,718	409,518
101-49-00-20-61	Workers Comp	74,489	88,832	77,296	68,282
101-49-00-20-65	SDI	13,497	15,634	17,795	18,530
101-49-00-20-71	Unemployment	3,181	-	-	-
101-49-00-20-75	Deferred Comp	5,251	5,921	6,002	5,991
101-49-00-20-85	Auto Allowance	1,943	2,357	2,400	2,400
101-49-00-20-89	Charity Event Reimbursement	275	-	-	-
101-49-00-20-95	Police Dept Unifo	13,500	13,306	13,500	13,500
101-49-00-20-96	Education Reimbursement	1,500	-	3,000	3,000
20	Salaries & Benefits	2,685,044	2,888,443	2,988,517	3,187,785
101-49-00-21-10	Communications	23,083	21,404	22,000	23,000
101-49-00-21-15	Postage	1,544	1,662	1,400	1,500
101-49-00-21-27	Equipment Lease Exp	3,135	3,081	2,800	3,500
101-49-00-21-30	Professional Contracts	25,000	25,000	25,000	25,000
101-49-00-21-40	Professional Fees	2,732	9,362	10,000	10,000
101-49-00-21-45	Other Contract Services	39,713	21,040	60,646	40,600
101-49-00-21-53	Memberships & Publications	1,391	4,124	2,100	3,400
101-49-00-21-55	Training & Conference	135	(1,362)	4,000	3,000
21	Services	96,733	84,312	127,946	110,000
101-49-00-22-07	Copies	1,576	2,000	2,000	2,300
101-49-00-22-08	Police Dept Youth Activity	266	1,000	1,000	2,000
101-49-00-22-12	Computer Equipment	1,298	1,000	1,400	2,000
101-49-00-22-13	Office Supplies	2,307	3,013	2,500	3,000
101-49-00-22-15	Special Department Supplies	1,176	4,846	5,500	5,500
22	Supplies	6,622	11,858	12,400	14,800
101-49-00-23-35	Software Maintenance	250	-	600	1,000
101-49-00-23-50	Vehicle Alloc Expense	49,620	51,593	57,553	58,358
23	Maintenance	49,870	51,593	58,153	59,358
101-49-00-26-30	Capital Equipment	2,802	-	24,375	7,200
101-49-00-26-40	Furniture & Fixtures	-	-	125	250
26	Capital	2,802	-	24,500	7,450
00	General Fund	2,841,072	3,036,206	3,211,516	3,379,393
212	Department of Homeland Security				
49	Police				
212-49-00-22-15	Special Department Supplies	3,666	-	-	-
22	Supplies	3,666	-	-	-
00	Department of Homeland Security	3,666	-	-	-
224	Public Safety (COPS)				
49	Police				
224-49-00-21-30	Professional Contracts	60,848	60,532	66,000	73,400
224-49-00-21-45	Other Contract Services	1,547	-	5,000	5,000
224-49-00-21-55	Training & Conference	8,651	9,514	9,000	10,000
21	Services	71,046	70,046	80,000	88,400

Budget Police 4900					
Account Number	Description	FY 17 Actual	FY 18 Actual	FY 19 Estimated	FY 20 Proposed
224-49-00-22-12	Computer Equipment	1,828	5,000	5,000	5,000
224-49-00-22-15	Special Department Supplies	12,813	14,923	11,724	10,000
224-49-00-22-17	Field Supplies	8,566	23,134	28,000	30,000
22	Supplies	23,206	43,057	44,724	45,000
224-49-00-26-30	Capital Equipment	-	-	28,330	-
224-49-00-26-40	Furniture & Fixtures	-	5,000	-	-
26	Capital	-	5,000	28,330	-
00	Public Safety (COPS)	94,252	118,103	153,054	133,400
238	Training Development Fund				
49	Police				
238-49-00-21-55	Training & Conference	5,462	5,300	6,000	8,000
21	Services	5,462	5,300	6,000	8,000
00	Training Development Fund	5,462	5,300	6,000	8,000
278	BSCC Grant				
49	Police				
278-49-00-26-30	Capital Equipment	-	-	11,216	-
26	Capital	-	-	11,216	-
00	BSCC Grant	-	-	11,216	-
279	Asset Forfeit				
49	Police				
279-49-00-21-45	Other Contract Services	767	8,270	-	-
21	Services	767	8,270	-	-
279-49-00-22-15	Special Department Supplies	6,411	-	6,500	6,500
22	Supplies	6,411	-	6,500	6,500
00	Asset Forfeit	7,178	8,270	6,500	6,500
375	Murray Ex Trust				
49	Police				
375-49-00-22-15	Special Department Supplies	-	-	-	45,000
22	Supplies	-	-	-	45,000
00	Murray Ex Trust	-	-	-	45,000
Grand Total		2,951,630	3,167,879	3,388,286	3,572,293

**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		19,200	19,200
Body Camera Program		7,400	7,400
Fast Track		300	300
TOTAL - Other Contract Services	2145	\$ 40,600	\$ 40,600
<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		1,500	1,500
CAL PELRA		1,500	1,500
TOTAL - Training & Conference	2155	\$ 3,000	\$ 3,000
<i>Special Department Supplies</i>	<i>2215</i>	<i>101</i>	
Senior Volunteer Program Supplies		3,000	3,000
Miscellaneous		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		1,000	1,000
TOTAL - Software Maintenance	2335	\$ 1,000	\$ 1,000
<i>Capital Equipment</i>	2630	101	
Replace CSO Truck (lease - annual costs)		7,200	7,200
TOTAL - Capital Equipment	2630	\$ 7,200	\$ 7,200
PUBLIC SAFETY (COPS) - 224			
<i>Professional Contract Services</i>	2130	224	
NSIB Contract		45,000	45,000
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	\$ 73,400	\$ 73,400
<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		5,000	5,000
Miscellaneous Conferences		2,500	2,500
TOTAL - Training and Conferences	2155	\$ 10,000	\$ 10,000
<i>Computer Equipment</i>	2212	224	
Cameras		5,000	5,000
TOTAL - Other Contract Services	2212	\$ 5,000	\$ 5,000

**POLICE - 4900
EXPENSE DETAIL**

Description	Object Code	Funding Source	Total Budgeted
<i>Special Department Supplies</i>	2215	224	
Reporting Writing License/Software Upgrades		3,000	3,000
Radar Units		5,000	5,000
Defibulator Maintenance		2,000	1,800
TOTAL - Special Department Supplies	2215	\$ 10,000	\$ 10,000
<i>Field Supplies</i>	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		4,000	4,000
TOTAL - Field Supplies	2217	\$ 30,000	\$ 30,000
TRAINING DEVELOPMENT FUND - 238			
<i>POST Reimbursable Training</i>	2155	238	
Training		8,000	8,000
TOTAL - Post Reimbursable Training	2155	\$ 8,000	\$ 8,000
ASSET FORFEITURE FUND - 279			
<i>Special Department Supplies</i>	2215	279	
Tasers and Cartridges		5,000	5,000
Drug Education Prevention Supplies		1,500	1,500
TOTAL - Special Department Supplies	2215	\$ 6,500	\$ 6,500
MURRAY TRUST - 375			
<i>Special Department Supplies</i>	2215	375	
Portable Radios for Patrol		3,000	3,000
Servers		17,000	17,000
Mobile Computers for Patrol		25,000	25,000
TOTAL - Special Department Supplies	2215	\$ 45,000	\$ 45,000

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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 24.5 full-time staff members. Consisting of:

Public Works Director (1)
 Utility Operations Manager (1)
 Project Manager (1)
 Public Works Maintenance Manager (1)
 Junior Assistant 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 (7.5)

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 ADMINISTRATION EXPENSES BY FUND					
Fund	Description	FY 17 Actual	FY 18 Actual	FY 19 Estimated	FY 20 Proposed
101	General Fund	394,651	1,352,828	1,443,096	568,028
561	Water Enterprise	435,471	1,151,670	996,044	1,211,658
571	Sewer Enterprise	330,171	388,528	849,944	1,030,113
713	Civic Impact	-	-	8,110	2,000
Grand Total		1,160,293	2,893,026	3,297,195	2,811,799

PUBLIC WORKS ADMINISTRATION EXPENSES BY OBJECT CODE					
Object Code	Description	FY 17 Actual	FY 18 Actual	FY 19 Estimated	FY 20 Proposed
20	Salaries & Benefits	826,683	925,726	1,044,221	1,082,419
21	Services	277,911	278,744	766,247	441,740
22	Supplies	5,824	7,580	18,885	18,600
23	Maintenance	14,787	15,681	17,766	18,007
24	Taxes, Insurances & Contributi	29,866	32,643	40,700	46,700
26	Capital	5,100	4,532	15,600	15,300
29	Transfers	122	1,628,120	1,393,776	1,189,033
Grand Total		1,160,293	2,893,026	3,297,195	2,811,799

Budget Public Works Admin 5000					
Account Number	Description	FY 17 Actual	FY 18 Actual	FY 19 Estimated	FY 20 Proposed
101	General Fund				
50	Public Works				
101-50-00-20-10	Salary-Regular	179,489	166,528	214,607	224,813
101-50-00-20-30	Overtime	-	200	750	750
101-50-00-20-40	FICA/Medicare	12,639	12,481	15,518	16,235
101-50-00-20-45	Employer PERS	25,566	10,974	14,116	15,352
101-50-00-20-47	PERS Unfunded Liability	-	18,526	22,682	27,087
101-50-00-20-50	Employee PERS	(90)	-	-	-
101-50-00-20-55	Health Insurance	38,548	32,380	46,385	38,847
101-50-00-20-61	Workers Comp	5,280	9,007	9,080	6,601
101-50-00-20-65	SDI	1,409	1,484	1,918	1,992
101-50-00-20-75	Deferred Comp	3,488	2,967	3,227	3,224
101-50-00-20-85	Auto Allowance	2,863	1,760	1,680	1,680
101-50-00-20-89	Chartity Event Reimbursement	335	-	-	-
101-50-00-20-96	Education Reimbursement	-	306	-	-
20	Salaries & Benefits	269,527	256,613	329,963	336,581
101-50-00-21-05	Advertising	-	-	1,000	2,000
101-50-00-21-10	Communications	2,225	2,308	2,800	2,800
101-50-00-21-15	Postage	358	439	600	600
101-50-00-21-27	Equipment Lease Exp	2,373	-	1,830	1,800
101-50-00-21-30	Professional Contracts	94,338	66,363	216,291	130,000
101-50-00-21-40	Professional Fees	491	558	-	-
101-50-00-21-45	Other Contract Services	245	76,791	52,596	5,900
101-50-00-21-53	Memberships & Publications	1,475	1,752	1,840	1,915
101-50-00-21-55	Training & Conference	4,744	2,439	3,225	3,225
21	Services	106,249	150,650	280,182	148,240
101-50-00-22-07	Copies	268	3	480	1,700
101-50-00-22-12	Computer Equipment	722	1,579	3,430	1,825
101-50-00-22-13	Office Supplies	710	1,317	900	1,400
101-50-00-22-15	Special Department Supplies	494	386	1,875	1,875
22	Supplies	2,194	3,285	6,685	6,800
101-50-00-23-35	Software Maintenance	-	68	100	100
101-50-00-23-50	Vehicle Alloc Expense	14,787	15,478	17,266	17,507
23	Maintenance	14,787	15,546	17,366	17,607
101-50-00-24-25	Taxes & Other Charges	272	146	3,700	3,700
24	Taxes, Insurances & Contributi	272	146	3,700	3,700
101-50-00-26-30	Capital Equipment	-	-	2,500	2,400
101-50-00-26-40	Furniture & Fixtures	1,622	1,589	2,700	2,700
26	Capital	1,622	1,589	5,200	5,100
101-50-00-29-99	Transfer to other Funds	-	925,000	800,000	50,000
29	Transfers	-	925,000	800,000	50,000
00	General Fund	394,651	1,352,828	1,443,096	568,028
561	Water Enterprise				
50	Public Works				
561-50-00-20-10	Salary-Regular	200,198	222,006	259,926	277,251
561-50-00-20-30	Overtime	-	254	450	450
561-50-00-20-40	FICA/Medicare	14,654	16,948	19,332	20,610
561-50-00-20-45	Employer PERS	32,104	14,132	17,298	19,316
561-50-00-20-47	PERS Unfunded Liability	-	23,803	27,796	34,080
561-50-00-20-50	Employee PERS	(67)	-	-	-
561-50-00-20-55	Health Insurance	49,949	46,978	56,034	50,616
561-50-00-20-61	Workers Comp	7,039	10,358	11,675	8,487

Budget Public Works Admin 5000					
Account Number	Description	FY 17 Actual	FY 18 Actual	FY 19 Estimated	FY 20 Proposed
561-50-00-20-65	SDI	1,666	2,062	2,423	2,575
561-50-00-20-75	Deferred Comp	4,754	4,284	4,212	4,209
561-50-00-20-85	Auto Allowance	4,247	3,160	3,360	3,360
20	Salaries & Benefits	314,544	343,987	402,506	420,954
561-50-00-21-05	Advertising	-	-	500	500
561-50-00-21-10	Communications	1,420	2,102	2,500	3,000
561-50-00-21-15	Postage	296	426	600	600
561-50-00-21-27	Equipment Lease Exp	2,373	-	1,373	1,700
561-50-00-21-30	Professional Contracts	51,295	26,825	226,327	145,000
561-50-00-21-40	Professional Fees	791	805	-	-
561-50-00-21-43	Penalties and Fines	25,655	25,550	30,000	30,000
561-50-00-21-45	Other Contract Services	245	-	29,842	5,000
561-50-00-21-50	Water Use Efficiency Program	7,106	10,554	17,566	15,000
561-50-00-21-53	Memberships & Publications	1,648	1,397	1,850	1,875
561-50-00-21-55	Training & Conference	2,132	1,565	4,050	4,050
21	Services	92,962	69,225	314,608	206,725
561-50-00-22-07	Copies	182	-	360	1,700
561-50-00-22-12	Computer Equipment	576	1,474	3,365	1,825
561-50-00-22-13	Office Supplies	462	197	500	500
561-50-00-22-15	Special Department Supplies	447	132	1,875	1,875
561-50-00-22-20	Small Tools	-	-	-	-
22	Supplies	1,666	1,802	6,100	5,900
561-50-00-23-35	Software Maintenance	-	68	200	200
23	Maintenance	-	68	200	200
561-50-00-24-25	Taxes & Other Charges	24,443	31,997	32,000	38,000
24	Taxes, Insurances & Contributi	24,443	31,997	32,000	38,000
561-50-00-26-30	Capital Equipment	-	-	2,500	2,400
561-50-00-26-40	Furniture & Fixtures	1,856	1,471	2,700	2,700
26	Capital	1,856	1,471	5,200	5,100
561-50-00-29-99	Transfer to Other Funds	-	703,120	235,430	534,779
29	Transfers	-	703,120	235,430	534,779
00	Water Enterprise	435,471	1,151,670	996,044	1,211,658
571	Sewer Enterprise				
50	Public Works				
571-50-00-20-10	Salary-Regular	156,217	212,542	199,968	213,164
571-50-00-20-30	Overtime	-	113	300	300
571-50-00-20-40	FICA/Medicare	11,195	16,216	14,670	15,631
571-50-00-20-45	Employer PERS	24,965	13,565	13,632	15,253
571-50-00-20-47	PERS Unfunded Liability	-	18,902	21,904	26,912
571-50-00-20-50	Employee PERS	(67)	-	-	-
571-50-00-20-55	Health Insurance	37,287	46,651	45,048	39,527
571-50-00-20-61	Workers Comp	5,280	7,656	8,215	5,973
571-50-00-20-65	SDI	1,259	1,969	1,823	1,934
571-50-00-20-75	Deferred Comp	3,439	4,262	3,312	3,310
571-50-00-20-85	Auto Allowance	3,047	3,251	2,880	2,880
571-50-00-20-89	Chartity Event Reimbursement	(10)	-	-	-
20	Salaries & Benefits	242,612	325,126	311,752	324,884
571-50-00-21-10	Communications	1,117	2,052	3,000	3,000
571-50-00-21-15	Postage	296	426	600	600
571-50-00-21-27	Equipment Lease Exp	2,373	-	1,373	1,700
571-50-00-21-30	Professional Contracts	70,797	52,866	129,909	70,000

Budget Public Works Admin 5000					
Account Number	Description	FY 17 Actual	FY 18 Actual	FY 19 Estimated	FY 20 Proposed
571-50-00-21-40	Professional Fees	743	757	-	-
571-50-00-21-45	Other Contract Services	245	-	22,814	3,800
571-50-00-21-53	Memberships & Publications	1,228	1,396	1,600	1,625
571-50-00-21-55	Training & Conference	1,901	1,372	4,050	4,050
21	Services	78,701	58,869	163,346	84,775
571-50-00-22-07	Copies	182	-	360	1,700
571-50-00-22-12	Computer Equipment	576	1,474	3,365	1,825
571-50-00-22-13	Office Supplies	432	297	500	500
571-50-00-22-15	Special Department Supplies	773	722	1,875	1,875
571-50-00-22-20	Small Tools	-	-	-	-
22	Supplies	1,963	2,493	6,100	5,900
571-50-00-23-35	Software Maintenance	-	68	200	200
23	Maintenance	-	68	200	200
571-50-00-24-25	Taxes & Other Charges	5,151	500	5,000	5,000
24	Taxes, Insurances & Contributi	5,151	500	5,000	5,000
571-50-00-26-30	Capital Equipment	-	-	2,500	2,400
571-50-00-26-40	Furniture & Fixtures	1,622	1,471	2,700	2,700
571-50-00-26-70	Capital Imp Equipment	-	-	-	-
26	Capital	1,622	1,471	5,200	5,100
571-50-00-29-20	Fixed Asset Adjustments	122	-	-	-
571-50-00-29-99	Transfer to Other Funds	-	-	358,346	604,254
29	Transfers	122	-	358,346	604,254
00	Sewer Enterprise	330,171	388,528	849,944	1,030,113
713	Civic Impact				
50	Public Works				
713-50-00-21-45	Other Contract Services	-	-	8,110	2,000
21	Services	-	-	8,110	2,000
00	Civic Impact	-	-	8,110	2,000
Grand Total		1,160,293	2,893,026	3,297,195	2,811,799

PUBLIC WORKS ADMIN - 5000 EXPENSE SUMMARY							
Description	Object Code		Funding Source			Total Budgeted	
<i>Equipment Lease</i>	2127	101	561	571			
Copiers		1,800	1,700	1,700		\$	5,200
TOTAL - Equipment Lease	2127	\$ 1,800	\$ 1,700	\$ 1,700		\$	5,200
<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
Emergency Response Plan (ERP)			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		5,900	5,000	3,800	2,000		16,700
TOTAL - Other Contract Services	2145	\$ 5,900	\$ 5,000	\$ 3,800	\$ 2,000	\$	16,700
<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		75	275	25	-		375
County of Napa Official Records Index and Document Images (split with CM, Planning, and Public Works)		1,440	-	-	-		1,440
TOTAL - Memberships & Publications	2153	\$ 1,915	\$ 1,875	\$ 1,625	\$ -	\$	5,415
<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>Taxes & Other Charges</i>	2425	101	561	571			
Bell Canyon, St. Helena Lower Dam Fees		-	38,000	-	-		38,000
TOTAL - Taxes and Other Charges	2425	\$ -	\$ 38,000	\$ -	\$ -	\$	38,000
<i>Capital Equipment</i>	2630	101	561	571			
Vehicle Lease - Public Works Vehicle #1 Lease began FY 19		2,400	2,400	2,400	-		7,200
TOTAL - Capital Equipment	2630	\$ 2,400	\$ 2,400	\$ 2,400	\$ -	\$	7,200

<i>Transfer to Other Funds</i>	<i>2999</i>	<i>101</i>	<i>561</i>	<i>571</i>				
Transfer to Civic CIP - Fuel Station at Corp Yard		50,000	-	-	-			50,000
Water Fund 763 - CIP		-	534,779	-	-			534,779
Sewer Fund 773 - CIP		-	-	604,254	-			604,254
TOTAL - Transfers to Other Funds	2999	\$ 50,000	\$ 534,779	\$ 604,254	\$ -	\$		1,189,033

GOVERNMENT BUILDINGS EXPENSES BY FUND					
Fund	Description	FY 17 Actual	FY 18 Actual	FY 19 Estimated	FY 20 Proposed
101	General Fund	235,819	356,869	633,090	846,838
216	Public Safety Impact	-	2,376	-	-
561	Water Enterprise	-	-	-	5,000
571	Sewer Enterprise	-	-	-	5,000
Grand Total		235,819	359,245	633,090	856,838

GOVERNMENT BUILDINGS EXPENSES BY OBJECT CODE					
Object Code	Description	FY 17 Actual	FY 18 Actual	FY 19 Estimated	FY 20 Proposed
20	Salaries & Benefits	12,284	3,148	35,709	38,388
21	Services	208,424	330,594	351,996	309,050
22	Supplies	12,839	24,115	24,809	20,400
23	Maintenance	2,093	945	10,000	5,000
24	Taxes, Insurances & Contributi	179	443	6,576	1,000
29	Transfers	-	-	203,000	483,000
Grand Total		235,819	359,245	632,090	856,838

Budget Govt Buildings 5006					
Account Number	Description	FY 17 Actual	FY 18 Actual	FY 19 Estimated	FY 20 Proposed
101	General Fund				
50	Public Works				
101-50-06-20-10	Salary-Regular	6,981	-	21,536	23,082
101-50-06-20-40	FICA/Medicare	532	-	1,684	1,803
101-50-06-20-45	Employer PERS	2,977	-	1,811	2,128
101-50-06-20-47	PERS Unfunded Liability	-	2,022	2,910	3,755
101-50-06-20-55	Health Insurance	970	-	5,706	5,778
101-50-06-20-61	Workers Comp	730	1,126	865	629
101-50-06-20-65	SDI	63	-	215	231
101-50-06-20-75	Deferred Comp	31	-	502	502
101-50-06-20-85	Auto Allowance	-	-	480	480
20	Salaries & Benefits	12,284	3,148	35,709	38,388
101-50-06-21-10	Communications	20,028	24,193	25,000	25,550
101-50-06-21-22	Utilities	81,693	110,931	116,000	85,000
101-50-06-21-30	Professional Contracts	-	11,026	6,000	-
101-50-06-21-40	Professional Fees	-	-	-	-
101-50-06-21-45	Other Contract Services	106,704	182,087	204,996	188,500
101-50-06-21-55	Training & Conference	-	(19)	-	-
21	Services	208,424	328,218	351,996	299,050
101-50-06-22-15	Special Department Supplies	12,446	22,692	24,408	20,000
101-50-06-22-20	Small Tools	393	514	400	400
101-50-06-22-25	Fuel/Oil	-	910	-	-
22	Supplies	12,839	24,115	24,808	20,400
101-50-06-23-30	Maint Buildings/Grounds	2,093	945	10,000	5,000
23	Maintenance	2,093	945	10,000	5,000
101-50-06-24-25	Taxes & Other Charges	179	443	1,000	1,000
24	Taxes, Insurances & Contributi	179	443	1,000	1,000
101-50-06-26-40	Furniture & Fixtures	-	-	6,576	-
26	Capital	-	-	6,576	-
101-50-06-29-99	Transfer to Other Funds Bldgs	-	-	203,000	483,000
29	Transfers	-	-	203,000	483,000
06	General Fund	235,819	356,869	633,090	846,838
216	Public Safety Impact				
50	Public Works				
216-50-06-21-45	Other Contract Services	-	2,376	-	-
21	Services	-	2,376	-	-
06	Public Safety Impact	-	2,376	-	-
561	Water Enterprise				
50	Public Works				
561-50-06-21-45	Other Contract Services	-	-	-	5,000
21	Services	-	-	-	5,000
06	Water Enterprise	-	-	-	5,000
571	Sewer Enterprise				
50	Public Works				
571-50-06-21-45	Other Contract Services	-	-	-	5,000
21	Services	-	-	-	5,000
06	Sewer Enterprise	-	-	-	5,000

Budget Govt Buildings 5006					
Account Number	Description	FY 17 Actual	FY 18 Actual	FY 19 Estimated	FY 20 Proposed
Grand Total		235,819	359,245	633,090	856,838

**GOVERNMENT BUILDINGS - 5006
EXPENSE SUMMARY**

Description	Object Code	Funding Source	Funding Source	Funding Source	Total Budgeted
<i>Other Contract Services</i>	<i>2145</i>	<i>101</i>	<i>561</i>	<i>571</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	5,000	5,000	34,000
Miscellaneous Maintenance		5,000			5,000
Miscellaneous Repairs to Buildings		62,000			62,000
TOTAL - Other Contract Services	2145	\$ 188,500	\$ 5,000	\$ 5,000	\$ 198,500
<i>Special Department Supplies</i>	<i>2215</i>	<i>101</i>	<i>561</i>	<i>571</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>	<i>561</i>	<i>571</i>	
Civic Fund 733 - ADA Transition - Facilities		103,000			103,000
Civic Fund 733 - Misc. CIP Repairs		380,000			380,000
TOTAL - Transfer to Other Funds	2999	\$ 483,000	\$ -	\$ -	\$ 483,000

STORM DRAINS EXPENSES BY FUND					
Fund	Description	FY 17 Actual	FY 18 Actual	FY 19 Estimated	FY 20 Proposed
101	General Fund	155,337	156,561	244,237	271,743
Grand Total		155,337	156,561	244,237	271,743

STORM DRAINS EXPENSES BY OBJECT CODE					
Object Code	Description	FY 17 Actual	FY 18 Actual	FY 19 Estimated	FY 20 Proposed
20	Salaries & Benefits	82,191	87,041	103,854	110,843
21	Services	66,333	60,831	125,983	105,300
22	Supplies	6,813	8,690	9,800	26,000
24	Taxes, Insurances & Contributi	-	-	4,600	4,600
26	Capital	-	-	-	25,000
Grand Total		155,337	156,561	244,237	271,743

Budget Storm Drains 5013					
Account Number	Description	FY 17 Actual	FY 18 Actual	FY 19 Estimated	FY 20 Proposed
101	General Fund				
50	Public Works				
101-50-13-20-10	Salary-Regular	43,924	45,497	56,558	62,780
101-50-13-20-25	Standby	1,099	847	3,857	3,857
101-50-13-20-30	Overtime	11,305	12,594	8,500	8,500
101-50-13-20-40	FICA/Medicare	4,330	4,535	5,311	5,787
101-50-13-20-45	Employer PERS	8,584	3,127	3,927	4,407
101-50-13-20-47	PERS Unfunded Liability	-	5,154	6,310	7,775
101-50-13-20-55	Health Insurance	10,292	11,183	14,464	13,751
101-50-13-20-61	Workers Comp	1,751	3,152	3,675	2,672
101-50-13-20-65	SDI	509	563	689	751
101-50-13-20-75	Deferred Comp	396	388	563	563
20	Salaries & Benefits	82,191	87,041	103,854	110,843
101-50-13-21-25	Equipment Rental	15,249	1,065	26,689	17,000
101-50-13-21-38	Conservation Maintenance	25,285	18,958	6,942	6,300
101-50-13-21-45	Other Contract Services	19,812	35,116	85,353	70,000
101-50-13-21-48	Government Fees	5,986	5,692	7,000	12,000
21	Services	66,333	60,831	125,983	105,300
101-50-13-22-15	Special Department Supplies	6,813	8,690	9,800	26,000
22	Supplies	6,813	8,690	9,800	26,000
101-50-13-24-25	Taxes & Other Charges	-	-	4,600	4,600
24	Taxes, Insurances & Contributi	-	-	4,600	4,600
101-50-13-26-30	Capital Equipment	-	-	-	25,000
26	Capital	-	-	-	25,000
13	Stormwater	155,337	156,561	244,237	271,743
Grand Total		155,337	156,561	244,237	271,743

**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		2,500	2,500
Flood Control Site Back Up Generator		12,500	12,500
TOTAL - Equipment Rental	2125	\$ 17,000	\$ 17,000
<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
CDFW Permit/Annual Maintenance Fee		5,000	5,000
TOTAL - Government Fees	2148	\$ 12,000	\$ 12,000
<i>Special Department Supplies</i>	<i>2215</i>	<i>101</i>	
Flow Monitor/Data Collection		11,000	11,000
Misc. Stormwater Supplies (sweeper, brooms, trench debris, grubbing, hauling, D.I. inlets, rims and covers)		5,000	5,000
Repair/Maintenance Supplies		10,000	10,000
TOTAL - Special Department Supplies	2215	\$ 26,000	\$ 26,000
<i>Capital Equipment</i>	<i>2630</i>	<i>101</i>	
Camera for CCTV Video - split with WW Collection		25,000	25,000
TOTAL - Capital Equipment	2630	\$ 25,000	\$ 25,000

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STREETS EXPENSES BY FUND					
Fund	Description	FY 17 Actual	FY 18 Actual	FY 19 Estimated	FY 20 Proposed
101	General Fund	251,235	531,898	1,288,769	990,242
561	Water Enterprise	-	-	-	33,400
571	Sewer Enterprise	-	-	-	33,400
Grand Total		251,235	531,898	1,288,769	1,057,042

STREETS EXPENSES BY OBJECT CODE					
Object Code	Description	FY 17 Actual	FY 18 Actual	FY 19 Estimated	FY 20 Proposed
20	Salaries & Benefits	77,077	82,376	188,021	200,331
21	Services	92,015	83,498	103,598	98,800
22	Supplies	20,569	33,959	52,901	39,500
23	Maintenance	61,535	82,026	106,809	162,722
24	Taxes, Insurances & Contributi	39	39	300	300
26	Capital	-	-	3,750	91,200
29	Transfers	-	250,000	833,389	464,189
Grand Total		251,235	531,898	1,288,769	1,057,042

Budget Streets 5015					
Account Number	Description	FY 17 Actual	FY 18 Actual	FY 19 Estimated	FY 20 Proposed
101	General Fund				
50	Public Works				
101-50-15-20-10	Salary-Regular	48,145	51,209	108,400	119,131
101-50-15-20-25	Standby	1,236	1,013	3,857	3,857
101-50-15-20-30	Overtime	2,818	2,430	8,500	8,500
101-50-15-20-40	FICA/Medicare	4,015	4,211	9,353	10,174
101-50-15-20-45	Employer PERS	8,819	3,437	6,573	7,387
101-50-15-20-47	PERS Unfunded Liability	-	5,660	10,562	13,034
101-50-15-20-55	Health Insurance	9,391	9,856	30,392	29,824
101-50-15-20-61	Workers Comp	1,751	3,603	7,567	5,501
101-50-15-20-65	SDI	472	522	1,208	1,315
101-50-15-20-75	Deferred Comp	430	435	1,609	1,608
20	Salaries & Benefits	77,077	82,376	188,021	200,331
101-50-15-21-10	Communications	1,195	1,624	2,000	2,500
101-50-15-21-15	Postage	-	-	43	-
101-50-15-21-22	Utilities	72,143	81,619	81,000	81,000
101-50-15-21-25	Equipment Rental	-	-	2,700	2,700
101-50-15-21-30	Professional Contracts	200	213	500	-
101-50-15-21-45	Other Contract Services	17,013	-	14,755	10,000
101-50-15-21-53	Memberships & Publications	-	-	1,000	1,000
101-50-15-21-55	Training & Conference	985	38	1,500	1,500
101-50-15-21-60	Other Travel	479	5	100	100
21	Services	92,015	83,498	103,598	98,800
101-50-15-22-12	Computer Equipment	-	-	500	500
101-50-15-22-13	Office Supplies	125	39	500	500
101-50-15-22-15	Special Department Supplies	16,097	31,094	48,901	35,500
101-50-15-22-20	Small Tools	4,347	2,827	3,000	3,000
22	Supplies	20,569	33,959	52,901	39,500
101-50-15-23-12	Maintenance Supplies	9,591	24,774	23,423	29,000
101-50-15-23-15	Maint Machine/Equipment	7,583	4,648	30,012	14,400
101-50-15-23-30	Maint Buildings/Grounds	-	6,170	1,577	-
101-50-15-23-50	Vehicle Alloc Expense	44,360	46,434	51,797	52,522
23	Maintenance	61,535	82,026	106,809	95,922
101-50-15-24-25	Taxes & Other Charges	39	39	300	300
24	Taxes, Insurances & Contributi	39	39	300	300
101-50-15-26-30	Capital Equipment	-	-	3,750	91,200
26	Capital	-	-	3,750	91,200
101-50-15-29-99	Transfer to other Funds	-	250,000	833,389	464,189
29	Transfers	-	250,000	833,389	464,189
15	General Fund	251,235	531,898	1,288,769	990,242
561	Water Enterprise				
50	Public Works				
561-50-15-23-12	Maintenance Supplies	-	-	-	25,000
561-50-15-23-15	Maint Machine Equip	-	-	-	8,400
23	Maintenance	-	-	-	33,400
15	Water Enterprise	-	-	-	33,400
571	Sewer Enterprise				
50	Public Works				
571-50-15-23-12	Maintenance Supplies	-	-	-	25,000
571-50-15-23-15	Maint Machine Equip	-	-	-	8,400

Budget Streets 5015					
Account Number	Description	FY 17 Actual	FY 18 Actual	FY 19 Estimated	FY 20 Proposed
23	Maintenance	-	-	-	33,400
15	Sewer Enterprise	-	-	-	33,400
Grand Total		251,235	531,898	1,288,769	1,057,042

STREETS - 5015 EXPENSE SUMMARY						
Description	Object Code	Funding Source		Total Budgeted		
<i>Equipment Rental</i>	2125	101	561	571		
Miscellaneous Rentals		2,700				2,700
TOTAL - Equipment Rental	2125	\$ 2,700	\$ -	\$ -	\$ -	\$ 2,700
<i>Other Contract Services</i>	2145	101	561	571		
Sidewalk Grinding		10,000				10,000
TOTAL - Other Contract Services	2145	\$ 10,000	\$ -	\$ -	\$ -	\$ 10,000
<i>Memberships & Publications</i>	2153	101	561	571		
Books & Membership Fees to PAPA		255				255
Misc. Memberships		745				745
TOTAL - Memberships & Publications	2153	\$ 1,000	\$ -	\$ -	\$ -	\$ 1,000
<i>Training & Conference</i>	2155	101	561	571		
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>	2215	101	561	571		
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>	2312	101	561	571		
Asphalt		16,000	25,000	25,000		66,000
Sand and Sand Bags		4,000				4,000
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	\$ 29,000	\$ 25,000	\$ 25,000	\$ -	\$ 79,000
<i>Maintenance Machinery & Equipment</i>	2315	101	561	571		
Gutter Brooms, Curtains, Saw Blades, etc.		6,000				6,000
Large Equip. Repair and Maintenance		8,400	8,400	8,400		25,200
TOTAL - Machine Maintenance & Equipment	2315	\$ 14,400	\$ 8,400	\$ 8,400	\$ -	\$ 31,200.00

**STREETS - 5015
EXPENSE SUMMARY**

Description	Object Code	Funding Source	Total Budgeted			
<i>Capital Equipment</i>	<i>2630</i>	<i>101</i>	<i>561</i>	<i>571</i>		
Lease - Vehicle 208, costs split with WW Collection - \$150,000 for 5 years @ 5%		19,200				19,200
Purchase Street Sweeper (5 year financing)		72,000				72,000
TOTAL - Capital Equipment	2630	\$ 91,200			\$	91,200
<i>Transfer to Other Funds</i>	<i>2999</i>	<i>101</i>	<i>561</i>	<i>571</i>		
Streets Fund 741 - MOE Measure T		379,189				379,189
Streets Fund 741 - Measure T Class 1 Trails 6.67%		85,000				85,000
TOTAL - Transfer to Other Funds	2999	\$ 464,189	\$ -	\$ -	\$	464,189

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TREE CITY EXPENSES BY FUND					
Fund	Description	FY 17 Actual	FY 18 Actual	FY 19 Estimated	FY 20 Proposed
283	Tree City USA	15,404	59,684	116,712	122,293
Grand Total		15,404	59,684	116,712	122,293

TREE CITY EXPENSES BY OBJECT CODE					
Object Code	Description	FY 17 Actual	FY 18 Actual	FY 19 Estimated	FY 20 Proposed
20	Salaries & Benefits	4,926	1,387	17,912	19,193
21	Services	10,314	45,527	79,200	83,500
22	Supplies	77	52	800	800
23	Maintenance	87	12,718	18,800	18,800
Grand Total		15,404	59,684	116,712	122,293

Budget Tree City 5026					
Account Number	Description	FY 17 Actual	FY 18 Actual	FY 19 Estimated	FY 20 Proposed
283	Tree City USA				
50	Public Works				
283-50-26-20-10	Salary-Regular	2,792	-	10,768	11,541
283-50-26-20-40	FICA/Medicare	213	-	842	901
283-50-26-20-45	Employer PERS	1,204	-	905	1,064
283-50-26-20-47	PERS Unfunded Liability	-	937	1,508	1,878
283-50-26-20-55	Health Insurance	388	-	2,858	2,889
283-50-26-20-61	Workers Comp	292	450	432	314
283-50-26-20-65	SDI	25	-	108	115
283-50-26-20-75	Deferred Comp	13	-	251	251
283-50-26-20-85	Auto Allowance	-	-	240	240
20	Salaries & Benefits	4,926	1,387	17,912	19,193
283-50-26-21-35	Main Street Trees	3,553	113	18,620	17,000
283-50-26-21-36	Tree City USA	1,075	564	5,000	5,000
283-50-26-21-37	Heritage Trees	-	465	3,200	3,200
283-50-26-21-45	Other Contract Services	5,500	44,325	50,580	55,500
283-50-26-21-53	Memberships & Publications	185	60	500	200
283-50-26-21-55	Training & Conference	-	-	1,300	1,600
283-50-26-21-57	Certifications	-	-	-	1,000
21	Services	10,314	45,527	79,200	83,500
283-50-26-22-15	Special Department Supplies	-	20	400	400
283-50-26-22-20	Small Tools	77	32	400	400
22	Supplies	77	52	800	800
283-50-26-23-30	Maint Buildings/Grounds	87	12,718	18,800	18,800
23	Maintenance	87	12,718	18,800	18,800
26	Tree City USA	15,404	59,684	116,712	122,293
Grand Total		15,404	59,684	116,712	122,293

TREES - 5026
EXPENSE SUMMARY

Description	Object Code	Funding Source	Total Budgeted
<i>Main Street Trees</i>	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
<i>Tree City USA</i>	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
<i>Heritage Trees</i>	2137	283	
Emergency Tree Work on Heritage Trees		3,200	3,200
TOTAL - Heritage Trees	2137	\$ 3,200	\$ 3,200
<i>Other Contract Services</i>	2145	283	
Citywide Tree Assessment		15,000	15,000
Fryer		7,000	7,000
Lewis		3,500	3,500
Library		1,500	1,500
Meado Creek		9,800	9,800
Oak Lot		1,500	1,500
Crane Park (Phase I)		12,200	12,200
McCullah		5,000	5,000
TOTAL - Other Contract Services	2145	\$ 55,500	\$ 55,500
<i>Memberships & Publications</i>	2153	283	
ISA		150	150
WC ISA		50	50
TOTAL - Memberships & Publications	2153	\$ 200	\$ 200
<i>Training & Conferences</i>	2155	283	
Arborist CEUs		500	500
Arborist Prep Course		850	850
Arborist Certificate Test		250	250
TOTAL - Training & Conferences	2155	\$ 1,600	\$ 1,600
<i>Certifications</i>	2157	283	
Miscellaneous Certifications		1,000	1,000
TOTAL - Certifications	2157	\$ 1,000	\$ 1,000

TREES - 5026
EXPENSE SUMMARY

Description	Object Code	Funding Source	Total Budgeted
<i>Special Department Supplies</i>	<i>2215</i>	<i>283</i>	
Soils, Fertilizers, Pesticides		400	400
TOTAL - Special Department Supplies	2215	\$ 400	\$ 400
<i>Maintenance Buildings/Grounds</i>	<i>2330</i>	<i>283</i>	
Tunnel of Trees		18,000	18,000
Lyman Park		800	800
TOTAL - Maintenance Buildings/Grounds	2330	\$ 18,800	\$ 18,800

PARKS EXPENSES BY FUND					
Fund	Description	FY 17 Actual	FY 18 Actual	FY 19 Estimated	FY 20 Proposed
101	General Fund	477,893	491,352	534,042	571,257
734	Park Impact	-	-	50,000	-
Grand Total		477,893	491,352	584,042	571,257

PARKS EXPENSES BY OBJECT CODE					
Object Code	Description	FY 17 Actual	FY 18 Actual	FY 19 Estimated	FY 20 Proposed
20	Salaries & Benefits	305,053	275,457	302,025	361,928
21	Services	111,020	142,018	198,400	123,700
22	Supplies	20,323	22,688	21,641	20,250
23	Maintenance	41,477	51,169	61,776	65,179
24	Taxes, Insurances & Contributi	20	20	200	200
Grand Total		477,893	491,352	584,042	571,257

Budget Parks 5027					
Account Number	Description	FY 17 Actual	FY 18 Actual	FY 19 Estimated	FY 20 Proposed
101	General Fund				
50	Public Works				
101-50-27-20-10	Salary-Regular	172,977	164,423	179,432	211,686
101-50-27-20-25	Standby	1,001	1,564	3,857	3,857
101-50-27-20-30	Overtime	1,813	6,806	6,158	3,158
101-50-27-20-40	FICA/Medicare	13,509	13,300	14,383	16,873
101-50-27-20-45	Employer PERS	44,872	12,454	14,306	17,517
101-50-27-20-47	PERS Unfunded Liability	-	19,982	22,987	30,907
101-50-27-20-55	Health Insurance	46,361	42,919	46,074	60,803
101-50-27-20-61	Workers Comp	10,654	10,808	11,242	12,888
101-50-27-20-65	SDI	1,589	1,657	1,864	2,187
101-50-27-20-71	Unemployment	10,739	-	-	-
101-50-27-20-75	Deferred Comp	1,538	1,542	1,722	2,052
20	Salaries & Benefits	305,053	275,457	302,025	361,928
101-50-27-21-10	Communications	522	635	1,200	1,700
101-50-27-21-22	Utilities	107,725	138,648	130,875	112,000
101-50-27-21-25	Equipment Rental	-	7	900	1,000
101-50-27-21-45	Other Contract Services	-	-	800	5,000
101-50-27-21-53	Memberships & Publications	60	-	700	700
101-50-27-21-55	Training & Conference	2,714	2,729	3,000	3,000
101-50-27-21-60	Other Travel	-	-	300	300
21	Services	111,020	142,018	137,775	123,700
101-50-27-22-13	Office Supplies	177	9	250	250
101-50-27-22-15	Special Department Supplies	18,151	21,514	28,391	18,000
101-50-27-22-20	Small Tools	1,995	1,165	2,000	2,000
101-50-27-22-25	Fuel/Oil	-	-	25	-
22	Supplies	20,323	22,688	30,666	20,250
101-50-27-23-12	Maintenance Supplies	420	-	100	-
101-50-27-23-15	Maint Machine/Equipment	804	5,777	9,000	4,500
101-50-27-23-30	Maint Buildings/Grounds	15,609	19,596	25,500	31,500
101-50-27-23-50	Vehicle Alloc Expense	24,645	25,796	28,776	29,179
23	Maintenance	41,477	51,169	63,376	65,179
101-50-27-24-25	Taxes & Other Charges	20	20	200	200
24	Taxes, Insurances & Contributi	20	20	200	200
27	General Fund	477,893	491,352	534,042	571,257
734	Park Impact				
50	Public Works				
734-50-27-21-30	Professional Contracts	-	-	50,000	-
21	Services	-	-	50,000	-
	Park Impact				
27		-	-	50,000	-
Grand Total		477,893	491,352	584,042	571,257

**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)		1,000	1,000
TOTAL - Equipment Rentals	2125	\$ 1,000	\$ 1,000
<i>Other Contract Services</i>	<i>2145</i>	<i>101</i>	
Unplanned Repairs to Park Facilities		5,000	5,000
TOTAL - Other Contract Services	2145	\$ 5,000	\$ 5,000
<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

**PARKS - 5027
EXPENSE SUMMARY**

Description	Object Code	Funding Source	Total Budgeted
<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
Skate Park Repairs		3,000	6,000
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>\$ 31,500</i>	<i>\$ 31,500</i>

GARAGE EXPENSES BY FUND					
Fund	Description	FY 17 Actual	FY 18 Actual	FY 19 Estimated	FY 20 Proposed
582	Internal Service Garage Fund	160,849	187,051	241,721	245,104
Grand Total		160,849	187,051	241,721	245,104

GARAGE EXPENSES BY OBJECT CODE					
Object Code	Description	FY 17 Actual	FY 18 Actual	FY 19 Estimated	FY 20 Proposed
20	Salaries & Benefits	71,202	73,538	97,021	100,404
21	Services	11	-	2,700	2,700
22	Supplies	98,278	113,513	141,900	141,900
24	Taxes, Insurances & Contributi	(8,642)	-	100	100
Grand Total		160,849	187,051	241,721	245,104

Budget Garage 5037					
Account Number	Description	FY 17 Actual	FY 18 Actual	FY 19 Estimated	FY 20 Proposed
582	Internal Service Garage Fund				
40	Non Departmental				
582-40-00-29-99	Transfer to Other Funds	-	8,642	-	-
29	Transfers	-	8,642	-	-
00	Administration	-	8,642	-	-
582-40-10-29-40	Depreciation Expense	142,021	121,955	-	-
29	Transfers	142,021	121,955	-	-
10	Depreciation Expense	142,021	121,955	-	-
50	Public Works				
582-50-37-20-10	Salary-Regular	43,924	45,497	56,558	60,084
582-50-37-20-25	Standby	1,099	847	3,857	3,857
582-50-37-20-30	Overtime	2,520	2,171	2,000	2,000
582-50-37-20-40	FICA/Medicare	3,658	3,738	4,814	5,083
582-50-37-20-45	Employer PERS	8,584	3,127	3,927	4,245
582-50-37-20-47	PERS Unfunded Liability	-	5,154	6,539	7,490
582-50-37-20-55	Health Insurance	8,845	9,006	14,464	13,751
582-50-37-20-61	Workers Comp	1,751	3,152	3,675	2,672
582-50-37-20-65	SDI	430	463	624	659
582-50-37-20-75	Deferred Comp	391	382	563	563
20	Salaries & Benefits	71,202	73,538	97,021	100,404
582-50-37-21-15	Postage	11	-	200	200
582-50-37-21-45	Other Contract Services	-	-	2,500	2,500
21	Services	11	-	2,700	2,700
582-50-37-22-13	Office Supplies	52	-	100	100
582-50-37-22-15	Special Department Supplies	2,213	5,263	3,700	3,700
582-50-37-22-20	Small Tools	1,058	1,569	1,600	1,600
582-50-37-22-25	Fuel/Oil	51,657	65,228	80,000	80,000
582-50-37-22-26	Outside Vehicle Maint	27,207	29,188	35,000	35,000
582-50-37-22-28	Vehicle Parts	16,091	12,266	21,500	21,500
22	Supplies	98,278	113,513	141,900	141,900
582-50-37-24-25	Taxes and Other Charges	(8,642)	-	100	100
24	Taxes, Insurances & Contributions	(8,642)	-	100	100
37	City Garage	160,849	187,051	241,721	245,104
Grand Total		302,870	317,647	241,721	245,104

**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		4,500	4,500
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 2019/2020

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%	11,672
101-45-00-23-50	Building Inspector	1	2.38%	5,836
101-49-00-23-50	Police	10	23.81%	58,358
101-50-00-23-50	P/W Admin	3	7.14%	17,507
101-50-15-23-50	P/W-Streets O&M	9	21.43%	52,522
101-50-27-23-50	Parks	5	11.90%	29,179
561-50-31-23-50	P/W-Water Distribution	5	11.90%	29,179
561-50-34-23-50	P/W-Water Plant	3	7.14%	17,507
571-50-20-23-50	P/W-Wastewater O&M	1	2.38%	5,836
571-50-29-23-50	P/W-Wastewater Plant	3	7.14%	17,507
TOTALS**		42	100.00%	\$ 245,104
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 providing goods or services to the general public on a continuing basis be financed or 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. FY 2019-20, Stonebridge Wells was combined with Water Distribution.

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.

Water Fund Estimated Revenues FY 2019-20

		2016	2017	2018	2019	2019	2019	2020
		Actual	Actual	Actual	Adopted	Adjusted	Estimated	Proposed
Water Enterprise								
561-31-70-00-00	Investment Earnings	24,900	25,000	80,723	50,000	50,000	50,000	50,000
561-33-80-00-00	Engineering Fees	-	1,000	1,000	1,000	1,000	1,000	1,000
561-33-83-00-00	Raw Water Permit Fees	650	800	950	800	800	800	1,000
561-33-87-00-00	Backflow Testing & Insp Fees	150	150	-	150	150	150	150
561-34-70-00-00	Other Revenue	5,500	8,500	10,097	8,500	8,500	8,500	8,500
561-38-10-00-00	Water Revenue	2,300	5,500	(1,474)	(15,000)	(15,000)	(15,000)	1,500
561-38-10-00-01	Residential-Inside CL	1,814,780	1,461,195	2,519,077	2,650,271	2,607,728	2,607,728	2,799,396
561-38-10-00-50	Residential-Outside CL	349,100	286,935	468,081	493,015	505,987	505,987	543,177
561-38-10-01-00	Multi-Dwelling-Inside CL	424,160	338,190	572,450	574,519	631,986	631,986	679,385
561-38-10-01-50	Multi Dwelling-Outside CL	7,850	7,300	9,674	10,238	12,337	12,337	13,262
561-38-10-10-00	General Commercial-Inside CL	1,780,450	1,495,120	1,961,983	2,127,795	2,065,793	2,065,793	2,231,057
561-38-10-17-00	Landscape Meter	58,475	45,000	90,356	94,269	76,086	76,086	82,172
561-38-10-53-00	Surcharge-Meadowood	30,223	30,223	-	-	-	-	-
561-38-10-53-20	Pumping Charge	23,650	18,420	-	-	-	-	-
561-38-10-99-10	Fire Service-Inside CL	4,500	4,440	18,776	18,288	24,308	24,308	26,010
561-38-10-99-20	Fire Service-Outside CL	2,650	2,635	21,574	10,944	29,889	29,889	31,981
561-38-10-99-50	Finance Charges	37,150	36,000	59,240	30,057	48,922	48,922	52,347
561-38-25-00-00	Sale of Remote Meters	1,740	1,500	420	-	-	-	-
561-38-40-00-00	Property Rentals	8,400	8,400	8,400	8,400	8,400	8,400	8,400
561-38-60-00-00	Water Meter Install Fee	5,000	8,000	7,750	5,500	5,500	5,500	5,500
561-37-70-00-00	CARE Subsidy	-	5,505	(7)	22,700	22,700	22,700	22,700
561-39-98-00-00	Operating Transfers In	-	-	-	-	-	-	-
		4,581,628	3,789,813	5,829,070	6,091,446	6,085,085	6,085,085	6,557,536

WATER FUND - BUDGET ITEMS PREVIOUSLY ACCOUNTED FOR IN INDIVIDUAL DEPARTMENT BUDGETS					
Fund	Description	FY 17 Actual	FY 18 Actual	FY 19 Estimated	FY 20 Proposed
4000	Non-Departmental	1,281,020	1,873,265	1,218,011	1,199,950
4100	City Council	26,581	11,765	16,771	18,488
4200	City Administration	139,696	201,838	255,510	253,230
4300	Finance	290,035	284,399	327,651	356,295
4400	Attorney	195,944	189,224	130,000	135,000
5000	Public Works	435,471	1,151,670	1,007,432	1,250,058
Grand Total		2,368,746	3,712,161	2,955,375	3,213,021
WATER FUND - DISTRIBUTION , STONEBRIDGE WELLS*, AND TREATMENT					
Dept	Description	FY 17 Actual	FY 18 Actual	FY 19 Estimated	FY 20 Proposed
5031	Distribution	528,038	609,836	745,589	834,717
5032	Stonebridge Wells	63,235	68,417	112,948	-
5034	Treatment	1,943,067	2,086,210	2,485,598	2,509,799
Grand Total		2,534,340	2,764,463	3,344,135	3,344,516

Stonebridge Wells combined with Water Distribution in FY 2019-20

WATER FUND ESTIMATED FUND BALANCE		561 ONLY
Estimated Ending Fund Balance @ 6/30/2019		2,980,327
Estimated Revenue @ 6/30/2020		6,557,537
Estimated Expenses @ 6/30/2020		5,987,826
Transfers Out to Capital		(569,711)
Revenue Less Expenses		-
Use of Water Cash		-
Estimated Net Position		2,980,327
Percent of Expenses		50%

WATER DISTRIBUTION EXPENSES BY FUND					
Fund	Description	FY 17 Actual	FY 18 Actual	FY 19 Estimated	FY 20 Proposed
561	Water Enterprise	528,038	609,836	756,978	834,717
Grand Total		528,038	609,836	756,978	834,717

WATER DISTRIBUTION EXPENSES BY OBJECT CODE					
Object Code	Description	FY 17 Actual	FY 18 Actual	FY 19 Estimated	FY 20 Proposed
20	Salaries & Benefits	381,968	431,392	384,371	442,238
21	Services	60,032	64,633	91,018	152,450
22	Supplies	24,572	21,456	36,009	56,600
23	Maintenance	61,469	67,491	78,477	87,529
24	Taxes, Insurances & Contributi	(2)	-	200	5,500
26	Capital	-	24,864	166,903	90,400
Grand Total		528,038	609,836	756,978	834,717

Budget Water Distribution 5031*					
Account Number	Description	FY 17 Actual	FY 18 Actual	FY 19 Estimated	FY 20 Proposed
561	Water Enterprise				
50	Public Works				
561-50-31-20-10	Salary-Regular	220,902	265,793	239,236	281,223
561-50-31-20-25	Standby	2,859	4,653	3,857	3,857
561-50-31-20-30	Overtime	17,427	9,828	11,650	11,650
561-50-31-20-40	FICA/Medicare	19,764	20,238	19,660	22,872
561-50-31-20-45	Employer PERS	44,076	13,487	13,366	16,994
561-50-31-20-47	PERS Unfunded Liability	-	22,673	21,478	29,983
561-50-31-20-55	Health Insurance	60,909	70,833	51,475	59,224
561-50-31-20-61	Workers Comp	12,260	18,915	15,134	11,002
561-50-31-20-65	SDI	2,313	2,522	2,547	2,967
561-50-31-20-71	Unemployment	-	1,479	3,500	-
561-50-31-20-75	Deferred Comp	1,458	972	2,468	2,466
20	Salaries & Benefits	381,968	431,392	384,371	442,238
561-50-31-21-10	Communications	1,471	2,241	4,050	5,050
561-50-31-21-15	Postage	54	-	200	200
561-50-31-21-22	Utilities	49,943	45,150	62,000	100,500
561-50-31-21-25	Equipment Rental	-	-	2,000	2,000
561-50-31-21-30	Professional Contracts	229	-	-	-
561-50-31-21-45	Other Contract Services	280	11,775	12,668	26,200
561-50-31-21-53	Memberships & Publications	80	160	600	1,500
561-50-31-21-55	Training & Conference	7,478	5,307	8,500	10,000
561-50-31-21-57	Certifications	-	-	-	2,000
561-50-31-21-60	Other Travel	497	-	1,000	5,000
21	Services	60,032	64,633	91,018	152,450
561-50-31-22-07	Copies	-	-	-	500
561-50-31-22-12	Computer Equipment	38	958	2,000	2,000
561-50-31-22-13	Office Supplies	369	282	421	1,000
561-50-31-22-15	Special Department Supplies	8,817	10,205	11,800	16,200
561-50-31-22-19	Meters/Hydrants	13,033	8,211	18,039	20,000
561-50-31-22-20	Small Tools	2,315	1,800	3,749	5,000
561-50-31-22-35	Process Chemicals	-	-	-	10,150
561-50-31-22-37	Lab Supplies	-	-	-	1,750
22	Supplies	24,572	21,456	36,009	56,600
561-50-31-23-12	Maintenance Supplies	34,228	39,119	42,251	45,350
561-50-31-23-15	Maint Machine/Equipment	2,596	1,180	5,450	13,000
561-50-31-23-30	Maint Buildings/Grounds	-	1,396	2,000	-
561-50-31-23-50	Vehicle Alloc Expense	24,645	25,796	28,776	29,179
23	Maintenance	61,469	67,491	78,477	87,529
561-50-31-24-25	Taxes & Other Charges	(2)	-	200	5,500
24	Taxes, Insurances & Contributi	(2)	-	200	5,500
561-50-31-26-30	Capital Equipment	-	24,864	166,903	90,400
26	Capital	-	24,864	166,903	90,400
31	Water Distribution	528,038	609,836	756,978	834,717
Grand Total		528,038	609,836	756,978	834,717

*FY 2019-20 Stonebridge Wells Combined with Water Distribution

WATER DISTRIBUTION - 5031
EXPENSE DETAIL

Description	Object Code	Funding Source	Total Budgeted
<i>Other Contract Services</i>	<i>2145</i>	<i>561</i>	
MVP Repair Services		9,500	9,500
Meters to be Repaired and Tested		4,010	4,010
National Meter Automation Service		1,000	1,000
Corepro inspect Tank# Cathodic Protection		700	700
Miscellaneous		490	490
Annual Water Tests		5,600	5,600
PLC Water Pressure Trending		4,900	4,900
TOTAL - Other Contract Services	2145	\$ 26,200	\$ 26,200
<i>Membership and Publications</i>	<i>2153</i>	<i>561</i>	
Miscellaneous Memberships & Publications		1,500	1,500
TOTAL - Membership & Publications	2153	\$ 1,500	\$ 1,500
<i>Training and Conferences</i>	<i>2155</i>	<i>561</i>	
Pump Class and Misc. Training		1,500	1,500
BackFlow Class and Misc. Training		2,700	2,700
Supervisor Seminar and Misc. Training		1,300	1,300
Misc. Training		2,500	2,500
Basic Electricity Class		2,000	2,000
TOTAL - Training and Conferences	2155	\$ 10,000	\$ 10,000
<i>Certifications</i>	<i>2157</i>	<i>561</i>	
Miscellaneous Certifications		2,000	2,000
TOTAL - Certifications	2157	\$ 2,000	\$ 2,000
<i>Computer Equipment</i>	<i>2212</i>	<i>561</i>	
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>	<i>2215</i>	<i>561</i>	
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
Data Loggers/Ground Water Monitoring		4,200	4,200
TOTAL - Special Department Supplies	2215	\$ 16,200	\$ 16,200

WATER DISTRIBUTION - 5031
EXPENSE DETAIL

Description	Object Code	Funding Source	Total Budgeted
<i>Water Meter/Hydrants</i>	<i>2219</i>	<i>561</i>	
Fire Hydrants and Water Meters (as needed)		20,000	20,000
TOTAL - Equipment Rental	2219	\$ 20,000	\$ 20,000
<i>Small Tools</i>	<i>2220</i>	<i>561</i>	
Chemical Pump - Rutherford Station		2,500	2,500
Large Shop Vac		700	700
Cutting Blades for Weed Wacker		200	200
Misc. Operation Tools		500	500
Roto Hammer		600	600
Fall Protection Harnesses		500	500
TOTAL - Small Tools	2220	\$ 5,000	\$ 5,000
<i>Maintenance Supplies</i>	<i>2312</i>	<i>561</i>	
Service Repair Parts		16,000	16,000
Road Surface Materials		5,000	5,000
Machined Parts		2,000	2,000
Misc. Supplies		9,850	9,850
Cones/Signs/Barricades		2,000	2,000
Land Fill Fees		1,000	1,000
Oxygen and Acetylene Gas		1,500	1,500
Bacteria Lab Tests		1,500	1,500
Emergency Repair Supplies		3,000	3,000
De-Chlorination Tabs		1,500	1,500
Water Diffuser Supplies		2,000	2,000
TOTAL - Maintenance Supplies	2312	\$ 45,350	\$ 45,350
<i>Capital Equipment</i>	<i>2630</i>	<i>561</i>	
VFD Emergency Replacement		21,000	21,000
Pump Replacement		25,000	25,000
Purchase Service Truck #104 - lease over 5 years. \$140,000 @5% interest		32,400	32,400
Lease Vehicle #105 - Lease began FY 19		12,000	12,000
TOTAL - Capital Equipment	2630	\$ 90,400	\$ 90,400

STONEBRIDGE EXPENSES BY FUND*					
Fund	Description	FY 17 Actual	FY 18 Actual	FY 19 Estimated	FY 20 Proposed
561	Water Enterprise	63,235	68,417	112,948	-
Grand Total		63,235	68,417	112,948	-

STONEBRIDGE EXPENSES BY OBJECT CODE*					
Object Code	Description	FY 17 Actual	FY 18 Actual	FY 19 Estimated	FY 20 Proposed
21	Services	52,256	60,672	72,171	-
22	Supplies	8,536	3,891	24,241	-
23	Maintenance	2,443	210	16,500	-
26	Capital	-	3,643	36	-
Grand Total		63,235	68,417	112,948	-

*FY 2019-20 Budget Stonebridge Wells expenses were combined with Water Distribution

Budget Stonebridge 5032*

Account Number	Description	FY 17 Actual	FY 18 Actual	FY 19 Estimated	FY 20 Proposed
561	Water Enterprise				
50	Public Works				
561-50-32-21-10	Communications	942	608	1,500	-
561-50-32-21-22	Utilities	49,367	56,229	55,000	-
561-50-32-21-45	Other Contract Services	1,947	3,836	15,671	-
21	Services	52,256	60,672	72,171	-
561-50-32-22-07	Copies	-	-	-	-
561-50-32-22-13	Office Supplies	-	-	-	-
561-50-32-22-15	Special Department Supplies	150	363	500	-
561-50-32-22-35	Process Chemicals	8,024	3,039	21,320	-
561-50-32-22-37	Lab Supplies	362	490	2,421	-
22	Supplies	8,536	3,891	24,241	-
561-50-32-23-12	Maintenance & Supplies	-	-	-	-
561-50-32-23-15	Maint Machine/Equipment	2,443	210	15,000	-
561-50-32-23-30	Maint Buildings/Grounds	-	-	1,500	-
23	Maintenance	2,443	210	16,500	-
561-50-32-26-70	Capital Imp Equipment	-	3,643	36	-
26	Capital	-	3,643	36	-
32	Stone Bridge Wells	63,235	68,417	112,948	-
Grand Total		63,235	68,417	112,948	-

*FY 2019-20 Budget Combined with Water Distribution

WATER TREATMENT EXPENSES BY FUND					
Fund	Description	FY 17 Actual	FY 18 Actual	FY 19 Estimated	FY 20 Proposed
561	Water Enterprise	1,943,067	2,086,210	2,485,598	2,509,799
Grand Total		1,943,067	2,086,210	2,485,598	2,509,799

WATER TREATMENT EXPENSES BY OBJECT CODE					
Object Code	Description	FY 17 Actual	FY 18 Actual	FY 19 Estimated	FY 20 Proposed
20	Salaries & Benefits	397,826	430,590	475,965	500,007
21	Services	96,236	97,453	122,541	148,750
22	Supplies	1,397,659	1,495,512	1,600,041	1,679,035
23	Maintenance	33,340	36,439	119,016	112,407
24	Taxes, Insurances & Contributi	18,006	13,836	20,000	20,000
26	Capital	-	12,382	148,036	49,600
Grand Total		1,943,067	2,086,210	2,485,598	2,509,799

Budget Water Treatment 5034

Account Number	Description	FY 17 Actuals	FY 18 Actuals	FY 19 Estimated	FY 20 Proposed
561	Water Enterprise				
50	Public Works				
561-50-34-20-10	Salary-Regular	233,537	251,891	276,386	291,291
561-50-34-20-25	Standby	10,359	11,025	8,330	8,330
561-50-34-20-30	Overtime	26,009	19,609	16,445	16,445
561-50-34-20-40	FICA/Medicare	20,565	21,704	23,188	24,328
561-50-34-20-45	Employer PERS	43,534	18,401	21,299	24,008
561-50-34-20-47	PERS Unfunded Liability	-	30,800	34,225	42,360
561-50-34-20-55	Health Insurance	51,099	54,209	76,874	77,717
561-50-34-20-61	Workers Comp	8,769	18,915	14,053	10,216
561-50-34-20-65	SDI	2,408	2,676	3,012	3,161
561-50-34-20-75	Deferred Comp	1,544	1,361	2,153	2,151
561-50-34-20-95	Uniform Allowance	0	(0)	-	-
20	Salaries & Benefits	397,826	430,590	475,965	500,007
561-50-34-21-10	Communications	7,494	7,079	6,500	6,950
561-50-34-21-15	Postage	1,168	181	2,000	2,000
561-50-34-21-22	Utilities	65,624	62,054	63,000	79,500
561-50-34-21-25	Equipment Rental	-	-	2,000	2,000
561-50-34-21-45	Other Contract Services	21,274	26,648	42,441	47,800
561-50-34-21-53	Memberships & Publications	465	794	1,200	2,000
561-50-34-21-55	Training & Conference	210	696	5,400	5,500
561-50-34-21-57	Certifications	-	-	-	3,000
561-50-34-21-60	Other Travel	-	-	-	-
21	Services	96,236	97,453	122,541	148,750
561-50-34-22-07	Copies	-	-	2,500	500
561-50-34-22-12	Computer Equipment	1,394	2,236	2,000	2,000
561-50-34-22-13	Office Supplies	78	663	500	500
561-50-34-22-15	Special Department Supplies	3,781	1,525	6,000	8,600
561-50-34-22-20	Small Tools	-	31	500	500
561-50-34-22-25	Fuel/Oil	963	1,252	2,000	3,000
561-50-34-22-32	Purchase Water	1,349,019	1,424,312	1,431,700	1,503,285
561-50-34-22-35	Process Chemicals	35,586	56,253	138,300	143,350
561-50-34-22-37	Lab Supplies	6,839	9,239	16,541	17,300
22	Supplies	1,397,659	1,495,512	1,600,041	1,679,035
561-50-34-23-11	Maint Office Equip	-	-	250	250
561-50-34-23-12	Maintenance Supplies	-	-	-	150
561-50-34-23-15	Maint Machine/Equipment	11,951	5,942	75,000	79,500
561-50-34-23-30	Maint Buildings/Grounds	6,602	15,019	26,500	15,000
561-50-34-23-50	Vehicle Alloc Expense	14,787	15,478	17,266	17,507
23	Maintenance	33,340	36,439	119,016	112,407
561-50-34-24-25	Taxes & Other Charges	18,006	13,836	20,000	20,000
24	Taxes, Insurances & Contributi	18,006	13,836	20,000	20,000
561-50-34-26-30	Capital Equipment	-	12,382	68,036	39,600
561-50-34-26-70	Capital Imp Equipment	-	-	80,000	10,000
26	Capital	-	12,382	148,036	49,600
34	Water Treatment	1,943,067	2,086,210	2,485,598	2,509,799
Grand Total		1,943,067	2,086,210	2,485,598	2,509,799

**WATER TREATMENT - 5034
EXPENSE DETAIL**

Description	Object Code	Funding Source	Total Budgeted
<i>Equipment Rental</i>	<i>2125</i>	<i>561</i>	
Various Tools (Hand tools, Hilti)		2,000	2,000
TOTAL - Equipment Rental	2125	\$ 2,000	\$ 2,000
<i>Other Contract Services</i>	<i>2145</i>	<i>561</i>	
Water Testing		17,900	17,900
CCCF Crews for Spillway and Dam Maintenance		2,000	2,000
Upper Valley Disposal Sludge Removal		12,000	12,000
Clean Harbors, Dispose of Waste		2,000	2,000
ERS Filter Surveillance		10,000	10,000
PLC Water Pressure Trending		2,100	2,100
HVAC Maintenance		1,800	1,800
TOTAL - Other Contract Services	2145	\$ 47,800	\$ 47,800
<i>Memberships & Publications</i>	<i>2153</i>	<i>561</i>	
Operator Certification		1,500	1,500
Wine Country Water Works		500	500
TOTAL - Memberships & Publications	2153	\$ 2,000	\$ 2,000
<i>Training and Conferences</i>	<i>2155</i>	<i>561</i>	
AWWA Conference (Spring & Fall)		4,600	4,600
Miscellaneous Training		900	900
TOTAL - Training and Conferences	2155	\$ 5,500	\$ 5,500
<i>Certifications</i>	<i>2157</i>	<i>561</i>	
Miscellaneous Certifications		3,000	3,000
TOTAL - Certifications	2157	\$ 3,000	\$ 3,000
<i>Computer Equipment</i>	<i>2212</i>	<i>561</i>	
Computer Replacement		2,000	2,000
TOTAL - Computer Equipment	2212	\$ 2,000	\$ 2,000
<i>Special Department Supplies</i>	<i>2215</i>	<i>561</i>	
Uniforms		1,900	1,900
Safety Equipment, Boots, Other		3,400	3,400
Data Loggers/Ground Water Monitoring		1,800	1,800
Misc. Machinery and Equipment		1,500	1,500
TOTAL - Special Department Supplies	2215	\$ 8,600	\$ 8,600

WATER TREATMENT - 5034
EXPENSE DETAIL

Description	Object Code	Funding Source	Total Budgeted
<i>Process Chemicals</i>	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
Ascorbic Acid		1,500	1,500
NaMNO4		12,000	12,000
PO4		6,500	6,500
Activated Carbon		59,000	59,000
Sodium Sulfite		1,500	1,500
Stonebridge Wells		4,350	4,350
TOTAL - Process Chemicals	2235	\$ 143,350	\$ 143,350
<i>Machinery & Equipment Maintenance</i>	2315	561	
Annual Maintenance & Machine Service		79,500	79,500
TOTAL - Machinery & Equipment Maintenance	2315	\$ 79,500	\$ 79,500
<i>Taxes and Other Charges</i>	2425	561	
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>	2630	561	
Turbidimeter		6,500	6,500
Flocculator Gear Drive		20,000	20,000
Chlorine Analyzer		6,500	6,500
Vehicle Lease - entered into in FY 19		6,600	6,600
TOTAL - Capital Equipment	2630	\$ 39,600	\$ 39,600
<i>Capital Improvement Equipment</i>	2670	561	
Inspect and Repair Tank 1A Recoat Piping in Clearwell		10,000	10,000
TOTAL - Capital Improvement Equipment	2670	\$ 10,000	\$ 10,000

WASTE 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 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 fees.

Wastewater Fund Estimated Revenues FY 2019-20

Account Number	Description	Actual 2016	Actual 2017	Actual 2018	Adopted 2019	Adjusted 2019	Proposed 2020
Sewer Enterprise		Actual	Actual	Actual	Adopted	Estimated	Proposed
571-31-70-00-00	Investment Earnings	\$4,500.00	\$4,615.00	\$20,362.73	\$18,000.00	\$18,000.00	\$18,000
571-33-81-00-00	Sewer Inspection/Review Fees	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0
571-34-70-00-00	Other Revenue	\$154,902.00	\$0.00	\$9,691.06	\$9,600.00	\$9,600.00	\$9,600
571-34-77-00-00	Claims Loss Recovery	\$228,913.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0
571-34-80-00-00	Annexation Fees	\$10,356.00	\$0.00	\$10,787.90	\$2,600.00	\$2,600.00	\$2,600
571-35-00-00-00	Residential	\$1,115,923.00	\$1,269,370.00	\$1,271,383.16	\$1,310,047.26	\$1,467,184.65	\$1,511,200
571-35-00-01-00	Multiple Dwelling	\$171,442.00	\$212,245.00	\$358,965.16	\$365,752.97	\$263,154.50	\$271,049
571-35-00-03-00	Laundromat	\$8,412.00	\$7,625.00	\$11,186.26	\$11,741.26	\$12,327.71	\$12,698
571-35-00-10-00	General Commercial	\$600,222.00	\$384,300.00	\$910,394.32	\$936,641.23	\$1,331,690.59	\$1,148,641
571-35-00-11-00	Restaurants	\$185,127.00	\$94,195.00	\$163,571.34	\$171,622.94	\$111,807.19	\$115,161
571-35-00-12-00	Service Station	\$3,136.00	\$1,870.00	-\$1,671.24	\$3,837.72	\$1,822.44	\$1,877
571-35-00-14-00	Motels-No Food Service	\$106,452.00	\$77,755.00	\$162,738.11	\$156,830.47	\$119,760.54	\$123,353
571-35-00-15-00	Supermarkets	\$12,869.00	\$6,860.00	\$19,153.13	\$20,266.28	\$14,030.72	\$14,452
571-35-00-17-00	Mortuaries	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0
571-35-00-18-00	Mixed Retail-Plus Food Service	\$15,219.00	\$3,065.00	\$21,052.25	\$21,153.44	\$24,247.77	\$24,975
571-35-00-20-00	Industrial	\$24,027.00	\$18,670.00	\$37,740.68	\$31,288.57	\$24,988.14	\$25,738
571-35-00-30-00	Libraries & Schools	\$37,977.00	\$28,175.00	\$50,678.53	\$49,780.69	\$31,508.04	\$32,453
571-35-00-40-00	Churches	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0
571-35-00-60-60	Car Wash	\$1,420.00	\$1,002.00	\$2,699.76	\$2,862.59	\$1,602.20	\$1,650
571-35-00-90-00	City Buildings	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0
571-38-10-99-50	Finance Charges			\$13,921.54	\$21,754.00	\$17,527.87	\$21,754
571-38-65-00-00	Sewer Connection Fee	\$3,900.00	\$900.00	\$4,700.00	\$1,300.00	\$1,300.00	\$1,300
571-38-70-00-00	CARE Subsidy	\$0.00	\$5,160.37	-\$20.26	\$20,100.00	\$20,100.00	\$20,100
571-39-98-00-00	Operating Transfers In	\$394,777.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0
		\$3,079,574.00	\$2,115,807.37	\$3,067,334.43	\$3,155,179.42	\$3,473,252.38	\$3,356,602

WASTEWATER FUND - BUDGET ITEMS PREVIOUSLY ACCOUNTED FOR IN INDIVIDUAL DEPARTMENT BUDGETS					
Fund	Description	FY 17 Actual	FY 18 Actual	FY 19 Estimated	FY 20 Proposed
4000	Non-Departmental	627,412	1,743,127	462,111	488,048
4100	City Council	21,484	11,745	16,771	18,488
4200	City Administration	139,788	200,619	174,779	193,507
4300	Finance	228,759	246,649	245,029	267,511
4400	Attorney	5,038	22,675	100,000	35,000
5000	Public Works	330,171	388,528	849,944	1,068,513
Grand Total		1,352,651	2,613,343	1,848,635	2,071,067

WASTEWATER FUND - COLLECTION AND TREATMENT					
Dept	Description	FY 17 Actual	FY 18 Actual	FY 19 Estimated	FY 20 Proposed
5020	Collection	12,290	146,238	232,742	284,054
5029	Treatment	782,923	680,011	1,022,813	1,001,480
Grand Total		795,213	826,249	1,255,555	1,285,534

WASTEWATER FUND ESTIMATED FUND BALANCE		571 ONLY
Estimated Ending Fund Balance @ 6/30/2019		784,673
Estimated Revenue @ 6/30/2020		3,356,601
Estimated Expenses @ 6/30/2020		2,752,347
Transfers Out to Capital		(604,254)
Revenue Less Expenses		-
Use of Wastewater Cash		-
Estimated Net Position		784,673
Percent of Expenses		29%

WASTEWATER COLLECTION EXPENSES BY FUND					
Fund	Description	FY 17 Actual	FY 18 Actual	FY 19 Estimated	FY 20 Proposed
571	Sewer Enterprise	122,290	146,238	232,742	284,054
Grand Total		122,290	146,238	232,742	284,054

WASTEWATER COLLECTION EXPENSES BY OBJECT CODE					
Object Code	Description	FY 17 Actual	FY 18 Actual	FY 19 Estimated	FY 20 Proposed
20	Salaries & Benefits	104,123	105,889	137,487	140,318
21	Services	6,331	3,488	25,400	22,700
22	Supplies	4,855	15,261	12,550	15,700
23	Maintenance	6,981	21,600	13,555	38,636
26	Capital	-	-	43,750	66,700
Grand Total		122,290	146,238	232,742	284,054

Budget Wastewater Collection 5020					
Account Number	Description	FY 17 Actual	FY 18 Actual	FY 19 Estimated	FY 20 Proposed
571	Sewer Enterprise				
50	Public Works				
571-50-20-20-10	Salary-Regular	63,776	65,390	81,026	84,223
571-50-20-20-25	Standby	1,579	1,187	3,857	3,857
571-50-20-20-30	Overtime	3,842	3,128	3,000	3,000
571-50-20-20-40	FICA/Medicare	5,325	5,370	6,778	7,023
571-50-20-20-45	Employer PERS	12,759	4,536	5,668	6,015
571-50-20-20-47	PERS Unfunded Liability	-	7,478	9,108	10,612
571-50-20-20-55	Health Insurance	13,021	13,085	21,187	20,111
571-50-20-20-61	Workers Comp	2,627	4,504	5,189	3,772
571-50-20-20-65	SDI	626	665	879	911
571-50-20-20-75	Deferred Comp	567	547	795	794
20	Salaries & Benefits	104,123	105,889	137,487	140,318
571-50-20-21-10	Communications	233	230	400	400
571-50-20-21-22	Utilities	4,825	2,434	5,000	5,000
571-50-20-21-25	Equipment Rental	-	-	-	10,000
571-50-20-21-45	Other Contract Services	-	-	15,000	-
571-50-20-21-53	Memberships & Publications	664	530	3,400	3,500
571-50-20-21-55	Training & Conference	544	294	1,100	1,300
571-50-20-21-57	Certifications	-	-	-	1,500
571-50-20-21-60	Other Travel	65	-	500	1,000
21	Services	6,331	3,488	25,400	22,700
571-50-20-22-07	Copies	-	-	-	500
571-50-20-22-15	Special Department Supplies	4,855	15,261	12,550	15,000
571-50-20-22-20	Small Tools	-	-	-	200
22	Supplies	4,855	15,261	12,550	15,700
571-50-20-23-12	Maintenance Supplies	-	-	-	25,000
571-50-20-23-15	Maint Machine/Equipment	2,052	16,441	7,800	7,800
571-50-20-23-30	Maint Buildings/Grounds	-	-	-	-
571-50-20-23-50	Vehicle Alloc Expense	4,929	5,159	5,755	5,836
23	Maintenance	6,981	21,600	13,555	38,636
571-50-20-26-30	Capital Equipment	-	-	43,750	66,700
571-50-20-26-50	Capital Imp Land	-	-	-	-
26	Capital	-	-	43,750	66,700
20	Sewer Collections	122,290	146,238	232,742	284,054
Grand Total		122,290	146,238	232,742	284,054

WASTEWATER COLLECTION - 5020
EXPENSE DETAIL

Description	Object Code	Funding Source	Total Budgeted
<i>Memberships & Publications</i>	<i>2153</i>	<i>571</i>	
Books		300	300
CWEA Exam and 1 year membership		2,500	2,500
CWEA Membership, E-8, E-11, E-6		700	700
TOTAL - Memberships & Publications	2153	\$ 3,500	\$ 3,500
<i>Training & Conference</i>	<i>2155</i>	<i>571</i>	
Vactor Operator Training		600	600
Certification CEU's		700	700
TOTAL - Training & Conference	2155	\$ 1,300	\$ 1,300
<i>Certifications</i>	<i>2157</i>	<i>571</i>	
Miscellaneous Certifications		1,500	1,500
TOTAL - Certifications	2157	\$ 1,500	\$ 1,500
<i>Special Department Supplies</i>	<i>2215</i>	<i>571</i>	
Misc. Supplies		1,700	1,700
Nozzles & Hooks		1,000	1,000
Gloves		500	500
Trench Restore		500	500
Drill Bits		500	500
Signs		300	300
Boots		500	500
Vehicle Supplies (lights, strobes, radios)		2,500	2,500
Sewer Repair Supplies		7,500	7,500
TOTAL - Special Department Supplies	2215	\$ 15,000	\$ 15,000
<i>Maintenance Supplies</i>	<i>2312</i>	<i>571</i>	
Pipe, Gravel, Fittings, etc.		25,000	25,000
TOTAL - Maintenance Supplies	2312	\$ 25,000	\$ 25,000

WASTEWATER COLLECTION - 5020
EXPENSE DETAIL

Description	Object Code	Funding Source	Total Budgeted
<i>Machinery & Equipment Maintenance</i>	<i>2315</i>	<i>571</i>	
Maintenance as Needed		4,500	4,500
Video Camera		2,000	2,000
Gas Detector Sensors		300	300
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>	
Annual Lease Vehicle 202 Replaced FY 19		7,500	7,500
Smoke Testing Equipment		15,000	15,000
Lease - Vehicle 208, costs split with Streets - \$150,000 for 5 years @ 5%		19,200	19,200
Camera for CCTV Video - split with Storm Drains		25,000	25,000
TOTAL - Capital Equipment	2630	\$ 66,700	\$ 66,700

WASTEWATER TREATMENT EXPENSES BY FUND					
Fund	Description	FY 17 Actual	FY 18 Actual	FY 19 Estimated	FY 20 Proposed
571	Sewer Enterprise	782,923	680,011	1,022,813	1,001,480
Grand Total		782,923	680,011	1,022,813	1,001,480

WASTEWATER TREATMENT EXPENSES BY OBJECT CODE					
Object Code	Description	FY 17 Actual	FY 18 Actual	FY 19 Estimated	FY 20 Proposed
20	Salaries & Benefits	380,185	362,786	400,744	437,373
21	Services	169,552	169,797	199,578	229,900
22	Supplies	170,345	51,690	148,300	181,700
23	Maintenance	53,916	48,210	92,196	80,507
24	Taxes, Insurances & Contributi	8,925	10,004	21,994	22,000
26	Capital	-	37,523	160,000	50,000
Grand Total		782,923	680,011	1,022,813	1,001,480

Budget Wastewater Treatment 5029					
Account Number	Description	FY 17 Actual	FY 18 Actual	FY 19 Estimated	FY 20 Proposed
571	Sewer Enterprise				
50	Public Works				
571-50-29-20-10	Salary-Regular	195,608	182,002	231,578	247,147
571-50-29-20-20	Temp/Part Time	25,776	1,274	-	-
571-50-29-20-25	Standby	3,546	2,979	8,330	8,330
571-50-29-20-30	Overtime	22,841	9,582	13,500	13,500
571-50-29-20-40	FICA/Medicare	21,615	14,763	19,523	20,714
571-50-29-20-45	Employer PERS	38,099	11,116	17,653	20,288
571-50-29-20-47	PERS Unfunded Liability	-	33,442	28,366	35,796
571-50-29-20-55	Health Insurance	60,019	63,931	64,301	77,492
571-50-29-20-61	Workers Comp	9,341	40,503	12,972	9,430
571-50-29-20-65	SDI	2,260	1,817	2,534	2,690
571-50-29-20-75	Deferred Comp	1,077	1,380	1,987	1,986
571-50-29-20-95	Uniform Allowance	2	(2)	-	-
20	Salaries & Benefits	380,185	362,786	400,744	437,373
571-50-29-21-10	Communications	2,512	1,963	3,200	3,200
571-50-29-21-15	Postage	-	-	200	200
571-50-29-21-22	Utilities	122,337	88,831	93,000	93,000
571-50-29-21-25	Equipment Rental	795	668	3,000	3,000
571-50-29-21-43	Fines & Penalties	15,000	-	21,000	50,000
571-50-29-21-45	Other Contract Services	27,766	75,970	75,078	75,000
571-50-29-21-53	Memberships & Publications	360	590	600	1,500
571-50-29-21-55	Training & Conference	782	1,775	3,500	2,500
571-50-29-21-57	Certifications	-	-	-	1,500
21	Services	169,552	169,797	199,578	229,900
571-50-29-22-12	Computer Equipment	610	1,348	2,200	2,200
571-50-29-22-13	Office Supplies	928	419	500	500
571-50-29-22-15	Special Department Supplies	6,684	7,464	5,600	14,000
571-50-29-22-20	Small Tools	3,706	571	5,500	5,500
571-50-29-22-25	Fuel/Oil	2,536	3,396	2,500	2,500
571-50-29-22-35	Process Chemicals	153,682	34,345	125,000	150,000
571-50-29-22-37	Lab Supplies	2,201	4,147	7,000	7,000
22	Supplies	170,345	51,690	148,300	181,700
571-50-29-23-12	Maintenance Supplies	14	46	-	1,000
571-50-29-23-15	Maint Machine/Equipment	31,882	20,445	55,930	62,000
571-50-29-23-30	Maint Buildings/Grounds	6,654	12,227	19,000	-
571-50-29-23-50	Vehicle Alloc Expense	15,366	15,492	17,266	17,507
23	Maintenance	53,916	48,210	92,196	80,507
571-50-29-24-25	Taxes & Other Charges	8,925	10,004	21,994	22,000
24	Taxes, Insurances & Contributi	8,925	10,004	21,994	22,000
571-50-29-26-30	Capital Equipment	-	37,523	160,000	50,000
571-50-29-26-50	Capital Imp Land	-	-	-	-
26	Capital	-	37,523	160,000	50,000
29	Sewer Maintenance Operations	782,923	680,011	1,022,813	1,001,480
Grand Total		782,923	680,011	1,022,813	1,001,480

WASTEWATER TREATMENT- 5029
EXPENSE DETAIL

Description	Object Code	Funding Source	Total Budgeted
<i>Equipment Rental</i>	2125	571	
Crane, Boom Truck		3,000	3,000
TOTAL - Equipment Rental	2125	\$ 3,000	\$ 3,000
<i>Other Contract Services</i>	2145	571	
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>	2153	571	
SWRCB Exams		1,500	1,500
TOTAL - Memberships & Publications	2153	\$ 1,500	\$ 1,500
<i>Training and Conferences</i>	2155	571	
Continuing Education & Supervisory Classes (CRWA Conference)		2,500	2,500
TOTAL - Training and Conferences	2155	\$ 2,500	\$ 2,500
<i>Certifications</i>	2157	571	
Wastewater Certifications		1,500	1,500
TOTAL - Certifications	2157	\$ 1,500	\$ 1,500
<i>Computer</i>	2212	571	
Computer/Printer Replacement		2,200	2,200
TOTAL - Computer	2212	\$ 2,200	\$ 2,200
<i>Special Department Supplies</i>	2215	571	
Miscellaneous Department Supplies & Safety Equipment - gas monitor, load testing cert., potable water, drinking water		5,500	5,500
Uniform Service		2,000	2,000
TOTAL - Special Department Supplies	2215	\$ 7,500	\$ 7,500
<i>Small Tools</i>	2220	571	
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

WASTEWATER TREATMENT- 5029
EXPENSE DETAIL

Description	Object Code	Funding Source	Total Budgeted
<i>Process Chemicals</i>	2235	571	
Various Chemicals to Treat Waste		150,000	150,000
TOTAL - Process Chemicals	2235	\$ 150,000	\$ 150,000
<i>Lab Supplies</i>	2237	571	
General Equipment and Supplies		7,000	7,000
TOTAL - Lab Supplies	2237	\$ 7,000	\$ 7,000
<i>Maintenance Supplies</i>	2312	571	
Fittings, Gravel, PVC, etc.		1,000	1,000
TOTAL - Maintenance Supplies	2312	\$ 1,000	\$ 1,000
<i>Machinery & Equipment Maintenance</i>	2315	571	
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>	2630	571	
Chemical Feed Pumps		50,000	50,000
TOTAL - Capital Equipment	2630	\$ 50,000	\$ 50,000

CAPITAL IMPROVEMENT PLAN

SUMMARY

The FY 2010-2024 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 and was adopted by City Council on May 19, 2019. 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 FY 2019-20 CIP consists of 40 projects in four divisions totaling approximately \$15 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 2019-20. 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 2019-20 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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5-YEAR CAPITAL IMPROVEMENTS PROGRAM

City of St. Helena, CA

FY 2019-20 to FY 2023-24



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Global Summary Report

City of St. Helena FY 2019-20 to FY 2023-24

	2019-20	2020-21	2021-22	2022-23	2023-24	TOTALS
PROJECT CATEGORY EXPENDITURES						
1 Civic	1,534,500	203,000	103,000	103,000	103,000	2,046,500
2 Streets	4,091,108	1,223,000	703,000			6,017,108
3 Water	7,678,821	6,021,571	5,624,938	750,000	600,000	20,675,330
4 Wastewater	1,658,567	4,324,240	4,646,500	1,400,000	150,000	12,179,307
TOTALS	14,962,996	11,771,811	11,077,438	2,253,000	853,000	40,918,245
PROJECT FUNDING SOURCES						
101 General Fund	975,225	137,929	50,000			1,163,154
101 General Fund - ADA Transition Plan	123,000	103,000	103,000	103,000	103,000	535,000
101 General Fund - Measure T/RMRA MOE	379,189					379,189
101 General Fund - Measure T/RMRA MOE (Prior Year)	75,000					75,000
211 Grant EPA SFBWQIF	907,953					907,953
223 Skate Park Lighting Fund	1,200					1,200
230 Gas Tax	134,000					134,000
240 Measure T	2,315,980	462,000	50,000			2,827,980
230 Gas Tax - RMRA/SB1	108,000	108,000				216,000
420 Go Bonds		12,071				12,071
700 Flood Control Funds	157,803					157,803
733 Civic CIP	53,625					53,625
733 Civic CIP HMGP	160,875					160,875
734 Park Impact Fees	478,800					478,800
741 Streets Capital Improvement - Grant OBAG II	31,811	603,000	603,000			1,237,811
741 Streets Capital Improvement - Grant TDA III	75,000					75,000
741 Streets Capital Improvement - HSIP	556,100					556,100
763 Water Capital Improvement	3,845,379	4,883,140	2,403,321	750,000	600,000	12,481,840
763 Water Capital Improvement - Grant/Interagency Fund		878,381	766,667			1,645,048
763 Water Capital Improvement - Grant Prop 84	800,000					800,000
763 Water Capital Improvement HMGP (Potential Grant)	360,000		2,319,950			2,679,950
763 Water Capital Improvement - Water Bond	1,693,923	70,100				1,764,023
764 Water Impact Fees	71,566	189,950	135,000			396,516
773 Wastewater Capital Improvement - State Grant				75,000		75,000
773 Wastewater Capital Improvement	1,572,564	838,254	1,041,300	250,000	150,000	3,852,118
773 Wastewater Capital Improvement - Bond		3,406,000	3,503,500	1,000,000		7,909,500
774 Wastewater Impact Fees	86,003	79,986	101,700	75,000		342,689
TOTALS	14,962,996	11,771,811	11,077,438	2,253,000	853,000	40,918,245

Category Summary Report

FY 2019-20 to 2023-24 Civic

PROJECT TITLE		2019-20	2020-21	2021-22	2022-23	2023-24	TOTALS
0101-C-82	Downtown Restrooms	237,000					237,000
0102-C18-83	ADA Plan Facilities	103,000	103,000	103,000	103,000	103,000	515,000
0103-C19-02	Crane Tennis Courts	170,000					170,000
0104-C19-03	Crane Park Lighting Improvements	30,000					30,000
0105-C20-01	Library Roof Repair	480,000					480,000
0106-C20-02	Repaint Fire Station # 1		100,000				100,000
0107-C20-03	Skate-park Improvements	250,000					250,000
0108-C20-04	Baldwin Park Fence & Pathway Repair	50,000					50,000
0109-C20-05	Library Emergency Power	214,500					214,500
		1,534,500	203,000	103,000	103,000	103,000	2,046,500
PROJECT FUNDING SOURCES							
101	General Fund	717,000	87,929				804,929
101	General Fund - ADA Transition Plan	123,000	103,000	103,000	103,000	103,000	535,000
223	Skate Park Lighting Fund	1,200					1,200
420	Go Bonds		12,071				12,071
733	Civic CIP	53,625					53,625
733	Civic CIP HMGP	160,875					160,875
734	Park Impact Fees	478,800					478,800
		1,534,500	203,000	103,000	103,000	103,000	2,046,500

Downtown Restrooms

Project No: 0101-C-82

Category: Civic

Project Location: Telegraph Alley between Money Way & Oak Ave



PROJECT PURPOSE & DESCRIPTION: This project will construct two restrooms downtown adjacent to Telegraph Alley between Money Way and Oak Avenue.

FISCAL IMPACT: The total estimated cost is \$305,712 with actual cost to-date of \$65,432.

EXPENDITURE ACCOUNTS:

Fund: 733 **Dept:** 5010

EXPENDITURES	2019-20	2020-21	2021-22	2022-23	2023-24	Five Year
3150 - Construction Management	20,000					20,000
3160 - Construction Contract	217,000					217,000
EXPENDITURE TOTALS	237,000					237,000
FUNDING SOURCES	2019-20	2020-21	2021-22	2022-23	2023-24	Five Year
101-General Fund	237,000					237,000
FUNDING TOTALS	237,000					237,000

ADA Plan Facilities

Project No: 0102-C18-83

Category: Civic

Project Location: Various Locations in St. Helena



PROJECT PURPOSE & DESCRIPTION: This project will implement facility improvements identified in the ADA Transition Plan adopted by City Council in 2017.

FISCAL IMPACT: The estimated cost is \$830,000 over a 15 year period.

EXPENDITURE ACCOUNTS:

Fund: 733 **Dept:** 5010

EXPENDITURES	2019-20	2020-21	2021-22	2022-23	2023-24	Five Year
3110 - Design	10,000	10,000	10,000	10,000	10,000	50,000
3150 - Construction Management	93,000	93,000	93,000	93,000	93,000	465,000
EXPENDITURE TOTALS	103,000	103,000	103,000	103,000	103,000	515,000
FUNDING SOURCES						
101-General Fund - ADA Transition Plan	103,000	103,000	103,000	103,000	103,000	515,000
FUNDING TOTALS	103,000	103,000	103,000	103,000	103,000	515,000

Crane Tennis Courts

Project No: 0103-C19-02

Category: Civic

Project Location: 360 Crane Avenue



PROJECT PURPOSE & DESCRIPTION: This project will rehabilitate the existing tennis courts at Crane Park.

FISCAL IMPACT: The estimated cost is \$170,000.

EXPENDITURE ACCOUNTS:

Fund: 733 **Dept:** 5010

EXPENDITURES	2019-20	2020-21	2021-22	2022-23	2023-24	Five Year
3110 - Design	25,000					25,000
3160 - Construction Contract	145,000					145,000
EXPENDITURE TOTALS	170,000					170,000
FUNDING SOURCES	2019-20	2020-21	2021-22	2022-23	2023-24	Five Year
734-Park Impact Fees	170,000	0				170,000
FUNDING TOTALS	170,000	0				170,000

Crane Park Lighting Improvements

Project No: 0104-C19-03

Category: Civic

Project Location: 360 Crane Avenue



PROJECT PURPOSE & DESCRIPTION: Retrofit existing park light fixtures to LED and upgrade electrical equipment.

FISCAL IMPACT: The estimated cost is \$30,000.

EXPENDITURE ACCOUNTS:

Fund: 733 **Dept:** 5010

EXPENDITURES	2019-20	2020-21	2021-22	2022-23	2023-24	Five Year
3110 - Design	30,000					30,000
EXPENDITURE TOTALS	30,000					30,000
FUNDING SOURCES						
223-Skate Park Lighting Fund	1,200					1,200
734-Park Impact Fees	28,800					28,800
FUNDING TOTALS	30,000					30,000

Library Roof Repair

Project No: 0105-C20-01

Category: Civic

Project Location: 1492 Library Lane



PROJECT PURPOSE & DESCRIPTION: Replacement of the leaking library roof. Current roofing system has failed and causes water damage to the library each year. The project will replace the existing roof with a modern roof with a minimum of 30-year warranty.

FISCAL IMPACT: The estimated cost is \$480,000.

EXPENDITURE ACCOUNTS:

Fund: 733 **Dept:** 5010

EXPENDITURES	2019-20	2020-21	2021-22	2022-23	2023-24	Five Year
3110 - Design	20,000					20,000
3160 - Construction Contract	460,000					460,000
EXPENDITURE TOTALS	480,000					480,000
FUNDING SOURCES	2019-20	2020-21	2021-22	2022-23	2023-24	Five Year
101-General Fund	480,000					480,000
FUNDING TOTALS	480,000					480,000

Repaint Fire Station # 1

Project No: 0106-C20-02

Category: Civic

Project Location: 1480 Main Street



PROJECT PURPOSE & DESCRIPTION: Repaint Fire Station # 1.

FISCAL IMPACT: The estimated cost is \$100,000.

EXPENDITURE ACCOUNTS:

Fund: 733 **Dept:** 5010

EXPENDITURES	2019-20	2020-21	2021-22	2022-23	2023-24	Five Year
3110 - Design		20,000				20,000
3160 - Construction Contract		80,000				80,000
EXPENDITURE TOTALS		100,000				100,000
FUNDING SOURCES	2019-20	2020-21	2021-22	2022-23	2023-24	Five Year
101-General Fund		87,929				87,929
420-Go Bonds		12,071				12,071
FUNDING TOTALS		100,000				100,000

Skate-park Improvements

Project No: 0107-C20-03

Category: Civic

Project Location: 360 S. Crane Avenue



PROJECT PURPOSE & DESCRIPTION: Rehabilitate the skate-park and implement ADA improvements.

FISCAL IMPACT: The estimated cost is \$250,000.

EXPENDITURE ACCOUNTS:

Fund: 733 **Dept:** 5010

EXPENDITURES	2019-20	2020-21	2021-22	2022-23	2023-24	Five Year
3110 - Design	50,000					50,000
3160 - Construction Contract	200,000					200,000
EXPENDITURE TOTALS	250,000					250,000
FUNDING SOURCES						
734-Park Impact Fees	250,000					250,000
FUNDING TOTALS	250,000					250,000

Baldwin Park Fence & Pathway Repair

Project No: 0108-C20-04

Category: Civic

Project Location: 1591 Spring Street



PROJECT PURPOSE & DESCRIPTION: Remove and replace fence bordering and pathway repair.

FISCAL IMPACT: The estimated cost is \$50,000.

EXPENDITURE ACCOUNTS:

Fund: 733 **Dept:** 5010

EXPENDITURES	2019-20	2020-21	2021-22	2022-23	2023-24	Five Year
3160 - Construction Contract	50,000					50,000
EXPENDITURE TOTALS	50,000					50,000
FUNDING SOURCES						
101-General Fund - ADA Transition Plan	20,000					20,000
734-Park Impact Fees	30,000					30,000
FUNDING TOTALS	50,000					50,000

Library Emergency Power

Project No: 0109-C20-05

Category: Civic

Project Location: 1492 Library Lane



PROJECT PURPOSE & DESCRIPTION: This project is to upgrade the library with back-up power generation capabilities and will include a fixed generator at the library. This fixed generator will provide a fully functional location for the community to gather for disaster related information, safety from potentially dangerous conditions, access to the outside world, and support charging stations.

FISCAL IMPACT: The estimated cost is \$214,500.

EXPENDITURE ACCOUNTS:

Fund: 733 **Dept:** 5010

EXPENDITURES	2019-20	2020-21	2021-22	2022-23	2023-24	Five Year
3160 - Construction Contract	214,500					214,500
EXPENDITURE TOTALS	214,500					214,500
FUNDING SOURCES						
733-Civic CIP	53,625					53,625
733-Civic CIP HMGP	160,875					160,875
FUNDING TOTALS	214,500					214,500

Category Summary Report

FY 2019-20 to 2023-24 Streets

PROJECT TITLE		2019-20	2020-21	2021-22	2022-23	2023-24	TOTALS
0201-R18-81	Downtown Sidewalk Improvements	456,500	703,000	703,000			1,862,500
0202-R19-79	Pavement Restoration	1,970,000					1,970,000
0203-R19-01	Stormwater Master Plan	93,725					93,725
0204-R19-02	Hunt Avenue Sidewalk Gap Closure	306,980					306,980
0205-R19-03	Sulphur Creek Erosion Repair	157,803					157,803
0206-R19-04	Sulphur Creek Sediment Removal	100,000					100,000
0207-R19-05	Grayson and South Crane Rehab	200,000					200,000
0208-R19-07	Silverado Trail Guardrail Replacement	556,100					556,100
0209-R20-01	Mitchell Drive to Sulphur Creek Storm Drain	250,000					250,000
0210-R21-01	Silverado Trail Overlay		520,000				520,000
		4,091,108	1,223,000	703,000			6,017,108
PROJECT FUNDING SOURCES							
101	General Fund	258,225	50,000	50,000			358,225
101	General Fund - Measure T/RMRA MOE	379,189					379,189
101	General Fund - Measure T/RMRA MOE (Prior Year)	75,000					75,000
230	Gas Tax	134,000					134,000
240	Measure T	2,315,980	462,000	50,000			2,827,980
230	Gas Tax - RMRA/SB1	108,000	108,000				216,000
700	Flood Control Funds	157,803					157,803
741	Streets Capital Improvement - Grant OBAG II	31,811	603,000	603,000			1,237,811
741	Streets Capital Improvement - Grant TDA III	75,000					75,000
741	Streets Capital Improvement - HSIP	556,100					556,100
		4,091,108	1,223,000	703,000			6,017,108

Downtown Sidewalk Improvements

Project No: 0201-R18-81

Category: Streets

Project Location: St. Helena, CA 94574



PROJECT PURPOSE & DESCRIPTION: This is a sidewalk improvement project funded by One Bay Area Grant II program and local funds. The project will replace sidewalks, trees, and implement traffic calming devices on Main Street between Mitchell Drive and Pine Street. Approximately 3,609 linear feet of sidewalk and 17 ADA curb ramps will be replaced.

FISCAL IMPACT: The estimated cost is \$1,862,500. \$75,000 of the FY 19 MOE is being used in FY 20.

EXPENDITURE ACCOUNTS:

Fund: 741 **Dept:** 5014

EXPENDITURES	2019-20	2020-21	2021-22	2022-23	2023-24	Five Year
3110 - Design	454,000					454,000
3140 - Legal Services	2,500					2,500
3150 - Construction Management		50,000	50,000			100,000
3160 - Construction Contract		603,000	603,000			1,206,000
3170 - Contingency		50,000	50,000			100,000
EXPENDITURE TOTALS	456,500	703,000	703,000			1,862,500
FUNDING SOURCES	2019-20	2020-21	2021-22	2022-23	2023-24	Five Year
101-General Fund	64,500	50,000	50,000			164,500
101-General Fund - Measure T/RMRA MOE (Prior Year)	75,000					75,000
230-Gas Tax	134,000					134,000
230-Gas Tax - RMRA/SB1	108,000					108,000
240-Measure T	75,000	50,000	50,000			175,000
741-Streets Capital Improvement - Grant OBAG II		603,000	603,000			1,206,000
FUNDING TOTALS	456,500	703,000	703,000			1,862,500

Pavement Restoration

Project No: 0202-R19-79

Category: Streets

Project Location: St. Helena, CA 94574



PROJECT PURPOSE & DESCRIPTION: Rehabilitate streets throughout the City with various surface treatments (i.e. slurry seal, micro-surface, and overlay). Curb ramp upgrades may be part of projects as needed. Council approved a five-year list of streets on February 13, 2018.

FISCAL IMPACT: The estimated five-year cost is \$1,970,000.

EXPENDITURE ACCOUNTS:

Fund: 741 **Dept:** 5014

EXPENDITURES	2019-20	2020-21	2021-22	2022-23	2023-24	Five Year
3150 - Construction Management	150,000					150,000
3160 - Construction Contract	1,670,000					1,670,000
3170 - Contingency	150,000					150,000
EXPENDITURE TOTALS	1,970,000					1,970,000
FUNDING SOURCES	2019-20	2020-21	2021-22	2022-23	2023-24	Five Year
101-General Fund - Measure T/RMRA MOE	129,189					129,189
240-Measure T	1,809,000					1,809,000
741-Streets Capital Improvement - Grant OBAG II	31,811					31,811
FUNDING TOTALS	1,970,000					1,970,000

Stormwater Master Plan

Project No: 0203-R19-01

Category: Streets

Project Location: St. Helena, CA 94574



PROJECT PURPOSE & DESCRIPTION: The Stormwater Master Plan will not only update the 2000 document, but will be integrated with the Water Master Plan and the Wastewater Master Plan which will include recommendations for system improvements, replacement and estimated project costs.

FISCAL IMPACT: The estimated cost is \$100,000 with actual cost to-date of \$6,275.

EXPENDITURE ACCOUNTS:

Fund: 741 **Dept:** 5014

EXPENDITURES	2019-20	2020-21	2021-22	2022-23	2023-24	Five Year
3110 - Design	93,725					93,725
EXPENDITURE TOTALS	93,725					93,725
FUNDING SOURCES	2019-20	2020-21	2021-22	2022-23	2023-24	Five Year
101-General Fund	93,725					93,725
FUNDING TOTALS	93,725					93,725

Hunt Avenue Sidewalk Gap Closure

Project No: 0204-R19-02

Category: Streets

Project Location: Hunt Avenue between
Monte Vista Avenue &
June Lane



PROJECT PURPOSE & DESCRIPTION: This project will construct sidewalk in order to close a pedestrian gap that currently exists on the southside of Hunt Avenue between Monte Vista Avenue and June Lane.

FISCAL IMPACT: The estimated cost is \$317,000 with actual cost to-date of \$41,775.

EXPENDITURE ACCOUNTS:

Fund: 741 **Dept:** 5014

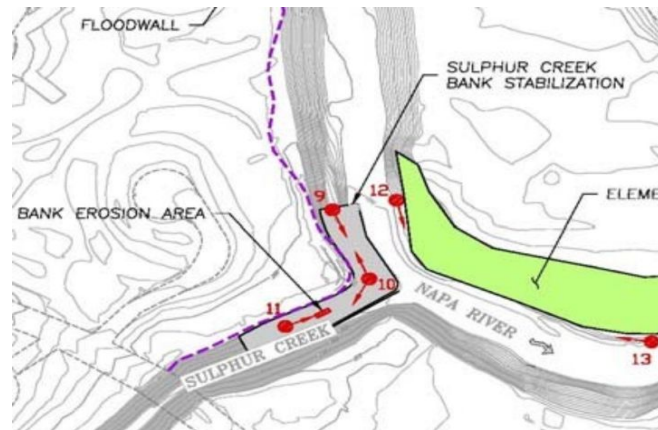
EXPENDITURES	2019-20	2020-21	2021-22	2022-23	2023-24	Five Year
3150 - Construction Management	36,780					36,780
3160 - Construction Contract	245,200					245,200
3170 - Contingency	25,000					25,000
EXPENDITURE TOTALS	306,980					306,980
FUNDING SOURCES	2019-20	2020-21	2021-22	2022-23	2023-24	Five Year
240-Measure T	231,980					231,980
741-Streets Capital Improvement - Grant TDA III	75,000					75,000
FUNDING TOTALS	306,980					306,980

Sulphur Creek Erosion Repair

Project No: 0205-R19-03

Category: Streets

Project Location: St. Helena, CA 94574



PROJECT PURPOSE & DESCRIPTION: This project will implement bank repairs that were caused during the 16/17 storm year and identified in the 2017 Flood Control Project post-construction monitoring and reporting year. The repairs will be made utilizing funds from the Flood Control Project adaptive management program. The area is located at the base of a mature valley oak, approximately 100 feet upstream of the confluence with the Napa River.

FISCAL IMPACT: The estimated cost is \$157,803 with actual cost to-date of \$10,000.

EXPENDITURE ACCOUNTS:

Fund: 741 **Dept:** 5014

EXPENDITURES	2019-20	2020-21	2021-22	2022-23	2023-24	Five Year
3110 - Design	27,803					27,803
3150 - Construction Management	15,000					15,000
3160 - Construction Contract	100,000					100,000
3170 - Contingency	15,000					15,000
EXPENDITURE TOTALS	157,803					157,803
FUNDING SOURCES	2019-20	2020-21	2021-22	2022-23	2023-24	Five Year
700-Flood Control Funds	157,803					157,803
FUNDING TOTALS	157,803					157,803

Sulphur Creek Sediment Removal

Project No: 0206-R19-04

Category: Streets

Project Location: Sulphur Creek beneath bridge structure at Valley V



PROJECT PURPOSE & DESCRIPTION: This project will remove sediment build-up in Sulphur Creek beneath the bridge structure at Valley View and the City owned creek section in front of the City Public Works Corporation Yard on Charter Oak. The City plans to coordinate permitting and work efforts with private landowners along Sulphur Creek between the Valley View bridge and the City Corporation Yard.

FISCAL IMPACT: The estimated cost is \$100,000.

EXPENDITURE ACCOUNTS:

Fund: 741 **Dept:** 5014

EXPENDITURES	2019-20	2020-21	2021-22	2022-23	2023-24	Five Year
3110 - Design	100,000					100,000
EXPENDITURE TOTALS	100,000					100,000
FUNDING SOURCES	2019-20	2020-21	2021-22	2022-23	2023-24	Five Year
101-General Fund	100,000					100,000
FUNDING TOTALS	100,000					100,000

Grayson and South Crane Rehab

Project No: 0207-R19-05

Category: Streets

Project Location: Grayson and South Crane



PROJECT PURPOSE & DESCRIPTION: This project will reconstruct Grayson and South Crane Avenues. Accessibility improvements to sidewalks and curb ramps will be included as part of the project whenever applicable.

FISCAL IMPACT: The estimated cost is \$200,000.

EXPENDITURE ACCOUNTS:

Fund: 741 **Dept:** 5014

EXPENDITURES	2019-20	2020-21	2021-22	2022-23	2023-24	Five Year
3110 - Design	200,000					200,000
EXPENDITURE TOTALS	200,000					200,000
FUNDING SOURCES						
240-Measure T	200,000					200,000
FUNDING TOTALS	200,000					200,000

Silverado Trail Guardrail Replacement

Project No: 0208-R19-07

Category: Streets

Project Location: Silverado Trail and Pope Street



PROJECT PURPOSE & DESCRIPTION: Replace guardrail and pavement markings/stripping on Silverado Trail within City Limits.

FISCAL IMPACT: The estimated cost is \$556,100.

EXPENDITURE ACCOUNTS:

Fund: 741 **Dept:** 5014

EXPENDITURES	2019-20	2020-21	2021-22	2022-23	2023-24	Five Year
3110 - Design	55,000					55,000
3120 - Environmental/Planning	15,000					15,000
3130 - Land & Easements	10,000					10,000
3150 - Construction Management	58,500					58,500
3160 - Construction Contract	417,600					417,600
EXPENDITURE TOTALS	556,100					556,100
FUNDING SOURCES						
741-Streets Capital Improvement - HSIP	556,100					556,100
FUNDING TOTALS	556,100					556,100

Mitchell Drive to Sulphur Creek Storm Drain

Project No: 0209-R20-01

Category: Streets

Project Location: Mitchell Drive to Sulphur Creek



PROJECT PURPOSE & DESCRIPTION: Replace storm drain pipe on Mitchell Drive and slip-line portion of pipe from Mitchell Drive to Sulphur Creek.

FISCAL IMPACT: The estimated cost is \$250,000.

EXPENDITURE ACCOUNTS:

Fund: 741 **Dept:** 5014

EXPENDITURES	2019-20	2020-21	2021-22	2022-23	2023-24	Five Year
3110 - Design	25,000					25,000
3160 - Construction Contract	225,000					225,000
EXPENDITURE TOTALS	250,000					250,000
FUNDING SOURCES	2019-20	2020-21	2021-22	2022-23	2023-24	Five Year
101-General Fund - Measure T/RMRA MOE	250,000					250,000
FUNDING TOTALS	250,000					250,000

Silverado Trail Overlay

Project No: 0210-R21-01

Category: Streets

**Project
Location:**



PROJECT PURPOSE & DESCRIPTION:

FISCAL IMPACT: The estimated cost is \$520,000.

EXPENDITURE ACCOUNTS:

Fund: 741 **Dept:** 5014

EXPENDITURES	2019-20	2020-21	2021-22	2022-23	2023-24	Five Year
3110 - Design		20,000				20,000
3160 - Construction Contract		500,000				500,000
EXPENDITURE TOTALS		520,000				520,000
FUNDING SOURCES	2019-20	2020-21	2021-22	2022-23	2023-24	Five Year
230-Gas Tax - RMRA/SB1		108,000				108,000
240-Measure T		412,000				412,000
FUNDING TOTALS		520,000				520,000

Category Summary Report

FY 2019-20 to 2023-24 Water

PROJECT TITLE		2019-20	2020-21	2021-22	2022-23	2023-24	TOTALS
0301-W-26	Upper York Creek Ecosystem Restoration	4,515,000	609,000	150,000	150,000		5,424,000
0302-W-27	Meadowood Tank Upgrades	50,000	450,000				500,000
0303-W-35	Bell Canyon Reservoir Improvements			900,000			900,000
0304-W-80	Dwyer Road Booster (Pump Station)		1,337,571	1,150,000			2,487,571
0305-W-85	Bell House Valve Replacement	547,881					547,881
0306-W-86	Spring Mountain Pressure Zone Improvements (Holmes Tank Upgrade)			2,899,938			2,899,938
0307-W-91	Bell Canyon Creek Flow Measurement	157,408					157,408
0308-W-93	Sludge Handling Program		150,000				150,000
0309-W-101	Tank 2 Rehabilitation	690,000					690,000
0310-W-106	Pump Station Upgrades	569,097					569,097
0311-W-108	Lower Reservoir Rehab	10,827					10,827
0312-W-109	Bell Canyon Intake Tower Replacement	356,354	3,000,000				3,356,354
0313-W-110	Rutherford Pump Upgrade	26,677	450,000				476,677
0314-W18-111	WTP Condition Assessment	150,000					150,000
0315-W18-112	Spill Containment at Bell Creek	75,000					75,000
0316-W18-113	SCADA Improvements - Rutherford & Holmes		25,000	125,000			150,000
0317-W18-114	Spill Containment at SB Wells	75,000					75,000
0318-W18-115	Remove Restrictions - Rutherford Pump Station	150,000					150,000
0319-W18-116	Update GIS Maps of Water System	50,000					50,000
0320-W18-117	Water Master Plan Update	120,672					120,672
0321-W18-118	Replace Mains <6" in Diameter			400,000	600,000	600,000	1,600,000
0323-W18-120	Bell Canyon Phreatic Surface Monitoring & Assessment	34,905					34,905
0324-W20-01	Bell Canyon Spillway Repairs	100,000					100,000
		7,678,821	6,021,571	5,624,938	750,000	600,000	20,675,330
PROJECT FUNDING SOURCES							
211	Grant EPA SFBWQIF	907,953					907,953
763	Water Capital Improvement	3,845,379	4,883,140	2,403,321	750,000	600,000	12,481,840
763	Water Capital Improvement - Grant/Interagency Fund		878,381	766,667			1,645,048
763	Water Capital Improvement - Grant Prop 84	800,000					800,000
763	Water Capital Improvement HMGP (Potential Grant)	360,000		2,319,950			2,679,950
763	Water Capital Improvement - Water Bond	1,693,923	70,100				1,764,023
764	Water Impact Fees	71,566	189,950	135,000			396,516
		7,678,821	6,021,571	5,624,938	750,000	600,000	20,675,330

Upper York Creek Ecosystem Restoration

Project No: 0301-W-26

Category: Water

Project Location: Spring Mtn Rd. (APN 022-180-013)



PROJECT PURPOSE & DESCRIPTION: Complete collaboration with the US Army Corp of Engineers, NOAA-Fisheries, the California department of Fish and Game, and the California regional Water Quality Control Board to remove the dam and restore fish passage in York Creek.

FISCAL IMPACT: The estimated cost for this project is \$8,030,074 with actual cost to-date of \$2,606,074. Costs in prior fiscal years are due to design and removal of sediment build-up upstream of the dam, ongoing design coordination with agencies and pursuing grants funds to move the complete dam removal forward.

EXPENDITURE ACCOUNTS:

Fund: 763 **Dept:** 5030

EXPENDITURES	2019-20	2020-21	2021-22	2022-23	2023-24	Five Year
3140 - Legal Services	20,000					20,000
3150 - Construction Management	295,000	59,000	150,000	150,000		654,000
3160 - Construction Contract	4,200,000	450,000				4,650,000
3170 - Contingency		100,000				100,000
EXPENDITURE TOTALS	4,515,000	609,000	150,000	150,000		5,424,000
FUNDING SOURCES	2019-20	2020-21	2021-22	2022-23	2023-24	Five Year
211-Grant EPA SFBWQIF	907,953					907,953
763-Water Capital Improvement	1,163,124	609,000	150,000	150,000		2,072,124
763-Water Capital Improvement - Grant Prop 84	800,000					800,000
763-Water Capital Improvement - Water Bond	1,643,923					1,643,923
FUNDING TOTALS	4,515,000	609,000	150,000	150,000		5,424,000

Meadowood Tank Upgrades

Project No: 0302-W-27

Category: Water

Project Location: APN 025-080-029



PROJECT PURPOSE & DESCRIPTION: Replace and upgrade the three Meadowood tanks and associated water delivery systems.

FISCAL IMPACT: The estimated cost for this project is \$650,101 with actual cost to-date of \$150,101.

EXPENDITURE ACCOUNTS:

Fund: 763 **Dept:** 5030

EXPENDITURES	2019-20	2020-21	2021-22	2022-23	2023-24	Five Year
3110 - Design	50,000					50,000
3140 - Legal Services		3,000				3,000
3150 - Construction Management		47,000				47,000
3160 - Construction Contract		350,000				350,000
3170 - Contingency		50,000				50,000
EXPENDITURE TOTALS	50,000	450,000				500,000
FUNDING SOURCES	2019-20	2020-21	2021-22	2022-23	2023-24	Five Year
763-Water Capital Improvement	0	189,950				189,950
763-Water Capital Improvement - Water Bond	50,000	70,100				120,100
764-Water Impact Fees	0	189,950				189,950
FUNDING TOTALS	50,000	450,000				500,000

Bell Canyon Reservoir Improvements

Project No: 0303-W-35

Category: Water

Project Location: 410 Crystal Springs Rd.
(APN 021-420-019)



PROJECT PURPOSE & DESCRIPTION: Dredging of Bell Canyon Reservoir will return the storage capacity to design limits.

FISCAL IMPACT: The estimated cost for this project is \$1,166,800 with actual cost to-date of \$266,800.

EXPENDITURE ACCOUNTS:

Fund: 763 **Dept:** 5030

EXPENDITURES	2019-20	2020-21	2021-22	2022-23	2023-24	Five Year
3110 - Design			50,000			50,000
3150 - Construction Management			50,000			50,000
3160 - Construction Contract			750,000			750,000
3170 - Contingency			50,000			50,000
EXPENDITURE TOTALS			900,000			900,000
FUNDING SOURCES						
763-Water Capital Improvement			765,000			765,000
764-Water Impact Fees			135,000			135,000
FUNDING TOTALS			900,000			900,000

Dwyer Road Booster (Pump Station)

Project No: 0304-W-80

Category: Water

Project Location: Between St. Helena, Napa, and Calistoga: Dwyer Road



PROJECT PURPOSE & DESCRIPTION: This is a shared facility between St. Helena, Napa, and Calistoga for moving water up valley. The project will improve system reliability and increase pressure in the southern end of the system.

FISCAL IMPACT: The estimated cost for this project is 2,600,137 with actual cost to-date of \$112,566.

EXPENDITURE ACCOUNTS:

Fund: 763 **Dept:** 5030

EXPENDITURES	2019-20	2020-21	2021-22	2022-23	2023-24	Five Year
3110 - Design		187,571				187,571
3150 - Construction Management		150,000	150,000			300,000
3160 - Construction Contract		1,000,000	1,000,000			2,000,000
EXPENDITURE TOTALS		1,337,571	1,150,000			2,487,571
FUNDING SOURCES	2019-20	2020-21	2021-22	2022-23	2023-24	Five Year
763-Water Capital Improvement		459,190	383,333			842,523
763-Water Capital Improvement - Grant/Interagency Fund		878,381	766,667			1,645,048
FUNDING TOTALS		1,337,571	1,150,000			2,487,571

Bell House Valve Replacement

Project No: 0305-W-85

Category: Water

Project Location: APN 021-420-019



PROJECT PURPOSE & DESCRIPTION: Required by the Division of Safety of Dams (DSOD), replacement is necessary for emergency operation. In the event of an emergency and by order of DSOD that we release water from the reservoir, there is significant risk that the City would not be able to close the valve and stop the water, resulting in draining all of Bell Canyon.

FISCAL IMPACT: The estimated cost for this project is \$596,911 with actual cost to-date of \$49,030.

EXPENDITURE ACCOUNTS:

Fund: 763 **Dept:** 5030

EXPENDITURES	2019-20	2020-21	2021-22	2022-23	2023-24	Five Year
3110 - Design	70,776					70,776
3150 - Construction Management	50,000					50,000
3160 - Construction Contract	377,105					377,105
3170 - Contingency	50,000					50,000
EXPENDITURE TOTALS	547,881					547,881
FUNDING SOURCES	2019-20	2020-21	2021-22	2022-23	2023-24	Five Year
763-Water Capital Improvement	476,315					476,315
764-Water Impact Fees	71,566					71,566
FUNDING TOTALS	547,881					547,881

Spring Mountain Pressure Zone Improvements (Holmes Tank Upgrade)

Project No: 0306-W-86

Category: Water

Project Location: APN 009-131-029 & 019



PROJECT PURPOSE & DESCRIPTION: Upgrade and integrate Holmes and Elmhurst water delivery systems.

FISCAL IMPACT: The estimated cost for this project is \$3,023,649 with actual cost to-date of \$123,711.

EXPENDITURE ACCOUNTS:

Fund: 763 **Dept:** 5030

EXPENDITURES	2019-20	2020-21	2021-22	2022-23	2023-24	Five Year
3150 - Construction Management			150,000			150,000
3160 - Construction Contract			2,574,938			2,574,938
3170 - Contingency			175,000			175,000
EXPENDITURE TOTALS			2,899,938			2,899,938
FUNDING SOURCES						
763-Water Capital Improvement			579,988			579,988
763-Water Capital Improvement HMGP (Potential Grant)			2,319,950			2,319,950
FUNDING TOTALS			2,899,938			2,899,938

Bell Canyon Creek Flow Measurement

Project No: 0307-W-91

Category: Water

Project Location: APN 021-420-019 & 012



PROJECT PURPOSE & DESCRIPTION: Required for measurement of flow into the reservoir to instantaneously release same amount downstream of reservoir. Project to design, permit and construct structure in the creek, includes mitigation. Necessary to achieve compliance with current regulations.

FISCAL IMPACT: The estimated cost for this project is \$493,386 with actual cost to-date of \$335,977.

EXPENDITURE ACCOUNTS:
Fund: 763 Dept: 5030

EXPENDITURES	2019-20	2020-21	2021-22	2022-23	2023-24	Five Year
3160 - Construction Contract	157,408					157,408
EXPENDITURE TOTALS	157,408					157,408
FUNDING SOURCES						
763-Water Capital Improvement	157,408					157,408
FUNDING TOTALS	157,408					157,408

Sludge Handling Program

Project No: 0308-W-93

Category: Water

Project Location: APN 021-420-005



PROJECT PURPOSE & DESCRIPTION: Facility to hold and dry inert sludge prior to proper disposal. Necessary for Storm water regulatory compliance. The MS4 NPDES permits require regulated municipalities to use Best Management Practices to reduce pollutants to the "Maximum Extent Practicable". Under NPDES, SFRWQCB can issue administrative orders against violators, and seek civil or criminal penalties when necessary.

FISCAL IMPACT: The estimated cost is \$150,000.

EXPENDITURE ACCOUNTS:

Fund: 763 **Dept:** 5030

EXPENDITURES	2019-20	2020-21	2021-22	2022-23	2023-24	Five Year
3110 - Design		150,000				150,000
EXPENDITURE TOTALS		150,000				150,000
FUNDING SOURCES						
763-Water Capital Improvement		150,000				150,000
FUNDING TOTALS		150,000				150,000

Tank 2 Rehabilitation

Project No: 0309-W-101

Category: Water

Project Location: APN 022-420-019



PROJECT PURPOSE & DESCRIPTION: Rehabilitate Tank 2 at Lower Reservoir.

FISCAL IMPACT: The estimated cost for this project is \$703,255 with actual cost to-date of \$13,255.

EXPENDITURE ACCOUNTS:

Fund: 763 **Dept:** 5030

EXPENDITURES	2019-20	2020-21	2021-22	2022-23	2023-24	Five Year
3150 - Construction Management	60,000					60,000
3160 - Construction Contract	570,000					570,000
3170 - Contingency	60,000					60,000
EXPENDITURE TOTALS	690,000					690,000
FUNDING SOURCES						
763-Water Capital Improvement	690,000					690,000
FUNDING TOTALS	690,000					690,000

Pump Station Upgrades

Project No: 0310-W-106

Category: Water

Project Location: Madrone Knoll
Stonebridge Crystal
Springs Booster



PROJECT PURPOSE & DESCRIPTION: Upgrade existing pump stations with back-up power in the event of a power outage as required by the State Department of Health

FISCAL IMPACT: The estimated cost for this project is \$200,000 with actual cost to-date of \$10,903.

EXPENDITURE ACCOUNTS:

Fund: 763 **Dept:** 5030

EXPENDITURES	2019-20	2020-21	2021-22	2022-23	2023-24	Five Year
3110 - Design	9,097					9,097
3150 - Construction Management	20,000					20,000
3160 - Construction Contract	540,000					540,000
EXPENDITURE TOTALS	569,097					569,097
FUNDING SOURCES	2019-20	2020-21	2021-22	2022-23	2023-24	Five Year
763-Water Capital Improvement	209,097					209,097
763-Water Capital Improvement HMGP (Potential Grant)	360,000					360,000
FUNDING TOTALS	569,097					569,097

Lower Reservoir Rehab

Project No: 0311-W-108

Category: Water

Project Location: APN 009-131-013



PROJECT PURPOSE & DESCRIPTION: Rehab Lower York Creek Dam as required by the Division of Dam Safety. Repair 12" diameter gate in the outlet tower, repair 24" diameter spillway gate, geotechnical investigation and stability analysis, seismic stability analysis of intake tower and survey and rehab 12 " diameter low level outlet pipe.

FISCAL IMPACT: The estimated cost for this project is \$210,695 with actual cost to-date of \$199,868.

EXPENDITURE ACCOUNTS:

Fund: 763 Dept: 5030

EXPENDITURES	2019-20	2020-21	2021-22	2022-23	2023-24	Five Year
3110 - Design	10,827					10,827
EXPENDITURE TOTALS	10,827					10,827
FUNDING SOURCES						
763-Water Capital Improvement	10,827					10,827
FUNDING TOTALS	10,827					10,827

Bell Canyon Intake Tower Replacement

Project No: 0312-W-109

Category: Water

Project Location: APN 021-420-019



PROJECT PURPOSE & DESCRIPTION: Immediate repairs slated are required to be in compliance. Non compliance constitutes a violation of the City's Division of Dam Safety permitted use of Bell Canyon is grounds for enforcement action, for permit termination, revocation and reissuance, or modification; or denial of a permit renewal application by the State of California Department of Water Resources Division of Dam Safety.

FISCAL IMPACT: The estimated cost for this project is \$3,423,640 with actual to-date of \$67,286.

EXPENDITURE ACCOUNTS:

Fund: 763 **Dept:** 5030

EXPENDITURES	2019-20	2020-21	2021-22	2022-23	2023-24	Five Year
3110 - Design	356,354					356,354
3140 - Legal Services		3,000				3,000
3150 - Construction Management		174,750				174,750
3160 - Construction Contract		2,650,000				2,650,000
3170 - Contingency		172,250				172,250
EXPENDITURE TOTALS	356,354	3,000,000				3,356,354
FUNDING SOURCES	2019-20	2020-21	2021-22	2022-23	2023-24	Five Year
763-Water Capital Improvement	356,354	3,000,000				3,356,354
FUNDING TOTALS	356,354	3,000,000				3,356,354

Rutherford Pump Upgrade

Project No: 0313-W-110

Category: Water

Project Location: 1851 St Helena Hwy.



PROJECT PURPOSE & DESCRIPTION: Upgrade electrical equipment and install permanent structure.

FISCAL IMPACT: The estimated cost for this project is \$515,503 with actual cost to-date of \$38,826.

EXPENDITURE ACCOUNTS:

Fund: 763 **Dept:** 5030

EXPENDITURES	2019-20	2020-21	2021-22	2022-23	2023-24	Five Year
3110 - Design	26,677					26,677
3150 - Construction Management		50,000				50,000
3160 - Construction Contract		350,000				350,000
3170 - Contingency		50,000				50,000
EXPENDITURE TOTALS	26,677	450,000				476,677
FUNDING SOURCES						
763-Water Capital Improvement	26,677	450,000				476,677
FUNDING TOTALS	26,677	450,000				476,677

WTP Condition Assessment

Project No: 0314-W18-111

Category: Water

Project Location: APN 021-420-019



PROJECT PURPOSE & DESCRIPTION: This is an assessment to develop short and long term needs of the Louis Stralla Water Treatment Plant.

FISCAL IMPACT: The estimated cost is \$150,000.

EXPENDITURE ACCOUNTS:

Fund: 763 **Dept:** 5030

EXPENDITURES	2019-20	2020-21	2021-22	2022-23	2023-24	Five Year
3110 - Design	150,000					150,000
EXPENDITURE TOTALS	150,000					150,000
FUNDING SOURCES						
763-Water Capital Improvement	150,000		0			150,000
FUNDING TOTALS	150,000		0			150,000

Spill Containment at Bell Creek

Project No: 0315-W18-112

Category: Water

Project Location: Bell Canyon Dam



PROJECT PURPOSE & DESCRIPTION: Develop spill containment at the chemical building located at the base of the Bell Canyon Dam.

FISCAL IMPACT: The estimated cost is \$75,000.

EXPENDITURE ACCOUNTS:

Fund: 763 **Dept:** 5030

EXPENDITURES	2019-20	2020-21	2021-22	2022-23	2023-24	Five Year
3110 - Design	10,000					10,000
3150 - Construction Management	10,000					10,000
3160 - Construction Contract	50,000					50,000
3170 - Contingency	5,000					5,000
EXPENDITURE TOTALS	75,000					75,000
FUNDING SOURCES	2019-20	2020-21	2021-22	2022-23	2023-24	Five Year
763-Water Capital Improvement	75,000					75,000
FUNDING TOTALS	75,000					75,000

SCADA Improvements - Rutherford & Holmes

Project No: 0316-W18-113

Category: Water

Project Location: Citywide



PROJECT PURPOSE & DESCRIPTION: This project will apply power and instrumentation upgrades to integrate the City's water pump stations into Supervisory, Control and Data Acquisition System (SCADA). SCADA is utilized to monitor and control a plant and/or equipment.

FISCAL IMPACT: The estimated cost is \$150,000.

EXPENDITURE ACCOUNTS:

Fund: 763 **Dept:** 5030

EXPENDITURES	2019-20	2020-21	2021-22	2022-23	2023-24	Five Year
3110 - Design		25,000				25,000
3150 - Construction Management			25,000			25,000
3160 - Construction Contract			100,000			100,000
EXPENDITURE TOTALS		25,000	125,000			150,000
FUNDING SOURCES	2019-20	2020-21	2021-22	2022-23	2023-24	Five Year
763-Water Capital Improvement		25,000	125,000			150,000
FUNDING TOTALS		25,000	125,000			150,000

Spill Containment at SB Wells

Project No: 0317-W18-114

Category: Water

Project Location: APN 009-070-027



PROJECT PURPOSE & DESCRIPTION: Develop spill containment at the chemical building located adjacent to the Stonebridge Wells.

FISCAL IMPACT: The estimated cost is \$75,000.

EXPENDITURE ACCOUNTS:

Fund: 763 **Dept:** 5030

EXPENDITURES	2019-20	2020-21	2021-22	2022-23	2023-24	Five Year
3110 - Design	10,000					10,000
3150 - Construction Management	10,000					10,000
3160 - Construction Contract	50,000					50,000
3170 - Contingency	5,000					5,000
EXPENDITURE TOTALS	75,000					75,000
FUNDING SOURCES	2019-20	2020-21	2021-22	2022-23	2023-24	Five Year
763-Water Capital Improvement	75,000					75,000
FUNDING TOTALS	75,000					75,000

Remove Restrictions - Rutherford Pump Station

Project No: 0318-W18-115

Category: Water

Project Location: 1851 St Helena Hwy.



PROJECT PURPOSE & DESCRIPTION: There is a restriction in the 12" water main between the Dwyer Pump Station and Rutherford Pump Station that reduces the amount of water being pumped to the City. This project will locate and remove the restriction(s) in order to maximize water delivery.

FISCAL IMPACT: The estimated cost is \$150,000.

EXPENDITURE ACCOUNTS:

Fund: 763 **Dept:** 5030

EXPENDITURES	2019-20	2020-21	2021-22	2022-23	2023-24	Five Year
3110 - Design	50,000					50,000
3150 - Construction Management	25,000					25,000
3160 - Construction Contract	75,000					75,000
EXPENDITURE TOTALS	150,000					150,000
FUNDING SOURCES	2019-20	2020-21	2021-22	2022-23	2023-24	Five Year
763-Water Capital Improvement	150,000	0				150,000
FUNDING TOTALS	150,000	0				150,000

Update GIS Maps of Water System

Project No: 0319-W18-116

Category: Water

Project Location: Citywide



PROJECT PURPOSE & DESCRIPTION: This project will update the current GIS Maps of the City water system.

FISCAL IMPACT: The estimated cost is \$50,000.

EXPENDITURE ACCOUNTS:

Fund: 763 **Dept:** 5030

EXPENDITURES	2019-20	2020-21	2021-22	2022-23	2023-24	Five Year
3110 - Design	50,000					50,000
EXPENDITURE TOTALS	50,000					50,000
FUNDING SOURCES						
763-Water Capital Improvement	50,000					50,000
FUNDING TOTALS	50,000					50,000

Water Master Plan Update

Project No: 0320-W18-117

Category: Water

Project Location: Citywide



PROJECT PURPOSE & DESCRIPTION: The Water Master Plan will not only update the 2006 comprehensive document, but will be integrated with the Sewer Master Plan and the Stormwater Master Plan which will include recommendations for system improvements, replacement and estimated project costs.

FISCAL IMPACT: The estimated cost for this project is \$150,000 with actual cost to-date of \$29,328.

EXPENDITURE ACCOUNTS:

Fund: 763 **Dept:** 5030

EXPENDITURES	2019-20	2020-21	2021-22	2022-23	2023-24	Five Year
3110 - Design	120,672					120,672
EXPENDITURE TOTALS	120,672					120,672
FUNDING SOURCES						
763-Water Capital Improvement	120,672					120,672
FUNDING TOTALS	120,672					120,672

Replace Mains <6" in Diameter

Project No: 0321-W18-118

Category: Water

Project Location: Various locations in St. Helena



PROJECT PURPOSE & DESCRIPTION: This annual project will begin the replacement of City water mains. It is anticipated that there will be one project per year.

FISCAL IMPACT: The estimated cost for this project is \$1,600,000 over the next five years.

EXPENDITURE ACCOUNTS:

Fund: 763 **Dept:** 5030

EXPENDITURES	2019-20	2020-21	2021-22	2022-23	2023-24	Five Year
3110 - Design			30,000	40,000	40,000	110,000
3150 - Construction Management			30,000	40,000	40,000	110,000
3160 - Construction Contract			300,000	465,000	465,000	1,230,000
3170 - Contingency			40,000	55,000	55,000	150,000
EXPENDITURE TOTALS			400,000	600,000	600,000	1,600,000
FUNDING SOURCES						
763-Water Capital Improvement			400,000	600,000	600,000	1,600,000
FUNDING TOTALS			400,000	600,000	600,000	1,600,000

Bell Canyon Phreatic Surface Monitoring & Assessment

Project No: 0323-W18-120

Category: Water

Project Location: APN 021-420-019



PROJECT PURPOSE & DESCRIPTION: The Bell Canyon Phreatic Surface Monitoring and Assessment is a new requirement of the Division of Dam Safety as a direct result of the 2017 Oroville Dam incident.

FISCAL IMPACT: The estimated cost for this project is \$65,700 with actual cost to-date of \$30,795.

EXPENDITURE ACCOUNTS:

Fund: 763 **Dept:** 5030

EXPENDITURES	2019-20	2020-21	2021-22	2022-23	2023-24	Five Year
3110 - Design	34,905					34,905
EXPENDITURE TOTALS	34,905					34,905
FUNDING SOURCES						
763-Water Capital Improvement	34,905					34,905
FUNDING TOTALS	34,905					34,905

Bell Canyon Spillway Repairs

Project No: 0324-W20-01

Category: Water

**Project
Location:**



PROJECT PURPOSE & DESCRIPTION: Make repairs to the spillway based on the initial spillway assessment in 2018.

FISCAL IMPACT: The estimated cost is \$100,000.

EXPENDITURE ACCOUNTS:

Fund: 763 **Dept:** 5030

EXPENDITURES	2019-20	2020-21	2021-22	2022-23	2023-24	Five Year
3110 - Design	100,000					100,000
EXPENDITURE TOTALS	100,000					100,000
FUNDING SOURCES						
763-Water Capital Improvement	100,000					100,000
FUNDING TOTALS	100,000					100,000

Category Summary Report

FY 2019-20 to 2023-24 Wastewater

PROJECT TITLE		2019-20	2020-21	2021-22	2022-23	2023-24	TOTALS
0401-S-52	WWTP Phase 1 Upgrades	697,500	3,406,000	3,403,500			7,507,000
0402-S-53	Reclamation Field Improvements		533,240	678,000			1,211,240
0403-S-62	Facilities Automation		20,000	115,000			135,000
0404-S-66	New Well at WWTP		65,000				65,000
0405-S18-70	Replace 1% of Sewer Mains Annually	150,000	150,000	150,000	150,000	150,000	750,000
0406-S18-71	Crinella Pump Station Upgrades	573,350					573,350
0407-S18-72	Add Sewer Pump Stations to SCADA		150,000	200,000	100,000		450,000
0408-S18-73	Wet Weather Flow Monitoring	50,000					50,000
0409-S18-74	Update GIS Maps of Sewer System	50,000					50,000
0410-S18-75	Sewer Master Plan	137,717					137,717
0411-S18-78	Recycled Water Feasibility Study				150,000		150,000
0412-S18-79	Replace Operations Building and Shop			100,000	1,000,000		1,100,000
		1,658,567	4,324,240	4,646,500	1,400,000	150,000	12,179,307
PROJECT FUNDING SOURCES							
773	Wastewater Capital Improvement - State Grant				75,000		75,000
773	Wastewater Capital Improvement	1,572,564	838,254	1,041,300	250,000	150,000	3,852,118
773	Wastewater Capital Improvement - Bond		3,406,000	3,503,500	1,000,000		7,909,500
774	Wastewater Impact Fees	86,003	79,986	101,700	75,000		342,689
		1,658,567	4,324,240	4,646,500	1,400,000	150,000	12,179,307

WWTP Phase 1 Upgrades

Project No: 0401-S-52

Category: Wastewater

Project Location: 1 Chaix Ln



PROJECT PURPOSE & DESCRIPTION: Per the State Cease and Desist Order, upgrade the plant to meet compliance requirements by 2021. In addition, to compliance requirements, levee repairs and sludge removal will be incorporated into construction of this project.

FISCAL IMPACT: The estimated cost for this project is \$7,934,457 with actual cost to-date of \$767,457.

EXPENDITURE ACCOUNTS:

Fund: 773 **Dept:** 5059

EXPENDITURES	2019-20	2020-21	2021-22	2022-23	2023-24	Five Year
3110 - Design	660,000					660,000
3120 - Environmental/Planning	35,000					35,000
3140 - Legal Services	2,500	2,500				5,000
3150 - Construction Management		268,500	268,500			537,000
3160 - Construction Contract		3,135,000	3,135,000			6,270,000
EXPENDITURE TOTALS	697,500	3,406,000	3,403,500			7,507,000
FUNDING SOURCES	2019-20	2020-21	2021-22	2022-23	2023-24	Five Year
773-Wastewater Capital Improvement	697,500	0				697,500
773-Wastewater Capital Improvement - Bond	0	3,406,000	3,403,500			6,809,500
FUNDING TOTALS	697,500	3,406,000	3,403,500			7,507,000

Reclamation Field Improvements

Project No: 0402-S-53

Category: Wastewater

Project Location: 1 Chaix Ln



PROJECT PURPOSE & DESCRIPTION: Replace the spray field irrigation system on approximately 80 acres in order to adequately discharge secondary treated water as part of the Wastewater Reclamation and Treatment Plant permit.

FISCAL IMPACT: The estimated cost is \$1,277,606 with actual cost to-date of \$66,366.

EXPENDITURE ACCOUNTS:

Fund: 773 **Dept:** 5059

EXPENDITURES	2019-20	2020-21	2021-22	2022-23	2023-24	Five Year
3140 - Legal Services		2,000	2,000			4,000
3150 - Construction Management		60,000	60,000			120,000
3160 - Construction Contract		413,240	558,000			971,240
3170 - Contingency		58,000	58,000			116,000
EXPENDITURE TOTALS		533,240	678,000			1,211,240
FUNDING SOURCES	2019-20	2020-21	2021-22	2022-23	2023-24	Five Year
773-Wastewater Capital Improvement	0	453,254	576,300			1,029,554
774-Wastewater Impact Fees	0	79,986	101,700			181,686
FUNDING TOTALS	0	533,240	678,000			1,211,240

Facilities Automation

Project No: 0403-S-62

Category: Wastewater

Project Location: 1 Chaix Ln



PROJECT PURPOSE & DESCRIPTION: Integrate Wastewater Treatment and Reclamation Plant facilities with Supervisory, Control and Data Acquisition System (SCADA). SCADA is utilized to monitor and control a plant and/or equipment.

FISCAL IMPACT: The estimated cost is \$135,000.

EXPENDITURE ACCOUNTS:

Fund: 773 **Dept:** 5059

EXPENDITURES	2019-20	2020-21	2021-22	2022-23	2023-24	Five Year
3110 - Design		20,000				20,000
3150 - Construction Management			1,000			1,000
3160 - Construction Contract			100,000			100,000
3170 - Contingency			14,000			14,000
EXPENDITURE TOTALS		20,000	115,000			135,000
FUNDING SOURCES	2019-20	2020-21	2021-22	2022-23	2023-24	Five Year
773-Wastewater Capital Improvement	0	20,000	115,000			135,000
FUNDING TOTALS	0	20,000	115,000			135,000

New Well at WWTP

Project No: 0404-S-66

Category: Wastewater

Project Location: 1 Chaix Ln



PROJECT PURPOSE & DESCRIPTION: The purpose of this project is to install a new well for domestic water use. If the well is not feasible, the alternative option is to tie into the City's 12" water main on Main Street/Highway 29 and bring a water line down Chaix Lane to the Wastewater Treatment and Reclamation Plant.

FISCAL IMPACT: The estimated cost is \$65,000.

EXPENDITURE ACCOUNTS:

Fund: 773 **Dept:** 5059

EXPENDITURES	2019-20	2020-21	2021-22	2022-23	2023-24	Five Year
3110 - Design		10,000				10,000
3150 - Construction Management		5,000				5,000
3160 - Construction Contract		50,000				50,000
EXPENDITURE TOTALS		65,000				65,000
FUNDING SOURCES	2019-20	2020-21	2021-22	2022-23	2023-24	Five Year
773-Wastewater Capital Improvement		65,000				65,000
FUNDING TOTALS		65,000				65,000

Replace 1% of Sewer Mains Annually

Project No: 0405-S18-70

Category: Wastewater

Project Location: Various



PROJECT PURPOSE & DESCRIPTION: This annual project will begin the replacement of City sewer mains. It is anticipated that there will be one project per year.

FISCAL IMPACT: The estimated five-year cost is \$750,000.

EXPENDITURE ACCOUNTS:

Fund: 773 **Dept:** 5059

EXPENDITURES	2019-20	2020-21	2021-22	2022-23	2023-24	Five Year
3110 - Design	15,000	15,000	15,000	15,000	15,000	75,000
3150 - Construction Management	20,000	20,000	20,000	20,000	20,000	100,000
3160 - Construction Contract	100,000	100,000	100,000	100,000	100,000	500,000
3170 - Contingency	15,000	15,000	15,000	15,000	15,000	75,000
EXPENDITURE TOTALS	150,000	150,000	150,000	150,000	150,000	750,000
FUNDING SOURCES						
773-Wastewater Capital Improvement	150,000	150,000	150,000	150,000	150,000	750,000
FUNDING TOTALS	150,000	150,000	150,000	150,000	150,000	750,000

Crinella Pump Station Upgrades

Project No: 0406-S18-71

Category: Wastewater

Project Location: Crinella Neighborhood



PROJECT PURPOSE & DESCRIPTION: The Crinella Pump Station is located within the Crinella residential neighborhood. It pumps raw wastewater out of Crinella to a gravity sewer main on Railroad Avenue which then goes to the City's wastewater treatment plant. This project will update the structure and pumping systems. It will also include construction of a filter system to control odors.

FISCAL IMPACT: The estimated cost is \$670,698 with actual to-date of \$97,258.

EXPENDITURE ACCOUNTS:

Fund: 773 **Dept:** 5059

EXPENDITURES	2019-20	2020-21	2021-22	2022-23	2023-24	Five Year
3140 - Legal Services	2,000					2,000
3150 - Construction Management	71,350					71,350
3160 - Construction Contract	450,000					450,000
3170 - Contingency	50,000					50,000
EXPENDITURE TOTALS	573,350					573,350
FUNDING SOURCES	2019-20	2020-21	2021-22	2022-23	2023-24	Five Year
773-Wastewater Capital Improvement	487,347					487,347
774-Wastewater Impact Fees	86,003					86,003
FUNDING TOTALS	573,350					573,350

Add Sewer Pump Stations to SCADA

Project No: 0407-S18-72

Category: Wastewater

Project Location: 1405 Charter Oak; 1758 Crinella Drive; 1 Chaix Ln



PROJECT PURPOSE & DESCRIPTION: This project will apply power and instrumentation upgrades to integrate the City's two wastewater pump stations into Supervisory, Control and Data Acquisition System (SCADA). SCADA is utilized to monitor and control a plant and/or equipment.

Please Note: Project S18-80 (WWTP Phase II Upgrades) has been merged into this project.

FISCAL IMPACT: The estimated cost is \$450,000.

Project S18-80 (WWTP Phase II Upgrades) has been merged into this project.

EXPENDITURE ACCOUNTS:

Fund: 773 **Dept:** 5059

EXPENDITURES	2019-20	2020-21	2021-22	2022-23	2023-24	Five Year
3110 - Design		150,000				150,000
3160 - Construction Contract			200,000	100,000		300,000
EXPENDITURE TOTALS		150,000	200,000	100,000		450,000
FUNDING SOURCES						
773-Wastewater Capital Improvement		150,000	200,000	100,000		450,000
FUNDING TOTALS		150,000	200,000	100,000		450,000

Wet Weather Flow Monitoring

Project No: 0408-S18-73

Category: Wastewater

Project Location: 1 Chaix Ln



PROJECT PURPOSE & DESCRIPTION: This project will provide the City with a sanitary sewer flow monitoring and inflow/infiltration study that identifies areas of storm water and groundwater inflows into the City's sewer system.

FISCAL IMPACT: The estimated cost is \$50,000.

EXPENDITURE ACCOUNTS:

Fund: 773 **Dept:** 5059

EXPENDITURES	2019-20	2020-21	2021-22	2022-23	2023-24	Five Year
3110 - Design	50,000					50,000
EXPENDITURE TOTALS	50,000					50,000
FUNDING SOURCES						
773-Wastewater Capital Improvement	50,000					50,000
FUNDING TOTALS	50,000					50,000

Update GIS Maps of Sewer System

Project No: 0409-S18-74

Category: Wastewater

Project Location: Citywide



PROJECT PURPOSE & DESCRIPTION: This project will update the current GIS Maps of the City sewer system.

FISCAL IMPACT: The estimated cost is \$50,000.

EXPENDITURE ACCOUNTS:

Fund: 773 **Dept:** 5059

EXPENDITURES	2019-20	2020-21	2021-22	2022-23	2023-24	Five Year
3110 - Design	50,000					50,000
EXPENDITURE TOTALS	50,000					50,000
FUNDING SOURCES						
773-Wastewater Capital Improvement	50,000					50,000
FUNDING TOTALS	50,000					50,000

Sewer Master Plan

Project No: 0410-S18-75

Category: Wastewater

Project Location: 1 Chaix Ln



PROJECT PURPOSE & DESCRIPTION: The primary objective of the Sewer Master Plan is to create a comprehensive document identifying estimated sewer collection capacity, the age and capability of the existing collection system. The Master Plan will be integrated with the Water Master Plan and the Stormwater Master Plan which will include recommendations for system improvements, replacement and estimated project costs.

FISCAL IMPACT: The estimated cost is \$150,000 with actual cost to-date of \$12,283.

EXPENDITURE ACCOUNTS:

Fund: 773 **Dept:** 5059

EXPENDITURES	2019-20	2020-21	2021-22	2022-23	2023-24	Five Year
3110 - Design	137,717					137,717
EXPENDITURE TOTALS	137,717					137,717
FUNDING SOURCES						
773-Wastewater Capital Improvement	137,717					137,717
FUNDING TOTALS	137,717					137,717

Recycled Water Feasibility Study

Project No: 0411-S18-78

Category: Wastewater

Project Location: 1 Chaix Ln



PROJECT PURPOSE & DESCRIPTION: This study will determine the feasibility of using recycled water to offset the use of fresh/potable water from local supplies.

FISCAL IMPACT: The estimated cost is \$150,000.

EXPENDITURE ACCOUNTS:

Fund: 773 **Dept:** 5059

EXPENDITURES	2019-20	2020-21	2021-22	2022-23	2023-24	Five Year
3110 - Design				150,000		150,000
EXPENDITURE TOTALS				150,000		150,000
FUNDING SOURCES						
773-Wastewater Capital Improvement - State Grant				75,000		75,000
774-Wastewater Impact Fees				75,000		75,000
FUNDING TOTALS				150,000		150,000

Replace Operations Building and Shop

Project No: 0412-S18-79

Category: Wastewater

Project Location: 1 Chaix Ln



PROJECT PURPOSE & DESCRIPTION: This project will replace the existing operations building and equipment shop at the Wastewater Treatment and Reclamation Plant.

FISCAL IMPACT: The estimated cost is \$1,100,000.

EXPENDITURE ACCOUNTS:

Fund: 773 **Dept:** 5059

EXPENDITURES	2019-20	2020-21	2021-22	2022-23	2023-24	Five Year
3110 - Design			98,000			98,000
3140 - Legal Services			2,000			2,000
3150 - Construction Management				50,000		50,000
3160 - Construction Contract				900,000		900,000
3170 - Contingency				50,000		50,000
EXPENDITURE TOTALS			100,000	1,000,000		1,100,000
FUNDING SOURCES						
773-Wastewater Capital Improvement - Bond			100,000	1,000,000		1,100,000
FUNDING TOTALS			100,000	1,000,000		1,100,000

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 16/17 Actual	FY 17/18 Actual	FY 18/19 Budget	FY 18/19 Estimated Year End	FY 19/20 Proposed	FY 19/20 Budget % Change
Beginning Fund Balance (July 1)	\$ (40,013)	\$ (40,013)	\$ -	\$ -	\$ -	
CDBG - Revenues						
Investment Earnings	-	-	-	-	-	0.00%
Grant	-	39,810	-	-	-	0.00%
Transfers In	-	203	-	-	-	0.00%
Total CDBG Revenues	\$ -	\$ 40,013	\$ -	\$ -	\$ -	0.00%
CDBG - Expenditures						
Totals by category						
Services	-	-	-	-	-	0.00%
Total CDBG Expenditures	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
CDBG Surplus/(Deficit)	\$ -	\$ 40,013	\$ -	\$ -	\$ -	
CDBG Expenditures						
Non Department						
21	Services	-	-	-	-	0.00%
		-	-	-	-	0.00%
Total Expenditures	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Estimated Fund Balance at June 30, 2020					\$ -	

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 16/17	FY 17/18	FY 18/19	FY 18/19	FY 19/20	FY 19/20
	Actual	Actual	Budget	Estimated Year End	Proposed	Budget % Change

Beginning Fund Balance (July 1)

\$	(17,423)	\$	7,500	\$	12,500	\$	12,500	\$	(0)
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EPAG - Revenues

Grant	24,923	5,000	10,043	20,000	20,000	0.00%
Transfers In	-	-	-	-	-	0.00%
Total EPAG Revenues	\$ 24,923	\$ 5,000	\$ 10,043	\$ 20,000	\$ 20,000	0.00%

EPAG - Expenditures

Totals by category						
Services	-	-	-	32,500	20,000	0.00%
Total EPAG Expenditures	\$ -	\$ -	\$ -	\$ 32,500	\$ 20,000	0.00%
EPAG Surplus/(Deficit)	\$ 24,923	\$ 5,000	\$ 10,043	\$ (12,500)	\$ -	

EPAG Expenditures

Non Department

Services	-	-	-	-	0.00%
	-	-	-	-	0.00%

Total Expenditures

\$	-	\$	-	\$	-	\$	-	0.00%
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Estimated Fund Balance at June 30, 2020

\$ (0,

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 16/17	FY 17/18	FY 18/19	FY 18/19	FY 19/20	FY 19/20
	Actual	Actual	Budget	Estimated Year End	Proposed	Budget % Change

Beginning Fund Balance (July 1)

DHSG - Revenues

Grant	-	3,666	6,500	368	1,000	-84.62%
Transfers In	-	-	-	-	-	0.00%
Total DHSG Revenues	\$ -	\$ 3,666	\$ 6,500	\$ 368	\$ 1,000	0.00%

DHSG - Expenditures

Totals by category											
Supplies		3,666		-		-		368	1,000	0.00%	
Total DHSG Expenditures	\$	3,666	\$	-	\$	-	\$	368	\$	1,000	0.00%
DHSG Surplus/(Deficit)	\$	(3,666)	\$	3,666	\$	6,500	\$	-	\$	-	

DHSG Expenditures

Police Department

22	Supplies	3,666	-	-	368	1,000	0.00%
		3,666	-	-	368	1,000	0.00%

Total Expenditures

\$	3,666	\$	-	\$	-	\$	368	\$	1,000	0.00%
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Estimated Fund Balance at June 30, 2020

\$ -

212 DEPARTMENT OF HOMELAND SECURITY GRANT: This fund is used for expenditures and grant reimbursements for Department of Homeland Security Grant (DHSG) funded programs or projects.

CITY OF ST. HELENA

Fund 213 - Gang Violence Suppression Grant

	FY 16/17 Actual	FY 17/18 Actual	FY 18/19 Budget	FY 18/19 Estimated Year End	FY 19/20 Proposed	FY 19/20 Budget % Change
Beginning Fund Balance (July 1)	\$ -	\$ 6,967	\$ 14,688	\$ 14,688	\$ -	
DHSG - Revenues						
Investment Earnings	-	118	-	220	-	100.00%
Grant	6,967	7,603	-	-	-	0.00%
Transfers In	-	-	-	-	-	0.00%
Total Gang Violence Suppression Revenues	\$ 6,967	\$ 7,721	\$ -	\$ 220	\$ -	0.00%
DHSG - Expenditures						
Totals by category						
Supplies	-	-	-	14,908	-	0.00%
Total Gang Violence Suppression Expenditures	\$ -	\$ -	\$ -	\$ 14,908	\$ -	0.00%
Gang Violence Suppression Surplus/(Deficit)	\$ 6,967	\$ 7,721	\$ -	\$ (14,688)	\$ -	
Gang Violence Suppression Expenditures						
Police Department						
29						
Transfers	-	-	-	14,908	-	0.00%
	-	-	-	14,908	-	0.00%
Total Expenditures	\$ -	\$ -	\$ -	\$ 14,908	\$ -	0.00%
Estimated Fund Balance at June 30, 2020					\$ -	

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 16/17 Actual	FY 17/18 Actual	FY 18/19 Budget	FY 18/19 Estimated Year End	FY 19/20 Proposed	FY 19/20 Budget % Change
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Beginning Fund Balance (July 1) \$ 292,280 \$ 334,165 \$ 334,165 \$ 358,283 \$ 393,948

Public Safety Impact Fees - Revenues

Investment Earnings	2,041	2,907	2,600	4,600	4,000	53.85%
Public Safety Impact	41,193	17,628	55,000	55,000	35,000	-36.36%
Other Revenue	(594)	-	-	-	-	0.00%
Transfers In	-	-	-	12,271	-	0.00%
Total Public Safety Impact Fees Revenues	\$ 42,639	\$ 20,535	\$ 57,600	\$ 71,871	\$ 39,000	-32.29%

Public Safety Impact Fees - Expenditures

Totals by category						
Services	754	2,376	16,741	19,465	16,741	0.00%
Transfers	-	-	-	-	-	0.00%
Total Public Safety Impact Fees Expenditures	\$ 754	\$ 2,376	\$ 33,482	\$ 36,206	\$ 33,482	0.00%
Public Safety Impact Fees Surplus/(Deficit)	\$ 41,885	\$ 18,159	\$ 24,118	\$ 35,665	\$ 5,518	

Public Safety Impact Fees Expenditures by Department

Non Department

29	Transfers	-	-	-	-	-	0.00%
		-	-	-	-	-	0.00%

Finance

21	Services	754	-	16,741	16,741	16,741	0.00%
		754	-	16,741	16,741	16,741	0.00%

Public Works

21	Services	-	2,376	-	2,724	-	0.00%
		-	2,376	-	2,724	-	0.00%

Total Expenditures		\$ 754	\$ -	\$ 16,741	\$ 16,741	\$ 16,741	0.00%
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Estimated Fund Balance at June 30, 2020

\$ 399,465

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 16/17 Actual	FY 17/18 Actual	FY 18/19 Budget	FY 18/19 Estimated Year End	FY 19/20 Proposed	FY 19/20 Budget % Change
Beginning Fund Balance (July 1)	\$ 3,206	\$ 3,248	\$ 1,268	\$ 1,268	\$ 1,282	
Public Library Foundation - Revenues						
Investment Earnings	42	20	20	14	10	100.00%
Donations	-	-	-	-	-	0.00%
Contributions from Government	-	-	-	-	-	0.00%
Total Public Library Foundation Revenues	\$ 42	\$ 20	\$ 20	\$ 14	\$ 10	100.00%
Public Library Foundation - Expenditures						
Totals by category						
Services	-	2,000	-	-	-	0.00%
Supplies	-	-	-	-	-	0.00%
Total Public Library Foundation Expenditures	\$ -	\$ 2,000	\$ -	\$ -	\$ -	0.00%
Public Library Foundation Surplus/(Deficit)	42	(1,980)	20	14	10	
Public Library Foundation Expenditures by Department						
Library						
21	Services	-	2,000	-	-	0.00%
22	Supplies	-	-	-	-	0.00%
		-	2,000	-	-	0.00%
Total Expenditures		\$ -	\$ 2,000	\$ -	\$ -	0.00%
Estimated Fund Balance at June 30, 2020					\$ 1,292	

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 219 - California Library Services Act Budget Worksheet

	FY 16/17 Actual	FY 17/18 Actual	FY 18/19 Budget	FY 18/19 Estimated Year End	FY 19/20 Proposed	FY 19/20 Budget % Change
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Beginning Fund Balance (July 1)

California Library Services Act - Revenues

Investment Earnings	101	76	50	20	25	-50.00%
Allocation from Other Agency	-	-	-	-	-	0.00%
Total California Library Services Act Revenues	\$ 101	\$ 76	\$ 50	\$ 20	\$ 25	0.00%

California Library Services Act - Expenditures

Totals by category						
Services	-	-	-	-	-	0.00%
Supplies	-	(32)	-	-	-	0.00%
Maintenance	-	6,696	7,500	7,500	-	-100.00%
Capital	-	-	-	-	-	0.00%
Total California Library Services Act Expenditures	\$ -	\$ 6,664	\$ 7,500	\$ 7,500	\$ -	-100.00%

California Library Services Act Surplus/(Deficit)	101	(6,588)	(7,450)	(7,480)	25
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California Library Services Act Expenditures by Department

Non Department

29	Transfers	-	-	-	-	-	0.00%
		-	-	-	-	-	

Library

21	Services	-	-	-	-	-	0.00%
22	Supplies	-	(32)	-	-	-	0.00%
23	Maintenance	-	6,696	7,500	7,500	-	-100.00%
26	Capital	-	-	-	-	-	0.00%
		-	6,664	7,500	7,500	-	-100.00%

Total Expenditures	\$	-	\$	6,664	\$	7,500	\$	7,500	\$	-	-100.00%
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<i>Estimated Fund Balance at June 30, 2020</i>	\$	1,352
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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.

CITY OF ST. HELENA

Fund 220 - Napa Valley Now Budget Worksheet

	FY 16/17	FY 17/18	FY 18/19	FY 18/19	FY 19/20	FY 19/20
	Actual	Actual	Budget	Estimated Year End	Proposed	Budget % Change

Beginning Fund Balance (July 1)

Napa Valley Now - Revenues

Investment Earnings	(31)	-	-	-	-	0.00%
Donations	-	-	-	-	-	0.00%
Operating Transfers In	-	4,746	-	-	-	0.00%
Total Napa Valley Now Revenues	\$ (31)	\$ 4,746	\$ -	\$ -	\$ -	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)	(31)	4,746	-	-	-
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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%
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<i>Estimated Fund Balance at June 30, 2020</i>	\$	0
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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 16/17 Actual	FY 17/18 Actual	FY 18/19 Budget	FY 18/19 Estimated Year End	FY 19/20 Proposed	FY 19/20 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, 2020					\$ 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 16/17	FY 17/18	FY 18/19	FY 18/19	FY 19/20	FY 19/20
	Actual	Actual	Budget	Estimated Year End	Proposed	Budget % Change

Beginning Fund Balance (July 1)

\$	1,163	1,171	\$	1,181	\$	1,181	\$	1,193
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Skate Park Lighting - Revenues

Investment Earnings	8	10	10	12	12	26.32%
Donations	-	-	-	-	-	0.00%
Operating Transfers In	-	-	-	-	-	0.00%
Total Skate Park Lighting Revenues	\$ 8	\$ 10	\$ 10	\$ 12	\$ 12	26.32%

Skate Park Lighting - Expenditures

Totals by category						
Transfers	-	-	-	-	-	0.00%
Total Skate Park Lighting Expenditures	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Skate Park Lighting Surplus/(Deficit)	8	10	10	12	12	

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, 2020

\$ 1,205

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.

Fund 224 - COPS Budget Worksheet

Beginning Fund Balance (July 1)	\$	141,901	\$	179,488	\$	206,457	\$	206,457	\$	32,735
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Investment Earnings	1,126	1,762	1,200	1,200	1,500	25.00%
Other	-	-	-	-	-	0.00%
Allocation from Other Agency	130,714	143,310	110,000	130,000	125,000	13.64%
Total COPS Revenues	\$ 131,840	\$ 145,072	\$ 111,200	\$ 131,200	\$ 126,500	-12.80%

Totals by category						
Salaries & Benefits	-	-	-	-	-	
Services	71,046	70,046	80,000	80,000	88,400	10.50%
Supplies	23,206	43,057	44,724	44,724	45,000	0.62%
Capital	-	5,000	28,330	28,330	-	0.00%
Transfers	-	-	-	151,868	-	0.00%
Total COPS Expenditures	\$ 94,252	\$ 118,103	\$ 153,054	\$ 304,922	\$ 133,400	-12.84%
COPS Surplus/(Deficit)	37,587	26,969	(41,854)	(173,722)	(6,900)	

29	Transfers	-	-	-	151,868	-	0.00%
		-	-	-	151,868	-	0.00%

20	Salaries & Benefits	-	-	-	-	-	
21	Services	71,046	70,046	80,000	80,000	88,400	10.50%
22	Supplies	23,206	43,057	44,724	44,724	45,000	0.62%
26	Capital	-	5,000	28,330	28,330	-	-100.00%
		94,252	118,103	153,054	153,054	133,400	-12.84%

Total Expenditures	\$ 94,252	\$ 118,103	\$ 153,054	\$ 304,922	\$ 133,400	-12.84%
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\$ 25,835

238

CITY OF ST. HELENA

Fund 225 - State Gas Tax 2105 Budget Worksheet

	FY 16/17 Actual	FY 17/18 Actual	FY 18/19 Budget	FY 18/19 Estimated Year End	FY 19/20 Proposed	FY 19/20 Budget % Change
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Beginning Fund Balance (July 1) \$ 54,218 \$ 88,425 \$ 121,673 \$ 121,673 \$ 102,987

State Gas Tax 2105 - Revenues

Investment Earnings	471	509	550	580	600	9.09%
Gas Tax 2105	33,736	32,739	34,734	34,734	34,036	-2.01%
Total State Gas Tax 2105 Revenues	\$ 34,207	\$ 33,248	\$ 35,284	\$ 35,314	\$ 34,636	4.17%

State Gas Tax 2105 - Expenditures

Totals by category						
Services	-	-	-	-	-	0.00%
Transfers	-	-	54,000	54,000	54,000	0.00%
Total State Gas Tax 2105 Expenditures	\$ -	\$ -	\$ 54,000	\$ 54,000	\$ 54,000	0.00%
State Gas Tax 2105 Surplus/(Deficit)	34,207	33,248	(18,716)	(18,686)	(19,364)	

State Gas Tax 2105 Expenditures by Department

Non Department

29	Transfers	-	22,165	54,000	54,000	54,000	0.00%
		-	22,165	54,000	54,000	54,000	0.00%

Public Works Gas Tax

21	Services	-	-	-	-	-	0.00%
		-	-	-	-	-	0.00%

Total Expenditures		\$ -	\$ 22,165	\$ 54,000	\$ 54,000	\$ 54,000	0.00%
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Estimated Fund Balance at June 30, 2020

\$ 83,623

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.

CITY OF ST. HELENA

Fund 226 - State Gas Tax 2106 Budget Worksheet

	FY 16/17 Actual	FY 17/18 Actual	FY 18/19 Budget	FY 18/19 Estimated Year End	FY 19/20 Proposed	FY 19/20 Budget % Change
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Beginning Fund Balance (July 1)	\$ 27,536	\$ 48,404	\$ 69,362	\$ 69,362	\$ 42,647	
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State Gas Tax 2106 - Revenues

Investment Earnings	251	501	250	450	450	80.00%
Gas Tax 2106	20,617	20,457	20,835	20,835	20,965	0.62%
Total State Gas Tax 2106 Revenues	\$ 20,868	\$ 20,958	\$ 21,085	\$ 21,285	\$ 21,415	1.57%

State Gas Tax 2106 - Expenditures

Totals by category						
Transfers	-	-	48,000	48,000	48,000	0.00%
Total State Gas Tax 2106 Expenditures	\$ -	\$ -	\$ 48,000	\$ 48,000	\$ 48,000	0.00%
State Gas Tax 2106 Surplus/(Deficit)	20,868	20,958	(26,915)	(26,715)	(26,585)	

State Gas Tax 2106 Expenditures by Department

Non Department

29	Transfers	-	-	48,000	48,000	48,000	0.00%
		-	-	48,000	48,000	48,000	0.00%

Total Expenditures		\$ -	\$ -	\$ 48,000	\$ 48,000	\$ 48,000	0.00%
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Estimated Fund Balance at June 30, 2020

\$ 16,062

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 16/17	FY 17/18	FY 18/19	FY 18/19	FY 19/20	FY 19/20
	Actual	Actual	Budget	Estimated Year End	Proposed	Budget % Change

Beginning Fund Balance (July 1)

State Gas Tax 2107 - Revenues

Investment Earnings	5,077	5,933	4,000	6,500	5,500	37.50%
Gas Tax 2107	42,772	42,608	43,094	43,094	44,694	3.71%
Total State Gas Tax 2107 Revenues	\$ 47,849	\$ 48,541	\$ 47,094	\$ 49,594	\$ 50,194	6.58%

State Gas Tax 2107 - Expenditures

Totals by category						
Services	2,988	7,478	3,000	3,000	3,000	0.00%
Transfers	-	-	90,000	90,000	90,000	0.00%
Total State Gas Tax 2107 Expenditures	\$ 2,988	\$ 7,478	\$ 93,000	\$ 93,000	\$ 93,000	0.00%
State Gas Tax 2107 Surplus/(Deficit)	44,861	41,063	(45,906)	(43,406)	(42,806)	

State Gas Tax 2107 Expenditures by Department

Non Department

29

Transfers

-	-	90,000	90,000	90,000	0.00%
-	-	90,000	90,000	90,000	0.00%

Public Works Gas Tax

21

Services

2,988	7,478	3,000	3,000	3,000	0.00%
2,988	7,478	3,000	3,000	3,000	0.00%

Total Expenditures

\$	2,988	\$	7,478	\$	93,000	\$	93,000	\$	93,000	0.00%
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Estimated Fund Balance at June 30, 2020

\$ 45,569

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 16/17	FY 17/18	FY 18/19	FY 18/19	FY 19/20	FY 19/20
	Actual	Actual	Budget	Estimated Year End	Proposed	Budget % Change

Beginning Fund Balance (July 1)

State Gas Tax 2107.5 - Revenues

Investment Earnings	37	64	40	55	100	150.00%
Gas Tax 2107.5	2,000	2,000	2,000	2,000	2,000	0.00%
Total State Gas Tax 2107.5 Revenues	\$ 2,037	\$ 2,064	\$ 2,040	\$ 2,055	\$ 2,100	2.94%

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)

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, 2020

\$ 11,962

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 16/17	FY 17/18	FY 18/19	FY 18/19	FY 19/20	FY 19/20
	Actual	Actual	Budget	Estimated Year End	Proposed	Budget % Change

Beginning Fund Balance (July 1)

State Gas Tax 2103 - Revenues

Investment Earnings	312	161	250	250	210	-16.00%
Gas Tax 2103	16,025	23,494	46,253	46,253	52,179	12.81%
Total State Gas Tax 2103 Revenues	\$ 16,337	\$ 23,655	\$ 46,503	\$ 46,503	\$ 52,389	12.66%

State Gas Tax 2103 - Expenditures

Totals by category									
Transfers	-	65,000	-	-	-	0.00%			
Total State Gas Tax 2103 Expenditures	\$ -	\$ 65,000	\$ -	\$ -	\$ -	\$ -	0.00%		
State Gas Tax 2103 Surplus/(Deficit)	\$ 16,337	\$ (41,345)	\$ 46,503	\$ 46,503	\$ 52,389				

State Gas Tax 2103 Expenditures by Department

Non Department

29	Transfers	-	65,000	-	-	-	0.00%
		-	65,000	-	-	-	0.00%
Total Expenditures		\$ -	\$ 65,000	\$ -	\$ -	\$ -	0.00%

Estimated Fund Balance at June 30, 2020

\$ 111,540

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	FY 17/18	FY 18/19	FY 18/19	FY 19/20	FY 19/20
	Actual	Actual	Budget	Estimated Year End	Proposed	Budget % Change

Beginning Fund Balance (July 1)

\$	-	\$	35,396	\$	35,396	\$	102,738
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RMRA - Revenues

Investment Earnings	45	100	300	550	450.00%
State Loan Repayment	-	6,858	6,858	6,899	100.00%
Contributions from Government	35,351	100,184	100,184	101,263	1.08%
Total RMRA Revenues	\$ 35,396	\$ 107,142	\$ 107,342	\$ 108,712	100.00%

RMRA - Expenditures

Totals by category						
Transfers	-	40,000	40,000	-	0.00%	
Total RMRA Expenditures	\$ -	\$ 40,000	\$ 40,000	\$ -	0.00%	
RMRA Surplus/(Deficit)	\$ 35,396	\$ 67,142	\$ 67,342	\$ 108,712		

RMRA Expenditures by Department

Non Department

29		Transfers	-	40,000	40,000	-	0.00%
			-	40,000	40,000	-	0.00%
		Total Expenditures	\$ -	\$ 40,000	\$ 40,000	\$ -	0.00%

Estimated Fund Balance at June 30, 2020

\$ 211,450

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 16/17	FY 17/18	FY 18/19	FY 18/19	FY 19/20	FY 19/20
	Actual	Actual	Budget	Estimated Year End	Proposed	Budget % Change

Beginning Fund Balance (July 1)	\$	-	\$	-	\$	1,256,550	\$	1,256,550	\$	178,921
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Measure A - Revenues

Investment Earnings	-	1,269	-	3,600	-	0.00%
Loan Proceeds	-	-	-	-	-	0.00%
Revenue from County	-	1,580,414	4,107,740	4,039,021	42,085	-98.98%
Other Revenue	-	5,000	-	-	-	0.00%
Transfers In	526,805	211,900	-	-	-	0.00%
Total Measure A Revenues	\$ 526,805	\$ 1,798,583	\$ 4,107,740	\$ 4,042,621	\$ 42,085	100.00%

Measure A - Expenditures

Totals by category						
Services	-	15,227	-	-	-	
Debt	526,805	526,805	5,171,349	5,120,250	42,085	-99.19%
Transfers	-	-	-	-	-	0.00%
Total Measure A Expenditures	\$ 526,805	\$ 542,032	\$ 5,171,349	\$ 5,120,250	\$ 42,085	100.00%

Measure A Surplus/(Deficit)	-	1,256,550	(1,063,609)	(1,077,629)	-
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Measure A Expenditures by Department

Non Department

25	Debt	526,805	526,805	5,171,349	5,120,250	42,085	-99.19%
29	Transfers	-	-	-	-	-	0.00%
		526,805	526,805	5,171,349	5,120,250	42,085	-99.19%

Finance

21	Services	-	15,227	-	-	-	0.00%
		-	15,227	-	-	-	0.00%

Total Expenditures	\$ 526,805	\$ 542,032	\$ 5,171,349	\$ 5,120,250	\$ 42,085	\$ (1)
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<i>Estimated Fund Balance at June 30, 2020</i>	\$ 178,921
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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 16/17 Actual	FY 17/18 Actual	FY 18/19 Budget	FY 18/19 Estimated Year End	FY 19/20 Proposed	FY 19/20 Budget % Change
Beginning Fund Balance (July 1)	\$ 166,060	\$ 167,158	\$ 168,578	\$ 168,578	\$ 170,378	
Emergency Flood Relief - Revenues						
Investment Earnings	1,098	1,420	1,200	1,800	1,800	50.00%
Contributions from Government	-	-	-	-	-	0.00%
Insurance Refund			-	-	-	0.00%
Total Emergency Flood Relief Revenues	\$ 1,098	\$ 1,420	\$ 1,200	\$ 1,800	\$ 1,800	50.00%
Emergency Flood Relief - Expenditures						
Totals by category						
Transfers	-	-	-	-	-	0.00%
Total Emergency Flood Relief Expenditures	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Emergency Flood Relief Surplus/(Deficit)	1,098	1,420	1,200	1,800	1,800	
Emergency Flood Relief Expenditures by Department						
Non Department						
29						
Transfers	-	-	-	-	-	0.00%
	-	-	-	-	-	0.00%
Total Expenditures	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%

Estimated Fund Balance at June 30, 2020

\$ 172,178

237 EMERGENCY FLOOD RELIEF: This fund is for allocations for disaster assistance relating to flood damage.

CITY OF ST. HELENA

Fund 238 - Training Development Fund Budget Worksheet

	FY 16/17 Actual	FY 17/18 Actual	FY 18/19 Budget	FY 18/19 Estimated Year End	FY 19/20 Proposed	FY 19/20 Budget % Change
Beginning Fund Balance (July 1)	\$ 24,281	\$ 18,962	\$ 18,146	\$ 18,146	\$ 16,006	
Training Development Fund - Revenues						
Post Reimbursement	-	2,661	600	3,710	2,000	233.33%
Investment Earnings	142	130	150	150	150	0.00%
Other Revenue	-	1,694	-	-	-	#DIV/0!
Total Training Development Fund Revenues	\$ 142	\$ 4,485	\$ 750	\$ 3,860	\$ 2,150	186.67%
Training Development Fund - Expenditures						
Totals by category						
Services	5,462	5,300	6,000	6,000	8,000	0.00%
Supplies	-	-	-	-	-	0.00%
Total Training Development Fund Expenditures	\$ 5,462	\$ 5,300	\$ 6,000	\$ 6,000	\$ 8,000	33.33%
Training Development Fund Surplus/(Deficit)	(5,320)	(816)	(5,250)	(2,140)	(5,850)	
Training Development Fund Expenditures by Department						
Police						
21	Services	5,462	5,300	6,000	6,000	33.33%
22	Supplies	-	-	-	-	0.00%
		5,462	5,300	6,000	6,000	0.00%
Total Expenditures	\$ 5,462	\$ 5,300	\$ 6,000	\$ 6,000	\$ 8,000	0.00%
Estimated Fund Balance at June 30, 2020					\$ 10,156	

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.

CITY OF ST. HELENA
Fund 240 - Measure T

	FY 16/17 Actual	FY 17/18 Actual	FY 18/19 Budget	FY 18/19 Estimated Year End	FY 19/20 Proposed	FY 19/20 Budget % Change
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Beginning Fund Balance (July 1)	\$	-	\$	-	\$	1,200,600
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Measure T - Revenues

Investment Earnings			-	600	360	100.00%
Operating Transfer In			1,200,000	1,200,000	1,200,000	0.00%
Total Measure T Revenues			\$ 1,200,000	\$ 1,200,600	\$ 1,200,360	100.00%

Measure T - Expenditures

Totals by category						
Services			-	-	-	100.00%
Total Measure T Expenditures			\$ -	\$ -	\$ -	100.00%
Measure T Surplus/(Deficit)			1,200,000	1,200,600	1,200,360	

Measure T Expenditures by Department

Public Works						
21	Services		-	-	-	0.00%
			-	-	-	100.00%
Total Expenditures			\$ -	\$ -	\$ -	100.00%

Estimated Fund Balance at June 30, 2020	\$ 2,400,960
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240 Measure T: At the General Eleceton 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 16/17 Actual	FY 17/18 Actual	FY 18/19 Budget	FY 18/19 Estimated Year End	FY 19/20 Proposed	FY 19/20 Budget % Change
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Beginning Fund Balance (July 1) \$ - \$ - \$ - \$ 67,400

Measure T Class I Trails - Revenues

Investment Earnings			-	700	700	100.00%
Operating Transfer In			13,700	66,700	85,000	0.00%
Total Measure T Class I Trails Revenues			\$ 13,700	\$ 67,400	\$ 85,700	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)			13,700	67,400	85,700	

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, 2020 \$ 153,100

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 16/17 Actual	FY 17/18 Actual	FY 18/19 Budget	FY 18/19 Estimated Year End	FY 19/20 Proposed	FY 19/20 Budget % Change
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Beginning Fund Balance (July 1)	\$ 9,514	\$ 9,577	\$ 13,640	\$ 13,640	\$ 2,564	
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BSCC Grant - Revenues

Investment Earnings	63	87	45	140	150	100.00%
Grant	-	3,977	-	-	-	0.00%
Total BSCC Grant Revenues	\$ 63	\$ 4,063	\$ 45	\$ 140	\$ 150	100.00%

BSCC Grant - Expenditures

Totals by category						
Services	-	-	-	-	-	100.00%
Capital	-	-	11,216	11,216	-	0.00%
Total BSCC Grant Expenditures	\$ -	\$ -	\$ 11,216	\$ 11,216	\$ -	100.00%
BSCC Grant Surplus/(Deficit)	63	4,063	(11,171)	(11,076)	150	

BSCC Grant Expenditures by Department

Police							
21	Services	-	-	-	-	-	0.00%
26	Capital	-	-	11,216	11,216	-	0.00%
		-	-	11,216	11,216	-	100.00%
Total Expenditures		\$ -	\$ -	\$ 11,216	\$ 11,216	\$ -	100.00%

Estimated Fund Balance at June 30, 2020

\$ 2,714

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.

CITY OF ST. HELENA

Fund 279 - Asset Forfeiture Budget Worksheet

	FY 16/17	FY 17/18	FY 18/19	FY 18/19	FY 19/20	FY 19/20
	Actual	Actual	Budget	Estimated Year End	Proposed	Budget % Change

Beginning Fund Balance (July 1)

Asset Forfeiture - Revenues

Investment Earnings	451	416	400	400	550	37.50%
Asset Forfeiture	-	11,326	10,000	10,000	10,000	100.00%
Total Asset Forfeiture Revenues	\$ 451	\$ 11,742	\$ 10,400	\$ 10,400	\$ 10,550	1.44%

Asset Forfeiture - Expenditures

Totals by category						
Services	767	8,270	-	-	-	#DIV/0!
Supplies	6,411	-	6,500	6,500	6,500	100.00%
Total Asset Forfeiture Expenditures	\$ 7,178	\$ 8,270	\$ 6,500	\$ 6,500	\$ 6,500	0.00%
Asset Forfeiture Surplus/(Deficit)	(6,727)	3,473	3,900	3,900	4,050	

Asset Forfeiture Expenditures by Department

Police

21	Services	767	8,270	-	-	-	0.00%
22	Supplies	6,411	-	6,500	6,500	6,500	100.00%
		7,178	8,270	6,500	6,500	6,500	0.00%

Total Expenditures

Estimated Fund Balance at June 30, 2020

\$ 61,301

279 ASSET FORFEITURE: A special revenue fund for monies from adjudicated crime cases restricted for public safety purposes.

CITY OF ST. HELENA

Fund 280 - Teen Center Budget Worksheet

	FY 16/17	FY 17/18	FY 18/19	FY 18/19	FY 19/20	FY 19/20
	Actual	Actual	Budget	Estimated Year End	Proposed	Budget % Change

Beginning Fund Balance (July 1)

Teen Center - Revenues									
Donations	128	-	-	-	-	0.00%			
Transfers In	118,988	104,318	-	-	-	0.00%			
Total Teen Center Revenues	\$ 119,116	\$ 104,318	\$ -	\$ -	\$ -	0.00%			

Teen Center - Expenditures

Totals by category						
Salaries & Benefits	167,928	101,586	-	5,697	-	0.00%
Services	2,496	2,450	-	-	-	0.00%
Supplies	2,823	510	-	-	-	0.00%
Maintenance	-	-	-	-	-	0.00%
Taxes, Insurances & Contributions	-	-	-	-	-	0.00%
Capital	-	-	-	-	-	0.00%
Transfers	-	-	26,300	26,300	-	100.00%
Total Teen Center Expenditures	\$ 173,246	\$ 104,547	\$ 26,300	\$ 31,997	\$ -	-100.00%
Teen Center Surplus/(Deficit)	(54,130)	(229)	(26,300)	(31,997)	-	

Teen Center Expenditures by Department

Non Department

00	Transfers	-	-	-	-	-	0.00%
		-	-	-	-	-	0.00%

Recreation

20	Salaries & Benefits	167,928	101,586	-	5,697	-	0.00%
21	Services	2,496	2,450	-	-	-	0.00%
22	Supplies	2,823	510	-	-	-	0.00%
23	Maintenance	-	-	-	-	-	0.00%
24	Taxes, Insurances & Contributions	-	-	-	-	-	0.00%
26	Capital	-	-	-	-	-	0.00%
29	Transfers	-	-	26,300	26,300	-	100.00%
		173,246	104,547	26,300	31,997	-	-100.00%

Total Expenditures	\$ 173,246	\$ 104,547	\$ 26,300	\$ 31,997	\$ -	-100.00%
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<i>Estimated Fund Balance at June 30, 2020</i>	\$	5,426
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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.

CITY OF ST. HELENA

Fund 283 - Tree City Budget Worksheet

	FY 16/17 Actual	FY 17/18 Actual	FY 18/19 Budget	FY 18/19 Estimated Year End	FY 19/20 Proposed	FY 19/20 Budget % Change
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Beginning Fund Balance (July 1) \$ 93,062 \$ 177,105 \$ 165,991 \$ 165,991 \$ 111,379

Tree City - Revenues

Transfers In	99,447	48,569	62,100	62,100	122,293	96.93%
Total Tree City Revenues	\$ 99,447	\$ 48,569	\$ 62,100	\$ 62,100	\$ 122,293	96.93%

Tree City - Expenditures

Totals by category						
Salaries & Benefits	4,926	1,387	17,912	17,912	19,193	7.15%
Services	10,314	45,527	79,200	79,200	83,500	5.43%
Supplies	77	52	800	800	800	0.00%
Maintenance	87	12,718	18,800	18,800	18,800	0.00%
Capital	-	-	-	-	-	0.00%
Transfers	-	-	-	-	-	0.00%
Total Tree City Expenditures	\$ 15,404	\$ 59,684	\$ 116,712	\$ 116,712	\$ 122,293	4.78%
Tree City Surplus/(Deficit)	84,043	(11,115)	(54,612)	(54,612)	-	

Tree City Expenditures by Department

Public Works Tree City

20	Salaries & Benefits	4,926	1,387	17,912	17,912	19,193	7.15%
21	Services	10,314	45,527	79,200	79,200	83,500	5.43%
22	Supplies	77	52	800	800	800	0.00%
23	Maintenance	87	12,718	18,800	18,800	18,800	0.00%
26	Capital	-	-	-	-	-	0.00%
29	Transfers	-	-	-	-	-	0.00%
		15,404	59,684	116,712	116,712	122,293	4.78%
Total Expenditures		\$ 15,404	\$ 59,684	\$ 116,712	\$ 116,712	\$ 122,293	4.78%

Estimated Fund Balance at June 30, 2020

\$ 111,379

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.

CITY OF ST. HELENA

Fund 286 - Bocce Ball Fund Budget Worksheet

	FY 16/17	FY 17/18	FY 18/19	FY 18/19	FY 19/20	FY 19/20
	Actual	Actual	Budget	Estimated Year End	Proposed	Budget % Change

Beginning Fund Balance (July 1)

Bocce Ball Fund - Revenues

Recreation Registration	45,000	44,340	40,500	40,525	40,500	0.00%
Contributions from Non-Government	-	-	-	-	-	0.00%
Other	-	-	-	-	-	0.00%
Total Bocce Ball Fund Revenues	\$ 45,000	\$ 44,340	\$ 40,500	\$ 40,525	\$ 40,500	0.00%

Bocce Ball Fund - Expenditures

Totals by category									
Salaries & Benefits	31,154	38,122	39,143	39,143	60,900	55.58%			
Services	1,417	1,334	1,490	1,490	1,490	0.00%			
Supplies	4,457	4,013	4,400	4,400	4,400	0.00%			
Maintenance	1,790	1,520	1,500	1,500	1,500	0.00%			
Transfers	-	-	-	-	-	0.00%			
Total Bocce Ball Fund Expenditures	\$ 38,818	\$ 44,989	\$ 46,533	\$ 46,533	\$ 68,290	51.79%			
Bocce Ball Fund Surplus/(Deficit)	6,182	(649)	(6,033)	(6,008)	(27,790)				

Bocce Ball Fund Expenditures by Department

Recreation							
20	Salaries & Benefits	31,154	38,122	39,143	39,143	59,296	51.49%
21	Services	1,417	1,334	1,490	1,490	1,490	0.00%
22	Supplies	4,457	4,013	4,400	4,400	4,400	0.00%
23	Maintenance	1,790	1,520	1,500	1,500	1,500	0.00%
29	Transfers	-	-	-	-	-	
		38,818	44,989	46,533	46,533	66,686	43.31%
Total Expenditures							
		\$ 38,818	\$ 44,989	\$ 46,533	\$ 46,533	\$ 66,686	43.31%

Total Expenditures

Estimated Fund Balance at June 30, 2020

\$ 55,913

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.

CITY OF ST. HELENA

Fund 287 - Harvest Festival

	FY 16/17 Actual	FY 17/18 Actual	FY 18/19 Budget	FY 18/19 Estimated Year End	FY 19/20 Proposed	FY 19/20 Budget % Change
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Beginning Fund Balance (July 1)	\$ 10,141	\$ 3,463	\$ 5,104	\$ 5,104	\$ 5,133	
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Harvest Festival - Revenues

Registrations	306	520	-	-	5,000	0.00%
Donations	1,005	6,815	-	11,276	3,200	0.00%
Contributions from Non-Govt	-	4,620	4,500	-	4,500	100.00%
Vendor/NonProfit Fees	6,585	(2,435)	6,800	-	6,800	0.00%
Total Harvest Festival Revenues	\$ 7,895	\$ 9,520	\$ 11,300	\$ 11,276	\$ 19,500	1.19%

Harvest Festival - Expenditures

Totals by category						
Services	4	83	100	112	100	0.00%
Supplies	14,569	7,796	12,700	11,135	15,000	18.11%
Total Harvest Festival Expenditures	\$ 14,574	\$ 7,879	\$ 12,800	\$ 11,246	\$ 15,100	17.97%
Harvest Festival Surplus/(Deficit)	(6,678)	1,641	(1,500)	30	4,400	

Harvest Festival Expenditures by Department

Recreation							
21	Services	4	83	100	112	100	0.00%
22	Supplies	14,569	7,796	12,700	11,135	15,000	18.11%
		14,574	7,879	12,800	11,246	15,100	17.97%
Total Expenditures		\$ 14,574	\$ 7,879	\$ 12,800	\$ 11,246	\$ 15,100	17.97%

Estimated Fund Balance at June 30, 2020	\$ 9,533
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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 16/17 Actual	FY 17/18 Actual	FY 18/19 Budget	FY 18/19 Estimated Year End	FY 19/20 Proposed	FY 19/20 Budget % Change
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Beginning Fund Balance (July 1)	\$ 42,871	\$ 20,513	\$ (1,023)	\$ (1,023)	\$ (477)	
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Fourth of July - Revenues

Donations	20,770	22,221	3,000	3,449	30,800	926.67%
Transfers In	-	-	40,500	40,000	20,000	100.00%
Total Fourth of July Revenues	\$ 20,770	\$ 22,221	\$ 43,500	\$ 43,449	\$ 50,800	16.78%

Fourth of July - Expenditures

Totals by category						
Services	41,950	40,052	40,000	41,500	40,000	0.00%
Supplies	1,178	3,705	5,300	1,402	10,300	94.34%
Total Fourth of July Expenditures	\$ 43,128	\$ 43,757	\$ 45,300	\$ 42,902	\$ 50,300	11.04%
Fourth of July Surplus/(Deficit)	(22,358)	(21,536)	(1,800)	547	500	

Fourth of July Expenditures by Department

Recreation						
21	Services	41,950	40,052	40,000	41,500	40,000 0.00%
22	Supplies	1,178	3,705	5,300	1,402	10,300 94.34%
		43,128	43,757	45,300	42,902	50,300 11.04%
Total Expenditures						
		\$ 43,128	\$ 43,757	\$ 45,300	\$ 42,902	\$ 50,300 11.04%

Estimated Fund Balance at June 30, 2020

\$ 23

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.

CITY OF ST. HELENA

Fund 289 - Recreation Programs Budget Worksheet

	FY 16/17 Actual	FY 17/18 Actual	FY 18/19 Budget	FY 18/19 Estimated Year End	FY 19/20 Proposed	FY 19/20 Budget % Change
Beginning Fund Balance (July 1)	\$ 119,222	\$ 227,257	\$ 327,117	\$ 327,117	\$ 197,770	
Recreation Programs - Revenues						
Recreation Registration	154,788	140,859	125,000	125,000	120,000	-4.00%
Donations	4,164	3,600	3,500	3,783	3,500	0.00%
Contributions from Non Government	18,000	18,366	18,000	18,000	30,000	100.00%
Transfers In	125,791	207,494	181,300	181,300	208,715	15.12%
Total Recreation Programs Revenues	\$ 302,743	\$ 370,319	\$ 327,800	\$ 328,083	\$ 362,215	10.50%
Recreation Programs - Expenditures						
Totals by category						
Salary	79,109	140,203	294,821	294,821	339,265	15.07%
Benefits	66,736	57,764	97,350	97,350	97,350	0.00%
Contracts	39,005	62,174	53,249	53,249	54,000	1.41%
Dept Supplies/Services	9,858	10,319	12,011	12,011	13,172	9.67%
Training/Conference	-	-	-	-	-	0.00%
Total Recreation Programs Expenditures	\$ 194,708	\$ 270,459	\$ 457,431	\$ 457,431	\$ 503,787	10.13%
Recreation Programs Surplus/(Deficit)	108,035	99,860	(129,631)	(129,348)	(141,572)	
Recreation Programs Expenditures by Department						
Recreation						
20	Salaries & Benefits	79,109	140,203	294,821	323,397	9.69%
21	Services	66,736	57,764	97,350	97,350	0.00%
22	Supplies	39,005	62,174	53,249	54,000	1.41%
23	Maintenance	9,858	10,319	12,011	13,193	9.84%
24	Taxes, Insurance & Contributions	-	-	-	-	0.00%
		194,708	270,459	457,431	487,940	6.67%
Total Expenditures	\$ 194,708	\$ 270,459	\$ 457,431	\$ 457,431	\$ 487,940	6.67%
Estimated Fund Balance at June 30, 2020					\$ 56,198	

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.

*includes unemployment

CITY OF ST. HELENA

Fund 290 - Tourism Improvement District Budget Worksheet

	FY 16/17	FY 17/18	FY 18/19	FY 18/19	FY 19/20	FY 19/20
	Actual	Actual	Budget	Estimated Year End	Proposed	Budget % Change

Beginning Fund Balance (July 1)

\$ 5,2

6,41

6,414 \$

Tourism Improvement District - Revenues

Investment Earnings	112	226	200	300	450	125.00%
TID City Admin	3,609	4,514	5,367	5,367	5,367	0.00%
TID Assessment - District	260,960	331,866	397,129	397,129	397,129	0.00%
TID Assessment - Local	88,162	112,114	134,165	134,165	134,165	0.00%
Total Tourism Improvement District Revenues	\$ 352,842	\$ 448,721	\$ 536,861	\$ 536,961	\$ 537,111	0.05%

Tourism Improvement District - Expenditures

Totals by category						
Services	349,122	444,052	531,294	531,294	531,294	0.00%
Supplies	-	-	-	-	-	0.00%
Transfers	3,530	3,530	5,367	5,367	5,367	0.00%
Total Tourism Improvement District Expenditures	\$ 352,652	\$ 447,582	\$ 536,661	\$ 536,661	\$ 536,661	19.90%
Tourism Improvement District Surplus/(Deficit)	190	1,139	200	300	450	

Tourism Improvement District Expenditures by Department

Non Department

21	Services	349,122	444,052	531,294	531,294	531,294	0.00%
22	Supplies	-	-	-	-	-	0.00%
29	Transfers	3,530	3,530	5,367	5,367	5,367	0.00%
		352,652	447,582	536,661	536,661	536,661	0.00%
Total Expenditures		\$ 352,652	\$ 447,582	\$ 536,661	\$ 536,661	\$ 536,661	0.00%

Estimated Fund Balance at June 30, 2020

\$ 7,164

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 16/17 Actual	FY 17/18 Actual	FY 18/19 Budget	FY 18/19 Estimated Year End	FY 19/20 Proposed	FY 19/20 Budget % Change
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Beginning Fund Balance (July 1)	\$ 3,408	\$ 3,439	\$ 8,625	\$ 8,625	\$ 7,430	
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SB1186 State Fees - Revenues

Investment Earnings	31	60	25	55	50	100.00%
Other Revenue	-	289	140	250	200	42.86%
Other State Revenue	-	5,137	1,570	4,600	3,000	91.08%
Total SB1186 State Fees Revenues	\$ 31	\$ 5,486	\$ 1,735	\$ 4,905	\$ 3,250	87.32%

SB1186 State Fees - Expenditures

Totals by category						
Services	-	300	1,500	1,500	3,000	0.00%
Transfer to Other Funds	-	-	2,762	4,600	2,762	0.00%
Total SB1186 State Fees Expenditures	\$ -	\$ 300	\$ 4,262	\$ 6,100	\$ 5,762	0.00%
SB1186 State Fees Surplus/(Deficit)	31	5,186	(2,527)	(1,195)	(2,512)	

SB1186 State Fees Expenditures by Department

Non Department

29	Transfers	-	-	2,762	4,600	2,762	0.00%
		-	-	2,762	4,600	2,762	0.00%

Planning

21	Services	-	300	1,500	1,500	3,000	0.00%
		-	300	1,500	1,500	3,000	0.00%

Total Expenditures		\$ -	\$ 300	\$ 4,262	\$ 6,100	\$ 5,762	0.00%
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Estimated Fund Balance at June 30, 2020

\$ 4,918

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. Effective January 1, 2019, the fee was increased to \$4.

CITY OF ST. HELENA

Fund 295 - N.O.A.A.

	FY 16/17	FY 17/18	FY 18/19	FY 18/19	FY 19/20	FY 19/20
	Actual	Actual	Budget	Estimated Year End	Proposed	Proposed Change

Beginning Fund Balance (July 1)

N.O.A.A. - Revenues

Investment Earnings	17	22	24	24	28	16.67%
Government Contribution	-	-	-	-	-	0.00%
Total N.O.A.A. Revenues	\$ 17	\$ 22	\$ 24	\$ 24	\$ 28	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)	17	22	24	24	28
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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, 2020

\$ 2,672

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 16/17 Actual	FY 17/18 Actual	FY 18/19 Budget	FY 18/19 Estimated Year End	FY 19/20 Proposed	FY 19/20 Budget % Change
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Beginning Fund Balance (July 1)	\$	35,554	\$	35,789	\$	36,093	\$	36,093	\$	36,393
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Stabo Trust - Revenues

Investment Earnings	235	304	300	300	360	20.00%
Total Stabo Trust Revenues	\$ 235	\$ 304	\$ 300	\$ 300	\$ 360	20.00%

Stabo Trust - Expenditures

Totals by category						
Services	-	-	-	-	-	0.00%
Total Stabo Trust Expenditures	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Stabo Trust Surplus/(Deficit)	235	304	300	300	360	

Stabo Trust Expenditures by Department

Non Department

21	Services	-	-	-	-	-	0.00%			
		-	-	-	-	-	0.00%			
Total Expenditures		\$	-	\$	-	\$	-	\$	-	0.00%

Estimated Fund Balance at June 30, 2020	\$	36,753
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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 16/17 Actual	FY 17/18 Actual	FY 18/19 Budget	FY 18/19 Estimated Year End	FY 19/20 Proposed	FY 19/20 Budget % Change
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Beginning Fund Balance (July 1)	\$ 39,774	\$ 41,965	\$ 44,552	\$ 44,552	\$ 46,832	
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Murray Trust - Revenues

Investment Earnings	273	369	380	380	375	-1.32%
Other Revenue	1,918	2,218	1,900	1,900	1,750	-21.09%
Total Murray Trust Revenues	\$ 2,191	\$ 2,587	\$ 2,280	\$ 2,280	\$ 2,125	0.00%

Murray Trust - Expenditures

Totals by category						
Services	-	-	-	-	45,000	0.00%
Total Murray Trust Expenditures	\$ -	\$ -	\$ -	\$ -	\$ 45,000	0.00%
Murray Trust Surplus/(Deficit)	2,191	2,587	2,280	2,280	(42,875)	

Murray Trust Expenditures by Department

Police						
22	Supplies	-	-	-	-	45,000 0.00%
		-	-	-	-	45,000 0.00%
Total Expenditures		\$ -	\$ -	\$ -	\$ -	\$ 45,000 0.00%

Estimated Fund Balance at June 30, 2020	\$ 3,957
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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.

CITY OF ST. HELENA

Fund 380 - Friends and Foundation

	FY 16/17	FY 17/18	FY 18/19	FY 18/19	FY 19/20	FY 19/20
	Actual	Actual	Budget	Estimated Year End	Proposed	Budget % Change

Beginning Fund Balance (July 1)

\$ (

5,440

7,373

7.

6,513

Friends and Foundation - Revenues

Investment Earnings	-	-	-	-	-	0.00%
Donations	-	-	-	-	-	0.00%
Other Revenue	134,550	134,250	135,110	134,250	135,000	-0.08%
Total Friends and Foundation Revenues	\$ 134,550	\$ 134,250	\$ 135,110	\$ 134,250	\$ 135,000	0.56%

Friends and Foundation - Expenditures

Totals by category						
Salaries & Benefits	82,786	65,195	64,610	64,610	62,789	-2.82%
Services	-	-	-	-	-	0.00%
Supplies	42,754	67,128	70,500	70,500	72,211	2.43%
Taxes, Insurance & Contributions	-	-	-	-	-	0.00%
Capital	-	-	-	-	-	0.00%
Total Friends and Foundation Expenditures	\$ 125,540	\$ 132,323	\$ 135,110	\$ 135,110	\$ 135,000	-0.08%
Friends and Foundation Surplus/(Deficit)	9,010	1,927	-	(860)	-	

Friends and Foundation Expenditures by Department

Library

20	Salaries & Benefits	82,786	65,195	64,610	64,610	62,789	-2.82%
21	Services	-	-	-	-	-	0.00%
22	Supplies	42,754	67,128	70,500	70,500	72,211	2.43%
24	Taxes, Insurance & Contributions	-	-	-	-	-	0.00%
26	Capital	-	-	-	-	-	0.00%
		125,540	132,323	135,110	135,110	135,000	-0.08%

Total Expenditures

\$ 12

132,323

35,110

135,

135,000

-0.08%

Estimated Fund Balance at June 30, 2020

\$

6,513

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.

CITY OF ST. HELENA

Fund 381 - Ryan Trust Budget Worksheet

	FY 16/17 Actual	FY 16/17 Actual	FY 18/19 Budget	FY 18/19 Estimated Year End	FY 19/20 Proposed	FY 19/20 Budget % Change
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Beginning Fund Balance (July 1)

Ryan Trust - Revenues

Investment Earnings	(141)	(44)	450	450	450	0.00%
Total Ryan Trust Revenues	\$ (141)	\$ (44)	\$ 450	\$ 450	\$ 450	0.00%

Ryan Trust - Expenditures

[illegible]

Ryan Trust Surplus/(Deficit)

Ryan Trust Expenditures by Department

Library

22	Supplies	-	-	-	-	-	0.00%
23	Maintenance	-	-	-	-	-	0.00%
		-	-	-	-	-	0.00%

Total Expenditures

\$	-	\$	-	\$	-	\$	-	\$	-	0.00%
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Estimated Fund Balance at June 30, 2020

\$ 12,829

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.

CITY OF ST. HELENA

Fund 382 - Martin Trust Budget Worksheet

	FY 16/17	FY 17/18	FY 18/19	FY 18/19	FY 19/20	FY 19/20
	Actual	Actual	Budget	Estimated Year End	Proposed	Budget % Change

Beginning Fund Balance (July 1)

Martin Trust - Revenues									
Investment Earnings		96		27		650		650	600 -7.69%
Total Martin Trust Revenues	\$	96	\$	27	\$	650	\$	650	\$ 600 -7.69%

Martin Trust - Expenditures

Totals by category						
Services	-	-	-	-	-	0.00%
Supplies	1,400	-	1,600	1,600	-	-100.00%
Total Martin Trust Expenditures	\$ 1,400	\$ -	\$ 1,600	\$ 1,600	\$ -	-100.00%
Martin Trust Surplus/(Deficit)	(1,304)	27	(950)	(950)	600	

Martin Trust Expenditures by Department

Library							
21	Services	-	-	-	-	-	0.00%
22	Supplies	1,400	-	1,600	1,600	-	-100.00%
		1,400	-	1,600	1,600	-	-100.00%
Total Expenditures		\$ 1,400	\$ -	\$ 1,600	\$ 1,600	\$ -	-100.00%

Estimated Fund Balance at June 30, 2020

\$ 23,437

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 16/17 Actual	FY 17/18 Actual	FY 18/19 Budget	FY 18/19 Estimated Year End	FY 19/20 Proposed	FY 19/20 Budget % Change
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Beginning Fund Balance (July 1) \$ 695,016 \$ 653,104 \$ 660,228 \$ 660,228 \$ 667,472

Tweed Trust - Revenues

Investment Earnings	4,616	5,800	5,800	6,500	7,200	24.14%
Donations	1,908	29	-	-	-	0.00%
Rental Income	23,756	47,512	45,500	47,512	47,000	3.30%
Transfers In	-	-	-	-	-	0.00%
Total Tweed Trust Revenues	\$ 30,280	\$ 53,340	\$ 51,300	\$ 54,012	\$ 54,200	5.65%

Tweed Trust - Expenditures

Totals by category						
Salaries & Benefits	-	-	-	-	-	0.00%
Services	12,488	-	-	(3,232)	-	0.00%
Supplies	59,704	46,216	50,000	50,000	50,000	0.00%
Maintenance	-	-	-	-	-	0.00%
Taxes, Insurances & Contributions	-	-	-	-	-	0.00%
Capital	-	-	-	-	-	0.00%
Transfers	-	-	-	-	-	0.00%
Total Tweed Trust Expenditures	\$ 72,192	\$ 46,216	\$ 50,000	\$ 46,768	\$ 50,000	0.00%
Tweed Trust Surplus/(Deficit)	(41,912)	7,124	1,300	7,244	4,200	

Tweed Trust Expenditures by Department

Library								
20	Salaries & Benefits	-	-	-	-	-	0.00%	
21	Services	12,488	-	-	(3,232)	-	0.00%	
22	Supplies	59,704	46,216	50,000	50,000	50,000	0.00%	
23	Maintenance	-	-	-	-	-	0.00%	
24	Taxes, Insurances & Contributions	-	-	-	-	-	0.00%	
26	Capital	-	-	-	-	-	0.00%	
29	Transfers	-	-	-	-	-	0.00%	
		72,192	46,216	50,000	46,768	50,000	0.00%	
Total Expenditures		\$ 72,192	\$ 46,216	\$ 50,000	\$ 46,768	\$ 50,000	0.00%	

Estimated Fund Balance at June 30, 2020

\$ 671,672

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 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 16/17 Actual	FY 17/18 Actual	FY 18/19 Budget	FY 18/19 Estimated Year End	FY 19/20 Proposed	FY 19/20 Budget % Change	
Beginning Fund Balance (July 1)	\$ 324,164	\$ 146,960	\$ 147,807	\$ 147,807	\$ 12,071		
1996 GO Bonds - Revenues							
Property Tax	2,390	2	-	-	-	0.00%	
Investment Earnings	-	-	-	-	-	0.00%	
Homeowner Property Tax	-	-	-	-	-	0.00%	
Total 1996 GO Bonds Revenues	\$ 2,390	\$ 2	\$ -	\$ -	\$ -	0.00%	
1996 GO Bonds - Expenditures							
Totals by category							
Services	-	-	135,736	135,736	-	-100.00%	
Debt	179,594	(845)	-	-	-	0.00%	
Total 1996 GO Bonds Expenditures	\$ 179,594	\$ (845)	\$ 135,736	\$ 135,736	\$ -	-100.00%	
1996 GO Bonds Surplus/(Deficit)	(177,204)	847	(135,736)	(135,736)	-		
1996 GO Bonds Expenditures by Department							
Non Department							
21	Services	-	-	135,736	135,736	-	-100.00%
25	Debt	179,594	(845)	-	-	-	0.00%
		179,594	(845)	135,736	135,736	-	-100.00%
Total Expenditures	\$ 179,594	\$ (845)	\$ 135,736	\$ 135,736	\$ -	-100.00%	
Estimated Fund Balance at June 30, 2020					\$ 12,071		

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 16/17 Actual	FY 17/18 Actual	FY 18/19 Budget	FY 18/19 Estimated Year End	FY 19/20 Proposed	FY 19/20 Budget % Change
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Beginning Fund Balance (July 1)

South St. Helena Drainage - Revenues

Investment Earnings	190	245	250	250	300	0.00%
Storm Drain Reimbursement	-	-	-	-	-	0.00%
Total South St. Helena Drainage Revenues	\$ 190	\$ 245	\$ 250	\$ 250	\$ 300	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)	190	245	250	250	300	

South St. Helena Drainage Expenditures by Department

	-	-	-	-	-	0.00%
	-	-	-	-	-	0.00%
Total Expenditures	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%

Estimated Fund Balance at June 30, 2020

\$ 29,676

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 582 - City Garage Budget Worksheet

	FY 16/17	FY 17/18	FY 18/19	FY 18/19	FY 19/20	FY 19/20
	Actual	Actual	Budget	Estimated Year End	Proposed	Budget % Change

Beginning Fund Balance (July 1)	\$ (197,051)	\$ (181,335)	\$ (283,647)	\$ (284,197)	\$ (35,798)
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City Garage - Revenues

Investment Earnings	(460)	(961)	(550)	500	550	100.00%
Charges for Services	207,015	216,743	241,721	242,252	245,104	1.40%
Operating Transfers In	-	-	-	247,368	-	0.00%
Total City Garage Revenues	\$ 206,555	\$ 215,782	\$ 241,171	\$ 490,120	\$ 245,654	1.86%

City Garage - Expenditures

Totals by category						
Salaries & Benefits	71,202	73,538	97,021	97,021	100,404	3.49%
Services	11	-	2,700	2,700	2,700	0.00%
Supplies	98,278	113,513	141,900	141,900	141,900	0.00%
Maintenance	-	-	-	-	-	0.00%
Taxes, Insurance & Contributions	(8,642)	-	100	100	100	0.00%
Capital Equipment	-	-	-	-	-	0.00%
Transfer	29,990	131,044	-	-	-	0
Total City Garage Expenditures	\$ 190,839	\$ 318,095	\$ 241,721	\$ 241,721	\$ 245,104	1.40%
City Garage Surplus/(Deficit)	15,716	(102,312)	(550)	248,399	550	

City Garage Expenditures by Department

Public Works Garage													
20		Salaries & Benefits	71,202	73,538	97,021	97,021	100,404	3.49%					
21		Services	11	-	2,700	2,700	2,700	0.00%					
22		Supplies	98,278	113,513	141,900	141,900	141,900	0.00%					
23		Maintenance	-	-	-	-	-	0.00%					
24		Taxes, Insurance & Contributions	(8,642)	-	100	100	100	0.00%					
26		Capital	-	-	-	-	-	0.00%					
29		Transfers	29,990	131,044									
			190,839	318,095	241,721	241,721	245,104	-22.95%					
Total Expenditures			\$	190,839	\$	318,095	\$	241,721	\$	241,721	\$	245,104	1.40%

<i>Estimated Fund Balance at June 30, 2020</i>	\$ (35,248)
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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.

CITY OF ST. HELENA

Fund 592 - Equipment Replacement Budget Worksheet

	FY 16/17	FY 17/18	FY 18/19	FY 18/19	FY 19/20	FY 19/20
	Actual	Actual	Budget	Estimated Year End	Proposed	Budget % Change

Beginning Fund Balance (July 1)	\$	49,355	\$	49,355	\$	99,355	\$	99,355	\$	149,355
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Equipment Replacement - Revenues

Investment Earnings	-	-	-	-	-	0.00%
Operating Transfers In	-	50,000	50,000	50,000	50,000	0.00%
Total Equipment Replacement Revenues	\$ -	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	0.00%

Equipment Replacement- Expenditures

Totals by category						
Supplies	-	-	-	-	-	0.00%
Total Equipment Replacement Expenditures	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Equipment Replacement Surplus/(Deficit)	-	50,000	50,000	50,000	50,000	

Equipment Replacement Expenditures by Department

Non Department

22

Supplies

	-	-	-	-	-	0.00%
	-	-	-	-	-	0.00%

Total Expenditures

\$	-	\$	-	\$	-	\$	-	0.00%
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Estimated Fund Balance at June 30, 2020

\$ 199,355

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 593 - Fire Department Capital Equipment Replacement Budget Worksheet

	FY 16/17	FY 17/18	FY 18/19	FY 18/19	FY 19/20	FY 19/20
	Actual	Actual	Budget	Estimated Year End	Proposed	Budget % Change

Beginning Fund Balance (July 1)	\$	77,616	\$	125,420	\$	190,149	\$	190,149	\$	187,761
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Equipment Replacement - Revenues

Investment Earnings	-	-	-	-	-	0.00%
Emergency Relief	47,804	64,729	-	50,517	47,631	0.00%
Total Equipment Replacement Revenues	\$ 47,804	\$ 64,729	\$ -	\$ 50,517	\$ 47,631	0.00%

Equipment Replacement- Expenditures

Totals by category						
Capital	-	-	-	52,904	-	0.00%
Total Equipment Replacement Expenditures	\$ -	\$ -	\$ -	\$ 52,904	\$ -	0.00%
Equipment Replacement Surplus/(Deficit)	47,804	64,729	-	(2,387)	47,631	

Equipment Replacement Expenditures by Department

[illegible]

<i>Estimated Fund Balance at June 30, 2020</i>	\$ 235,392
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593 EQUIPMENT REPLACEMENT: This Fund is designated to account for funds set aside for future replacement costs and maintenance costs of Fire Department equipment. Funds included are received from Fire Department Strike Team Revenues received for use of fire apparatuses and equipment during Strike Teams Incidents.

CITY OF ST. HELENA

Fund 700 - Flood Control Capital Reserve Budget Worksheet

	FY 16/17 Actual	FY 17/18 Actual	FY 18/19 Budget	FY 18/19 Estimated Year End	FY 19/20 Proposed	FY 19/20 Budget % Change
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Beginning Fund Balance (July 1) \$ - \$ 50,331 \$ 101,183 \$ 101,183 \$ 152,383

Flood Control Capital Reserve - Revenues

Investment Earnings	331	852	1,200	1,200	1,600	33.33%
Transfers From Other Funds	50,000	50,000	50,000	50,000	50,000	0.00%
Total Flood Control Capital Reserve Revenues	\$ 50,331	\$ 50,852	\$ 51,200	\$ 51,200	\$ 51,600	0.78%

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	50,852	51,200	51,200	51,600	

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, 2020

\$ 203,983

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 16/17 Actual	FY 17/18 Actual	FY 18/19 Proposed	FY 18/19 Estimated Year End	FY 19/20 Proposed	FY 19/20 Budget % Change
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Beginning Fund Balance (July 1)

Civic Impact Fees - Revenues

Investment Earnings	3,808	5,424	5,500	5,500	6,500	18.18%
Civic Impact Fees	61,769	35,319	75,000	75,000	60,000	-20.00%
Total Civic Impact Fees Revenues	\$ 65,577	\$ 40,743	\$ 80,500	\$ 80,500	\$ 66,500	63.22%

Civic Impact Fees - Expenditures

Totals by category						
Services	754	28,954	26,605	26,605	1,856	-93.02%
Transfers	-	-	-	88,532	-	0.00%
Total Civic Impact Fees Expenditures	\$ 754	\$ 28,954	\$ 26,605	\$ 115,136	\$ 1,856	0.00%
Civic Impact Fees Surplus/(Deficit)	64,823	11,790	53,895	(34,636)	64,644	

Civic Impact Fees Expenditures by Department

Non Department							
29	Transfers	-	-	-	88,532	-	0.00%
		-	-	-	88,532	-	0.00%
Finance							
21	Services	754	-	8,371	8,371	-	-100.00%
		754	-	8,371	8,371	-	-100.00%
Planning							
21	Services	-	28,954	10,124	10,124	-	-100.00%
		-	28,954	10,124	10,124	-	-100.00%
Public Works							
21	Services	-	-	8,110	8,110	1,856	100.00%
		-	-	8,110	8,110	1,856	100.00%
Total Expenditures		\$ 754	\$ 28,954	\$ 26,605	\$ 115,136	\$ 1,856	-93.02%

Estimated Fund Balance at June 30, 2020

\$ 656,449

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 16/17 Actual	FY 17/18 Actual	FY 18/19 Budget	FY 18/19 Estimated Year End	FY 19/20 Proposed	FY 19/20 Budget % Change
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Beginning Fund Balance (July 1) \$ 372,085 \$ 574,528 \$ 745,701 \$ 745,701 \$ 852,201

Park Impact Fees - Revenues

Investment Earnings	2,982	5,993	5,000	6,500	8,000	60.00%
Park Impact Fees	199,462	165,180	200,000	150,000	150,000	-25.00%
Total Park Impact Fees Revenues	\$ 202,443	\$ 171,173	\$ 205,000	\$ 156,500	\$ 158,000	-22.93%

Park Impact Fees - Expenditures

Totals by category						
Services	-	-	50,000	50,000	-	0.00%
Total Park Impact Fees Expenditures	\$ -	\$ -	\$ 50,000	\$ 50,000	\$ -	0.00%
Park Impact Fees Surplus/(Deficit)	202,443	171,173	155,000	106,500	158,000	

Park Impact Fees Expenditures by Department**Public Works**

21	Services	-	-	50,000	50,000	-	0.00%
		-	-	50,000	50,000	-	0.00%

Total Expenditures **\$ - \$ - \$ 50,000 \$ 50,000 \$ - 0.00%**

Estimated Fund Balance at June 30, 2020

\$ 1,010,201

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 16/17 Actual	FY 17/18 Actual	FY 18/19 Budget	FY 18/19 Estimated Year End	FY 19/20 Proposed	FY 19/20 Budget % Change
Beginning Fund Balance (July 1)	\$ 2,072,547	\$ 2,157,500	\$ 2,203,354	\$ 2,203,354	\$ 2,437,483	
Traffic Mitigation Impact Fees - Revenues						
Investment Earnings	13,923	18,475	17,500	17,500	25,000	42.86%
Traffic Mitigation Impact Fees	71,784	27,379	225,000	225,000	75,000	-66.67%
Total Traffic Mitigation Impact Fees Revenues	\$ 85,707	\$ 45,854	\$ 242,500	\$ 242,500	\$ 100,000	-58.76%
Traffic Mitigation Impact Fees - Expenditures						
Totals by category						
Services	754	-	8,370	8,370	-	-100.00%
Transfers	-	-	-	-	-	0.00%
Total Traffic Mitigation Impact Fees Expenditures	\$ 754	\$ -	\$ 8,370	\$ 8,370	\$ -	-100.00%
Traffic Mitigation Impact Fees Surplus/(Deficit)	84,953	45,854	234,130	234,130	100,000	
Traffic Mitigation Impact Fees Expenditures by Department						
Non Department						
29	Transfers	-	-	-	-	0.00%
		-	-	-	-	0.00%
Finance						
21	Services	754	-	8,370	8,370	-100.00%
		754	-	8,370	8,370	-100.00%
Total Expenditures	\$ 754	\$ -	\$ 8,370	\$ 8,370	\$ -	-100.00%
Estimated Fund Balance at June 30, 2020					\$ 2,537,483	

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.

CITY OF ST. HELENA

Fund 742 - Storm Drain Impact Fees Budget Worksheet

	FY 16/17 Actual	FY 17/18 Actual	FY 18/19 Budget	FY 18/19 Estimated Year End	FY 19/20 Proposed	FY 19/20 Budget % Change
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Beginning Fund Balance (July 1) \$ 579,967 \$ 605,811 \$ 629,314 \$ 629,314 \$ 674,398

Storm Drain Impact Fees - Revenues

Investment Earnings	3,885	5,242	4,500	6,200	6,500	44.44%
Storm Drain Impact Fees	22,714	18,260	25,000	42,150	25,000	0.00%
Operating Transfers In	-	-	-	5,104	-	0.00%
Total Storm Drain Impact Fees Revenues	\$ 26,599	\$ 23,502	\$ 29,500	\$ 53,454	\$ 31,500	6.78%

Storm Drain Impact Fees - Expenditures

Totals by category						
Services	754	-	8,370	8,370	-	-100.00%
Transfers	-	-	-	-	-	0.00%
Total Storm Drain Impact Fees Expenditures	\$ 754	\$ -	\$ 8,370	\$ 8,370	\$ -	-100.00%
Storm Drain Impact Fees Surplus/(Deficit)	25,844	23,502	21,130	45,084	31,500	

Storm Drain Impact Fees Expenditures by Department

Non Department

29	Transfers	-	-	-	-	-	0.00%
		-	-	-	-	-	0.00%

Finance

21	Services	754	-	8,370	8,370	-	-100.00%
		754	-	8,370	8,370	-	-100.00%

Total Expenditures		\$ 754	\$ -	\$ 8,370	\$ 8,370	\$ -	-100.00%
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Estimated Fund Balance at June 30, 2020

\$ 705,898

742 STORM DRAIN IMPROVEMENT: This fund is used to accumulate funds from new development's proportionate share of planned drainage system improvements.

CITY OF ST. HELENA

Fund 744 - Housing Impact Fees Budget Worksheet

	FY 16/17 Actual	FY 17/18 Actual	FY 18/19 Budget	FY 18/19 Estimated Year End	FY 19/20 Proposed	FY 19/20 Budget % Change	
Beginning Fund Balance (July 1)	\$ 25,948	\$ 26,120	\$ 53	\$ 53	\$ (0)		
Housing Impact Fees - Revenues							
Investment Earnings	172	222	-	0	-	0.00%	
Housing Impact Fees	-	-	-	-	-	0.00%	
Total Housing Impact Fees Revenues	\$ 172	\$ 222	\$ -	\$ 0	\$ -	0.00%	
Housing Impact Fees - Expenditures							
Totals by category							
Transfers	-	26,288	-	54	-	0.00%	
Total Housing Impact Fees Expenditures	\$ -	\$ 26,288	\$ -	\$ 54	\$ -	0.00%	
Housing Impact Fees Surplus/(Deficit)	172	(26,066)	-	(53)	-		
Housing Impact Fees Expenditures by Department							
Non Department							
29	Transfers	-	26,288	-	54	-	0.00%
		-	26,288	-	54	-	0.00%
Total Expenditures	\$ -	\$ 26,288	\$ -	\$ 54	\$ -	0.00%	
Estimated Fund Balance at June 30, 2020					\$ (0)		

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.

CITY OF ST. HELENA

Fund 745 - Parking In-Lieu Fees Budget Worksheet

	FY 16/17	FY 17/18	FY 18/19	FY 18/19	FY 19/20	FY 19/20
	Actual	Actual	Budget	Estimated Year End	Proposed	Budget % Change

Beginning Fund Balance (July 1)

\$	555,456	\$	559,728	\$	564,884	\$	564,884	\$	540,884
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Parking In-Lieu Fees - Revenues

Investment Earnings	3,672	4,756	4,800	6,000	6,100	27.08%
Parking In-Lieu Fees	600	400	-	-	-	0.00%
Total Parking In-Lieu Fees Revenues	\$ 4,272	\$ 5,156	\$ 4,800	\$ 6,000	\$ 6,100	27.08%

Parking In-Lieu Fees - Expenditures

Totals by category									
Services	-	-	30,000	30,000	-	0.00%			
Total Parking In-Lieu Fees Expenditures	\$ -	\$ -	\$ 30,000	\$ 30,000	\$ -	0.00%			

Parking In-Lieu Fees Surplus/(Deficit)	4,272	5,156	(25,200)	(24,000)	6,100
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Parking In-Lieu Fees Expenditures by Department

City Attorney

21

Services

-	-	30,000	30,000	-	0.00%
-	-	30,000	30,000	-	0.00%

Total Expenditures

\$	-	\$	-	\$	30,000	\$	30,000	\$	-	0.00%
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Estimated Fund Balance at June 30, 2020

\$ 546,984

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.

CITY OF ST. HELENA

Fund 751 - Affordable Housing Fees Budget Worksheet

	FY 16/17	FY 16/17	FY 18/19	FY 18/19	FY 19/20	FY 19/20
	Actual	Actual	Budget	Estimated Year End	Proposed	Budget % Change

Beginning Fund Balance (July 1)

\$ 1,312,813

\$ 1,466,3

745,25

\$

674,2

Affordable Housing Fees - Revenues

Investment Earnings	9,249	8,066	8,500	8,500	8,000	-5.88%
Affordable Housing Fees	235,122	80,340	250,000	75,000	110,000	-56.00%
Other Revenue	965	418	500	500	500	0.00%
Operating Transfers In	-	26,288	-	-	-	0.00%
Total Affordable Housing Fees Revenues	\$ 245,336	\$ 115,112	\$ 259,000	\$ 84,000	\$ 118,500	-54.25%

Affordable Housing Fees - Expenditures

Totals by category						
Services	91,550	19,754	15,000	15,000	15,000	0.00%
Supplies	-	-	-	-	-	0.00%
Taxes, Insurance & Contributions	438	816,265	140,000	140,000	25,000	100.00%
Capital	-	-	-	-	-	0.00%
Transfers	-	-	-	-	-	0.00%
Total Affordable Housing Fees Expenditures	\$ 91,988	\$ 836,019	\$ 155,000	\$ 155,000	\$ 40,000	-74.19%
Affordable Housing Fees Surplus/(Deficit)	153,348	(720,907)	104,000	(71,000)	78,500	

Affordable Housing Fees Expenditures by Department

Non Department

21	Services	-	-	-	-	-	0.00%
22	Supplies	-	-	-	-	-	0.00%
24	Taxes, Insurance & Contributions	438	816,265	130,000	130,000	-	0.00%
26	Capital	-	-	-	-	-	0.00%
29	Transfers	-	-	-	-	-	0.00%
		438	816,265	130,000	130,000	-	0.00%

City Council

24	Taxes, Insurance & Contributions	-	-	10,000	10,000	25,000	100.00%
		-	-	10,000	10,000	25,000	100.00%

City Attorney

21	Services	91,550	19,754	15,000	15,000	15,000	0.00%
		91,550	19,754	15,000	15,000	15,000	0.00%

Total Expenditures	\$	91,988	\$	836,019	\$	155,000	\$	155,000	\$	40,000	-74.19%
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Estimated Fund Balance at June 30, 2020

\$ 752,754

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.

CITY OF ST. HELENA

Fund 752 - Measure E Budget Worksheet

	FY 16/17 Actual		FY 16/17 Actual		FY 18/19 Budget		FY 18/19 Estimated Year End		FY 19/20 Proposed		FY 19/20 Budget % Change
Beginning Fund Balance (July 1)	\$	-	\$	-	\$	-	\$	-	\$	32,500	
Measure E - Revenues											
Investment Earnings		-		-		-		500		2,000	0.00%
1% Assessment		-		-		-		32,000		268,330	0.00%
Total Measure E Revenues	\$	-	\$	-	\$	-	\$	32,500	\$	270,330	0.00%
Measure E - Expenditures											
Totals by category											
Services		-		-		-		-		-	0.00%
Supplies		-		-		-		-		-	0.00%
Taxes, Insurance & Contributions		-		-		-		-		-	0.00%
Transfers		-		-		-		-		-	0.00%
Total Measure E Expenditures	\$	-	\$	-	\$	-	\$	-	\$	-	0.00%
Measure E Surplus/(Deficit)		-		-		-		32,500		270,330	
Measure E Expenditures by Department											
Non Department											
21	Services	-	-	-	-	-	-	-	-	-	0.00%
22	Supplies	-	-	-	-	-	-	-	-	-	0.00%
24	Taxes, Insurance & Contributions	-	-	-	-	-	-	-	-	-	0.00%
29	Transfers	-	-	-	-	-	-	-	-	-	0.00%
		-	-	-	-	-	-	-	-	-	0.00%
Total Expenditures		\$	-	\$	-	\$	-	\$	-	\$	0.00%
Estimated Fund Balance at June 30, 2020									\$	302,830	

752 MEASURE E: All revenues from the increase would be restricted to programs and services for affordable and workforce housing. Affordable and workforce housing services and programs funded from Measure E include activities to increase, improve and preserve the City's supply of rental and for-sale housing for households earning up to 120% of area median income.

CITY OF ST. HELENA

Fund 764 - Water Impact Fees Budget Worksheet

	FY 16/17 Actual	FY 17/18 Actual	FY 18/19 Budget	FY 18/19 Estimated Year End	FY 19/20 Proposed	FY 19/20 Budget % Change
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Beginning Fund Balance (July 1) \$ 145,727 \$ 84,963 \$ 113,460 \$ 113,460 \$ 156,289

Water Impact Fees - Revenues

Investment Earnings	752	1,412	1,200	1,200	1,600	33.33%
Water Impact Fees	57,965	27,084	100,000	50,000	45,000	-55.00%
Total Water Impact Fees Revenues	\$ 58,718	\$ 28,496	\$ 101,200	\$ 51,200	\$ 46,600	-53.95%

Water Impact Fees - Expenditures

Totals by category						
Transfers	57,465	-	-	-	-	0.00%
Services	754	-	8,371	8,371	-	0.00%
Total Water Impact Fees Expenditures	\$ 58,219	\$ -	\$ 8,371	\$ 8,371	\$ -	0.00%
Water Impact Fees Surplus/(Deficit)	499	28,496	92,830	42,830	46,600	

Water Impact Fees Expenditures by Department

Non Department

29	Transfers	57,465	-	-	-	-	0.00%
		57,465	-	-	-	-	0.00%

Finance

21	Services	754	-	8,371	8,371	-	0.00%
		754	-	8,371	8,371	-	0.00%

Total Expenditures **\$ 58,219 \$ - \$ 8,371 \$ 8,371 \$ - 0.00%**

Estimated Fund Balance at June 30, 2020

\$ 202,889

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 16/17 Actual	FY 17/18 Actual	FY 18/19 Budget	FY 18/19 Estimated Year End	FY 19/20 Proposed	FY 19/20 Budget % Change
Beginning Fund Balance (July 1)	\$ 604,408	\$ 571,182	\$ 589,499	\$ 589,499	\$ 602,129	
Wastewater Impact Fees - Revenues						
Investment Earnings	3,968	5,267	5,000	6,000	6,200	24.00%
Wastewater Impact Fees	14,902	13,050	15,000	15,000	15,000	0.00%
Total Wastewater Impact Fees Revenues	\$ 18,870	\$ 18,317	\$ 20,000	\$ 21,000	\$ 21,200	6.00%
Wastewater Impact Fees - Expenditures						
Totals by category						
Transfers	10,500	-	-	-	-	0.00%
Services	754	-	8,371	8,371	-	-100.00%
Total Wastewater Impact Fees Expenditures	\$ 11,254	\$ -	\$ 8,371	\$ 8,371	\$ -	-100.00%
Wastewater Impact Fees Surplus/(Deficit)	7,616	18,317	11,630	12,630	21,200	
Wastewater Impact Fees Expenditures by Department						
Non Department						
29	Transfers	10,500	-	-	-	0.00%
		10,500	-	-	-	0.00%
Finance						
21	Services	754	-	8,371	-	-100.00%
		754	-	8,371	-	-100.00%
Total Expenditures	\$ 11,254	\$ -	\$ 8,371	\$ 8,371	\$ -	-100.00%
Estimated Fund Balance at June 30, 2020					\$ 623,329	

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 years 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

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.

211 ENVIRONMENTAL PROTECTION AGENCY GRANT (EPAG): This fund is used for expenditures and grant reimbursements for Environmental Protection Agency Grant (EPAG) funded programs or projects.

212 DEPARTMENT OF HOMELAND SECURITY (DHS): This fund is used for expenditures and grant reimbursements for Department of Homeland Security Grant (DHS) 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.

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.

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.

240 MEASURE T: At the General Election held on November 6, 2012, the voters of Napa County approved a ½-cent sales tax increase known as Measure T, which was 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, curbs and gutters, curb ramps, lighting, traffic signage, striping, and local roadway drainage.

241 MEASURE T CLASS 1 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 Countywide Bicycle Plan.

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.

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 BOCCIE 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.

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.

593 FIRE DEPARTMENT CAPITAL EQUIPMENT REPLACEMENT: This Fund is designated to account for funds set aside for future replacement costs and maintenance costs of Fire Department equipment. Funds included are received from Fire Department Strike Team Revenues received for use of fire apparatuses and equipment during Strike Teams Incidents.

700 FLOOD CONTROL CAPITAL RESERVE: his 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.

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.

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.

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 associated 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.

752: MEASURE E: Measure E went into effect on January 1, 2019, increasing the Transient Occupancy Tax from 12 to 13 percent to fund workforce housing. The additional 1% is placed in this fund and all revenues are restricted to programs and services for affordable and workforce housing. Affordable and workforce housing services and programs funded from Measure E include activities to increase, improve, and preserve the City's supply of rental and for-sale housing for households earning up to 120% of area median income.

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.

CITY OF ST. HELENA

RESOLUTION NO. 2019-__

**ADOPTION OF ANNUAL BUDGET FOR THE CITY
OF ST. HELENA FOR FISCAL YEAR 2019-20**

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, 2019, the City Manager and Finance Director presented to the City Council a detailed, proposed balanced budget; and
- D. On May 9, 2019, City Council provided additional feedback to City staff to: (1) grant Mentis \$29,400 as part of the non-profit grant program, (2) decrease the Wastewater Attorney budget by \$35,000, (3) add funding for Goal 5 – Youth Initiative, (4) increase funding for the Nexus Study for Inclusionary/Workforce Housing; (5) add funding for the purchase of three programmable message boards as part of the After Incident Action Report, (6) add funding for code enforcement, and (7) increase revenue projections for Property Tax from 3.5% to 5%; and
- E. On June 11, 2019, staff, with Council Direction, determined the appropriations needed for Fiscal Year 2019/20 and prepared a Proposed Budget for City Council Review; and
- F. The City of St. Helena shall submit its budget document to the Government Finance Officers Association “Distinguished Budget Presentation Award”; and
- G. It is City practice, at the end of each fiscal year, to appropriate all available fund balances to a reserve in each fund in accordance with Generally Accepted Accounting Principles (GAAP); and
- H. 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. 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.
- 2. Any remaining Capital fund projects and encumbrances will be rolled into the next fiscal year.
- 3. 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.
- 4. The City Manager may transfer appropriations between departments so long as total appropriations are not increased within a fund.
- 5. 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.

6. All changes in appropriations will be authorized on a "Budget Adjustment Form." All increases in appropriations will be authorized by Council.
7. Any expenditure must be made in accordance with Title 3, Chapter 3.04 of the Municipal Code.

BE IT FURTHER RESOLVED as follows:

1. All available fund balances as of June 30, 2020, as determined upon completion of the annual audit, are appropriated in a reserve in each fund in accordance with GAAP;
2. The City Manager and Director of Finance are authorized to make changes to the budget document that enhance the presentation of the document in such a way to meet the criteria set forth by the Government Finance Officers Association "Distinguished Budget Presentation Award" but shall not make any material changes to budget appropriations approved by the City Council; and
3. Deficits in available fund balances are adjusted by an appropriation from the existing reserves.

Approved at a Regular Meeting of the St. Helena City Council on June 11, 2019 by the following vote:

Mayor Ellsworth: _____

Vice Mayor Dohring: _____

Councilmember Koberstein: _____

Councilmember Chouteau: _____

Councilmember Knudsen: _____

APPROVED:

ATTEST:

Geoff Ellsworth, Mayor

Cindy Tzafopoulos, City Clerk

Add Back List

Priority	Goal	Item	101
	Goal 4.F.	City Branding	25,000
	Goal 1K.	Sulphur Creek	50,000
	Goal 1	Part-time Maint. Worker spring/summer	50,993
	Goal 1.A.	Tenant Improvements: CDF	100,000
	Goal 1.A.	City Hall Design Competition	50,000
	Goal 4.F.	Façade Improvement Program	100,000
	Goal 3	Management Review of Development Process	45,000
		TOTALS	420,993

	Dept	12 Month Objective	Consistant with Goals	One Time Expense	Item	101 General Fund	561 Water Fund	571 Wastewater Fund	Other	Total	Notes
1	All				Health Care - 1% increase - Anthem. Kaiser - .17%	(17,310)	(1,827)	4,711	-	(14,426)	() designates savings
2	All	X	Goal 3.E.		5% increase for all employees except PD - did actual increase	275,702	62,240	41,273	-	379,215	
3	All				PERS Unfunded Liability Increase - spread between departments	109,864	18,973	12,162	6,525	147,524	
4	All				Misc. Adjustments based on new information following the May 9, 2019 Budget Study Session	(12,306)	(561)	24,693	-	11,826	() designates savings
5	City Council		Goal 3		Non-Profit Funding (\$30k from Affordable Housing Trust Fund)	160,000			30,000	190,000	Based on FY 20 adopted Grant Guidelines
6	City Council	X	Goals 3 and 5		Non-Profit Funding - Mentis Grant	29,400				29,400	
7	City Council	X	Goal 5		Youth Initiative	20,000				20,000	
8	City Manager		X		Assistant to CM	106,460	32,517	24,396		163,373	Same distribution as CM (65/20/15)
9	HR/IT		Goal 3.D.		Annual Employee Appreciation Dinner	5,000				5,000	
10	Finance	X	Goal 2.B.	X	Nexus Study for Inclusionary/Workforce Housing	60,000				60,000	Draft budget allocated \$20,000, increased to \$60,000
11	Attorney				Decrease Wastewater Attorney Budget			(35,000)		(35,000)	Decrease current WW budget by \$35,000
12	Non-Dept		X		Add - Post-Employment Disbursement	25,000	25,000	25,000		75,000	
12	Non-Dept		Goal 4	X	Retiree Medical Liability	152,000				152,000	Beginning in FY 2018-19 the City began paying down the Retiree Medical Liability. The payment in FY 2018-19 and the additonal payment of \$152,000 in the DRAFT FY 2019-20 budget reduces the liability by 75%. This liability accounts for current retirees as well as those who are elgible for retirement.
14	Non-Dept		Goal 1		Equipment Replacement	50,000				50,000	Building the fund for replacement of misc equipment including computers, servers, vehicles, etc.
15	Non-Dept		Goal 4		Additional PERS Payment (15 year)	162,640	55,948	41,636	-	260,224	City Council direction to pay down PERS unfunded liability on a 15 year payment schedule
16	Non-Dept	X	Goal 2.D.	X	Subregional Housing Allocation Analysis	15,000				15,000	Jointly funded consultant, led by NVTA
17	Non-Dept	X	Goal 4.F.	X	Real Estate Advisory Services	50,000				50,000	
18	Non-Dept		Goal 1		Flood Control Capital Reserve	50,000				50,000	Per SRF Agreement
19	Non-Dept	X	Goal 4.H.		4th of July - contribution towards Fireworks	20,000				20,000	Transfer to 288 - FY 19 transferred \$40k, so this is actually a decrease of \$20k
20	Non-Dept		Goal 3		NVTA Annual JPA Membership Fee	9,966				9,966	NVTA reinstatement of this fee starting in FY 20

	Dept	12 Month Objective	Consistant with Goals	One Time Expense	Item	101 General Fund	561 Water Fund	571 Wastewater Fund	Other	Total	Notes
21	Non-Dept				Decreased the amount needed to be transferred from General Fund to Recreation due to an estimated fund balance in 289 on June 30, 2019	(111,822)				(111,822)	
22	Non-Dept		Goal 1	X	3 Solar programmable message boards	77,000	22,000	11,000		110,000	Part of After Incident Action Report
23	Planning/Building	X	Goal 4.J.	X	Comprehensive Zoning Code Update	200,000				200,000	\$200,000 FY 20 and \$200,000 FY 21. Grant may be received for a portion of this project
24	Planning/Building		Goal 3		Code Enforcement - additional funding	50,000				50,000	
25	Parks & Recreation	X	Goal 4.H.		Jingle all the Way	35,000				35,000	
26	Parks & Recreation	X	Goal 4.H.		Home for the Holidays	2,500				2,500	
27	Fire Department		Goal 1		Additional Part-time staff - 40 hours per week (2,080 hours annually) and Seasonal Firefighters May 1 - Dec 1 (1,213 hours)	87,490				87,490	
28	Fire Department		Goal 1		Standby (Evening/Weekend Readiness)	58,325				58,325	
29	Public Works - Admin		Goal 1	X	Fuel Station at Corp Yard 250 Gallon (part of After Incident Review report recommendation)	50,000				50,000	Postponed - in FY 19 budget cycle. Estimated Costs \$50,000
30	Government Buildings		X		Transfer for ADA Transition Plan - Facilities	103,000				103,000	Per Resolution 2017-88
31	Government Buildings		Goal 1		Transfer to Civic CIP	380,000				380,000	Building Maintenance
32	Parks		Goal 1	X	Skateboard Park Improvements				200,000	200,000	Park Impact Fees
33	Streets		Goal 1		Purchase Street Sweeper (5 year financing) (2002)	72,000				72,000	Purchase price \$312,400 @ %5 interest
34	Streets		Goal 1		MOE Measure T	379,189				379,189	Per MOE for Measure T
35	Streets		Goal 1		Measure T Class 1 Trails 6.67%	85,000				85,000	
36	Streets				Replace Vehicle #208 (2003) - split costs with Wastewater Collection. Vehicle Cost \$150k, will finance over 5 years. Total estimated annual costs \$38,400	19,200		19,200		38,400	Vehicle being replaced is from 2003. Costs split between General Fund and Sewer Fund. Total estimated vehicle cost is \$150k
37	Water Distribution				Replace Vehicle #104 (2008). Vehicle cost \$140k, will finance over 5 years		32,400			32,400	Vehicle being replaced is from 2008. Water Fund. Total estimated vehicle cost is \$140k
				TOTALS		2,402,348	167,865	86,232	230,000	2,886,445	



FY 2019-20 Proposed Budget

June 11, 2019

By:

Mark Prestwich, City Manager
April Mitts, Finance Director



Budget Adjustments since 5/9/19

Item - Expenditures	Goal	101	561	571
Actuals received for Anthem		(\$17,310)	(\$1,827)	\$4,711
Misc. Adjustments		(\$12,306)	(\$561)	\$24,693
Non-Profit Funding – Mentis Grant	Goals 3 & 5	\$29,400		
Youth Initiative	Goal 5	\$20,000		
Nexus Study Inclusionary Housing	Goal 2.B.	\$40,000		
Decrease Wastewater Attorney Budget				(\$35,000)
Decrease Transfer to Recreation (Fund 289)		(\$111,822)		
3 Solar Programmable Message Boards	Goal 1	\$77,000	\$22,000	\$11,000
Code Enforcement – Additional Funding	Goal 3	\$50,000		
Item - Revenue		101		
Property Tax – increase from 3.5% to 4%		\$19,962		

() indicates savings



FY 2019-20 Non-Dept Budget General Fund

Description	FY 20 Proposed
Transfer to other Funds	603,008
St. Helena Chamber of Commerce	210,000
REMIF/Block Party Insurance	194,560
Accelerated Payment - PERS Unfunded	162,640
Contributions	161,267
Debt	142,384
Solar Message Boards	77,750
PEG access costs	55,000
Professional Contracts	50,000
Other Contract Services	48,746
Post-Employment Disbursement	25,000
Facility Rental	15,000
Charity Event Reimbursement	14,250
Professional Fees	14,000
Equipment Lease Exp	11,500
Restitution Account	10,000
Miscellaneous	48,000

General Fund Contribution Recreation	208,715
Retiree Medical Liability	152,000
Tree Maintenance	122,293
Equipment Replacement	50,000
Flood Control Capital Reserve	50,000
General Fund Contribution 4th of July	20,000
TOTAL	603,008

Housing Authority	45,000
CARES & Leak Adjustments	60,000
NVTA	35,000
LAFCO	15,267
Upper Valley Waste Management	5,000
Leadership Napa Valley	1,000
TOTAL	161,267



Net Position – General Fund

GENERAL FUND ESTIMATED UNASSIGNED NET POSITION	
Unassigned Ending Fund Balance @ 6/30/2019	6,230,068
Estimated Revenue @ 6/30/2020	15,026,052
Estimated Expenses @ 6/30/2020	15,026,052
Transfers to other funds	-
Revenue Less Expenses	-
Use of Reserves	-
Assigned for Economic Uncertainty	(100,000)
Estimated Unassigned Net Position	6,130,068
Percent of Expenses Based on Total Net Position	41%



Net Position – Water Fund

WATER FUND ESTIMATED FUND BALANCE 561 ONLY	
Estimated Ending Fund Balance @ 6/30/2019	2,980,327
Estimated Revenue @ 6/30/2020	6,557,537
Estimated Expenses @ 6/30/2020	5,987,826
Transfers Out to Capital	(569,711)
Revenue Less Expenses	-
Use of Water Cash	-
Estimated Net Position	2,980,327
Percent of Expenses	50%

FUND	EST. BALANCE 6/30/20	Funds
561	2,980,327	Water Operations
763	4,038,664	Water CIP
764	202,889	Water Impact
TOTAL	7,221,880	121% or 14 Months Cash



Net Position – Wastewater Fund

WASTEWATER FUND ESTIMATED FUND BALANCE 571 ONLY	
Estimated Ending Fund Balance @ 6/30/2019	784,673
Estimated Revenue @ 6/30/2020	3,356,601
Estimated Expenses @ 6/30/2020	2,752,347
Transfers Out to Capital	(604,254)
Revenue Less Expenses	-
Use of Wastewater Cash	-
Estimated Net Position	784,673
Percent of Expenses	29%

FUND	EST. BALANCE 6/30/19	Funds
571	784,673	WW Operations
773	1,902,826	Wastewater CIP
774	623,329	Wastewater Impact
TOTAL	3,310,828	120% or 14 Months Cash



Add Back Priority List – General Fund

City Council Goal	Item	Amount
Goal 4.F.	City Branding	25,000
Goal 1.K.	Sulphur Creek	50,000
Goal 1	Part-time Maintenance Worker Spring/Summer Parks	50,993
Goal 1.A.	Tenant Improvements: CDF	100,000
Goal 1.A.	City Hall Design Competition	50,000
Goal 4.F.	Façade Improvement Program	100,000
Goal 3	Management Review of Development Process	45,000
	TOTAL	385,993



Report to the City Council
Council Meeting of June 11, 2019

Agenda Section: Old Business

**Subject: Provide Direction on Draft Request for Proposals (RFP)
Scope of Work for Legal Services**

CEQA Not a CEQA project
Determination:

Prepared By: April Mitts, Finance Director

Reviewed By: Mark T. Prestwich, City Manager

Approved By: Mark T. Prestwich, City Manager

BACKGROUND

In October 2011, the City Council approved a Legal Services Agreement with Burke, Williams, & Sorensen, LLP (Burke) to provide specialized and back-up legal services for the City of St. Helena. Burke has been providing legal services for the City of St. Helena since that time. The City Council appoints the City Attorney and contracts with that individual's firm for legal services. As it is customary from time to time, the City Council directed staff at the May 14, 2019 Council meeting to prepare a Request for Proposals (RFP) for solicitation of legal services.

DISCUSSION

Following the City Council meeting on May 14, 2019, staff worked with Vice Mayor Doring to develop a scope of work to solicit legal services for the City of St. Helena. Staff is seeking Council review of the draft scope of work and RFP for legal services. If approved, staff intends to issue the RFP on Friday, June 14, 2019.

FISCAL IMPACT

Not applicable.

RECOMMENDED ACTION

Discuss and provide direction to the City Manager.

ATTACHMENTS
[RFP Legal Services](#)



CITY OF ST. HELENA
ADMINISTRATION

REQUEST FOR PROPOSALS FOR PROFESSIONAL SERVICES

LEGAL SERVICES

DATE ISSUED: Friday, June 14, 2019

DATE DUE: Wednesday, July 31, 2019 4PM

CONTACT: Mark Prestwich, City Manager
mprestwich@cityofsthelena.org
(707) 968-2744

ALL RESPONSES MUST BE MAILED OR HAND-DELIVERED TO:

CITY OF ST. HELENA
OFFICE OF THE CITY CLERK
ATTENTION: CINDY TZAFPOPOULOS
1480 MAIN STREET
ST. HELENA, CA 94574

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EXHIBITS

- A. CITY OF ST. HELENA CORE VALUES AND MISSION STATEMENT
- B. SAMPLE CITY OF ST. HELENA PROFESSIONAL SERVICES CONTRACT
- C. CITY OF ST. HELENA CITY COUNCIL POLICY P-CC-0001 MANAGEMENT OF LEGAL SERVICES
- D. CITY OF ST. HELENA CITY ATTORNEY EVALUATION FORM

I. INTRODUCTION

The City of St. Helena, California is located in the center of the world-famous wine growing Napa Valley, 65 miles north of San Francisco.

The area was settled in 1834 as part of General Vallejo's land grant. The City of St. Helena was incorporated as a City on March 24, 1876 and reincorporated on May 14, 1889.

The City is located in the center of Napa Valley in Northern California and considered to be one of the premier wine-producing regions of the world. The area is renowned for its abundance of vineyards and wineries of national reputation. The City of St. Helena includes several lodging establishments, fine restaurants, an historic downtown business district and is an attractive and enjoyable small community environment nestled among the hills of Napa Valley, in the heart of Wine Country. St. Helena is home to approximately 6,000 individuals; however, on any given day, that population can increase by as much as 20 percent due to an influx of tourists from around the world and commuters who drive to St. Helena to work.

The City operates under a council-manager form of government. The City has a five-member City Council consisting of a Mayor elected to serve a two-year term, and four Council members elected at large to four-year staggered terms, with two members elected every two years.

The City Council appoints the City Attorney and contracts with that individual's firm for legal services. The City's legal services budget has been trending downward over the last four years. The current general fund budget for legal services is \$441,000 which does not include the water and wastewater funds, the affordable housing fund, litigation, and special services costs.

The City Council appoints the City Manager, who serves as the executive officer and is responsible for carrying out the policies of the Council and the day-to-day operations of The City. The City Manager's executive staff includes a Finance Director, Recreation Director, Public Works Director, Police Chief, Fire Chief, Planning and Community Improvement Director, City Clerk, and the Human Resources/IT Director. Mark Prestwich has served as the City Manager since August 2017 and has over 20 years local government experience with five years as a City Manager.

St. Helena provides a full range of municipal services including fire and police protection; public works, including construction and maintenance of City streets, storm drains, operation of water and wastewater utility services, and similar infrastructure type assets; park maintenance and community recreation activities; building inspections; licenses and permits; and public library services and facilities. In terms of business-type activities, the City provides water and wastewater services through the operation of its utility enterprises.

The City's fiscal year is July 1 through June 30. The City's fund structure currently includes: General Fund, Special Revenue Funds, Capital Funds, and Proprietary (Enterprise) Funds.

The City's General Fund budget for FY 2019-20 is \$15 million. The City's Water and Wastewater Enterprise budgets for FY 2019-20 are \$6.5 million and \$3.1 million, respectively. In addition to its General Fund and Water and Wastewater Enterprise Funds, the City also has an active Five-Year Capital Improvement Program (CIP).

The City of St. Helena recently completed its General Plan update and will be commencing a process for updating and amending its zoning code. The City has a number of significant infrastructure projects in the planning stages or underway including: Completion of Wastewater Treatment Plant Upgrade and Modernization, Downtown Streetscape Development and Implementation Plan, City Hall Replacement, Library Improvements, Recreation Center, Bell Canyon Intake Tower Replacement, Bell Canyon Spillway repairs, and the York Creek Dam Removal and Habitat Restoration Project. The City revised water and wastewater rates in late 2017.

The City is a participant in the Redwood Empire Municipal Insurance Fund (REMIF), a self-insured joint powers authority established in 1976 to handle the insurance claims, benefit programs, and risk management needs of fifteen member cities. The cities are located in the five Northwest counties.

Please refer to the City's website for more detailed information about the City St. Helena at <http://www.cityofsthenana.org/>

II. GENERAL INFORMATION

The City Council of the City of St. Helena invites interested legal firms or individual practitioners to submit written proposals to provide legal services for the City.

The City Council encourages proposals that lay out various legal service delivery and compensation models. In general, the City seeks the services of a full-service law firm that will assign a lead attorney to work directly with the City or an individual attorney that works part-time for the City to provide services. In either case, the City reserves the right to enter into retainer agreements with other firms or individuals to handle specified legal matters on an as-needed basis.

III. QUALIFICATIONS

The City Council seeks an experienced and knowledgeable attorney to serve as legal advisor to the City Council and the City Manager and support them through the delivery of high-quality legal services consistent with the City Council's core values and mission statement. The majority of the City's anticipated legal services work includes that of legal advisor at selected Council meetings and management of the City's legal issues. A more complete outline of the anticipated scope of service is set forth below.

The City Attorney will engage with the City's professional staff at the direction of the City Manager. The City Attorney will not be expected to routinely function in a "department head" capacity or as active member of the management team.

The successful applicant must be an attorney licensed to practice law in the State of California. A strong generalist background in municipal law is preferred, with an emphasis on contract management and land use. Experience with Proposition 218 and/or public employment law is a plus.

The successful candidate will demonstrate the ability to quickly familiarize himself or herself with existing City ordinances, adopted policies, and the General Plan. The attorney is expected to proactively and timely educate, inform, and train the Council, commission members, and City staff on impending legal and legislative changes and compliance with state and federal laws, including modifications to existing ordinances as necessary.

The successful candidate will demonstrate the ability to identify and help manage risk and offer options to the City Council and City Manager, while being cognizant of and acting prudently with respect to the City's limited financial resources.

IV. SCOPE OF WORK

The City is soliciting the interest of qualified professional law firms or an individual to provide a full range of municipal legal services. The contract term will be one year, with annual renewals contemplated based on a mutually agreeable working relationship. The successful City Attorney will be expected to provide the following general counsel services including, but not limited to:

1. Represent and advise the City Council, City Manager, Boards and Commissions, and City staff as directed, in all matters of pertaining to their role in the organization. Give advice or opinion on the legality of all matters under consideration by the Council, Boards and Commissions, or City staff.
2. On an as needed basis, attend and represent the City's legal interests at selected City Council meetings and workshops. Regular Council meetings are held on the second and fourth Tuesday of the month at 6 p.m. On occasion, a meeting may be cancelled. On an as needed basis, the City Attorney may need to attend an advisory board or commission meeting.
3. Provide legal opinions, advice, assistance, consultation, and training to the City Council, City Manager, and City staff.
4. The range of services routinely include, but are not limited to, the following areas of municipal law:
 - a. Brown Act Compliance
 - b. Public Records Act
 - c. Conflicts of Interest
 - d. Election law
 - e. Contracts and franchises
 - f. Real estate and property transactions
 - g. Land use and environmental law (CEQA)

- h. Public Works contracting/public contracts/capital projects
 - i. Americans with Disabilities Act (ADA)
 - j. Personnel, employee relations, and labor negotiations
 - k. Code Enforcement
 - l. Tort liability and risk management
 - m. Fees, taxes, assessments, Proposition 2018
5. Direct, as necessary, the update of City ordinances, procedures, and practices
 6. Review and analyze local, state and federal pending legislation, laws, and court decisions and provide updates, proactively propose modifications to City policies, ordinances and plans.
 7. Review, approve, and/or prepare ordinances, resolutions, staff reports, preliminary research/analysis, contracts, deeds, leases, and other legal documents required by the City.
 8. Represent the City in civil litigation brought on behalf or against the City as necessary and directed by the City Council. May serve as City prosecutor to enforce local municipal codes as directed by the City Council.

The City Attorney will provide assistance to the City Council with regard to litigation and special services. On an as needed basis, depending on direction from City Council, the City Attorney may be directed to recommend, manage, and monitor performance of selected outside special counsel to provide litigation or other special services or the City Attorney could be tasked to provide those services.

The City may propose additional tasks as deemed necessary to complete assignment. Any additional work shall be compensated, as agreed upon, in the Professional Services Agreement (PSA) between the successful firm/individual and the City.

V. SCHEDULE

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

Responses are due no later than
WEDNESDAY, JULY 31, 2019 AT 4:00 PM
 Responses received after this date and time will not be considered.

**PROPOSED SCHEDULE FOR THE REVIEW AND SELECTION PROCESS
AND DESIRED TIMELINES FOR DELIVERABLES**

MILESTONE	DATE	TIME
Release RFP	June 14, 2019	
Question submittal deadline	June 28, 2019	4:00PM
Questions posted on City website (cityofsthelena.org/rfps)	July 12, 2019	5:00PM
Proposal due date	July 31, 2019	4:00PM
Review and scoring of submittals	Week of August 5th	9:00AM
Interviews w/finalists	Mid- to Late August 2019	TBD
Award of Agreement	September 10, 2019	6:00 PM

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

VI. PROPOSAL SUBMISSION REQUIREMENTS AND FORMAT

If interested in this RFP, please notify Cindy Tzafopolous by email at ctzafoolous@cityofsthelena.org so you may be added to the notification list for addendums. Failure to notify could result in missing important and required information, and could result in disqualification.

Format

All submittals must follow the format described in this section. The City of St. Helena reserves the right to include or exclude any part of the submittals in the final agreement with the selected consultant. All parties interested in submitting proposals must provide specific and succinct answers to all questions and requests for information. Please answer the questions in the format and order presented. Submissions of resumes along will not be considered responsive to any specific questions.

Seven (7) bound copies of the submittal, one (1) unbound, reproducible copy, and one CD (or other digital medium) containing a PDF copy must be submitted. Each submittal shall contain no more than 20 double-sided 8½" x 11" pages (not counting dividers, exhibits, and any relevant appendices). Font shall be no less than 10pt. All pages shall be numbered.

To be considered for selection, submittals must arrive at the location shown below by the date and time specified in Section V. Proposers who mail packages should allow ample delivery time to ensure timely arrival.

Submittals shall be placed in a clearly marked envelope, titled City of St. Helena Legal Services and hand-delivered or mailed to:

City of St. Helena
Office of the City Clerk
Attention: Cindy Tzafopoulos
1480 Main Street
St. Helena, CA 94574

It is the sole responsibility of the Proposer to ensure timely delivery. Late proposals shall not be considered. Proposals will not be accepted at any other location other than the address specified above. Faxed or emailed proposals will not be accepted.

Content

The content of your proposal should include the following in summary form:

- Part 1: Cover Letter, Executive Summary, and Consultant Identification and Team
- Part 2: Approach to Providing Legal Services
- Part 3: Current Practices/Conflict of Interest
- Part 4: Professional References
- Part 5: Compensation to Provide Services
- TOTAL: 100 points

PART 1 | COVER LETTER, EXECUTIVE SUMMARY, AND CONSULTANT IDENTIFICATION AND TEAM

In no more than three (3) pages the Cover Letter, Executive Summary, and Consultant Identification and Team shall include:

1. The names of the key members of the legal team with resumes and a summary of the following for each key member of the legal team:
 - a. Length of employment with the firm
 - b. Specialization
 - c. Legal training
 - d. Scholastic honors and professional affiliations
 - e. Date of admittance to California Bar
 - f. Years of practice
2. Municipal or local public sector experience.
3. Knowledge of, and experience with, California Municipal Law (years and state of other types of clientele represented).
4. Litigation experience and track record.
5. Knowledge and use of Alternative Dispute Resolution (ADR) techniques; ADR training and experience; and success record of advocacy in mediation and arbitrations.
6. Knowledge and practice of law relating to land use and planning, CEQA, NEPA, general plans, real estate, environmental issues, and other related law.
7. Experience in the area of personnel, workers' compensation, general liability, and employee relations.
8. Experience in the area of contracts and franchises; preparation and review of ordinances and resolutions.
9. Experience in the area of the Public Records Act, Brown Act, and Elections Code.

10. Experience with implementation of Electronic Document Management System and updating of Records Retention Schedule, automation processes, and procedures for conversion to paperless system (i.e. contract routing/signatures).
11. If the firm, or any of the attorneys employed by the firm, have ever been successfully sued for malpractice, been subject of complaints filed with the State Bar, or had discipline imposed by the State Bar. If yes, please provide information on the nature of the incident, the date on which the matter began and was concluded, and the result of the situation.
12. The mailing address, telephone number, and the name of the main point of contact for the legal team.
13. An acknowledgement of receiving any addendum(s) to the RFP document sent out by the City.

PART 2 | APPROACH TO PROVIDING LEGAL SERVICES

Please include a written response to the following questions:

1. Describe you anticipated approach to delivering high quality, cost effective legal services for the City of St. Helena. Please detail how you would fulfill the role of legal advisor to the City Council and City Manager, given that St. Helena is a relatively small agency.
2. Specify the individual that you propose for appointment as the City Attorney.
3. Specify the individual(s), if any, that you would propose as Assistant or Deputy City Attorney and/or who would be designated as competent, substitute/backup legal representation for the agency in the event of the absence or unavailability of the Attorney.
4. Describe your preferred working relationship with the City Council, City Manager, Department Heads, City Committees and Commissions, and other members of staff.
5. Please describe how you would propose to develop and maintain working knowledge of City operations:
 - a. Frequency of participation in management team/agenda preparation meetings;
 - b. Availability to personally consult with management team and Council members;
 - c. Coordinate Council meeting agenda work flow with City Manager and City Clerk; and
 - d. Provide training and consultation as appropriate.
6. Explain your proposed communication structure. Define the standard time frames for response by the Attorney to direction and/or inquiry from the City Council and City Manager. (Email, text message, and phone call.)
7. Specify intended office location and information regarding accessibility including hours and days of week for both emergency and regular contact.

8. Consistent with the City's established Policy P-CC-0001 *Management of Legal Services*, describe the systems/mechanisms that would be established for monthly reporting of status of projects, requests, and litigation. Describe the process for transmittal of requests and other material to Attorney. Provide samples of your proposed written litigation analysis and monthly reporting formats.
9. Describe you or your firm's proactive approach to educating and developing client (Council and staff) with the goal of helping them to comply with state and federal law and to prevent potential litigation. Please include samples from within the past 12 months of client training materials, training classes, newsletters, contract templates, and/or other approaches used by your firm (if any).
10. The City, prior to commencement of work, will require the firm/individual with which a contract is established, to provide evidence of appropriate professional liability insurance, errors and omissions insurance, and workers compensation insurance coverage as needed. Please indicate your ability to meet the insurance requirements as indicated in the Professional Services Agreement, Section 7.
11. The successful firm/individual must agree, if awarded a contract as a result of its proposal, to the indemnification provision in the Professional Services Agreement, Section 8. Please indicate your ability to meet this requirement.
12. The individual or firm selected must obtain a City of St. Helena business license.

PART 3 | CURRENT PRACTICES/CONFLICT OF INTEREST

1. List any political contributions of money, in-kind services, or loans made to any member of a City/City Council within the last three years by the applicant law firm and all of its attorneys, including the attorney being proposed to represent the City.
2. List all public clients for which you or your firm current provide services or are under retainer.
3. List all public clients for which you or your firm previously provided services over the last five years.
4. For the firm and/or the proposed attorney, demonstrate our continuing availability for providing legal services to the City based on your current or known future professional commitments.

PART 4 | PROFESSIONAL REFERENCES

Provide three professional and three personal references for the individual recommended for appointment as the City Attorney. Include with each the name, address, and work telephone number of the reference.

PART 5 | COMPENSATION TO PROVIDE SERVICES

It is anticipated that the firm/individual will propose a plan where basic services are provided under a fixed monthly fee or retainer and additional services billed at an agreed upon hourly rate. Basic services, for the purposes of this proposal, shall include those legal services generally understood within the field of municipal law to fall within the category of "general counsel" work as outlined in the requested scope of work. Please provide alternative compensation structure if not proposing this type of approach.

Include in your proposal the following:

1. Proposed fix monthly fee or retainer for basic services
2. Specific services to be included in the category of basic services
3. Proposed hourly rate for litigation and special services
4. Specific services to be in the category of "litigation", "additional", or "special" services
5. Specific expenses for which firm will claim reimbursement from the City including type and unit rate (i.e. rate for mileage, reproduction of documents, travel expenses, conference registration, if any, etc.)
6. Any additional charges or costs

The City utilizes a standard contract template for Professional Services Agreements (PSAs). In addition, the City Council has adopted policy P-CC-0001 Management of Legal Services, please specify whether you have any exceptions to the proposed terms and conditions of the PSA and Policy.

The City Council utilizes a standard evaluation form for its bi-annual evaluation of the City Attorney, please specify any concerns with the evaluation form.

VII. SELECTION PROCESS

The City Council has established an Ad Hoc committee of the City Council which will work with the City Manager to screen and review all proposals. Proposals will be carefully evaluated for:

1. Depth and breadth of experience and expertise in the practice of law, most specifically in those areas most often encountered in municipal government operations in a small municipal agency setting.
2. Capacity to perform legal services promptly and in a manner that permits the City Council and staff to meet established deadlines and to operate in an effective and efficient manner.
3. Degree of availability and process for quick response to inquiries that arise out of day-to-day operating questions or problems.
4. Degree of availability for on-site meetings with City Council, staff, and affected parties in a timely manner.
5. Degree to which firm and/or individual attorneys/counsel stay current through continued professional development and active communication with members of the municipal law field.
6. Use of ADR techniques.
7. Inclusion of all of the information and documents requested in this RFP.

8. Written communication skills.
9. Proactive approach to risk avoidance, training, and consultation.
10. Cost of services.

Qualifications and references of the top candidates based on proposal responses will be verified.

The selected consultant will be asked to enter into a Professional Services Agreement with the City of St. Helena and comply with the insurance requirements set forth therein.

Interviews by the full City Council of the top ranked proposers will be determined by City Council Ad Hoc Committee and City Manager. Based on the number and quality of applications, there may be a preliminary interview of selected firms by the Council Ad-Hoc Committee to recommend finalists for interview by the full City Council. These interviews are anticipated for the mid- to late-August time period. Participation in this interview process will be at no cost to the City.

The City Council will utilize the Ad Hoc Committee and City Manager to negotiate the terms and conditions of a contract outlining duties and compensation with the selected party, which must then be approved by formal Council action.

The City Council will award a Professional Services Agreement ("Agreement") to the firm and/or individual(s) to serve as City Attorney and will formally appoint the individual(s) to serve as City Attorney. The City Attorney shall serve at the pleasure of the City Council. The City Attorney is not a City employee and the City Council may terminate the appointment at any time, with or without cause based on the terms of the Agreement.

Legal services to the City are anticipated to begin on or shortly after September 10, 2019, upon award of a contract.

VIII. PROPOSAL TERMS AND CONDITIONS

1. EXAMINATION OF PROPOSAL MATERIALS

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

2. ADDENDA INTERPRETATIONS

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

3. DESIGNATED CONTACT

For the purposes of this RFP, the City Manager is designated as the contact person. Any questions concerning the scope of work and the selection process shall be directed to Mark Prestwich, at mprestwich@cityofstheleena.org. Any and all questions and responses concerning this RFP will only be accepted in writing, via email. All questions must be received by June 28, 2019 by 4:00PM.

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

4. PUBLIC RECORDS

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

5. PROPOSAL COSTS

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

6. RESERVATION OF RIGHTS

The City reserves the right, for any reason, to accept or reject any one or more proposals; to request additional information concerning any proposals for purposes of clarification; to accept or negotiate the terms and specifications of the proposal, following the deadline for receipt of all proposals; to waive any irregularities, if such would serve the best interest of the City, as determined by the City Council; to modify any part of the RFP; or issue a new RFP.

The City Council wishes to retain the greatest latitude in its ability to change attorneys and/or law firms should that become necessary. The individual(s) appointed as City Attorney shall serve solely at the pleasure of the Council. The City Attorney is not a City employee and may be terminated at anytime by the City Council, with or without cause.

7. PRODUCT OWNERSHIP

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

8. PROFESSIONAL SERVICES AGREEMENT

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

9. CAUSES FOR DISQUALIFICATION

Any of the following may be considered cause to disqualify a proponent without further consideration:

- Evidence of collusion among proponents;
- Any attempt to improperly influence any member of the evaluation panel;
- A proponent's default in any operation of a professional services agreement which resulted in termination of that agreement; and/or
- Existence of any lawsuit, unresolved contractual claim, or dispute between proponent and the City.

Exhibit A



City of St. Helena

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

**Vision and Mission Statements adopted by the City of St. Helena City Council on April 12, 2016, Resolution No. 2016-47.*

City Council 3-Year Goals

- Improve and Maintain Safe and Reliable City Infrastructure with a Commitment to Environmental Stewardship and Public Health
- Stabilize, Maintain, and Improve Accessing to Housing
- Enhance Organizational Performance and Commit to Full Public Participation, Ongoing Communication, and Regional Collaboration
- Ensure Long Term Economic Sustainability while Safeguarding St. Helena's Unique Culture & Quality of Life
- Support Thriving Families and Enhance the Safety, Well-Being, and Healthy Development of Our Youth

Exhibit B

AGREEMENT FOR PROFESSIONAL SERVICES

THIS AGREEMENT, made and entered into on [REDACTED], 2019 by and between the City of St. Helena, located in the County of Napa, State of California (City), and [REDACTED] (Consultant).

RECITALS:

A. City desires to employ Consultant to furnish professional services in connection with the project described as [REDACTED].

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”** (the “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”**. The parties expressly agree that time is of the essence in the performance of this Agreement.

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 [REDACTED], 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. Each original invoice furnished shall include the expenses incurred during the preceding month, the cumulative Agreement amount,

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Exhibit B

and the amount remaining on the Agreement. 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 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

A. 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 in the same or similar geographical area engaged in providing Services similar to those required of Consultant under this Agreement.

B. In order to induce Owner to enter into this Agreement, Consultant represents that it is duly organized, existing and in good standing under applicable state law; Consultant is licensed to perform all aspects of the Services; Consultant will employ only persons and Subconsultants with all required licenses and certifications; that Consultant is duly qualified to conduct business in the State; that Consultant has duly authorized the execution, delivery and performance of this Agreement and the Services to be performed herein; and that the Agreement does not violate or create a default under any instrument, agreement, order or decree binding on Consultant.

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.

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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:

- A. Minimum Scope of Insurance. Coverage shall be at least as broad as:
 - 1. Insurance Services Office Commercial General Liability coverage (occurrence form CG 0001).
 - 2. Insurance Services Office form number CA 0001 (Ed. 1/87) covering Automobile Liability, code 1 (any auto).
 - 3. Workers' Compensation insurance as required by the State of California and Employer's Liability Insurance.
- B. Minimum Limits of Insurance. 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: \$2,000,000 per accident for bodily injury or disease.
- C. 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. When Consultant is not a design professional, Consultant shall maintain at least \$2,000,000 of professional liability insurance combined single limit for each occurrence, insuring against professional errors and omissions in the Services performed by Consultant under this Agreement, including, without limitation, claims for negligence, misrepresentation, violation of good faith and fair dealing, and inaccurate advice arising out of, resulting from, or in connection with Services performed by Consultant under this Agreement.
- D. 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.
- E. 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.

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F. 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.

G. 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.

H. 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.

I. 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.

J. 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, defend, and hold harmless City, its agents, officers, officials, employees, representatives, 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, including legal fees and expert witness costs)

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(collectively, “Liabilities”), incurred by reason of any negligent or otherwise wrongful act or omission of Consultant, its officers, agents, employees, subconsultants, 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, pertaining to, or relating to 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 (i.e., a “design professional,” pursuant to Civil Code § 2782.8(c)), the provisions of this section regarding Consultant’s duty to defend and indemnify apply only to claims that arise out of, pertain to, or relate to the negligence, recklessness, or willful misconduct of Consultant.

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.

F. In the event that Consultant executes any subconsulting agreements in connection with the Services performed under this Agreement, Consultant shall place in all such subconsulting agreements, and cause its subconsultants to agree to, the indemnity and insurance obligations in favor of Owner and other Indemnitees, as provided herein, in the exact form and substance of those contained in 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

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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

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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.

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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 – AUDIT AND INSPECTION OF 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 shall maintain all documents and records prepared by or furnished to Consultant during the course of performing the Services for at least three (3) years following completion of the Services. Such records include, but are not limited to, correspondence,

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internal memoranda, technical reports and investigations, calculations, books and accounts, accounting records documenting its work under its Agreement, and invoices, payrolls, records and all other data related to matters covered by this Agreement.

C. Consultant shall permit Owner to audit, examine and make copies, excerpts and transcripts from such records, and the Consultant shall in no event dispose of, destroy, alter, or mutilate said books, records, accounts, and data in any matter whatsoever for three (3) years after Owner makes the final or last payment or within three (3) years after any pending issues between Owner and Consultant with respect to this Agreement are closed, whichever is later.

SECTION 17 – LIMITATION OF LIABILITY

A. Consultant agrees that any liability of Owner arising in connection with this Agreement shall be limited exclusively to the Owner-entity identified as the “Owner” under this Contract. Under no circumstance shall any other Owner-entity be liable to Consultant under any theory, whether in contract, tort, or otherwise, and Consultant waives unconditionally any such claims. Consultant hereby waives and release other Owner-entities from any liability under this Agreement.

B. Notwithstanding any other provision of this Agreement, in no event shall Owner be liable, regardless of whether any claim is based on contract or tort, for any special, consequential, indirect or incidental damages, including, but not limited to, lost profits or revenue, arising out of or in connection with this Agreement or the Services performed hereunder.

SECTION 18 – 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 19 – 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:



Exhibit B

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 20 – 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 21 – 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 22 – 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 23 – 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 24 – 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

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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 25 – 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 26 – 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 27 – 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 28 – 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 29 – THIRD PARTY BENEFICIARIES

Consultant's subconsultants shall agree to be bound to the terms of the Agreement to the extent of their scope of Services, including but not limited to, terms regarding indemnity and dispute resolution, and shall agree that Owner is deemed an express third party beneficiary of their subconsultant agreements. Nothing contained in this Agreement, however, shall operate to confer such or similar rights or benefits on persons or entities not party to this Agreement.

SECTION 30 – STATUTES OF LIMITATION

As between the parties to this Agreement, any applicable statute of limitations for action arising out of, pertaining to, or relating to any act or failure to act in connection with this Agreement shall commence to run on the date of Owner's issuance of the final Certificate for Payment, or termination of this Agreement, whichever is earlier, except for latent defects and/or

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deficiencies, for which the applicable statute of limitation shall begin to run upon discovery of the defect and/or deficiency and its cause.

SECTION 31 – 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: _____
Name: _____
Title: _____

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

Approved as to Form:

By: _____
Name: Michael G. Biddle
Title: City Attorney

Exhibit B

Exhibit A
“Scope of Services”

Exhibit B
“Compensation”

Exhibit C

	City of St. Helena Administrative Policy City Council	Policy Management of Legal Services
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Title: Policy on the Management of Legal Services	Policy #	P-CC-0001
	Revision #	Release
	Implementation Date	05-08-2018
	Last Update Date	05-08-2018
Approval by City Council	<wet signature>	Date Approved
		05-08-2018

I. Purpose, Overview and Scope of this Policy

The City Attorney is the chief legal officer of the City of St. Helena and is appointed by, and responsible to, the City Council. The policies stated herein are to ensure that the City receives and manages general legal and litigation services in accordance with best practices.

II. Authority

The City Council has authority to update this policy.

III. Policy – City Attorney Appointment and Duties

A. Appointment of City Attorney

The City contracts out the position of City Attorney through a request-for-proposal process. The City Attorney appointed by a majority vote of the City Council shall be experienced in legal issues affecting municipal government. The City Attorney shall provide legal services pursuant to a legal services agreement that defines the scope of services and the basis of compensation. Unless otherwise determined by the Council, the City Attorney shall be the primary contact for all legal matters and is charged with oversight of assisting attorneys, including in litigation matters.

B. Extended Absence or Disability

The City Council may designate a duly qualified attorney to perform the duties of the City Attorney in the event of the extended absence or disability of the City Attorney. The City Attorney may designate an attorney covered by the legal services agreement during short absences of the City Attorney.

C. Professional Liability Insurance

The City Attorney shall carry professional liability insurance satisfactory to the City Council.

D. General Duties and Responsibilities

The general duties of the City Attorney include but are not limited to the following:

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		Policy Management of Legal Services
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1. Legal Counsel

The City Attorney shall serve as the general legal counsel and advisor to the City Council and City Manager on all items of legal municipal concern, as requested by the City Council or City Manager.

2. Special Counsel

The City Attorney may request the appointment of counsel with specialized expertise. Such appointment shall be subject to approval by the City Council.

3. Litigation

Unless exception is made, the City Attorney shall be attorney of record or oversee civil litigation or criminal actions initiated by or brought against the City and/or its elected officials, appointed officials, officers, or employees.

4. Attendance at Meetings

The City Attorney shall attend meetings of the City Council, commissions, and committees that require legal counsel or advice. Decisions regarding the attendance of the City Attorney at meetings other than City Council meetings shall be determined by the City Manager.

5. Opinions

The City Attorney shall provide legal opinions when requested by the City Council or City Manager. Such opinions may be oral or written as appropriate.

6. Legal Developments

The City Attorney shall keep the City Council apprised of judicial decisions and federal and state legislation that could significantly impact the City.

7. Preparation of Documents

As determined by the City Manager, the City Attorney shall oversee the drafting or review of ordinances, resolutions, contracts, agreements, settlements, and other legal documents.

8. Legal Project Budgeting

The City Attorney shall submit a budget to the City Council for legal projects that appear likely to require more than \$25,000 in legal expense. If it appears that the initial project budget is likely to be exceeded, an updated budget must be submitted for approval. If the project budget has been exceeded, no further payments will be made until a revised budget has been approved.

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9. FPPC Activities

The City Attorney shall provide advice relating to issues under the purview of California Fair Political Practices Commission (FPPC). The City Attorney may direct any elected or appointed official to consult directly with the FPPC.

10. Risk Management.

The City Attorney shall provide advice on risk management, liability, personnel and insurance matters including, on an as needed basis, in cooperation with the Redwood Empire Municipal Insurance Fund, a joint powers authority, of which the City is a member or any successor risk management authority.

11. Council and City Attorney Relationship.

The City Council shall address legal matters through the City Attorney. If a Councilmember has a City-related legal question, the Councilmember may contact the City Attorney directly for advice. If the City Attorney advises that more than one hour of attorney time will be needed, the City Attorney may not address the question until the Council has approved the legal work.

E. Evaluation

The City Council shall evaluate the City Attorney (and his/her office) not less than bi-annually. The Council and the City Attorney will jointly establish the schedule for the evaluation. Council members will be asked to complete an evaluation form and forward it to the Mayor. The Mayor and Council members will meet in closed session to discuss the Attorney's performance and to assimilate the individual performance evaluations. The Council will then conduct a closed session evaluation with the City Attorney to discuss general legal and litigation services, performance issues, and objectives.

F. Removal

The following procedure shall be followed in the removal of the City Attorney:

1. Vote

The removal of the City Attorney shall require a majority vote of the City Council.

2. Legal Services Agreement

Removal shall be in accordance with the legal services contract.

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IV. Litigation Policies and Procedures

A. Assignment of the Case

The City Manager, working in cooperation with the City Attorney, shall prepare an assignment letter with respect to matters in active litigation. The letter shall identify counsel of record. It shall identify any other member of the legal team. The letter shall also specify City employees who are to be copied on status reports from litigation counsel.

The City Manager will comment in the assignment letter on the outcome objective for each case. For example, if the case is one of questionable liability and a relatively low level of exposure, it may be the City's objective to limit discovery and try the case. On the other hand, it may be the intention of the City to defend vigorously a low exposure case that has significant precedential implications for the City.

B. Acknowledgement of the Case

Litigation counsel shall acknowledge in writing acceptance of the assignment upon receipt of the assignment letter. Acceptance of the assignment confirms that litigation counsel has no conflict of interest or other disability precluding effective representation of the City.

C. Preliminary Liability Report

Within 45 days of receipt of assignment, principal litigation counsel shall provide the City Manager with a preliminary liability report. Based on the report, the City Council shall undertake to evaluate its potential financial exposure and assess whether to litigate actively the case, try to settle the case, or to limit its discovery based upon the exposure. The preliminary report must be received before the City authorizes payment for legal services in connection with the litigation matter.

The first report should contain the following captions:

1. Facts

Litigation counsel should give a synopsis of the facts giving rise to the lawsuit.

2. Status of Pleadings

Litigation counsel should review the status of the formal pleadings. If a third party's pleading can be challenged by demurrer or motion to dismiss, or if a motion for change of venue or removal to federal court seems desirable, the pros and cons of such a filing should be discussed. Any recommendations for cross-complaints, including issues of solvency or potential insurance coverage of cross-defendants, should also be discussed.

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3. Relief

Litigation counsel should summarize the relief sought by the complaint. Any claim for damages should be summarized.

4. Liability Analysis and Plan of Action

Litigation counsel should provide an initial impression of the City's potential exposure. This should be quantified by the use of percentages when possible. If counsel cannot meaningfully assess the City's potential exposure, counsel should provide a brief discussion of what is required before a meaningful assessment can be made.

5. Legal Opinion

Litigation counsel should provide a brief discussion of governing legal principles, highlighting uncertainties in the law that could affect the outcome of the case.

6. Request for Investigation/Professional Consultation

Any request for field investigation or professional consultation should be requested in the preliminary liability report. This includes a recommendation for an investigator or professional consultant. Counsel should identify fieldwork or evidence collection that may be required and advise whether City staff can be of assistance. Litigation counsel is not authorized, without permission from the City Manager, to assign field investigation to associates, law clerks or paralegals.

7. Discovery Plan

Litigation counsel should briefly identify what discovery is anticipated for more definitive evaluation of the City's potential exposure. Litigation counsel should list the person(s) the City should depose or are likely to be deposed by adverse parties. If the case calls for early retention of experts, that issue should be noted in the report. The report should describe any other site investigation, witness interviews, or other needed investigation. The report should outline the City's proposed discovery.

8. Litigation Budget

Litigation counsel must attach a litigation budget to the report. In preparing the budget, litigation counsel should take into account the litigation cost of any prior similar cases. As soon as it is reasonably foreseeable that the case is under budgeted, an updated litigation budget

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should be completed for approval by the City Council. The City will not pay fees except in accordance with an approved litigation budget.

9. Remarks/Recommendations

Litigation counsel should include in this section other pertinent information, such as any settlement demand, the availability of alternative dispute resolution or arbitration, or possible simplification of issues.

10. Report Length

The ideal report length should not be greater than five pages, not including the attached litigation budget.

D. Ongoing Litigation Reports

1. Updated Status Reports

Litigation counsel must provide the City Manager with updated status reports every 90 days. Counsel should report only on new developments since the last report. Litigation counsel should flag at the top of the first page any items that are urgent or require an immediate reply. It is not necessary to restate information previously reported. If there has been no material activity in the 90-day period, a report so stating is sufficient.

Status reports should include a periodic reevaluation of the litigation plan and should specifically address the following:

- a. The ongoing strategy for defense, prosecution or resolution of the case, including a factual analysis of developments related to liability and damages.
- b. A description of planned discovery with a timetable for completion.
- c. A brief synopsis of the discovery completed since the last report.
- d. A listing of filed papers (pleadings, motions, and memoranda) that may be of material importance to the outcome of the litigation.
- e. Court actions or calendar dates, including but not necessarily limited to mandatory settlement conferences, trial setting conferences, discovery hearings, arbitration and trial dates.
- f. Anticipated changes in the litigation budget.

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g. New settlement demands or other material communications from opposing counsel.

h. A list of upcoming “to do” tasks.

2. Depositions & Deposition Reports

Absent authorization from the City Manager, a single attorney shall represent the City in all depositions.

Litigation counsel should prepare short reports on depositions, including counsel’s impressions of the witness and the witness’s role or impact in the case. Such reports can be included or attached to updated status reports.

3. Timely Major Development Reports

Litigation counsel must promptly report to the City Manager major developments, including settlement demands, any settlement conference date, hearing dates on major motions, especially those with the potential to be outcome determinative, and trial, arbitration, or mediation dates.

4. Trial/Arbitration Reports

No later than 60 days prior to trial (or binding arbitration or mediation), litigation counsel will provide a report, which shall include:

- a. An assessment of the City's liability.
- b. An assessment of opposing parties’ claims.
- c. An assessment of the legal defenses (and probability of prevailing).
- d. An assessment of the chances of prevailing at trial.
- e. The verdict value in compensatory damages case, assuming full liability.
- f. An assessment of any other factors affecting the items above, including demeanor or credibility of important witnesses, evidentiary disputes, tendencies of local juries, the judge or opposing counsel, liability and solvency/coverage of co-defendants, or similar important issues.
- g. An appraisal of settlement value, considering verdict value and chances of prevailing.

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- h. Status of settlement discussions.
- i. Estimated future fees and costs through trial (since last billing).
- j. The City Manager may request a daily oral report during a trial, arbitration, or mediation.

3. Final Reports

A brief report should be sent to the City Manager. Closing papers (such as the judgment, arbitration award, or settlement agreement) and final billing should be attached.

E. Significant Strategy Decisions

A primary goal of these policies and procedures is to enable the City to stay involved in significant litigation decisions. Many actions are routine, such as sending out standard discovery requests or granting an extension of time to opposing counsel. But some are not. For example, when the opposing party seeks multiple extensions of time, the City Manager should be consulted. Similarly, deciding whether some discovery undertakings should be delayed pending settlement discussions are strategy decisions that should be discussed with the City Manager. Selection of an arbitrator or mediator, or waiver of a jury trial, must be done in consultation with the City Manager. Decisions such as filing indemnity cross complaints, conducting informal exchanges of discovery materials with co-defendants or the claimant, or sharing discovery costs with co-defendants, must also be made in consultation with the City Manager.

F. Discovery

To facilitate prompt discovery responses involving the City, litigation counsel should provide the maximum possible lead-time for preparation of responses, particularly for answers to interrogatories. Unless directed otherwise, such discovery requests should be provided to the department or employee involved with a copy to the City Manager so that the City Manager can assure timely follow-up. Litigation counsel should review discovery requests in advance for objectionable items so that City staff does not spend unnecessary time preparing responses.

G. Settlement Authority

Litigation counsel has no authority to settle cases without prior authorization from the City Council. There are many cases that require that litigation counsel handle negotiations directly. In all such circumstances the City Manager must be kept apprised at each step of negotiations.

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H. Extraordinary Expenses

Litigation counsel should obtain prior City Council approval before incurring expenses in the following areas: Special counsel, experts, professional consultants, investigative services, independent medical exams, and out-of-area travel. Litigation counsel should provide a *curriculum vitae* and discuss the pros and cons of hiring with the City Manager. Litigation counsel shall also submit an estimated cost for the services.

I. Motion Practice

Careful consideration must be given to the value of any motion before it is filed. Except in unusual circumstances, time and effort should not be spent preparing, filing and arguing a motion unless the motion will significantly shorten or terminate the suit or gain a distinct advantage in the litigation.

J. Legal Research (including time on Lexis and Westlaw)

The City's litigation attorneys are expected to have knowledge in the area of claim requirements, writ of mandate proceedings, CEQA actions, government immunities and tort and contract defenses. Therefore, the City Council expects extended legal research billings to be limited to out of the ordinary legal issues.

If a legal research project is expected to exceed four hours, prior approval by the City Manager is required. A copy of the work product from such project should be forwarded to the City Manager.

V. Billing Statements

A. Statement Content

1. Each activity must be separately dated and itemized, with a description of the work along with the initials of the attorney performing the work. Block billing (multiple daily descriptive explanations of activities with a single time entry) is not acceptable.
2. The amount of time to perform the task must be recorded to the nearest tenth of an hour.
3. The rate and hours charged by each attorney or paralegal working on legal issues or a case must be stated in the bill.

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4. Interoffice conferencing among attorneys is not compensable unless it is a necessary strategy meeting related to a significant legal event (such as an upcoming trial).
5. Duplicate entries for reviewing and analyzing the same documentation or legal research are not compensable.
6. General overhead and administrative costs (including secretarial time, word processing time) are not separately compensable except to the extent that they are included as a standard administrative charge in the legal services agreement.
7. Time to "organize file" is a secretarial function and not compensable.
8. Case docketing activities should not be duplicated or repeated by several attorneys.
9. Actual charges or rates for charges should be shown (FAX, photocopy, out of area telephone, postage, etc.) unless covered by the standard administrative charged as stated in the legal services agreement.
10. Telephone calls should specify the participants and the subject matter discussed.
11. Billings should be submitted monthly but must be submitted no less than quarterly unless no activity has occurred.

B. Other Billing Matters

1. Unless otherwise specified in the legal services agreement, bills from vendors or other contractors under \$10,000 should typically be paid by the firm and included on the attorney's bill for reimbursement. Bills of \$10,000 or over should be sent directly to the City for payment. Use of vendors or independent contractors must be previously approved.
2. Routine use of overnight mail or messenger service is strongly discouraged unless included in the standard administrative charge in the legal services agreement.
3. Absent prior approval by the City Manager, the City will not pay for more than one attorney to attend hearings (court, arbitration, or mediation) or trials.

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4. The City Manager will review and approve all billings for payment. Any questions regarding charges will be directed to the principal attorney on the matter. Payments will not be remitted until any disputes on billings are resolved.

5. Unilateral fee rate increases by law firms will not be accepted. Any proposed fee increase must be approved by the City Council prior to implementation.

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Exhibit D

**CITY OF ST. HELENA BIENNIAL ATTORNEY PERFORMANCE
REVIEW AND RATING SHEET**

(FOR THE PERIOD _____ TO _____)

Rate each item from 1 (low) to 5 (high) based on your opinion of the City Attorney's performance. Mark **N/A** if you do not have enough information to rate. Amplify your ratings with comments as necessary

Ratings are:

- 5 = Outstanding
- 4 = Above average in meeting expectations
- 3 = Meets expectations
- 2 = Improvement needed
- 1 = Unsatisfactory

I. LEGAL CONSULTATION

- _____ A. Has legal advice provided by the City Attorney proven to be accurate and technically correct?
- _____ B. Does the City Attorney provide his/her best and honest recommendations given all existing legal issues and ramifications?
- _____ C. Does the City Attorney possess and provide an efficient and effective knowledge of the City's Municipal Code and regulations?
- _____ D. Does the City Attorney possess and provide an efficient and effective knowledge of other government regulations and case law regarding municipal government and issues facing the City?
- _____ E. Does advice provided by the City Attorney regularly take into account and balance the overall goals and objectives of the City?
- _____ F. Does the City Attorney regularly provide the scope of legal expertise necessary to meet the City's needs on issues that arise, either directly or within his/her law firm or other available resources?
- _____ G. Does the City Attorney proactively identify potential issues when he/she is aware of them to avoid problems from occurring?
- _____ H. Does the City Attorney prepare for potential legal issues that could arise at city council meetings by proactively identifying those issues prior to the council meetings?
- _____ I. Are alternatives and innovative solutions provided rather than simply identifying legal issues or settling for the status quo?
- _____ J. Is the City Attorney able to maintain the City Council's and staff's confidence while informing them of the different legal risks that proposed actions might generate?

Exhibit D

Comments:

II. LEGAL REPRESENTATION

- _____ A. Does the City Attorney aggressively represent the interests of the City as directed by the City Council?
- _____ B. Is the City Attorney's approach effective in achieving the best possible legal outcomes for the City's interests given the issues that arise?
- _____ C. Does the City Attorney represent the City in a professional and ethical manner?
- _____ D. Is the City Attorney impartial and objective in his duties and responsibilities?
- _____ E. Are the City Attorney's estimates of legal impacts reasonably accurate on a regular basis?

Comments:

III. STAFF WORK

- _____ A. Does the City Attorney prepare ordinances, resolutions, contracts and other legal work accurately and consistent with the direction and objectives communicated by the City Council, City Manager and/or department heads?
- _____ B. Does the City Attorney maintain good working relationships with the city's management team while respecting his/her role with the City Council?

Exhibit D

- _____ C. Does the City Attorney accurately identify and address all legal issues within documents and items that he/she reviews?
- _____ D. Are staff and the City Council advised of key changes in municipal law as it pertains to the City's activities?
- _____ E. Does the City Attorney display a positive attitude in carrying out his/her responsibilities and responding to requests?
- _____ F. Has the City Attorney been successful in accomplishing objectives previously established?

Comments:

IV. COST/FISCAL ACCOUNTABILITY AND CONTROL

- _____ A. Are legal services achieved within budgetary goals and limits?
- _____ B. Has the City Attorney been effective in minimizing legal costs by limiting tasks to those regarding legal issues and utilizing City staff when possible to perform administrative and other functions?
- _____ C. Are standard forms developed and used where possible to minimize preparation of legal documentation?
- _____ D. Are legal tasks performed with appropriate authorization according to established procedures and contract requirements?
- _____ E. Do invoices accurately identify tasks and expenses in sufficient detail to provide accountability and cost control?
- _____ F. Does the City Attorney display the ability and knowledge to research issues in a minimum amount of time?
- _____ G. Have legal costs been effectively managed and controlled given the issues, assignments and requests made to the City Attorney?

Exhibit D

Comments:

V. RESPONSIVENESS/TIMELINESS OF ACTIONS

- _____ A. Are requested legal work and assignments completed in a timely manner within established time frames?
- _____ B. Is the City Attorney accessible when needed to respond to requests for legal information and assistance?
- _____ C. Are legal review and requests for information completed in time to avoid delays to City projects, programs and other tasks?
- _____ D. Does the City Attorney follow-up effectively to requests that are made?
- _____ E. Does the City Attorney accurately interpret and clarify City Council and City Manager direction?

Comments:

VI. COMMUNICATIONS

- _____ A. Does the City Attorney communicate effectively with the City Council, staff and the community?
- _____ B. Are answers provided in a timely and in an understandable manner?

Exhibit D

- _____ C. Are timelines for follow-up to requests clearly communicated?
- _____ D. Does the City Attorney maintain confidentiality with regard to all matters discussed with the Mayor, City Council Members and/or City Manager and staff?
- _____ E. Does the City Attorney effectively report to the City Council and/or City Manager communications by project attorneys of a substantive nature regarding significant or sensitive matters?

Comments:

General Comments and Rating Regarding City Attorney's Performance:

Future Goals, Objectives and Areas of Improvement:



Report to the City Council
Council Meeting of June 11, 2019

Agenda Section: **New Business**

Subject: **City of St. Helena Public Comment Letter to the California Public Utilities Commission on the Construction of the Fulton-Calistoga 60kV Power Line Reconductoring Project**

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

On March 20, 2019, PG&E notified the Public Utilities Commission of the State of California of a Notice of Construction Pursuant to General Order 131-D for the construction of the Fulton-Calistoga 60kV Power Line Reconductoring Project in the City of St. Helena, Counties of Napa and Sonoma. The purpose of this project is to further reduce wildfire risks by accelerating safety inspections of electric infrastructure in areas of higher wildfire risk (Tier 2 and Tier 3) and replacing infrastructure on three circuits including the Fulton-Calistoga Circuit.

PG&E representatives were invited to and provided an overview of the project at the City Council meeting of April 9, 2019. Materials provided to the City for this meeting included a scope of work that described the scope of work as replacing 13 towers and poles and installing a new circuit near Hudson Avenue, Madrona Avenue, and Spring Mountain Road. Work was anticipated to occur between late April thru October 2019.

DISCUSSION

The City of St. Helena has recently become aware of facts and circumstances that change or modify the above referenced project without any notice to the City and impacted property owners. Consequently, a letter has been prepared by the City's special counsel in consultation with the City Manager and Vice Mayor Dohring,

requesting the California Public Utilities Commission (CPUC) immediately review the project, and halt construction within the City while the parties meet, discuss, and potentially revise the Project description and alignment to reduce impacts to the City and its property owners.

FISCAL IMPACT

Not applicable.

RECOMMENDED ACTION

Discuss and authorize submittal of Public Comment Letter to the California Public Utilities Commission on the Construction of the Fulton-Calistoga 60kV Power Line Reconductoring Project.

ATTACHMENTS

[32110857_4-c1-Final](#)

DRAFT

California Public Utilities Commission

RE: Advice 5500-E
Late Comment from the City of St. Helena; G.O. 96-B, General Rule 7.4.
60kV Power Line Reconductoring Project in the City of St. Helena; counties of Napa and Sonoma
Request to Halt Construction within the City of St. Helena to Review and Investigate Project Design and Alignment

The City of St. Helena hereby requests immediate review of this late comment on the above referenced project as it relates to the power lines within the City. This comment is submitted pursuant to General Order 96-6, General Rule 7.4.4. The City also requests that the CPUC order PG&E to halt construction within the City while the parties meet, discuss and potentially revise the Project description and alignment to reduce impacts to the City and its property owners.

The City submits this late comment because of facts and circumstances recently discovered that change or modify the project without any notice to the City and the impacted property owners. These newly discovered facts raise serious concerns related to:

(1) Lack of Adequate Notice: The scope and content of the notice provided to the City was inadequate and incomplete. For example, two different versions of notices with the same date were apparently published at different times with changes to the project description. However, PG&E neither disclosed that the project description had changed nor provided any additional comment time to respond to the changes. PG&E did not provide an adequate description of the size and scope of the Project, particularly with respect to the location of additional pole(s) or the type and height of replacement and new poles. In fact, it is the City's understanding that the project design changed after the PG&E Project Manager provide the City Council with an informational update at its April 9, 2019 City Council meeting the evening before the conclusion of the provided comment period. In addition, PG&E did not notify in writing the impacted property owners, many of whom own single family houses that will be significantly impacted by the new larger and higher poles.

(2) Environmental and Aesthetic Impacts on the City and the Impacted Properties: PG&E's description of the proposed project received during the comment period failed to disclose the environmental and aesthetic impacts of the project with respect to the project's alignment, and the size and height of the proposed poles and steel structures for the line. As now disclosed, new and additional pole(s) are proposed. In many cases this alignment currently runs not only along single family residential back property lines but also across these residential properties. No attempt has been made to reduce or eliminate the impacts of the new replacement and additional poles on these properties. In addition, there was no analysis of undergrounding any portion of line through the impacted areas or relocating the line into the road rights of way. The adverse

visual impact on the Project with the new and additional poles increasing in height up to 35 feet higher than existing is significant and there is no analysis of whether this increased height is necessary or appropriate to the locations. Further there is no analysis of the additional proposed poles – where they will be located and the impacts on property owners and the City from the new poles. There is similarly no detail regarding whether the replacement poles will be “lattice steel structures” or “tubular steel poles. Any one of the above changes will have a serious adverse impact on the City and on the neighborhoods through which this electric line traverses. The City and its property owners should have received an in-depth description of the Project, alternatives reviewed by PG&E, and potential modifications or changes to the Project that would reduce or mitigate the adverse visual and aesthetic impacts.

(3) Apparent Lack of Legal Authority to Increase the Number of Poles on the Line: Newly disclosed documents raise serious concerns regarding whether the new pole(s) proposed are permitted under existing easements. A copy of one apparently unrecorded easement appears to prohibit new poles without the property owners' written consent. This document was not produced by PG&E to the property owner until a few days ago. It is unclear what PG&E's and the property owners' legal rights are within the proposed alignment. PG&E should not be permitted to proceed with construction until PG&E has clearly established the legal right to proceed in the matter proposed.

(4) Failure to Consider Alternatives to the Project within the City: PG&E did not engage the City or the public and impacted property owners in considering and potentially adopting alternatives to the Project, such as undergrounding portions of the project or changes in alignment to mitigate impacts of the significant increase in the size and height of the poles on single family dwellings and other existing structures within the City.

The City believes that this Project did not and does not meet the requirements for exemption from CPUC permitting requirements because this project is not known to be located within an existing franchise/granted private easement and has never been reviewed for environmental impacts. The City requests that the CPUC issue an appropriate order to halt construction of this line through the City so that PG&E can provide adequate notice and an opportunity to review and potentially change or modify the alignment and design prior to commencing construction within the City.

There is a reasonable possibility that the Project will have a significant effect on the environment due to the fact that this is an expanded project within an urban area and will have significant adverse impacts on aesthetics. In addition, the size and magnitude of the Project may adversely impact the land uses within the alignment area, and have the impact of property owners being unable to use and improve their properties for their current residential or commercial uses on areas adjacent to the proposed alignment. This will have blighting impacts on the area and increase pressures to change the land uses in the impacted areas in ways that are inconsistent with the City's current General Plan.

The City also objects to the Project description that states that this project is a “Reconductoring” project rather than a complete revamping and re-building of this line, with new poles, added poles, additional height of poles and, potentially, with the long-term ability to increase the load

carrying capacity of this line. The Project should be accurately named in this proceeding and PG&E should be required to accurately describe the full set of modifications and changes proposed for this line within the City and alternatives to this Project and obtain the permits necessary for this Project..

We believe that evidentiary hearings may be necessary to resolve factual disputes related to this project including but not limited to (1) whether the lack of adequate and accurate notice requires a new project description and a new notice period; (2) whether adequate notice was provided to property owners with sufficient time to respond; (3) whether PG&E has adequate property or easement rights to proceed; (4) whether the increased height and the increased number of poles require an environmental review; and (5) whether PG&E was required to analyze alternative alignments or designs to mitigate adverse impacts on the environments, the City and the property owners, including aesthetic and visual impacts.

Cindy Tzafoopoulos

From: Mark Prestwich
Sent: Monday, June 10, 2019 12:01 PM
To: Cindy Tzafoopoulos
Subject: Fwd: URGENT: New High Voltage Power Line Tower in Our Neighborhood

Public Comment.

Sent from my iPhone

Begin forwarded message:

From: Jackson and Sandra Carr <fowldog@sbcglobal.net>
Date: June 10, 2019 at 11:47:02 AM PDT
To: "gellsworth@cityofsthelena.org" <gellsworth@cityofsthelena.org>, "achouteau@gmail.com" <achouteau@gmail.com>, "dknudsen@cityofsthelena.org" <dknudsen@cityofsthelena.org>, "pdohring@cityofsthelena.org" <pdohring@cityofsthelena.org>, "mkoberstein@cityofsthelena.org" <mkoberstein@cityofsthelena.org>, "mprestwich@cityofsthelena.org" <mprestwich@cityofsthelena.org>
Subject: URGENT: New High Voltage Power Line Tower in Our Neighborhood

Jackson M. and Sandra S. Carr are the homeowners at 1172 Hudson Ave. St. Helena. We are currently out of state and unable to attend the meeting of June 11, 2019 however, we want to voice our opposition to PG&E's proposed High Voltage Power Line Tower and the placement in the 1100 block of Hudson Ave.

PG&E is using strong arm tactics to ramrod the construction of said tower. Notification of PG&E's tower plans were never presented to us or any other homeowner as far as we know. Alternative locations and options should be evaluated by PGE and consider the homeowners.

In the Grant of Right of Way dated May 15, 1928 grantee (PG&E successor to Green Mountain Power) agrees to "place no poles " except by future agreement of the parties being the grantor and grantees.

As our representative, we respectfully request that you voice your opposition to PG&E's proposal and support our position.

Jackson and Sandra Carr

1172 Hudson Ave.
St. Helena, CA 94574
707-486-5123 (cell)
406-859-1172 (MT)

Cindy Tzaopoulos

From: Mark Prestwich
Sent: Monday, June 10, 2019 9:23 AM
To: Cindy Tzaopoulos
Subject: FW: PG&E Work in St. Helena

Public comment

From: Beth Milliken <beth@spottswood.com>
Sent: Sunday, June 9, 2019 3:30 PM
To: Geoff Ellsworth <GEllsworth@cityofsthelena.org>; achouteau@gmail.com; David Knudsen <DKnudsen@cityofsthelena.org>; Paul Dohring <PDohring@cityofsthelena.org>; Mary Koberstein <MKoberstein@cityofsthelena.org>
Cc: Mark Prestwich <MPrestwich@cityofsthelena.org>
Subject: PG&E Work in St. Helena

Dear Geoff, Anna, David, Paul and Mary,

As I am unable to attend Tuesday's meeting, I submit this to you in advance of this discussion. While I realize that you do not directly oversee or manage this project, this is happening in our community and I want to share my thoughts on it.

As you all know, PG&E has commenced a project that is having significant impacts on our town. Based upon the "Fulton-Calistoga 60 kilovolt Power Line Reconductoring Project," old existing infrastructure is being "improved" so that these transmission lines will be higher. It is unfortunate that so much of this infrastructure that leads up and over the Mayacamas to Santa Rosa is in St. Helena, yet this is the reality and we therefore need to have a say in how this work is done.

While I certainly understand the need to update the infrastructure, I am mystified as to why the California Public Utility Commission is not looking at projects such as this with consideration of our present and future, which is greater extremes of heat, wind and all weather due to the Climate Crisis in which we now exist. As opposed to keeping this unsightly infrastructure above ground, and as opposed to the intense deforestation taking place under all major power lines in our valley (look in Angwin, and look at the mountains west of St. Helena), why are we not being progressive by looking into the future and demanding that all of this be underground? There is a great expense to this, I realize, but long term I would imagine that it would save money in the form of less ongoing maintenance of overhead lines (for example, tree trimming along the path of the lines), fewer power shutdowns due to wind, fewer fires started by power lines, and no ongoing maintenance of the ugly scars on our mountains where forest has been removed to decrease fire risk under power lines.

Is there a way to slow this project down and seek wiser alternatives? While I know that the small walnut tree on the corner of Hudson Avenue and Madrona Avenue will likely be lost whether we underground or replace the old transmission towers, this would be easier to accept if the work being done would truly offer a long-term solution to our issues.

I have now learned that the Hague family on Hudson Avenue has been told – not asked but told – that a large transmission tower will be placed in their back yard. This seems entirely unjust. This is their home, and having such significant infrastructure placed in one’s backyard is entirely unacceptable. There must be an alternative, and it must be adopted.

I appreciate the significant issues facing the California PUC and PG&E. And I will say that PG&E (Marty Hunt, Linda Clifton and Les Hudson) have been very communicative and responsive as we have talked about the walnut tree that we decorate for each major holiday – a tradition started by my Mom, Mary Novak. Yet there must be a way to achieve their mandate with less disruption on the part of St. Helena residents. While the loss of this little tree is heartbreaking – we will arrive at a way to somehow replace it and continue our tradition with the tree – placing a transmission tower in someone’s backyard is also heartbreaking and cannot be mitigated.

Let’s find a way to work together, and please let me know what I can do to further this discussion.

Thank you for your consideration of my comments.

Very sincerely,

Beth Novak Milliken
1256 Hudson Avenue
St. Helena, CA 94574

Beth Novak Milliken
President & CEO

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Please paws before printing. – Riley

Cindy Tzaopoulos

From: Jeff Feeney <jfeeney@cbnapavalley.com>
Sent: Tuesday, June 11, 2019 9:41 AM
To: Mark Prestwich; Cindy Tzaopoulos
Cc: Jeff Feeney; Vianey Zaldivar; Noah Housh; rfeeney1973@gmail.com
Subject: Noah.....separately PG&E on Hudson

Hello All,

Please circulate to all City Council members in relation to tonight's meeting. I am out of town and cannot make it.

First of all, THANK YOU to Noah Housh working hard to help make St. Helena a better city than when he got here....especially, thanks for the work on the General Plan, Pop-up Permits and redrafting some of the zoning language to bring it up to today's needs.....Best of luck to you in your future endeavors. And thanks for always making time to listen.

Secondly, and separately, SHAME ON PG&E.....how dare they.....please stop their detrimental actions under the cloak of secrecy and deception. This type of bullying-behavior should not be tolerated and should be stood up to.....LET'S SLOW THE ROLL and take a minute to look at what's REALLY going on here in OUR CITY.

Sincerely,

Jeff Feeney
930 North Crane Avenue
St. Helena, CA 94574