



**City of St. Helena
Special City Council Meeting
Monday, January 6, 2020 @ 9:00 AM
1500 Main Street (St. Helena Fire House
Training Room - ENTRANCE ON RAILROAD
AVENUE), St. Helena**

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

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1. CALL TO ORDER

2. ROLL CALL

Mayor: Geoff Ellsworth, Vice Mayor: Paul Dohring, City Council Members: Anna Chouteau, David Knudsen and Mary Koberstein

3. PUBLIC COMMENT:

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

4. NEW BUSINESS

- 4.1. Discussion of Cost and Anticipated Timing of Repairs Necessary for City Hall (1480 Main Street) and City's Public Works Administration Building (1572 Railroad Avenue); and Direction to the City Manager Regarding Whether to Repair One or Both Assets, and/or Consider Other Alternatives Including Lease of a Portion of Napa Valley College Upper Valley Campus at 1088 College Avenue.

3 - 7

CEQA Determination: Categorically Exempt, Section 15323

Prepared By: Mark T. Prestwich, City Manager

Recommendation:

Staff is seeking direction from City Council regarding whether to repair one or both assets, and/or consider other alternatives including lease of a portion of Napa Valley College Upper Valley Campus at 1088 College Avenue.

[Staff Report - Pdf](#)

[Public Comment.Christina McGrath](#)

5. CLOSED SESSION:

- 5.1. CONFERENCE WITH REAL PROPERTY NEGOTIATORS (Gov. Code section 54956.8). Property location: 1088 College Avenue, St. Helena, CA 94574, commonly know as Napa Valley College Upper Valley Campus (UVC). Negotiating Parties: Napa Valley College. Agency negotiators: Mark Prestwich, April Mitts, and Erica Ahmann Smithies. Instructions to the negotiator(s) will concern the price and terms for the lease of property.

6. ADJOURNMENT

The next Regular City Council meeting is scheduled for January 14, 2020, 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 St. Helena Fire Training Room, 1500 Main Street, St. Helena, California on January 2, 2020.

A handwritten signature in blue ink that reads "Cindy Tzaopoulos". The signature is fluid and cursive, with the first name "Cindy" and last name "Tzaopoulos" clearly distinguishable.

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.



Report to the City Council
Special City Council - 06 Jan 2020

Agenda Section: NEW BUSINESS

Subject: Discussion of Cost and Anticipated Timing of Repairs Necessary for City Hall (1480 Main Street) and City's Public Works Administration Building (1572 Railroad Avenue); and Direction to the City Manager Regarding Whether to Repair One or Both Assets, and/or Consider Other Alternatives Including Lease of a Portion of Napa Valley College Upper Valley Campus at 1088 College Avenue.

CEQA Determination: Categorically Exempt, Section 15323

Prepared By: Mark T. Prestwich, City Manager

Reviewed By: April Mitts, Finance Director

Approved By: Mark T. Prestwich, City Manager

BACKGROUND

In the evening of December 18, 2019, City Hall experienced smoke damage associated with the failure of an HVAC system. Due to the damage it is required City Hall undergo smoke mitigation, air quality testing, and remediation to ensure the building is safe for employees and the public. During this time, departments have been temporarily relocated to 1572 Railroad Avenue and the Fire Station.

DISCUSSION

Following the failure of the City Hall HVAC system, remediation began on the morning of December 19, 2019. Immediate remediation included rental of air scrubbers/HEPA filters as well as testing for air quality and asbestos. Air quality testing determined asbestos was not in the repair area; however, smoke damage is in the unsafe range and will require scrubbing of all surfaces in City Hall. Additionally, as a result of the air scrubbers running from December 19 - December 23, 2019, the electrical panel located at City Hall overloaded and the main circuit breaker experienced a failure. A temporary

fix has been applied to the circuit breaker and staff is gathering costs for its replacement since the current circuit breaker is obsolete.

To date, the City has incurred approximately \$13,000 in expenses related to the current HVAC failure. It is anticipated at least an additional \$40,000 will be needed to allow staff to safely move back into the facility and have it operational. The deductible from the City's insurance is \$100,000; therefore, this amount will be the full responsibility of the City. It is important to note that over the past four years, the City has expended approximately \$200,000 to replace the HVAC unit in north City Hall, replace the HVAC unit in the server room, replace the HVAC unit in the Police Department, carpet replacement, breaker box repair, and flooring replacement following the sewer overflow in February 2019. A part of the \$200,000 was reimbursed by the City's insurer; however, the deductible has now increased from \$10,000 per incident to \$100,000 per incident.

Additionally, immediate repairs necessary at 1572 Railroad Avenue are anticipated to cost a minimum of \$80,000. A comprehensive summary of expenses to date and cost estimates associated with repairs are attached to this report.

The City is currently in the process of conducting an architectural feasibility/visioning study associated with City Hall replacement, Library improvements, and conceptual community/recreation space. Estimates for a new City Hall facility range from \$12 million to \$20 million.

As an alternative to repairing City Hall and/or the 1572 Railroad Avenue building, City staff has had preliminary conversations with Dr. Ronald Kraft, the Superintendent/President of Napa Valley College (NVC), exploring NVC's possible interest in leasing a portion of their St. Helena Upper Valley Campus to the City for a short-term period (e.g. 3-5 years). It appears available NVC space is easily configurable for City Hall operations and would provide the opportunity to co-locate staff (excluding Police) from at least three separate buildings into a single building, providing efficiencies for staff and customers. While formal relocation costs have not been fully analyzed, it is anticipated the one-time relocation costs would total less than \$100,000.

Should there be interest in a possible lease of available NVC space, it is recommended the City Council consider leasing space at three City-owned properties including 1574 Railroad Avenue (Parks & Recreation), 1572 Railroad Avenue (Public Works), and the Carnegie Library (1360 Oak Avenue) to generate revenue to offset NVC lease costs.

FISCAL IMPACT

Fiscal impact is dependent on City Council direction.

RECOMMENDED ACTION

Staff is seeking direction from City Council regarding whether to repair one or both assets, and/or consider other alternatives including lease of a portion of Napa Valley College Upper Valley Campus at 1088 College Avenue.

ATTACHMENTS

[Summary of Costs](#)

PREVIOUS REPAIRS TO CITY HALL		
1480 Main Street CIP19-004 Sewer Backflow February 2019		
	Cost to-date	Estimated Costs
Emergency Repairs & Remediation	150,948.34	
*REMIF reimbursed for \$140,948.34. Cost to the City \$10,000		
1480 Main Street Misc. Repairs		
Replace HVAC - Feb 2019	12,500.00	
Misc. Repairs (carpet, hot water)	1,635.93	
Misc. Electrical Repairs	1,288.23	
Breaker Box Repair	545.00	
Server Room AC Replacement	12,753.47	
Misc. HVAC Repairs	8,337.86	
PD HVAC Repair	12,668.80	
TOTAL PREVIOUS COSTS	200,677.63	

	Cost to-date	Estimated Costs
1572 Railroad Avenue Renovation		
Replace HVAC	-	21,748.98
In House Supplies	-	2,500.00
Replace Floors	-	13,000.00
Install Fire Alarm	-	20,000.00
Electrical for Fire Alarm		TBD
Install CO2 Monitor	-	TBD
Install Nox Box	-	TBD
SUB-TOTAL	-	57,248.98
Contingency 15%	-	8,587.35
TOTAL RAILROAD	-	65,836.33

1480 Main Street - Smoke Damage		
Testing	3,425.00	
Return and Supply Registers	6,125.00	
5 Ton Units	1,554.00	
6-8 Ton Units	1,492.00	
Replace HVAC	-	6,112.00
Cleaning Soot Areas	-	8,339.00
Replace Electrical Panel		TBD
Install Fire Alarm	-	24,000.00
Electrical for Fire Alarm		TBD
Install CO2 Monitor	-	TBD
Install Nox Box	-	TBD
SUB-TOTAL	12,596.00	38,451.00
Contingency 15%	1,889.40	5,767.65
TOTAL MAIN STREET	14,485.40	44,218.65

TOTAL RAILROAD AND CITY HALL	215,163.03	110,054.98
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Cindy Tzaopoulos

From: Mark Prestwich
Sent: Monday, January 6, 2020 8:31 AM
To: Cindy Tzaopoulos
Subject: FW: [External] suggestion

Public comment

From: April Mitts <AMitts@cityofsthelena.org>
Sent: Monday, January 6, 2020 8:29 AM
To: Mark Prestwich <MPrestwich@cityofsthelena.org>
Subject: FW: [External] suggestion

Just an FYI – Geoff added me to the response. I didn't know if you saw this email.

April Mitts
Finance Director
City of St. Helena
1480 Main Street, St. Helena, CA 94574
707-968-2751 office; 707-963-7966 fax



From: Geoff Ellsworth <GEllsworth@cityofsthelena.org>
Sent: Monday, January 06, 2020 6:48 AM
To: Christina McGrath <christinamcgrath12341@yahoo.com>
Cc: April Mitts <AMitts@cityofsthelena.org>
Subject: Re: [External] suggestion

Thank you for the note Christina, we will be meeting this week to discuss all potential options.
Best, Geoff

Sent from my iPad

On Jan 4, 2020, at 10:18 PM, Christina McGrath <christinamcgrath12341@yahoo.com> wrote:

To whom it may concern have you considered renting the St. Helena Catholic School as City Hall instead of Napa Valley College upper valley campus etc.
Thanks for taking the time for reading this suggestion
Christina McGrath
Sent from [Mail](#) for Windows 10