



City of St. Helena
Regular City Council Meeting
Tuesday, February 11, 2020 @ 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. None
7. STAFF BRIEFING
7.1. Upper York Creek Dam Project Update by Erica Ahmann Smithies, Public Works Director and City Engineer
7.2. Update on Waste Water Treatment Plant Upgrade Project by Erica Ahmann Smithies, Public Works Director and City Engineer
8. CONSENT ITEMS
Members of the Council or the public may ask that any items be considered individually for purposes of considering alternative action, for extended discussion, or for public comment. Unless that is done, one motion may be used to adopt all recommended actions. (Roll Call Vote)

- 8.1. Consideration and approval of a Resolution authorizing (1) Amendment No. 2 to Professional Services Agreement with Noll & Tam Architects STH Contract No: FY 2019-091 for an additional \$10,000 for a total contract amount not-to-exceed \$283,244; (2) a budget increase of \$8,840 to 101-4000-2130 and use of General Fund Reserves of the same; and (3) a budget increase of \$1,160 to 713-4000-2130, Civic Impact Fee Fund. 9 - 16

CEQA Determination: Categorically Exempt, Section 15323

Prepared By: Preya Nixon, Asst. to the City Manager

Recommendation:

Staff recommends City Council approve a resolution authorizing (1) Amendment No. 2 to Professional Services Agreement with Noll & Tam Architects STH Contract No: FY 2019-091 for an additional \$10,000 for a total contract amount not-to-exceed \$283,244; (2) a budget increase of \$8,840 to 101-4000-2130 and use of General Fund Reserves of the same; and (3) a budget increase of \$1,160 to 713-4000-2130, Civic Impact Fee Fund.

[Staff Report - Pdf](#)

- 8.2. Consideration and proposed adoption of a resolution authorizing the City Manager to execute Amendment No. 1 to STH Contract: FY 2019-057 in the amount of \$14,960, to the Professional Services Agreement with Green Valley Consulting Engineers for CIP Project: R19-79 Pavement Restoration Design Services for a total not-to-exceed amount of \$104,960. 17 - 46

CEQA Determination: Class I Categorical Exemption under Section 15301 of CEQA

Prepared By: Martin Beltran, Management Analyst

Recommendation:

Staff recommends City Council adopt a Resolution authorizing the City Manager to execute Amendment No. 1 to STH Contract: FY 2019-057 in the amount of \$14,960 to the Professional Services Agreement with Green Valley Consulting Engineers for CIP Project: R19-79 Pavement Restoration. The total amended not-to-exceed amount of the agreement will be \$104,960.

[Staff Report - Pdf](#)

- 8.3. Consideration and proposed approval of a resolution authorizing A) new Police Officer Trainee position classification for the Police Department and approving the job description, B) approving the First Amendment of the Memorandum of Understanding between St. Helena Police Officers' Association and the City of St. Helena for the period July 1, 2017-June 30, 2020 to include the Police Officer Trainee classification as a non-sworn officer, and C) duly adopting and approving publicly available pay schedules in accordance with the requirement of California Code of Regulations Title 2, section 570.5 to include the new Police Officer Trainee classification. 47 - 82

CEQA Determination: Not a CEQA project

Prepared By: Justin Tharp, Sergeant, Kathy Robinson, Human Resources & IT Director

Recommendation:

City staff recommends the approval of a new position to the police department adding Police Officer Trainee position and approving the job description, approving the First Amendment to the Police Officers' Association Memorandum of Understanding including the new position, and recommends City Council duly approve and adopt the amended pay schedule of the Police Officer Association Compensation Schedule which includes the new Police Officer Trainee position.

[Staff Report - Pdf](#)

- 8.4. Consideration and proposed approval of a resolution authorizing the purchase of three solar and battery powered WANCO Color Message Board Signs and Trailers WVTM-5C in the amount of \$117,185.14 from TAPCO-Traffic & Parking Control Co., Inc. 83 - 134

CEQA Determination: Not a "project" as defined in CEQA Guidelines Section 15378(a); Common Sense exemption, as set forth in CEQA Guidelines Section 15061(b)(3).

Prepared By: Martin Beltran, Management Analyst

Recommendation:

Staff recommends City Council adopt a resolution authorizing the purchase of three solar and battery powered WANCO Color Message Board Sign and Trailer WVTM-5C in the amount of \$117,185.14 from TAPCO-Traffic & Parking Control Co., Inc.

[Staff Report - Pdf](#)

- 8.5. Consideration and Proposed Adoption of a Resolution in Support of Napa County Measure K: Napa Water, Parks and Open Space Restoration and Preservation Retail Transactions and Use Tax Ordinance 135 - 159

CEQA Determination: Not a CEQA project

Prepared By: Preya Nixon, Asst. to the City Manager

Recommendation:

Pass a resolution in support of Measure K.

[Staff Report - Pdf](#)

- 8.6. Consideration and Proposed Adoption of a Resolution Sustaining the Decision of the Planning Commission Denying a Demolition Permit and Design Review Filed by Jenny and Nick Vitro for the Property Located at 1443 Stockton Street 161 - 249

CEQA Determination: Exempt

Prepared By: Maya DeRosa, Planning & Building Director

Recommendation:

The Planning and Building Department recommends that the City Council consider the staff report, and all written and spoken evidence, and:

1. Take action on the resolution with findings memorializing the Council's decision to sustain the decision of the Planning Commission denying a Demolition Permit and Design Review for a single family house at 1443 Stockton Street, prepared as directed by the City

Council on January 28, 2020.

[Staff Report - Pdf](#)

9. PUBLIC HEARINGS

9.1. None

10. OLD BUSINESS

- 10.1. Discussion on bike facilities along Spring Street, direction to staff on preferred facility, and consideration of adopting a Resolution rescinding Resolution 2018-165 and adding portions of Spring Street to the City's list of red zones (parking prohibitions). The recommended bike facility options are as follows: 251 - 294

(1) Reduce the lane width on Spring Street to 11' travel lanes, add a Class II 5' bike lane in the westbound direction, and a Class III/"Share the Road" facility in the eastbound direction, and restrict parking on the south side of Spring Street;

(2) Add a Class III "Share the Road" bike facility in both directions, keep existing lane widths, and no parking restrictions.

CEQA Determination: Exempt from the requirements of CEQA pursuant to Section 15301, Class 1, which exempts the operation, leasing, or minor alteration of existing facilities

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

Recommendation:

Discussion on bike facilities along Spring Street, direction to staff on preferred facility, and consideration of adopting a Resolution rescinding Resolution 2018-165 and adding portions of Spring Street to the City's list of red zones (parking prohibitions).

[Staff Report - Pdf](#)

[Public Comment.Chris Cole](#)

[Public Comment.Maxine Angell](#)

- 10.2. Consideration and approval of a Resolution approving City of St. Helena City Council P-FI-0018 Ticket Distribution Policy 295 - 305

CEQA Determination: Not a CEQA project

Prepared By: April Mitts, Finance Director

Recommendation:

Staff recommends City Council adopt a Resolution approving City of St. Helena Policy P-FI-0018 Ticket Distribution Policy.

[Staff Report - Pdf](#)

11. NEW BUSINESS

- 11.1. Discussion and Direction Regarding Request by the St. Helena Rotary Club and Boy Scout Troop 1 to partner with the City of St. Helena to Fundraise and Repair the Exterior of Scout Hall 307 - 317

CEQA Determination: This project is deemed exempt from the requirements of CEQA under Section 15301, Existing Facilities; and Section 15061(b) (3), which identifies that a rulemaking activity which does not have the potential for causing a significant effect on the environment is therefore, exempt per the general rule that CEQA applies only to projects which have the potential for causing a significant impact on the environment.

Prepared By: Mark T. Prestwich, City Manager

Recommendation:

Provide direction to the City Manager.

[Staff Report - Pdf](#)

[Public Comment.Tony Albright](#)

- 11.2. Review of Fire Department operations and consideration of adjustments to improve readiness including modification of one 10-hour part-time firefighter shift and increase in the Fire Chief's weekly paid hours of work from 16 to 30 hours 319 - 338

CEQA Determination: Not a CEQA project

Prepared By: Alec Vidler, Administrative Assistant/Fire Inspector

Recommendation:

1. Support the Fire Chief and City Manager's recommendation for increasing operational staffing capacity as recommended to allow for implementation of the year around shift; and bring back to City Council a resolution for consideration and approval to increase staffing hours of the Fire Chief; or

2. Support the Fire Chief and City Manager's recommendation for increasing operational staffing capacity with recommended City Council modifications and bring back to City Council a resolution for consideration and approval authorizing the increased staff capacity for Fire Department operations; or

3. Provide alternative direction.

[Staff Report - Pdf](#)

- 11.3. Quarterly Grant Report for FY 2020 Q2, for the period ending December 31, 2019 339 - 351

CEQA Determination: Not a CEQA project

Prepared By: Mandy Kellogg, Finance Manager

Recommendation:

Receive and file report.

[Staff Report - Pdf](#)

- 11.4. Presentation of the Fiscal Year 2019 Comprehensive Annual Financial Report (CAFR) and Independent Auditor's Report on Internal Control Over Financial Reporting 353 - 537

CEQA Determination: Not a CEQA project

Prepared By: Mandy Kellogg, Finance Manager

Recommendation:

Staff recommends the City Council receive the presentation and accept the Comprehensive Annual Financial Report of the City of St. Helena for Fiscal Year Ended June 30, 2019.

[Staff Report - Pdf](#)

- 11.5. Review of Fiscal Year (FY) 2020-21 Budget Preparation Calendar

539 - 540

CEQA Determination: Not a CEQA project

Prepared By: April Mitts, Finance Director

Recommendation:

Receive and file.

[Staff Report - Pdf](#)

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

- 12.1.

February City Council Meetings:

2/11 (staff reports due 1/24)

2/25 (staff reports due 2/7)

STAFF BRIEFING:

Upper York Creek Dam Project Update by Erica Ahmann Smithies, Public Works Director and City Engineer

Update on Waste Water Treatment Plant Upgrade Project by Erica Ahmann Smithies, Public Works Director and City Engineer

CONSENT:

2/25 Award of fireworks RFP

2/25 Reclassification adding Senior Engineer

2/25 Cell Tower Lease

2/25 Grayson South Crane PSA Design

2/25 Resolution upholding planning commission denial at 1443 Stockton

OLD BUSINESS:

2/25 PSPS After Action Report

2/25 1st reading Curfew Ordinance Repeal

PH or NEW BUSINESS:

2/25 Police Department Annual Report

March City Council Meetings:

3/10 (staff reports due 2/21)

3/24 (staff reports due 3/6)

STAFF BRIEFING:

Upper York Creek Dam Project Update by Erica Ahmann Smithies, Public Works Director and City Engineer

Update on Waste Water Treatment Plant Upgrade Project by Erica Ahmann Smithies, Public Works Director and City Engineer

OLD BUSINESS:

3/10 Branding and Marketing

3/10 Utility Master Plan

3/24 TDA 3 Grant Award

3/24 Main Street red curb

PH or NEW BUSINESS:
3/10 Nimbus Arts mural discussion
Early in 2020 (March or April) - LRFF

13. ADJOURNMENT

The next Regular City Council meeting is scheduled for February 25, at 6:00 p.m. in the Vintage Hall Board Room located at 465 Main Street.

This agenda was posted at City Hall, 1480 Main Street, and at Vintage Hall, 465 Main Street, St. Helena, California on February 4, 2020.



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.



Report to the City Council
Regular City Council - 11 Feb 2020

Agenda Section: CONSENT ITEMS

Subject: Consideration and approval of a Resolution authorizing (1) Amendment No. 2 to Professional Services Agreement with Noll & Tam Architects STH Contract No: FY 2019-091 for an additional \$10,000 for a total contract amount not-to-exceed \$283,244; (2) a budget increase of \$8,840 to 101-4000-2130 and use of General Fund Reserves of the same; and (3) a budget increase of \$1,160 to 713-4000-2130, Civic Impact Fee Fund.

CEQA Determination: Categorically Exempt, Section 15323

Prepared By: Preya Nixon, Asst. to the City Manager

Reviewed By: April Mitts, Finance Director

Approved By: Mark T. Prestwich, City Manager

BACKGROUND

On May 28, 2019, the City entered into a Professional Services Agreement with Noll & Tam Architects (Consultant) to provide professional services in connection with the project described as Architectural Feasibility/Visioning Study of Library, City Hall, and Community/Recreational facilities at the City of St. Helena. Over the past year, Noll & Tam held extensive community outreach including establishing a steering committee comprised of diverse stakeholders.

On August 26, 2019, a Special City Council Meeting was held and Noll & Tam presented site options associated with the architectural feasibility/visioning study of the Library, City Hall, and conceptual Community/Recreation facilities. During this meeting City Council provided direction to the City Manager and Noll & Tam to move forward with obtaining cost estimates the options presented.

On October 22, 2019, the City Council authorized Amendment #1 to Professional Services Agreement with Noll & Tam Architects: STH Contract: No: 2019-091 for an additional \$17,674 to provide additional community outreach materials and create a fourth concept for a not-to-exceed amount of \$273,244.

At the November 12, 2019 City Council meeting, the City Council received an informational presentation from Noll & Tam on Civic Institutions Massing Concepts and Costs Estimates. The City Council requested to bring this item back for further discussion at a future meeting.

DISCUSSION

On January 8, 2020, a second presentation by Noll & Tam was made at a Special City Council meeting for further discussion of concepts. The Council expressed interest in further analysis associated with a new combined City Hall and Library facility concept. This requires a second amendment to Noll & Tam's contract for an additional \$10,000 for a total not-to-exceed amount of \$283,244.

FISCAL IMPACT

The fiscal impact of Amendment No. 2 to the Professional Services Agreement STH Contract No. 2019-091 will be an additional \$10,000 for a total not-to-exceed amount of \$283,244. A budget increase of \$8,840 to 101-4000-2130 and use of General Fund Reserves of the same and a budget increase of \$1,160 to 713-4000-2130, Civic Impact Fee Fund.

RECOMMENDED ACTION

Staff recommends City Council approve a resolution authorizing (1) Amendment No. 2 to Professional Services Agreement with Noll & Tam Architects STH Contract No: FY 2019-091 for an additional \$10,000 for a total contract amount not-to-exceed \$283,244; (2) a budget increase of \$8,840 to 101-4000-2130 and use of General Fund Reserves of the same; and (3) a budget increase of \$1,160 to 713-4000-2130, Civic Impact Fee Fund.

ATTACHMENTS

[Exhibit A: Scope of Services for Amendment #2 Noll & Tam](#)

[Amendment #2 Noll and Tam 021120](#)

[Resolution Noll & Tam Amendment #2](#)

St Helena Architectural Feasibility /Visioning Study for Civic Facilities

ADDITIONAL SERVICE REQUEST NO. 2

January 22, 2020



Mark Prestwich, City Manager

City of St Helena

1480 Main Street St. Helena, CA 94574

Re: Additional service request (ASR 2)

Dear Mark,

This is an Additional Service Request for scope not included in our base contract per City requests.

We also request that in addition to this add fee request, the remaining funds in our professional services contract be reallocated to these scope revisions. The revised scope and proposed add fees are summarized below.

Scope of Work:

- a. (2) Additional Concept Options:
 - Consolidated New Library and City Hall 2 story building at Library Lane site
 - Consolidated Library and City Hall renovation + 1 story addition, reusing the existing library building
 - Site plans (including a modest surface parking lot), and enlarged floor plans for each option
- b. Associated cost estimates for these additional options
- c. A new City Hall building located at the existing City Hall site.
 - Site plan diagram that locates previous concept plan for a new city hall at the Lyman Park site.
 - Estimated cost for this option will be interpolated from previous cost estimate
- d. (1) City Council meeting presentation including preparation and materials.

Deliverables:

See individual items above for proposed deliverables.

Exclusions:

1. Services or work products not noted above can be provided upon request as an additional service.
2. Currently we have (1) remaining Council meeting including preparation time within our scope. Additional City Council meetings or task force meetings would be outside of this current scope.
3. WRT landscape and master planning services are not included in this proposal

Fees:

Our basic fee for this scope shall be lump sum fixed fee of \$10,000 as listed below, billed on a percent complete basis.

Total ASR 2 Compensation:

Noll & Tam Architects	\$8,350
Mack 5, Cost estimators	\$1,650
Total Fee	\$10,000

Schedule Goal

We anticipate that the additional concept design work along with cost estimates can be completed for presentation at the February 25th, 2020 Council meeting.

Sincerely,

Approved:



Janet Tam, principal

Noll & Tam Architects

Jan 22, 2020

Mark Prestwich, City Manager

City of St Helena

Date

AMENDMENT #2

TO PROFESSIONAL SERVICES AGREEMENT WITH NOLL & TAM ARCHITECTS; STH CONTRACT NO: FY 2019-091 FOR FOR ARCHITECTURAL FEASIBILITY/VISIONING STUDY OF LIBRARY, CITY HALL, AND RECREATIONAL FACILITIES AT THE CITY OF ST. HELENA FOR AN ADDITIONAL \$10,000 FOR A TOTAL CONTRACT AMOUNT NOT-TO-EXCEED \$283,244.

This Second Amendment to Professional Services Agreement STH Contract: FY 2019-091 dated May 28, 2019 ("Agreement") is made as of this 11th day of February 2020 by and between the City of St. Helena, a municipal corporation ("City"), and Noll & Tam Architects ("Consultant").

RECITALS

- A. On May 28, 2019, the City and Consultant entered into the Agreement for Consultant to provide professional services in connection with the project described as Architectural Feasibility/Visioning Study of Library, City Hall, and Recreational Facilities at the City of St. Helena; and
- B. On August 26, 2019, a Special City Council Meeting was held for discussion and direction regarding concept site options associated with the Architectural Feasibility/Visioning Study fo the Library, City Hall, and Recreation Facilities; and
- C. On October 22, 2019, the City Council authorized Amendment #1 to Professional Services Agreement with Noll & Tam Architects: STH Contract: No: 2019-091 for an additional \$17,674 to provide additional community outreach materials and create a fourth concept for a not-to-exceed amount of \$273,244; and
- D. On January 8, 2020, an updated presentation by Noll & Tam was made at a Special City Council Meeting; and
- E. The City and Consultant now desire to amend the Agreement with the Consultant to create a fifth concept option for a combined City Hall and Library facility (Exhibit A).

AGREEMENT

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

1. Section 4.A. Compensation and Method of Payment, is amended to read as follows:

"Total compensation shall not exceed \$283,244.00..."

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

Entered as of the day and year first above stated.

Page 1 of 2

Second Amendment to Professional Services Agreement STH Contract: FY 2019-091
Consultant: Noll & Tam Architects

CONSULTANT:

Signatures of Authorized Persons:

By: _____

Print Name: _____

Title: _____

CITY OF ST. HELENA
a Municipal Corporation

By: _____

Print Name: Mark T. Prestwich
Title: City Manager

APPROVED AS TO FORM:

City Attorney

ATTEST:

City Clerk

CITY OF ST. HELENA

RESOLUTION NO. 2020-_____

Authorizing (1) Amendment #2 to Professional Services Agreement with Noll & Tam Architects STH Contract No: FY 2019-091 for an additional \$10,000 for a total contract amount not-to-exceed \$283,244; (2) a budget increase of \$8,840 to 101-4000-2130 and use of General Fund Reserves of the same; and (3) a budget increase of \$1,160 to 713-4000-2130.

RECITALS

- A. On May 28, 2019, the City entered into a Professional Services Agreement with Noll & Tam Architects (Consultant) to provide professional services in connection with the project described as Architectural Feasibility/Visioning Study of Library, City Hall, and Recreational Facilities at the City of St. Helena; and
- B. On August 26, 2019, a Special City Council Meeting was held for discussion and direction regarding concept site options associated with the Architectural Feasibility/Visioning Study of Library, City Hall, and Recreational Facilities at the City of St. Helena; and
- C. On October 22, 2019, the City Council authorized Amendment #1 to Professional Services Agreement with Noll & Tam Architects: STH Contract: No: 2019-091 for an additional \$17,674 to provide additional community outreach materials and create a fourth concept for a not-to-exceed amount of \$273,244; and
- D. On January 8, 2020, an updated presentation by Noll & Tam was made at a special City Council Meeting; and
- E. The City and Consultant now desire to amend the Agreement with the Consultant to create a fifth concept option for a combined City Hall and Library facility.

RESOLUTION

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

- 1. Approval of this resolution is CEQA Categorically Exempt under Section 15323; and
- 2. Approves Amendment #2 to Professional Services Agreement with Noll & Tam Architects STH Contract No: FY 2019-091 for an additional \$10,000 for a total contract amount not-to-exceed \$283,244 and authorizes the City Manager to execute all necessary documents; and

3. Approves a budget increase of \$8,840 to 101-4000-2130 and use of General Fund Reserves of the same; and
4. Approves a budget increase of \$1,160 to 713-4000-2130.

Approved at a Regular Meeting of the St. Helena City Council on February 11, 2020, by the following vote:

Mayor Geoff Ellsworth:

Vice Mayor Paul Dohring:

Councilmember Koberstein:

Councilmember Anna Chouteau:

Councilmember David Knudsen:

APPROVED:

Geoff Ellsworth, Mayor

ATTEST:

Cindy Tzafopoulos, City Clerk



Report to the City Council
Regular City Council - 11 Feb 2020

Agenda Section: CONSENT ITEMS

Subject: Consideration and proposed adoption of a resolution authorizing the City Manager to execute Amendment No. 1 to STH Contract: FY 2019-057 in the amount of \$14,960, to the Professional Services Agreement with Green Valley Consulting Engineers for CIP Project: R19-79 Pavement Restoration Design Services for a total not-to-exceed amount of \$104,960.

CEQA Determination: Class I Categorical Exemption under Section 15301 of CEQA

Prepared By: Martin Beltran, Management Analyst

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

Approved By: Mark T. Prestwich, City Manager

BACKGROUND

The City of St. Helena is responsible for the maintenance of public streets within the City limits. On May 8, 2018, City Council adopted the Capital Improvement Plan (CIP) which included Pavement Restoration, CIP Project No. R19-79. The City of St. Helena requires engineering services in order to provide plans, specifications, and construction estimates in order to bid the street improvement projects. On January 8, 2019, the City and Green Valley Consulting Engineers (Green Valley) entered into an agreement to provide professional services related to design. The design services included a combination of asphalt concrete overlays, crack sealing, slurry sealing, and/or microsurfacing of various streets within the City of St. Helena. Accessibility improvements to sidewalks and curb ramps will be included as part of the project wherever applicable. The City recently finished the R19-79 Year 1 Pavement Restoration project.

DISCUSSION

In order to prevent construction scheduling conflicts with PG&E in the R19-79 Year 1 Pavement Restoration project, City staff asked Green Valley to shift streets between Year 1 and Year 2 as well as include additional design work in Year 1.

The recommended amendment will allow for additional work to complete the Year 2 Pavement Restoration design plans and specifications, as well as assist with bid and construction support services. Green Valley will assist the City in answering questions during the bid phase and preparing bid addenda during advertising. During the construction phase Green Valley will be able to respond to Contractor questions, respond to Requests for Information (RFI's), prepare any needed change order documentation, and assist the City as needed. The construction phase of R19-79 Year 2 Pavement Restoration project is scheduled to start in late Spring/Summer 2020.

FISCAL IMPACT

The Pavement Restoration Project, CIP Project No. R19-79 adopted in May 2018 included the total design costs allocated in FY 2019 and FY 2020 at \$105,000. On January 8, 2019, STH Contract: FY 2019-057 with Green Valley Consulting Engineers was executed for a not-to-exceed amount of \$90,000. Amendment No. 1 is for an additional \$14,960 for a total design contract for a not-to-exceed amount of \$104,960. Sufficient funding for the design is available in the total approved project budget.

City funds budgeted for this project include General Funds, Measure T, and Road Maintenance and Rehabilitation Account Funds (SB1).

RECOMMENDED ACTION

Staff recommends City Council adopt a Resolution authorizing the City Manager to execute Amendment No. 1 to STH Contract: FY 2019-057 in the amount of \$14,960 to the Professional Services Agreement with Green Valley Consulting Engineers for CIP Project: R19-79 Pavement Restoration. The total amended not-to-exceed amount of the agreement will be \$104,960.

ATTACHMENTS

[Attachment 1: Resolution](#)

[Attachment 2: Amendment No. 1 Green Valley](#)

[Attachment 3: Executed Professional Services Agreement](#)

CITY OF ST. HELENA

RESOLUTION No. 2020-

Authorizing the City Manager to execute Amendment No. 1 to STH Contract: FY 2019-057 in the amount of \$14,960, to the Professional Services Agreement with Green Valley Consulting Engineers for CIP Project: R19-79 Pavement Restoration for a total not-to-exceed amount of \$104,960

RECITALS

- A. City staff selected Green Valley Consulting Engineers through a Request for Proposals process for design services to provide two years of street paving projects; and
- B. City staff determined that Green Valley Consulting Engineers has the appropriate pavement restoration project design experience required to prepare a complete set of contract documents that will be necessary to competitively hire a contractor to complete the 2018/2019 and 2019/2020 Pavement Restoration Projects; and
- C. On January 8, 2019 the City and Consultant entered into the Agreement for Consultant to provide professional services in connection with the project described as R19-79 Pavement Restoration; and
- D. The Agreement's current Scope of Services does not include the funds or the additional work needed to allow Green Valley Consulting Engineers to assist with the re-arrangement of streets between the Year 1 and Year 2 Improvement Plans, as well as the inclusion of bid support services for the Year 2 Improvement Plans; and

- E. The additional funding is necessary to allow Green Valley Consulting Engineers to provide additional consulting services to the City; and

RESOLUTION

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

1. Authorizes the City Manager to execute Amendment No. 1 to STH Contract: FY 2019-057 in the amount of \$14,960 to the Professional Services Agreement with Green Valley Consulting Engineers for CIP Project: R19-79 Pavement Restoration. The total amended not-to-exceed amount of the agreement will be \$104,960.

Approved at a Regular Meeting of the St. Helena City Council on February 11, 2020 by the following vote:

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

APPROVED: ATTEST:

Geoff Ellsworth, Mayor

Cindy Tzaopoulos, City Clerk

AMENDMENT NO. 1
TO PROFESSIONAL SERVICES AGREEMENT WITH GREEN VALLEY CONSULTING
ENGINEERS; STH CONTRACT NO: 2019-057 FOR DESIGN/BID AND CONSTRUCTION
SERVICES, CAPITAL IMPROVEMENT PROJECT: R19-79 PAVEMENT RESTORATION

This First Amendment to Professional Services Agreement STH Contract: 2019-057 dated January 8, 2019 ("Agreement") is made as of this ____ day of _____, 2020 by and between the City of St. Helena, a municipal corporation ("City"), and Green Valley Consulting Engineers. ("Consultant").

RECITALS

- A. On January 8, 2019 the City and Consultant entered into the Agreement for Consultant to provide professional services in connection with the project described as R19-79 Pavement Restoration; and
- B. The Agreement's current Scope of Services does not include the funds or the additional work needed to allow Green Valley Consulting Engineers to assist with the re-arrangement of streets between the Year 1 and Year 2 Improvement Plans, as well as the inclusion of bid support services for the Year 2 Improvement Plans; and
- C. The additional funding is necessary to allow Green Valley Consulting Engineers to provide additional consulting services to the City; and

AGREEMENT

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

- 1. Section 1. Basic Services
Parties agree to amend Section 1, "Basic Services" of the Agreement to provide additional services, as outlined in Exhibit A, "Scope of Work" attached hereto.
- 2. Section 4. Compensation, is amended to read as follows:
"Total compensation shall not exceed \$104,960.00..."

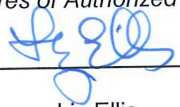
All other terms of the Agreement shall remain in full force and effect.

Entered as of the day and year first above stated.

CONSULTANT:

CITY OF ST. HELENA
a Municipal Corporation

Signatures of Authorized Persons:

By:  _____

Print Name: Liz Ellis

Title: President

By: _____

Print Name: Mark T.
Prestwich

Title: City Manager

APPROVED AS TO FORM:

Kara K. Ueda, City Attorney

ATTEST:

City Clerk

Attachments:

Exhibit A: "Scope of Work"

Exhibit B: "Compensation"

Exhibit A

"Scope of Work"

Green Valley Consulting Engineers have prepared the following fee and scope for the request to amend the original contract to allow for the re-arrangement of streets between Year 1 and Year 2 Improvement Plans, as well as the inclusion of bid support services for the Year 2 Improvement Plans.

Bid and Construction Support Services – Green Valley Consulting Engineers will assist the City in answering questions during the bid phase and preparing bid addenda during advertising. During the construction phase Green Valley will respond to Contractor questions, respond to RFI's, prepare any needed change order documentation and assist the City as needed.

The estimated fee for Amendment No. 1 work is \$14,960.

Original Contract	\$90,000
Amendment #1	<u>\$14,960</u>
 Total	 \$104,960

Exhibit B

"Compensation"

ESTIMATED DESIGN FEES									
TASK NUMBER	DESCRIPTION	PROPOSED HOURS						Direct	Task Total
		PM/PE	Design	Survey	Cad	Admin	Subtotal	Costs	Fees
		\$165	\$145	\$225	\$135	\$75			
Task 1	Mapping and Re-arrangement of Year 1 & 2	4	8	6	20	2	\$6,020		\$6,020
Task 2	Bid and Construction Support Services	6	24		32	2	\$8,940		\$8,940
Total Hours		10	32	6	52	4	\$14,960	\$ -	
Estimated Design Fee Total									\$14,960

STH CONTRACT: FY 2019-057

AGREEMENT FOR PROFESSIONAL SERVICES

THIS AGREEMENT, made and entered into on Jan 8, 2019, ~~2018~~ by and between the City of St. Helena, located in the County of Napa, State of California (City), and Green Valley Consulting Engineers (Consultant).

RECITALS:

A. City desires to employ Consultant to furnish professional services in connection with the project described as **R19-79 Pavement Restoration**.

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

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

SECTION 1 – BASIC SERVICES

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

SECTION 2 – ADDITIONAL SERVICES

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

SECTION 3 – TIME FOR COMPLETION

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

SECTION 4 – COMPENSATION AND METHOD OF PAYMENT

A. Subject to any limitations set forth in this Agreement, City agrees to pay consultant the amount specified in Exhibit B, “Compensation” attached hereto and made a part hereof. Total compensation shall not exceed \$90,000, 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, and the amount remaining on the Agreement. City shall independently review each invoice

Page 1 of 11

Green Valley Consulting Engineers - R19-79

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

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

SECTION 6 – INSPECTION AND FINAL ACCEPTANCE

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

SECTION 7 – INSURANCE REQUIRED

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

- 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.

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.

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 and hold harmless City, its agents, officers, officials, employees, and volunteers from any and all claims, demands, suits, loss, damages, injury, and/or liability (including any and all costs and expenses in connection therewith) (collectively, "Liabilities"), incurred by reason of any negligent or otherwise wrongful act or omission of Consultant, its officers, agents, employees and subcontractors, or any of them, under or in connection with this Agreement; and Consultant agrees at its own cost, expense and risk to defend any and all claims, actions, suits, or other legal proceedings brought or instituted against City, its agents, officers, officials, employees and volunteers, or any of them, arising out of such negligent or otherwise wrongful act or omission, and to pay and satisfy any resulting judgments.

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

C. If any action or proceeding is brought against Indemnitees by reason of any of the matters against which Consultant has agreed to indemnify Indemnitees as provided above, Consultant, upon notice from City, shall defend Indemnitees at Consultant's expense by counsel acceptable to City, such acceptance not to be unreasonably withheld. Indemnitees need not have

Page 4 of 11

Green Valley Consulting Engineers - R19-79

first paid for any of the matters to which Indemnitees are entitled to Indemnification in order to be so indemnified. The insurance required to be maintained by Consultant shall ensure Consultant's obligations under this section, but the limits of such insurance shall not limit the liability of Consultant hereunder. The provisions of this section shall survive the expiration or earlier termination of this Agreement.

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

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

SECTION 9 – INDEPENDENT CONTRACTOR STATUS

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

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

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

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

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

B. City understands and acknowledges that Consultant is, as of the date of execution of this Agreement, independently involved in the performance of non-related services for other governmental agencies and private parties. Consultant is aware of any stated position of City

relative to such projects. Any future position of City on such projects shall not be considered a conflict of interest for purposes of this section.

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

SECTION 11 – OWNERSHIP OF DOCUMENTS

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

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

SECTION 12 – CONFIDENTIAL INFORMATION; RELEASE OF INFORMATION

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

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

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

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

SECTION 13 – SUSPENSION OF WORK

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

SECTION 14 – COMPLIANCE WITH LAW

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

SECTION 15 – COMPLIANCE WITH CIVIL RIGHTS

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

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

recruitment or recruitment advertising; layoff or termination; rate of pay or other forms of compensation; and selection for training including apprenticeship.

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

C. Solicitations for Subcontractors including Procurement of Materials and Equipment. In all solicitations, either by competitive bidding or negotiations, made by Consultant for work to be performed under a subcontract, including procurement of materials or leases of equipment, each potential subcontractor, supplier, or lessor shall be notified by Consultant of Consultant's obligations under this Agreement and the regulations relative to nondiscrimination.

SECTION 16 – RECORDS

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

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

SECTION 17 – COOPERATION BY CITY

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

SECTION 18 – NOTICES

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

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

To Consultant: Green Valley Consulting Engineers
 335 Tesconi Circle
 Santa Rosa, California 95401

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

SECTION 19 – TERMINATION

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

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

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

SECTION 20 – ATTORNEYS' FEES

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

SECTION 21 – ENTIRE AGREEMENT

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

SECTION 22 – SUCCESSORS AND ASSIGNS

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

SECTION 23 – CONTINUITY OF PERSONNEL

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

SECTION 24 – DEFAULT

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

SECTION 25 – WAIVER

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

SECTION 26 – LAW TO GOVERN; VENUE

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

SECTION 27 – SEVERABILITY

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

SECTION 28 – SPECIAL PROVISIONS

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

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

Consultant:

City:

By: 
Name: Liz Ellis
Title: Principal

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

Approved as to Form:

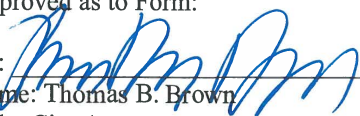
By: 
Name: Thomas B. Brown
Title: City Attorney

Exhibit A
“Scope of Services”

Exhibit B
“Compensation”

Exhibit A
Scope of Work
R19-79 Pavement Restoration
City of St. Helena

Scope of Services

Task 1. Site Evaluation and Survey Mapping

Upon being assigned the Project, the Consultant shall perform site visits to determine the exact scope of survey work needed for preparation of mapping associated with the pedestrian ramp designs. The consultant shall utilize existing mapping that is available for preparation of plans associated with the paving work in order to keep the consultant's costs to a minimum. The Consultant does not believe that detailed survey mapping will be needed for the street work.

The Consultant shall prepare a summary of the ramps needed to be replaced to bring them to current standards and obtain the City's concurrence before proceeding with survey work. Most ramps shall require detailed grading plans and by default, topographic mapping, due to the critical nature of grades, conform limits, existing features that may need relocated, etc. The Consultants initial walk thru of the various streets indicates a minimum of 50 ramps that shall be impacted.

Field reviews shall also be performed of each street to make a detailed spreadsheet and videos of the existing striping patterns and iron (manhole and valve covers) that shall need to be restored after streets are overlaid, slurry sealed, etc. These videos shall be used during the construction/inspection phase and perform a field survey to be used for the mapping product. This visit shall be critical as it shall identify early in the process any constraints associated with the ramps to be replaced, such as right of way concerns, need for temporary construction easements, grade conforms, etc. The Consultant shall obtain relevant background information as available, including: base maps, existing record drawings in the ramp vicinity, and information on existing utilities that shall need to be adjusted to grade or relocated (manhole covers, power poles, etc).

Task 2. Preliminary Plans, Specifications and Cost Estimate

The Consultant shall prepare preliminary improvement plans that indicate detailed grading plans for those pedestrian ramps to be replaced, detail sheets associated with paving methods to be utilized (slurry seal, overlay and microsurfacing), plan sheets and/or exhibits for the various streets to be rehabilitated that indicate project limits, striping and pavement markers to be replaced and any other miscellaneous information needed to allow for advertising the projects. Full size plans shall be created and shall indicate limits of work, general notes and preliminary design details. Draft specifications shall be provided and a preliminary cost estimate shall be prepared.

The plans shall include the replacement of up pedestrian ramps at the various intersections as listed on the City's exhibits. Minor sidewalk shall need to be installed with the construction of any new ramps.

Deliverables for this task will include 65% and 90% plans, specifications, and estimates.

Task 3. Final Plans, Specifications and Cost Estimate

The Consultant shall address any comments obtained from the City of St Helena on the consultant's previous submittals and prepare final plans and specifications suitable for advertising and

construction. It is anticipated that the consultant shall bind the plans as a series of 8.5"x11" exhibits into the specifications.

Final cost estimates shall be prepared at this time based on current and relevant bid estimates obtained from similar type projects.

The Consultant shall submit final stamped and signed construction documents suitable for advertising at this stage. Plans shall have incorporated all utility company comments. In addition the Consultant shall provide electronic copies of the plans in both pdf and CAD format as well as the specifications in word and pdf formats.

Task 4. Construction Administration

The Consultant shall assist throughout construction as requested by the City of St Helena, including attendance at a pre-construction conference and construction reviews. The Consultant shall be available to review payment requests, assist with RFI's, and provide services as requested. The Consultant shall prepare and submit formal site visit reports after each site visit and meeting. The Consultant has assumed 1 site visit during construction.

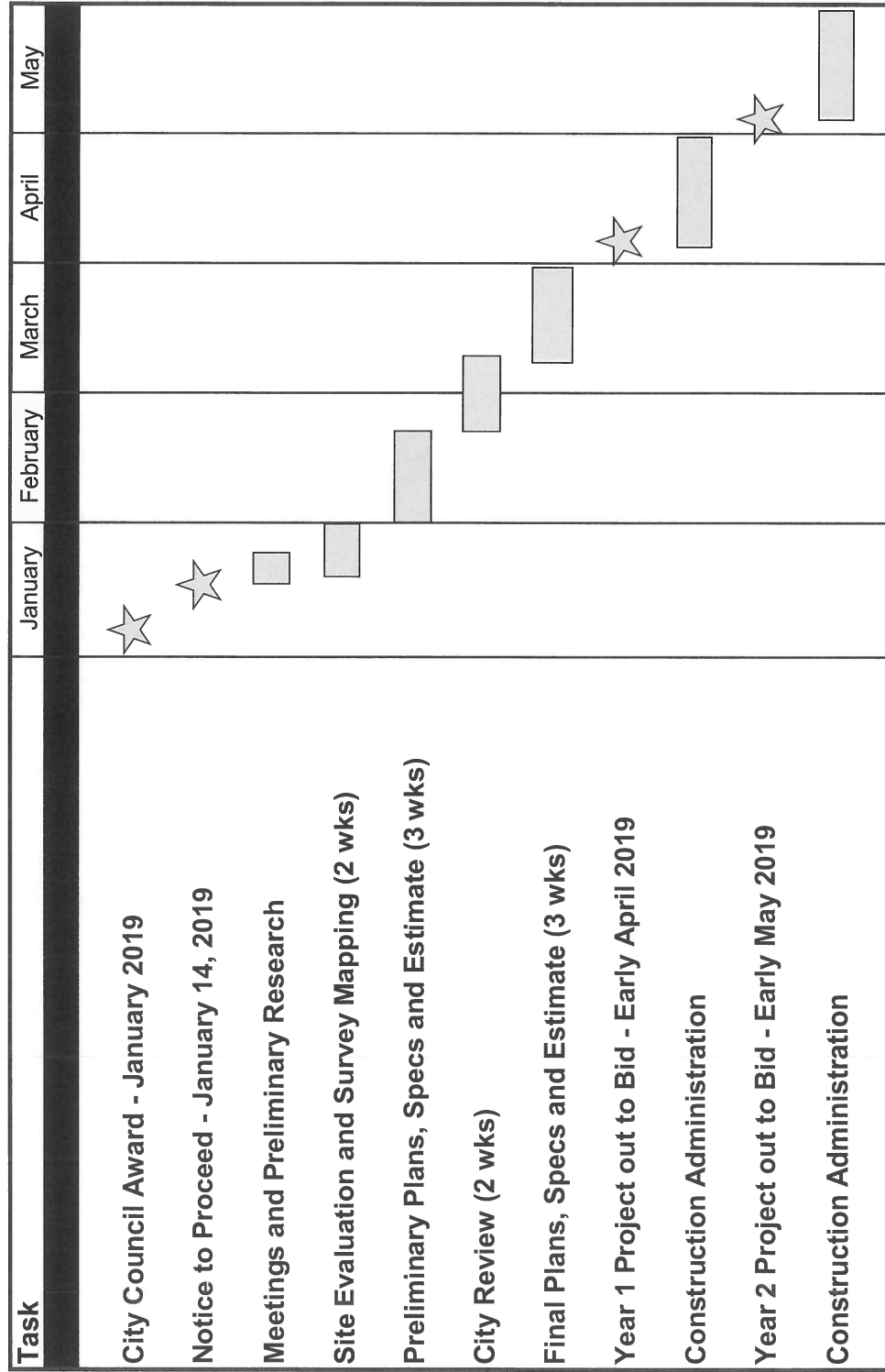
Compensation

The Consultant will perform these services on a time and materials basis for a not to exceed amount of \$90,000. Any modifications to the tasks or schedule are required to be approved in writing by the Public Works Director prior to proceeding.

Exclusions

The Consultant scope of work does not include the following services: hydrology/hydraulic report, utility infrastructure design, geotechnical engineering, or any SWPPP preparation or environmental services. The consultant shall gladly provide these services upon request.

City of St. Helena
Proposed Schedule
Engineering Design Services for R19-79 Pavement Restoration
December 19, 2018



Page 3 of 4

Exhibit A

City of St. Helena CIP Street Rehabilitation
Year 2018/2019

ANDREA AV	KEARNEY ST	OAK AV	410	42	17,220	R	2" AC OL w/Fabric, curb ramps, and striping	36	100	\$57,343	\$0
GROVE CT	HUNT AV	END (N)	420	34	14,280	R	2" AC OL w/Fabric, curb ramps, and striping	41	100	\$47,600	\$0
KEARNEY ST	HILLVIEW PL	MADRONA ST	540	42	22,680	R	2" AC OL w/Fabric, curb ramps, and striping	45	100	\$75,600	\$0
KEARNEY ST	MADRONA ST	PINE ST	370	29	10,730	R	2" AC OL w/Fabric, curb ramps, and striping	52	100	\$36,840	\$0
SPRING ST	CHARDONNAY WY	SYLVANER AV (E)	910	35	31,850	R	2" AC OL w/Fabric, curb ramps, and striping	49	100	\$106,167	\$0
SPRING ST	SYLVANER AV (E)	VALLEY VIEW ST	580	36	20,880		2" AC OL w/Fabric, curb ramps, and striping	35	100	\$69,530	\$0
SPRING ST	CITY LIMITS	639' W/O SYLVANER AV	1,215	21	25,515	R	2" AC OL, curb ramps, and striping	67	100	\$73,002	\$0
MONTE VISTA	HUNT AV	END (N)	375	33	12,375	R	2.5" AC OL w/Fabric, curb ramps, and striping	32	100	\$54,090	\$0

Year 2019/2020

VOELKER CT	CRINELLA DR	END (E)	210	33	6,930	R	2.5" AC OL w/Fabric, curb ramps, and striping	31	100	\$30,291	\$0
VORHEES CIR	MITCHELL DR (E)	MITCHELL DR (W)	915	26	23,790	R	2" AC OL w/Fabric, curb ramps, and striping	52	100	\$81,679	\$0
BROWN ST	ALLISON AV	END (W)	490	33	16,170	R	2.5" AC OL w/Fabric, curb ramps, and striping	10	100	\$66,621	\$0
CRINELLA DR	MAIN ST	PARK ST	340	38	12,920	R	2.5" AC OL w/Fabric, curb ramps, and striping	14	100	\$53,231	\$0
CRINELLA DR	PARK ST	PUMP STATION	775	34	26,350	R	2.5" AC OL w/Fabric, curb ramps, and striping	14	100	\$108,562	\$0
CRINELLA DR	PUMP STATION	PARK ST	740	33	24,420	R	2.5" AC OL w/Fabric, curb ramps, and striping	25	100	\$100,611	\$0
PARK ST	PRATT AVENUE	CRINELLA DR	558	37	20,659	R	2" AC OL w/Fabric, curb ramps, and striping	39	100	\$82,634	\$0
PARK ST	CHRISTINE CT	CRINELLA DR	445	37	16,465	R	2.5" AC OL w/Fabric, curb ramps, and striping	23	100	\$71,968	\$0
CHRISTINE CT	PARK ST	END (E)	210	33	6,930	R	2.5" AC OL w/Fabric, curb ramps, and striping	23	100	\$28,552	\$0
HENRY CT	PARK ST	END (E)	120	33	3,960	R	2.5" AC OL w/Fabric, curb ramps, and striping	28	100	\$16,315	\$0
SPRING ST	SYLVANER AV (W)	CHARDONNAY WY	760	35	26,600	R	MicroSurfacing, curb ramps, and striping	72	78	\$15,678	\$0
SPRING ST	639' W/O SYLVANER	SYLVANER AV (W)	639	18	11,502	R	Slurry Seal - Type II	95	93	\$3,309	\$0
KEARNEY ST	PINE ST	ADAMS ST	590	28	16,520	R	MicroSurfacing, curb ramps, and striping	66		\$9,178	\$0
ARROWHEAD DR	BCR @ SULPHUR SPR	END (S)	750	33	24,750	R	MicroSurfacing, curb ramps, and striping	72	78	\$14,588	\$0
MCCORKLE AV	END (W)	ALLISON AV	300	27	8,100	R	MicroSurfacing, curb ramps, and striping	73	79	\$4,775	\$0
CHURCH ST	HUNT AV	POPE ST	650	29	18,850	R	Slurry Seal - Type II	84	90	\$4,962	\$0
HUDSON AV	MADRONA ST	ADAMS ST	845	32	27,040	R	Slurry Seal - Type II	77	84	\$7,118	\$0
HUDSON AV	ADAMS ST	SPRING ST	870	32	27,840	R	Slurry Seal - Type II	83	89	\$7,329	\$0
MONEY WY	SPRING ST	ADAMS ST	820	20	16,400	R	Slurry Seal - Type II	75	82	\$4,317	\$0
PAULSON CT	POPE ST	END (N)	415	35	14,525	R	Slurry Seal - Type II	84	89	\$3,824	\$0

Exhibit B

R19-79 Pavement Restoration

		ESTIMATED DESIGN FEES						
TASK NUMBER	DESCRIPTION	PROPOSED HOURS				Direct		Task Total
		PM/PE	Design	Survey	Cad	Admin	Subtotal	
		\$165	\$135	\$190	\$135	\$75		
Task 1	Site Evaluation and Topo for Curb Ramp Design	4		60	80	4	\$23,160	\$ 200
Task 2	Preliminary Plans, Specifications and Estimate	20	120		160	8	\$41,700	\$ 60
Task 3	Final Plans, Specifications and Estimate	24	60		92	4	\$24,780	\$ 100
Total Hours		48	180	60		16	\$89,640	\$ 360
Direct costs are for printing and misc expenses								
		Estimated Design Fee Total						
		\$90,000						



GREEVAL-04

SIMMST

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

12/21/2018

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER License # 0E67768 IOA Insurance Services 3875 Hopyard Road Suite 200 Pleasanton, CA 94588		CONTACT Michelle Costa NAME: PHONE (A/C, No, Ext): (925) 660-3508 50028 FAX (A/C, No): (925) 416-7869 E-MAIL ADDRESS: Michelle.Costa@ioausa.com	
INSURED Green Valley Consulting Engineers 335 Tesconi Circle Santa Rosa, CA 95401		INSURER(S) AFFORDING COVERAGE	
		INSURER A : RLI Insurance Company	
		INSURER B : Arch Insurance Company	
		INSURER C :	
		INSURER D :	
		INSURER E :	
		INSURER F :	

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☐ POLICY ☒ PROJECT ☐ LOC OTHER:		PSB0005626	08/05/2018	08/05/2019	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
A	AUTOMOBILE LIABILITY ☒ ANY AUTO OWNED AUTOS ONLY ☐ SCHEDULED AUTOS ☐ HIRED AUTOS ONLY ☐ NON-OWNED AUTOS ONLY		PSA0002077	08/05/2018	08/05/2019	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
A	☐ UMBRELLA LIAB ☒ OCCUR ☒ EXCESS LIAB ☐ CLAIMS-MADE DED RETENTION \$		PSE0002472	08/05/2018	08/05/2019	EACH OCCURRENCE \$ 3,000,000 AGGREGATE \$ 3,000,000
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) ☐ Y / N If yes, describe under DESCRIPTION OF OPERATIONS below	N / A	PSW0003238	08/05/2018	08/05/2019	☒ PER STATUTE ☐ OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
B	Professional Liab.		PAAEP0028101	08/05/2018	08/05/2019	Per Claim \$ 2,000,000
B	Professional Liab.		PAAEP0028101	08/05/2018	08/05/2019	Aggregate \$ 2,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

RE: R19-79 Pavement Restoration

All operations of the Named Insured, including the aforementioned project, if any.

General Liability: The City of Helena, its officers, officials, employees, and volunteers are included as Additional Insured on Primary & Non-Contributory basis with Waiver of Subrogation included, as required by written contract.

Auto Liability: The City of Helena, its officers, officials, employees, and volunteers are included as Additional Insured on Primary & Non-Contributory basis with Waiver of Subrogation included, as required by written contract.

Workers' Compensation: Waiver of Subrogation is in favor of The City of Helena, its officers, officials, employees, and volunteers, as required by written contract.

CERTIFICATE HOLDER

CANCELLATION

City of St. Helena 1480 Main Street Saint Helena, CA 94574	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE

ACORD 25 (2016/03)

© 1988-2015 ACORD CORPORATION. All rights reserved.

The ACORD name and logo are registered marks of ACORD

Policy Number: PSB0005626

RLI Insurance Company

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

RLIPack[®] FOR DESIGN PROFESSIONALS BLANKET ADDITIONAL INSURED ENDORSEMENT

This endorsement modifies insurance provided under the following:

BUSINESSOWNERS COVERAGE FORM - SECTION II – LIABILITY

1. **C. WHO IS AN INSURED** is amended to include as an additional insured any person or organization that you agree in a contract or agreement requiring insurance to include as an additional insured on this policy, but only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused in whole or in part by you or those acting on your behalf:
 - a. In the performance of your ongoing operations;
 - b. In connection with premises owned by or rented to you; or
 - c. In connection with "your work" and included within the "product-completed operations hazard".
2. The insurance provided to the additional insured by this endorsement is limited as follows:
 - a. This insurance does not apply on any basis to any person or organization for which coverage as an additional insured specifically is added by another endorsement to this policy.
 - b. This insurance does not apply to the rendering of or failure to render any "professional services".
 - c. This endorsement does not increase any of the limits of insurance stated in **D. Liability And Medical Expenses Limits of Insurance**.
3. The following is added to **SECTION III H.2. Other Insurance – COMMON POLICY CONDITIONS (BUT APPLICABLE ONLY TO SECTION II – LIABILITY)**

However, if you specifically agree in a contract or agreement that the insurance provided to an
- additional insured under this policy must apply on a primary basis, or a primary and non-contributory basis, this insurance is primary to other insurance that is available to such additional insured which covers such additional insured as a named insured, and we will not share with that other insurance, provided that:
 - a. The "bodily injury" or "property damage" for which coverage is sought occurs after you have entered into that contract or agreement; or
 - b. The "personal and advertising injury" for which coverage is sought arises out of an offense committed after you have entered into that contract or agreement.
4. The following is added to **SECTION III K. 2. Transfer of Rights of Recovery Against Others to Us – COMMON POLICY CONDITIONS (BUT APPLICABLE TO ONLY TO SECTION II – LIABILITY)**

We waive any rights of recovery we may have against any person or organization because of payments we make for "bodily injury", "property damage" or "personal and advertising injury" arising out of "your work" performed by you, or on your behalf, under a contract or agreement with that person or organization. We waive these rights only where you have agreed to do so as part of a contract or agreement with such person or organization entered into by you before the "bodily injury" or "property damage" occurs, or the "personal and advertising injury" offense is committed.

ALL OTHER TERMS AND CONDITIONS OF THIS POLICY REMAIN UNCHANGED.

Policy Number: PSA0002077

This endorsement modifies insurance provided under the following:

BUSINESS AUTO COVERAGE FORM

A. Broad Form Named Insured

The following is added to the **SECTION II – LIABILITY Coverage**, Paragraph **A.1. Who Is An Insured** Provision:

Any business entity newly acquired or formed by you during the policy period, provided you own fifty percent (50%) or more of the business entity and the business entity is not separately insured for Business Auto Coverage. Coverage is extended up to a maximum of one hundred eighty (180) days following the acquisition or formation of the business entity.

This provision does not apply to any person or organization for which coverage is excluded by endorsement.

B. Employees As Insureds

The following is added to the **SECTION II – LIABILITY COVERAGE**, Paragraph **A.1. Who Is An Insured** Provision:

Any "employee" of yours is an "insured" while using a covered "auto" you don't own, hire or borrow in your business or your personal affairs.

C. Blanket Additional Insured

The following is added to the **SECTION II – LIABILITY COVERAGE**, Paragraph **A.1. Who Is An Insured** Provision:

Any person or organization that you are required to include as an additional insured on this coverage form in a contract or agreement that is executed by you before the "bodily injury" or "property damage" occurs is an "insured" for liability coverage, but only for damages to which this insurance applies and only to the extent that person or organization qualifies as an "insured" under the Who Is An Insured provision contained in **SECTION II – LIABILITY COVERAGE**.

The insurance provided to the additional insured will be on a primary and non-contributory basis to the additional insured's own business auto coverage if you are required to do so in a contract or agreement that is executed by you before the "bodily injury" or "property damage" occurs.

D. Blanket Waiver Of Subrogation

The following is added to the **SECTION IV – BUSINESS AUTO CONDITIONS**, **A. Loss Conditions**, **5. Transfer Of Rights Of Recovery Against Others To Us**:

We waive any right of recovery we may have against any person or organization to the extent required of you by a contract executed prior to any "accident" or "loss", provided that the "accident" or "loss" arises out of the operations contemplated by such contract. The waiver applies only to the person or organization designated in such contract.

E. Employee Hired Autos

1. The following is added to the **SECTION II – LIABILITY COVERAGE**, Paragraph **A.1. Who Is An Insured** Provision:

An "employee" of yours is an "insured" while operating an "auto" hired or rented under a contract or agreement in that "employee's" name, with your permission, while performing duties related to the conduct of your business.

2. Changes In General Conditions:

Paragraph **5.b.** of the **Other Insurance** Condition in the **BUSINESS AUTO CONDITIONS** is deleted and replaced with the following:

b. For Hired Auto Physical Damage Coverage, the following are deemed to be covered "autos" you own:

- (1) Any covered "auto" you lease, hire, rent or borrow; and
- (2) Any covered "auto" hired or rented by your "employee" under a contract in that individual "employee's" name, with your permission, while performing duties related to the conduct of your business. However, any "auto" that is leased, hired, rented or borrowed with a driver is not a covered "auto".

F. Fellow Employee Coverage

SECTION II – LIABILITY COVERAGE, Exclusion **B.5.** does not apply if you have workers compensation insurance in-force covering all of your employees.

G. Auto Loan Lease Gap Coverage

SECTION III – PHYSICAL DAMAGE COVERAGE, **C. Limit Of Insurance**, is amended by the addition of the following:

In the event of a total "loss" to a covered "auto" shown in the Schedule of Declarations, we will pay any unpaid amount due on the lease or loan for a covered "auto", less:

WORKERS COMPENSATION AND EMPLOYERS LIABILITY INSURANCE POLICY

**WC 04 03 06
(Ed. 4-84)**

WAIVER OF OUR RIGHT TO RECOVER FROM OTHERS ENDORSEMENT—CALIFORNIA

We have the right to recover our payments from anyone liable for an injury covered by this policy. We will not enforce our right against the person or organization named in the Schedule. (This agreement applies only to the extent that you perform work under a written contract that requires you to obtain this agreement from us.)

You must maintain payroll records accurately segregating the remuneration of your employees while engaged in the work described in the Schedule.

The additional premium for this endorsement shall be 2% of the California workers' compensation premium otherwise due on such remuneration.

Schedule

Person or Organization

All persons or organizations that are party to a contract that requires you to obtain this agreement, provided you executed the contract before the loss.

Job Description

Jobs performed for any person or organization that you have agreed with in a written contract to provide this agreement.

This endorsement changes the policy to which it is attached and is effective on the date issued unless otherwise stated.

(The information below is required only when this endorsement is issued subsequent to preparation of the policy.)

Endorsement Effective
Insured

Green Valley Consulting Engineers

Policy No. PSW0003238
Insurance Company

RLI Insurance Company

Endorsement No.

Countersigned By Victoria Godfrey

©1998 by the Workers' Compensation Insurance Rating Bureau of California. All rights reserved.

CITY OF ST. HELENA

RESOLUTION No. 2019-3

Resolution (1) approving a Professional Services Agreement with Green Valley Consulting Engineers for the R19-79 Pavement Restoration Project in an amount not to exceed \$90,000; and (2) authorizing a revised design budget in the amount of \$90,000.

RECITALS

- A. The City of St. Helena requires engineering services in order to provide plans, specifications, and construction estimates for the annual Pavement Restoration Project; and
- B. City staff have selected Green Valley Consulting Engineers through a Request for Proposals process for design services to provide two years of street paving projects; and
- C. City staff has determined that Green Valley Consulting Engineers has the appropriate pavement restoration project design experience required to prepare a complete set of contract documents that will be necessary to competitively hire a contractor to complete the 2018/2019 and 2019/2020 Pavement Restoration Projects; and
- D. Green Valley Consulting Engineers will meet the City's insurance requirements; and
- E. A total of \$30,000 is included in the R19-79 project for design in the City Council adopted five-year Capital Improvement Program (CIP) for Fiscal Year 2018/2019; and
- F. The proposal from Green Valley Consulting Engineers is \$90,000 which exceeds the design phase by \$60,000 in Fiscal Year 2018/2019; and
- G. Sufficient funding for the design is available in the total approved project budget for Fiscal Year 2018/2019.

RESOLUTION

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

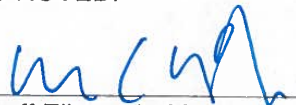
1. The project is categorically exempt from the California Environmental Quality Act, pursuant to CEQA guidelines section 15301, Existing Facilities Class I which exempts the operation, repair, maintenance, and permitting of existing facilities involving negligible or no expansion of use.

2. Approves the Professional Services Agreement with Green Valley Consulting Engineers in the amount not to exceed \$90,000 and authorizes the City Manager to execute the Professional Services Agreement.
3. Authorizes a revised design budget of \$90,000 in CIP Project R19-79.

Approved at a Regular Meeting of the St. Helena City Council on January 8, 2019 by the following vote:

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

APPROVED:


Geoff Ellsworth, Mayor

ATTEST:


Cindy Tzafopoulos, City Clerk





Report to the City Council
Regular City Council - 11 Feb 2020

Agenda Section: CONSENT ITEMS

Subject: Consideration and proposed approval of a resolution authorizing A) new Police Officer Trainee position classification for the Police Department and approving the job description, B) approving the First Amendment of the Memorandum of Understanding between St. Helena Police Officers' Association and the City of St. Helena for the period July 1, 2017-June 30, 2020 to include the Police Officer Trainee classification as a non-sworn officer, and C) duly adopting and approving publicly available pay schedules in accordance with the requirement of California Code of Regulations Title 2, section 570.5 to include the new Police Officer Trainee classification.

CEQA Not a CEQA project
Determination:

Prepared By: Justin Tharp, Sergeant, Kathy Robinson, Human Resources & IT Director

Reviewed By: Chris Hartley, Chief of Police

Approved By: Mark T. Prestwich, City Manager

BACKGROUND

Law Enforcement has seen a reduction of applicants applying for the position of police officer and more police officers leaving the profession early.^[1] Due to the reduction in applicants, there is substantial competition among cities and counties to successfully recruit police officers.

It is the goal of the St. Helena Police Department to attract and retain highly qualified police officers. However, in recent years, the Department has experienced a steady reduction in the number of qualified candidates applying for Police Officer position.

There are substantial reasons for this downward trend and many of them are not exclusive to the St. Helena Police Department.

Currently, the St. Helena Police Department only considers police officers applicants that have completed the Peace Officer Standards and Training (POST) Basic Police Academy which consists of a minimum 664 hours of law enforcement training.

Police Officer candidates who have completed a POST Basic Police Academy are often recruited by larger agencies that have more career opportunities and competitive compensation. Many Police Officer applicants that do apply with St. Helena Police Department are individuals that have tried employment with other agencies and/or are struggling with the hiring/vetting process.

Both the City and County of Napa and the City of Calistoga have already adopted and successfully implemented a Police Officer Trainee Position as a tool to recruit Police Officer applicants and fill their ranks.

[ii](#) *As noted in the September 2019 Study, The Workforce Crisis, and What Police Agencies Are Doing About It, conducted by Police Executive Research Forum.*

DISCUSSION

The Police Chief is recommending an entry level Police Officer Trainee position be added as a non-sworn classification of the Police Officer series. The Police Officer Trainee position would allow applicants who have not attended a POST Basic Police Academy and have little to no law enforcement experience apply for the position. The applicant for Police Officer Trainee would have to meet all current POST hiring standards and complete a rigorous background investigation prior to be offered the trainee position.

The City of St. Helena would incur the cost of the Basic Police Academy and the cost for compensation of the Police Officer Trainee while they attend the POST Basic Police Academy. This would be the Police Officer Trainee's assignment and they would not work within the City of St. Helena until their training was completed. Most POST Basic Police Academies are located on the campuses of community colleges such as Napa Valley College and Santa Rosa Junior College. POST Basic Police Academies require 664 hours of law enforcement training at minimum. Many law enforcement training centers add additional training and hours to their Basic Police Academies.

The Police Officer Trainee would be required to meet all standards, both academic and physical of the Basic Police Academy. The Police Officer Trainee would be supervised by the training institution and a St. Helena Police Sergeant, that would mentor and monitor the Police Officer Trainee's progress in the POST Basic Police Academy.

Successful completion of the POST Basic Police Academy would lead to the Police Officer Trainee's swearing in as a St. Helena Probationary Police Officer and they would begin their 14-week Field Training Program conducted in house by the St. Helena Police Department.

Unsuccessful completion of the POST Basic Police Academy would result in the Police Officer Trainee being terminated from employment.

The proposed Memorandum of Understanding (MOU) with the St. Helena Police Association amendments (Attachment 1) are summarized below (**bold, underlined and italicized**):

- **Article 2 Recognition, Sections 2.1 and 2.3(c)**
 - 2.1 The City of St. Helena recognizes the Association as the recognized and exclusive representative for the following classifications: Police Officer, Police Corporal, Police Sergeant, Dispatcher, **and** Community Service Officer, **and Police Officer Trainee**.
 - 2.3 (c) The term "Police Officer Trainee" is defined as any member who is a full-time non-sworn police trainee.
- **Article 6 Hours of Work, Section 6.7**
 - 6.7 Definition of Shift Employees Shift employees are those assigned to positions, the duties of which are performed on a 24-hour a day, 7-day a week basis, and include Police Officer, Police Corporal Police Sergeant, Community Service Officer, **and** Dispatcher/Clerk and Police Officer Trainee, **and Police Officer Trainee**.
- **Article 8 Salary, Section 8.1**
 - 8.1 Salaries paid to **Police Officer Trainee**, Dispatchers/CSOs, Police Officers, Police Corporals and Police Sergeants shall be in accordance with the most recent Salary Resolution adopted by the City Council and any amendments thereto. Such Resolutions are hereby incorporated as part of the MOU and are available from the City Clerk (See Appendix A — Salary Schedule). The Police Corporal is step C for Police Sergeant.
- **Article 14 Vacation Leave, Section 14.2 Earnings and Accrual Rates, Subsection A.**
 - 14.21 A. Full time Sworn Officers shall earn and accrue vacation at the rate of no less than fifteen days per year; **non-sworn** full time **Police Officer Trainee**, Dispatchers and Community Service Officers shall earn and accrue vacation at the rate of no less than ten days per year
- **Article 22 Uniform Allowance, Section 22.1**
 - 22.1 Employees shall receive an annual uniform allowance as follows:

Sworn Personnel	\$750.00
-----------------	----------

Police Officer Trainee, Dispatch and CSO Personnel \$750.00

- **Non-substantive amendments**

While updating the MOU with amendments pertaining to the Police Officer Trainee it was discovered that there were a few non-substantive administrative corrections which included some formatting changes through out the document and are tracked in the draft.

The California Public Employees Retirement System has strict guidelines to how positions (new or current) are reported on a publicly available salary schedule. As a public employer, the City must abide by the government code when establishing and reporting compensation for its employees. The California Code of Regulations (CCR) Title 2, Section 570.5 provides that each publicly available pay schedule meet the following requirements: that the pay schedule must be duly approved and adopted by the employer's governing body in accordance with requirements of applicable public meeting laws; identifies the position title for every employee position; shows the pay rate for each identified position; indicates the time base for the pay rate; is posted at the office of the employer or immediately accessible and available for public review; indicates the effective date and date of any revisions; is retained by the employer and available for public inspections for not less than five years; and does not reference another document in lieu of disclosing the pay rate.

The Police Chief and City staff have reached out the Police Officers' Association (POA) and the POA supports the recommendation to add the Police Office Trainee position, approves of the job description and compensation schedule, and has agreed to the First Amendment to the MOU.

FISCAL IMPACT

Little to no fiscal impact is anticipated, as the Police Officer Trainee will be hired into an approved Police Officer position that is currently vacant. The Police Officer Trainee salary is 40% less than the rate at Step A for a sworn officer and as a non-sworn officer and will be non-Safety (Miscellaneous) PERS member with a significantly lower rate than that of sworn officer.

The Basic Police Academy currently costs \$3,725 at the Napa Valley College and will be offset by the reduction in salary and reduced PERS cost of a non-sworn officer trainee.

RECOMMENDED ACTION

City staff recommends the approval of a new position to the police department adding Police Officer Trainee position and approving the job description, approving the First Amendment to the Police Officers' Association Memorandum of Understanding including the new position, and recommends City Council duly approve and adopt the amended pay schedule of the Police Officer Association Compensation Schedule which includes the new Police Officer Trainee position.

ATTACHMENTS

[2020.02.11 RESO Approving Police Officer Recruit-POA-MOU-First Amendment-Salary Schedule](#)

[Exhibit A. Police Officer Trainee Job Description](#)

[Exhibit B. MOU POF 20170701-20200630 Draft Amendment](#)

[Exhibit C. 2020.02.11 2019-20 Publicly Available Compensation Schedule - POA](#)

CITY OF ST. HELENA

RESOLUTION NO.2020-_____

Authorizing approval of A) new Police Officer Trainee position classification for the Police Department and approving the job description, B) approving the First Amendment of the Memorandum of Understanding between St. Helena Police Officers' Association and the City of St. Helena for the period July 1, 2017-June 30, 2020 to include the Police Officer Trainee classification as a non-sworn officer, and C) duly adopting and approving publicly available pay schedules in accordance with the requirement of California Code of Regulations Title 2, section 570.5 to include the new Police Officer Trainee classification.

RECITALS

- A. Law Enforcement has seen a reduction of applicants applying for the position of police officer and more police officers leaving the profession early; and
- B. Substantial competition among cities and counties to successfully recruit police officers is making it exceedingly difficult to attract and retain qualified Police Officers; and
- C. Police Officer candidates who have completed a POST Basic Police Academy are often recruited by larger agencies that have more career opportunities and competitive compensation; and
- D. Many Police Officer applicants that do apply with St Helena Police Department are individuals that have tried employment with other agencies and/or are struggling with the hiring/vetting process; and
- E. Both the City and County of Napa and the City of Calistoga have adopted and successfully implemented a Police Officer Trainee Position as a tool to recruit Police Officer applicants and fill their ranks; and
- F. The Police Chief desires and is recommending that the St. Helena Police Department also implement a Police Officer Trainee position; and
- G. The Police Officers' Association supports and approves the recommendation, the job description, the First Amendment to the MOU, and the salary schedule for the Police Office Trainee.

RESOLUTION

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

- 1. Authorize a new Police Officer Trainee position classification for the Police Department and approve the job description (Exhibit A); and
- 2. Approve the First Amendment of the Memorandum of Understanding between St.

Helena Police Officers' Association (Exhibit B); and

3. Duly adopt and approve publicly available pay schedules in accordance with the requirement of California Code of Regulations Title 2, section 570.5 to include the new Police Officer Trainee classification (Exhibit C).

Approved at a Regular Meeting of the St. Helena City Council on February 11, 2020, by the following vote:

Mayor Geoff Ellsworth:

Vice Mayor Paul Dohring:

Councilmember Koberstein:

Councilmember Anna Chouteau:

Councilmember David Knudsen:

APPROVED:

Geoff Ellsworth, Mayor

ATTEST:

Cindy Tzafopoulos, City Clerk

CITY OF ST. HELENA
POLICE OFFICER TRAINEE

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

DEFINITION:

Participates in a Peace Officers Standards and Training (POST) - certified Basic Law Enforcement Academy, resulting in graduation and certification, to enable the individual to become a sworn Police Officer with the City of St. Helena.

This is a non-sworn classification structured for incumbents hired for the purpose of becoming sworn police officers, but who have not yet entered or not yet completed the California POST - certified Basic Law Enforcement Academy.

SUPERVISION RECEIVED/EXERCISED:

Receives general supervision from staff from the St. Helena Police Department's Lieutenant, Sergeant, Field Training Officers and from training staff at a POST- certified Basic Law Enforcement Academy.

ESSENTIAL FUNCTIONS: *(include but are not limited to the following)*

- Attend the POST Basic Police Academy adhering to the academically and physically challenging requirements to graduate.
- Demonstrating an academic and physical readiness as prescribed by the presenting intuition.
- Attend all required training associated with the POST Basic Police Academy.
- Complete all required training associated with the POST Basic Police Academy with a minimum passing grade. Training/testing may include but is not limited to; physical, academic, firearms, defensive tactics, driving and scenarios.
- Graduate the POST Basic Police Academy acquiring a certificate of completion.

WORKING CONDITIONS:

Work is performed in either a typical temperature-controlled classroom environment subject to typical noise and environment or in the field with exposure to typical street or field noise. Positions may require occasional overtime or weekend work and travel is possible.

PHYSICAL AND MENTAL REQUIREMENTS:



Mobility: frequent performance of strenuous physical activities; frequent standing for long periods of time; frequent bending and squatting.

Lifting: frequent lifting up to 50 pounds; occasional lifting up to 75 pounds. Vision: constant use of overall vision.

Dexterity: frequent grasping, holding, and reaching.

Hearing/Talking: frequent hearing and talking, in person and on the phone.

Emotional/Psychological: frequent decision-making and concentration; frequent public and/or coworker contact; teamwork/collaboration, occasional working alone.

Environmental: frequent exposure to noise and inclement weather including extreme heat and cold.

QUALIFICATIONS: *(The following are minimal qualifications necessary for entry into the classification.)*

Education and/or Experience:

High School Diploma, GED or High School equivalency is required.

License/Certificate:

Possession of, or ability to obtain a valid Class C California driver's license.

Ability to obtain a Dispatch Certificate from P.O.S.T. within one year of appointment as a Dispatcher.

KNOWLEDGE/ABILITIES/SKILLS: *(The following are a representative sample of the KAS's necessary to perform essential duties of the position.)*

Knowledge of:

Modern office procedures, methods and computer equipment. English usage, spelling, grammar and punctuation.

Ability to:

Learn proper Police procedures and methods. Analyze situations quickly and objectively and determine and take emergency and/or appropriate action. Understand and carry out oral and written instructions. Learn the operation of standard equipment and facilities required in the performance of assigned tasks including a computer. Learn standard broadcasting procedures of a police radio system including mobile dispatch terminals. Participate in strenuous physical activities including sufficient strength, endurance and body flexibility to accomplish classroom requirements. This includes the ability to lift and carry up to 75 pounds of weight. Prepare accurate and grammatically correct written reports. Establish and maintain effective working relationships with those contacted in the course of work. Communicate clearly and concisely, both orally and in writing. Successfully complete of a POST - certified Basic

Police Officer Trainee |



Law Enforcement Academy including classroom instruction, physical agility and use of firearms.

Skill to:

Operate office equipment including computers and supporting word processing, spreadsheet, and database applications; effectively operate specialized law enforcement automated information and communication systems; type accurately from clear copy at a rate of 25 words per minute.

MEMORANDUM OF UNDERSTANDING
BETWEEN
ST. HELENA POLICE OFFICERS' ASSOCIATION
AND
CITY OF ST. HELENA
FOR THE PERIOD
July 1, 2017 — June 30, 2020

[First Amendment - Approved February 11, 2020](#)

Formatted: Centered

ARTICLE 1 **PREAMBLE**

This Memorandum of Understanding (MOU) is made and entered into between the City of St. Helena, hereinafter referred to as "City," and the St. Helena Police Officers' Association, hereinafter referred to as "Association," pursuant to California Government Code Section 3500 et seq. The purpose of this Memorandum of Understanding is the establishment of rates of compensation, hours of work and other terms and conditions of employment.

ARTICLE 2 **RECOGNITION**

- 2.1 The City of St. Helena recognizes the Association as the recognized and exclusive representative for the following classifications: Police Officer, Police Corporal, Police Sergeant, Dispatcher, ~~and~~ Community Service Officer, and Police Officer Trainee.
- 2.2 This recognition is exclusive of (1) management employee, (2) temporary employees and (3) part-time employees.
- 2.3 (a) The term "Peace Officer" is defined as any member who is a full-time sworn personnel per 830.1 PC.
 (b) The term "Dispatcher" is defined as any member who is a full-time dispatcher and/or % time Community Service Officer (CSO).
(c) The term "Police Officer Trainee" is defined as any member who is a full-time non-sworn police trainee.

Formatted: Space After: 0 pt

Formatted: Space Before: 12 pt

ARTICLE 3 **ASSOCIATION RIGHTS**

The Association shall have the following rights and responsibilities:

- 3.1 Reasonable advance notice of any City ordinance, rule, resolution or regulation directly relating to matters within the scope of this MOU.
- 3.2 Reasonable use of one bulletin board at the Police Department.
- 3.3 The right to payroll deductions made for payment of Association dues and for City-approved programs.
- 3.4 The right to represent its members before the City Council or the City Council's designee with regard to wages, hours and other matters within the scope of representation, subject to the provisions of applicable Federal, State or City laws and regulations.

- 3.5 The use of City facilities for regular, normal and lawful Association activities, providing that appropriate advance arrangements are made. ~~The granting of such use may be conditioned on appropriate charges to offset the cost of such use.~~
- 3.6 Reasonable access to employee work locations for officers of the Association and their officially designated representatives for the purpose of processing grievances or contacting members of the organization concerning business within the scope of representation. Access shall be restricted so as not to interfere with the operations of the Police department or with established safety or security requirements.

ARTICLE 4 CITY RIGHTS

To insure that the City is able to carry out its constitutional and statutory functions and responsibilities, the City retains its rights, including but not limited to the right to direct the work force; to select and determine the number of employees and skills required; to determine job classifications; to hire, transfer, promote, suspend, discipline and discharge employees; to assign work to employees in accordance with requirements of the City; to establish and change work schedules and assignments; to lay off employees for lack of work in accord with past practice; to expand or diminish services; to subcontract any work or operations in accord with its past practice as necessary to maintain public safety; to determine and change methods of operations; to determine and change work locations and the processes and materials to be employed; to take all necessary actions to perform its functions in emergencies.

ARTICLE 5 GRIEVANCE PROCEDURE

- 5.1 Grievance Defined: A grievance is a formal allegation by a member of the Association who has been adversely affected by an alleged violation of the specific provisions of the MOU during its term, excluding all City ordinances, resolutions, rules and regulations, the subject of which are not specifically covered by the provisions of this MOU. This grievance procedure shall not apply to discipline. This grievance procedure shall be the exclusive means of resolving contract grievances of employees covered by this MOU.
- 5.2 Procedure:

Step 1: Informal Discussion. Within ten (10) calendar days of the occurrence of an act in dispute, an employee shall discuss it with his or her immediate supervisor, who shall investigate and attempt to resolve the matter. The supervisor shall give the employee an oral reply within five (5) calendar days after the discussion. If the employee is not satisfied with the response, she or he may proceed to the next step.

Step 2: Department Head's Determination. Any dispute not resolved at Step 1 may be submitted to the Police Chief or his designee in writing within ten (10) calendar days after the supervisor's response citing the specific provision of this Agreement in dispute. A copy shall be provided to the immediate supervisor. Within five (5) calendar days thereafter, a meeting shall be scheduled with the employee by the Police Chief or his designee who shall attempt to resolve the matter. The Police Chief or his designee shall give the employee a written reply within five (5) calendar days after such meeting. If the employee is not satisfied with the response, he or she may proceed to the next step.

Step 3: City Manager Review. Any dispute not resolved at Step 2 may be submitted in writing, with copies of Step 2 response, within five (5) calendar days after the Police Chiefs or his designee's response, to the City Manager. In the event that a dispute is referred to the City Manager, he or she shall schedule a meeting within five (5) calendar days with the employee to discuss the matter. After consideration of the facts, the City Manager shall give his or her written decision to the employee within five (5) calendar days after the meeting.

Step 4: City Council Review If the employee is not satisfied with the decision, the employee may request a hearing before the City Council. Such request for hearing must be submitted within fifteen (15) days of receipt of the City Manager's decision and shall include in detail the facts giving rise to the general grievance and all supporting documentation necessary for City Council consideration. Management shall calendar on the City Council agenda such request and supporting documentation within thirty (30) days. The matter may be heard in open or closed session as permitted by law. The City Council shall have the following options:

1. Refuse to hear the appeal, or
2. Make a decision on the documentation submitted, or
3. Hold a hearing after which they shall make a decision. The decision of the City Council shall be final.

ARTICLE 6 HOURS OF WORK

- 6.1 Work Week. The work week for full time personnel will be defined by the FLSA public safety definition. The City and the POA recognize this to mean employees will work 160 hours in a 28 day period. The current schedule is a 12-hour shift schedule. Other schedules may be implemented should this need occur. The City will explore with the POA alternative schedules to meet the operating needs of the department.
- 6.2 Shift Change Notification The Department shall make every effort to maintain the employee's scheduled days off on a consistent basis during the posted four (4) month

rotation period. Shift work employees shall be granted five (5) working days of advance notice of changes in scheduled shifts unless such change is due to illness or emergency.

- 6.3 Meal Times Meal time for shift employees and non-shift employees is thirty (30) minutes.
- 6.4 Meal Time Call-Out for Shift Employees Shift personnel receive meal time as paid time and shall be subject to call-out during the meal time.
- 6.5 Rest Periods Rest periods will normally be provided to employees at the rate of fifteen (15) minutes for each four (4) hours worked. Rest periods are not to be construed as meal time.
- 6.6 Missed Rest Periods and Meal Times For shift employees, since meal time and rest periods are paid time, nothing in this section provides for or implies any additional compensation or benefits if a rest period is not received.
- 6.7 Definition of Shift Employees Shift employees are those assigned to positions, the duties of which are performed on a 24-hour a day, 7-day a week basis, and include Police Officer, Police Corporal Police Sergeant, Community Service Officer, ~~and~~ Dispatcher/Clerk and Police Officer Trainee.
- 6.8 Shift employees assigned to work the graveyard shift (6:00 p.m. to 6:00 a.m.) when that shift is not part of their regular assigned shift rotation, will receive shift differential pay in the amount of 2 ~~1/2~~2% of base pay for assignment to the "graveyard" shift for more than three consecutive weeks. Such pay will commence on the first day following the third consecutive week and continue for such time as the assignment to the "graveyard" shift continues uninterrupted.
- 6.9 The City shall maintain the "two on-two off" system during shift rotations to the best of the City's ability and based on available staffing. This article shall be open to meet and confer.

ARTICLE 7 OVERTIME

- 7.1 Hours Paid Employees will be paid regular pay for working their regular assigned hours. Employees will be paid overtime at the rate of time and one-half for all hours worked in excess of their regular scheduled hours on a given day or for hours worked in excess of FLSA standards for public safety employees. An example of this would include an employee that is regularly assigned to a 12-hour shift would be paid overtime should their work day exceed 12 hours. Employees assigned on a 3/4 time basis or employees assigned to an 8 hour day will be paid overtime should their work day exceed 8 hours.

7.2 Overtime

A. Regular Overtime Rate Employees shall be paid overtime at the rate of time and one-half their regular rate of pay, including special pay which is part of their regular pay (e.g., longevity, special duty, educational compensation).

B. Minimum Units of Overtime All overtime shall be recorded and paid on the basis of 15-minute increments, such that for each full 15 minute period worked, the employee shall be compensated for one-quarter hour of overtime.

7.3 Hours Worked Holidays, vacation, compensatory time off and sick leave shall constitute hours worked for the purposes of computing overtime.

7.4 Compensatory Time Off Notwithstanding the provisions of this section, police employees may be granted compensatory time off for overtime credit, at the discretion of the Police Chief and with due regard to the wishes of the employee. Compensatory time off may be accumulated up to a maximum of one hundred twenty (120) hours.

7.5 Scheduling Compensatory Time Off Requests to use compensatory time off shall be granted with due regard for operational necessity, such as staffing levels. Employees requesting CTO will submit a request to the scheduling supervisor. If granting the CTO request creates the need for coverage, a sign-up will be posted, if no employee signs up to work 72 hours prior to the requested leave, the CTO request will be denied.

7.6 Department Meetings All department meetings called by the Chief attended by police employees on off-duty time shall be paid overtime at the rate of time and one-half.

7.7 Call Back pay Employees who are called to duty at a time they are not scheduled to work shall be compensated at the rate of time and one-half (1 + 'A) of the employee's regular rate of pay with a minimum compensation of two (2) hours. Call back overtime is unscheduled overtime as opposed to early start or extended day.

7.8 Court Time Pay Employees who are subpoenaed to appear in court, at a time when they are not working, about events arising out of their employment, shall be compensated at the rate of time and one-half (1 + 'A) of the employee's regular rate of pay. If such court appearance neither begins nor ends contiguous to the employee's scheduled shift, the employee will be compensated for a minimum of three (3) hours for each required appearance.

7.9 Vacation Call Back An employee called in to work during his or her regularly scheduled vacation period shall be compensated at a rate of one and one-half (1+1/2) times her or his regular rate of pay for all time worked.

7.10 Double-back Pay When an employee is required to work two scheduled shifts within any twenty-four hour period, the first two hours of the second shift period worked will be at the

overtime rate, provided that this provision shall not apply in any situation when the scheduling was done for the convenience of the employee or as a result of a "shift swap."

7.11 Training Travel

- A. Employees assigned to training will have their normal work hours adjusted to reflect work hours of 8:00 a.m. to 5:00 p.m. with one hour off for lunch. The first and last day of class will reflect a ten hour work day (1/2 hr travel each direction and one hour for lunch are not compensated.) If the first or last day of training is less than ten hours the employee shall have the option of completing the work day at SHPD, or taking compensatory time off. Travel time is considered portal to portal.
- B. If travel to a training site occurs during non-normal working hours, or on a scheduled day off, the employee shall be compensated at time and one half.
- C. Employees will not be compensated for travel to pick-up or drop off a city vehicle.
- D. Subsistence reimbursement will be according to P.O.S.T. guidelines. No receipts are required. If a motel room is unavailable at the P.O.S.T. rate, the difference will be reimbursed based upon receipts, single occupancy, government rates. Lodging will not be reimbursed for the night prior to start of training, if training is within a 30 mile radius of point of departure. (refer map, Appendix D)

**ARTICLE 8
SALARY**

- 8.1 Salaries paid to Police Officer Trainee, Dispatchers/CSOs, Police Officers, Police Corporals and Police Sergeants shall be in accordance with the most recent Salary Resolution adopted by the City Council and any amendments thereto. Such Resolutions are hereby incorporated as part of the MOU and are available from the City Clerk (See Appendix A — Salary Schedule). The Police Corporal is step C for Police Sergeant.

**ARTICLE 9
INCENTIVE PAY**

- 9.1 Additional monthly salary compensation shall be received by an employee attaining POST Certificates, as follows:

POST Intermediate Certificate	100.00
POST Advanced Certificate	200.00
POST Records Supervisor Certificate	100.00

- 9.2 Employees who are fluent in both English and Spanish, both verbal and written, will receive incentive pay in the amount of 5% of his or her base salary. Fluency is determined through an interview and written examples that demonstrate this skill. Testing is scheduled in June and December. Incentive pay is awarded to begin the following month. This incentive pay is subject to supervisor review should a performance issue occur.
- 9.3 Employees determined to be able to communicate in Spanish at a level adequate for law enforcement purposes will receive incentive pay of additional \$150.00 per month. Competency at this level is determined through a demonstration of this skill to a community panel as selected by the Chief of Police. Testing is scheduled in June and December. Incentive pay is awarded to begin the following month. This incentive pay is subject to supervisor review should a performance issue occur.

**ARTICLE 10
LONGEVITY**

Longevity pay shall be granted to any permanent employee on his or her fifth anniversary of continuous employment at the rate of 2 1/2% of present salary. At her/his tenth anniversary, the percentage increment shall be 5%; at the fifteenth year anniversary, the percentage increment shall be 7 1/2%; at the twentieth year anniversary and thereafter, the increment shall be 10%.

**ARTICLE 11
SPECIAL ASSIGNMENT**

- 11.1 An officer, while assigned to the position of Motorcycle Officer, Range Master or Reserve Coordinator with at least 6 regularly working reserve officers under supervision, shall receive additional compensation of \$100.00 per month. This shall be part of the regular pay.
- 11.2 Officers or Dispatchers assigned as a Field Training Officers or Communication Training Officer shall receive an additional 7% of their daily salary, per day, while assigned to the trainee.

11.3 A Dispatcher designated as Records Coordinator shall receive additional compensation of five percent (5%) of his or her regular salary.

11.4 Officers working special duty for film making or similar work, which work is paid for by a film production company or similar enterprise, shall be paid for a minimum of four hours at the regular overtime rate.

11.5 Officers, while assigned to the Investigator position, shall receive an additional compensation of 2 'A1/2 percent of base salary.

11.6 Police service dog handler is paid for through the Citizens' Option for Public Safety (COPS). This program continues as long as funds from this program is available.

Formatted: Font: 12.5 pt

1. A Police service Dog handler ("Handler") who is regularly assigned the responsibility for the care, shelter and feeding of a police Dog shall be indemnified by the CITY for all such costs. Expenses related to the care, shelter and feeding of a police Dog include the following: medical costs, veterinarian costs, food, construction and maintenance of a shelter, and kennel costs during the Handler's vacation.

Formatted: Font: Condensed by 0.2 pt

2. Handler shall be compensated in accordance with the POA Memorandum of Understanding for attendance at monthly training sessions related to their assigned police Dog.

3. All expenses provided for by the CITY under Section 1 shall be pre-approved by the Chief of Police or his designate before such reimbursement will be granted to the Handler, and the Handler shall furnish proof to the satisfaction of the CITY for such expenditure.

4. Handlers shall be of the rank Police Officer. The assignment shall be voluntary. Once accepted for the assignment, the Handler shall remain subject to all Police Department regulations, except as provided herein.

Formatted: Font: Font color: Black, Check spelling and grammar, Condensed by 0.2 pt

Formatted: Font: Condensed by 0.2 pt

5. The police Dog is the property of the City of St. Helena. The Handler may voluntarily keep the police Dog at his/her place of residence, subject to recall by the CITY.

6. The Handler is responsible for the care and feeding of the police Dog. If at any time the Handler is unable to use the police Dog because of its poor health, which is due to the Handler's negligence, the Handler may be disciplined, removed from the canine program, and the police Dog removed from the Handler's custody. If at any time the police Dog is forced to be retired from police service because of its poor health, which is due to the Handlers negligence, seek damages from the Handler for the lost value of the remaining years, or fraction thereof, of expected service of the police Dog. The damages to which the CITY will be entitled to is the sum of \$10,344.00. Multiplied by a fraction, the numerator of which is the remaining years or fraction thereof, of

expected service of the police Dog and the denominator four (4) years; that is expected years of service of a police Dog.

7. Upon termination of employment with the CITY or participation in the canine program, the Handler may, subject to the CITY'S sole and exclusive discretion, purchase the police Dog from the CITY. The purchase price shall be the sum of \$10,344.00, multiplied by a fraction, the numerator of which is the remaining years, or fraction thereof, of expected service of the police Dog and the denominator four (4) years; that is, the expected years of service of the police Dog. When the police Dog is retired from service due to age, health or injury, the Handler may, subject to the CITY'S sole and exclusive discretion, purchase the police Dog from the CITY for \$1.00. Upon purchase of a police Dog by the Handler, the CITY thereby relinquishes all control over the care, feeding and maintenance of the police Dog and any responsibility to pay for such services, including the payment of compensation to the Handler under this Agreement, as well as any liability for the actions of the police Dog. Any and all such control, responsibility, and liability for the police Dog will be assumed by the Handler on the day of the purchase.
8. For purposes of this section, the date upon which the police Dog is first put into active duty with its Handler shall be the date from which the expected years of service of the police Dog shall commence.
9. The handler is authorized to drive a marked police car, equipped with a canine cage, between home and work. In addition to other City or Department policies regarding use of vehicles, the following provisions apply:
 - a) Vehicle shall be used for official City business only. When commuting, the handler shall not deviate from a direct path between home and work or stop enroute for personal business.
 - b) Handler must have his valid driver license and department ID in his possession when operating the vehicle. (The Police Department uniform will be considered department ID.)
 - c) Only law enforcement personnel will operate the vehicle.
 - d) When handler is on vacation or other leave, or is on a trip away from home, the City vehicle must be left at the Police Department.
 - e) When commuting, the handler will not engage in law enforcement activity when outside the St. Helena City limits, unless requested to assist another agency. It is appropriate for the handler to use the police radio to advise another jurisdiction of observed criminal violations.

- 1) This subsection does not apply should the handler witness a felony or serious incident where a person's safety is at risk. As soon as practical, the handler shall notify the agency of jurisdiction.
10. CITY will compensate EMPLOYEE for feeding, grooming, and general care of the Dog. It is estimated that the time spent on non-police work care of the Dog averages approximately sixty (60) minutes per day. Further, it has been determined that said time is substantially similar to the care given to a household pet or other dog. The hours are compensated at the prevailing minimum wage at the overtime rate of time and a half. As of January 1, 2014, the minimum wage is \$9.00 per hour which equals \$13.50 per hour at time and a half. At this rate, the EMPLOYEE will be paid \$13.50 per hour times 365 (days in the year) divided by the number of paychecks in the year (24). This rate calculates to \$205.31 per paycheck.

As of January 1, 2016, the minimum wage will be \$10.00 per hour. Using the same calculations, effective January 1, 2016, the new calculated rate will be \$228.13 per paycheck.

ARTICLE 12 EDUCATIONAL REIMBURSEMENT

Each employee is eligible for reimbursement for up to a maximum of \$300.00 during any fiscal year for tuition and fees for Spanish language classes at Napa Valley College (or approved equivalent institution) that will aid the employee in the performance of his or her duties. Reimbursement will be paid upon obtaining a passing grade or a certificate of completion. These classes are scheduled on the employees own time and are not considered on-duty hours.

The City of St. Helena encourages professional growth which is beneficial to both the City and the employee. The City will provide reimbursements for employees up to \$1,500 per fiscal year for expenses incurred for education for which the employee earns college credits from an accredited college, which would promote professional development. The program is voluntary.

ARTICLE 13 SICK LEAVE

- 13.1 Accrual Sick leave with pay shall accrue to employees in the classified service at the rate of one work day for every calendar month of service, with no limit to accumulated time.
- 13.2 Administration: An employee who must absent himself/herself from work shall notify his/her immediate superior or department head at least two hours prior to the beginning of his/her shift, unless circumstances of the illness prevents such advance notice, but in no case later than the start of the his/her tour of duty and may be required to provide a physician's certificate for absence due to illnesses of more than three working days or at

the request of the department head. Any employee may be required to submit to an examination by a licensed physician designated by the City and at the City's expense to determine the state of the employee's health.

- 13.3 Reasons for Granting Sick leave shall be granted to eligible employees in the following cases:
- A. Personal illness or incapacity resulting from causes beyond the employee's control;
 - B. Illness of a member of an employee's immediate family (defined as father, mother, sister, brother, spouse, or child) and of sufficient nature to require his or her personal care and attention and only until other adequate arrangements can be made.
 - C. Preventive medical, dental and optical examinations where appointments are unavailable or impractical during non-working hours.
- 13.4 Sick Leave Abuse When it is determined by investigation that sufficient evidence exists to demonstrate an employee has or is abusing the sick leave privilege, the Department Head, upon approval by the City Manager, may suspend that employee's use of the sick leave benefit for such period of time as is determined necessary to deter future abuse, which may be in addition to any other disciplinary action that may be appropriate.
- 13.5 All eligibility for sick leave with pay shall be canceled upon separation of the employee from the City service, provided that if such separation is by layoff, this accumulated eligibility shall be restored to him/her in whole by the City Manager upon re-employment.
- 13.6 Employees who are on authorized vacation or holiday leave and become ill, or are otherwise disabled through accident not a result of vicious habits or intemperance, may charge such sickness or disablement to credited sick leave, provided satisfactory evidence is presented to the City Manager indicating the total number of days to be so charged.
- 13.7 Sick Leave Accrual Incentive:
- A. Upon separation in good standing from employment with ten years of service to the City, the City will pay an employee for unused sick leave in the following amount: the total number of hours of sick leave accumulated, multiplied by the hourly rate of pay of the employee at the time of separation, divided by two.
 - B. Retiring employees have the option that the number of hours of accumulated sick leave times the hourly rate of the employee at the time of retirement may be applied towards health insurance premiums until such amount is depleted. Insurance premiums paid under this provision may apply towards any health or dental insurance policy normally available to employees, subject to any

limitations imposed by the insurance company. Such policies may include coverage of dependents of the employee.

ARTICLE 14 VACATION LEAVE

- 14.1 Eligibility Employees shall be entitled to annual full or prorated vacation leave with pay except employees who have served less than six months in the service of the City.
- 14.2 Earning and Accrual Rates Vacation shall be earned and accrued by regular employees at the following rates:
 - A. Full time Sworn Officers shall earn and accrue vacation at the rate of no less than fifteen days per year; non-sworn full time Police Officer Trainee, Dispatchers and Community Service Officers shall earn and accrue vacation at the rate of no less than ten days per year.
 - B. After six years of continuous employment, Sworn Officers, Dispatchers, and Community Service Officer will earn and accrue vacation at the rate of sixteen days per year, and the rate of earning and accrual shall increase after each additional full year of employment to a maximum accrual rate of twenty days per year.
- 14.3 Vacation may be taken the first day following the completion of six months service but not in units of less than two hours.
- 14.4 If operating necessities are such that an employee cannot take all of her or his accrued vacation within an accrual year, the balance may be carried forward to the next year, however, the maximum accumulation of vacation leave shall be 45 days. For purposes of this paragraph, accrual year shall commence on the entrance-on-duty anniversary date.
- 14.5 Employees separated from City service shall be paid a lump sum for all vacation accrued prior to separation.
- 14.6 Effective July 1, 2017, every permanent employee shall be allowed to cash out up to 40 hours of accrued vacation leave per calendar year provided the employee maintains a minimum of 80 hours in his/her vacation leave bank. Eligible employees may cash out vacation leave pursuant to this subsection once per year by submitting a request to the Human Resources Department no later than December 15.

ARTICLE 15 SCHEDULING PAID LEAVE

Vacation and holiday time off shall be scheduled by seniority choice. A "time off request sheet" (includes holiday and vacation credit) shall be posted in December of each year to solicit "requests

for time off." Said schedule, when approved by the Police Chief or his designee, shall be effective January 1 for the subsequent calendar year. Requests shall be granted based upon legitimate operating needs and not unreasonably denied. Changes to the schedule during the year shall be subject to the approval of the Police Chief or his designee. "Bumping" is not permitted without the consent of the affected employee.

ARTICLE 16 HOLIDAYS

16.1 In lieu of holiday time off, employees shall receive an additional payment in June and in December for the hours of recognized city holidays. Member's compensation for holidays shall be computed in the same fashion as is the rate of pay for vacation.

16.2 Holiday accrual: Full time employees 3.833 hours per pay period.

Part time (3/4 time) employees 2.875 hours per pay period.

One Floating Holiday - Unspecified Personal Convenience Holiday

Three Additional Floating Holidays - Employees continuously employed by the City for at least five years shall be granted three additional Unspecified Personal Convenience Holidays. Personal Convenience Holidays must be used prior to the end of the calendar year and will not accrue.

16.3 Non-shift employees shall normally take a holiday off on the day it falls, except that when a holiday falls on a Saturday the preceding Friday shall be observed. When a holiday falls on a Sunday, the following Monday shall be observed.

ARTICLE 17 BEREAVEMENT LEAVE

Employees shall be allowed a leave of absence on full pay, for up to seven calendar days when the absence is due to a death in the immediate family. Those in the immediate family are: mother, father, grandmother, grandfather or grandchild of the employee or of the spouse of the employee, and the spouse, son, son-in-law, daughter, daughter-in-law, brother or sister of the employee, or any relative living in the immediate household of the employee.

ARTICLE 18 MATERNITY LEAVE

The City Manager may grant a leave of absence without pay to any probationary or permanent employee who becomes disabled as a result of pregnancy, which disability prevents her from performing the duties of her position. Such leave shall not exceed four months whether or not it is combined with sick leave, vacation, compensatory time off and/or leave without pay. Such

Formatted: Font: 12.5 pt

Formatted: Font: 12.5 pt

Formatted: Font: 12.5 pt

request shall be accompanied by a recommendation and explanation from the Department Head as to how an adequate level of service can be maintained during the employee's absence. Employee benefits will continue to be paid by the City during approved short-term leave.

ARTICLE 19 JURY LEAVE

- 19.1 Employees called as trial jurors shall be entitled to absent themselves from duties with the City during the period of such service or while necessarily being present in court as a result of such call. Under such circumstances, the employee shall be paid the difference between the employee's full salary and any payment received for jury service, except travel pay.
- 19.2 Employees assigned to swing and graveyard shifts may be temporarily assigned to day shift. If such employee is released from jury duty after serving less than their shift hours, inclusive of meal and driving time, such employee may be required to report to the Police Department to serve the remainder of their shift. Employees may also use vacation or CTO to complete the remainder of the shift. Such shift assignment may be made by the Chief of Police in due consideration of operational need and circumstances.

Formatted: Font: 12.5 pt

Formatted: Font: 12.5 pt

ARTICLE 20 ADMINISTRATIVE LEAVE

An employee who is determined to be disabled and unable to perform his or her normal duties may, at the discretion of the City Manager, be assigned to be on Administrative Leave. During such Administrative Leave, the employee may be assigned to have "normal" work hours of 9:00 a.m. to 5:00 p.m. and days off of Saturday and Sunday. If any fixed holidays occur during the time of disability, the employee will be assumed to be "off on holiday" and will not receive additional pay for the holiday. During the period of assignment to Administrative Leave, the employee may be required to testify in court or perform other functions the employee is capable of performing.

ARTICLE 21 HEALTH AND WELFARE INSURANCE AND BENEFITS

- 21.1 Health Insurance:
- A. The City will pay for health insurance coverage for the employee and all dependents. Employees hired prior to July 1, 1990 who have no dependents will receive a salary supplement of \$65 per month in lieu of the dependent coverage. It is the City's intent that during the term of this MOU, medical benefits shall remain at the current level.

- B. Effective July 1, 2005, deductible rates for employees were changed to lower the increases in health costs.
- C. In the event City's health insurance premiums increase more than five percent (5%) on July 1 of any given year, the city can amend the health plan to the next higher deductible tier to offset costs. In the event the health insurance premiums increase more than fifteen percent (15%) after deductibles have been amended, the members agree to split the cost increase 75%/25%, with the employee paying 25%.
- D. ~~POA~~ In order to bring employees in this bargaining unit to parity with other City employees in terms of the applicable deductibles in health plans offered, effective July 1, 2017, the City will change the Anthem health insurance plan provided to employees from the \$500 deductible plan to the \$250 deductible plan. The City may make future changes in deductibles to this and other plans as specified in Section 21.1(C).

Formatted: Font: 12.5 pt

- 21.2 Dental Insurance: The City will pay for each employee the full premium for Dental Insurance Benefits covering the employee and all dependent family members.
- 21.3 Life Insurance: The City will pay for each employee the full premium for term life insurance in the amount of \$25,000. The employee will have the option to purchase additional insurance up to an additional \$20,000.
- 21.4 Disability Insurance: The City will pay for each employee the full premium for a disability insurance plan covering the employee.
- 21.5 ~~Effective July 1, 2017~~ subject to REMIF approval, the City will obtain and pay the full premium for a REMIF vision plan for all full-time employees and their dependent family members.
- 21.6 Physical Fitness: During shifts when staffing is available and at the discretion of the Chief of Police or on-duty supervisor, officers, Supervisors and Non-sworn Staff shall be allowed to spend up to one hour during each shift exercising. Changing clothes, showering and otherwise preparing to resume regular duties shall be accomplished during the one hour and is only during lunch breaks

ARTICLE 22 UNIFORM ALLOWANCE

- 22.1 Employees shall receive an annual uniform allowance as follows:

Sworn Personnel	\$750.00
Police Officer Trainee , Dispatch and CSO Personnel	\$750.00

22.2 The Uniform Allowance will be paid twice a year: in December and June, in equal amounts. Employees may request an amended tax withholding form for uniform and holiday payouts.

22.3 Officers assigned to motorcycle duties shall be issued:

- 1) 1 pair of Police motorcycle boots
- 2) 2 pairs of Police motorcycle pants
- 3) 1 Police motorcycle leather jacket
- 4) 2 sets of riding gloves (1 cold weather and 1 warm set)
- 5) Protective eyeglasses (not to exceed \$150.00)

22.4 Officers assigned by the Chief of Police to bicycle patrol shall be issued appropriate safety equipment to include:

- 1) Gloves
- 2) Helmet
- 3) Padded shorts
- 4) Padded Pants
- 5) Protective Eyeglasses
- 6) Pedal retention devices
- 7) Inclement weather clothing.

Officers assigned to bicycle patrol must agree to a regular assignment of bicycle duty prior to appointment to this position.

ARTICLE 23 LEAVE OF ABSENCE WITHOUT PAY

The City Manager may grant a permanent or probationary employee leave of absence without pay or seniority for a period not to exceed three months. No such leave shall be granted except upon written request, and the approval will be in writing. Upon expiration of a regularly approved leave or within a reasonable period of time after notice to return to duty, the employee shall be reinstated in the position held at the time leave was granted. Failure on the part of an employee on leave to report promptly at its expiration, or within a reasonable time after notice to return to duty, shall be cause for discharge. Department heads may grant a permanent or

probationary employee leave of absence without pay for time not to exceed one calendar week. Such leaves shall be reported to the Personnel Officer.

**ARTICLE 24
PUBLIC EMPLOYEES' RETIREMENT SYSTEM**

24.1 Sworn Personnel

24.1.1 The City shall enroll all eligible sworn employees in a retirement plan provided by the Public Employees' Retirement System that conforms to the State Required PEPPA laws. Employees hired into a PERS retirement system before January 1, 2013 will be considered "Classic" employees. Employees hired into a PERS retirement system, for the first time, or after a six month separation, on January 1, 2013 or after will be considered "New" employees.

24.1.2 "Classic" employees' retirement benefits will be computed at three percent of salary for each year of service, for retirement at age fifty, supplemental to Social Security, and based on the single highest year's salary.

24.1.3 "New" employees' retirement benefits will be computed at 2.7 percent of salary for each year of service, for retirement at age fifty-seven, supplemental to Social Security, and based on a three year average (of the three highest years of salary).

24.1.4 Effective 7/1/2014, sworn members of the bargaining unit shall pay (pre-tax) 3% of the EE 9% Retirement contribution. The City will pay, for each employee, the remaining portion of EE, up to 6%. The City will also pay the appropriate City's contribution.

24.1.5 Effective 7/1/2015, sworn members of the bargaining unit shall pay (pre-tax) an additional 3% of the EE 9% Retirement contribution. The City will pay, for each employee, the remaining portion of EE, up to 3%. The City will also pay the appropriate City's contribution.

24.1.6 Effective 7/1/2016, sworn members of the bargaining unit shall pay (pre-tax) an additional 3% of the EE 9% Retirement contribution. The City will pay the appropriate City's contribution.

24.2 Non-Sworn Personnel

24.2.1 The City will enroll non-sworn employees in a retirement plan provided by the Public Employees' Retirement System with the same benefits provided to miscellaneous employees of the City.

24.2.2 Effective 7/1/2014, non-sworn members of the bargaining unit shall pay (pre-tax) 2% of the EE 7% Retirement contribution. The City will pay, for each employee,

the remaining portion of EE, up to 5%. The City will also pay the appropriate City's contribution.

- 24.2 Effective 7/1/2015, non-sworn members of the bargaining unit shall pay (pre-tax) an additional 2% of the EE 7% Retirement contribution. The City will pay, for each employee, the remaining portion of EE, up to 3%. The City will also pay the appropriate City's contribution.
- 24.3 Effective 7/1/2016, non-sworn members, of the bargaining unit shall pay (pre-tax) an additional 3%, of the total EE 7% Retirement contribution. The City will pay the appropriate City's contribution.

ARTICLE 25 SHIFT SWAPS

The practice of shift swaps and absence without relief will be permitted, subject in each instance to the approval of the Police Chief or his designated representative. Shift swaps shall be rank for rank, exceptions permitted only by the Police Chief, and absence without relief shall be without pay.

ARTICLE 26 DISCIPLINARY ACTION

26.1 Disciplinary Authority

- A. The Chief of Police shall have the right, for reasonable cause, to reprimand or suspend without pay for up to and including three (3) calendar days any regular employee.
- B. The City Manager shall have the right, for reasonable cause and for any regular employee to:
 - 1. demote,
 - 2. dismiss,
 - 3. reduce in pay or
 - 4. suspend without pay for up to thirty (30) calendar days.

26.2 Discipline Procedure

- C. An authorized departmental manager or supervisor proposing that action be taken shall provide the employee with written notice of the proposed action. The written

notice shall contain the date it is intended to be effective, the charge(s) and facts on which the proposed action is based and notification that the employee is entitled to respond to the charges in writing to the Chief of Police or his designee within seven (7) calendar days of receipt of notification. Failure of the employee to make a written response or request will constitute waiver of the right to respond. Further, the employee shall be provided with the relevant written materials, written reports and documents considered by the responsible authority in reaching his/her decision to propose the action.

- D. The City Manager will hear employee's responses on all contemplated disciplinary actions which propose a penalty more severe than a three day suspension without pay. The Chief of Police will hear those responses where less severe discipline is proposed.
- E. If the employee elects to respond in person, a meeting shall be scheduled with the City Manager or Chief of Police, whichever is applicable, at which time the employee shall be given the opportunity to respond to the proposed action. The employee shall be entitled to be represented by counsel or other person of his/her choosing at the meeting.
- F. If after the above procedure discipline is implemented, a written notice of discipline shall be served upon the employee. Said notice shall inform the employee of his/her appeal rights, if any.
- G. The City shall have the right to put any employee on immediate paid administrative leave pending investigation and processing of any potential disciplinary action.
- H. The provisions of the Article shall not apply to reductions in pay which are part of a general plan to reduce salaries and wages or to eliminate positions.

26.3 Appeal

- I. Right of Appeal: When formal disciplinary action has been taken by the City Manager or Chief of Police and the employee has received written notification of the action, the employee shall have the right to appeal as provided below. Failure to appeal by the employee or his/her representative will make the disciplinary action final and conclusive.
- J. Appeal Procedure: A regular employee who has been demoted, dismissed, reduced in pay or significantly suspended without pay (excess of one day), may appeal to the City Council within fourteen (14) calendar days after having been furnished a copy of the notice of discipline by filing a written answer to charges and requesting a hearing with an impartial arbitrator thereon. Upon receipt by the City Council of the request for a hearing with an arbitrator, the City Council will initiate the hearing procedure.

K. Hearing Procedure:

1. Appointment of Arbitrator
 - a) The parties to the selection of the arbitrator shall be the City and the employee, who may be represented by the Association, by independent counsel or by him or herself.
 - b) An arbitrator shall be selected jointly by the parties within fourteen calendar days of receipt by the City Manager of the request for such arbitration from the employee.
 - c) In the event the parties are unable to agree on an arbitrator within the fourteen day period, the City shall solicit from the State of California Mediation / Conciliation Service a list of seven arbitrators. After receipt of the list, the parties shall, with the City striking first, alternately strike arbitrator's names from the list until one arbitrator remains.
 - d) If the arbitrator selected declines appointment or is otherwise unavailable, a new list shall be requested as described above and the process repeated, unless the parties can otherwise mutually agree on an arbitrator.
 - e) The cost of the impartial arbitrator will be shared, with one-half being paid by the City and one-half being paid by the Association or the individual employee.
2. The arbitration hearing shall be held at the earliest administratively convenient date, taking into consideration the availability of the arbitrator and the availability of counsel and witnesses. The arbitration hearing shall be a private hearing.
3. The hearing shall be conducted in the manner most conducive to determination of the truth, and the arbitrator shall not be bound by technical rules of evidence.
4. The arbitrator shall determine the relevancy, weight and credibility of testimony and evidence. The arbitrator shall base his/her finding on the preponderance of evidence.
5. Each side will be permitted an opening statement and closing argument. The City shall first present their witnesses and evidence to sustain the charges, and the employee will then present his/her witnesses and evidence in defense.

6. A court reporter will be retained by the City to take a transcript of the hearing. No audio or video tape recording will be permitted. The employee or his/her representative may obtain a copy of the transcript of the hearing upon request and agreement to pay the necessary costs.
7. Each side will be allowed to examine and cross-examine witnesses. The employee filing the appeal may be called and examined as if under cross-examination.
8. Both the City and the employee may be represented by legal counsel.
9. The arbitrator shall, if requested by either party, subpoena witnesses and/or require production of other relevant records or material evidence. The arbitrator may consider the records of any relevant prior disciplinary actions against the employee which are final.
10. The arbitrator may, prior to or during a hearing, grant a continuance for any reason he/she believes to be important to him/her reaching a fair and proper decision.
11. The arbitrator shall prepare a recommended decision and forward it to the City Council after the matter of appeal was taken under submission by the arbitrator. The recommended decision shall set forth which charges the arbitrator sustains or does not sustain and the reasons therefore.
12. After receiving the recommendation of the arbitrator, the City Council may sustain or reject any or all of the charges filed against the employee. The City Council may sustain, reject or modify disciplinary action invoked against the employee.

**ARTICLE 27
LAYOFF PROCEDURE**

- 27.1 In the event of a layoff, those employees in the classification affected with the least City-wide seniority shall be laid off first. Seniority shall be defined as continuous City service based upon hire date. The order of layoff shall be:
- a) Part-time and temporary employees in the affected classification shall be separated first.
 - b) Probationary employees in the affected classification shall be separated next.
 - c) Permanent employees with the least City seniority will be laid off first. Other affected employees will be laid off in sequential order thereafter.

- 27.2 An employee scheduled to be laid off is entitled to displace, or "bump," into a position in a classification within the same occupational series which is currently being held by an incumbent with less overall City seniority, provided it is a position in which the employee formerly held permanent status. The employee must exercise his or her displacement rights in writing within five (5) working days from receipt of layoff notification.
- 27.3 When the employee with the least City seniority is displaced by the person scheduled for layoff, the displaced employee shall be considered as laid off for the same reason as the person who displaced him or her and shall in the same manner be eligible to displace to a position in the same manner as described above.
- 27.4 Should there be a vacancy in the classification from which an employee was laid off within twelve (12) months, the employee shall be eligible for reinstatement. Reinstatement shall be in the reverse order of layoff.

ARTICLE 28 SEPARABILITY

Notwithstanding any provisions of this Agreement to the contrary, in the event that any article, or subsections thereof, of this Agreement shall be declared invalid by any court of competent jurisdiction or by any applicable State or Federal law or regulation, or shall a decision by any court of competent jurisdiction or any applicable State or Federal law or regulation diminish the benefits provided by this Agreement or impose additional obligations on the City, the parties shall meet and confer or negotiate on the Articles or Subsections thereof affected. All other provisions of this agreement shall continue in full force and effect.

ARTICLE 29 TERM

The term of this agreement shall commence on its ratification by the City and the Association and expire on June 30, 2017~~20~~²⁰.

APPROVALS

This Memorandum Of Understanding has been ratified and adopted pursuant to the recommendation of the following representatives:

ST. HELENA POLICE OFFICERS' ASSOCIATION

Todd Heald, President

CITY OF ST. HELENA

| ~~Larry Pennell~~ Mark Prestwich, Interim
City Manager

**SALARY INCREASE TO BE NOTED IN NEW PAY SCALE
EFFECTIVE JULY 1, 2017**

TERM Three years (July 1, 2017 through June 30, 2020)

SALARY INCREASE Sworn Personnel Police Officers

July 1, 2017, increase to base of 5%
July 1, 2018, increase to base of 5%
July 1, 2019, increase to base of 5%

Sworn Personnel Police Sergeants

July 1, 2017, increase to base of 5%
July 1, 2018, increase to base of 5%
July 1, 2019, increase to base of 10%

Non-Sworn Personnel Dispatchers

July 1, 2017, increase to base of 2.5%
July 1, 2018, increase to base of 2.5%
July 1, 2019, increase to base of 2.5%

CITY OF ST. HELENA PUBLICLY AVAILABLE SALARY SCHEDULE
Police Officers Association
Approved and Adopted February 11, 2020
Includes Police Officer Trainee Classification

Position	Timebase*	Steps				
		A	B	C	D	E
Police Officer Trainee	Annual	42,358.00				
	Monthly	3,529.83				
	Bi-weekly	1,629.15				
	Hourly	20.36				
Dispatcher	Annual	56,307.00	59,122.00	62,078.00	65,182.00	68,441.00
	Monthly	4,692.25	4,926.83	5,173.17	5,431.83	5,703.42
	Bi-weekly	2,165.65	2,273.92	2,387.62	2,507.00	2,632.35
	Hourly	27.07	28.42	29.85	31.34	32.90
Dispatch Supervisor	Annual	67,590.00	70,970.00	74,519.00	78,245.00	82,157.00
	Monthly	5,632.50	5,914.17	6,209.92	6,520.42	6,846.42
	Bi-weekly	2,599.62	2,729.62	2,866.12	3,009.42	3,159.88
	Hourly	32.50	34.12	35.83	37.62	39.50
Police Officer	Annual	70,597.00	74,127.00	77,833.00	81,725.00	85,811.00
	Monthly	5,883.08	6,177.25	6,486.08	6,810.42	7,150.92
	Bi-weekly	2,715.27	2,851.04	2,993.58	3,143.27	3,300.42
	Hourly	33.94	35.64	37.42	39.29	41.26
Corporal	Annual	69,223.00	72,684.00	76,318.00	80,134.00	84,141.00
	Monthly	5,768.58	6,057.00	6,359.83	6,677.83	7,011.75
	Bi-weekly	2,662.42	2,795.54	2,935.31	3,082.08	3,236.19
	Hourly	33.28	34.94	36.69	38.53	40.45
Sergeant	Annual	88,147.00	92,554.00	97,182.00	102,041.00	107,143.00
	Monthly	7,345.58	7,712.83	8,098.50	8,503.42	8,928.58
	Bi-weekly	3,390.27	3,559.77	3,737.77	3,924.65	4,120.88
	Hourly	42.38	44.50	46.72	49.06	51.51

(1) Longevity Pay - Employees are eligible to receive longevity based on continuous years of employment according to the dates and rates below:

- 5 years - 2.5% of base salary
- 10 years - 5.0% of base salary
- 15 years - 7.5% of base salary
- 20 years - 10% of base salary

(2) Bilingual Pay - Employees who are certified as fluent in both written and verbal Spanish language will receive a 5% pay differential that is added to the employee's base salary. Employees determined to be able to communicate in Spanish at a level adequate for law enforcement purposes will receive incentive pay of an additional \$150.00 per month.

(3) POST Certificates - Additional monthly salary compensation shall be received by an employee attaining certificates, as follows:

- POST Intermediate Certificate - \$100.00
- POST Advanced Certificate - \$200.00
- POST Records Supervisor Certificate - \$100.00

(4) Special Assignment Pay:

- Motorcycle Officer, Range Master or Reserve Coordinator - \$100.00 per month
- Field Training Officers or Communication Training Officers - 7% of their daily salary, per day, while assigned to the trainee
- Records Coordinator - 5% of regular salary
- Investigator Position - 2 1/2% of base salary
- Police Service Dog Handler - \$228.13 per pay period

(5) Holiday Accrual - Full-time employees will accrue 3.833 hours per pay period, which will be paid out twice a year (in June and December) at the employee's current hourly rate.

(6) Uniform Allowance - Employees shall receive an annual uniform allowance as follows:

- Sworn Personnel - \$750.00
- Dispatch and CSO Personnel - \$750.00
- Motorcycle Officers - 1 pair of Police motorcycle boots, 2 pairs of Police motorcycle pants, 1 Police motorcycle leather jacket, 2 sets of riding gloves (1 cold weather and 1 warm set) and Protective eyeglasses (not to exceed \$150.00)
- Bicycle Patrol - Gloves, Helmet, Padded Shorts, Padded Pants, Protective Eyeglasses, Pedal Retention Devices, and Inclement Weather Clothing

*Annual timebase payrate is rounded up to the nearest whole dollar, while all other timebase payrates are rounded to the nearest cent.



Report to the City Council
Regular City Council - 11 Feb 2020

Agenda Section: CONSENT ITEMS

Subject: Consideration and proposed approval of a resolution authorizing the purchase of three solar and battery powered WANCO Color Message Board Signs and Trailers WVTM-5C in the amount of \$117,185.14 from TAPCO-Traffic & Parking Control Co., Inc.

CEQA Determination: Not a "project" as defined in CEQA Guidelines Section 15378(a); Common Sense exemption, as set forth in CEQA Guidelines Section 15061(b)(3).

Prepared By: Martin Beltran, Management Analyst

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

Approved By: Mark T. Prestwich, City Manager

BACKGROUND

Following the 2017 Northern California wildfires, an After Incident Action report was written which made recommendations on proactive measures the City of St. Helena can take to better prepare for another emergency. One recommendation included purchase of additional message sign boards to serve as crucial communication tools for the dissemination of information to residents and motorists during emergencies. Currently, the City of St. Helena owns two message boards. One primarily displays messages and the other does speed radar, but does not have data collection capabilities. This limits the City's ability to provide notification at key intersections/locations during times of emergency.

DISCUSSION

The adopted FY 2019-20 budget included \$110,000 for the purchase of three additional message boards which will be used by the Public Works Streets Division. The primary function will be to display important information to residents and motorists in case of emergencies. Relevant information provided on the message boards will include, but is not limited to the following: street/road closures, location of evacuation sites, location of

charging stations, loss of electrical power, notifying motorists of inoperable traffic signals, and location of community resource centers during Public Safety Power Shutoff (PSPS) events.

In addition to community information, the message boards will have the ability to collect vehicle data information such as number of vehicles utilizing the road, size of vehicle, speeds, and time of day. The data collected can then be used on proposed road improvements (i.e. bike lanes, traffic calming, paving options), traffic studies or assessments, building development, and traffic enforcement.

City staff determined the solar and battery powered WANCO Color Message Board Sign and Trailer WVTM-5C as having technologies that best meet the City's needs and solicited a quote from TAPCO-Traffic & Parking Control Co., Inc. to provide the equipment.

In accordance with City of St. Helena Municipal Code (SHMC) 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).

On August 12, 2008, Traffic & Parking Control Co. (TAPCO), Inc. was awarded a contract through California Multiple Award Schedule (CMAS) allowing agencies to procure products and/or services. Contract #4-08-78-0042A allowed for the purchase of message boards and traffic control equipment. On August 6, 2015, Contract #4-08-78-0042A was extended to September 30, 2020. Based on the contract award with CMAS, and in accordance with SHMC 3.04.150, staff is recommending the City purchase the three solar message boards model WVTM-5C through TAPCO.

FISCAL IMPACT

The total cost to purchase the three solar programmable message boards is \$117,185.14. The adopted FY 2019-20 budget allocated \$110,000 in Non-Departmental Special Department Supplies for the purchase of the solar programmable message boards. The additional \$7,185 can be absorbed elsewhere in the current budget.

RECOMMENDED ACTION

Staff recommends City Council adopt a resolution authorizing the purchase of three solar and battery powered WANCO Color Message Board Sign and Trailer WVTM-5C in the amount of \$117,185.14 from TAPCO-Traffic & Parking Control Co., Inc.

ATTACHMENTS

[Attachment 1: Resolution](#)

[Attachment 2: TAPCO Sales Quote](#)

[Attachment 3: TAPCO CMAS Renewal 8.6.15 - 9.30.20](#)

[Attachment 4: Product Specifications](#)

CITY OF ST. HELENA

RESOLUTION No. 2020-

Resolution authorizing the purchase of three solar and battery powered WANCO Color Message Board Sign and Trailer WVTM-5C in the amount of \$117,185.14 from TAPCO-Traffic & Parking Control Co., Inc.

**RECIT
ALS**

- A. The City of St. Helena identified the need for three additional message boards to display important information to the traveling public during emergencies; and
- B. The purchase of the new equipment is budgeted in Fiscal Year 2019-20 from the Non-Department special department supplies, 101/561/571-4000-2215; and
- C. The City of St. Helena Public Works Department is recommending the purchase of three solar and battery powered WANCO Color Message Board Sign and Trailer WVTM-5C from TAPCO-Traffic & Parking Control Co., Inc. in the amount of \$117,185.14; and
- D. 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; and
- E. On August 12, 2008, Traffic & Parking Control Co. (TAPCO), Inc. was awarded a contract through California Multiple Award Schedule (CMAS) allowing agencies

to procure products and/or services. On August 6, 2015, Contract #4-08-78-0042A was extended to September 30, 2020. Contract #4-08-78-0042A allows for the purchase of message boards and traffic control equipment

RESOLUTION

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

1. Approves the purchase of three solar and battery powered WANCO Color Message Board Sign and Trailer WVTM-5C in the amount of \$117,185.14 from TAPCO-Traffic & Parking Control Co., Inc

Approved at a Regular Meeting of the St. Helena City Council on February 11, 2020, by the following vote:

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

APPROVED: ATTEST:

Geoff Ellsworth, Mayor
Clerk

Cindy Tzafopoulos, City



Safe travels:

Traffic and Parking Control Co., Inc.
5100 West Brown Deer Road
Brown Deer, Wisconsin 53223
Phone (800) 236-0112 • TAPCOnet.com • Fax (800) 444-0331

SALES QUOTE

Customer Copy

Number	Q1919601
Date	10/25/2019
Page	1

Sell To Cust. C59503	City of St Helena 1480 Main Street SAINT HELENA, CA 94574 USA			Ship To Cust.	City of St Helena 1480 Main Street SAINT HELENA, CA 94574 USA	
Customer PO #		Expires	Slsp	Terms	Freight	Ship Via
		11/24/2019	Tori Bennett	Net 30 DAYS	INCLUDED	BEST RATE

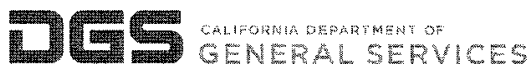
Item	Description	Quantity	UM	Price	Extension
121293	Message Board,5 Color Matrix,WVTM-5C Model,Touch Screen,260 Watt Solar Power,extoutriggers	3	EA	29,355.45	\$88,066.35
SP TRAFFIC	Approach Only K band Speed Radar	3	EA	1,125.00	\$3,375.00
SP TRAFFIC	Wanco Traffic Data Classifier System w/ Traffic analyzer software	3	EA	2,150.00	\$6,450.00
SP TRAFFIC	Combo hitch with 3- in. pintle hook and 2 in ball hitch (replaced 2" hitch)	3	EA	295.00	\$885.00
SP TRAFFIC	Four telescoping auto-locking outriggers	3	EA	315.00	\$945.00
SP TRAFFIC	340- Watt flat solar (replaces standard solar, 31% increase)	3	EA	595.00	\$1,785.00
SP TRAFFIC	Wanco Large Security Battery Box with Puck Locks 12vdc AGM batteries 600 ah total capacity 45 amp	3	EA	1,445.00	\$4,335.00
SP TRAFFIC	75-amp 12V Battery charges (replaces standar 45 amp battery charger)	3	EA	250.00	\$750.00
FREIGHT	Freight	1	EA	1,800.00	\$1,800.00

Thank you - Tori Bennett
tori.bennett@tapconet.com 262-649-4457

Shipment within _____
Acceptance By _____
Date _____
By _____

Merchandise	Freight	Tax	Total
\$108,391.35	\$0.00	\$8,793.79	\$117,185.14

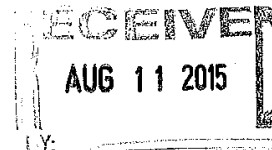
For terms and conditions, please visit: <http://www.tapconet.com/terms-and-conditions>



Governor Edmund G. Brown Jr.

August 6, 2015

Mr. Andrew Bergholz
 Traffic and Parking Control Co, Inc.
 5100 West Brown Deer Rd
 Brown Deer, WI 53223



Subject: RENEWAL of TRAFFIC AND PARKING CONTROL CO., INC.'s California Multiple Award Schedule (CMAS)

CMAS Contract No.: 4-08-78-0042A, SUPPLEMENT NO. 5
CMAS Contract Term: August 6, 2015 through September 30, 2020
Base GSA Schedule No.: GS-07F-5924R

The State of California accepts your firm's offer and renews the attached California Multiple Award Schedule (CMAS) contract for the term identified above. The contract has been awarded the same contract number as the original CMAS contract. This contract number must be shown on each invoice rendered. Additionally, this letter shall not be construed as a commitment to purchase any or all of the State's requirements from your firm. Prior approval is required from the State for all news releases regarding this contract.

It is your firm's responsibility to furnish, upon request, a copy of this CMAS contract to State and local government agencies. A complete CMAS contract includes the following: 1) this acceptance letter, 2) CMAS cover pages (which includes the signature page, ordering instructions and special provisions, and any attachments or exhibits as prepared by the CMAS Unit), 3) CMAS terms and conditions, 4) Federal GSA terms and conditions, and 5) product/service listing and prices. The CMAS Unit strongly recommends that government agencies place orders with Contractors who provide ALL of the contract elements described above.

To manage this contract, Contractors are directed to the "CMAS Contract Management and Information Guide", which can be accessed at www.dgs.ca.gov/pd/programs/leveraged/cmas.aspx, then select the "For Suppliers/Contractors" link. This guide covers topics such as CMAS Quarterly Reports, amendments, extensions, renewals, Contractor's change of address or contact person, company name change requests, and marketing your CMAS contract.

It is the Contractor's responsibility to submit on a timely basis detailed CMAS Quarterly Reports (along with any applicable incentive fees).

THE NEXT QUARTERLY REPORT DUE FOR THIS CONTRACT IS Q3-2015 (JUL-SEP)
DUE BY OCT 15, 2015.

The "Approved CMAS Contractor" logo is only available to CMAS contract holders for display at conferences or on other marketing material. A login and password is required to download the logo. Go to <http://www.dgs.ca.gov/pd/Resources/FormsResourcesLibrary.aspx>, then select "Reference Material"; click on "CMAS Logos" under the heading "Marketing Tools". At the prompt, enter the login: "cmassupplier" and the password: "cmas010194".

Should you have any questions regarding this contract, please contact me at 916/375-4408. Thank you for your continued cooperation and support of the CMAS Program.


 YOLANDA TUTT, Program Analyst
 California Multiple Award Schedules Unit

PROCUREMENT DIVISION | State of California | Government Operations Agency
 707 Third Street, 2nd Floor | West Sacramento, CA 95605 | 916.375.4365 | 916.375.4663



Procurement Division
707 Third Street, 2nd Floor, MS #2-202
West Sacramento, CA 95605-2811

State of California
MULTIPLE AWARD SCHEDULE
Traffic and Parking Control Co., Inc.

CONTRACT NUMBER:	4-08-78-0042A
SUPPLEMENT NO.:	5
CMAS CONTRACT TERM:	8/6/2015 through 9/30/2020
CONTRACT CATEGORY:	Non Information Technology Goods
APPLICABLE TERMS & CONDITIONS:	August 2010
MAXIMUM ORDER LIMIT:	\$100,000
FOR USE BY:	State & Local Government Agencies
BASE GSA SCHEDULE NO.:	GS-07F-5924R
BASE SCHEDULE HOLDER:	Traffic and Parking Control Co., Inc.

This contract provides for the purchase and warranty of signs, safety zone products and recreational playground equipment. (See page 2 for the specific brands and restrictions applicable to this contract.)

NOTICE: Products and/or services on this CMAS may be available on a Mandatory Statewide Contracts. If this is the case, the use of this CMAS is restricted unless the State agency has an approved exemption as explained in the Statewide Contract User Instructions. Information regarding Statewide Contracts can be obtained at the website: <http://www.documents.dgs.ca.gov/pd/contracts/contractindexlisting.htm>. This requirement is not applicable to local government entities.

The purpose of this supplement is to renew this contract through 9/30/2020. In addition, this supplement replaces in its entirety Traffic and Parking Control Co., Inc.'s existing California Multiple Award Schedule (CMAS) that expires on 9/30/2015. The most current Ordering Instructions and Special Provisions and CMAS Terms and Conditions dated August 2010 products and/or services and pricing are included herein. Please review these provisions carefully because they may have changed since issuance of your last contract.

State agencies cannot use this CMAS contract to purchase products available through the California Prison Industry Authority (CALPIA) without a one-time exemption from CALPIA. Agencies may request an exemption at the following website: [http://pia.ca.gov/pdf/General info/General-State-Agency-Exemption-Form.pdf](http://pia.ca.gov/pdf/General%20info/General-State-Agency-Exemption-Form.pdf). A copy of the approved exemption must be kept with the purchase order for audit purposes.

Agency non-compliance with the requirements of this contract may result in the loss of delegated authority to use the CMAS program.

Contractor non-compliance with the requirements of this contract may result in contract termination.

YOLANDA TUTT, Program Analyst, California Multiple Award Schedules Unit

Effective Date: **8/6/2015**

**CALIFORNIA MULTIPLE AWARD SCHEDULE (CMAS)
TRAFFIC AND PARKING CONTROL CO., INC.
CMAS NO. 4-08-78-0042A, SUPPLEMENT NO. 5**

CMAS PRODUCT & SERVICE CODES

The CMAS Product & Service Codes listed below are for marketing purposes only. Review this CMAS contract and the base contract identified below for the products and/or services available on this contract.

Brand-TAPCO
Clothing-Safety
Construction Equip-Accessories
Emergency-Protective Equip
Outdoor-Picnic Table
Printing-Equipment
Sign-Exterior
Sign-Handicapped
Sign-Message Board
Sign-Traffic / Road / Boundary
Solar-Power Equip
Traffic-Control Equip

AVAILABLE PRODUCTS AND/OR SERVICES

The ordering agency must verify all products and/or services are currently available on the base GSA schedule at the GSA eLibrary. Access the GSA eLibrary at www.gsaelibrary.gsa.gov.

CMAS BASE CONTRACT

This CMAS contract is based on some or all of the products and/or services and prices from GSA Schedule No. GS-07F-5924R (TRAFFIC AND PARKING CONTROL CO., INC.) with a GSA term of 7/1/2015 through 6/30/2020 including modification 0026. The term of this CMAS contract incorporates an extension of three months beyond the expiration of the base GSA contract, and is shown in the "CMAS Term Dates" on page 1.

ISSUE PURCHASE ORDER TO

Orders may be placed with Traffic and Parking Control Co., Inc. or with an Authorized Dealer as indicated below:

Orders placed with Traffic and Parking Control Co., Inc.:

Traffic and Parking Control Co., Inc.
5100 West Brown Deer Rd
Brown Deer, WI 53223

Attn: Andrew Bergholz
Contact: Andrew Bergholz
Phone: 262/814-7338
Fax No.: 262/649-5204
E-mail: andrew@tapconet.com

Orders placed with an Authorized Dealer must be addressed as shown below, and payment must be made payable to the Authorized Dealer identified on the invoice as shown below.

Traffic and Parking Control Co., Inc.
c/o Hawkins Traffic, LLC a Division of TAPCO
1255 Eastshore Hwy
Berkeley, CA 94710

Contact: Germain Paniagua
Phone: 510/646-8316
Email: germain.paniagua@hawkinstrafficsafety.com

Traffic and Parking Control Co., Inc.
c/o Statewide Safety & Signs, Inc.
P.O. Box 5299
Irvine, CA 92616

Contact: Keith Costello
Phone: 949/553-8272 Ext. 220
E-mail: kcostello@tcasc.com

For invoicing purposes, each State accounting office must have a copy of the reseller's Payee Data Record (Std. 204) in order to process payment of the invoice. Agencies should forward a copy of the Std. 204 to their accounting office. Without the Std. 204, payment may be unnecessarily delayed.

FOR CMAS QUARTERLY REPORTING REQUIREMENTS, AUTHORIZED RESELLERS ARE RESPONSIBLE FOR SENDING A COPY OF ALL PURCHASE ORDERS TO TRAFFIC AND PARKING CONTROL CO., INC.

TOP 500 DELINQUENT TAXPAYERS

In accordance with Public Contract Code Section 10295.4, and prior to placing an order for non-IT goods and/or services, agencies must verify with the Franchise Tax Board and the Board of Equalization that this contractor's name does not appear on either list of the 500 largest tax delinquencies pursuant to Section 7063 or 19195 of the Revenue and Taxation Code.

The Franchise Tax Board's list is available at www.ftb.ca.gov/aboutFTB/Delinquent_Taxpayers.shtml. The Board of Equalization's list is available at www.boe.ca.gov/cgi-bin/deliq.cgi.

CALIFORNIA SELLER'S PERMIT

Traffic and Parking Control Co., Inc.'s California Seller's Permit No. is 100065827. Prior to placing an order with this company, agencies should verify that this permit is still valid at the following website: www.boe.ca.gov.

When issuing an order to an authorized reseller listed on a CMAS contract, it is the agency's responsibility to ensure that the reseller holds a valid California Seller's Permit.

**CALIFORNIA MULTIPLE AWARD SCHEDULE (CMAS)
TRAFFIC AND PARKING CONTROL CO., INC.
CMAS NO. 4-08-78-0042A, SUPPLEMENT NO. 5**

CONTRACT PRICES

The maximum prices allowed for the products and/or services available in this CMAS contract are those set forth in the base contract identified on page 2 of this contract.

The ordering agency is encouraged to seek prices lower than those on this CMAS contract. When responding to an agency's Request for Offer (RFO), the contractor can offer lower prices to be competitive.

PRICE DISCOUNTS

This CMAS contract contains price and quantity discounts off the manufacturer's list price. See the base GSA schedule for the specific percent of discount.

DARFUR CONTRACTING ACT

This contractor has certified compliance to the Darfur Contracting Act per PCC section 10475, et seq.

AMERICAN RECOVERY AND REINVESTMENT ACT (ARRA)

Ordering departments executing purchases using ARRA funding must attach the ARRA Supplemental Terms and Conditions document to their individual RFOs and purchase documents. Departments are reminded that these terms and conditions supplement, but do not replace, standard State terms and conditions associated with this CMAS contract. The ARRA Supplemental Terms and Conditions can be accessed at www.documents.dgs.ca.gov/pd/poliproc/ARRATand%20C081009final.pdf.

WARRANTY

For warranties, see the federal GSA schedule and the CMAS Terms and Conditions, General Provisions, CMAS Warranty.

DELIVERY

Varies from 1 to 30 days after receipt of order, or as negotiated between agency and contractor and included in the purchase order, or as otherwise stipulated in the contract.

SHIPPING INSTRUCTIONS

F.O.B. (Free On Board) Origin. Buying agency pays the freight charges.

State agencies (not local governments) must follow the instructions below for shipping charges exceeding \$50.

All shipments will be made by ground transportation unless otherwise ordered on the Std. 65.

Before placing order, contact the DGS Transportation Management (916) 376-1888 to determine the routing of freight shipments. You will need to provide Transportation Management with the point of origin and destination. They will also want to know the commodity being shipped and the estimated shipping weight of the order. If shipping overnight, the account number must be included.

Routing information should be shown on the face of the Contract/Delegation Purchase Order (Std. 65) in the format shown below.

Shipping Instructions:

Supplier route via: _____
Carrier's telephone number: _____

Annotate bill(s) of lading as follows:

"Freight for account of State of California. Tender Number: _____ applies. State of California Purchase Order Number: _____ SHIP FREIGHT COLLECT." Estimated Freight charges: _____

If supplier is unable to use this carrier, call Transportation Management at (916) 376-1888.

The following statement must be noted on the purchase order when the commodities are being shipped via UPS (United Parcel Service) and the State is paying directly to UPS (Collect).

Shipping Instructions:

Supplier route via United Parcel Service (ground).
State of California, Department of _____
_____ UPS account number applies.
State of California Purchase Order Number _____
_____ SHIP COLLECT. Estimated UPS charges: _____

If supplier is unable to use UPS, call Transportation Management at (916) 376-1888.

Contractor Note: Additional shipping costs incurred by deviation to above shipping instructions, without Transportation Management approval, shall be charged to the contractor.

PURCHASING AUTHORITY DOLLAR THRESHOLD

No CMAS order may be executed by a State agency that exceeds that agency's CMAS purchasing authority threshold or the CMAS maximum order limit, whichever is less.

**CALIFORNIA MULTIPLE AWARD SCHEDULE (CMAS)
TRAFFIC AND PARKING CONTROL CO., INC.
CMAS NO. 4-08-78-0042A, SUPPLEMENT NO. 5**

HOW TO USE CMAS CONTRACTS

Agencies must adhere to the detailed requirements in the State Contracting Manual (SCM) when using CMAS contracts. The requirements for the following bullets are in the SCM, Volume 2, Chapter 6 (for non-IT) and the SCM, Volume 3, Chapter 6 (for IT):

- Develop a Request for Offer, which includes a Scope of Work (SOW), and Bidder Declaration form. For information on the Bidder Declaration requirements, see the SCM, Volume 2, Section 3.5.7 and Volume 3, Section 3.4.7.
- Search for potential CMAS contractors at www.dgs.ca.gov/pd/Programs/Leveraged/CMAS.aspx, select "Find a CMAS Contract".
- Solicit offers from a minimum of 3 CMAS contractors including one small business and/or DVBE, if available, who are authorized to sell the products and/or services needed.
- If soliciting offers from a certified DVBE, include the Disabled Veteran Business Enterprise Declarations form (Std. 843) in the Request for Offer. This declaration must be completed and returned by the DVBE prime contractor and/or any DVBE subcontractors. (See the SCM Volumes 2 and 3, Chapter 3).
- This is not a bid transaction, so the small business preference, DVBE participation goals, protest language, intents to award, evaluation criteria, advertising, etc., are not applicable.
- If less than 3 offers are received, State agencies must document their file with the reasons why the other suppliers solicited did not respond with an offer.
- Assess the offers received using best value methodology, with cost as one of the criteria.
- Issue a Purchase Order to the selected contractor.
- For CMAS transactions under \$5,000 only one offer is required if the State agency can establish and document that the price is fair and reasonable.

Local governments set their own order limits, and are not bound by the order limits on the cover page of this contract.

SPLITTING ORDERS

Splitting orders to avoid any monetary limitations is prohibited.

Do not circumvent normal procurement methods by splitting purchases into a series of delegated purchase orders (PCC § 10329).

Splitting a project into small projects to avoid either fiscal or procedural controls is prohibited (SAM 4819.34).

MINIMUM ORDER LIMITATION

There is no minimum dollar value limitation on orders placed under this contract.

ORDERING PROCEDURES**1. Order Form**

State agencies shall use a Contract/Delegation Purchase Order (Std. 65) for purchases and services.

Local governments shall, in lieu of the State's Purchase Order (Std. 65), use their own purchase order document.

Electronic copies of the State Standard Forms can be found at the Office of State Publishing website. The site provides information on the various forms and use with the Adobe Acrobat Reader. Beyond the Reader capabilities, Adobe Acrobat advanced features may be utilized if you have Adobe Business Tools or Adobe Acrobat 4.0 installed on your computer. Direct link to the Standard Form 65:

<http://www.dgs.ca.gov/dgs/ProgramsServices/Form/s/FMC/Search.aspx>

2. Purchase Orders

State and Local Government agencies are required to send a copy of each CMAS purchase order to:

Department of General Services
Procurement Division, Data Management Unit
PO Box 989052, MS #2-203
West Sacramento, CA 95798-9052
(or via Interagency Mail Service #Z-1)

The agency is required to complete and distribute the order form. For services, the agency shall modify the information contained on the order to include the service period (start and end date), and the monthly cost (or other intermittent cost), and any other information pertinent to the services being provided. The cost for each line item should be included in the order, not just system totals.

The contractor must immediately reject orders that are not accurate. Discrepancies are to be negotiated and incorporated into the order prior to the products and services being delivered.

3. Service and Delivery after Contract Expiration

The purchase order must be issued before the CMAS contract end term expires. However, delivery of the products or completion of the services may be after the contract end term expires (unless otherwise specifically stated in the contract), but must be as provided for in the contract and as specified in the purchase order.

**CALIFORNIA MULTIPLE AWARD SCHEDULE (CMAS)
TRAFFIC AND PARKING CONTROL CO., INC.
CMAS NO. 4-08-78-0042A, SUPPLEMENT NO. 5**

4. Multiple Contracts on STD. 65 Order Form

Agencies may include multiple CMAS contracts from the same contractor on a single Std. 65 Contract/Delegation Purchase Order. For guidelines, see the SCM, Volumes 2 & 3, Chapter 6.B4.1.

5. Amendments to Agency's Purchase Orders

Agency purchase orders cannot be amended if the CMAS contract has expired.

The SCM, Volumes 2 & 3, Chapter 6.A5.0 provides the following direction regarding amendments to all types of CMAS purchase orders:

Original orders, which include options for changes (e.g., quantity or time), that were evaluated and considered in the selection for award during the RFO process, may be amended consistent with the terms of the original order, provided that the original order allowed for amendments. If the original order did not evaluate options, then amendments are not allowed unless an NCB is approved for those amendments.

Amendments unique to non-IT services are covered in the SCM, Volume 2, Chapter 6.B2.9 as follows:

If the original contract permitted amendments, but did not specify the changes (e.g., quantity or time), it may be amended. This only applies to the first amendment. The time shall not exceed one year, or add not more than 30% of the original order value and may not exceed \$250,000. If the original contract did not have language permitting amendments, the NCB process must be followed.

Also, see the SCM, Volumes 2 & 3, Chapter 8, Topic 6, for more information on amending purchase orders.

CONTRACTOR OWNERSHIP INFORMATION

Traffic and Parking Control Co., Inc. is a large business enterprise.

SMALL BUSINESS MUST BE CONSIDERED

Prior to placing orders under the CMAS program, State agencies shall whenever practicable first consider offers from small businesses that have established CMAS contracts [GC Section 14846(b)]. NOTE: The Department of General Services auditors will request substantiation of compliance with this requirement when agency files are reviewed.

The following website lists CMAS Small Business and Disabled Veteran Partners:
www.dgs.ca.gov/pd/Programs/Leveraged/CMAS.aspx
then select "Find a CMAS Contractor".

In response to our commitment to increase participation by small businesses, the Department of General Services waives the administrative fee (a fee currently charged to customer agencies to support the CMAS program) for orders to certified small business enterprises.

See the current fees in the DGS Price Book at:
<http://www.dgs.ca.gov/ofs/Pricebook.aspx>.

SMALL BUSINESS/DVBE - TRACKING

State agencies are able to claim subcontracting dollars towards their small business or DVBE goals whenever the Contractor subcontracts a commercially useful function to a certified small business or DVBE. The Contractor will provide the ordering agency with the name of the small business or DVBE used and the dollar amount the ordering agency can apply towards its small business or DVBE goal.

SMALL BUSINESS/DVBE - SUBCONTRACTING

1. The amount an ordering agency can claim towards achieving its small business or DVBE goals is the dollar amount of the subcontract award made by the Contractor to each small business or DVBE.
2. The Contractor will provide an ordering agency with the following information at the time the order is quoted:
 - a. The Contractor will state that, as the prime Contractor, it shall be responsible for the overall execution of the fulfillment of the order.
 - b. The Contractor will indicate to the ordering agency how the order meets the small business or DVBE goal, as follows:
 - List the name of each company that is certified by the Office of Small Business and DVBE Certification that it intends to subcontract a commercially useful function to; and
 - Include the small business or DVBE certification number of each company listed, and attach a copy of each certification; and
 - Indicate the dollar amount of each subcontract with a small business or DVBE that may be claimed by the ordering agency towards the small business or DVBE goal; and
 - Indicate what commercially useful function the small business or DVBE subcontractor will be providing towards fulfillment of the order.

**CALIFORNIA MULTIPLE AWARD SCHEDULE (CMAS)
TRAFFIC AND PARKING CONTROL CO., INC.
CMAS NO. 4-08-78-0042A, SUPPLEMENT NO. 5**

3. The ordering agency's purchase order must be addressed to the prime Contractor, and the purchase order must reference the information provided by the prime Contractor as outlined above.

NEW EQUIPMENT REQUIRED

The State will procure new equipment. All equipment must be new (or warranted as newly manufactured) and the latest model in current production. Used, shopworn, demonstrator, prototype, or discontinued models are not acceptable.

Where Federal Energy Management Program (FEMP) standards are available, all State agencies shall purchase only those products that meet the recommended standards. All products displaying the Energy Star label meet the FEMP standards.

SPECIAL MANUFACTURED GOODS

Any contract for goods to be manufactured by the contractor specifically for the State and not suitable for sale to others may require progress payments.

For Non-IT goods contracts, see the CMAS contract Non-IT Commodities Terms & Conditions, Provision 69, Progress Payments.

OPEN MARKET/INCIDENTAL, NON-SCHEDULE ITEMS

The only time that open market/incidental, non-schedule items may be included in a CMAS order is when they fall under the parameters of the Not Specifically Priced (NSP) Items provision. If the NSP provision is not included in the schedule, or the products and/or services required do not qualify under the parameters of the NSP provision, the products and/or services must be procured separate from CMAS.

STATE AND LOCAL GOVERNMENTS CAN USE CMAS

State and local government agency use of CMAS contracts is optional. A local government is any city, county, city and county, district, or other local governmental body or corporation, including UC, CSU, K-12 schools and community colleges empowered to expend public funds. While the State makes this contract available, each local government agency should make its own determination whether the CMAS program is consistent with their procurement policies and regulations.

UPDATES AND/OR CHANGES

A CMAS amendment is not required for updates and/or changes once the update and/or change becomes effective for the federal GSA schedule, except as follows:

- A CMAS amendment is required when the contract is based on products and/or services from another contractor's multiple award contract and the contractor wants to add a new manufacturer's products and/or services.
- A CMAS amendment is required for new federal contract terms and conditions that constitute a material difference from existing contract terms and conditions. A material change has a potentially significant effect on the delivery, quantity or quality of items provided, the amount paid to the contractor or on the cost to the State.
- A CMAS amendment is required for changes to contracts that require California Prison Industry Authority (CALPIA) approval.

A CMAS amendment is required to update and/or change terms and conditions and/or products and services based on a non-federal GSA multiple award contract.

SELF-DELETING FEDERAL GSA TERMS AND CONDITIONS

Instructions, or terms and conditions that appear in the Special Items or other provisions of the federal GSA and apply to the purchase, license, or rental (as applicable) of products or services by the U.S. Government in the United States, and/or to any overseas location shall be self-deleting. (Example: "Examinations of Records" provision).

Federal regulations and standards, such as Federal Acquisition Regulation (FAR), Federal Information Resources Management Regulation (FIRMR), Federal Information Processing Standards (FIPS), General Services Administration Regulation (GSAR), or Federal Installment Payment Agreement (FIPA) shall be self-deleting. Federal blanket orders and small order procedures are not applicable.

ORDER OF PRECEDENCE

The CMAS Terms and Conditions shall prevail if there is a conflict between the terms and conditions of the contractor's federal GSA, (or other multiple award contract), packaging, invoices, catalogs, brochures, technical data sheets or other documents (see CMAS Terms and Conditions, CONFLICT OF TERMS).

APPLICABLE CODES, POLICIES AND GUIDELINES

All California codes, policies, and guidelines are applicable. THE USE OF CMAS DOES NOT REDUCE OR RELIEVE STATE AGENCIES OF THEIR RESPONSIBILITY TO MEET STATEWIDE REQUIREMENTS REGARDING CONTRACTING OR THE PROCUREMENT OF GOODS OR SERVICES. Most procurement and contract codes, policies, and guidelines are incorporated into CMAS contracts. Nonetheless, there is no guarantee that every possible requirement that pertains to all the different and unique State processes has been included.

**CALIFORNIA MULTIPLE AWARD SCHEDULE (CMAS)
TRAFFIC AND PARKING CONTROL CO., INC.
CMAS NO. 4-08-78-0042A, SUPPLEMENT NO. 5**

STATEWIDE PROCUREMENT REQUIREMENTS

Agencies must carefully review and adhere to all statewide procurement requirements in the SCM, Volumes 2 and 3, such as:

- Automated Accounting System requirements of State Administrative Manual (SAM) Section 7260-62.
- Productive Use Requirements, per the SCM, Volume 3, Chapter 2, Section 2.B6.2.
- SAM Sections 4819.41 and 4832 certifications for information technology procurements and compliance with policies.
- Services may not be paid for in advance.
- Agencies are required to file with the Department of Fair Employment and Housing (DFEH) a Contract Award Report Std. 16 for each order over \$5,000 within 10 days of award, including supplements that exceed \$5,000.
- Pursuant to Public Contract Code Section 10359 State agencies are to report all Consulting Services Contract activity for the preceding fiscal year to DGS and the six legislative committees and individuals that are listed on the annual memorandum from DGS.
- Pursuant to Unemployment Insurance Code Section 1088.8, State and local government agencies must report to the Employment Development Department (EDD) all payments for services that equal \$600 or more to independent sole proprietor contractors. See the Contractor's Std. 204, Payee Data Record, to determine sole proprietorship. For inquiries regarding this subject, contact EDD at (916) 651-6945 for technical questions or (888) 745-3886 for information and forms.
- Annual small business and disabled veteran reports.
- Post evaluation reports. Public Contract Code 10369 requires State agencies to prepare post evaluations on form Std. 4 for all completed non-IT consulting services contracts of more than \$5,000. Copies of negative evaluations for non-IT consulting services only must be sent to the DGS, Office of Legal Services. The Bureau of State Audits requires State agencies annually to certify compliance with these requirements.

ETHNICITY/RACE/GENDER REPORTING REQUIREMENT

Effective January 1, 2007, in accordance with Public Contract Code 10111, State agencies are to capture information on ethnicity, race, and gender of business owners (not subcontractors) for all awarded contracts, including CAL-Card transactions. Each department is required to independently report this information to the Governor and the Legislature on an annual basis.

Agencies are responsible for developing their own guidelines and forms for collecting and reporting this information.

Contractor participation is voluntary.

PAYMENTS AND INVOICES

1. Payment Terms

Payment terms for this contract are 1%-20 days; net 45 days.

Payment will be made in accordance with the provisions of the California Prompt Payment Act, Government Code Section 927 et. seq. Unless expressly exempted by statute, the Act requires State agencies to pay properly submitted, undisputed invoices not more than 45 days after (i) the date of acceptance of goods or performance of services; or (ii) receipt of an undisputed invoice, whichever is later.

2. Payee Data Record (Std. 204)

Each State accounting office must have a copy of the Contractor's Payee Data Record (Std. 204) in order to process payment of invoices. Contractors are required to provide a copy of their Std. 204 upon request from an agency customer. Agencies should forward a copy of the Std. 204 to their accounting office. Without the Std. 204, payment may be unnecessarily delayed.

3. DGS Administrative and Incentive Fees

Orders from State Agencies:

The Department of General Services (DGS) will bill each State agency directly an administrative fee for use of CMAS contracts. The administrative fee should NOT be included in the order total, nor remitted before an invoice is received from DGS. This administrative fee is waived for CMAS purchase orders issued to California certified small businesses.

See the current administrative fees in the DGS Price Book at:
<http://www.dgs.ca.gov/ofs/Pricebook.aspx>.

Orders from Local Government Agencies:

Effective for CMAS orders dated 1/1/2010 or later, CMAS contractors, who are not California certified small businesses, are required to remit to the DGS an incentive fee equal to 1% of the total of all local government agency orders (excluding sales tax and freight) placed against their CMAS contract(s). This incentive fee is in lieu of local government agencies being billed the above referenced DGS administrative fee.

**CALIFORNIA MULTIPLE AWARD SCHEDULE (CMAS)
TRAFFIC AND PARKING CONTROL CO., INC.
CMAS NO. 4-08-78-0042A, SUPPLEMENT NO. 5**

This incentive fee is waived for CMAS purchase orders issued to California certified small businesses.

The check covering this fee shall be made payable to the Department of General Services, CMAS Unit, and mailed to the CMAS Unit along with the applicable Quarterly Report. See the provision in this contract entitled "Contractor Quarterly Report Process" for information on when and where to send these checks and reports.

4. Contractor Invoices

Unless otherwise stipulated, the contractor must send their invoices to the agency address set forth in the purchase order. Invoices shall be submitted in triplicate and shall include the following:

- Contract number
- Agency purchase order number
- Agency Bill Code
- Line item number
- Unit price
- Extended line item price
- Invoice total

State sales tax and/or use tax shall be itemized separately and added to each invoice as applicable.

The company name on the CMAS contract, purchase order and invoice must match or the State Controller's Office will not approve payment.

5. Advance Payments

Advance payment is allowed for services only under limited, narrowly defined circumstances, e.g., between specific departments and certain types of non-profit organizations, or when paying another government agency (GC 11256 – 11263 and 11019).

It is NOT acceptable to pay in advance, except software maintenance and license fees, which are considered a subscription, may be paid in advance if a provision addressing payment in advance is included in the purchase order.

Warranty upgrades and extensions may also be paid for in advance, one time.

6. Credit Card

Traffic and Parking Control Co., Inc. accepts the State of California credit card (CAL-Card).

A Purchasing Authority Purchase Order (Std. 65) is required even when the ordering department chooses to pay the contractor via the CAL-Card. Also, the DGS administrative fee is applicable for all CMAS orders to suppliers not California certified as a small business.

7. Lease/Purchase Analysis

State agencies must complete a Lease/Purchase Analysis (LPA) to determine best value when contemplating a lease/rental, and retain a copy for future audit purposes (SAM 3700). Approval by the Department of General Services is not required.

8. Leasing

Except for Federal Lease to Own Purchase (LTOP) and hardware rental provisions with no residual value owed at end term (\$1 residual value is acceptable), Federal GSA Lease provisions are NOT available through CMAS because the rates and contract terms and conditions are not acceptable or applicable to the State.

SEAT Management financing options are NOT available through this contract.

As an alternative, agencies may consider financing through the State's financial marketplace GS \$Mart™. All terms and conditions and lenders are pre-approved for easy financing. The GS \$Mart™ Internet address is www.dgs.ca.gov/pd/programs/statefinancialmarketplace.aspx. Buyers may contact the GS \$Mart™ Administrator, Patrick Mullen by phone at (916) 375-4617 or via e-mail at patrick.mullen@dgs.ca.gov for further information.

9. Maintenance Tax

The Board of Equalization has ruled that in accordance with Section 1655 of the Sales and Use Tax Regulations of the Business Taxes Law Guide, that whenever optional maintenance contracts include consumable supplies, such supplies are subject to sales tax.

Generally, the State has two options:

1. For contracts that provide for maintenance services (i.e., the furnishing of labor and parts necessary to maintain equipment), the charges for the provision of maintenance services are not taxable.

**CALIFORNIA MULTIPLE AWARD SCHEDULE (CMAS)
TRAFFIC AND PARKING CONTROL CO., INC.
CMAS NO. 4-08-78-0042A, SUPPLEMENT NO. 5**

2. For contracts that provide for maintenance services and consumable supply items (e.g., toner, developer, and staples), the provision of the consumable supplies is considered a taxable sale of tangible personal property. Therefore, State agencies awarding optional maintenance contracts are responsible for paying the applicable sales tax on the consumable supplies utilized during the performance period of the maintenance contract.

The contractor will be required to itemize the taxed consumables for State accounting purposes.

CONTRACTOR QUARTERLY REPORT PROCESS

Contractors are required to submit a detailed CMAS Business Activity Report on a quarterly basis to the CMAS Unit. See Attachment B for a copy of this form and instructions.

This report shall be mailed to:

Department of General Services
Procurement Division – CMAS Unit
Attention: Quarterly Report Processing
PO Box 989052, MS #2-202
West Sacramento, CA 95798-9052

Reports that include checks for incentive fees or that exceed a total of 5 pages must be mailed and shall not be faxed or e-mailed. All other reports may be faxed or e-mailed to the attention of Quarterly Report Processing as follows:

CMAS Unit Fax Number: (916) 375-4663
CMAS Unit E-Mail: cmas@dgs.ca.gov

For the full instructions on completing and submitting CMAS Quarterly Business Activity Reports, and a soft copy of a blank quarterly report form, go to www.dgs.ca.gov/pd/Programs/Leveraged/CMAS.aspx, and then select "For Suppliers/Contractors".

Important things to remember regarding CMAS Quarterly Business Activity Reports (referred to as "reports" below):

- A report is required for each CMAS contract each quarter, even when no new purchase orders are received in the quarter.
- A separate report is required for each CMAS contract.
- Each purchase order must be reported only once in the quarter identified by the purchase order date, regardless of when the services were performed, the products were delivered, the invoice was sent, or the payment was received.
- Purchase orders from State and local government agencies must be separated on the report, as shown in the instructions.

- Contractors must report the sales activity for all resellers listed on their CMAS contract.
- Any report that does not follow the required format or excludes required information will be deemed incomplete and returned to the contractor for corrections.
- Taxes and freight must not be included in the report.
- For CMAS orders dated 1/1/2010 or later, contractors are no longer required to attach copies of purchase orders to their reports. This changed requirement will begin on Q1-2010 reports, which are due 4/15/2010.
- For CMAS orders dated 1/1/2010 or later, contractors who are not California certified small businesses must attach to their quarterly report a check covering the required incentive fee for all CMAS sales to local government agencies (see more information below). This new requirement will start on Q1-2010 reports, which are due 4/15/2010.
- New contracts, contract renewals or extensions, and contract modifications will be approved only if the contractor has submitted all required quarterly reports and incentive fees.

CMAS Quarterly Business Activity Reports are due in the CMAS Unit within two weeks after the end of each quarter as shown below:

Quarter 1	Jan 1 to Mar 31	Due Apr 15
Quarter 2	Apr 1 to Jun 30	Due Jul 15
Quarter 3	Jul 1 to Sep 30	Due Oct 15
Quarter 4	Oct 1 to Dec 31	Due Jan 15

CONTRACTOR QUARTERLY INCENTIVE FEES

CMAS contractors who are not California certified small businesses must remit to the DGS an incentive fee equal to 1% of the total of all local government agency orders (excluding sales tax and freight) placed against their CMAS contract(s). This incentive fee is in lieu of local government agencies being billed the above referenced DGS administrative fee.

CMAS contractors cannot charge local government agencies an additional 1% charge on a separate line item to cover the incentive fee. The contractor must include the 1% incentive fee in the price of the products or services offered, and the line item prices must not exceed the applicable GSA prices.

A local government agency is any city, county, district, or other local governmental body, including the California State University (CSU) and University of California (UC) systems, K-12 public schools and community colleges empowered to expend public funds.

This incentive fee is waived for CMAS purchase orders issued to California certified small businesses.

**CALIFORNIA MULTIPLE AWARD SCHEDULE (CMAS)
TRAFFIC AND PARKING CONTROL CO., INC.
CMAS NO. 4-08-78-0042A, SUPPLEMENT NO. 5**

The check covering this fee shall be made payable to the Department of General Services, CMAS Unit, and mailed to the CMAS Unit along with the applicable Quarterly Report. See the provision in this contract entitled "Contractor Quarterly Report Process" for information on when and where to send these checks and reports.

CONTRACTOR PROVIDES COPY OF THE CONTRACT AND SUPPLEMENTS

CMAS contractors are required to provide the entire contract that consists of the following:

- Cover pages with DGS logo and CMAS analyst's signature, and Ordering Instructions and Special Provisions.
- California CMAS Terms and Conditions.
- Federal GSA Terms and Conditions (unless otherwise stipulated in the CMAS contract).
- Federal GSA products, services, and price list (unless otherwise stipulated in the CMAS contract).
- Supplements, if applicable.

It is important for the agency to confirm that the required products, services, and prices are included in the contract and are at or below contract rates. To streamline substantiation that the needed items are in the contract, the agencies should ask the contractor to identify the specific pages from the contract that include the required products, services, and prices. Agencies should save these pages for their file documentation.

CONTRACTORS ACTING AS FISCAL AGENTS ARE PROHIBITED

When a subcontractor ultimately provides all of the products or performs all of the services that a contractor has agreed to provide, and the prime contractor only handles the invoicing of expenditures, then the prime contractor's role becomes that of a fiscal agent because it is merely administrative in nature, and does not provide a Commercially Useful Function (CUF). It is unacceptable to use fiscal agents in this manner because the agency is paying unnecessary administrative costs.

AGENCY RESPONSIBILITY

Agencies must contact contractors to obtain copies of the contracts and compare them for a best value purchasing decision.

Each agency is responsible for its own contracting program and purchasing decisions, including use of the CMAS program and associated outcomes.

This responsibility includes, but is not necessarily limited to, ensuring the necessity of the services, securing appropriate funding, complying with laws and policies, preparing the purchase order in a manner that safeguards the State's interests, obtaining required approvals, and documenting compliance with Government Code 19130.b (3) for outsourcing services.

It is the responsibility of each agency to consult as applicable with their legal staff and contracting offices for advice depending upon the scope or complexity of the purchase order.

If you do not have legal services available to you within your agency, the DGS Office of Legal Services is available to provide services on a contractual basis.

CONFLICT OF INTEREST

Agencies must evaluate the proposed purchase order to determine if there are any potential conflict of interest issues. See the attached CMAS Terms and Conditions, Conflict of Interest, for more information.

FEDERAL DEBARMENT

When federal funds are being expended, the agency is required to obtain (retain in file) a signed "Federal Debarment" certification from the contractor before the purchase order is issued.

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 29 CFR Part 98, Section 98.510, Participants; responsibilities. The regulations were published as Part VII of the May 26, 1988 Federal Register (pages 19160-19211).

LIQUIDATED DAMAGES FOR LATE DELIVERY

The value of the liquidated damages cannot be a penalty, must be mutually agreed upon by agency and contractor and included in the purchase order to be applicable.

ACCEPTANCE TESTING CRITERIA

If the agency wants to include acceptance testing for all newly installed technology systems, and individual equipment, and machines which are added or field modified (modification of a machine from one model to another) after a successful performance period, the test criteria must be included in the purchase order to be applicable.

**CALIFORNIA MULTIPLE AWARD SCHEDULE (CMAS)
TRAFFIC AND PARKING CONTROL CO., INC.
CMAS NO. 4-08-78-0042A, SUPPLEMENT NO. 5**

AMERICANS WITH DISABILITY ACT (ADA)

Section 504 of the Rehabilitation Act of 1973 as amended; Title VI and VII of the Civil Rights Act of 1964 as amended; Americans with Disabilities Act, 42 USC 12101; California Code of Regulations, Title 2, Title 22; California Government Code, Sections 11135, et seq.; and other federal and State laws, and Executive Orders prohibit discrimination. All programs, activities, employment opportunities, and services must be made available to all persons, including persons with disabilities. See Attachment A for Procurement Division's ADA Compliance Policy of Nondiscrimination on the Basis of Disability.

Individual government agencies are responsible for self-compliance with ADA regulations.

Contractor sponsored events must provide reasonable accommodations for persons with disabilities.

**DGS PROCUREMENT DIVISION CONTACT AND
PHONE NUMBER**

Department of General Services
Procurement Division, CMAS Unit
707 Third Street, 2nd Floor, MS 202
West Sacramento, CA 95605-2811

Phone # (916) 375-4363
Fax # (916) 375-4663

CALIFORNIA MULTIPLE AWARD SCHEDULE (CMAS)
 TRAFFIC AND PARKING CONTROL CO., INC.
 CMAS NO. 4-08-78-0042A, SUPPLEMENT NO. 5

ATTACHMENT A

ADA NOTICE

**Procurement Division (State Department of General Services)
 AMERICANS WITH DISABILITIES ACT (ADA) COMPLIANCE
POLICY OF NONDISCRIMINATION ON THE BASIS OF DISABILITY**

To meet and carry out compliance with the nondiscrimination requirements of the Americans With Disabilities Act (ADA), it is the policy of the Procurement Division (within the State Department of General Services) to make every effort to ensure that its programs, activities, and services are available to all persons, including persons with disabilities.

For persons with a disability needing a reasonable accommodation to participate in the Procurement process, or for persons having questions regarding reasonable accommodations for the Procurement process, please contact the Procurement Division at (916) 375-4400 (main office); the Procurement Division TTY/TDD (telephone device for the deaf) or California Relay Service numbers which are listed below. You may also contact directly the Procurement Division contact person who is handling this procurement.

IMPORTANT: TO ENSURE THAT WE CAN MEET YOUR NEED, IT IS BEST THAT WE RECEIVE YOUR REQUEST AT LEAST 10 WORKING DAYS BEFORE THE SCHEDULED EVENT (i.e., MEETING, CONFERENCE, WORKSHOP, etc.) OR DEADLINE DUE-DATE FOR PROCUREMENT DOCUMENTS.

The Procurement Division TTY telephone numbers are:

Sacramento Office: (916) 376-1891
 Fullerton Office: (714) 773-2093

The California Relay Service Telephone Numbers are:

Voice 1-800-735-2922 or 1-888-877-5379
 TTY: 1-800-735-2929 or 1-888-877-5378
 Speech-to-Speech: 1-800-854-7784

ATTACHMENT B

CMAS QUARTERLY BUSINESS ACTIVITY REPORT

Contractor Name: _____ Reporting Calendar Year: _____ Revision ☐

Contract Number: _____ Reporting Quarter: ☐ Q1 (Jan-Mar) ☐ Q2 (Apr-Jun) ☐ Q3 (Jul-Sep) ☐ Q4 (Oct-Dec)

For Questions Regarding This Report Contact:

Name: _____

Phone Number: _____

E-mail: _____

Check Here if No New Orders for This Quarter ☐

STATE AGENCY PURCHASES							
State Agency Name	Purchase Order Number	Purchase Order Date	Agency Billing Code	Total Dollars Per Purchase Order	Agency Contact	Agency Address	Phone Number

Total State Agency Dollars Reported for Quarter: \$ _____

LOCAL GOVERNMENT AGENCY PURCHASES							
Local Government Agency Name	Purchase Order Number	Purchase Order Date	Total Dollars Per Purchase Order	Agency Contact	Agency Address	Phone Number	

Total Local Government Agency Dollars for Quarter: \$ _____ 1% Remitted to DGS (does not apply to CA certified S/Bs): \$ _____

Total of State and Local Government Agency Dollars Reported for this Quarter: \$ _____

ATTACHMENT B

CMAS QUARTERLY BUSINESS ACTIVITY REPORT

Instructions for completing the CMAS Quarterly Business Activity Report

1. Complete the top of the form with the appropriate information for your company.
2. **Agency Name** - Identify the State agency or Local Government agency that issued the order.
3. **Purchase Order Number** - Identify the purchase order number (and amendment number if applicable) on the order form. This is not your invoice number. This is the number the State agency or Local Government agency assigns to the order.
4. **Purchase Order Date** - Identify the date the purchase order was issued, as shown on the order. This is not the date you received, accepted, or invoiced the order.
5. **Agency Billing Code** - Identify the State agency billing code. This is a five-digit number identified on the upper right hand corner of the Std. 65 purchase order form. You must identify this number on all purchases made by State of California agencies. Billing codes are not applicable to Local Government agencies.
6. **Total Dollars Per PO** - Identify the total dollars of the order excluding tax and freight. Tax must NOT be included in the quarterly report, even if the agency includes tax on the purchase order. The total dollars per order should indicate the entire purchase order amount (less tax and freight) regardless of when you invoice order, perform services, deliver product, or receive payment.
7. **Agency Contact** - Identify the ordering agency's contact person on the purchase order.
8. **Agency Address** - Identify the ordering agency's address on the purchase order.
9. **Phone Number** - Identify the phone number for the ordering agency's contact person.
10. **Total State Sales & Total Local Sales** - Separately identify the total State dollars and/or Local Government agency dollars (pre-tax) for all orders placed in quarter.
11. **1% Remitted to DGS** - Identify 1% of the total Local Government agency dollars reported for the quarter. This is the amount to be remitted to DGS by contractors who are not California certified small businesses.
12. **Grand Total** - Identify the total of all State and Local Government agency dollars reported for the quarter.

Notes:

- A report is required for each CMAS contract, each quarter, even when there are no new orders for the quarter.
- Quarterly reports are due two weeks after the end of the quarter.

GSPD-401Non-IT Commodities-CMAS

CALIFORNIA MULTIPLE AWARD SCHEDULES (CMAS) GENERAL PROVISIONS - NON-IT COMMODITIES

1. **DEFINITIONS:** The following terms shall be given the meaning shown, unless context requires otherwise or a unique meaning is otherwise specified.
 - a) **"Business entity"** means any individual, business, partnership, joint venture, corporation, S-corporation, limited liability corporation, limited liability partnership, sole proprietorship, joint stock company, consortium, or other private legal entity recognized by statute.
 - b) **"Buyer"** means the State's authorized Contracting official.
 - c) **"Contract"** means this Contract or agreement (including any purchase order), by whatever name known or in whatever format used.
 - d) **"Contractor"** means the Business Entity with whom the State enters into this Contract. Contractor shall be synonymous with "supplier", "vendor" or other similar term.
 - e) **"Goods"** (commodities) means all types of tangible personal property, including but not limited to materials, supplies, and equipment (including computer equipment and telecommunications).
 - f) **"State"** means the government of the State of California, its employees and authorized representatives, including without limitation any department, agency, or other unit of the government of the State of California.
2. **CONTRACT FORMATION:** If this Contract results from a Contract Offer, then Contractor's offer is deemed a firm offer and this Contract document is the State's acceptance of that offer.
3. **COMPLETE INTEGRATION:** This Contract, including any documents incorporated herein by express reference, is intended to be a complete integration and there are no prior or contemporaneous different or additional agreements pertaining to the subject matter of the Contract.
4. **SEVERABILITY:** The Contractor and the State agree that if any provision of this Contract is found to be illegal or unenforceable, such term or provision shall be deemed stricken and the remainder of the Contract shall remain in full force and effect. Either party having knowledge of such term or provision shall promptly inform the other of the presumed non-applicability of such provision.
5. **INDEPENDENT CONTRACTOR:** Contractor and the agents and employees of Contractor, in the performance of this Contract, shall act in an independent capacity and not as officers or employees or agents of the State.
6. **APPLICABLE LAW:** This Contract shall be governed by and shall be interpreted in accordance with the laws of the State of California; venue of any action brought with regard to this Contract shall be in Sacramento County, Sacramento, California. The United Nations Convention on Contracts for the International Sale of Goods shall not apply to this Contract.
7. **COMPLIANCE WITH STATUTES AND REGULATIONS:**
 - a) Contractor warrants and certifies that in the performance of this Contract, it will comply with all applicable statutes, rules, regulations and orders of the United States and the State of California and agrees to indemnify the State against any loss, cost, damage or liability by reason of Contractor's violation of this provision.
 - b) If this Contract is in excess of \$554,000, it is subject to the requirements of the World Trade Organization (WTO) Government Procurement Agreement (GPA).
8. **CONTRACTOR'S POWER AND AUTHORITY:** The Contractor warrants that it has full power and authority to grant the rights herein granted and will hold the State harmless from and against any loss, cost, liability, and expense (including reasonable attorney fees) arising out of any breach of this warranty. Further, Contractor avers that it will not enter into any arrangement with any third party which might abridge any rights of the State under this Contract.
 - a) The State will notify Contractor of any such claim in writing and tender the defense thereof within a reasonable time; and
 - b) Contractor will have sole control of the defense of any action on such claim and all negotiations for its settlement or compromise; provided that (i) when substantial principles of government or public law are involved, when litigation might create precedent affecting future State operations or liability, or when involvement of the State is otherwise mandated by law, the State may participate in such action at its own expense with respect to attorneys' fees and costs (but not liability); (ii) the State will have the right to approve or disapprove any settlement or compromise, which approval will not unreasonably be withheld or delayed; and (iii) the State will reasonably cooperate in the defense and in any related settlement negotiations.
9. **CMAS -- ASSIGNMENT:** This Contract shall not be assignable by the Contractor in whole or in part without the written consent of the State. For the purpose of this paragraph, State will not unreasonably prohibit Contractor from freely assigning its right to payment, provided that Contractor remains responsible for its obligations hereunder.

Should the State desire financing of the assets provided hereunder through GS \$Mart, the State's financial marketplace, the Contractor agrees to assign to a State-designated lender its right to receive payment from the State for the assets in exchange for payment by the lender of the cash purchase price for the assets. Upon notice to do so from the State-designated lender at any time prior to payment by the State for the assets, the Contractor will execute and deliver to the State-designated lender an assignment agreement and any additional documents necessary for the State selected financing plan. The State-designated lender will pay the Contractor according to the terms of the Contractor's invoice upon acceptance of the assets by the State.
10. **WAIVER OF RIGHTS:** Any action or inaction by the State or the failure of the State on any occasion, to enforce any right or provision of the Contract, shall not be construed to be a waiver by the State of its rights hereunder and shall not prevent the State from enforcing such provision or right on any future occasion. The rights and remedies of the State herein are cumulative and are in addition to any other rights or remedies that the State may have at law or in equity.
11. **CMAS -- ORDER OF PRECEDENCE:** In the event of any inconsistency between the articles, attachments, specifications or provisions which constitute this Contract, the following order of precedence shall apply:
 - a) these General Provisions - Non-IT Commodities;
 - b) Contract form, i.e., Purchase Order STD 65, etc., and any amendments thereto;
 - c) federal GSA (or other multiple award) terms and conditions;

GSPD-401Non-IT Commodities-CMAS

CALIFORNIA MULTIPLE AWARD SCHEDULES (CMAS) GENERAL PROVISIONS - NON-IT COMMODITIES

- d) Statement of Work, including any specifications incorporated by reference herein;
 - e) special terms and conditions; and
 - f) all other attachments incorporated in the Contract by reference.
- 12. PACKING AND SHIPMENT:**
- a) All Goods are to be packed in suitable containers for protection in shipment and storage, and in accordance with applicable specifications. Each container of a multiple container shipment shall be identified to:
 - i) show the number of the container and the total number of containers in the shipment; and
 - ii) the number of the container in which the packing sheet has been enclosed.
 - b) All shipments by Contractor or its subContractors must include packing sheets identifying: the State's Contract number; item number; quantity and unit of measure; part number and description of the Goods shipped; and appropriate evidence of inspection, if required. Goods for different Contracts shall be listed on separate packing sheets.
 - c) Shipments must be made as specified in this Contract, as it may be amended, or otherwise directed in writing by the State's Transportation Management Unit within the Department of General Services, Procurement Division.
- 13. TRANSPORTATION COSTS AND OTHER FEES OR EXPENSES:** No charge for delivery, drayage, express, parcel post, packing, cartage, insurance, license fees, permits, cost of bonds, or for any other purpose will be paid by the State unless expressly included and itemized in the Contract.
- a) Contractor must strictly follow Contract requirements regarding Free on Board (F.O.B.), freight terms and routing instructions. The State may permit use of an alternate carrier at no additional cost to the State with advance written authorization of the Buyer.
 - b) If "prepay and add" is selected, supporting freight bills are required when over \$50, unless an exact freight charge is approved by the Transportation Management Unit within the Department of General Services Procurement Division and a waiver is granted.
 - c) On "F.O.B. Shipping Point" transactions, should any shipments under the Contract be received by the State in a damaged condition and any related freight loss and damage claims filed against the carrier or carriers be wholly or partially declined by the carrier or carriers with the inference that damage was the result of the act of the shipper such as inadequate packaging or loading or some inherent defect in the equipment and/or material, Contractor, on request of the State, shall at Contractor's own expense assist the State in establishing carrier liability by supplying evidence that the equipment and/or material was properly constructed, manufactured, packaged, and secured to withstand normal transportation conditions.
- 14. TIME IS OF THE ESSENCE:** Time is of the essence in this Contract.
- 15. DELIVERY:** Contractor shall strictly adhere to the delivery and completion schedules specified in this Contract. Time, if stated as a number of days, shall mean calendar days unless otherwise specified. The quantities specified herein are the only quantities required. If Contractor delivers in excess of the quantities specified herein, the State shall not be required to make any payment for the excess Goods, and may return them to Contractor at Contractor's expense or utilize any other rights available to the State at law or in equity.
- 16. SUBSTITUTIONS:** Substitution of Goods may not be tendered without advance written consent of the Buyer. Contractor shall not use any specification in lieu of those contained in the Contract without written consent of the Buyer.
- 17. INSPECTION, ACCEPTANCE AND REJECTION:**
- a) Contractor and its subContractors will provide and maintain a quality assurance system acceptable to the State covering Goods and services under this Contract and will tender to the State only those Goods that have been inspected and found to conform to this Contract's requirements. Contractor will keep records evidencing inspections and their result, and will make these records available to the State during Contract performance and for three years after final payment. Contractor shall permit the State to review procedures, practices, processes and related documents to determine the acceptability of Contractor's quality assurance system or other business practices related to performance of the Contract.
 - b) All Goods may be subject to inspection and test by the State or its authorized representatives.
 - c) Contractor and its subContractors shall provide all reasonable facilities for the safety and convenience of inspectors at no additional cost to the State. Contractor shall furnish to inspectors all information and data as may be reasonably required to perform their inspection.
 - d) All Goods to be delivered hereunder may be subject to final inspection, test and acceptance by the State at destination, notwithstanding any payment or inspection at source.
 - e) The State shall give written notice of rejection of Goods delivered or services performed hereunder within a reasonable time after receipt of such Goods or performance of such services. Such notice of rejection will state the respects in which the Goods do not substantially conform to their specifications. If the State does not provide such notice of rejection within thirty (30) days, unless otherwise specified in the Statement of Work, of delivery, such Goods and services will be deemed to have been accepted. Acceptance by the State will be final and irreversible, except as it relates to latent defects, fraud, and gross mistakes amounting to fraud. Acceptance shall not be construed to waive any warranty rights that the State might have at law or by express reservation in this Contract with respect to any nonconformity.
- 18. SAMPLES:**
- a) Samples of items may be required by the State for inspection and specification testing and must be furnished free of expense to the State. The samples furnished must be identical in all respects to the products offered and/or specified in the Contract.
 - b) Samples, if not destroyed by tests, may, upon request made at the time the sample is furnished, be returned at Contractor's expense.
- 19. CMAS -- WARRANTY:** The following warranty language is in addition to the warranty language provided in the federal GSA Multiple Award Schedule or other base Contract used to establish this CMAS Contract. When there is a conflict between the language, the following warranty language overrides.

GSPD-401Non-IT Commodities-CMAS

CALIFORNIA MULTIPLE AWARD SCHEDULES (CMAS) GENERAL PROVISIONS - NON-IT COMMODITIES

Unless otherwise specified, the warranties contained in this Contract begin after acceptance has occurred.

- a) Contractor warrants that Goods and services furnished hereunder will conform to the requirements of this Contract (including all descriptions, specifications and drawings made a part hereof), and such Goods will be merchantable, fit for their intended purposes, free from all defects in materials and workmanship and to the extent not manufactured pursuant to detailed designs furnished by the State, free from defects in design. The State's approval of designs or specifications furnished by Contractor shall not relieve the Contractor of its obligations under this warranty.
 - b) All warranties, including special warranties specified elsewhere herein, shall inure to the State, its successors, assigns, customer agencies and users of the Goods or services.
- 20. SAFETY AND ACCIDENT PREVENTION:** In performing work under this Contract on State premises, Contractor shall conform to any specific safety requirements contained in the Contract or as required by law or regulation. Contractor shall take any additional precautions as the State may reasonably require for safety and accident prevention purposes. Any violation of such rules and requirements, unless promptly corrected, shall be grounds for termination of this Contract in accordance with the default provisions hereof.
- 21. INSURANCE:** When performing work on property in the care, custody or control of the State, Contractor shall maintain all commercial general liability insurance, workers' compensation insurance and any other insurance the State deems appropriate under the Contract. Contractor shall furnish an insurance certificate evidencing required insurance coverage acceptable to the State. Upon request by the Buyer, the Contractor may be required to have the State shown as an "additional insured" on selected policies.
- 22. TERMINATION FOR NON-APPROPRIATION OF FUNDS:**
- a) If the term of this Contract extends into fiscal years subsequent to that in which it is approved, such continuation of the Contract is contingent on the appropriation of funds for such purpose by the Legislature. If funds to effect such continued payment are not appropriated, Contractor agrees to take back any affected Goods furnished under this Contract, terminate any services supplied to the State under this Contract, and relieve the State of any further obligation therefor.
 - b) STATE AGREES THAT IF PARAGRAPH (a) ABOVE IS INVOKED, GOODS SHALL BE RETURNED TO THE CONTRACTOR IN SUBSTANTIALLY THE SAME CONDITION IN WHICH DELIVERED TO THE STATE, SUBJECT TO NORMAL WEAR AND TEAR. STATE FURTHER AGREES TO PAY FOR PACKING, CRATING, TRANSPORTATION TO CONTRACTOR'S NEAREST FACILITY AND FOR REIMBURSEMENT TO THE CONTRACTOR FOR EXPENSES INCURRED FOR THEIR ASSISTANCE IN SUCH PACKING AND CRATING.
- 23. TERMINATION FOR THE CONVENIENCE OF THE STATE:**
- a) The State may terminate performance of work under this Contract for its convenience in whole or, from time to time, in part, if the Department of General Services, Deputy Director, Procurement Division, or designee, determines that a termination is in the State's interest. The Department of General Services, Deputy Director, Procurement Division, or

designee, shall terminate by delivering to the Contractor a Notice of Termination specifying the extent of termination and the effective date thereof. The parties agree that, as to the terminated portion of the Contract, the Contract shall be deemed to remain in effect until such time as the termination settlement, if any, is concluded and the Contract shall not be void.

- b) After receipt of a Notice of Termination, and except as directed by the State, the Contractor shall immediately proceed with the following obligations, as applicable, regardless of any delay in determining or adjusting any amounts due under this clause. The Contractor shall:
 - i) Stop work as specified in the Notice of Termination.
 - ii) Place no further subContracts for materials, services, or facilities, except as necessary to complete the continued portion of the Contract.
 - iii) Terminate all subContracts to the extent they relate to the work terminated.
 - iv) Settle all outstanding liabilities and termination settlement proposals arising from the termination of subContracts; the approval or ratification of which will be final for purposes of this clause.

24. TERMINATION FOR DEFAULT:

- a) The State may, subject to the Force Majeure paragraph contained herein, by written notice of default to the Contractor, terminate this Contract in whole or in part if the Contractor fails to:
 - i) Deliver the Goods or to perform the services within the time specified in the Contract or any amendment thereto;
 - ii) Make progress, so as to endanger performance of this Contract (but see subparagraph (b) below); or
 - iii) Perform any of the other provisions of this Contract (but see subparagraph (b), below).
- b) The State's right to terminate this Contract under subparagraphs (a)(ii) and (a)(iii) above, may be exercised if the Contractor does not cure such failure within the time frame stated in the cure notice issued by the Buyer.
- c) If the State terminates this Contract in whole or in part, it may acquire, under the terms and in the manner the Buyer considers appropriate, Goods or services similar to those terminated, and the Contractor will be liable to the State for any excess costs for those Goods or services. However, the Contractor shall continue the work not terminated.
- d) If the Contract is terminated for default, the State may require the Contractor to transfer title and deliver to the State, as directed by the Buyer, any:
 - i) Completed Goods, and
 - ii) Partially completed Goods and materials, parts, tools, dies, jigs, fixtures, plans, drawings, information, and Contract rights (collectively referred to as "manufacturing materials" in this clause) that the Contractor has specifically produced or acquired for the terminated portion of this Contract. Upon direction of the Buyer, the Contractor shall also protect and preserve property in its possession in which the State has an interest.
- e) The State shall pay Contract price for completed Goods delivered and accepted. The Contractor and Buyer shall agree on the amount of payment for manufacturing materials delivered and accepted for the protection and preservation of the property. Failure to agree will be a dispute under the Disputes clause. The State may withhold from these amounts any sum the Buyer determines to be

GSPD-401Non-IT Commodities-CMAS

CALIFORNIA MULTIPLE AWARD SCHEDULES (CMAS) GENERAL PROVISIONS - NON-IT COMMODITIES

- necessary to protect the State against loss because of outstanding liens or claims of former lien holders.
- f) If, after termination, it is determined that the Contractor was not in default, or that the default was excusable, the rights and obligations of the parties shall be the same as if the termination had been issued for the convenience of the State.
 - g) The rights and remedies of the State in this clause are in addition to any other rights and remedies provided by law or under this Contract.
- 25. FORCE MAJEURE:**
Except for defaults of subContractors at any tier, the Contractor shall not be liable for any excess costs if the failure to perform the Contract arises from causes beyond the control and without the fault or negligence of the Contractor. Examples of such causes include, but are not limited to:
- a) Acts of God or of the public enemy, and
 - b) Acts of the federal or state government in either its sovereign or Contractual capacity.
- If the failure to perform is caused by the default of a subContractor at any tier, and if the cause of the default is beyond the control of both the Contractor and subContractor, and without the fault or negligence of either, the Contractor shall not be liable for any excess costs for failure to perform.
- 26. RIGHTS AND REMEDIES OF STATE FOR DEFAULT:**
- a) In the event any Goods furnished or services provided by the Contractor in the performance of the Contract should fail to conform to the requirements herein, or to the sample submitted by the Contractor, the State may reject the same, and it shall become the duty of the Contractor to reclaim and remove the item promptly or to correct the performance of services, without expense to the State, and immediately replace all such rejected items with others conforming to the Contract.
 - b) In addition to any other rights and remedies the State may have, the State may require Contractor, at Contractor's expense, to ship Goods via air freight or expedited routing to avoid or minimize actual or potential delay if the delay is the fault of the Contractor.
 - c) In the event of the termination of the Contract, either in whole or in part, by reason of default or breach by the Contractor, any loss or damage sustained by the State in procuring any items which the Contractor agreed to supply shall be borne and paid for by the Contractor.
 - d) The State reserves the right to offset the reasonable cost of all damages caused to the State against any outstanding invoices or amounts owed to Contractor or to make a claim against the Contractor therefore.
- 27. CONTRACTOR'S LIABILITY FOR INJURY TO PERSONS OR DAMAGE TO PROPERTY:**
- a) The Contractor shall be liable for damages arising out of injury to the person and/or damage to the property of the State, employees of the State, persons designated by the State for training, or any other person(s) other than agents or employees of the Contractor, designated by the State for any purpose, prior to, during, or subsequent to delivery, installation, acceptance, and use of the Goods either at the Contractor's site or at the State's place of business, provided that the injury or damage was caused by the fault or negligence of the Contractor.
 - b) Contractor shall not be liable for damages arising out of or caused by an alteration or an attachment not made or installed by the Contractor, or for damage to alterations or attachments that may result from the normal operation and maintenance of the Goods provided by the Contractor during the Contract.
- 28. INDEMNIFICATION:** Contractor agrees to indemnify, defend and save harmless the State, its officers, agents and employees from any and all claims and losses accruing or resulting to any and all Contractors, subContractors, suppliers, laborers and any other person, firm, or corporation furnishing or supplying work, services, materials or supplies in connection with the performance of this Contract, and from any and all claims and losses accruing or resulting to any person, firm or corporation which may be injured or damaged by Contractor in the performance of this Contract.
- 29. INVOICES:** Unless otherwise specified, invoices shall be sent to the address set forth herein. Invoices shall be submitted in triplicate and shall include the Contract number; release order number (if applicable); item number; unit price, extended item price and invoice total amount. State sales tax and/or use tax shall be itemized separately and added to each invoice as applicable.
- 30. REQUIRED PAYMENT DATE:** Payment will be made in accordance with the provisions of the California Prompt Payment Act, Government Code Section 927 et. seq. Unless expressly exempted by statute, the Act requires state agencies to pay properly submitted, undisputed invoices not more than 45 days after (i) the date of acceptance of Goods or performance of services; or (ii) receipt of an undisputed invoice, whichever is later.
- 31. TAXES:** Unless otherwise required by law, the State of California is exempt from Federal excise taxes. The State will only pay for any State or local sales or use taxes on the services rendered or Goods supplied to the State pursuant to this Contract.
- 32. NEWLY MANUFACTURED GOODS:** All Goods furnished under this Contract shall be newly manufactured Goods; used or reconditioned Goods are prohibited, unless otherwise specified.
- 33. CONTRACT MODIFICATION:** No amendment or variation of the terms of this Contract shall be valid unless made in writing, signed by the parties and approved as required. No oral understanding or agreement not incorporated in the Contract is binding on any of the parties.
- 34. CONFIDENTIALITY OF DATA:** All financial, statistical, personal, technical and other data and information relating to the State's operation which are designated confidential by the State and made available to the Contractor in order to carry out this Contract, or which become available to the Contractor in carrying out this Contract, shall be protected by the Contractor from unauthorized use and disclosure through the observance of the same or more effective procedural requirements as are applicable to the State. The identification of all such confidential data and information as well as the State's procedural requirements for protection of such data and information from unauthorized use and disclosure shall be provided by the State in writing to the Contractor. If the methods and procedures employed by the Contractor for the protection of the Contractor's data and information are deemed by the State to be adequate for the protection of the State's confidential information, such methods and procedures may be used, with the written consent

GSPD-401Non-IT Commodities-CMAS

CALIFORNIA MULTIPLE AWARD SCHEDULES (CMAS) GENERAL PROVISIONS - NON-IT COMMODITIES

of the State, to carry out the intent of this paragraph. The Contractor shall not be required under the provisions of this paragraph to keep confidential any data or information which is or becomes publicly available, is already rightfully in the Contractor's possession, is independently developed by the Contractor outside the scope of this Contract, or is rightfully obtained from third parties.

35. **NEWS RELEASES:** Unless otherwise exempted, news releases pertaining to this Contract shall not be made without prior written approval of the Department of General Services.

36. **PATENT, COPYRIGHT AND TRADE SECRET INDEMNITY:**

- a) Contractor shall hold the State of California, its officers, agents and employees, harmless from liability of any nature or kind, including costs and expenses, for infringement or use of any copyrighted or uncopyrighted composition, secret process, patented or unpatented invention, article or appliance furnished or used in connection with the Contract.
- b) Contractor may be required to furnish a bond to the State against any and all loss, damage, costs, expenses, claims and liability for patent, copyright and trade secret infringement.
- c) Contractor, at its own expense, shall defend any action brought against the State to the extent that such action is based upon a claim that the Goods or software supplied by the Contractor or the operation of such Goods pursuant to a current version of Contractor supplied operating software infringes a United States patent or copyright or violates a trade secret. The Contractor shall pay those costs and damages finally awarded against the State in any such action. Such defense and payment shall be conditioned on the following:
 - i) That the Contractor shall be notified within a reasonable time in writing by the State of any notice of such claim; and,
 - ii) That the Contractor shall have the sole control of the defense of any action on such claim and all negotiations for its settlement or compromise, provided, however, that when principles of government or public law are involved, the State shall have the option to participate in such action at its own expense.
- d) Should the Goods or software, or the operation thereof, become, or in the Contractor's opinion are likely to become, the subject of a claim of infringement of a United States patent or copyright or a trade secret, the State shall permit the Contractor at its option and expense either to procure for the State the right to continue using the Goods or software, or to replace or modify the same so that they become non-infringing. If none of these options can reasonably be taken, or if the use of such Goods or software by the State shall be prevented by injunction, the Contractor agrees to take back such Goods or software and make every reasonable effort to assist the State in procuring substitute Goods or software. If, in the sole opinion of the State, the return of such infringing Goods or software makes the retention of other Goods or software acquired from the Contractor under this Contract impractical, the State shall then have the option of terminating such Contracts, or applicable portions thereof, without penalty or termination charge. The Contractor agrees to take back such Goods or software and refund any sums the State has paid Contractor less any reasonable amount for use or damage.

- e) The Contractor shall have no liability to the State under any provision of this clause with respect to any claim of patent, copyright or trade secret infringement which is based upon:
 - i) The combination or utilization of Goods furnished hereunder with equipment or devices not made or furnished by the Contractor; or,
 - ii) The operation of equipment furnished by the Contractor under the control of any operating software other than, or in addition to, the current version of Contractor-supplied operating software; or
 - iii) The modification by the State of the equipment furnished hereunder or of the software; or
 - iv) The combination or utilization of software furnished hereunder with non-Contractor supplied software.
- f) Contractor certifies that it has appropriate systems and controls in place to ensure that state funds will not be used in the performance of this Contract for the acquisition, operation or maintenance of computer software in violation of copyright laws.
- g) The foregoing states the entire liability of the Contractor to the State with respect to infringement of patents, copyrights or trade secrets.

37. **EXAMINATION AND AUDIT:** Contractor agrees that the State, or its designated representative shall have the right to review and copy any records and supporting documentation pertaining to performance of this Contract. Contractor agrees to maintain such records for possible audit for a minimum of three (3) years after final payment, unless a longer period of records retention is stipulated. Contractor agrees to allow the auditor(s) access to such records during normal business hours and to allow interviews of any employees or others who might reasonably have information related to such records. Further, Contractor agrees to include a similar right of the State to audit records and interview staff in any subContract related to performance of this Contract.

38. **DISPUTES:**

- a) The parties shall deal in good faith and attempt to resolve potential disputes informally. If the dispute persists, Contractor shall submit to the Department Director or designee a written demand for a final decision regarding the disposition of any dispute between the parties arising under, related to or involving this Contract, unless the State, on its own initiative, has already rendered such a final decision. Contractor's written demand shall be fully supported by factual information, and if such demand involves a cost adjustment to the Contract, Contractor shall include with the demand a written statement signed by an authorized person indicating that the demand is made in good faith, that the supporting data are accurate and complete and that the amount requested accurately reflects the Contract adjustment for which Contractor believes the State is liable. If the Contractor is not satisfied with the decision of the Department Director or designee, the Contractor may appeal the decision to the Department of General Services, Deputy Director, Procurement Division. In the event that this Contract is for information technology Goods and/or services, the decision may be appealed to an Executive Committee of State and Contractor personnel.
- b) Pending the final resolution of any dispute arising under, related to or involving this Contract, Contractor agrees to diligently proceed with the performance of this Contract, including the delivery of Goods or providing of services in accordance with the State's instructions. Contractor's failure

GSPD-401Non-IT Commodities-CMAS

CALIFORNIA MULTIPLE AWARD SCHEDULES (CMAS) GENERAL PROVISIONS - NON-IT COMMODITIES

to diligently proceed in accordance with the State's instructions shall be considered a material breach of this Contract.

- c) Any final decision of the State shall be expressly identified as such, shall be in writing, and shall be signed by the Department Director or designee or Deputy Director, Procurement Division if an appeal was made. If the State fails to render a final decision within 90 days after receipt of Contractor's demand, it shall be deemed a final decision adverse to Contractor's contentions. The State's final decision shall be conclusive and binding regarding the dispute unless Contractor commences an action in a court of competent jurisdiction to contest such decision within 90 days following the date of the final decision or one (1) year following the accrual of the cause of action, whichever is later.

39. STOP WORK:

- a) The State may, at any time, by written Stop Work Order to the Contractor, require the Contractor to stop all, or any part, of the work called for by this Contract for a period up to 90 days after the Stop Work Order is delivered to the Contractor, and for any further period to which the parties may agree. The Stop Work Order shall be specifically identified as such and shall indicate it is issued under this clause. Upon receipt of the Stop Work Order, the Contractor shall immediately comply with its terms and take all reasonable steps to minimize the incurrence of costs allocable to the work covered by the Stop Work Order during the period of work stoppage. Within a period of 90 days after a Stop Work Order is delivered to the Contractor, or within any extension of that period to which the parties shall have agreed, the State shall either:
- i) Cancel the Stop Work Order; or
 - ii) Terminate the work covered by the Stop Work Order as provided for in the termination for default or the termination for convenience clause of this Contract.
- b) If a Stop Work Order issued under this clause is canceled or the period of the Stop Work Order or any extension thereof expires, the Contractor shall resume work. The State shall make an equitable adjustment in the delivery schedule, the Contract price, or both, and the Contract shall be modified, in writing, accordingly, if:
- i) The Stop Work Order results in an increase in the time required for, or in the Contractor's cost properly allocable to the performance of any part of this Contract; and
 - ii) The Contractor asserts its right to an equitable adjustment within 30 days after the end of the period of work stoppage; provided, that if the State decides the facts justify the action, the State may receive and act upon a proposal submitted at any time before final payment under this Contract.
- c) If a Stop Work Order is not canceled and the work covered by the Stop Work Order is terminated in accordance with the provision entitled Termination for the Convenience of the State, the State shall allow reasonable costs resulting from the Stop Work Order in arriving at the termination settlement.
- d) The State shall not be liable to the Contractor for loss of profits because of a Stop Work Order issued under this clause.

40. **PRIORITY HIRING CONSIDERATIONS:** If this Contract includes services in excess of \$200,000, the Contractor shall give priority

consideration in filling vacancies in positions funded by the Contract to qualified recipients of aid under Welfare and Institutions Code Section 11200 in accordance with PCC Section 10353.

41. **COVENANT AGAINST GRATUITIES:** The Contractor warrants that no gratuities (in the form of entertainment, gifts, or otherwise) were offered or given by the Contractor, or any agent or representative of the Contractor, to any officer or employee of the State with a view toward securing the Contract or securing favorable treatment with respect to any determinations concerning the performance of the Contract. For breach or violation of this warranty, the State shall have the right to terminate the Contract, either in whole or in part, and any loss or damage sustained by the State in procuring on the open market any items which Contractor agreed to supply shall be borne and paid for by the Contractor. The rights and remedies of the State provided in this clause shall not be exclusive and are in addition to any other rights and remedies provided by law or in equity.

42. NONDISCRIMINATION CLAUSE:

- a) During the performance of this Contract, Contractor and its subContractors shall not unlawfully discriminate, harass or allow harassment, against any employee or applicant for employment because of sex, sexual orientation, race, color, ancestry, religious creed, national origin, disability (including HIV and AIDS), medical condition (cancer), age, marital status, and denial of family care leave. Contractor and subContractors shall insure that the evaluation and treatment of their employees and applicants for employment are free from such discrimination and harassment. Contractor and subContractors shall comply with the provisions of the Fair Employment and Housing Act (Government Code, Section 12990 et seq.) and the applicable regulations promulgated thereunder (California Code of Regulations, Title 2, Section 7285.0 et seq.). The applicable regulations of the Fair Employment and Housing Commission implementing Government Code Section 12990 (a-f), set forth in Chapter 5 of Division 4 of Title 2 of the California Code of Regulations are incorporated into this Contract by reference and made a part hereof as if set forth in full. Contractor and its subContractors shall give written notice of their obligations under this clause to labor organizations with which they have a collective bargaining or other agreement.
- b) The Contractor shall include the nondiscrimination and compliance provisions of this clause in all subContracts to perform work under the Contract.

43. **NATIONAL LABOR RELATIONS BOARD CERTIFICATION:** Contractor swears under penalty of perjury that no more than one final, unappealable finding of contempt of court by a federal court has been issued against the Contractor within the immediately preceding two-year period because of the Contractor's failure to comply with an order of the National Labor Relations Board. This provision is required by, and shall be construed in accordance with, PCC Section 10296.

44. **ASSIGNMENT OF ANTITRUST ACTIONS:** Pursuant to Government Code Sections 4552, 4553, and 4554, the following provisions are incorporated herein:
- a) In submitting an offer to the State, the supplier offers and agrees that if the offer is accepted, it will assign to the State all rights, title, and interest in and to all causes of action it may have under Section 4 of the Clayton Act (15 U.S.C. 15)

GSPD-401Non-IT Commodities-CMAS

CALIFORNIA MULTIPLE AWARD SCHEDULES (CMAS) GENERAL PROVISIONS - NON-IT COMMODITIES

- or under the Cartwright Act (Chapter 2, commencing with Section 16700, of Part 2 of Division 7 of the Business and Professions Code), arising from purchases of Goods, material, or services by the supplier for sale to the State pursuant to the solicitation. Such assignment shall be made and become effective at the time the State tenders final payment to the supplier.
- b) If the State receives, either through judgment or settlement, a monetary recovery for a cause of action assigned under this chapter, the assignor shall be entitled to receive reimbursement for actual legal costs incurred and may, upon demand, recover from the State any portion of the recovery, including treble damages, attributable to overcharges that were paid by the assignor but were not paid by the State as part of the offer price, less the expenses incurred in obtaining that portion of the recovery.
 - c) Upon demand in writing by the assignor, the assignee shall, within one year from such demand, reassign the cause of action assigned under this part if the assignor has been or may have been injured by the violation of law for which the cause of action arose and
 - i) the assignee has not been injured thereby, or
 - ii) the assignee declines to file a court action for the cause of action.
- 45. DRUG-FREE WORKPLACE CERTIFICATION:** The Contractor certifies under penalty of perjury under the laws of the State of California that the Contractor will comply with the requirements of the Drug-Free Workplace Act of 1990 (Government Code Section 8350 et seq.) and will provide a drug-free workplace by taking the following actions:
- a) Publish a statement notifying employees that unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited and specifying actions to be taken against employees for violations, as required by Government Code Section 8355(a).
 - b) Establish a Drug-Free Awareness Program as required by Government Code Section 8355(b) to inform employees about all of the following:
 - i) the dangers of drug abuse in the workplace;
 - ii) the person's or organization's policy of maintaining a drug-free workplace;
 - iii) any available counseling, rehabilitation and employee assistance programs; and,
 - iv) penalties that may be imposed upon employees for drug abuse violations.
 - c) Provide, as required by Government Code Section 8355(c), that every employee who works on the proposed or resulting Contract:
 - i) will receive a copy of the company's drug-free policy statement; and,
 - ii) will agree to abide by the terms of the company's statement as a condition of employment on the Contract.
- 46. FOUR-DIGIT DATE COMPLIANCE:** Contractor warrants that it will provide only Four-Digit Date Compliant (as defined below) Deliverables and/or services to the State. "Four Digit Date Compliant" Deliverables and services can accurately process, calculate, compare, and sequence date data, including without limitation date data arising out of or relating to leap years and changes in centuries. This warranty and representation is subject to the warranty terms and conditions of this Contract and does not limit the generality of warranty obligations set forth elsewhere herein.
- 47. SWEATFREE CODE OF CONDUCT:**
- a) Contractor declares under penalty of perjury that no apparel, garments or corresponding accessories, equipment, materials, or supplies furnished to the State pursuant to the Contract have been produced in whole or in part by sweatshop labor, forced labor, convict labor, indentured labor under penal sanction, abusive forms of child labor or exploitation of children in sweatshop labor, or with the benefit of sweatshop labor, forced labor, convict labor, indentured labor under penal sanction, abusive forms of child labor or exploitation of children in sweatshop labor. Contractor further declares under penalty of perjury that they adhere to the Sweatfree Code of Conduct as set forth on the California Department of Industrial Relations website located at www.dir.ca.gov and Public Contract Code Section 6108.
 - b) Contractor agrees to cooperate fully in providing reasonable access to its records, documents, agents or employees, or premises if reasonably required by authorized officials of the State, the Department of Industrial Relations, or the Department of Justice to determine Contractor's compliance with the requirements under paragraph (a).
- 48. RECYCLING:** The Contractor shall certify in writing under penalty of perjury, the minimum, if not exact, percentage of post consumer material as defined in the Public Contract Code Section 12200, in products, materials, Goods, or supplies offered or sold to the State regardless of whether the product meets the requirements of Section 12209. With respect to printer or duplication cartridges that comply with the requirements of Section 12156(e), the certification required by this subdivision shall specify that the cartridges so comply (PCC 12205).
- 49. CHILD SUPPORT COMPLIANCE ACT:** For any Contract in excess of \$100,000, the Contractor acknowledges in accordance with PCC Section 7110, that:
- a) The Contractor recognizes the importance of child and family support obligations and shall fully comply with all applicable state and federal laws relating to child and family support enforcement, including, but not limited to, disclosure of information and compliance with earnings assignment orders, as provided in Chapter 8 (commencing with Section 5200) of Part 5 of Division 9 of the Family Code; and
 - b) The Contractor, to the best of its knowledge is fully complying with the earnings assignment orders of all employees and is providing the names of all new employees to the New Hire Registry maintained by the California Employment Development Department.
- 50. AMERICANS WITH DISABILITIES ACT:** Contractor assures the State that Contractor complies with the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 et seq.).
- 51. ELECTRONIC WASTE RECYCLING ACT OF 2003:** The Contractor certifies that it complies with the requirements of the Electronic Waste Recycling Act of 2003, Chapter 8.5, Part 3 of Division 30, commencing with Section 42460 of the Public Resources Code, relating to hazardous and solid waste. Contractor shall maintain documentation and provide reasonable access to its records and documents that evidence compliance.
- 52. USE TAX COLLECTION:** In accordance with PCC Section 10295.1, Contractor certifies that it complies with the requirements of Section 7101 of the Revenue and Taxation Code. Contractor further certifies that it will immediately advise State of

GSPD-401Non-IT Commodities-CMAS

CALIFORNIA MULTIPLE AWARD SCHEDULES (CMAS) GENERAL PROVISIONS - NON-IT COMMODITIES

any change in its retailer's seller's permit or certification of registration or applicable affiliate's seller's permit or certificate of registration as described in subdivision (a) of PCC Section 10295.1.

53. **EXPATRIATE CORPORATIONS:** Contractor hereby declares that it is not an expatriate corporation or subsidiary of an expatriate corporation within the meaning of PCC Section 10286 and 10286.1, and is eligible to Contract with the State.
54. **DOMESTIC PARTNERS:** For Contracts over \$100,000 executed or amended after January 1, 2007, the Contractor certifies that the Contractor is in compliance with Public Contract Code section 10295.3.
55. **SMALL BUSINESS PARTICIPATION AND DVBE PARTICIPATION REPORTING REQUIREMENTS:**
- a) If for this Contract Contractor made a commitment to achieve small business participation, then Contractor must within 60 days of receiving final payment under this Contract (or within such other time period as may be specified elsewhere in this Contract) report to the awarding department the actual percentage of small business participation that was achieved. (Govt. Code § 14841.)
 - b) If for this Contract Contractor made a commitment to achieve disabled veteran business enterprise (DVBE) participation, then Contractor must within 60 days of receiving final payment under this Contract (or within such other time period as may be specified elsewhere in this Contract) certify in a report to the awarding department: (1) the total amount the prime Contractor received under the Contract; (2) the name and address of the DVBE(s) that participated in the performance of the Contract; (3) the amount each DVBE received from the prime Contractor; (4) that all payments under the Contract have been made to the DVBE; and (5) the actual percentage of DVBE participation that was achieved. A person or entity that knowingly provides false information shall be subject to a civil penalty for each violation. (Mil. & Vets. Code § 999.5(d); Govt. Code § 14841.)
56. **LOSS LEADER:** It is unlawful for any person engaged in business within this state to sell or use any article or product as a "loss leader" as defined in Section 17030 of the Business and Professions Code. (PCC 10302(b).)

ADDITIONAL CMAS TERMS AND CONDITIONS

57. **CMAS -- CONTRACTOR'S LICENSE REQUIREMENTS:**

Contracts that include installation or the wording "Furnish and Install" require at the time of Contract award that Contractors possess a valid California State Contractor's License. If sub-Contractors are used, they must also possess a valid California State Contractor's License. All businesses which construct or alter any building, highway, road, parking facility, railroad, excavation, or other structure in California must be licensed by the California State License Board (CSLB) if the total cost (labor and materials) of the project is \$500.00 or more. Failure to be licensed or to keep the license current and in good standing shall be grounds for Contract revocation.

58. **CMAS -- PUBLIC WORKS REQUIREMENTS (LABOR/INSTALLATION):**

- a) Prior to the commencement of performance, the Contractor must obtain and provide to the State, a payment bond, on Standard Form 807, when the Contract involves a public works expenditure (labor/installation costs) in excess of \$5,000. Such bond shall be in a sum not less than one hundred percent (100%) of the Contract price. Forms shall be provided to the Contractor.
- b) In accordance with the provisions of Section 1773 of the California Labor Code, the Contractor shall, conform and stipulates to the general prevailing rate of wages, including employer benefits as defined in Section 1773.1 of the California Labor Code, applicable to the classes of labor to be used for public works such as at the delivery site for the assembly and installation of the equipment or materials under the purchase order. Pursuant to Section 1770 of the California Labor Code, the Department of Industrial Relations has ascertained the general prevailing rate of wages in the county in which the work is to be done, to be as listed in the Department of Transportation booklet entitled General Prevailing Wage Rates. The booklet is compiled monthly and copies of the same are available from the Department of Industrial Relations, Prevailing Wage Unit at www.dir.ca.gov (select Statistics & Research) or (415) 703-4774. The booklet is required to be posted at the job site.
- c) The Contractor hereby certifies by signing this Contract that:
 - i) Contractor has met or will comply with the standards of affirmative compliance with the Non-Discrimination Clause Requirements included herein.
 - ii) Contractor is aware of the provisions of Section 3700 of the Labor Code that require every employer to be insured against liability for workmen's compensation or to undertake self-insurance in accordance with the provisions of that Code, and Contractor will comply with such provisions before commencing the performance of the work of the purchase order.
- d) Laws to be Observed
 - i) Labor
Pursuant to Section 1775 of the California Labor Code the Contractor shall, as a penalty to the State or Political subdivision on whose behalf the purchase order is made or awarded, forfeit not more than fifty (\$50.00) for each calendar day, or portions thereof, for each worker paid by him or subContractor under him, less than the prevailing wage so stipulated; and in addition, the Contractor further agrees to pay to each workman the difference between the actual amount paid for each calendar day, or portions thereof, and the stipulated prevailing wage rate for the same. This provision shall not apply to properly indentured apprentices.

Pursuant to Sections 1810-1815 of the California Labor Code, inclusive, it is further agreed that the maximum hours a worker is to be employed is limited to eight hours a day and forty hours a week and the Contractor shall forfeit, as a penalty to the State, twenty-five (\$25) for each worker employed in the execution of the purchase order for each calendar day during which a workman is required or permitted to labor more than eight hours in any calendar day or more than forty hours in any calendar week, in violation of California Labor Code Sections 1810-1815, inclusive.

- ii) Worker's Compensation Insurance

GSPD-401Non-IT Commodities-CMAS

CALIFORNIA MULTIPLE AWARD SCHEDULES (CMAS) GENERAL PROVISIONS - NON-IT COMMODITIES

The Contractor will be required to secure the payment of compensation to its employees in accordance with the provisions of Labor Code Section 3700.

iii) Travel and Subsistence Payments

Travel and subsistence payments shall be paid to each worker needed to execute the work, as such travel and subsistence payments are defined in the applicable collective bargaining agreements filed in accordance with Labor Code Section 1773.8.

iv) Apprentices

Special attention is directed to Sections 1777.5, 1777.6, and 1777.7 of the California Labor Code and Title 8, California Administrative Code Section 200 et seq. Each Contractor and/or subContractor must, prior to commencement of the public works Contract/purchase order, contact the Division of Apprenticeship Standards, 525 Golden Gate Avenue, San Francisco, CA, or one of its branch offices to insure compliance and complete understanding of the law regarding apprentices and specifically the required ratio thereunder. Responsibility for compliance with this section lies with the prime Contractor.

v) Payroll

The Contractor shall keep an accurate payroll record /showing the name, social security account, and work classification specific and straight time and overtime hours worked by each employee. A certified copy of the employee's payroll record shall be available for inspection as specified in section 1776 of the California Labor Code.

59. CMAS -- TERMINATION OF CMAS CONTRACT:

- a) The State may terminate this CMAS Contract at any time upon 30 days prior written notice.
- b) If the Contractor's GSA Multiple Award Schedule is terminated within the term of the California Multiple Award Schedule, the California schedule shall also be considered terminated on the same date.
- c) Upon termination or other expiration of this Contract, each party will assist the other party in orderly termination of the Contract and the transfer of all assets, tangible and intangible, as may facilitate the orderly, nondisrupted business continuation of each party.
- d) Prior to the expiration of this Contract, this Contract may be terminated for the convenience of both parties by mutual consent.
- e) This provision shall not relieve the Contractor of the obligation to perform under any purchase order or other similar ordering document executed prior to the termination becoming effective.

60. CMAS -- CONTRACT AMOUNT: There is no guarantee of minimum purchase of Contractor's products or services by the State.

61. CMAS -- DEBARMENT CERTIFICATION (FEDERALLY FUNDED CONTRACTS): When Federal funds are being expended, the prospective recipient of Federal assistance funds is required to certify to the Buyer, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.

62. CMAS -- PURCHASE ORDERS FUNDED IN WHOLE OR PART BY THE FEDERAL GOVERNMENT: All Contracts (including

individual orders), except for State construction projects, which are funded in whole or in part by the federal government may be canceled with 30 days notice, and are subject to the following:

- a) It is mutually understood between the parties that this Contract (order) may have been written before ascertaining the availability of congressional appropriation of funds, for the mutual benefit of both parties, in order to avoid program and fiscal delays which would occur if the Contract (order) were executed after that determination was made.
- b) This Contract (order) is valid and enforceable only if sufficient funds are made available to the State by the United States Government for the fiscal year during which the order was generated for the purposes of this program. In addition, this Contract (order) is subject to any additional restrictions, limitations, or conditions enacted by the Congress or any statute enacted by the Congress that may affect the provisions, terms or funding of this Contract (order) in any manner.
- c) It is mutually agreed that if the Congress does not appropriate sufficient funds for the program, this Contract (order) shall be amended to reflect any reduction in funds. The department has the option to void the Contract (order) under the 30-day cancellation clause or to amend the Contract to reflect any reduction of funds.

63. CMAS -- CONFLICT OF INTEREST:

- a) Current State Employees (Public Contract Code Section 10410):
 - i) No officer or employee shall engage in any employment, activity or enterprise from which the officer or employee receives compensation or has a financial interest and which is sponsored or funded by any State agency, unless the employment, activity or enterprise is required as a condition of regular State employment.
 - ii) No officer or employee shall Contract on his or her own behalf as an independent Contractor with any State agency to provide Goods or services.
- b) Former State Employees (Public Contract Code Section 10411):
 - i) For the two-year period from the date he or she left State employment, no former State officer or employee may enter into a Contract in which he or she engaged in any of the negotiations, transactions, planning, arrangements or any part of the decision-making process relevant to the Contract while employed in any capacity by any State agency.
 - ii) For the twelve-month period from the date he or she left State employment, no former State officer or employee may enter into a Contract with any State agency if he or she was employed by that State agency in a policy-making position in the same general subject area as the proposed Contract within the twelve-month period prior to his or her leaving State service.

64. CMAS -- SUBCONTRACTING REQUIREMENTS:

Any subContractor that the CMAS supplier chooses to use in fulfilling the requirements of this Contract/purchase order, and which is expected to receive more than ten (10) percent of value of the Contract/purchase order, must also meet all Contractual, administrative, and technical requirements of the Contract/purchase order, as applicable.

65. CMAS -- RENTAL AGREEMENTS:

GSPD-401Non-IT Commodities-CMAS

CALIFORNIA MULTIPLE AWARD SCHEDULES (CMAS) GENERAL PROVISIONS - NON-IT COMMODITIES

The State does not agree to:

- Indemnify a Contractor;
- Assume responsibility for matters beyond its control;
- Agree to make payments in advance;
- Accept any other provision creating a contingent liability against the State; or
- Agree to obtain insurance to protect the Contractor.

securing the faithful performance of the Contract by the Contractor.

The State's responsibility for repairs and liability for damage or loss is restricted to that made necessary by or resulting from the negligent act or omission of the State or its officers, employees, or agents.

If the Contractor maintains the equipment, the Contractor must keep the equipment in good working order and make all necessary repairs and adjustments without qualification. The State may terminate for default or cease paying rent should the Contractor fail to maintain the equipment properly.

Personal property taxes are not generally reimbursed when leasing equipment (SAM 8736).

66. **CMAS -- LEASE (Lease \$Mart™):** If an agency desires to lease through Lease \$Mart™, the Contractor agrees to sell to lessor the assets at the same price as they agree to sell to the State.
67. **CMAS -- QUARTERLY REPORTS:** Contractors are required to submit quarterly business activity reports, as specified in this Contract, even when there is no activity. A separate report is required for each Contract, as differentiated by alpha suffix.
68. **CMAS -- LIQUIDATED DAMAGES:**
In the event that the Contractor fails to deliver in accordance with the Contract requirements, the parties agree that the delay will interfere with the proper implementation of the State's programs, to the loss and damage of the State. From the nature of the case, it would be impracticable and extremely difficult to fix the actual damages sustained in the event of any such delay. The State and Contractor, therefore, presume that in the event of any such delay the amount of damage which will be sustained from a delay will be the amounts set forth in the Statement of Work, and the State and the Contractor agree that in the event of any such delay, the Contractor shall pay such amounts as liquidated damages and not as a penalty. Amounts due the State as liquidated damages may be deducted by the State from any money payable to the Contractor. The State shall notify the Contractor in writing of any claim for liquidated damages pursuant to this paragraph on or before the date State deducts such sums from money payable to the Contractor.
69. **CMAS -- PROGRESS PAYMENTS/PERFORMANCE BONDS:**
In accordance with PCC 10314: Any Contract for Goods to be manufactured by the Contractor specially for the State and not suitable for sale to others in the ordinary course of the Contractor's business may provide, on such terms and conditions as the department deems necessary to protect the State's interests, for progress payments for work performed and costs incurred at the Contractor's shop or plant, provided that not less than 10 percent of the Contract price is required to be withheld until final delivery and acceptance of the Goods, and provided further, that the Contractor is required to submit a faithful performance bond, acceptable to the department, in a sum not less than one-half of the total amount payable under the Contract

August 2010

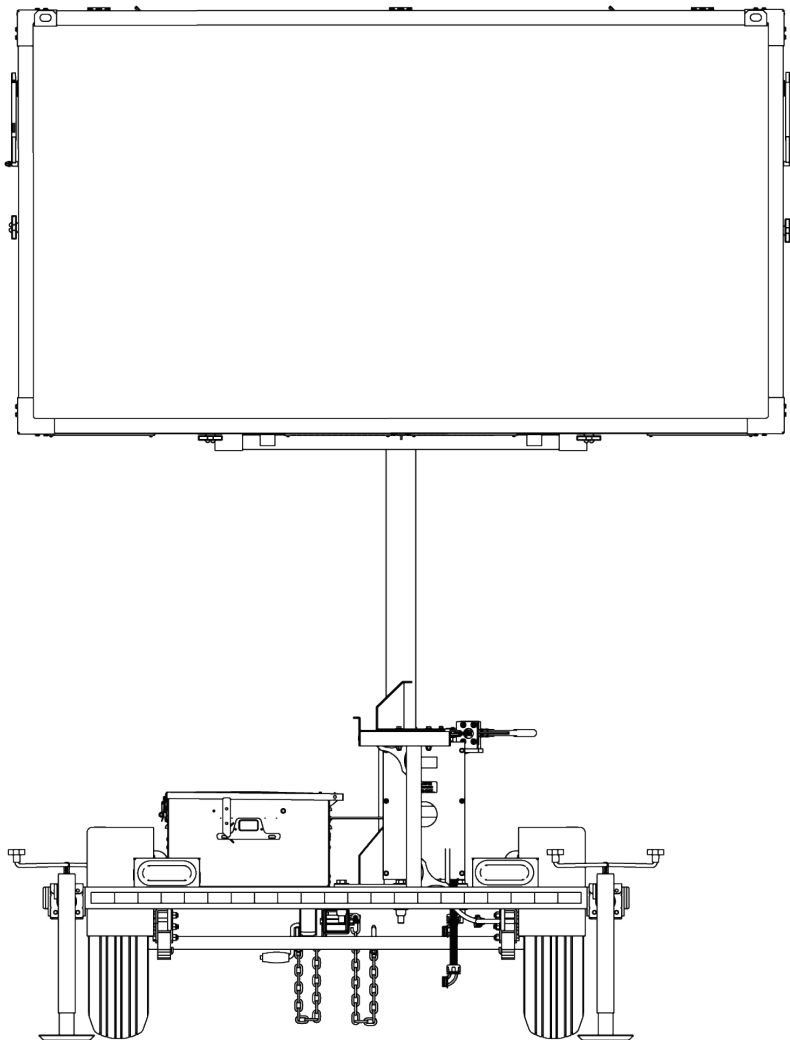
Page 10 of 10



WSD-1006
07 2015

5-COLOR MATRIX MESSAGE SIGN

MODEL WVTM-5C
PRODUCT SPECIFICATIONS | JULY 2015



1. DESCRIPTION

- 1.1. Description

Wanco® color message signs provide information to the public on a five-color LED display that can present text, graphics, or a combination of both. The color display uses state-of-the-art technology to achieve excellent visibility with the least power consumption of any available portable color message sign. The sign is portable and self-powered, requiring no permanent installation or wiring.

The sign has a self-contained onboard computer and a touchscreen controller, making a laptop or external controller unnecessary. A laptop can be connected if desired. The sign comes configured with preprogrammed standard messages, and users can create custom messages using computer software that is included with the message sign.

For optimal positioning, the message sign display panel rotates independent of the trailer and its height is fully adjustable. Jack-legs and optional outriggers provide added stability. The small trailer is easy to maneuver and deploy, and can be towed by most vehicles.

Power is provided by maintenance-free batteries, which are charged by an automated solar charging system.
- 1.2. Model

WVTM-5C five-color matrix message sign

2. FEATURES

- 2.1. Message design

- Message Graphics computer software included for creating custom messages
 - Create, import and edit graphics
 - Add and format text
 - Export messages to sign and save files for copying and editing
- 2.2. Setup

- Hydraulic lift raises sign display on tower
 - Tower rotates 360 degrees for optimal positioning
 - Single disk brake holds tower in place during operation, while a cradle supports and holds board in travel position
- 2.3. Operation

- Large, five-color, full-matrix display for text and graphics
 - Self-contained onboard computer
 - Full-color touchscreen controller with high-resolution display
 - User-supplied laptop with Wanco software is optional
 - Multi-level password protection restricts access to control software
 - Preprogrammed text messages, symbols and graphics
 - Internal clock facilitates built-in schedule programming
 - Optional outriggers widen footprint for added stability
 - Cooling fans protect sign cabinet from overheating
 - NTICIP compliant

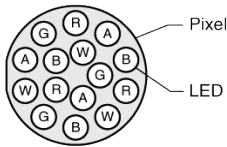
- 2.4. Power system
- Battery powered and solar charging
 - Energy-efficient operation results in long run times
 - Solar panels charge batteries automatically without intervention
 - Charging system shuts down when batteries are fully charged, preventing damage
 - Power system allows battery charging with solar panels or commercial power
 - Cooling fan protects battery charger from overheating
 - Battery box can be locked to prevent unauthorized access
- 2.5. Maintenance
- Maintenance-free batteries
 - Individual display modules can be replaced easily
 - Standard trailer tires
 - Heavy-duty bolt-on steel fenders can be replaced if damaged
 - Durable powder-coat finish resists the elements
- 2.6. Application
- Common applications include:
- Special events
 - Traffic calming
 - Emergency response
 - Public notices
 - Corporate functions
- 3. DISPLAY**
- 3.1. Cabinet
- 3.1.1. Description
- Weather-resistant cabinet contains display modules and related electronics. Hinged door with full-size display window protects electronics and provides access for maintenance. Clasps hold door closed during operation and the door can be locked with user-supplied padlock.
- 3.1.2. Size
- 104" x 59" x 6" (264 x 150 x 15cm) W x H x D
- 3.1.3. Material
- Aluminum sheet, 5052-H32, 0.062" (1.575mm) thick
- 3.1.4. Construction
- Panels are riveted together, with internal ribs to add lateral strength
- 3.1.5. Door
- Cabinet door is aluminum extruded frame with sheet metal corner brackets. Stainless steel butt hinges are bolted to top of cabinet and door.
- Window is anti-glare Lexan® solar-grade polycarbonate, 0.150" (3.81mm) thick. Bulb-type weather seal ensures tight fit and seal between window and door frame.
- When sign is in stored position, door fully opens to service the sign cabinet interior. Telescoping prop-slides, one on each side of the cabinet, hold door open.
- 3.1.6. Finish
- Cabinet and door are coated with oven-baked, flat-black, powder-coat finish to ensure durability and corrosion protection. Assemblies are high-pressure phosphate-washed prior to finish coat.

3.1.7.	Wiring	Wiring service loop from computer box to display cabinet is routed inside liquid-tight loom and P-clamped to trailer frame. Service loop length is designed to allow sign rotation. All wiring connectors and procedures are per CSA standards.	
3.1.8.	Ventilation	Two cooling fans located at the top of the display cabinet circulate air into, through, and out of the cabinet to cool electrical components. A duct is located at the top of the cabinet to ensure even airflow. It is proven that electronic components, including LEDs, degrade in conditions of extreme heat. Without the cooling fans the display cabinet can reach over 200 degrees Fahrenheit. A temperature sensor is mounted on the photocell PC board inside the cabinet to control fan operation. Each fan has its own thermal settings, adjustable with the onboard computer, to optimize battery power usage.	
3.1.9.	Storage	When lowered for storage and transport, the display cabinet rests in two support cradles, parallel to the trailer length, no locking pins required	
3.2.	Display matrix		
3.2.1.	Description	The display matrix is comprised of a series of display modules laid out in a grid across the inside of the display cabinet. Each module has a matrix of LEDs installed on its face, which light up to show a portion of the configured message. Each module features the necessary electronics and coatings to ensure outstanding performance and durability.	
3.2.2.	Display modules	Modular design	Allows any display module to be installed in any position in the matrix without repositioning DIP switches
		Wiring	Modules have quick-connect electrical connectors for easy servicing. All wiring terminates at a single terminal strip inside the display cabinet.
		Replacement	Each module can be exchanged in less than two minutes. The only tool needed is a 5/16-inch nut driver socket or slotted screwdriver After a new module is installed, a one-step initialization process causes each module to sense its position in the full-matrix display. Initialization is accomplished using the sign's controller.
		Size	16.0" (40.6cm) wide by 13.15" (33.4cm) high, nominal
		Material	FR4 glass-reinforced epoxy laminate, double-sided, black solder mask with white silkscreen Board thickness, 0.094" (2.388mm) Copper size, 1 oz. (28.4g)

Coating	5-mil, military-spec, low-VOC, silicone conformal coating (Dow Corning 1-2577) provides long-term protection against moisture and other atmospheric contaminants, resists corrosion and shorts due to high humidity
Vibration mounts	All display modules are mounted on rubber vibration-isolation mounts, decreasing risk of physical shock during transport and isolating characters from chassis ground
Temperature limits	–40 to 176°F (–40 to 80°C)
Humidity limits	Conformal coating rated to 95% relative humidity

3.2.3. Pixels

A cluster of 15 LEDs form a “pixel”
Each pixel has 3 LEDs of each color (amber, blue, green, red, white):



	Pixel size	1.0625" (27mm) diameter	
	Full matrix	60 pixels wide, 32 pixels high, 1920 pixels total	
	Display module	10 pixels wide by 8 high, 80 pixels total	
	Pixel pitch	42mm, horizontal and vertical	
3.2.4.	LEDs	Technology	AllInGaP II (aluminum indium gallium phosphide) technology, T-1¼ size, through-hole auto-insertion
		Color range	Amber 589.5 to 592.0 nm Blue 470 to 475 nm Green 525 to 530 nm Red 620 to 625 nm White Not applicable
		Current	10 mA peak-pulsed forward current
		Temperature limits	Operating temperature, –40 to 212°F (–40 to 100°C)
3.2.5.	LED shields	Each individual LED is shielded from the other LEDs in each pixel, preventing “phantom” lighting of unlit LEDs by lit LEDs, reducing reflected light, improving angularity, and enhancing the clarity of the display	
3.2.6.	Viewing angle	Total viewing area, 25 degrees nominal	
3.2.7.	Brightness	Factory preset for optimal viewing and power consumption	

3.2.8.	Auto dimming	Two photocells detect ambient light on the message sign; the message sign computer adjusts the brightness of the LEDs accordingly, dimming display brightness in darkness, increasing to full brightness in daylight	
		Photocells are mounted inside the sign cabinet, one facing rear and one facing front	
3.2.9.	Software design	Driver	LEDs controlled through 10mA pulse-width modulation design
		Addressing	Each display module address is selected through a software command; no DIP switches are used. The address does not change until reprogrammed, preventing the message from shifting due to an individual module failure.
		Pixel test	Each module is equipped with individual pixel failure notification
3.2.10.	Fonts	12 fonts	
		See Exhibit A for font samples and additional font information	
		Default size	5 x 7 pixels (W x H), 8.66" x 11.97" (220 x 304mm) 4 lines of 10 characters per line, maximum
		Smallest size	4 x 5 pixels (W x H)
		Largest size	11 x 23 pixels (W x H)
		Other sizes	See Exhibit A

4. CONTROL SYSTEM

4.1.	Computer		
4.1.1.	Description	Self-contained onboard computer, located inside battery box, comprises main motherboard and power control board, controls sign functions	
4.1.2.	Housing	Material	18ga steel
		Size	11.5" x 9.50" x 3.75" (29.1 x 24.1 x 9.5cm) W x H x D
		Finish	Oven-baked, flat-black, powder-coat finish to ensure durability and corrosion protection; high-pressure phosphate-washed prior to finish coat. All parts powder-coated before assembly.
		Mounting	Welded mounting flanges; bolted to bottom of battery box
		Internal access	Top panel is bolted in place and can be removed for access to internal components
4.1.3.	Wiring	One CPC connector for wiring cable from message sign	
		One CPC connector for wiring cable from power supply	

4.1.4.	Ports	One USB power/communication port for connection to controller	
		One Ethernet communications port for optional connection to laptop computer or modem	
		Two DB9 serial ports for connection to auxiliary devices	
4.1.5.	Temperature limits	-40 to 176°F (-40 to 80°C)	
4.2.	Controller		
4.2.1.	Description	Touchscreen interface, connected to computer for programming and running sign display. No laptop computer required, but a laptop with Wanco software can be connected in place of controller if desired.	
4.2.2.	Touchscreen	Display	Full color, backlit, 7-inch display 800 x 480 pixels Display automatically shuts off after 10 minutes of inactivity
		Interface	Menu-based structure, accessed with virtual buttons on the touchscreen display, provides access to all sign functions including programming messages Virtual keyboard appears when required for text entry Multi-level password protection restricts access Day/night virtual button, changes contrast for use in bright or dim lighting conditions Message on sign is always shown while interface is active
	Housing	Backplate	Internal components mounted to aluminum backplate for rigidity
		Cover	Injection-molded PC/ABS
		Size	8.0" x 5.5" x 1.6" (20.3 x 14.0 x 4.1cm) W x H x D
4.2.4.	Storage and removal	Stored in cradle inside battery box. Can be lifted out of cradle and is designed to be handheld. Can be disconnected and removed.	
4.2.5.	Wiring	Connected to computer with USB cable	
4.2.6.	Power	Power supplied from computer	
		Push-button on bottom of housing provides manual on/off control and interface activation after timeout	
		Electronics automatically shut down after 20 minutes of inactivity	
4.2.7.	Weight	1.6 lbs. (0.73kg)	
4.2.8.	Temperature limits	-4 to 158°F (-20 to 70°C)	

4.3.	PC boards		
4.3.1.	Data ports	1 serial port, 2 USB ports, 1 Ethernet port	
4.3.2.	Coating	100% coated with military-spec, low-VOC, silicone conformal coating to provide long-term protection against moisture and other atmospheric contaminants. Resists corrosion and shorts due to high humidity.	
4.3.3.	Temperature limits	−4 to 176°F (−20 to 80°C)	
4.3.4.	Humidity limits	Conformal coating rated to 95% relative humidity	
4.4.	Controller software		
4.4.1.	Standards	Fully NTCIP-compliant	
4.4.2.	Security	Three levels of password protection	
4.4.3.	Message programming	Instant access to program new messages Extremely easy to program	
4.4.4.	Message types	Quick-messages	Easy quick-message activation
		Permanent	Over 90 preprogrammed permanent messages, including arrows and FHWA standards
		Changeable	250 changeable messages stored in NV flash
		Temporary	10 temporary or volatile messages, for ITS systems
		Blank	Easy sign blanking/power off
4.4.5.	Interface display	WYSIWYG (What You See Is What You Get) while programming	
4.4.6.	Text alignment	Selectable: left, center, or right; and top, middle, or bottom	
4.4.7.	Fonts	Selectable: see Exhibit A	
4.4.8.	Blinking	Each character can individually blink Individual lines of a multi-line message can blink The entire message can blink Adjustable timing and duty cycle	
4.4.9.	Message pages	Maximum 10 sequential “pages” per message, sequencing speed from 0.1 to 25.5 sec.	
4.4.10.	Scheduling	Real-time clock and calendar with DST control	

- | | | | | | |
|-------------------------------|---|-------|---|---------------|-------------------------------------|
| 4.4.11. Arrow board functions | Sign can display any of the following 12 full-size arrow functions | | | | |
| | <table border="0"> <tr> <td style="vertical-align: top;">Modes</td> <td> Flashing left or right arrow
 Flashing double arrow
 Flashing four-corner warning
 Flashing caution-bar warning
 Sequencing left or right stem arrow
 Sequencing left or right walking arrow
 Sequencing left or right chevron arrows
 Alternating diamonds
 (for samples, see Exhibit B) </td> </tr> <tr> <td style="vertical-align: top;">Bold graphics</td> <td>Each arrow and bar is 5 pixels wide</td> </tr> </table> | Modes | Flashing left or right arrow
Flashing double arrow
Flashing four-corner warning
Flashing caution-bar warning
Sequencing left or right stem arrow
Sequencing left or right walking arrow
Sequencing left or right chevron arrows
Alternating diamonds
(for samples, see Exhibit B) | Bold graphics | Each arrow and bar is 5 pixels wide |
| Modes | Flashing left or right arrow
Flashing double arrow
Flashing four-corner warning
Flashing caution-bar warning
Sequencing left or right stem arrow
Sequencing left or right walking arrow
Sequencing left or right chevron arrows
Alternating diamonds
(for samples, see Exhibit B) | | | | |
| Bold graphics | Each arrow and bar is 5 pixels wide | | | | |
| 4.4.12. Configuration | Menus provide access to all message sign configuration settings | | | | |
| 4.4.13. Troubleshooting | Status and diagnostic menus provide message sign information to assist in troubleshooting | | | | |

5. GRAPHICS SOFTWARE

- | | |
|--------------------------|--|
| 5.1. Description | Computer software provides the tools necessary for creating custom messages. Create new messages in five colors. Create messages from scratch using text, graphics or a combination of both; or edit previously created messages. Import graphic images, such as logos and digital photos. |
| 5.2. System requirements | Any computer running Microsoft® Windows® XP, Vista, 7, 8, or 10 |
| 5.3. File formats | Save files in proprietary format that the program can open for editing
Save objects created in a message for re-use when creating new messages
Export files in the NTCIP MULTI format for uploading to a message sign
Import MULTI files for bitmap editing |
| 5.4. Message transfer | Transfer messages to sign directly from the graphics program when the computer is connected to the sign via a wireless modem or a wired Ethernet connection
Transfer messages to the sign using the Wanco NTCIP Central software after export in the MULTI file format
Transfer messages to the sign using a USB flash drive after export in the MULTI file format |

6. TRAILER

- | | | |
|--------|------------------|--|
| 6.1. | Frame | All welded structural steel |
| 6.2. | Fenders | Round full wheel coverage fenders with inner splash panel on each fender. Fenders are bolted to the trailer frame.

Material: 16ga steel |
| 6.3. | Tie-downs | One on each corner of frame |
| 6.4. | Finish | Frame is coated with oven-baked, safety-orange powder-coat finish to ensure durability and corrosion protection. Assemblies are run through a five-stage, high-pressure phosphate-wash prior to finish coat.

See "Options and Optional Equipment" for color options. |
| 6.5. | Axle assembly | 2000 lb. (907kg) capacity, 5 on 4.5" B.C. idler hub |
| 6.6. | Springs | Double-eye leaf springs |
| 6.7. | Tires | ST205/75D15 steel-belted trailer tires, load rating B |
| 6.8. | Drawbar | |
| 6.8.1. | Construction | Telescopes inside receiver sleeve welded under trailer frame. Removable for shipping and for added theft protection if needed. Secures with two 1/2-inch (12mm) diameter bolts. |
| 6.8.2. | Material | Square tubing, 3" x 3/16" wall (7.62cm x 0.476cm wall) |
| 6.8.3. | Jack | Top-wind swivel, 800-lb. (363kg) capacity with caster wheel to make moving trailer easier |
| 6.8.4. | Tow hitch | Standard 2-inch ball coupler tow-hitch, SAE Class 2, 3500-lb. (1588kg) capacity. Bolts to drawbar, removable and replaceable.

See "Options and Optional Equipment" for tow-hitch options. |
| 6.8.5. | Tow chains | Two high-test proof coil chain assemblies, with "latching" S-hooks for towing. Chains attached to drawbar with quick connectors.

Material diameter 0.406" (10.3mm)

Working load limit 5400 lbs. (2450kg)

Breaking force 16,200 lbs. (72kN) |
| 6.9. | Stabilizer jacks | Four swivel jacks, each with 2000-lb. (907kg) capacity, mounted on corners of trailer frame

See "Options and Optional Equipment" for outriggers |
| 6.10. | Wind resistance | In the deployed position, the maximum sustainable wind speed before overturning, when supported by the standard jack stands with tires off the ground, is 72 mph (115km/h) |

6.11.	Taillights	Two oval-shaped, sealed, combination stop, turn and taillights No screws used for mounting; bracket is welded to trailer frame; each light held in place and sealed with snap-in rubber grommet
6.12.	Wiring	
6.12.1.	Description	Wiring to connect tow vehicle and trailer for trailer taillights is installed inside drawbar, with pigtails and connectors at both ends; no crimping required
6.12.2.	Trailer plug	A sealed, molded, 4-square connector plugs into harness under trailer
6.12.3.	Tow-vehicle plug	Two-piece assembly with 4-flat molded connector on harness plugs into tow vehicle Meets SAE J1239 See "Options and Optional Equipment" for tow-vehicle plug options
6.12.4.	Protection	All trailer wiring encased in UV protective loom, and attached with P-clamp riveted to trailer frame; no exposed wires
6.13.	License plate	Lighted license plate light holder
6.14.	Reflectors	Sides of trailer have amber reflectors near front and red reflectors near rear See "Options and Optional Equipment" for reflective tape
6.15.	Tower assembly	
6.15.1.	Function	Sign cabinet is raised and lowered on a telescoping tower
6.15.2.	Tower construction	Two sections of square steel tubing with the inner section telescoping inside the outer section. The inner section is zinc plated to prevent corrosion. Nylon guide blocks keep the sections tight, eliminating the need for greasing the tower and preventing dirt from building up on the inner tower section. Dirt would cause performance problems and maintenance issues.
6.15.3.	Swivel base	A steel tubular weldment is bolted to the trailer frame. The outer tower section rotates on a thrust bearing and washers inside the swivel base, reducing rotating friction.
6.15.4.	Height	At fully deployed height, 84" (213cm) from ground to bottom of display cabinet
6.15.5.	Height lock	Locking pin inserted through the tower in the up position prevents the tower from falling if the hydraulics were to fail
6.15.6.	Hydraulic lift	Function Tower is raised by a hydraulic power unit that pressurizes a cylinder, and lowered by controlled gravity return. Control switch for hydraulic lift is located next to controller inside battery box. Hydraulic cylinder Single stage hydraulic, rated to 1500 psi, bottom end cap is keyed to prevent cylinder from rotating

	Hydraulic power unit	Type	Electric motor driven See "Options and Optional Equipment" for hand pump
		Voltage	12Vdc
		Flow rate	1.5 gpm
		Pressure rating	Factory set to 950 psi
		Mounting	Installed vertically on bracket that is mounted to swivel base
		Fluid	AW-32 hydraulic oil
		Tank capacity	1.2 gal. total, 0.766 gal. usable capacity
		Cover	Sheet metal cover protects power unit from vandalism and environmental contaminants. Security screws fasten cover to power unit.
6.15.7.	Rotation	Sign rotates by hand, pivoting 360 degrees on tower	
6.15.8.	Rotation lock	Sign rotation is locked with an adjustable lever that operates a mechanical friction caliper and disk brake. The ½-inch thick, round, zinc-plated brake disk is bolted to the outer tower section.	
6.15.9.	Sight tube	A sight tube for aiming the message sign in desired direction is mounted to the underside of the display cabinet frame	

7. POWER SYSTEM

7.1.	Description	Electronics powered by batteries, which are charged automatically with integrated solar charging system	
7.2.	Battery box		
7.2.1.	Function	Holds batteries and remote charger See "Options and Optional Equipment" for heavy-duty secure battery box	
7.2.2.	Construction	Riveted all-steel construction All parts powder-coated before assembly Divider panel inside box separates batteries from electronics Louvers provide ventilation Latches keep cover closed and can accept user-supplied padlocks	
7.2.3.	Location	Centered over axle on left side of trailer, bolted to trailer frame	

7.3.	Batteries	
7.3.1.	Description	Three 4D AGM 12Vdc batteries See “Options and Optional Equipment” for battery options
7.3.2.	Features	100% maintenance-free Sealed and spill-proof Faster recharge and greater freeze resistance than conventional batteries Contains less lead than conventional batteries
7.3.3.	Voltage	12Vdc each
7.3.4.	Weight	Approx. 160 lbs. (72kg) each
7.3.5.	Capacity	600 Ah total
7.4.	Remote charger	
7.5.	Function	Plugs into a standard commercial power source to recharge batteries if battery voltage drops due to lack of sun for automated solar charging system
7.5.1.	Type	12-volt battery charger
7.5.2.	Location	Inside battery box, mounted to divider panel on opposite side from batteries
7.5.3.	Output capacity	45A
7.5.4.	Output voltage	13.4Vdc @ full load 13.6Vdc standard float voltage 14.2Vdc with dual-voltage jack installed
7.5.5.	Input voltage	108 to 132Vac, standard three-prong plug
7.5.6.	Input frequency	50 to 60 Hz
7.5.7.	Cooling	Automatic fan cooling
7.6.	Solar	
7.6.1.	Panels	Two high-efficiency multi-crystal photovoltaic solar modules
7.6.2.	Location	Behind message sign, over tower. Solar panel array lies flat; rises and rotates with message sign. No shadowing effect on any trailer component.
7.6.3.	Power output	130W each 260W total See “Options and Optional Equipment” for solar power options

Wanco® 5-Color Matrix Message Sign
Product Specifications | July 2015

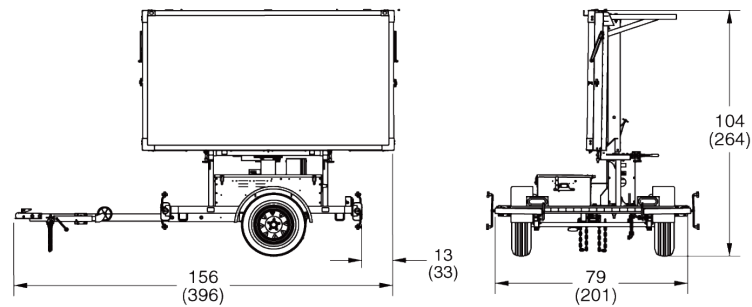
Page 14 of 21

7.6.4.	Current	9.5A max. system current 10.3A open short-circuit current
7.6.5.	Voltage	17.9Vdc max. 21.8Vdc open short-circuit voltage
7.6.6.	Regulation	Solar panels regulated by computer power board
7.6.7.	Security	Solar panel array bolted to message sign frame with security screws and special security nut. Tool for security screws mounted inside battery box.

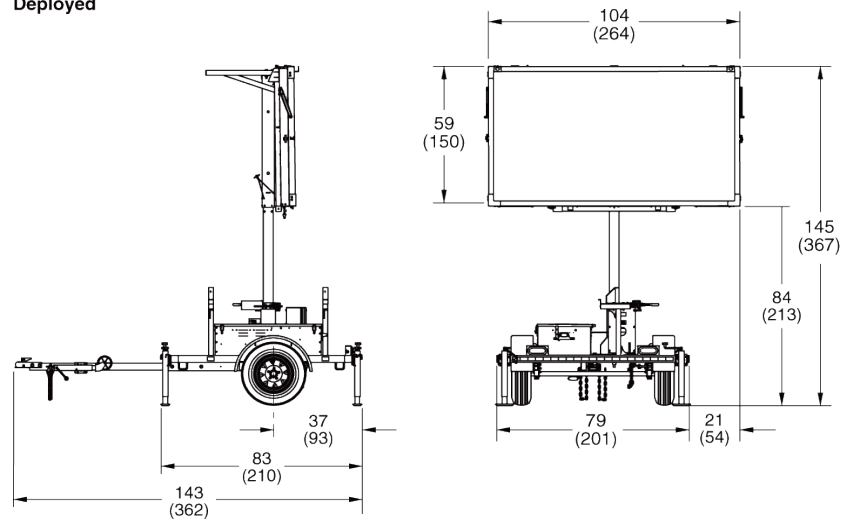
8. DIMENSIONS & WEIGHT

8.1.	Dimensions	<i>inches (cm)</i>
------	------------	------------------------

Travel position



Deployed



8.2.	Weight	Approx. 1763 lbs. (800 kg)
------	--------	----------------------------

9. OPTIONS AND OPTIONAL EQUIPMENT

- | | |
|--------------------------------|--|
| 9.1. Tow hitch | Combo-hitch for pintle hook and 2-inch ball hitch
Heavy-duty lunette ring, 2½" ID x 1⅝" cross-section |
| 9.2. Tow-vehicle plug | Many types of plugs available, prewired at the factory; contact factory for details |
| 9.3. Outriggers | Telescoping outriggers (jack extensions), one at each corner of the trailer, expand trailer width when deployed, for extra wind-load resistance

Width of trailer with outriggers extended: 131" (333cm) |
| 9.4. Hand pump | A mechanical hand pump can raise and lower the sign if batteries go dead and hydraulic lift fails to operate. Pump handle is stored inside battery box. |
| 9.5. Power | |
| 9.5.1. Additional batteries | For geographic locations with less solar charging potential or colder weather, and for applications that require year-round charging, add batteries for greater capacity

Options One additional 4D AGM 12Vdc battery, 200Ah additional capacity |
| 9.5.2. 6-volt batteries | Replace standard batteries with lighter-weight 6Vdc batteries, wired in parallel and series for a 12-volt system

Options Six Group 24 AGM 6Vdc batteries, 645Ah total capacity
Eight Group 24 AGM 6Vdc batteries, 860Ah total capacity

Weight Approx. 60 lbs. (26kg) each |
| 9.5.3. Remote charger | When required for added battery charging capacity, replace standard remote charger with 75-amp charger |
| 9.5.4. Solar | For geographic locations with less solar charging potential or colder weather, and for applications that require year-round charging, additional solar power is available

Option 390W solar array; contact factory for details |
| 9.6. Secure battery box | High-security battery box features heavy-gauge steel lid, hidden hinges, and heavy-duty hidden-shackle padlocks. Replaces standard battery box. |
| 9.7. Taillights | |
| 9.7.1. Dual sealed-bulb | Dual sealed-bulb taillights replace standard sealed-bulb taillights

Requires SAE J560 7-pole round-pin trailer plug to replace standard trailer plug |
| 9.7.2. Single LED | Single LED taillights replace standard sealed-bulb taillights |
| 9.7.3. Dual LED | Dual LED taillights replace standard sealed-bulb taillights

Requires SAE J560 7-pole round-pin trailer plug to replace standard trailer plug |

9.8.	Reflective tape	Reflective red-and-white conspicuity tape across rear trailer frame for increased visibility	
9.9.	Finish color	Specify power-coat color and, if applicable, color scheme	
9.10.	Radar-based speed monitoring system		
9.10.1.	Description	Radar senses the largest, nearest mass moving toward it. The message sign conveys a user-selected message to the motorist.	
9.10.2.	Sensor	Microwave K-band, approach-only	
9.10.3.	Location	Radar head located on the bottom of the message sign display cabinet, just off-center, for maximum effectiveness regardless of which side of the road the trailer is being used	
9.10.4.	Enclosure	Radar head is sealed to withstand the elements, while an aluminum cover goes over the head unit for impact resistance	
9.10.5.	Standards compliance	FCC approved CE compliant	
9.10.6.	Distance range	1000 ft. (305 m)	
9.10.7.	Speed range	5 to 138 mph (8 to 222 km/h)	
9.10.8.	Accuracy	mph	±1 mph from 5 to 40 mph ±2 mph from >40 to 100 mph
		km/h	±1.6 km/h from 8 to 64 km/h ±3.2 km/h from >64 to 161 km/h
9.10.9.	Temperature limits	-40 to 185 °F (-40 to 85 °C)	
9.10.10.	Electrical protection	Fused and reverse-polarity protected	
9.10.11.	Calibration	Radar is factory calibrated; a tuning fork for verifying radar is operating correctly is attached inside the control cabinet door; when struck and held in front of the radar head, the tuning fork vibrations simulate 55 mph	
9.11.	Cellular modem package		
9.11.1.	Purpose	The remote communications package enables the message sign to be controlled from remote locations away from the message sign, using an Internet-connected computer, tablet, or smartphone. Includes all of the items described below.	
9.11.2.	Remote NTCIP central control software	Description	Easy-to-use program connects a computer to an individual message sign via an Internet connection. Used for changing messages, checking on trailer health status (such as battery voltages), viewing GPS locations, and setting message schedules.

	System requirements	Microsoft® Windows® (most versions) .NET framework Internet connection
9.11.3. Web-based remote control	Description	Using a standard Web browser, allows connection to an individual message sign without software. Ideal for smartphone users.
	System requirements	Modern standards-compliant Web browser (such as Mozilla® Firefox®, Microsoft Internet Explorer® 10, Chrome™, or Safari®) with JavaScript enabled A platform that supports one of these browsers (smartphone, laptop computer, or desktop computer) Internet connection
9.11.4. Wanco Fleet Manager	Description	Web-based application for managing even the most diverse message sign fleets
	Features	Add or remove equipment to groups for quick access, ideal for managing contractor rentals or entire projects all at once Map GPS locations of entire message sign fleet simultaneously Record vital information from signs, such as message changed by user and date, battery and solar voltages, and equipment alarms Mass broadcast capability, perfect for Amber Alerts and emergencies
	System requirements	Modern standards-compliant Web browser (such as Mozilla Firefox, Microsoft Internet Explorer 10, Chrome, or Safari) A platform that supports one of these browsers (laptop or desktop computer) Internet connection
9.11.5. Cellular plans	User provided	User obtains cellular data plan from, and makes monthly payments to, service provider. Wanco programs modem according to user-provided specifications at time of modem purchase. Wanco tests modem setup.
	Wanco cellular service	Wanco provides Verizon® cellular service without activation charges, monthly payments, or overage charges. User makes a single payment annually to Wanco. For increased security, Wanco hosts the service on a virtual private network (VPN).
9.11.6. Modem	Compact industrial 3G cellular gateway with GPS Variety of models; contact factory for details	

9.12. Traffic Data Classifier System

9.12.1. Design	Radar-based, nonintrusive, does not require loops or hoses, no disturbance of traffic flow during installation or use
9.12.2. Direction	Registers both approaching and receding vehicles
9.12.3. Traffic lanes	Most effective for 2-lane roads
9.12.4. Traffic count	Can record data for more than 1 million vehicles in internal memory
9.12.5. Data format	Speed, date, time, direction, length for each vehicle
9.12.6. Units	English or metric
9.12.7. Time stamp	Yr,Mo,Dy,Hr,Min,Sec.
9.12.8. Speed range	5 to 138 mph (8 to 222 km/h)
9.12.9. Sensor	Microwave K-band 24.125 GHz
9.12.10. Power	Uses radar-speed sign power supply
9.12.11. Power output	20 dbm (EIRP)
9.12.12. Current	110 mA
9.12.13. Temperature	Operating limits: -40 to 185 °F (-40 to 85 °C)
9.12.14. Internal memory	1MB (1,048,576 bytes)
9.12.15. Baud rate	9600, 8 bit, no parity
9.12.16. Calibration	Calibration not required
9.12.17. Installation	Automatically positioned horizontally when trailer is level; adjustable bracket allows user to point toward traffic at a 45-degree angle

9.13. RemoteUI control software

9.13.1. Description	The Wanco RemoteUI program allows operators to control the message board using a laptop computer or touchscreen device. The computer must be connected to the message sign; wireless access is not recommended.
9.13.2. Fleet limits	Connects to one sign at a time; maximum number of signs is unlimited
9.13.3. Security	Multi-level password protection
9.13.4. System requirements	Microsoft Windows (most versions) or Unix® operating system

EXHIBIT A: MESSAGE FONTS



Font 1
5 x 7 pixels
Equivalent size: 8.66" x 11.97" (220 x 304mm)
Physical size: 7.68" x 10.98" (195 x 279mm)
Standard fixed-width font with lower-case letters
4 lines of 10 characters, maximum



Font 2
5 x 8 pixels
Equivalent size: 8.66" x 13.62" (220 x 346mm)
Physical size: 7.68" x 12.64" (195 x 321mm)
Tall fixed-width font with lower-case letters
3 lines of 10 characters, maximum



Font 3
6 x 9 pixels
Equivalent size: 10.32" x 15.28" (262 x 388mm)
Physical size: 9.33" x 14.29" (237 x 363mm)
Bold proportional font with 4x9-pixel capitals for lower-case letters
3 lines of 8 characters, typical



Font 4
6 x 11 pixels
Equivalent size: 10.32" x 18.58" (262 x 472mm)
Physical size: 9.33" x 17.60" (237 x 447mm)
Bold proportional font with lower-case letters and accented characters
2 lines of 8 characters, typical



Font 5
6 x 11 pixels
Equivalent size: 10.32" x 18.58" (262 x 472mm)
Physical size: 9.33" x 17.60" (237 x 447mm)
Bold proportional font with lower-case letters, accented characters, and increased spacing
2 lines of 7 characters, typical



Font 6
5 x 12 pixels
Equivalent size: 8.66" x 20.24" (220 x 514mm)
Physical size: 7.68" x 19.25" (195 x 489mm)
Tall fixed-width font with 5x8-pixel capitals for lower-case letters
2 lines of 10 characters, maximum



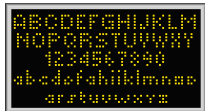
Font 7
7 x 12 pixels
Equivalent size: 11.97" x 20.24" (304 x 514mm)
Physical size: 10.98" x 19.25" (279 x 489mm)
Bold fixed-width font with 6x8-pixel capitals for lower-case letters
2 lines of 7 characters, maximum



Font 8
7 x 23 pixels
Equivalent size: 11.97" x 38.43" (304 x 976mm)
Physical size: 10.98" x 37.44" (279 x 951mm)
Large fixed-width font with 6x14-pixel capitals for lower-case letters
1 line of 7 characters, maximum



Font 9
11 x 23 pixels
Equivalent size: 18.58" x 38.43" (472 x 976mm)
Physical size: 17.60" x 37.44" (447 x 951mm)
Large bold fixed-width font, capitals only (no lower-case letters)
1 line of 5 characters, maximum



Font 10
4 x 5 pixels
Equivalent size: 7.01" x 8.66" (178 x 220mm)
Physical size: 6.02" x 7.68" (153 x 195mm)
Mini proportional font with limited lower-case
5 lines of 12 characters, typical



Font 11
7 x 10 pixels
Equivalent size: 11.97" x 16.93" (178 x 220mm)
Physical size: 10.98" x 15.94" (279 x 405mm)
Large fixed-width font, capitals only (no lower-case letters)
2 lines of 6 characters, maximum



Font 12
9 x 14 pixels
Equivalent size: 15.28" x 23.55" (388 x 598mm)
Physical size: 14.29" x 22.56" (363 x 573mm)
Large bold fixed-width font, capitals only (no lower-case letters)
2 lines of 4 characters, maximum

EXHIBIT B: ARROW BOARD FUNCTIONS

Flashing patterns

	Flashing left or right arrow
	Flashing double arrow
	Flashing four-corner warning
	Flashing caution-bar warning

Sequential patterns

	Sequencing left or right stem arrow
	Sequencing left or right walking arrow
	Sequencing left or right chevron arrows
	Alternating diamonds



Report to the City Council
Regular City Council - 11 Feb 2020

Agenda Section: CONSENT ITEMS

Subject: Consideration and Proposed Adoption of a Resolution in Support of Napa County Measure K: Napa Water, Parks and Open Space Restoration and Preservation Retail Transactions and Use Tax Ordinance

CEQA Determination: Not a CEQA project

Prepared By: Preya Nixon, Asst. to the City Manager

Reviewed By: April Mitts, Finance Director

Approved By: Mark T. Prestwich, City Manager

BACKGROUND

At the January 28, 2020 City Council Meeting, the City Council discussed Measure K, the proposed countywide one quarter of one percent (0.25%) transactions and use tax that will be on the March 3, 2020 California Primary Election ballot. Direction was provided to staff to prepare a resolution for the February 11, 2020 City Council Meeting in support of Measure K.

DISCUSSION

Measure K is summarized below. Additional informational materials are attached to this report, along with draft Resolution of Support.

Measure K: Napa Water, Parks and Open Space Restoration and Preservation Retail Transactions and Use Tax Ordinance

Measure K proposes a one quarter of one percent (0.25%) special tax for 15 years that would be passed through to the Napa County Regional Park and Open Space District (District). Special taxes can only be utilized for those purposes identified in the ordinance imposing the tax and cannot be used for general governmental purposes. The District would use the sales tax to preserve watersheds, rivers, lakes, open space,

and wildlife habitat; restore, maintain, and improve public access to public open space resources; and help implement the park and recreation objectives of the county's five municipalities.

Passage of Measure K requires a two-third vote of qualified voters voting in the election. If approved, the sales tax rate in St. Helena would increase from 8.25% to 8.5%.

Measure K is estimated to produce annual revenues of approximately \$9 million countywide, with revenue distributed as follows:

- 52% - Acquisition of high priority countywide open space
- 25% - Operating, maintaining and improving countywide open space lands
- 20% - Implement local park and recreation plans
- 3% - Overhead

At the January 28, 2020 City Council Meeting, the City Council discussed this item and requested staff to bring back a resolution listing the City Council's support for Measure K.

FISCAL IMPACT

Fiscal impacts are discussed in attachments to the report.

RECOMMENDED ACTION

Pass a resolution in support of Measure K.

ATTACHMENTS

[Measure K Resolution](#)

[Full Text of Measure K](#)

[Impartial Analysis Measure K](#)

[Argument Against Measure K](#)

[Argument In Favor of Measure K](#)

[Rebuttal to the Argument Against Measure K](#)

[Rebuttal to the Argument In Favor of Measure K](#)

CITY OF ST. HELENA
RESOLUTION NO. 2020-_____

Supporting Measure K

RECITALS

Whereas, Measure K is a measure on the March 3, 2020 Ballot for Napa County. The measure would impose a one quarter of one percent (0.25%) sales tax beginning 120 days from the March 3, 2020 election (July 1, 2020) for fifteen years.

Whereas, Measure K proposes a special tax that would be passed through to the Napa County Regional Park and Open Space District (District). Special taxes can only be utilized for those purposes identified in the ordinance imposing the tax and cannot be used for general governmental purposes. The District would use the sales tax to preserve watersheds, rivers, lakes, open space and wildlife habitat; restore, maintain and improve public access to public open space resources; and help implement the park and recreation objectives of the county's five municipalities.

Whereas, the current sales tax throughout Napa County, except for St. Helena, is 7.75%, which means that if adopted, Measure K would increase the sales tax rate in the unincorporated areas of the county, the City of Napa, the City of American Canyon, the City of Calistoga and Town of Yountville to 8.0% for fifteen years beginning July 1, 2020. The current sales tax rate in the City of St. Helena is 8.25%, which means that if adopted, Measure K would increase the sales tax rate in the City of St. Helena to 8.5%.

Whereas, at the January 28, 2020 City Council meeting, direction was provided to bring back a resolution in support of Measure K.

RESOLUTION

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

1. That the City of St. Helena hereby supports Measure K on the March 3, 2020 ballot to protect the quality and quantity of local water resources, reduce wildfire risk, preserve 20,000 acres of forests, wildlife habitat, rivers and streams and other important open space lands and resources in Napa County, provide public parks for all, and educate future generations in the care and stewardship of the natural environment.

Approved at a Regular Meeting of the St. Helena City Council on
February 11, 2020, by the following vote:

Mayor Geoff Ellsworth:

Vice Mayor Paul Dohring:

Councilmember Koberstein:

Councilmember Anna Chouteau:

Councilmember David Knudsen:

APPROVED: ATTEST:

Geoff Ellsworth, Mayor

Cindy Tzaopoulos, City Clerk

FULL TEXT OF MEASURE K**ORDINANCE NO. 2019-01**

**AN ORDINANCE OF NAPA COUNTY, KNOWN AS THE NAPA WATER,
PARKS AND OPEN SPACE RESTORATION AND PRESERVATION
RETAIL TRANSACTIONS AND USE TAX ORDINANCE, IMPOSING A
TRANSACTION AND USE TAX, TO BE ADMINISTERED BY THE
CALIFORNIA DEPARTMENT OF TAX AND FEE ADMINISTRATION**

The people of Napa County hereby ordain:

SECTION 1: Overview. The goal of this Ordinance is to protect the quality and quantity of local water resources, reduce wildfire risk, preserve 20,000 acres of forests, wildlife habitat, rivers and streams and other important open space lands and resources in Napa County, provide public parks for all, and educate future generations in the care and stewardship of the natural environment. The Ordinance does this by establishing (subject to voter approval) a dedicated source of funds to implement the Napa Open Space District Master Plan as updated on July 8, 2019. Funds come from a one-quarter percent transaction and use tax (commonly referred to as a sales tax); of the estimated \$9 million annually generated, at least 52 percent is restricted to the acquisition of high priority open space lands, 25 percent is restricted to operating, maintaining and improving open space lands, including but not limited to managing forests to reduce wildfire risk, operating public parks and sponsoring youth outdoor education, 20 percent will be distributed to the four cities and one town in Napa County to implement their adopted local park and recreation plans, and no more than three percent may be spent on administrative overhead. One hundred percent of the funds must be spent for the purposes specified in the Ordinance, and none may be diverted by the State, the County of Napa or any other agency for any other purpose. The Ordinance requires independent citizen oversight, mandatory financial audits and yearly reports to the public. The Ordinance makes it possible for the Napa Open Space District and its partners to compete successfully to obtain a fair share of State and Federal matching funds. Tourists are expected to pay more than one-third of the total funds generated. Without the Ordinance, 20,000 acres of unprotected land and natural areas could be lost to development and gone forever. The Ordinance will help ensure that city parks can continue to be expanded and improved to provide valuable recreational facilities for local residents. By protecting natural carbon sequestration, the Ordinance will help Napa fight climate change. The tax authorized by this Ordinance shall terminate in fifteen years unless renewed by a two-thirds majority of the voters of Napa County.

SECTION 2. A new Chapter 3.30 (Napa Water, Parks and Open Space Restoration and Preservation Retail Transactions and Use Tax) is hereby added to the Napa County Code to read in full as follows:

Chapter 3.30

NAPA WATER, PARKS AND OPEN SPACE RESTORATION AND PRESERVATION RETAIL TRANSACTIONS AND USE TAX

Sections:

3.30.010	Title and Definitions.
3.30.020	Effective Date; Operative Date.
3.30.030	Purpose.
3.30.040	Contract With State.
3.30.050	Transactions Tax Rate.
3.30.060	Place of Sale.
3.30.070	Use Tax Rate.
3.30.080	Adoption of Provisions of State Law.
3.30.090	Limitations on Adoption of State Law and Collection of Use Taxes.
3.30.100	Permit Not Required.
3.30.110	Exemptions and Exclusions.
3.30.120	Amendments.
3.30.130	Enjoining Collection Forbidden.
3.30.140	Termination Date.
3.30.150	Receipt of Proceeds
3.30.160	Use of Proceeds.
3.30.170	Establish and Increase Appropriations Limit.
3.30.180	Expenditure Plan.
3.30.190	Community Oversight Committee
3.30.200	Implementation of Expenditure Plan

3.30.010 Title and Definitions.

A. This ordinance shall be known as the **Napa Water, Parks and Open Space Restoration and Preservation Retail Transactions and Use Tax Ordinance**. This ordinance shall be applicable in the incorporated and unincorporated territory of the County.

B. Definitions. For the purpose of this chapter, the following definitions shall apply:

1. “Napa Open Space District” means the Napa County Regional Park and Open Space District.

2. “Expenditure Plan” means the Napa County Regional Park and Open Space District Water, Parks and Open Space Restoration and Preservation Expenditure Plan set forth in Section 3.30.180.

3. “Operative Date” means the first day of the first calendar quarter commencing more than one hundred ten days after the adoption of this ordinance.

4. “District Board” means the Board of Directors of the Napa County Regional Park and Open Space District.

5. “Committee” means that Community Oversight Committee established as set forth in subsection (C) of Section 3.30.180.

6. “Fiscal Policy and Procedures” will be the accounting, auditing and reporting guidelines developed by the Committee with the County Auditor-Controller and approved by the District Board as set forth in subsection (C) of Section 3.30.190.

3.30.020 Effective Date; Operative Date.

- A. This ordinance shall become effective upon its approval by a two-thirds majority of the electors voting on the measure (“Effective Date”).
- B. The operative date of this ordinance shall be on July 1, 2020.

3.30.030 Purpose.

This ordinance is adopted to achieve the following, among other purposes, and directs that the provisions hereof be interpreted in order to accomplish those purposes:

- A. To impose a retail transactions and use tax in accordance with the provisions of Part 1.6 (commencing with Section 7251) of Division 2 of the Revenue and Taxation Code and Section 7285.5 of Part 1.7 of Division 2 which authorizes the County to adopt this tax ordinance which shall be operative if two-thirds of the electors voting on the measure vote to approve the imposition of the tax at an election called for that purpose.
- B. To adopt a retail transactions and use tax ordinance that incorporates provisions identical to those of the Sales and Use Tax Law of the State of California insofar as those provisions are not inconsistent with the requirements and limitations contained in Part 1.6 of Division 2 of the Revenue and Taxation Code.
- C. To adopt a retail transactions and use tax ordinance that imposes a tax and provides a measure therefor that can be administered and collected by the California Department of Tax and Fee Administration in a manner that adapts itself as fully as practicable to, and requires the least possible deviation from, the existing statutory and administrative procedures followed by the California Department of Tax and Fee Administration in administering and collecting the California State Sales and Use Taxes.
- D. To adopt a retail transactions and use tax ordinance that can be administered in a manner that will be, to the greatest degree possible, consistent with the provisions of Part 1.6 of Division 2 of the Revenue and Taxation Code, minimize the cost of collecting the transactions and use taxes, and at the same time, minimize the burden of record keeping upon persons subject to taxation under the provisions of this ordinance.

3.30.040 Contract With State.

Prior to the operative date, the County shall contract with the California Department of Tax and Fee Administration to perform all functions incident to the administration and operation of this transactions and use tax ordinance; provided, that if the County shall not have contracted with the State Board of Equalization prior to the operative date, it shall nevertheless so contract and in such a case the operative date shall be the first day of the first calendar quarter following the execution of such a contract.

3.30.050 Transactions Tax Rate.

For the privilege of selling tangible personal property at retail, a tax is hereby imposed upon all retailers in the incorporated and unincorporated territory of the County at the rate of one quarter of one percent of the gross receipts of any retailer from the sale of all tangible personal property sold at retail in said territory on and after the operative date of this ordinance.

3.30.060 Place of Sale.

For the purposes of this ordinance, all retail sales are consummated at the place of business of the retailer unless the tangible personal property sold is delivered by the retailer or his agent to an out-of-state destination or to a common carrier for delivery to an out-of-state destination. The gross receipts from such sales shall include delivery charges, when such charges are subject to the state sales and use tax, regardless of the place to which delivery is made. In the event a retailer has no permanent place of business in the State or has more than one place of business, the place or places at which the retail sales are consummated shall be determined under rules and regulations to be prescribed and adopted by the California Department of Tax and Fee Administration.

3.30.070 Use Tax Rate.

An excise tax is hereby imposed on the storage, use or other consumption in the County of tangible personal property purchased from any retailer on and after the operative date of this ordinance for storage, use or other consumption in said territory at the rate of one quarter of one percent of the sales price of the property. The sales price shall include delivery charges when such charges are subject to state sales or use tax regardless of the place to which delivery is made.

3.30.080 Adoption of Provisions of State Law.

Except as otherwise provided in this ordinance and except insofar as they are inconsistent with the provisions of Part 1.6 of Division 2 of the Revenue and Taxation Code, all of the provisions of Part 1 (commencing with Section 6001) of Division 2 of the Revenue and Taxation Code are hereby adopted and made a part of this ordinance as though fully set forth herein.

3.30.090 Limitations on Adoption of State Law and Collection of Use Taxes.

In adopting the provisions of Part 1 of Division 2 of the Revenue and Taxation Code:

A. Wherever the State of California is named or referred to as the taxing agency, the name of this County shall be substituted therefore. However, the substitution shall not be made when:

1. The word "State" is used as a part of the title of the State Controller, State Treasurer, State Treasury, or the Constitution of the State of California;
2. The result of that substitution would require action to be taken by or against this County or any agency, officer, or employee thereof rather than by or against the California Department of Tax and Fee Administration, in performing the functions incident to the administration or operation of this ordinance.
3. In those sections, including, but not necessarily limited to sections referring to the exterior boundaries of the State of California, where the result of the substitution would be to:
 - a. Provide an exemption from this tax with respect to certain sales, storage, use or other consumption of tangible personal property which would not otherwise be exempt from this tax while such sales, storage, use or other consumption remain subject to tax by the State under the provisions of Part 1 of Division 2 of the Revenue and Taxation Code, or;
 - b. Impose this tax with respect to certain sales, storage, use or other consumption of tangible personal property which would not be subject to tax by the state under the said provision of that code.

4. In Sections 6701, 6702 (except in the last sentence thereof), 6711, 6715, 6737, 6797 or 6828 of the Revenue and Taxation Code.

a. The word “County” shall be substituted for the word “State” in the phrase “retailer engaged in business in this State” in Section 6203 and in the definition of that phrase in Section 6203.

“A retailer engaged in business in the County” shall also include any retailer that, in the preceding calendar year or the current calendar year, has total combined sales of tangible personal property in this state or for delivery in the State by the retailer and all persons related to the retailer that exceeds five hundred thousand dollars (\$500,000). For purposes of this section, a person is related to another person if both persons are related to each other pursuant to Section 267(b) of Title 26 of the United States Code and the regulations thereunder.

3.30.100 Permit Not Required.

If a seller's permit has been issued to a retailer under Section 6067 of the Revenue and Taxation Code, an additional transactor's permit shall not be required by this ordinance.

3.30.110 Exemptions and Exclusions.

A. There shall be excluded from the ordinance of the transactions tax and the use tax the amount of any sales tax or use tax imposed by the State of California or by any city, city and county, or county pursuant to the Bradley-Burns Uniform Local Sales and Use Tax Law or the amount of any state-administered transactions or use tax.

B. There are exempted from the computation of the amount of transactions tax the gross receipts from:

1. Sales of tangible personal property, other than fuel or petroleum products, to operators of aircraft to be used or consumed principally outside the County in which the sale is made and directly and exclusively in the use of such aircraft as common carriers of persons or property under the authority of the laws of this State, the United States, or any foreign government.

2. Sales of property to be used outside the County, which is shipped to a point outside the County, pursuant to the contract of sale, by delivery to such point by the retailer or his agent, or by delivery by the retailer to a carrier for shipment to a consignee at such point. For the purposes of this section, delivery to a point outside the County shall be satisfied:

a. With respect to vehicles (other than commercial vehicles) subject to registration pursuant to Chapter 1 (commencing with Section 4000) of Division 3 of the Vehicle Code, aircraft licensed in compliance with Section 21411 of the Public Utilities Code, and undocumented vessels registered under Division 3.5 (commencing with Section 9840) of the Vehicle Code by registration to an out-of-county address and by a declaration under penalty of perjury, signed by the buyer, stating that such address is, in fact, his or her principal place of residence; and

b. With respect to commercial vehicles, by registration to a place of business out-of-county and declaration under penalty of perjury, signed by the buyer, that the vehicle will be operated from that address.

3. The sale of tangible personal property if the seller is obligated to furnish the property for a fixed price pursuant to a contract entered into prior to the operative date of this ordinance.

4. A lease of tangible personal property, which is a continuing sale of such property, for any period of time for which the lessor is obligated to lease the property for an amount fixed by the lease prior to the operative date of this ordinance.

5. For the purposes of subsections (3) and (4) of this section, the sale or lease of tangible personal property shall be deemed not to be obligated pursuant to a contract or lease for any period of time for which any party to the contract or lease has the unconditional right to terminate the contract or lease upon notice, whether or not such right is exercised.

C. There are exempted from the use tax imposed by this ordinance, the storage, use or other consumption in this County of tangible personal property:

1. The gross receipts from the sale of which have been subject to a transactions tax under any state-administered transactions and use tax ordinance.

2. Other than fuel or petroleum products purchased by operators of aircraft and used or consumed by such operators directly and exclusively in the use of such aircraft as common carriers of persons or property for hire or compensation under a certificate of public convenience and necessity issued pursuant to the laws of this State, the United States, or any foreign government. This exemption is in addition to the exemptions provided in Sections 6366 and 6366.1 of the Revenue and Taxation Code of the State of California.

3. If the purchaser is obligated to purchase the property for a fixed price pursuant to a contract entered into prior to the operative date of this ordinance.

4. If the possession of, or the exercise of any right or power over, the tangible personal property arises under a lease which is a continuing purchase of such property for any period of time for which the lessee is obligated to lease the property for an amount fixed by a lease prior to the operative date of this ordinance.

5. For the purposes of subsections (3) and (4) of this section, storage, use, or other consumption, or possession of, or exercise of any right or power over, tangible personal property shall be deemed not to be obligated pursuant to a contract or lease for any period of time for which any party to the contract or lease has the unconditional right to terminate the contract or lease upon notice, whether or not such right is exercised.

6. Except as provided in subsection (7) a retailer engaged in business in the County shall not be required to collect use tax from the purchaser of tangible personal property, unless the retailer ships or delivers the property into the County or participates within the County in making the sale of the property, including, but not limited to, soliciting or receiving the order, either directly or indirectly, at a place of business of the retailer in the County or through any representative, agent, canvasser, solicitor, subsidiary, or person in the County under the authority of the retailer.

7. "A retailer engaged in business in the County" shall also include any retailer of any of the following: vehicles subject to registration pursuant to Chapter 1 (commencing with Section 4000) of Division 3 of the Vehicle Code, aircraft licensed in compliance with Section 21411 of the Public Utilities Code, or undocumented vessels registered under Division 3.5 (commencing with Section 9840) of the Vehicle Code. That retailer shall be required to collect use tax from any purchaser who registers or licenses the vehicle, vessel, or aircraft at an address in the County.

D. Any person subject to use tax under this ordinance may credit against that tax any transactions tax or reimbursement for transactions tax paid to a county imposing, or retailer liable for a transactions tax pursuant to Part 1.6 of Division 2 of the Revenue and Taxation Code with respect to the sale to the person of the property the storage, use or other consumption of

which is subject to the use tax.

3.30.120 Amendments.

All amendments subsequent to the effective date of this ordinance to Part 1 of Division 2 of the Revenue and Taxation Code relating to sales and use taxes and which are not inconsistent with Part 1.6 and Part 1.7 of Division 2 of the Revenue and Taxation Code, and all amendments to Part 1.6 and Part 1.7 of Division 2 of the Revenue and Taxation Code, shall automatically become a part of this ordinance, provided however, that no such amendment shall operate so as to affect the rate of tax imposed by this ordinance.

3.30.130 Enjoining Collection Forbidden.

No injunction or writ of mandate or other legal or equitable process shall issue in any suit, action or proceeding in any court against the State or the County, or against any officer of the State or the County, to prevent or enjoin the collection under this ordinance, or Part 1.6 of Division 2 of the Revenue and Taxation Code, of any tax or any amount of tax required to be collected.

3.30.140 Termination Date.

The authority to levy the tax imposed by this ordinance shall expire fifteen years from the operative date of this ordinance, on June 30, 2035.

3.30.150 Receipt of Proceeds

All revenue generated by this ordinance shall be transferred by the County Auditor-Controller into an account specifically created for and under the Napa Open Space District, not to be comingled with the County's funds in accordance with Fiscal Policies and Procedures adopted by the Napa Open Space District Board.

3.30.160 Use of Proceeds.

The proceeds of the taxes imposed by this ordinance shall be used solely for the projects and purpose set forth in the expenditure plan and for the administration thereof. Pursuant to the requirements of Government Code §50075.1, (1) the expenditure plan constitutes the statement of the specific purposes for which the revenue generated by this ordinance may be expended, (2) the expenditure of the revenue generated by this ordinance shall be restricted to the purposes stated in the expenditure plan. These funds shall not be utilized for the cost of any legal proceeding or action against Napa County, its staff, its agents or its officers.

3.30.170 Establish and Increase Appropriations Limit.

Pursuant to California Constitution Article XIII B, the appropriations limit for the Napa Open Space District will be established at \$15,000,000, adjusted annually for population and cost of living increases.

3.30.180 Expenditure Plan.

A. This expenditure plan allocates the proceeds established by this ordinance to four categories. In subsection (B), each project area is described by its funding allocation, and types of projects and activities that the funding would support. Over the duration of the tax, it is expected that the proceeds would be utilized within the following guidelines:

Preservation: Watersheds, Rivers, Lakes, Open Space and Wildlife Habitat	At least 52%
Open Space Parks: operations, maintenance, restoration and improvement of public parks and open space lands, forest management for wildfire fuel reduction, youth outdoor education and grants to local partner non-profit organizations and public agencies	25%
Local Parks and Trails	20%
Administrative Overhead	No more than 3%

B. Expenditure Categories

1. Preservation: watersheds, rivers, lakes, open space and wildlife habitat.

Preservation of the most valuable of Napa County's open space lands, including watersheds, rivers, lakes and wildlife habitat, is the primary goal of this expenditure plan. In implementing this goal, the Napa Open Space District shall be guided by the principles and policies contained in its Master Plan and the Master Plan Update adopted July 8, 2019.

Preservation may be through acquisition of fee title ownership, or easement, or any other conveyance of partial ownership interest in real property and associated rights including but not limited to water and mineral rights.

Preservation priorities include the following:

- a. protect local drinking water sources by preserving watersheds that are the source of drinking water for Lake Hennessey and Milliken Reservoir serving City of Napa residents, for Kimball Reservoir serving City of Calistoga residents, for Bell Canyon Reservoir serving City of St. Helena residents, for the Friesen Lakes serving Angwin residents, for Rector Reservoir serving Yountville and Veterans Home residents, and for Lake Curry potentially serving City of American Canyon and other residents; protection of these municipal watersheds, along with the purchase of Skyline Wilderness Park (see subparagraph "j" below), shall be the top priority for preservation;
- b. protect water quality in rivers, creeks and lakes, including but not limited to the Napa River and its tributaries, Putah Creek and its tributaries including Lake Berryessa, and Suisun Creek including Lake Curry, by acquiring the watersheds that supply water to these rivers, creeks and lakes;
- c. protect natural areas including oak woodlands and other forested lands;
- d. preserve native biodiversity by protecting critical habitats and wildlife corridors;
- e. acquire rights-of-ways and land needed to implement the public access goals of the Napa Open Space District Master Plan as updated July 8, 2019;
- f. support the continuation of agriculture by protecting key agricultural lands through the acquisition of conservation easements or fee title ownership,
- g. complete regional parks and close gaps separating existing protected local, state and federal lands;

- h. provide open space parks close to where people live, and trails that connect communities to nature;
- i. take advantage of one-time opportunities to preserve important open space lands or address immediate threats to water quality, water supply and natural habitats;
- j. protect Skyline Wilderness Park through acquisition from the State of California; no funds generated by this Ordinance may be used to support or facilitate any non-park use, development or resource extraction on any portion of the currently-leased area of Skyline Wilderness Park. The Napa Open Space District shall make all reasonable efforts to reach agreement with the State of California to purchase all of the currently-leased area of Skyline Park, and once such agreement is reached, shall use proceeds from the Ordinance as needed to complete the purchase.

All acquisitions funded with revenues generated by this ordinance shall only be made from willing sellers, and may never be for more than appraised fair market value. Therefore, the priorities and projects identified above are subject to the availability of willing sellers at reasonable prices.

Eligible costs include but are not limited to purchase price, escrow and related closing costs, legal fees associated with the purchase, and other costs incurred in negotiating purchase agreements and completing transactions.

2. Open Space Parks: operations, maintenance, restoration and improvement of public parks, other open space lands and trails, forest management for wildfire fuel reduction, youth outdoor education and grants to local partner non-profit organizations and public agencies.

The second goal of this expenditure plan is to restore, repair and maintain a high standard of care for open space parks and other public open space resources, while also facilitating appropriate public access improvements, consistent with the Napa Open Space District Master Plan and Update adopted July 8, 2019.

Restoration, repair and maintenance priorities include the following:

- a. reduce wildfire risk through improved forest management practices including invasive weed control to reduce fuel loads and eliminate fuel ladders, and maintaining forest diversity (avoiding even-aged, overly dense and single-species forests);
- b. ensure water quality through control of soil erosion by restoring, repairing and/or maintaining trails, culverts, water courses, enhancing native landscapes to naturally filter water;
- c. protect wildlife by controlling the spread of non-native species, maintaining corridors for wildlife movement;
- d. improve and maintain parks to ensure they are clean, safe and welcoming public open spaces for healthy living--for play, for exercise and to relieve stress; and
- e. repair and conserve deteriorating open space infrastructure and resources, including water systems, access roads, facilities and Native American and historic resources located on public plans.

Public access priorities include the following:

- a. construct, maintain and enhance walking, hiking, biking and equestrian trails, especially close to where Napa County residents live, and trails that connect communities with nature;
- b. provide nature-based recreation opportunities including but not limited to overnight accommodations, for diverse recreational interests, ages and abilities;
- c. improve public access to existing public lands that are not currently accessible to the public; and
- d. complete the public facilities and recreational trail network proposed in the Napa Open Space District Master Plan.

Eligible costs associated with restoration, maintenance and public access include, but are not limited to, direct staff costs to operate the program; contracted and volunteer services; equipment and materials; and permitting and recording fees.

The goal of youth education is to provide every student the opportunity for at least one outdoor educational field experience per year to study the environment, how it functions and how to take care of it. Funds may be used to support District programs, or may be granted through a competitive grant process to non-profit organizations, teachers, and schools to improve and expand participation in outdoor youth education programs.

Eligible costs associated with youth education include, but are not limited to:

- a. school field trips to support hands-on learning;
- b. interpretive signs and facilities;
- c. summer camps; and
- d. junior ranger programs.

Grants to partners are intended to support the water quality enhancement, natural resource restoration, and educational work of local non-profit and public agency partner. Priorities include:

- a. joint research to better understand ecological processes and develop best management practices;
- b. coordinated forest management, fuel reduction and other wildfire risk reduction projects;
- c. joint education and outreach programs; and
- d. Restoration of native species and control of invasive species.

3. Local Parks and Trails.

The third goal of this expenditure plan is to help implement the park and recreation objectives of the five municipalities in Napa County. Funding in this program area shall be allocated proportionate to population to each of the four cities and one town, utilizing the most current published population estimates pursuant to the procedures specified in Section 3.30.200(b). Funds so granted may only be used to plan, acquire, construct, operate, repair and maintain parks and outdoor recreation facilities and programs identified in the respective adopted General, Specific and Master Plans of each jurisdiction.

4. Administration. No more than three percent of the revenues generated by this Ordinance may be used to fund administrative overhead, as defined in Section 3.30.200(d).

3.30.190 Community Oversight Committee

A. Membership and Meeting Requirements

1. The Committee shall be established within six months of the effective date of the ordinance.
2. Members of the Committee shall be appointed by the District Board. The role of the committee shall be to advise the District Board and staff, to make recommendations and to report their findings to the Napa community.
3. Members of the Committee shall be Napa County residents who are neither elected officials of any government within Napa County, nor employees from any agency or organization that either oversees or benefits from the proceeds generated by this ordinance.
4. The Committee shall consist of seven at-large members, with at least one member from each Napa Open Space District ward. At least two at-large members shall have experience as public accountants, bankers, budget managers or related professional endeavors.
5. The General Manager of the District, or designee, and the County Auditor-Controller shall serve as non-voting ex-officio members of the committee.
6. The District Board shall approve bylaws related to the conduct of committee meetings and business.
7. Meetings of the committee shall be open to the public and shall be held in compliance with the Ralph M. Brown Act, California's open meeting law
8. All members of the committee shall participate in conflict of interest and ethics training pursuant to AB 1234.
9. The committee shall dissolve after all revenue collected from the proceeds generated by this ordinance is expended and a final report is submitted and circulated to the Napa County community.
10. No salary or stipend shall be paid to committee members.

B. Responsibilities

1. Work with the County Auditor-Controller on recommended Fiscal Policies and Procedures for the District Board's approval.
2. Review expenditures on an annual basis to ensure they conform to the expenditure plan.
3. With the assistance of the County Auditor-Controller, prepare an annual report within four months of the end of each fiscal year, describing how funds were spent and present to the District Board in a public meeting.
4. To preserve the integrity and independence of the oversight process, the committee's responsibilities shall not include decision-making on spending priorities, financing plans or tax rate projections or assumption and the committee shall have no authority to direct, nor shall it direct County or District staff or officials.

C. Role of the County Auditor-Controller

1. Recommend draft Fiscal Policies and Procedures to the committee using best

accounting practices, ensure strong internal controls; these procedures shall not deviate from the District's accounting practices and system.

2. Receive the tax revenues from the State and transfer them into an account specifically created for and under the Napa Open Space District.
3. Provide, at least annually, a full accounting of the funds received and expended.
4. Assist the Committee with the annual report and file with the District Board all reports meeting the requirements of Government Code Section 50075.3.
5. File an annual report with the Napa County Board of Supervisors no later than January 1 of each year that contains the amount of funds collected and expended and the status of any project required or authorized to be funded as identified in the Expenditure Plan as required by Government Code Sections 50075.1 and 50075.3.

3.30.200 Implementation of the Expenditure Plan

Implementation of the expenditure plan shall be guided by the following procedures to ensure that the revenue generated by the ordinance is spent in the most efficient and effective manner possible, consistent with serving the public interest in Napa County, and the desires of the voters of Napa County.

A. The County Auditor-Controller shall transfer all revenues generated by the ordinance to the Napa Open Space District as they are received by the County and will be allocated and accounted for in a prescribed manner as set forth in the Fiscal Policies and Procedures. The Auditor-Controller shall be reimbursed actual costs associated with the collection, distribution and reporting of revenues and expenses.

B. The 20% Local Parks and Trails allocation to each eligible jurisdiction will be based on its proportionate share of the total population of the incorporated areas of Napa County, revised annually using the California Department of Finance Annual Price and Population letter issued in May of each year as the basis for the allocation of the following fiscal year's sales tax receipts.

1. The Cities of Napa, American Canyon, St. Helena, Calistoga and the Town of Yountville may submit invoice(s), up to the funds allocated and available for that jurisdiction, to the Napa Open Space District for reimbursement of eligible park and recreation expenses. Each invoice shall be accompanied by documentation in a form acceptable to the Napa County Auditor-Controller, including a certification that all expenses are for park and recreation purposes, and are consistent with the jurisdiction's adopted park and recreation plan(s), General Plan, any other applicable Specific Plans and Zoning Ordinance. In addition, any invoice for the purchase of real property shall be accompanied by a recorded easement permanently restricting the use of the real property for the intended park and recreation purposes.
2. All invoices shall be reviewed and approved by the Napa Open Space District General Manager prior to payment.
3. The Napa Open Space District Board of Directors shall promptly pay all such invoices provided the expenses are consistent with the requirements of this Ordinance and sufficient funds have been received and allocated.

C. The District Board shall conduct a public meeting at least annually to gain public input on project selection, as part of Napa Open Space District's annual budget development process.

D. No more than three percent of revenues received by Napa County from the State of California pursuant to this Ordinance may be used for administrative overhead. Administrative overhead includes County of Napa expenses to administer the Ordinance, Napa Open Space District expenses to administer Local Parks and Trails grants, central office expenses consisting of rent and furnishings, out of county travel including transportation, lodging and food, and financial audit expenses.

E. The County (when it receives and transfers the revenues) and the Napa Open Space District (upon receipt of the revenues) are charged with the fiduciary duty to administer proceeds in accordance with applicable laws and the expenditure plan. Disbursement of funds as grants shall be subject to terms and conditions that may include, but are not limited to, the Napa Open Space District's right to require grantees to enter into grant agreements with the Napa Open Space District and audit a grantee's use of proceeds.

F. Actual revenues generated by the ordinance may be higher or lower than estimates in this plan due to variability in annual receipts caused by changes in the economy generally and the level of tourism spending in Napa County. The Napa Open Space District shall annually estimate revenue generated by the ordinance, and adjust expenditures as necessary to avoid deficit spending.

G. The Napa Open Space District may accumulate revenue over multiple years so that sufficient funding is available for larger and long-term projects. All interest income shall be used for the purposes identified in this expenditure plan.

H. All funds generated by this ordinance shall only be used for projects that are consistent with applicable General Plans, Specific Plans, Master Plans and Zoning Ordinances.

I. Regarding real property acquisitions, revenues generated by the ordinance may only be used for real property acquisition projects located wholly or at least partially within Napa County.

J. Revenues generated by the ordinance shall not be used to incur bonded indebtedness.

K. To enhance local workforce development and employment opportunities, and involve youth and young adults in caring for our natural resources, the Napa Open Space District will seek to form partnerships with workforce development programs, youth conservation corps and local community-based non-profit organizations and public agencies working with low-income, at-risk and disabled youth and young adults, to incorporate job training, internships and apprenticeships into the implementation of Napa Open Space District projects.

SECTION 3: The Board of Supervisors finds that it can be seen with certainty that there is no possibility the proposed Ordinance may have a significant adverse effect on the environment and therefore CEQA is not applicable. (See Guidelines For the Implementation of the California Environmental Quality Act, 14 CCR 15061(b)(3).) Individual projects and programs funded by this Ordinance may be subject to CEQA review at the time they are approved.

SECTION 4. An election shall be ordered to enable the voters of Napa County to approve or reject this Ordinance. The date of the election shall be March 3, 2020.

SECTION 5. If any section, subsection, sentence, clause, phrase or word of this ordinance is for any reason held to be invalid by a court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this ordinance. The Napa County Board of Supervisors hereby declares it would have passed and adopted this ordinance and each and all provisions hereof irrespective of the fact that any one or more of said provisions be declared invalid.

SECTION 6. This ordinance shall be published at least once before the expiration of 15 days after its passage in the Napa Valley Register, a newspaper of general circulation published in Napa County, together with the names of members voting for and against the same. The foregoing ordinance was introduced read and passed at a regular meeting of the Napa County Board of Supervisors held on August 20, 2019, by the following vote,

[REMAINDER OF THIS PAGE LEFT BLANK INTENTIONALLY]

which is no less than a two-thirds vote of all members of the Napa County Board of Supervisors as required by Government Code Section 53724(b) and Revenue and Taxation Code Section 7285.5:

AYES: SUPERVISORS _____

 NOES: SUPERVISORS _____

 ABSTAIN: SUPERVISORS _____

 ABSENT: SUPERVISORS _____

NAPA COUNTY, a political subdivision of the State of California

By: _____
 RYAN GREGORY, Chair of the Board of Supervisors

APPROVED AS TO FORM Office of County Counsel By: <u>Chris R.Y. Apallas</u> Deputy County Counsel Date: <u>August 12, 2019</u>	APPROVED BY THE NAPA COUNTY BOARD OF SUPERVISORS Date: _____ Processed By: _____ _____ Deputy Clerk of the Board	ATTEST: JOSE LUIS VALDEZ Clerk of the Board of Supervisors By: _____
---	--	--

This ordinance shall be considered as adopted upon the date the vote is declared by the Board of Supervisors and shall go into effect ten (10) days after that date, all pursuant to Section 9122 of the California Elections Code.

[REMAINDER OF THIS PAGE LEFT BLANK INTENTIONALLY]

As required by Revenue and Taxation Code Section 7285.5, the foregoing ordinance was approved by no less than a two-thirds vote of the people of Napa County, on March 3, 2020, by the following vote:

AYES: _____

NOES: _____

The vote on this ordinance was declared by the Board of Supervisors on April_____,2020 .

DIANE DILLON, Chair
Board of Supervisors

APPROVED AS TO FORM Office of County Counsel By: _____ County Counsel Date: _____	APPROVED BY THE NAPA COUNTY BOARD OF SUPERVISORS Date: _____ Processed By: _____ _____ Deputy Clerk of the Board	ATTEST: JOSE LUIS VALDEZ Clerk of the Board of Supervisors By:_____ _____
--	--	---

COUNTY COUNSEL’S IMPARTIAL ANALYSIS OF MEASURE K

The Napa County Board of Supervisors has placed on the ballot the question of whether to approve an ordinance enacting a transactions and use tax (“sales tax”) throughout the county. The ordinance, known as Measure “K,” would impose a one quarter of one percent (.25%) sales tax beginning 120 days from the March 3, 2020 election (July 1, 2020) for fifteen years.

State law authorizes the County to levy a sales tax if the ordinance proposing the tax is approved by a two-thirds vote of all members of the Board of Supervisors and two-thirds of the qualified voters of the county who vote in the election. The Board of Supervisors unanimously approved the ordinance on August 20, 2019.

Measure K proposes a special tax that would be passed through to the Napa County Regional Park and Open Space District (District). Special taxes can only be utilized for those purposes identified in the ordinance imposing the tax and cannot be used for general governmental purposes. The District would use the sales tax to preserve watersheds, rivers, lakes, open space and wildlife habitat; restore, maintain and improve public access to public open space resources; and help implement the park and recreation objectives of the county’s five municipalities.

The measure would create a Citizens Oversight Committee to review annual expenditures for conformance to the ordinance’s expenditure plan and prepare an annual report to be presented to the District Board of Directors in a public meeting.

The current sales tax throughout Napa County, except for St. Helena, is 7.75%, which means that if adopted, Measure K would increase the sales tax rate in the unincorporated areas of the county, the City of Napa, the City of American Canyon, the City of Calistoga and Town of Yountville to 8.0% for fifteen years beginning July 1, 2020. The current sales tax rate in the City of St. Helena is 8.25%, which means that if adopted, Measure K would increase the sales tax rate in the City of St. Helena to 8.5%. Like the current sales tax, the tax would be imposed on all retailers in the incorporated and unincorporated county on sales of tangible personal property, subject to certain exemptions and exclusions identified in the ordinance, that are required by State law.

A YES VOTE MEANS you want to impose a one quarter of one percent (.25%) special sales tax limiting the use of those proceeds to the above described District projects.

A NO VOTE MEANS you do not want to impose a one quarter of one percent (.25%) sales tax to fund the above described District projects.

Jeffrey M. Brax
County Counsel

Argument Against Measure K

The Parks and open space district was established in 1992 and has been successfully operating with major funding provided through the county. Increased funding to support a new bureaucracy has been requested and rejected by the voters on three past occasions. By this measure the district officials are again requesting a ten fold budget increase that they would be in charge of administering and spending.

There are multiple reasons why the voters should continue to limit the funding of this district. They include;

(1) It is noted that the district has and will continue to function effectively in promoting specific park projects, increasing protected open space and purchasing targeted open space projects without this added new tax burden.

(2) A major portion of the district budget has been derived from the transient hotel tax (TOT) which is collected by and provided through your elected county supervisors.

(3) California sales taxes already are the highest in the nation. They are a regressive form of taxes which disproportionately affect low income and underemployed residents.

(4) Protecting and restoring water resources and open spaces has already been adequately addressed by the county's land use and conservation regulations.

(5) Creating an added and expensive bureaucratic organization within the county is not required.

It is time again for voters to tell the district officials and county supervisors by their NO vote on Measure K they actually do mean NO.

/s/ Jack D. Gray
Director, Napa County Taxpayers Association

/s/ Mark J. Gasster

/s/ Jill E. Barwick

/s/Leon Brauning

/s/ Tom Orlando
Former Mayor, American Canyon

Argument in Favor of Measure K

Vote YES on Measure K to protect water, parks and open space here in Napa County.

Measure K gives us local control over our local needs here in Napa County. Every single penny stays right here in our community and no funds can be taken away by the State.

Your YES vote is critical. Measure K protects water, which is one of our most precious resources. Here in Napa County, we have rivers, creeks and streams that feed into our water system and need to be preserved. Measure K protects over 20,000 acres of beautiful rolling hills, watersheds, natural habitats and forests throughout Napa County. If we don't act now, this land could be developed and gone forever.

We understand the risk of wildfire all too well. Measure K helps reduce the impacts of wildfires by managing forests and open space areas to keep potential fire fuels at safer levels. We cannot afford to wait.

Vote YES on Measure K for Napa County Regional Park and Open Space District

- Reduce the impacts of wildfire through improved forest management
- Protect drinking water and water quality in Napa County rivers, lakes, creeks and streams by acquiring, preserving and restoring watersheds
- Protect natural open spaces and wildlife habitat
- Maintain local parks and trails, including larger natural parks and city parks

Local Control is Required

- Independent citizen oversight is required
- Annual financial audits are required
- Every penny stays in our county
- No funds can be taken away by the State

We cannot rely on the State to provide the funding we need. Measure K ensures that Napa County gets its fair share of State and Federal matching funds to protect open space right here in our community. Plus, tourists from outside Napa County will pay over 1/3 of the total to fund our parks and open spaces.

Join community leaders, seniors, business owners and longtime residents in voting YES on Measure K.

/s/ Jill Techel
Mayor, City of Napa

/s/Tim Streblow
Retired CAL Fire Chief

/s/ Arik Housley
VP Napa United, Owner Ranch Markets, VP Alaina's Voice Foundation

/s/ Christina B. Benz
Napa Sierra Club

/s/ Mike Thompson
Member of Congress

Rebuttal to Argument Against Measure K

The opponents have one fact right—that our park district is operating successfully and effectively managing parks and open space here in Napa County.

On almost every other point, however, they are mistaken. Don't let them mislead you, as they have not done their homework.

- They aren't correct as to when the District was formed or how it is currently funded.
- They don't seem to recognize that no reliable source of funding exists for the District, leaving the protection of our parks and open space vulnerable to political maneuvering.
- They are incorrect that Measure K forms a new bureaucracy. The District already exists.

Here are the facts:

- Tourists from outside of Napa County will pay more than 1/3 of the total cost of Measure K.
- Wildfires are one of the most pressing issues facing us today. We need Measure K to lessen the impact of wildfires and protect our communities.
- Maintaining safe and clean water is a necessity. Streams and rivers in our County need to be protected and managed to preserve water quality.
- Over 20,000 acres of hills and open space are vulnerable to development and could be lost if we don't act now.
- The only way to get our fair share of state and federal matching funds is to pass Measure K. Otherwise, other communities will receive this funding.

Future generations won't have the opportunities we do today for conservation of our county's valuable land. This is our chance to step up. Please join us and vote YES on K. www.yesonnapameasurek.com

/s/Leon Garcia
Mayor, American Canyon

/s/Chuck McMinn
President, Vine Trail Coalition & Owner, Vineyard 29

/s/Doug Parker
CEO, Land Trust of Napa County

/s/Robin Baggett
Owner Alpha Omega Winery & Owner of a Napa County Cattle Ranch

/s/ Bill Dodd
State Senator

Rebuttal to the Argument In Favor of Measure K

Measure K is another plea for an unnecessary new tax to provide a ten fold increase in funding for the Parks and Open Space District.

Make no mistake, the new revenue will be used to fund a new ill defined and expanded bureaucracy.

Since its formation, the District's products and services associated with expanding and preserving open space have been and will continue to be successful with its current limited budget.

A polling of this measure to judge potential voter support was reportedly conducted but has not been released for any public review. Residents have repeatedly, and more clearly than any poll, demonstrated by their votes in three (3) similar measures in the past that they do not support another tax to massively increase funding of this agency.

Rather than promoting this tax increase and formation of a new bureaucracy county supervisors should continue to address all of the issues specified in this measure.

Open space preservation, watershed protection and environmental issues have all been properly addressed in county ordinances which have resulted in Napa county being among the most preserved and protected in the state.

/s/ Jack D. Gray
Director, Napa County Taxpayers Association

/s/ Mark J. Gasster

/s/ Jill E. Barwick

/s/Leon R. Brauning

/s/ Tom Orlando
Former Mayor, American Canyon



Report to the City Council
Regular City Council - 25 Feb 2020

Agenda Section: CONSENT ITEMS

Subject: Consideration and Proposed Adoption of a Resolution Sustaining the Decision of the Planning Commission Denying a Demolition Permit and Design Review Filed by Jenny and Nick Vitro for the Property Located at 1443 Stockton Street

**CEQA Exempt
Determination:**

Prepared By: Maya DeRosa, Planning & Building Director

Reviewed By: April Mitts, Finance Director

Approved By: Mark T. Prestwich, City Manager

BACKGROUND

The application was first considered by the Planning Commission at its meeting of June 18, 2019. During the public hearing, nearby residents and Planning Commissioners expressed concerns regarding the proposed two-story building and its relationship to existing buildings in the neighborhood. The Commission continued the public hearing in order to provide the applicant the opportunity to prepare an exhibit showing the relative height of the buildings on the block and the proposed residence.

At its meeting of November 5, 2019, the Planning Commission considered the exhibits and information submitted by the property owner. After considering the information from the property owner, receiving public testimony from those desiring to be heard, and discussing the issues, the Planning Commission voted to deny the application and directed Staff to prepare a resolution with findings memorializing the Commission's decision. Copies of the Staff Reports and Resolution are attached.

The following has been excerpted from the Planning Commission Resolution establishing the grounds for denial:

"3. The Planning Commission has considered the criteria identified in St. Helena Municipal Code ("SHMC") Sections 17.164.020 and 17.164.030 required to support approval of a Design Review Permit and hereby finds that:

A. The proposed design is not compatible with the immediate environment of the site.

4. Furthermore, the Planning Commission finds that the proponent failed to take reasonable account of the items discussed in SHMC Sections 17.164.010 through 17.174.030 is justification for disapproving the proposal based on its design.

DISCUSSION

On January 28, 2020 the City Council reviewed an appeal by Jenny and Nick Vitro regarding the Planning Commission's denial of a Demolition Permit and Design Review at a noticed public hearing. After reviewing all testimony and presentations, the Council voted to sustain the decision of the Planning Commission denying a Demolition Permit and Design Review. This decision was based upon the determination that the mass and scale of the proposed single family home is atypical for the surrounding residences and a smaller residence would be more compatible with the immediate environment.

FISCAL IMPACT

None

RECOMMENDED ACTION

The Planning and Building Department recommends that the City Council consider the staff report, and all written and spoken evidence, and:

1. Take action on the resolution with findings memorializing the Council's decision to sustain the decision of the Planning Commission denying a Demolition Permit and Design Review for a single family house at 1443 Stockton Street, prepared as directed by the City Council on January 28, 2020.

ATTACHMENTS

[CC reso 1443 Stockton](#)

[Appeal Letter](#)

[November 5, 2019 appeal statement, staff report , attachments and comment letters](#)

CITY OF ST. HELENA CITY COUNCIL

RESOLUTION NO. _____

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ST. HELENA SUSTAINING
THE DECISION OF THE PLANNING COMMISSION DENYING A DEMOLITION PERMIT
AND DESIGN REVIEW (File No. PL19-001) FILED BY JENNY AND NICK VITRO FOR
THE PROPERTY LOCATED AT 1443 STOCKTON STREET (APN: 009-305-020) IN THE
CITY OF ST. HELENA, CALIFORNIA**

RECITALS

The City Council makes the following findings with respect to the administrative appeal by Jenny and Nick Vitro (the "Appellant") with respect to the Demolition Permit and Design Review applications:

- A. On January 4, 2019, the Appellant submitted an application for Design Review and a Demolition Permit to demolish an existing one-story 1,140 square foot single family residence and to construct a new two-story single family residence and an attached one-car garage at 1443 Stockton Street in the Medium Density Zoning District;
- B. A public notice was published in the Napa Valley Register on May 23, 2019, and mailed to residents and occupants within 300 feet of the project site in compliance with state and local law;
- C. This application was originally scheduled for the June 4, 2019 meeting of the Planning Commission where the public hearing was opened and closed without comment and the item was continued to a date certain (June 18, 2019) at the applicant's request;
- D. 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 June 18, 2019;
- E. The Planning Commission expressed certain concerns and after discussion, provided the applicant with specific direction and continued the hearing to an undetermined future date;
- F. A public notice was published in the Napa Valley Register on October 25, 2019, and mailed to residents and occupants within 300 feet of the project site in compliance with state and local law;
- G. 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 November 5, 2019;
- H. The Planning Commission, after reviewing project materials, and considering written evidence and the testimony submitted at the June 18, 2019 and November 5, 2019 meetings, voted to deny (4-1) the applications in their entirety and without prejudice, and directed staff to prepare a resolution with findings memorializing the Planning Commission's decision;

- I. On November 19, 2019, the Planning Commission adopted Resolution No. PC2019-034, by a 4-1 vote, with Commissioner Hale voting no, to deny the requested Demolition Permit and Design Review for 1443 Stockton Street without prejudice based on the finding that the proposed design is not compatible with the immediate environment of the site;
- J. On December 3, 2019, the Appellant submitted an appeal application for the Planning Commission's denial of a Design Review and a Demolition Permit to demolish an existing one-story 1,140 square foot single family residence and construct a new two-story single family residence and an attached one-car garage at 1443 Stockton Street in the Medium Density Zoning District; and
- K. A public notice was published in the Napa Valley Register on January 16, 2020, and mailed to residents and occupants within 300 feet of the project site in compliance with state and local law;
- L. The City Council held a duly noticed public hearing on January 28, 2020, at which time all interested parties could and did provide written or oral testimony to the City Council. The City Council, after reviewing project materials, and considering written evidence and the testimony submitted at the June 18, 2019, November 5, 2019 and January 28, 2020 meetings, voted to sustain the Planning Commission's decision to deny the applications in their entirety and without prejudice, and directed staff to prepare a resolution denying the appeal.

RESOLUTION

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

1. The City Council relied upon and hereby incorporates by reference all of the documents to which this Resolution refers, and the associated staff report(s), City files for this matter, correspondence, presentations and other materials, including statements made in the review and deliberation on the project. The City Council further hereby incorporates by reference the recitals set forth above.
2. Pursuant to Section 15270 of the CEQA Guidelines, CEQA does not apply to a project that a public agency rejects or disapproves.
3. The City Council conducted a de novo hearing and has considered the criteria identified in St. Helena Municipal Code ("SHMC") Sections 17.164.020 and 17.164.030 required to support approval of a Design Review Permit. Section 17.164.030(A) provides that the Planning Commission must consider various factors in reviewing applications. One such factor is whether the design is compatible with the immediate environment of the site. The City Council reviewed the proposed design and determined that the mass and scale of the proposed project is atypical for the surrounding residences. The proposed project is larger than other single-family residences in the immediate environment and that a smaller residence would be more compatible with the immediate environment. As such, the City Council finds that the proposed design as evidenced by the scale of the structure, is not compatible with the immediate environment of the site.
4. Furthermore, the City Council finds that the Appellant failed to take reasonable account of the items discussed in SHMC Sections 17.164.010 through 17.164.030 concerning design

review, which is justification for the Planning Commission's disapproval of the appeal and the proposal based on its design.

5. To the extent not expressly stated above, the City Council hereby incorporates herein, and adopts herein as its findings, the statements and comments for denial made by the members of the City Council during the public hearing and deliberations on the project.

The decision of the Planning Commission is hereby sustained, and the appeal is denied without prejudice at a Regular Meeting of the St. Helena City Council on February 25, 2020, by the following vote:

AYES:

NOES:

ABSENT:

RECUSED:

APPROVED:

ATTEST:

Geoff Ellsworth
Mayor, City Council

Cindy Tzaopoulos
City Clerk

City of St Helena, City Hall
Received

JAN 04 2019

1480 Main St.
St Helena, CA 94574

Vitro Residence
1443 Stockton Street, St. Helena
Written Statement for Design Review and Demolition Approval Application

Owners Jenny and Nick Vitro are proposing to tear down the existing residence at 1443 Stockton Street in order to build a larger home with a more functional design and floor plan. The project consists of demolishing an existing one-story, two-bedroom residence with attached one-car garage. The existing structure consists of 1046 square feet of habitable space and approximately 200 square feet of garage. The existing residence has been reviewed by Brunzell Historical and was found not to be an Historical Resource (report attached).

The new residence will be two stories with a building height of 25 feet. The first floor will consist of a living/dining/kitchen great room, a den, half bath, mudroom, entry, closets, and an attached one-car garage. The second floor will have three bedrooms with closets, three bathrooms, a laundry room and hallway. The living area will be 1101 square feet on the first floor and 1104 square feet on the second floor, for a total living area of 2205 square feet, and garage area of 228 square feet. There will be two off-street parking spaces provided; one in the garage and one in the driveway.

The design of the new residence will be a contemporary farmhouse with a covered front porch, double hung windows and board and batten siding. The porches, dormers, and lower roofs will have a 3:12 pitch with standing seam metal roofing. The main roof will have a 7:12 pitch with dark composition shingles. The color of the house will be white with dark gray windows, and doors. (Materials board included.)



Applicant Signature

1/3/19

Date

Mayor Ellsworth and City Council Members
City of St. Helena
1480 Main St.
St. Helena, CA 94574

Re: 1443 Stockton Street, St. Helena, California

December 3, 2019

Dear Mayor Ellsworth and City Council Members:

On January 4, 2019 my husband, Nick Vitro and I filed an application for a demolition permit and design review to build a new home on our property located at 1443 Stockton Street, St. Helena, California (the “Property”). Together with our architect Terry Tracy, we have designed a home that is compliant with the City of St. Helena’s (“City”) zoning land use regulations, the St. Helena General Plan (“General Plan”) and St. Helena’s Design Review Guidelines stated in Chapter 17.164 of the St. Helena Municipal Code.

On November 19, 2019 the Planning Commission passed a resolution denying our demolition permit and design review application. We are seeking a reversal of the Planning Commission decision as we feel they were incorrect in determining that our proposed project is not compatible with the immediate environment. We would also like to assert that we absolutely did take careful consideration all of the Design Review guidelines.

This communication aims to provide you with a description of the Property, an analysis of how the project is consistent with the medium density zoning regulations, the General Plan, and the City’s Design Review Guidelines. Finally, this letter will conclude with an overview of our efforts throughout this application process and why we feel the Planning Commission’s decision should be reversed.

Project Location and Description

The Property is located on a flat residential lot of 6,500 square feet on the block of Stockton Street between Adams Street and Madrona Avenue in the Medium Density (MD) Residential Zone. The lot is 52 feet wide, and 125 feet deep.

The project consists of demolishing an existing one-story, two-bedroom residence with an attached one-car garage. The existing structure consists of 1,046 square feet of habitable space and approximately 200 square feet of garage. The existing residence was reviewed by Brunzell Historical and was found not to be a Historical Resource, and thus exempt from CEQA requirements.

The new residence will be two stories with a building height of 25 feet. The first floor will consist of a living/dining/kitchen great room, a den, half bath, mudroom, entry,

closets, and an attached one-car garage. The second floor will have three bedrooms with closets, three bathrooms, a laundry room and hallway. The living area will be 1,101 square feet on the first floor and 1,104 square feet on the second floor, for a total living area of 2,205 square feet, and garage area of 228 square feet. There will be two off-street parking spaces provided, one in the garage and one in the driveway.

The design of the new residence will be a contemporary farmhouse with a covered front porch, double hung windows and board and batten siding. The porches, dormers, and lower roofs will have a 3:12 pitch with standing seam metal roofing. The main roof will have a 7:12 pitch with dark composition shingles. The color of the house will be white with dark gray windows, and doors. A materials board was submitted to the Planning Department, as required.

The City's development standards require a 10-foot setback on either side of the fairly narrow lot, which limits the design significantly. With these restrictions, we decided to design a two-story home that achieves a desirable environment for the occupants, meets all the setback requirements, is under the maximum height restriction, and does not require a variance.

General Plan

Medium Density Residential Zoning

According to code section 17.40.020(A), remodeling or reconstruction of one single-family dwelling is a permitted use in the MD district. There is an existing single-family residence on the Property that we will demolish upon receiving approval and reconstruct a new single-family residence.

Section 17.40.060 Development Standards covers standards and requirements that shall apply in the MD residential district. Below is a table illustrating how our project is in compliance with all of the applicable Development Standards for the medium density residential zone.

Development Standard	Allowable	Proposed
Lot Coverage	45%	20.4%
Floor Area Ratio	34%	34%
Height of Principal Building	30 Feet	25 Feet
Front Setback	20 Feet	22' 10"
Side Setbacks	10 Feet	10 Feet
Rear Setback	20 Feet	40' 6"

Design Review

Municipal Code section 17.164.030 outlines the design review guidelines that the Planning Commission should consider when reviewing a single-family residential project. Below I have listed each element, and provided an analysis of how our home

complies with those guidelines. The Planning Department also provided a similar analysis in their staff report provided for the Planning Commission Meeting of June 18, 2019.

1. Consistency and compatibility with applicable elements of the General Plan. Analysis: The proposed project is a single-family residence that is replacing an existing single-family residence. This project is consistent with the Medium Density Residential zoning, and is requesting no variances to comply with the development standards. The proposed building height is 5 feet under the allowable limit, and the lot coverage is only 20.4%, where 45% is allowed. The proposed project would be appropriate in the context of the greater neighborhood and would be consistent with the intent of applicable General Plan policies pertaining to historic preservation (as noted, there are no historic preservation issues), design, compatibility, and continuity of defining features of the neighborhood.
2. Compatibility of design with the immediate environment of the site. Analysis: The surrounding environment is a medium density residential neighborhood consisting of one-story and two-story existing single-family homes of varying architectural styles and sizes, most dating to the mid to late twentieth century. While not seeking “sameness”, the project is compatible with the character of existing residences in the immediate environment. The project is a contemporary farmhouse architectural style that is common in the neighborhood, and throughout Napa Valley. The design has ample set backs from the neighbors, with appropriate proportions for the lot, as regulated by zoning requirements. The home immediately to the right of the Property has a significantly pitched roof of approximately 18-20 feet in height, making it almost as tall as the 25-foot height of the proposed two-story project. Of the surrounding homes, exterior building materials include stucco, wood siding, and wood shingles. Roof materials vary from wood shake, composite shingle, standing-seam metal, to clay tiles. The proposed design features board and batten wood siding, with a combination of standing-seam metal roofing and composite shingles. The front entry consists of a wrap-around covered porch and French-style front door that will add to the welcoming feeling of the home.
3. Relationship of the design to the site. Analysis: The proposed project maintains an appropriate relationship to the site. The site is in an established residential neighborhood and the design relates well to this function. The front entry and covered porch face the street and sidewalk, with a pedestrian-friendly design. The rear of the structure will open on-grade to the backyard for outdoor entertaining and enjoyment of the environment of the site.

4. Determination that the design is compatible in areas considered by the board as having a unified design or historical character. Analysis: The neighboring homes consist of a variety of architectural styles, construction materials, size, scale, and age, with no unified design or historical character.

Brunzell Historical was retained to conduct a historical study of the existing home, and determined that “the property does not qualify for historic listing at any level and is not a historical resource under CEQA.” Further, “1443 Stockton Street is not significant for its architecture or engineering. It is a modest example of a Ranch-style house, thousands of which were constructed throughout California in the 1960s. It lacks architectural or design distinction.”

Architectural styles represented on the block are single-story bungalow, one and two-story wooden shingle, English-cottage with pitched roof, as well as some updated homes with a more contemporary aesthetic, including a two-story modern farmhouse design on the corner of Madrona Avenue. One somewhat unifying theme among them is the existence of a front entry porch, which our design incorporates as a main architectural element.

5. Whether the design promotes harmonious transition in scale and character in areas between different designated land uses. Analysis: The home is adjacent to other single-family residential houses, so there is no difference in designated land uses in the area.
6. Compatibility with future construction both on site and off the site. Analysis: The project fits all of the required parking on site, is well below the allowable lot coverage, meets all the setbacks and is not requesting any variances that may impact any future construction on neighboring properties. It exhibits a recognizable architectural style and character that can be seen in other homes in the neighborhood.
7. Whether the architectural design of the structures and their materials and colors are appropriate to the function of the project. Analysis: The project is a single-family home, and all the design elements are focused on promoting the functionality of the single-family home with high-quality construction materials including board and batten siding, double-hung clad windows, raised-seam metal roofing, high-grade composite shingle roofing, solid-wood front porch elements, and a solid-wood roll-up garage door. The colors proposed are white and slate gray, which are consistent with the contemporary farmhouse aesthetic.
8. Whether the planning and siting of the various functions and buildings on site create an internal sense of order and provide a desirable environment for occupants, visitors, and the general community. Analysis: The project

is designed in response to the size and shape of the lot, as well as the neighborhood in general. With a relatively narrow lot and large side yard setback requirements, the two-story design creates the best use of space and most desirable environment for the occupants. The floor plan features an open layout of kitchen, living and dining areas that open to the backyard. The bedrooms are located on the second story with each featuring windows on two walls, but only transom-style windows facing the side neighbors to maximize privacy. Furthermore, the front façade of the home features a traditional, covered front porch and provides a desirable environment for 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. Analysis: The parcel is 6,500 square feet and the lot coverage is only 20.4%, therefore providing a comfortable amount of outdoor entertaining space, and well-designed landscape elements, including space for a pool.
10. Whether access to the property and circulation systems are safe and convenient for pedestrians, cyclists and vehicles. Analysis: The house is setback from the street so that we will be able to park two vehicles on the property without an impact to street parking, therefore providing more room on the street for cars, cyclists, and pedestrians.
11. Whether the natural features are appropriately preserved and integrated into the project. Analysis: The property is located on an existing flat, residential lot without any significant natural features.
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. Analysis: The architectural design is contemporary farmhouse, which is compatible with the neighboring houses, and residential design employed throughout the City of St. Helena. It features a wrap-around front entry porch with wooden posts, white board and batten siding, and double-hung clad windows in a slate gray color. The neighboring homes consist of a variety of construction styles, with no consistent theme or materials. The proposed siding, colors, and roofing materials are compatible with the surrounding homes.
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 concepts depicts an appropriate unity with the various buildings on the site. Analysis: The landscape designs aims to create an invitation to the outdoors from the interior of the home. The main feature of the backyard is a pool at the rear of the property. Other backyard design elements include a built-in BBQ, a fire pit area with

lounge seating, and an outdoor dining terrace with a pergola. There are plantings surrounding the entire site, including a water feature outside of the kitchen window. The front landscape design features a low fence for design aesthetic, keeps an existing orange tree and adds new olive trees by the entry.

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. Analysis: The proposed landscaping is consistent with the applicable low-water landscaping ordinances and will be irrigated by a drip system. The project will be conditioned to comply with all current applicable Title 24 building standards for energy efficiency and conservation and would achieve required energy metrics.

As stated herein, this project complies with or exceeds all the design review guidelines that are set forth in the St. Helena municipal code for design review of a single-family residence.

Process

We purchased the property at 1443 Stockton Street in 2014 and have spent several years contemplating a design for a new home on the lot. We explored some single-story designs and quickly came to realize that given the City's design guidelines, we could not achieve a desirable floor plan that would leave an acceptable amount of yard without building a two-story design. We developed our current design with high priority given to an open floor plan, ample natural light in all spaces, and a generous backyard for outdoor living.

We submitted our application to the St. Helena Planning Department in January of 2019. We received one round of feedback from the Planning Department that was so minimal in nature that we did not even need to re-submit a full set of new drawings. The only notes received were from the Engineering Department related to site drainage and a request to show the utilities on the plan set. There was no pushback on any element of the building architecture, size, scale or design.

The project was given Planning Department support and was forwarded to the Planning Commission with recommendation for approval at the June 4, 2019 Planning Commission meeting. Unfortunately, the owners of some neighboring properties sent in complaints about the design of the home prior to the public hearing. The complaints were in opposition to a two-story home, not anything specific about the design or architectural style of the home. The Commission decided to continue the review to a future meeting and asked us to create a visual of the proposed home in relation to the neighboring properties, which was then provided.

During this time we also reached out to the neighbors and tried to open a dialogue, but with no success. Not a single neighbor responded to our outreach. We

regret that some of the neighbors do not wish to see change on their street, but we see no reason to believe that our new home poses a threat to the charm or character of the neighborhood, as they have tried to argue. We firmly believe the design would add to the character of the neighborhood and would improve the overall streetscape.

At the November 5, 2019 Planning Commission meeting I provided additional exhibits showing our proposed design in relation to neighboring homes, other examples of similar architectural styles in the neighborhood, and evidence of many two-story homes in the immediate and surrounding neighborhood. Despite the Planning Department's recommendation, the Planning Commission voted to reject the approval of the project, and then on November 19, 2019 the application was officially denied.

According to Section 17.164.040 Limitations of Review, "Only the proponent's failure to take reasonable account of (the criteria) shall justify the Commission's disapproving a proposal solely on the basis of design." As outlined in the section above, I believe we have shown that we have gone well beyond taking a reasonable account of the design criteria. Further, 17.164.040 (B) states, "individual initiative and experimentation are to be encouraged," proving that the purpose of design review is not to ensure homogeneousness on any given block within a neighborhood, and that "compatibility" should not be construed as uniformity.

Also, Section 17.164.040 (E) states, "The commission is not to use design review intentionally or inadvertently to prohibit or unduly restrict building types, materials or methods or to vary the specific allowances or other development controls." It is clear that the Planning Commission has yielded to a bias against two-story design. Given the varied housing stock both on our block, and within the entire MD Residential zone, we see no grounds for this project to have been denied.

Conclusion

My grandparents planted our family roots in St. Helena 50 years ago, and I have spent my entire life loving this town. Nick and I are drawn to the natural beauty of the Valley and the character and charm of St. Helena, which is precisely why we decided to buy our home here. When we started this design process we envisioned creating a home that would fit in with the charm of the neighborhood, and would enhance the character of our street, which is precisely what we feel our design achieves.

This house complies with all of the governing code sections for the Medium Density Residential zoning district. We are not requesting any variances, and have met all the setback requirements. Further, this home meets all the design review guidelines that are set forth in Section 17.164.030 and, as stated in the Planning Department staff report, "there is no component of the project that would be incompatible with the immediate environment of the site or that of the greater neighborhood."

According to the City of St. Helena Mission Statement, the City “encourages a wide range of innovative, well-designed housing available for residents of all ages and income levels.” In that spirit, we are requesting that the City Council grant our appeal and approve the project as proposed.

Very truly yours,

A handwritten signature in black ink, appearing to read "Jennifer Moore Vitro", with a long horizontal flourish extending to the right.

Jennifer Moore Vitro

CITY OF ST. HELENA PLANNING COMMISSION

RESOLUTION NO. PC2019-034

**RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF ST. HELENA
DENYING A DEMOLITION PERMIT AND DESIGN REVIEW FOR 1443 STOCKTON
STREET IN THE CITY OF ST. HELENA, CALIFORNIA (File No. PL19-001)**

PROPERTY OWNER: Jenny and Nick Vitro

APN: 009-305-020

Recitals

1. **Whereas**, On January 4, 2019, Jenny and Nick Vitro submitted an application for Design Review and a Demolition Permit to demolish an existing one-story 1,140 square foot single family residence and construct a new two-story single family residence and an attached one-car garage at 1443 Stockton Street in the Medium Density Zoning District; and
2. **Whereas**, A public notice was published in the Napa Valley Register and mailed to residents and occupants within 300 feet of the project site in compliance with state and local law; and
3. **Whereas**, this application was originally scheduled for the June 4, 2019 meeting of the Planning Commission where the public hearing was opened and closed without comment and the item was continued to a date certain (June 18, 2019) at the applicant's request; and
4. **Whereas**, 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 June 18, 2019; and
5. **Whereas**, The Planning Commission expressed certain concerns and after discussion, provided the applicant with specific direction and continued the hearing to an undetermined future date; and
6. **Whereas**, A public notice was published in the Napa Valley Register and mailed to residents and occupants within 300 feet of the project site in compliance with state and local law; and
7. **Whereas**, 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 November 5, 2019; and
8. **Whereas**, the Planning Commission, after reviewing project materials, and considering written evidence and the testimony submitted at the June 18, 2019 and November 5, 2019 meetings, voted to deny the applications in their entirety and without prejudice, and directed staff to prepare a resolution with findings memorializing the Planning Commission's decision.

1443 Stockton Avenue
Demolition Permit and Design Review Resolution of Denial
November 19, 2019

Resolution

Now, therefore be it resolved that the Planning Commission hereby denies the requested Demolition Permit and Design Review for 1443 Stockton Street without prejudice and on the basis of the following findings:

1. The Planning Commission relied upon and hereby incorporates by reference all of the documents to which this Resolution refers, and the associated staff report(s), City files for this matter, correspondence, presentations and other materials, including statements made in the review and deliberation on the project. The Planning Commission further hereby incorporates by reference the recitals set forth above.
2. Pursuant to Section 15270 of the CEQA Guidelines, CEQA does not apply to a project which a public agency rejects or disapproves.
3. The Planning Commission has considered the criteria identified in St. Helena Municipal Code ("SHMC") Sections 17.164.020 and 17.164.030 required to support approval of a Design Review Permit and hereby finds that:
 - A. The proposed design is not compatible with the immediate environment of the site.
4. Furthermore, the Planning Commission finds that the proponent failing to take reasonable account of the items discussed in SHMC Sections 17.164.010 through 17.164.030 is justification for disapproving the proposal based on its design.
5. To the extent not expressly stated above, the Planning Commission hereby incorporates herein, and adopts herein as its findings, the statements and comments for denial made by the members of the Planning Commission during the public hearing and deliberations on the project.

I HEREBY CERTIFY that the foregoing demolition permit and design review for 1443 Stockton Street were duly and regularly denied by the Planning Commission of the City of St. Helena without prejudice and at a regular meeting of said Planning Commission held on November 19, 2019, by the following roll call vote:

AYES: Commissioners Ponte, Monnette, Anderson and Hardy

NOES: Commissioner Hale

ABSENT: None

ABSTAIN: None

RECUSED: None

APPROVED:



 Lester Hardy
 Chair, Planning Commission

ATTEST:



 Aaron Hecock, AICP
 Acting Planning & Building Director



PLANNING COMMISSION REPORT

Planning Commission Meeting of November 5, 2019

AGENDA SECTION: Public Hearing

FILE NUMBER: PL19-001

SUBJECT: The applicants are requesting adoption of a resolution approving a demolition permit and design review in order to demolish an existing single-family residence and construct a new single family residence on the property located at 1443 Stockton Street in the Medium Density Residential District.

PREPARED BY: Chris Gustin, Contract Planner

REVIEWED BY: Aaron Hecock, Acting Planning & Building Director

APPROVED BY: Aaron Hecock, Acting Planning & Building Director

APPLICATION FILED: 01/04/19

ACCEPTED AS COMPLETE: 01/08/19

LOCATION OF PROPERTY: 1443 Stockton Street

APN: 009-305-020

GENERAL PLAN/ZONING: Medium Density Residential: MDR

APPLICANT: Jenny & Nick Vitro

PHONE: (650)-235-5335

BACKGROUND

This application was originally considered by the Planning Commission at its meeting of June 18, 2019. The original Staff Report for that hearing is attached.

During the public hearing, nearby residents and Planning Commissioner's expressed concerns regarding the proposed two-story building and its relationship to existing buildings in the neighborhood. The Commission continued the public hearing in order to provide the applicant the opportunity to prepare an exhibit showing the relative height of

buildings on the block and the proposed residence. The applicant has prepared the attached exhibits as requested by the Planning Commission.

PROJECT DESCRIPTION

See the attached staff report of June 18, 2019.

STAFF RECOMMENDATION

The Planning Department recommends that the Planning Commission adopt a resolution finding that:

1. The project is exempt from the requirements of CEQA pursuant to CEQA Section 15303 (a); and
2. Accepting the required findings and approving the requested Demolition Permit and Design Review for a new single family residence at 1443 Stockton Street.

ATTACHMENTS

[Resolution updated](#)

[Stockton Street – 1400 Block](#)

[Parcel Map of Area](#)

[New Constr](#)

[June 18, 2019 Report](#)

[Public Comment \(1\)](#)

[Public Comment \(2\)](#)

[Public Comment \(3\)](#)

[Public Comment \(4\)](#)

[Public Comment \(5\)](#)

[Public Comment \(6\)](#)

[Supplemental Information Provided at Meeting- Kelperis](#)

CITY OF ST. HELENA PLANNING COMMISSION

RESOLUTION NO.

**RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF ST. HELENA
GRANTING APPROVAL OF A DEMOLITION PERMIT AND DESIGN REVIEW
FOR THE VITRO RESIDENCE LOCATED AT 1443 STOCKTON STREET**

PROPERTY OWNERS: Jenny and Nick Vitro **APN:** 009-305-020

Recitals

1. On January 4, 2019, Jenny and Nick Vitro submitted an application for Design Review and a Demolition Permit to demolish an existing one-story 1,140 square foot single family residence and construct a new two-story single family residence and an attached one-car garage at 1443 Stockton Street in the Medium Density Zoning District; and
2. A public notice was published in the Napa Valley Register and mailed to residents and occupants within 300 feet of the project site in compliance with state and local law; and
3. This application was originally scheduled for the June 4, 2019 meeting of the Planning Commission where the public hearing was opened and closed without comment and the item was continued to a date certain (June 18, 2019) at the applicant's request ; and
4. 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 June 18, 2019; and
5. The Planning Commission expressed certain concerns and after discussion, provided the applicant with specific direction and continued the hearing to an undetermined future date; and
6. A public notice was published in the Napa Valley Register and mailed to residents and occupants within 300 feet of the project site in compliance with state and local law;
7. 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 November 5, 2019; and
8. Now, therefore let it be found that, the Planning Commission approves the Demolition Permit and Design Review and authorizes the modifications contained in said plans based on the findings below and subject to the conditions of approval enumerated herein.

*PL19-001, Design Review and Demolition Permit
1443 Stockton Street
November 5, 2019*

Resolution

A. CEQA

The project is exempt from the requirements of CEQA pursuant to Section 15301(L)(1) and 15303(A) which exempts demolition of an existing single family residence and the construction of a new single family residence. The proposed project is not subject to any of the exceptions to the use of a categorical exemption as outlined in CEQA Section 15300.2. The project site is not located on or near an environmentally sensitive area, is not visible from a scenic highway, is not included on a hazardous waste site, and will not impact historic resources or otherwise generate or contribute to any potentially significant impacts.

B. DEMOLITION PERMIT

Zoning Code Section 17.164.050 "Applicability" (of Design Review) specifies that "...no permit authorizing the demolition of any building within any zoning district shall be issued until approved by the Planning Commission in accordance with the following findings:

1. That, based on the public record and testimony presented at a public hearing, the building is determined not to be a significant architectural or historical building.
2. That the demolition of the existing 1960's era ranch-style single family residence does not eliminate elements that are required to maintain the essential character of the neighborhood;
3. That design review of the proposed replacement structure is approved prior to approval of the demolition of a housing structure.

C. DESIGN REVIEW

The Planning Commission has considered the Design Review design criteria identified in Municipal Code Section 17.164.030 to support the motion to approve the Design Review given that the project has been found to demonstrate:

1. *The proposed project would be appropriate in the context of the greater neighborhood and would be consistent with the intent of applicable General Plan policies pertaining to historic preservation (as noted, there are no historic preservation issues), design, compatibility, and continuity of defining features of the neighborhood.*
2. *The immediate neighborhood consists of modest, one-story and two-story homes, most dating to the mid to late twentieth century. As proposed, the project would retain the character of the existing residences. There is no component of the project that would be incompatible with the immediate environment of the site or that of the greater neighborhood.*
3. *The proposed project maintains an appropriate relationship to the site.*
4. *The project is consistent and compatible with the surrounding properties and neighborhood.*

PL19-001, Design Review and Demolition Permit
1443 Stockton Street
November 5, 2019

5. *The proposed work would not alter the scale or transition between different land uses.*
6. *The proposed home will blend in with the existing and future construction in the immediate neighborhood.*
7. *The proposed design and materials are of a quality and type that are appropriate for the residential nature of the project and would be consistent with the site and its surroundings.*
8. *The proposed siting of the new home will create an internal sense of order and provide a desirable environment for occupants, visitors, and will be consistent with the general community.*
9. *The landscaping proposed is consistent with the residential character of the project and sufficient open space will be provided.*
10. *No changes to access are proposed as part of the project, and sidewalks exist along the frontage of Stockton Street for safe and convenient pedestrian and bicycle access. No changes are proposed to the width of the street that would impact vehicular access.*
11. *The site is essentially flat and does not have any significant natural features.*
12. *The proposed siding, colors, and roofing materials are consistent with residential architecture and compatible with surrounding residential design employed throughout the City of St. Helena.*
13. *The project proposes an extensive landscaping that plan that would be consistent with that seen throughout St. Helena.*
14. *The proposed landscaping is consistent with the applicable low-water landscaping ordinances and will be irrigated by a drip system. The project will be conditioned to comply with all current applicable Title 24 building standards for energy efficiency and conservation and would achieve required energy metrics.*

Conditions of Approval

1. Permit shall be in conformance with all City ordinances, rules, regulations and policies in effect at the time of issuance of a building permit.

2. The Demolition Permit and Design Review approval shall be vested within one (1) year from the date of the decision. A building permit for the project allowed under this approval shall have been obtained within one (1) year from the effective date of the Demolition permit and Design Review decision or these approvals shall expire; provided however that the approved Demolition Permit and Design Review may be extended for up to two (2) one-year periods pursuant to the St. Helena Municipal Code, Section 17.08.030, Extension of Permits and Approvals.

PL19-001, Design Review and Demolition Permit
1443 Stockton Street
November 5, 2019

3.This permit is valid for this design only. New permits must be applied for any change in use. These permits will expire if the use is discontinued pursuant to then existing ordinances and regulations.

4.The Demolition Permit and Design Review 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.

5.Any request for an extension of the Demolition Permit or Design Review must be justified in writing and received by the Planning Department at least thirty (30) days prior to expiration.

6.All required fees, including planning fees, development impact fees, building fees, retrofit fees, and St. Helena Unified School District fees shall be paid prior to issuance of building permit.

7.Pursuant to City Council Resolution 2003-65, the owner and applicant are informed of the following:

In recognition of the need for additional affordable housing, and to mitigate the effects of this development on the supply and demand of affordable housing, the permittee shall be subject to a Housing Impact Fee, an inclusionary requirement, an in-lieu fee, and/or similar fair and appropriate mechanisms, to provide funds for or to develop additional affordable housing.

8.Compliance with all permit conditions shall be clearly identified on all plans submitted for building permit approval, shall occur in accordance with specific regulations but in all cases no later than prior to occupancy or initiation of use unless another time is set by law or by this approval. Occupancy or final inspection of a project may be withheld if all conditions, including payment of fees for services rendered by the City, are not met.

9.The applicant will defend and indemnify and hold the City, its agents, officers, and employees harmless of any claim, action or proceedings to attack, set aside, void or annul an approval so long as the City promptly notifies the applicant of any such claim, action, or proceedings and the City cooperates fully in the defense of the action or proceedings.

10.Provided they are in general compliance with the approved Design Review, minor modifications found to be in substantial conformance with the approved design may be approved by the Planning Director.

11.This Design Review 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.

12.The primary purpose of this review is for compliance with the General Plan and Zoning Ordinance. The owner/applicant is responsible for meeting with the Building

PL19-001, Design Review and Demolition Permit
1443 Stockton Street
November 5, 2019

Official / Fire Inspector to review compliance with Building and Fire Codes, including fire protection systems and the accessibility standards of Title 24.

13. Construction documents shall be in compliance with approved plans and exhibits. All conditions of approval shall be clearly identified and included on all plans submitted for building permit review and issuance.

14. Where the MR District adjoins agricultural districts, there exists a right-to-farm the adjoining property. There is a good faith expectation that no complaints will occur regarding legal, normal agricultural activities on the adjacent land. Such activities may include day or night disbursement of chemicals, and creation of dust, noise, or fumes.

15. Developer is required to incorporate street trees into the frontage improvements of the proposed project and/or to replace any dead or dying trees currently within the existing planting strip or tree wells (per General Plan Policy 6.4.13) The size, species and location of these trees shall be identified on all plans submitted for building permit review and issuance.

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.

19. Erosion and sediment control plans shall conform to the latest State and City codes at a minimum.

20. Provide details of any and all proposed fencing, gates, and/or walls on all plans submitted for building permit review.

21. The applicant shall install an approved backflow device behind the existing water meter prior to Certificate of Occupancy. If a current approved backflow device exists,

*PL19-001, Design Review and Demolition Permit
1443 Stockton Street
November 5, 2019*

then please provide current test certifications. 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.

22. 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.

23. The applicant shall incorporate water conservation practices into the proposed project. 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.

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. Prior to Certificate of Occupancy the applicant shall conform to the requirements of City of St. Helena Standard Drawings, Water and Sewer Standards Section 6-2.10 which includes assessing the adequacy of the lateral, replacing if necessary and installing any needed cleanouts.

26. All driveway approaches shall be per current City and ADA standards. Where none exists, or where deteriorating or non-standard driveway approaches exist, they shall be installed or replaced at the direction of the Public Works Department prior to Certificate of Occupancy.

27. All driveway approaches shall be per current City and ADA Standards. Where none exists, or where deteriorating or non-standard driveway approaches exist, they shall be installed or replaced at the direction of the Public Works Department prior to Certificate of Occupancy.

28. Any missing or broken curb and gutter along the project frontage shall be constructed and/or replaced prior to Certificate of Occupancy, extent to be determined by the Public Works Department.

29. Prior to Certificate of Occupancy the applicant shall conform to the requirements of City of St. Helena Standard Drawings, Water and Sewer Standards Section 7-1.12 and applicable Health Standards, which includes water laterals being a minimum of five (5) feet from sewer laterals.

30. 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.

*PL19-001, Design Review and Demolition Permit
1443 Stockton Street
November 5, 2019*

31. An encroachment permit shall be required for any work performed in the public right of way.

32. 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.

Fire Department Conditions of Approval

33. Plans submitted for building permit shall exhibit compliance with the current St. Helena Fire Code, as adopted and codified in St. Helena Municipal Code Chapter 15.36.

34. Installation of approved interior fire sprinkler system is required, unless waived by the Fire Chief.

35. One hour minimum fire resistant construction on all exterior walls within 10' of property boundary is required. Fire resistant construction of interior walls shall be determined by type of occupancy.

36. Any gates installed to control vehicular access to a property are required to be setback 30-feet from the property line and/or edge of pavement, whichever is greater. No vehicle gates may be installed without Fire Department and Public Works Department review and explicit approval.

Building Department Conditions of Approval

37. A building permit is required for all onsite demolition, construction and/or change of occupancy.

38. The applicant will be required to comply with the codes adopted at the time the applicant applies for a building permit. At this time the City of St. Helena utilizes the 2016 Title 24 codes.

39. When submitting plans for a building permit, the plans shall include all documentation listed on the building permit application checklist.

40. The applicant shall provide a construction waste management plan with the building permit application.

41. 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.

42. When submitting plans, the title page shall include all information referenced on the building permit application checklist Title Page requirements.

43. 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.

44. Properties which are on septic systems and proposing substantial renovations may require approval from the Napa County Environmental Health Department. Applicants are encouraged to engage with the County early in the building permit review process to reduce the potential for delay.

45. 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.

I HEREBY CERTIFY that the foregoing demolition permit and design review application 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 November 5, 2019 by the following roll call vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

APPROVED:

ATTEST:

Lester Hardy
Chair, Planning Commission

Aaron Hecock, AICP
Interim Planning Director

Stockton Street – 1400 Block “West” Elevation



1421

1441

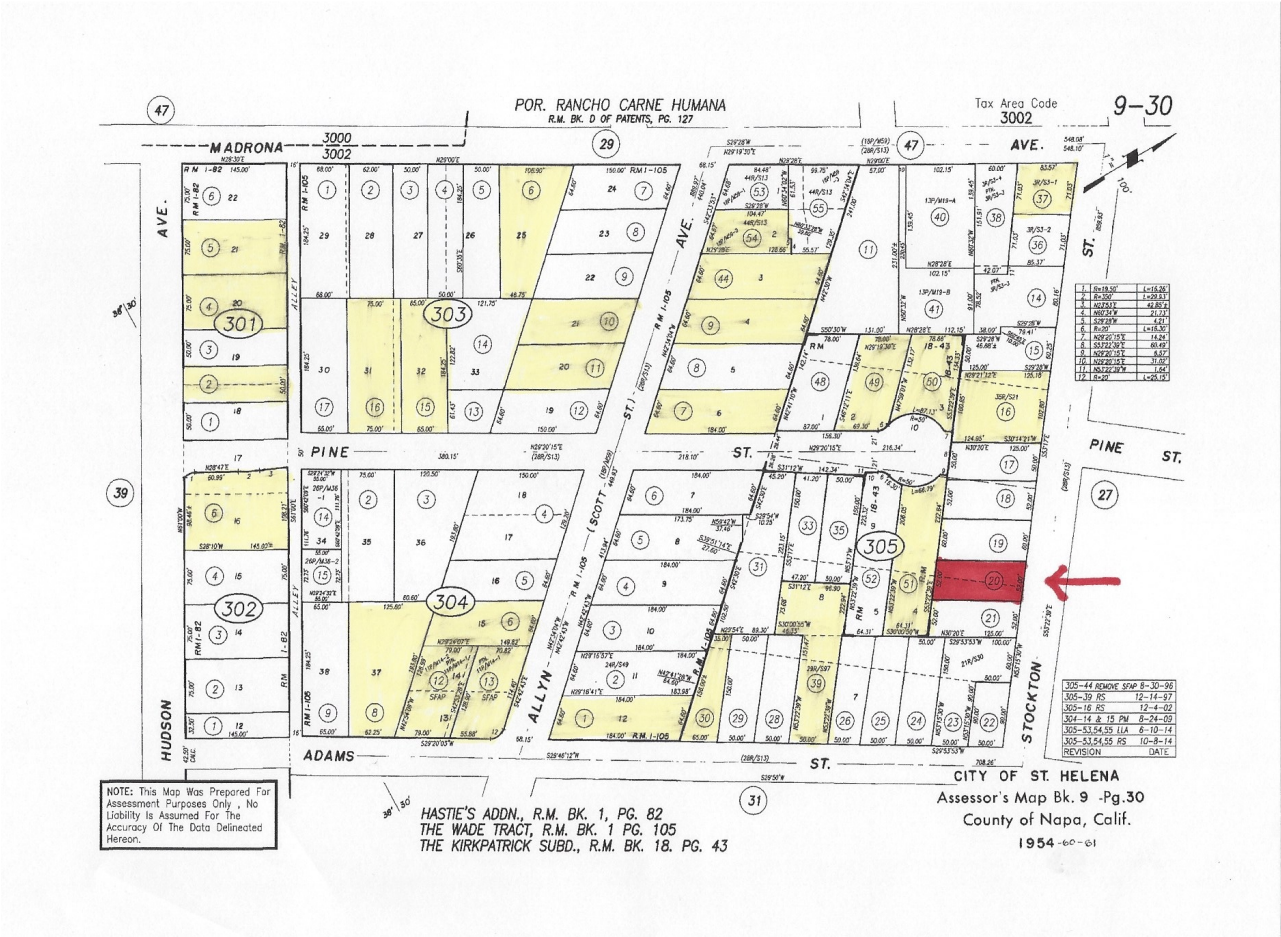
1443
Project Site

1445

1457

1467

Parcel Map of Area



Key

Highlighted

 = 2 story house

Red

 = Subject Property

New Construction Projects in the Neighborhood



1443 Stockton – Proposed



1401 Allyn Ave. – In Progress



1645 Vineyard Ave – Completed 2018



1242 Allyn Ave. – Completed 2018



1620 Scott Street – completed 2016



1842 Pine Street – Completed 2015



PLANNING COMMISSION REPORT

Planning Commission Meeting of June 18, 2019

AGENDA SECTION: Public Hearing

FILE NUMBER: PL19-001

SUBJECT: 1443 Stockton Street, Design Review and Demolition Permit

PREPARED BY: Chris Gustin, Contract Planner

REVIEWED BY: Noah Housh, Planning & Community Improvement Director

APPROVED BY: Noah Housh, Planning & Community Improvement Director

APPLICATION FILED: 01/04/19

ACCEPTED AS COMPLETE: 01/08/19

LOCATION OF PROPERTY: 1443 Stockton Street

APN: 009-305-020

GENERAL PLAN/ZONING: Medium Density Residential: MDR

APPLICANT: Jenny & Nick Vitro

PHONE: (650)-235-5335

BACKGROUND

This application was originally scheduled for the June 4, 2019 meeting of the Planning Commission where the public hearing was opened and closed without comment and the item was continued to a date certain (June 18, 2019) at the request of the applicant.

The subject property is a residential lot of 0.149 acres (6,500 sq. ft.) and improved with a one-story, two-bedroom, single family residence of approximately 1,046 sq. ft. and a single car garage of approximately 200 sq. ft. The residence is a modest example of a 1960-era ranch house with little architectural or historical significance. The house is located on the south side of Stockton Street to the east of the intersection of Pine Street and Stockton Street. According to the Historical Evaluation prepared for this application by Brunzell Historical (copy attached), the property does not qualify for historic listing at

any level and is not a historical resource under CEQA. The streetscape is established mature landscaping around single-family residences from the twentieth through twenty-first centuries.

PROJECT DESCRIPTION

The applicants, Jenny and Nick Vitro submitted a request to demolish the existing single-story home and construct a new 2,433 sq. ft. single family residence with a single car garage. The new home would feature natural wood shiplap siding with a combination of standing seam roofing and asphalt shingles. A new patio would also be constructed at rear of the proposed home with room set aside for a future pool.

In order to carry out the proposed project, the applicant has requested a Demolition Permit and Design Review Permit.

ANALYSIS

GENERAL PLAN

The General Plan Land Use Map designates the site for Medium Density Residential uses. This land use designation allows single family detached and attached homes, secondary residential units, and other compatible uses including accessory structures. The Medium Density Residential land use designation serves as the predominant residential land use designation and is intended to perpetuate the existing development patterns of St. Helena's established neighborhoods.

Relevant General Plan policies include:

4.3.4 Strengthen community identity by appropriate building design, size, and site landscaping.

4.3.5 Require future residential development to conform to the pattern and density of older, neighboring areas of town in order to complement existing town character and ensure that densities are high enough to protect against unnecessary incursion into Vineyard agricultural areas

4.4.3 Driveways and garages should be as unobtrusive as possible, with garages preferably located at the rear of the lot.

7.5.1 Preserve the City's historic and cultural resources as they contribute to the special character and quality of the City and help support its economic base.

7.5.9 Require new development in or adjacent to historic areas or buildings to be compatible in pattern and character with existing historic buildings.

Staff Analysis:

The proposed new construction of the single family residence is consistent with and meets the criteria set forth in the applicable General Plan policies outlined above.

ZONING

Consistent with the General Plan land use designation, 1443 Stockton Street is in the MDR: Medium Density Residential District. The MDR Zoning District allows for residential construction insofar as it conforms to the development standards prescribed by Municipal Code Section 17.40.060. While the subject lot does not meet the current minimum area standards, it is a legally subdivided lot and therefore is considered a legal non-conforming parcel. So long as all of the applicable development standards are met, the "Small Lot Standards" are not applicable.

	Standard	Existing	Proposed
Parcel Size:	7,000 sq. ft.	6,500 sq. ft.	6,500 sq. ft.
Setbacks:			
Front:	20 feet		22'-10"
Sides:	10 feet		10 feet
Rear:	20 feet		40'-6"
Building Height:	30 feet		25 feet
Lot Coverage:	45%		20.4%
Floor Area Ratio:	0.34		0.34*

* Section.40.070 Other uses, standards, and requirements, Subsection C, exempts one covered parking space of two hundred square feet in size from the Floor Area Ratio provisions.

The proposed single family residence complies with or exceeds all applicable MDR District Development Standards, except as noted, the minimum lot size, which is an existing non-conforming situation, not being intensified by the proposed development of a single family home in keeping with all established development criteria.

DEMOLITION PERMIT

Zoning Code Section 17.164.050 G, Demolition, states in part: "...no permit authorizing the demolition of any building within any zoning district shall be issued until approved by the Planning Commission in accordance with the following findings":

1. That, based on the public record and testimony presented at a public hearing, the building is determined not to be a significant architectural or historical building.

The building to be demolished has been determined to have no architectural or historical significance therefore the subsequent provisions of this Section do not apply.

1. That the demolition does not eliminate elements that are required to maintain the essential character of the neighborhood;

The building to be demolished, a typical 1960'S era ranch house, will not eliminate any elements that are required to maintain the essential character of the neighborhood.

1. That the design review of the proposed replacement structure is approved prior to or in conjunction with the demolition of a housing structure.

The project is subject to Design Review Approval and any demolition permit approval is contingent upon the Design Review Approval of the proposed new dwelling.

DESIGN REVIEW

The purpose of design review is to, among other things, promote the qualities that bring value to the community and foster attractiveness and functional utility of the community as a place to live and work. The Planning Commission must find that the project takes reasonable account of the design criteria prescribed by Section 17.164.030 (detailed below) and exhibit a quality of design that is compatible with adjacent development, features a siting, scale, massing and architectural style that is generally consistent with the predominant development patterns, and that does not otherwise detract or negatively affect the established character of the surrounding neighborhood. Consistency findings related to the Design Review Criteria are enumerated, below.

Design Review Criteria.

1. Consistency and compatibility with applicable elements of the general plan.

The proposed project would be appropriate in the context of the greater neighborhood and would be consistent with the intent of applicable General Plan policies pertaining to historic preservation (as noted, there are no historic preservation issues), design, compatibility, and continuity of defining features of the neighborhood.

2. Compatibility of design with the immediate environment of the site;

The immediate neighborhood consists of modest, one-story and two-story homes, most dating to the mid to late twentieth century. As proposed, the project would retain the character of the existing residences. There is no component of the project that would be incompatible with the immediate environment of the site or that of the greater neighborhood.

3. Relationship of the design to the site.

The proposed project maintains an appropriate relationship to the site.

4. Determination that the design is compatible in areas considered by the board as having a unified design or historical character;

The project is consistent and compatible with the surrounding properties and neighborhood.

5. Whether the design promotes harmonious transition in scale and character in areas between different designated land uses;

The proposed work would not alter the scale or transition between different land uses.

6. Compatibility with future construction both on and off the site;

The proposed contemporary home will blend in with the existing and future construction in the immediate neighborhood.

7. Whether the architectural design of structures and their materials and colors are appropriate to the function of the project;

The proposed design and materials are of a quality and type that are appropriate for the residential nature of the project and would be consistent with the site and its surroundings.

8. Whether the planning and siting of the various functions and buildings on the site create an internal sense of order and provide a desirable environment for occupants, visitors and the general community;

The proposed siting of the new home will create an internal sense of order and provide a desirable environment for occupants, visitors, and will be consistent with 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;

The landscaping proposed is consistent with the residential character of the project and sufficient open space will be provided.

10. Whether access to the property and circulation systems are safe and convenient for pedestrians, cyclists and vehicles;

No changes to access are proposed as part of the project, and sidewalks exist along the frontage of Stockton Street for safe and convenient pedestrian and bicycle access. No changes are proposed to the width of the street that would impact vehicular access.

11. Whether natural features are appropriately preserved and integrated with the project;

The site is essentially flat and does not have any significant natural features.

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 structure and functions;

The proposed siding, colors, and roofing materials are consistent with residential architecture and compatible with surrounding residential design employed throughout the City of St. Helena.

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;

The project proposes an extensive landscaping that plan that would be consistent with that seen throughout St. Helena.

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 plant materials.

The proposed landscaping is consistent with the applicable low-water landscaping ordinances and will be irrigated by a drip system. The project will be conditioned to comply with all current applicable Title 24 building standards for energy efficiency and conservation and would achieve required energy metrics.

WATER USE ANALYSIS

Based upon the attached Water Use Analysis Report prepared by the project Architect, the construction of the proposed single family residence will result in a decrease in the net indoor water use at the property.

ISSUES

No issues have been identified as of the preparation of this Report.

CORRESPONDENCE

No comments have been received at the writing of this report.

STAFF RECOMMENDATION

The Planning Department recommends that the Planning Commission adopt a resolution finding that:

1. The project is exempt from the requirements of CEQA pursuant to CEQA Section 15301 and 15303 (a), and
1. Accepting the required findings and approving the requested Demolition Permit and Design Review for a new single family residence at 1443 Stockton Street.

ATTACHMENTS

[1443 Stockton PC Resolution](#)

[Plan Set](#)

[Landscape Plan](#)

[Site Photos](#)

[WRITTEN STATEMENT](#)

[Vitro Historical Report Brunzell](#)

[WATER USE ANALYSIS REPORT 5.03.19](#)

[5.1 Public Comment_Lynn](#)

CITY OF ST. HELENA PLANNING COMMISSION

RESOLUTION NO.

**RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF ST. HELENA
GRANTING APPROVAL OF A DEMOLITION PERMIT AND DESIGN REVIEW
FOR THE VITRO RESIDENCE LOCATED AT 1443 STOCKTON STREET**

PROPERTY OWNERS: Jenny and Nick Vitro **APN:** 009-305-020

Recitals

1. On January 4, 2019, Jenny and Nick Vitro submitted an application for Design Review and a Demolition Permit to demolish an existing one-story 1,140 square foot single family residence and construct a new two-story single family residence and an attached one-car garage at 1443 Stockton Street in the Medium Density Zoning District; and
2. A public notice was published in the Napa Valley Register and mailed to residents and occupants within 300 feet of the project site in compliance with state and local law;
3. This application was originally scheduled for the June 4, 2019 meeting of the Planning Commission where the public hearing was opened and closed without comment and the item was continued to a date certain (June 18, 2019) at the applicant's request.
4. 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 June 18, 2019, and
5. Now, therefore let it be found that, the Planning Commission approves the Demolition Permit and Design Review and authorizes the modifications contained in said plans based on the findings below and subject to the conditions of approval enumerated herein.

Resolution

A. CEQA

The project is exempt from the requirements of CEQA pursuant to Section 15301(L)(1) and 15303(A) which exempts demolition of an existing single family residence and the construction of a new single family residence. The proposed project is not subject to any of the exceptions to the use of a categorical exemption as outlined in CEQA Section 15300.2. The project site is not located on or near an environmentally sensitive area, is not visible from a scenic highway, is not included on a hazardous waste site, and will not impact historic resources or otherwise generate or contribute to any potentially significant impacts.

B. DEMOLITION PERMIT

*PL19-001, Design Review and Demolition Permit
1443 Stockton Street
June 18, 2019*

Zoning Code Section 17.164.050 “Applicability” (of Design Review) specifies that “...no permit authorizing the demolition of any building within any zoning district shall be issued until approved by the Planning Commission in accordance with the following findings:

1. That, based on the public record and testimony presented at a public hearing, the building is determined not to be a significant architectural or historical building.
2. That the demolition of the existing 1960’s era ranch-style single family residence does not eliminate elements that are required to maintain the essential character of the neighborhood;
3. That design review of the proposed replacement structure is approved prior to approval of the demolition of a housing structure.

C.DESIGN REVIEW

The Planning Commission has considered the Design Review design criteria identified in Municipal Code Section 17.164.030 to support the motion to approve the Design Review given that the project has been found to demonstrate:

1. *The proposed project would be appropriate in the context of the greater neighborhood and would be consistent with the intent of applicable General Plan policies pertaining to historic preservation (as noted, there are no historic preservation issues), design, compatibility, and continuity of defining features of the neighborhood.*
2. *The immediate neighborhood consists of modest, one-story and two-story homes, most dating to the mid to late twentieth century. As proposed, the project would retain the character of the existing residences. There is no component of the project that would be incompatible with the immediate environment of the site or that of the greater neighborhood.*
3. *The proposed project maintains an appropriate relationship to the site.*
4. *The project is consistent and compatible with the surrounding properties and neighborhood.*
5. *The proposed work would not alter the scale or transition between different land uses.*
6. *The proposed home will blend in with the existing and future construction in the immediate neighborhood.*
7. *The proposed design and materials are of a quality and type that are appropriate for the residential nature of the project and would be consistent with the site and its surroundings.*

8. *The proposed siting of the new home will create an internal sense of order and provide a desirable environment for occupants, visitors, and will be consistent with the general community.*
9. *The landscaping proposed is consistent with the residential character of the project and sufficient open space will be provided.*
10. *No changes to access are proposed as part of the project, and sidewalks exist along the frontage of Stockton Street for safe and convenient pedestrian and bicycle access. No changes are proposed to the width of the street that would impact vehicular access.*
11. *The site is essentially flat and does not have any significant natural features.*
12. *The proposed siding, colors, and roofing materials are consistent with residential architecture and compatible with surrounding residential design employed throughout the City of St. Helena.*
13. *The project proposes an extensive landscaping that plan that would be consistent with that seen throughout St. Helena.*
14. *The proposed landscaping is consistent with the applicable low-water landscaping ordinances and will be irrigated by a drip system. The project will be conditioned to comply with all current applicable Title 24 building standards for energy efficiency and conservation and would achieve required energy metrics.*

Conditions of Approval

1. Permit shall be in conformance with all City ordinances, rules, regulations and policies in effect at the time of issuance of a building permit.
2. The Demolition Permit and Design Review approval shall be vested within one (1) year from the date of the decision. A building permit for the project allowed under this approval shall have been obtained within one (1) year from the effective date of the Demolition permit and Design Review decision or these approvals shall expire; provided however that the approved Demolition Permit and Design Review may be extended for up to two (2) one-year periods pursuant to the St. Helena Municipal Code, Section 17.08.030, Extension of Permits and Approvals.
3. This permit is valid for this design only. New permits must be applied for any change in use. These permits will expire if the use is discontinued pursuant to then existing ordinances and regulations.
4. The Demolition Permit and Design Review 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.

5.Any request for an extension of the Demolition Permit or Design Review must be justified in writing and received by the Planning Department at least thirty (30) days prior to expiration.

6.All required fees, including planning fees, development impact fees, building fees, retrofit fees, and St. Helena Unified School District fees shall be paid prior to issuance of building permit.

7.Pursuant to City Council Resolution 2003-65, the owner and applicant are informed of the following:

In recognition of the need for additional affordable housing, and to mitigate the effects of this development on the supply and demand of affordable housing, the permittee shall be subject to a Housing Impact Fee, an inclusionary requirement, an in-lieu fee, and/or similar fair and appropriate mechanisms, to provide funds for or to develop additional affordable housing.

8.Compliance with all permit conditions shall be clearly identified on all plans submitted for building permit approval, shall occur in accordance with specific regulations but in all cases no later than prior to occupancy or initiation of use unless another time is set by law or by this approval. Occupancy or final inspection of a project may be withheld if all conditions, including payment of fees for services rendered by the City, are not met.

9.The applicant will defend and indemnify and hold the City, its agents, officers, and employees harmless of any claim, action or proceedings to attack, set aside, void or annul an approval so long as the City promptly notifies the applicant of any such claim, action, or proceedings and the City cooperates fully in the defense of the action or proceedings.

10.Provided they are in general compliance with the approved Design Review, minor modifications found to be in substantial conformance with the approved design may be approved by the Planning Director.

11.This Design Review 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.

12.The primary purpose of this review is for compliance with the General Plan and Zoning Ordinance. The owner/applicant is responsible for meeting with the Building Official / Fire Inspector to review compliance with Building and Fire Codes, including fire protection systems and the accessibility standards of Title 24.

13.Construction documents shall be in compliance with approved plans and exhibits. All conditions of approval shall be clearly identified and included on all plans submitted for building permit review and issuance.

14. Where the MR District adjoins agricultural districts, there exists a right-to-farm the adjoining property. There is a good faith expectation that no complaints will occur

PL19-001, Design Review and Demolition Permit
1443 Stockton Street
June 18, 2019

regarding legal, normal agricultural activities on the adjacent land. Such activities may include day or night disbursement of chemicals, and creation of dust, noise, or fumes.

15. Developer is required to incorporate street trees into the frontage improvements of the proposed project and/or to replace any dead or dying trees currently within the existing planting strip or tree wells (per General Plan Policy 6.4.13) The size, species and location of these trees shall be identified on all plans submitted for building permit review and issuance.

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.

19. Erosion and sediment control plans shall conform to the latest State and City codes at a minimum.

20. Provide details of any and all proposed fencing, gates, and/or walls on all plans submitted for building permit review.

21. The applicant shall install an approved backflow device behind the existing water meter prior to Certificate of Occupancy. If a current approved backflow device exists, then please provide current test certifications. 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.

22. Remodels or new construction which require fire sprinklers shall install an appropriately-sized water service with appropriate backflow and meter devices prior to

*PL19-001, Design Review and Demolition Permit
1443 Stockton Street
June 18, 2019*

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.

23.The applicant shall incorporate water conservation practices into the proposed project. 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.

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.Prior to Certificate of Occupancy the applicant shall conform to the requirements of City of St. Helena Standard Drawings, Water and Sewer Standards Section 6-2.10 which includes assessing the adequacy of the lateral, replacing if necessary and installing any needed cleanouts.

26.All driveway approaches shall be per current City and ADA standards. Where none exists, or where deteriorating or non-standard driveway approaches exist, they shall be installed or replaced at the direction of the Public Works Department prior to Certificate of Occupancy.

27.All driveway approaches shall be per current City and ADA Standards. Where none exists, or where deteriorating or non-standard driveway approaches exist, they shall be installed or replaced at the direction of the Public Works Department prior to Certificate of Occupancy.

28.Any missing or broken curb and gutter along the project frontage shall be constructed and/or replaced prior to Certificate of Occupancy, extent to be determined by the Public Works Department.

29.Prior to Certificate of Occupancy the applicant shall conform to the requirements of City of St. Helena Standard Drawings, Water and Sewer Standards Section 7-1.12 and applicable Health Standards, which includes water laterals being a minimum of five (5) feet from sewer laterals.

30.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.

31.An encroachment permit shall be required for any work performed in the public right of way.

32. 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.

Fire Department Conditions of Approval

*PL19-001, Design Review and Demolition Permit
1443 Stockton Street
June 18, 2019*

33.Plans submitted for building permit shall exhibit compliance with the current St. Helena Fire Code, as adopted and codified in St. Helena Municipal Code Chapter 15.36.

34.Installation of approved interior fire sprinkler system is required, unless waived by the Fire Chief.

35.One hour minimum fire resistant construction on all exterior walls within 10' of property boundary is required. Fire resistant construction of interior walls shall be determined by type of occupancy.

36.Any gates installed to control vehicular access to a property are required to be setback 30-feet from the property line and/or edge of pavement, whichever is greater. No vehicle gates may be installed without Fire Department and Public Works Department review and explicit approval.

Building Department Conditions of Approval

37.A building permit is required for all onsite demolition, construction and/or change of occupancy.

38.The applicant will be required to comply with the codes adopted at the time the applicant applies for a building permit. At this time the City of St. Helena utilizes the 2016 Title 24 codes.

39.When submitting plans for a building permit, the plans shall include all documentation listed on the building permit application checklist.

40.The applicant shall provide a construction waste management plan with the building permit application.

41.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.

42.When submitting plans, the title page shall include all information referenced on the building permit application checklist Title Page requirements.

43.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.

44.Properties which are on septic systems and proposing substantial renovations may require approval from the Napa County Environmental Health Department. Applicants

*PL19-001, Design Review and Demolition Permit
1443 Stockton Street
June 18, 2019*

are encouraged to engage with the County early in the building permit review process to reduce the potential for delay.

45. 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.

I HEREBY CERTIFY that the foregoing demolition permit and design review application 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 June 18, 2019 by the following roll call vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

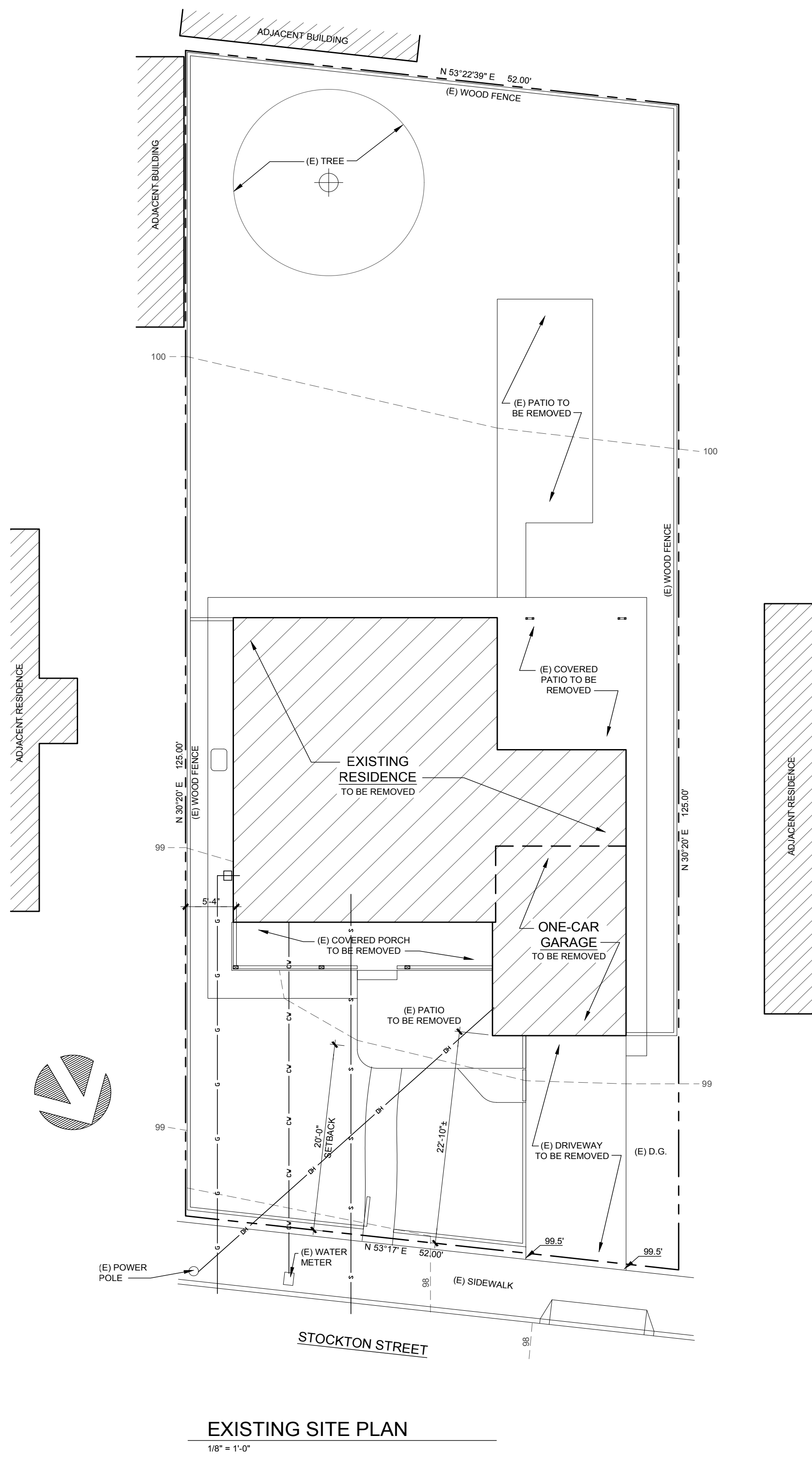
APPROVED:

ATTEST:

Lester Hardy
Chair, Planning Commission

Aaron Hecock, AICP
Interim Planning Director

VITRO RESIDENCE
1443 STOCKTON ST., ST. HELENA, CA

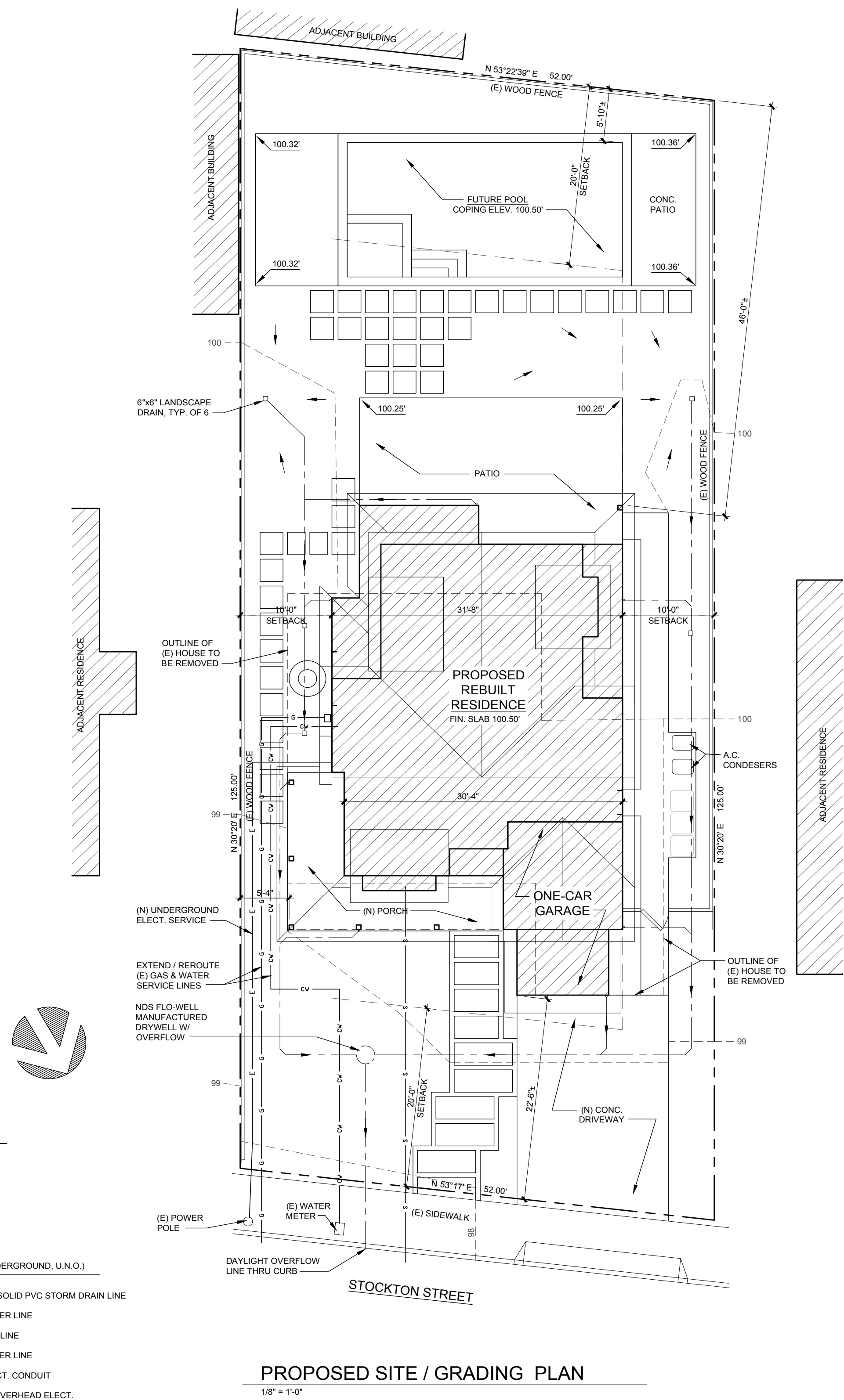


SITE PLAN NOTES

1. FINISH GRADE ADJACENT NEW BUILDING SHALL SLOPE AT 5% TO SWALE OR DRAIN SHOWN ON SITE PLAN.
2. CONNECT ALL RAIN WATER LEADERS TO DRAIN LINES SHOWN.

UTILITY LEGEND

	(UNDERGROUND, U.N.O.)
4"Ø SOLID PVC STORM DRAIN LINE	
SEWER LINE	
GAS LINE	
WATER LINE	
ELECT. CONDUIT	
(E) OVERHEAD ELECT.	

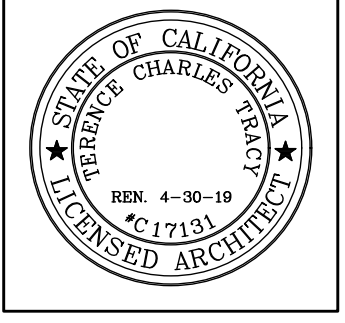


THIS DOCUMENT AND THE IDEAS INCORPORATED HEREIN, AS AN INSTRUMENT OF PROFESSIONAL SERVICE, IS THE PROPERTY OF TERRY TRACY AND IS NOT TO BE USED IN WHOLE OR IN PART FOR ANY OTHER PROJECT WITHOUT THE WRITTEN AUTHORIZATION OF TERRY TRACY.

REVISIONS

TERRY TRACY ARCHITECT

1143 ALTA AVE.
NAPA, CA 94559
707-363-1478
ttracy@sbcglobal.net



VITRO RESIDENCE REBUILD

1443 STOCKTON ST.
ST. HELENA, CA 94574

APN 009-305-020

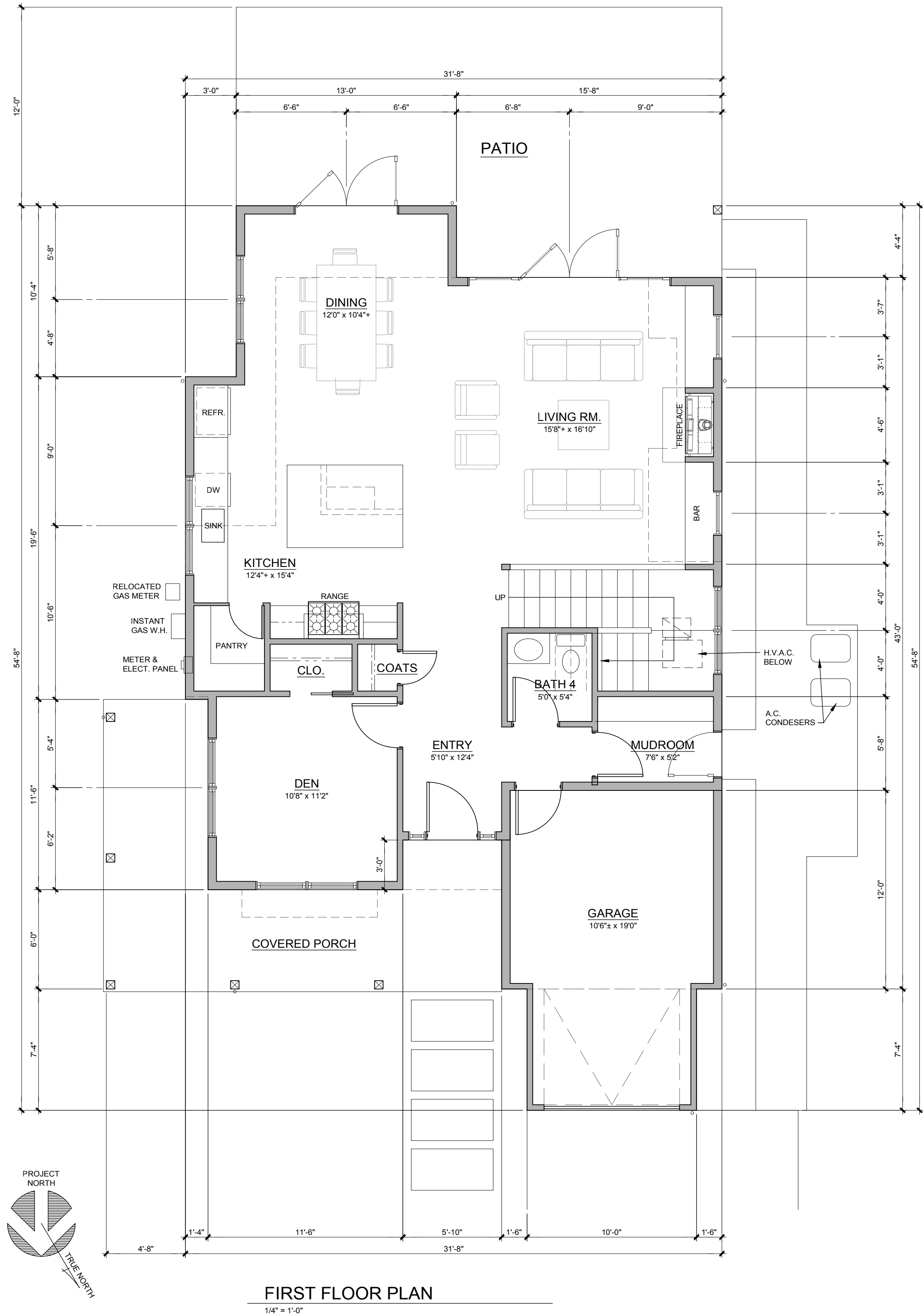
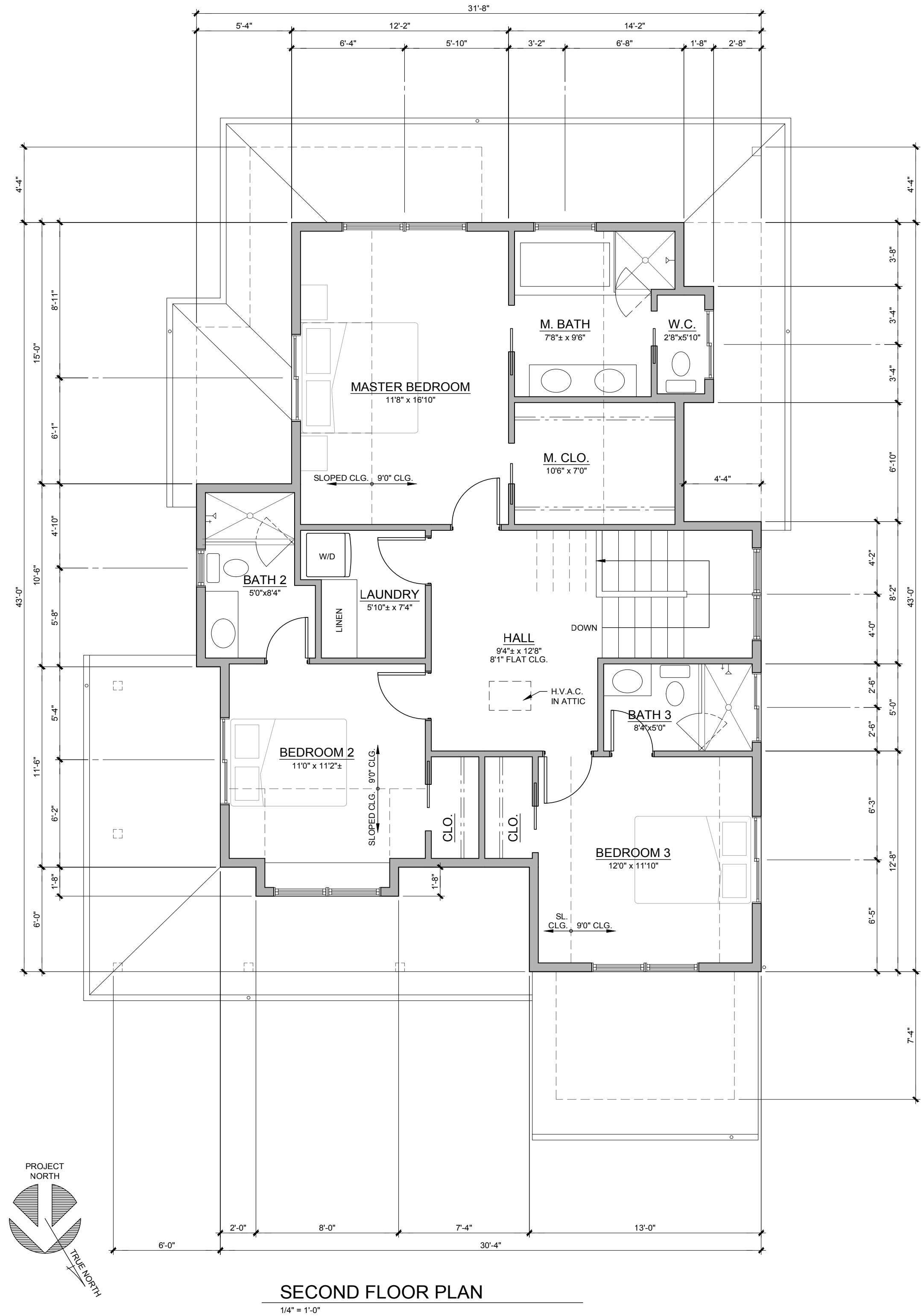
SHEET DESCRIPTION

EXISTING & PROPOSED SITE / GRADING PLANS

DRAWN: TCT	DATE: 12-28-2018
------------	------------------

SHEET

A1



THIS DOCUMENT AND THE IDEAS INCORPORATED HEREIN, AS AN INSTRUMENT OF PROFESSIONAL SERVICE, IS THE PROPERTY OF TERRY TRACY AND IS NOT TO BE USED IN WHOLE OR IN PART FOR ANY OTHER PROJECT WITHOUT THE WRITTEN AUTHORIZATION OF TERRY TRACY.

REVISIONS



TERRY TRACY
ARCHITECT

1143 ALTA AVE.
NAPA, CA 94559
707-363-1478
ttracy@sbcglobal.net



PROJECT

**VITRO
RESIDENCE
REBUILD**

1443 STOCKTON ST.
ST. HELENA, CA
94574

APN 009-305-020

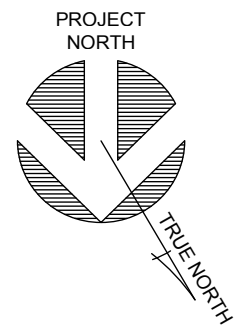
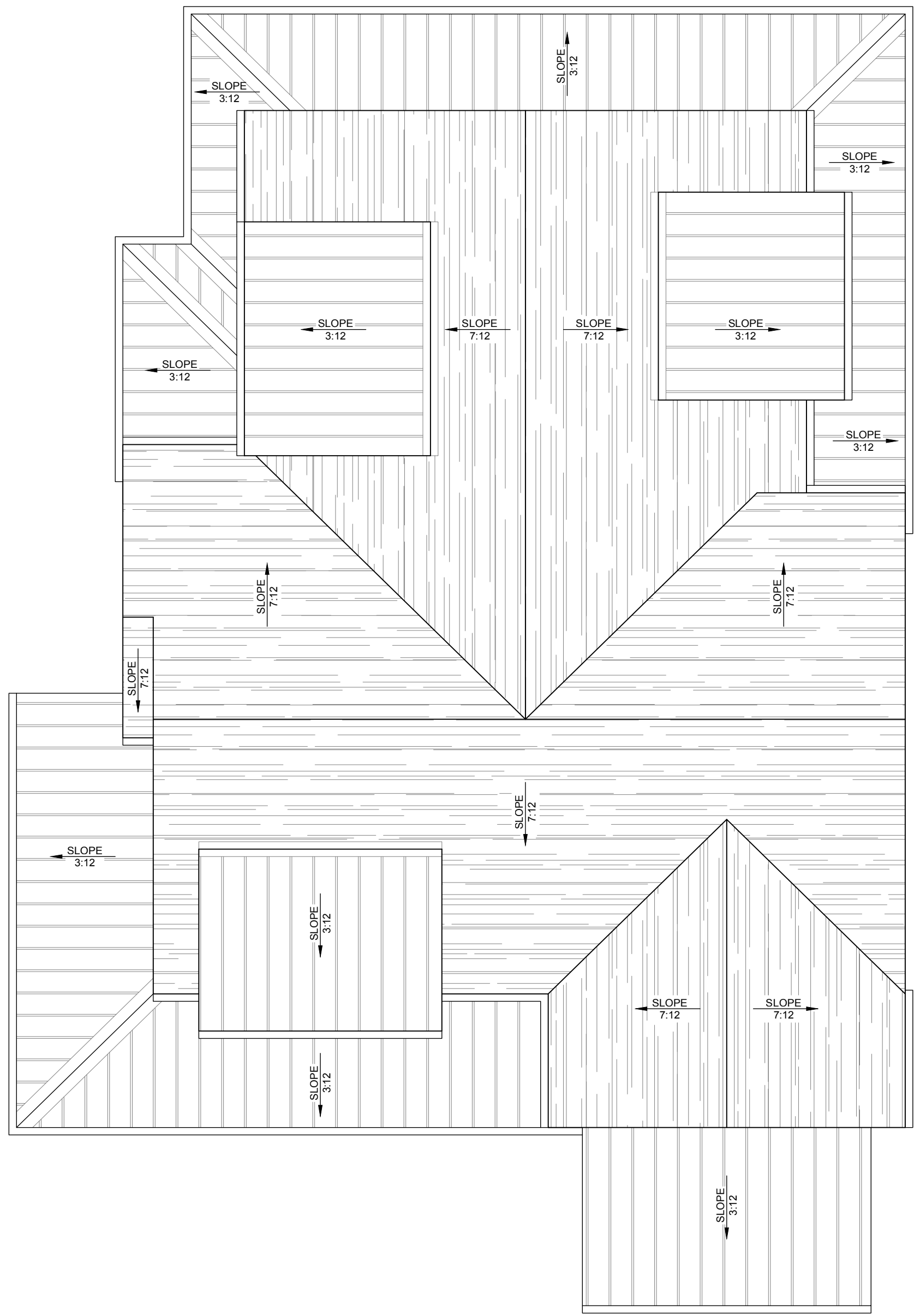
SHEET DESCRIPTION

**PROPOSED
FLOOR
PLANS**

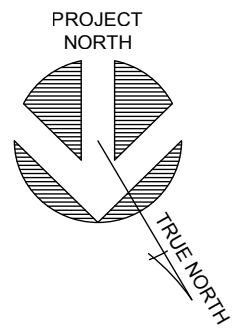
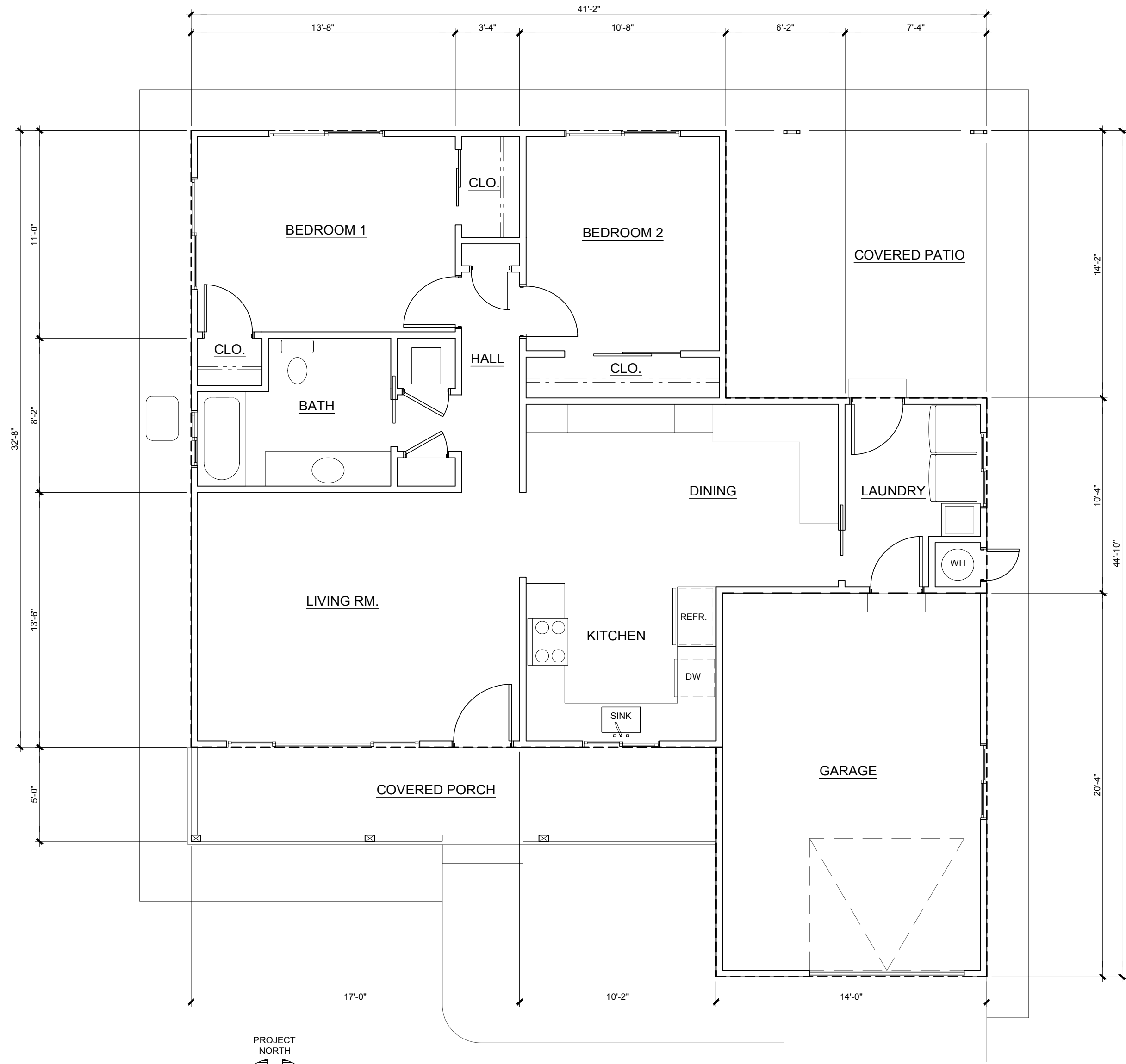
DRAWN: TCT DATE: 12-28-2018

SHEET

A2.1



PROPOSED ROOF PLAN
1/4" = 1'-0"



EXISTING FLOOR PLAN (TO BE DEMOLISHED)
1/4" = 1'-0"

THIS DOCUMENT AND THE IDEAS INCORPORATED HEREIN, AS AN INSTRUMENT OF PROFESSIONAL SERVICE, IS THE PROPERTY OF TERRY TRACY AND IS NOT TO BE USED, IN WHOLE OR IN PART, FOR ANY OTHER PROJECT WITHOUT THE WRITTEN AUTHORIZATION OF TERRY TRACY.

REVISIONS



TERRY TRACY
ARCHITECT

1143 ALTA AVE.
NAPA, CA 94559
707-363-1478
ttracy@sbcglobal.net



PROJECT

**VITRO
RESIDENCE
REBUILD**

1443 STOCKTON ST.
ST. HELENA, CA
94574

APN 009-305-020

SHEET DESCRIPTION

**EXISTING
FLOOR PLAN**

**PROPOSED
ROOF PLAN**

DRAWN: TCT DATE: 12-28-2018

SHEET

A2.2

THIS DOCUMENT AND THE IDEAS INCORPORATED HEREIN, AS AN INSTRUMENT OF PROFESSIONAL SERVICE, IS THE PROPERTY OF TERRY TRACY AND IS NOT TO BE USED, IN WHOLE OR IN PART, FOR ANY OTHER PROJECT WITHOUT THE WRITTEN AUTHORIZATION OF TERRY TRACY.

REVISIONS



TERRY TRACY
ARCHITECT

1143 ALTA AVE.
NAPA, CA 94559
707-363-1478
ttracy@sbcglobal.net



PROJECT

**VITRO
RESIDENCE
REBUILD**

1443 STOCKTON ST.
ST. HELENA, CA
94574

APN 009-305-020

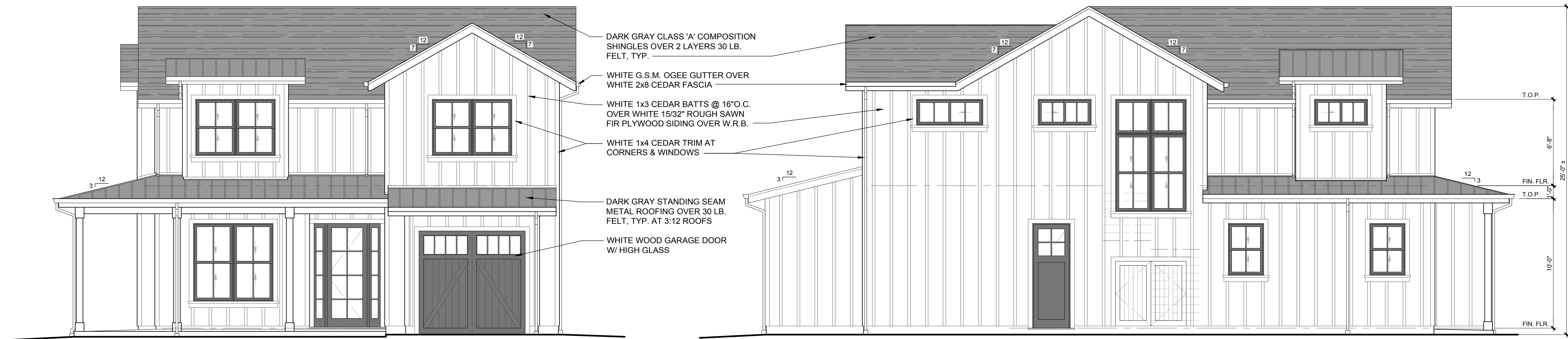
SHEET DESCRIPTION

**EXTERIOR
ELEVATIONS**

DRAWN: TCT DATE: 12-28-2018

SHEET

A3

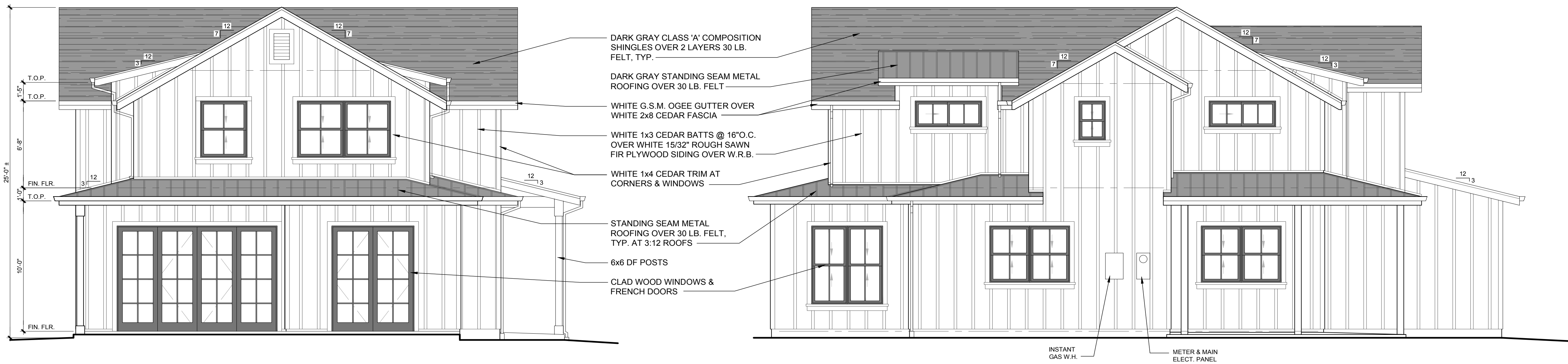


FRONT - NORTH ELEVATION

1/8" = 1'-0"

RIGHT SIDE - WEST ELEVATION

1/8" = 1'-0"

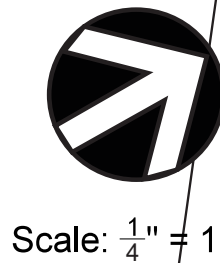
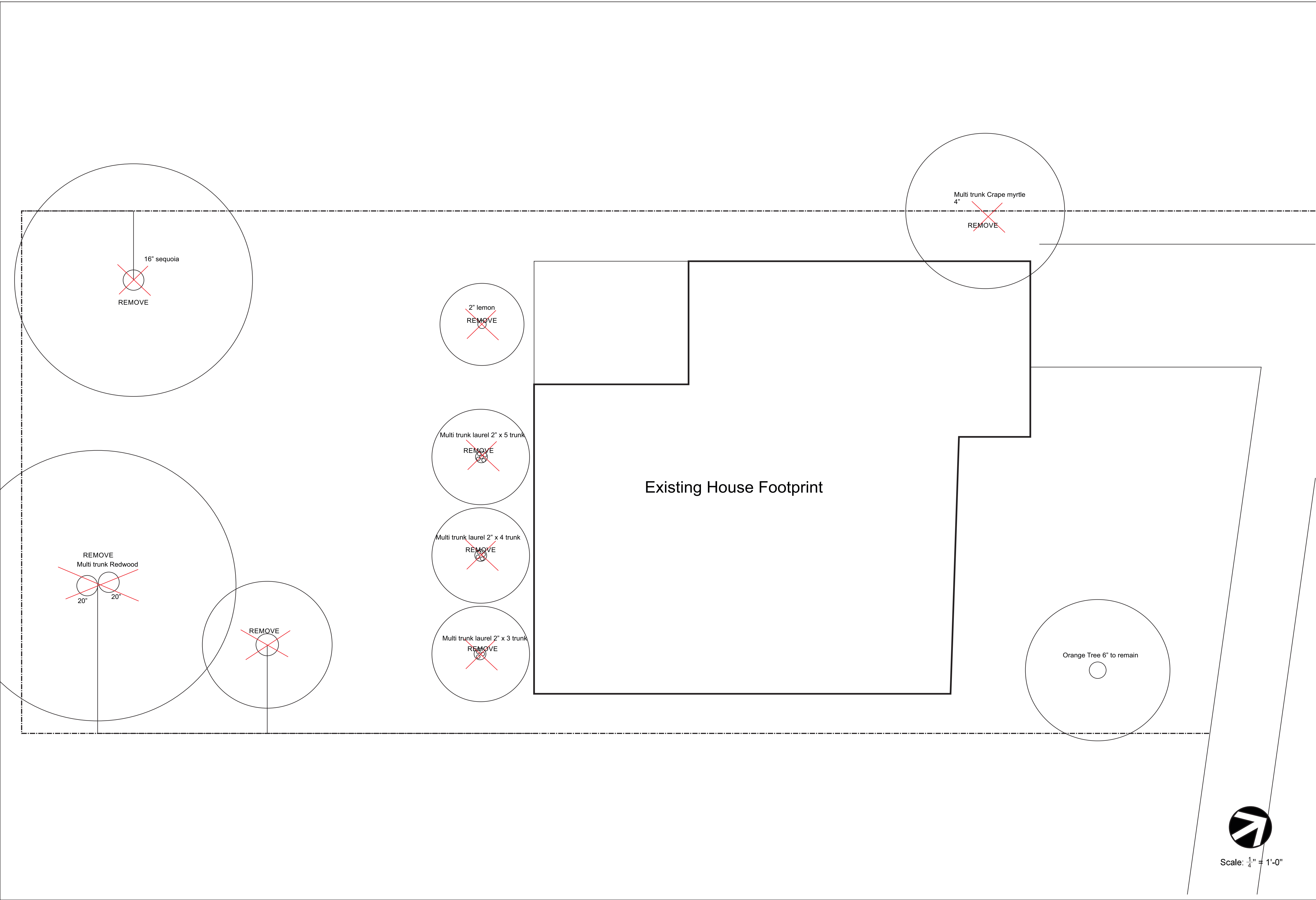


REAR - SOUTH ELEVATION

1/8" = 1'-0"

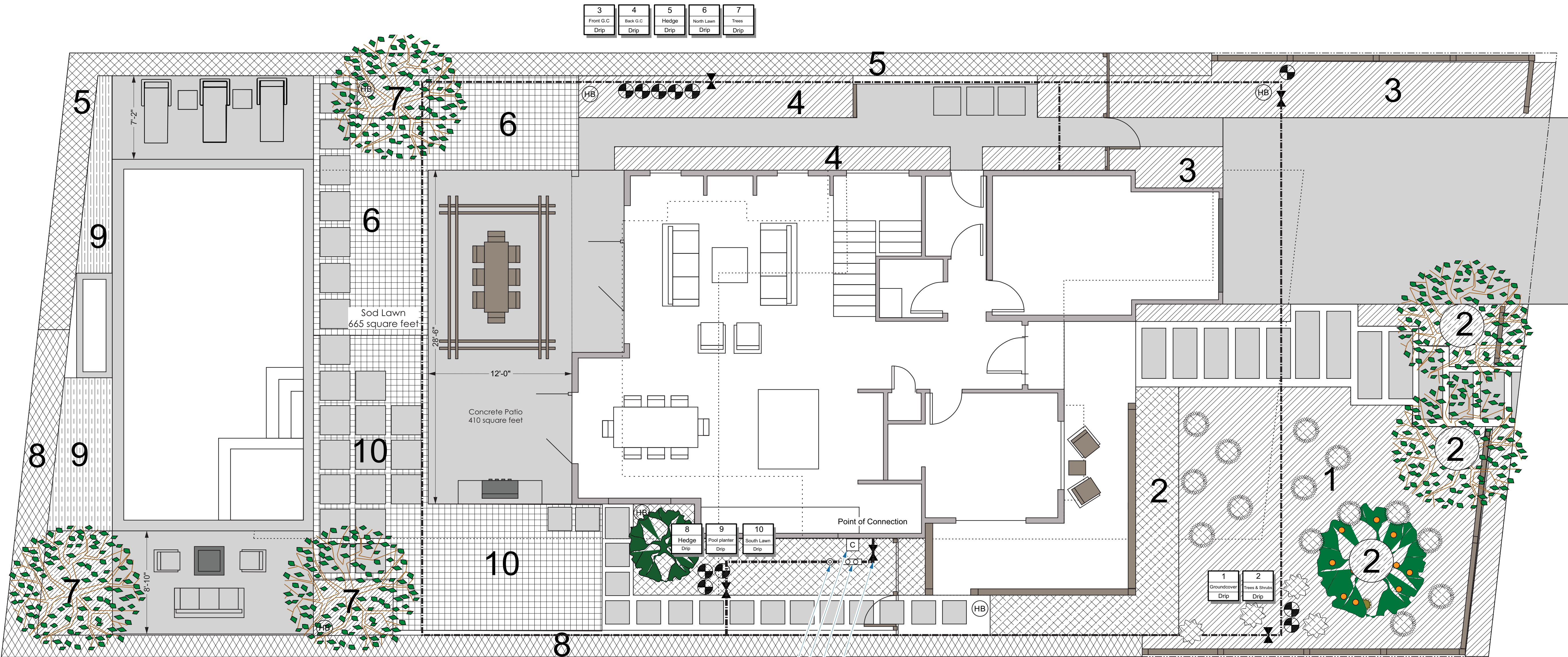
LEFT SIDE - EAST ELEVATION

1/8" = 1'-0"



Scale: $\frac{1}{4}$ " = 1'-0"

REVISIONS	
Draft 1 11/30/18	
 Price Landscape Services, Inc. 583 California Boulevard, Napa, CA 94559 Tel: (707) 252-6319 Fax: (707) 252-2421 www.pricelandscapeservices.com	1443 Stockton Street St Helena, CA 94574
Existing Site Plan Scale: $\frac{1}{4}$ " = 1'-0" Date: 11/30/2018 Drawn By: Wesley Price	
L-2	



- HB 3/4" Nebco Brass Hose Bib mounted on 4x4 Redwood Post
- 1" Hunter ICV Drip Control Valve w/ filter and 30 PSI pressure reducer
- 1" Brass gate valve

Hydrawise Pro-HC WiFi enabled smart irrigation controller
Flow sensor
Backflow preventer
Master shut off valve

- Notes:
1. Irrigation mainline to be sch 40 PVC buried at minimum depth of 24". Lateral lines to be buried at depth 18" below finished grade.
 2. All irrigation valves to be located in in-ground valve boxes.
 3. All new irrigation zones to be irrigated via inline drip w/ emitters sized per plant, or via techline (lawn) and controlled via Smart Clock with weather sensing capabilities, monitored by water meter and master shut off valve.
 4. Mainline depth to be minimum of 24", lateral depth to be minimum 18" below top of grade.
 5. All drip lines to be covered w/ 2-3" bark mulch and secured with landscape staples.

I have complied with the criteria of the Water Conservation in Landscaping Ordinance and applied them for the efficient use of water in the Irrigation Design Plan

Tom Price, Landscape Contractor C27 Lic No: 824872

Scale: 1/4" = 1'-0"

REVISIONS
Draft 1 11/30/18

Price Landscape Services, Inc.
583 California Boulevard, Napa CA 94559
Tel: (707) 252-6319 Fax: (707) 252-2421
www.pricelandscapeservices.com

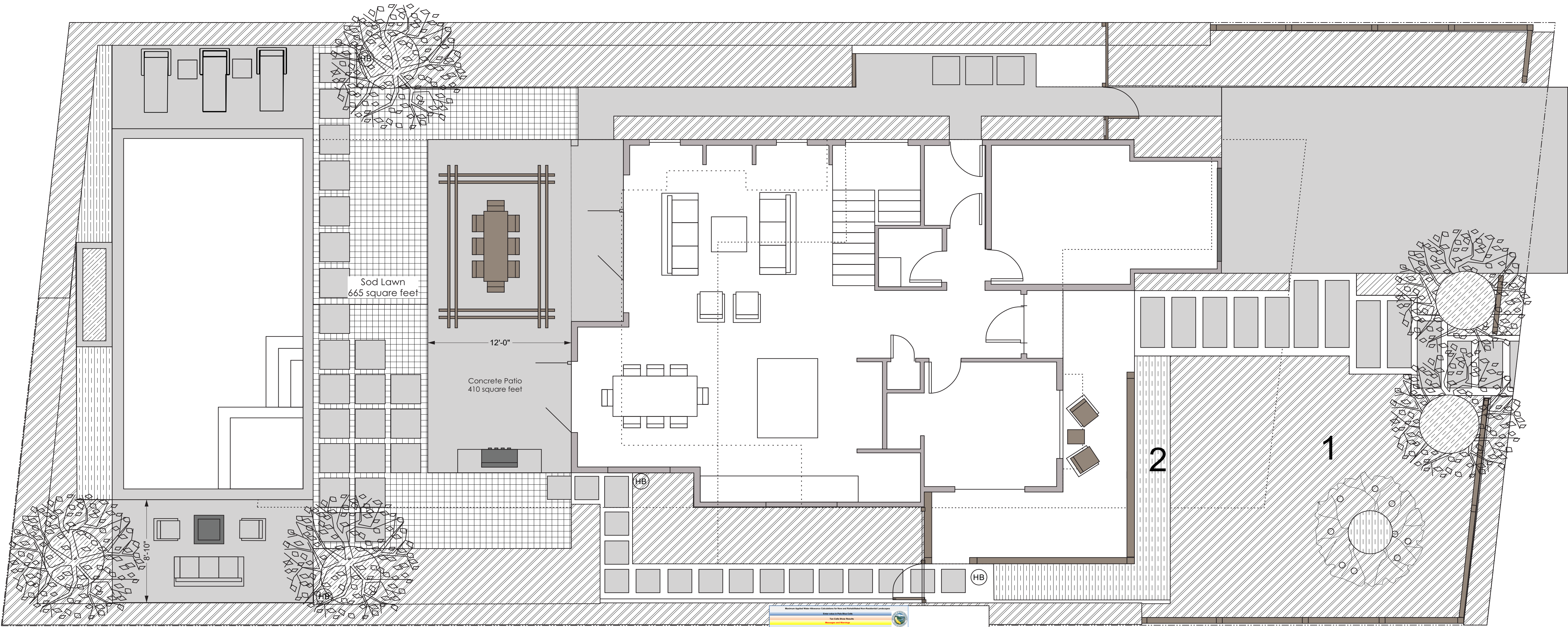
1443 Stockton Street
St Helena, CA 94574

Irrigation Plan
Scale: 1/4" = 1'-0"

Date: 11/30/2018
Drawn By: Wesley Price

L-3

Total Landscaped Area: 2,449 square feet



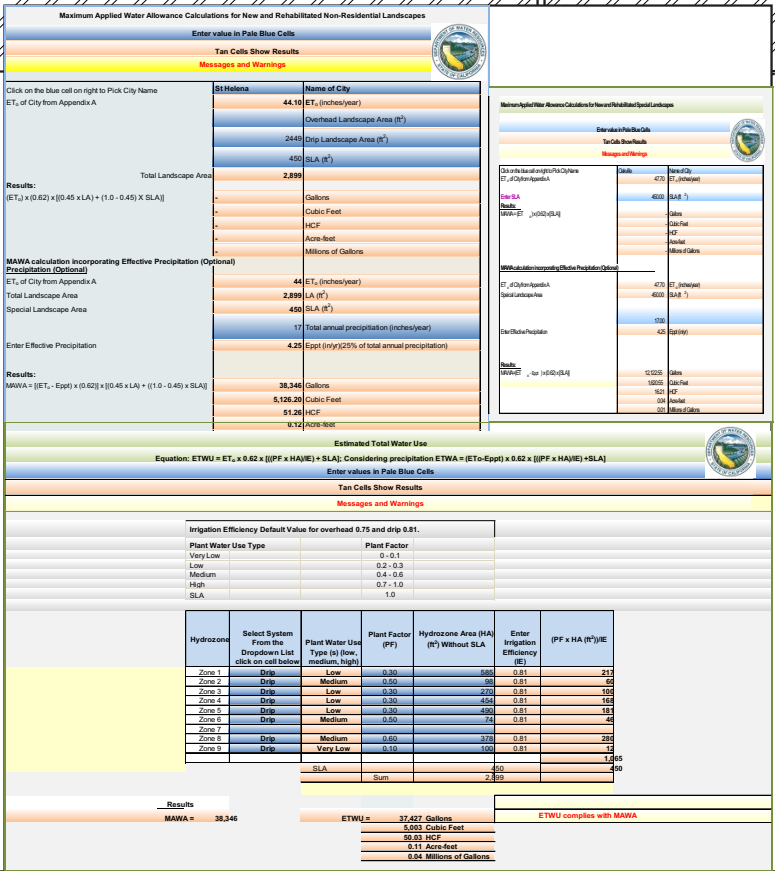
Hydrozone:	Description:	Irrigation Type:	Irrigation Efficiency:	Water Use:	Plant Factor:	Square footage:
1	Shrubs/grasses	Drip	0.81	Low	0.3	1,799
2	Shrubs	Drip	0.81	Medium	0.5	172
3	Lawn	Drip	0.81	Medium	0.6	378
4	Olives	Drip	0.81	Very Low	0.1	100
5	Pool	Auto-Fill		High/SLA	1.0	450

Total Landscaped Area: 2,449 sqft
Total Landscaped Area + SLA (pool): 2,899 sqft

Maximum Applied Water Allowance: 38,346 gallons
Estimated Total Water Use: 37,427 gallons

ETWU complies with MAWA

Total Non-porous surfaces (concrete pathways/patio/pavers): 788 sqft
Total Non-porous surfaces (concrete driveway): 462 sqft



Notes:
1. Total landscaped area is below 2,500 square feet and does not meet the minimum required square footage to require WELO documentation, however the project fulfills all guidelines of a Water Efficient Landscape and will be installed with best practices to ensure maximum potential water savings and efficiency.

I have complied with the criteria of the Water Conservation in Landscaping Ordinance and applied them for the efficient use of water in the Irrigation Design Plan.
Tom Price, Landscape Contractor C27 Lic No: 824872



Scale: 1/4" = 1'-0"

REVISIONS
Draft 1 11/30/18

Price Landscape Services, Inc.
583 California Boulevard, Napa CA 94559
Tel: (707) 252-6319 Fax: (707) 252-2421
www.pricelandscapeservices.com

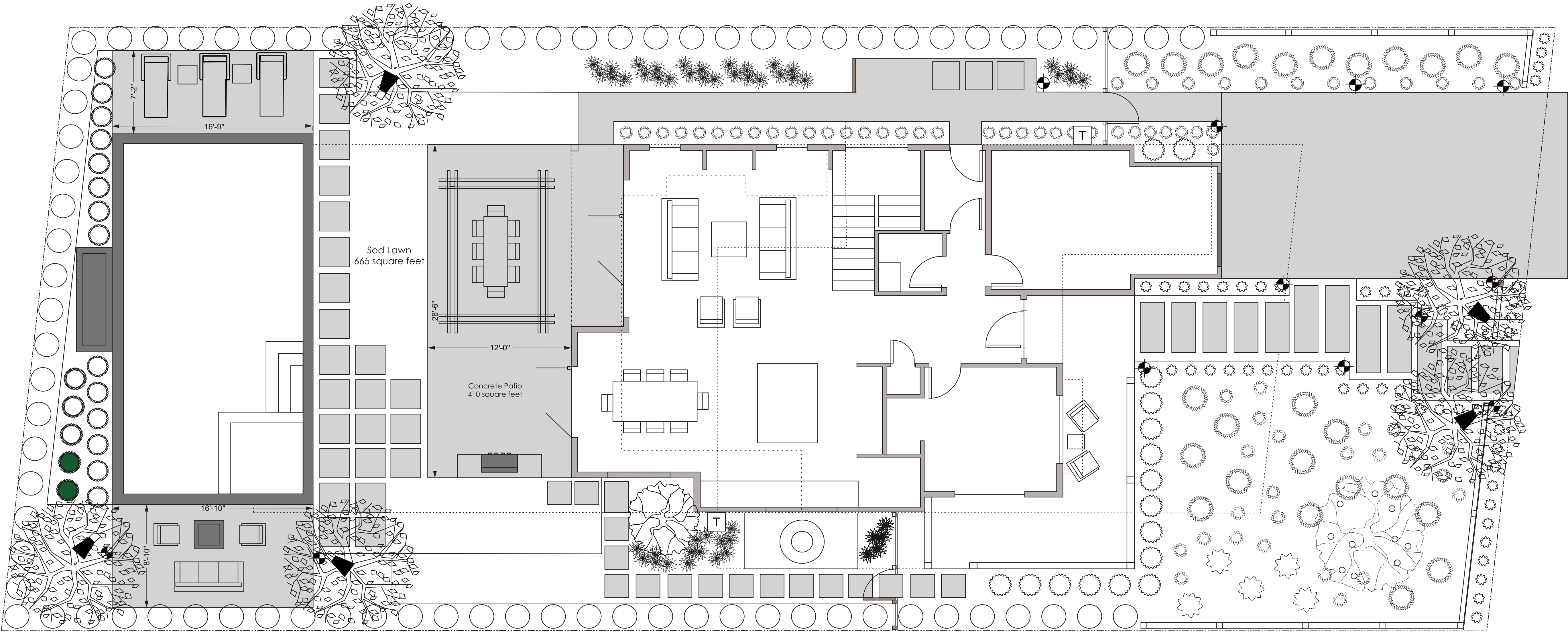
1443 Stockton Street
St Helena, CA 94574

WELO
Plan

Scale: 1/4" = 1'-0"

Date: 11/30/2018
Drawn By: Wesley Price

L-4



- Qty:
-  12 Low volt LED path lights – style/make TBD
 -  5 Low volt LED tree up lights – style/make TBD
 -  2 Low volt transformers



Scale: 1/4" = 1'-0"

REVISIONS
Draft 1 11/30/18

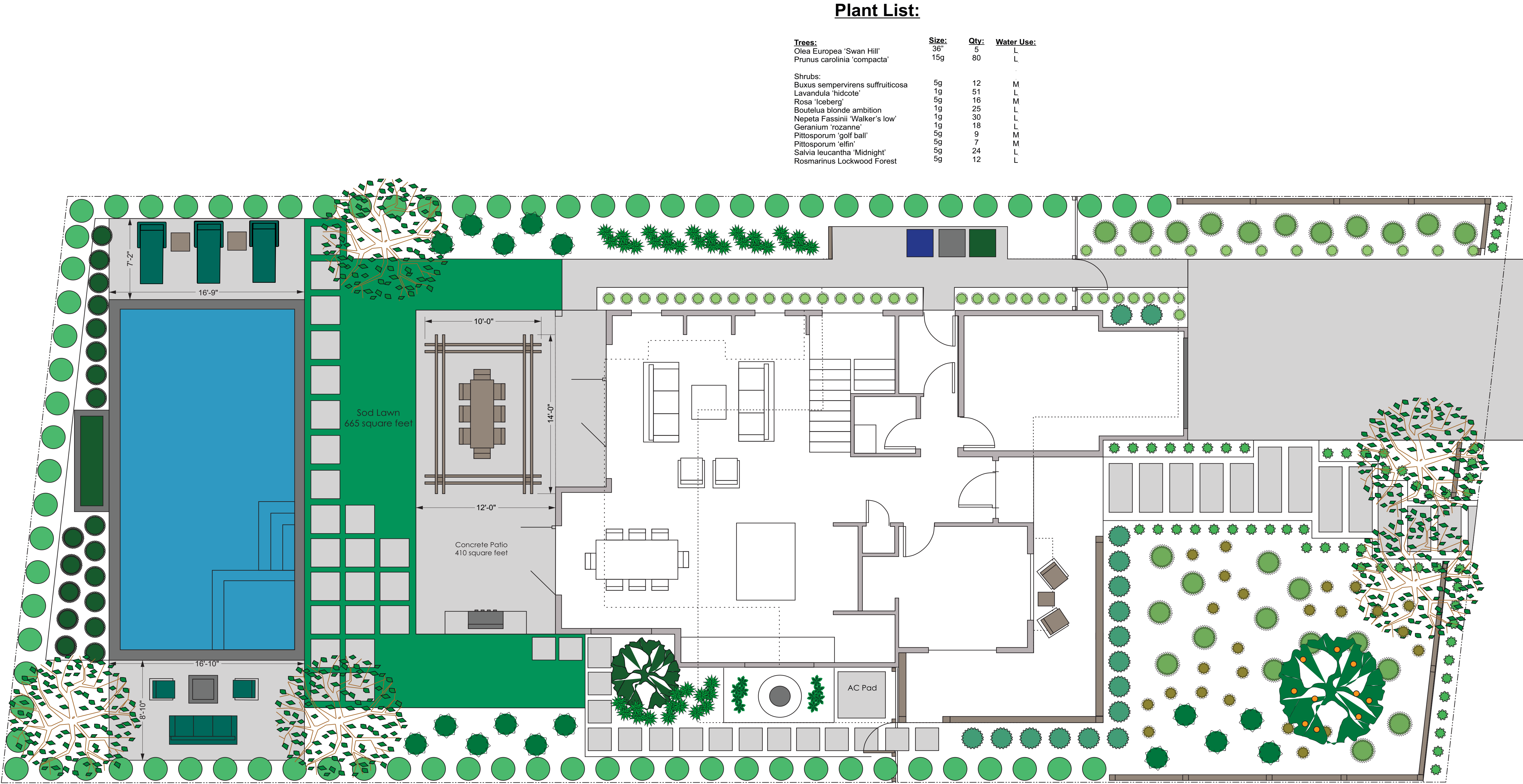
**Price Landscape Services, Inc.**

583 California Boulevard, Napa, CA 94559
Tel: (707) 252-6319 Fax: (707) 252-2421
www.pricelandscapeservices.com

1443 Stockton Street
St Helena, CA 94574

Lighting
Plan
Scale: 1/4" = 1'-0"
Date: 11/30/2018
Drawn By: Wesley Price

L-5



REVISIONS
Draft 1 11/30/18

**Price Landscape Services, Inc.**
583 California Boulevard, Napa, CA 94559
Tel: (707) 252-6319 Fax: (707) 252-2421
www.pricelandscapeservices.com

1443 Stockton Street
St Helena, CA 94574

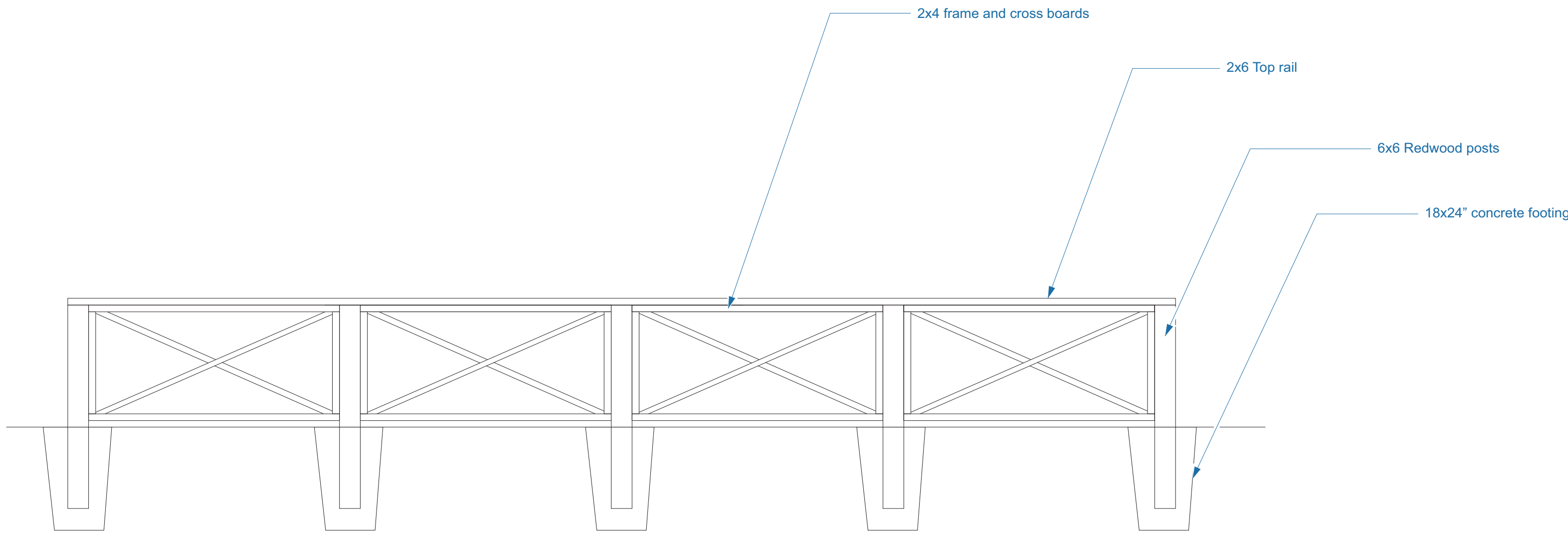
Landscape
Site Plan
Scale: 1/4" = 1'-0"

Date: 11/30/2018
Drawn By: Wesley Price

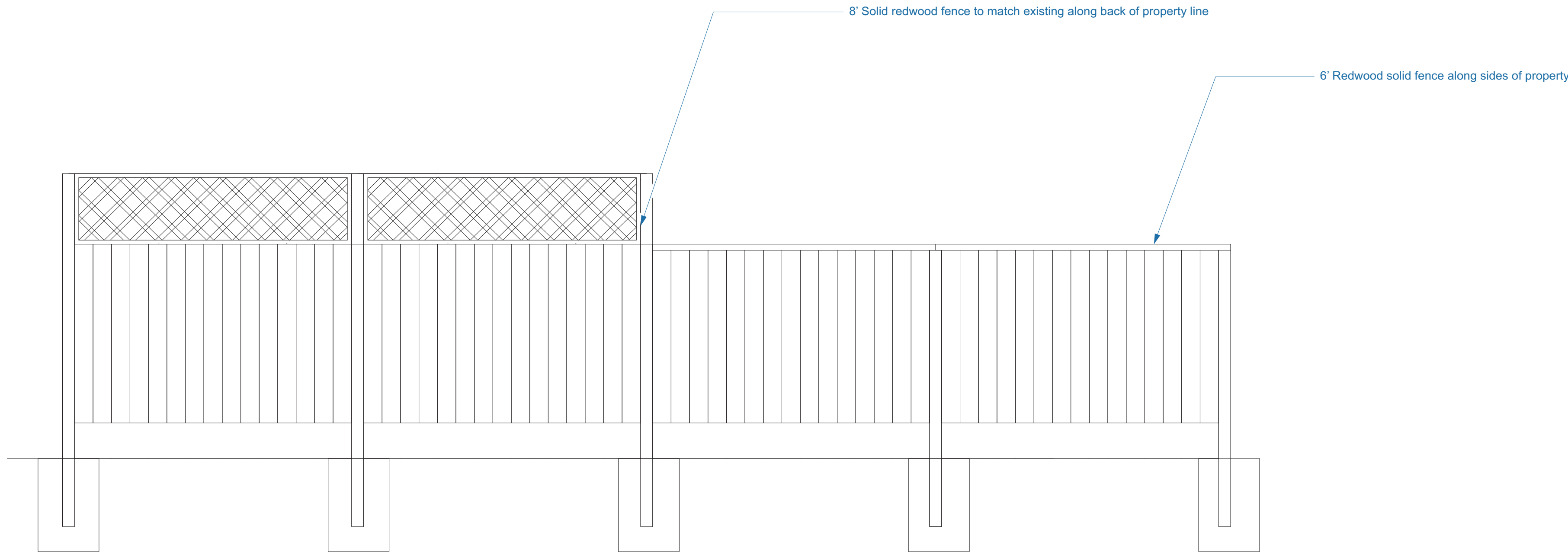
L-6



Scale: 1/4" = 1'-0"

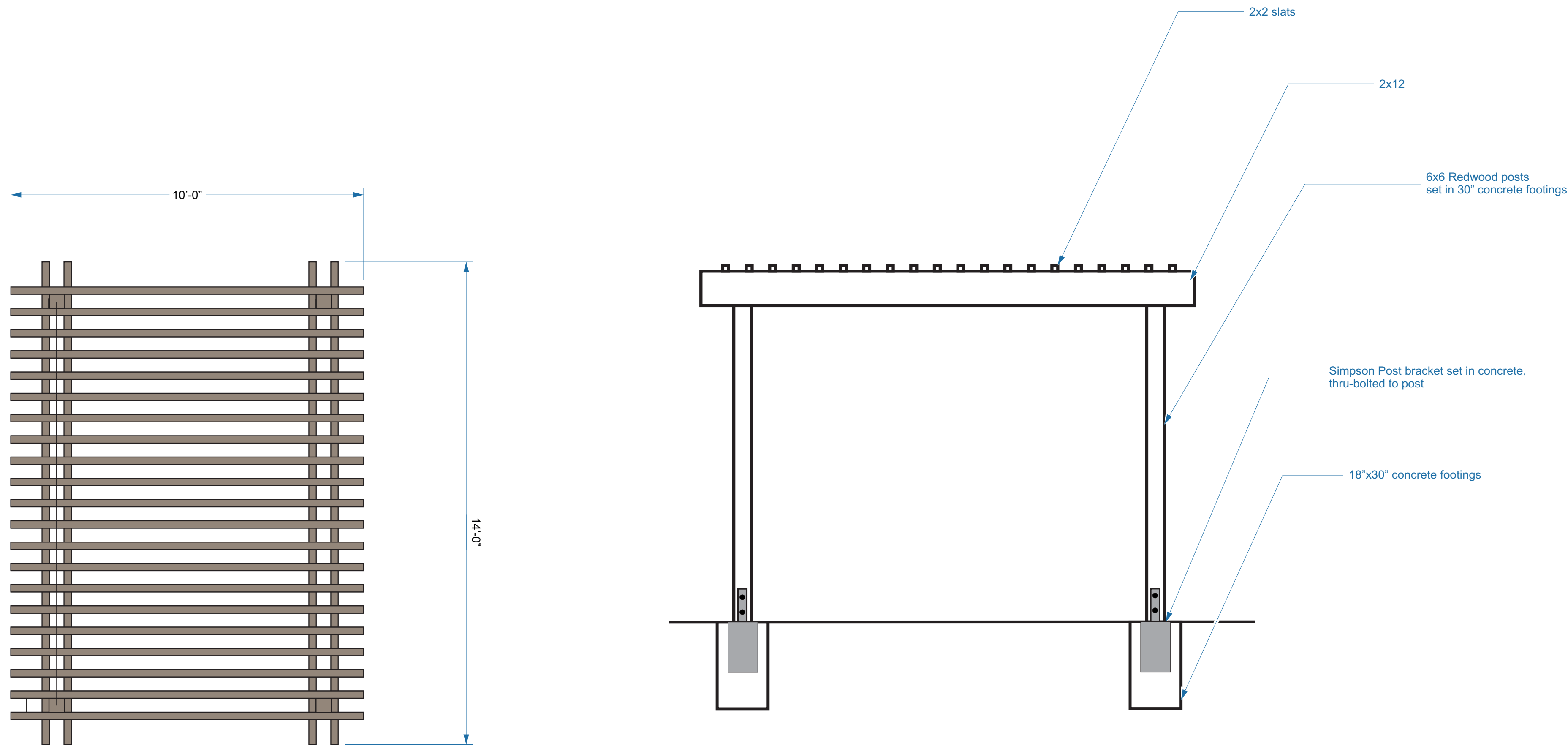


Front Yard Decorative Fence
scale: 1/2" = 1'



Back Yard Property Line Fencing
scale: 1/2" = 1'

REVISIONS	
Draft 1 11/30/18	
 Price Landscape Services, Inc. 583 California Boulevard, Napa CA 94559 Tel: (707) 252-6319 Fax: (707) 252-2421 www.pricelandscapeservices.com	1443 Stockton Street St Helena, CA 94574
Fence Detail	
Scale: 1/2" = 1'-0"	
Date: 12/14/2018 Drawn By: Wesley Price	
L-7	



Trellis Design Detail – Final Design TBD
scale: 1/2" = 1'

- Notes:
- 1. Final design still TBD
 - 2. Final construction details to be drawn by Architect.



LEFT SIDE - EAST ELEVATION



RIGHT SIDE - WEST ELEVATION



REAR YARD LOOKING SOUTH



EXISTING RESIDENCE - REAR (SOUTH) ELEVATION



EXISTING RESIDENCE - FRONT/GARAGE ELEVATION



EXISTING RESIDENCE - FRONT/PORCH ELEVATION

City of St Helena, City Hall
Received

JAN 04 2019

1480 Main St.
St Helena, CA 94574

Vitro Residence
1443 Stockton Street, St. Helena
Written Statement for Design Review and Demolition Approval Application

Owners Jenny and Nick Vitro are proposing to tear down the existing residence at 1443 Stockton Street in order to build a larger home with a more functional design and floor plan. The project consists of demolishing an existing one-story, two-bedroom residence with attached one-car garage. The existing structure consists of 1046 square feet of habitable space and approximately 200 square feet of garage. The existing residence has been reviewed by Brunzell Historical and was found not to be an Historical Resource (report attached).

The new residence will be two stories with a building height of 25 feet. The first floor will consist of a living/dining/kitchen great room, a den, half bath, mudroom, entry, closets, and an attached one-car garage. The second floor will have three bedrooms with closets, three bathrooms, a laundry room and hallway. The living area will be 1101 square feet on the first floor and 1104 square feet on the second floor, for a total living area of 2205 square feet, and garage area of 228 square feet. There will be two off-street parking spaces provided; one in the garage and one in the driveway.

The design of the new residence will be a contemporary farmhouse with a covered front porch, double hung windows and board and batten siding. The porches, dormers, and lower roofs will have a 3:12 pitch with standing seam metal roofing. The main roof will have a 7:12 pitch with dark composition shingles. The color of the house will be white with dark gray windows, and doors. (Materials board included.)



Applicant Signature

1/3/19

Date



December 20, 2018

Jenny Vitro
501 Cornell Avenue
San Mateo, California 94402

Subject: Historical Evaluation of the house at 1443 Stockton Street, St. Helena, Napa, California.

Dear Jenny,

The letter report that follows and the DPR 523 forms attached comprise the historical evaluation of the property at 1443 Stockton Street in St. Helena, as required by the City of St. Helena Planning Department.

Methodology

I conducted a site visit on November 6, 2018. The site visit included collecting photographs of all elevations of the house, the parcel, and the neighborhood setting. In order to establish the property's land use history, I conducted research through the property owner, the Napa County Assessor/Recorder's Office, and the St. Helena Public Library as well as online at Ancestry.com and other websites.

Summary of Findings

Because the property is over 50 years old, potential projects trigger a City of St. Helena requirement for historical evaluation under the California Environmental Quality Act (CEQA), since historical resources are considered part of the environment. The purpose of the historical evaluation is to determine whether an age-eligible property meets the criteria for historic listing. Because this work was completed pursuant to CEQA, all resources discovered during the field survey require evaluation for California Register of Historical Resources (CRHR). The property was also evaluated for National Register of Historic Places (NRHP) eligibility.

National Register of Historic Places

In conjunction with the following NRHP criteria, sites must be assessed for integrity of location, design, setting, materials, workmanship, feeling, and association. A site may be considered eligible to the NRHP if it retains sufficient integrity of the elements listed above and it:

- (a) is associated with events that have made a significant contribution to the broad patterns of our history;
- (b) is associated with the lives of persons significant in our past;
- (c) embodies the distinctive characteristics of a type, period, or method of construction, represents the work of a master, possesses high artistic values, or represents a significant or distinguishable entity whose components may lack individual distinction;
- (d) yields, or may be likely to yield, information important to the prehistory or history of the area/region.

California Register of Historical Resources

The CRHR criteria are based on NRHP criteria. For a property to be eligible for inclusion on the CRHR, one or more of the following criteria must be met:

1. It is associated with the events that have made a significant contribution to the broad patterns of local or regional history, or the cultural heritage of California or the United States;
2. It is associated with the lives of persons important to local, California, or national history;

3. It embodies the distinctive characteristics of a type, period, region, or method of construction, or represents the work of a master, or possesses high artistic values; and/or
4. It has yielded, or has the potential to yield, information important to the prehistory or history of the local area, California, or the nation.

In addition to meeting one or more of the above criteria, the CRHR requires that sufficient time has passed since a resource's period of significance to "obtain a scholarly perspective on the events or individuals associated with the resources" (CCR 4852 [d][2]). Fifty years is normally considered sufficient time for a potential historical resource, and in order that the evaluation remain valid for a minimum of five years after the date of this report, all resources older than 45 years are typically evaluated. The CRHR also requires that a resource possess integrity. This is defined as the ability for the resource to convey its historical significance through seven aspects: location, setting, design, materials, workmanship, feeling, and association.

Evaluation

The National Register of Historic Places (NRHP) and California Register of Historical Resources (CRHR) require that a significance criterion from A-D or 1-4 (respectively) be met for a resource to be eligible.

Criterion A/1: 1443 Stockton Street is not associated with events that have made a significant contribution to the broad patterns of our history. It was constructed within the general context of residential development in St. Helena, but research has revealed no significant associations with this or any other important historic context. Therefore, the property is not recommended eligible to the NRHP or CRHR under Criterion A/1.

Criterion B/2: 1443 Stockton Street is not associated with the life of a person important to our history. Research has not revealed that the members of the Constantini/Pina family or any other owners or residents were important to local history. Therefore, it is not recommended eligible to the NRHP or CRHR under Criterion B/2.

Criterion C/3: 1443 Stockton Street is not significant for its architecture or engineering. It is a modest example of a Ranch-style house, thousands of which were constructed throughout California in the 1960s. It lacks architectural or design distinction. Therefore, the property is not recommended eligible to the NRHP or CRHR under Criterion C/3.

Criterion D/4: In rare instances, buildings themselves can serve as sources of important information about historic construction materials or technologies and be significant under Criterion D/4. 1443 Stockton Street does not appear to be a principal source of important information in this regard.

The property does not qualify for historic listing at any level and is not a historical resource under CEQA.

Preparer's Qualifications

I meet the Secretary of Interior's Professional Qualifications for both History and Architectural History. I hold a Master's degree in Public History and have worked in multiple facets of historic preservation and cultural resource evaluation since 2007. My experience includes municipal preservation planning and working as the lead staff member of a non-profit preservation organization. Since 2012, I have worked full-time as a historical consultant, completing dozens of evaluations for CEQA and Section 106 compliance. Additionally, I have completed local and national register nominations, historic context statements, and HAER recordation. The North Bay region is the center of my practice, but I frequently work in the greater Sacramento area and other parts of the Bay Area, and have also completed projects in Southern California, Nevada, Oregon, Puerto Rico, Louisiana, and New York. In addition to my work with historic-period residential, agricultural, and commercial properties for private clients, I have evaluated post offices, military bases, university campuses, hospitals, church properties, and a NASA site. I am listed as a Historian and Architectural Historian on the California Office of Historic Preservation's roster of qualified consultants for every county in California.

Please contact me by phone at 707/290-2918 or e-mail at kara.brunzell@yahoo.com with any questions or comments.

Sincerely,

A handwritten signature in blue ink that reads "Kara L. Brunzell". The signature is written in a cursive, flowing style.

Kara Brunzell, M.A.
Brunzell Historical

Attachments: DPR 523 forms, 1443 Stockton Street, St. Helena, California

**State of California – The Resources Agency
DEPARTMENT OF PARKS AND RECREATION
PRIMARY RECORD**

Primary # _____

HRI # _____

Trinomial _____

NRHP Status Code _____

Other Listings _____

Review Code _____ Reviewer _____ Date _____

Page 1 of 5

*Resource Name or # (Assigned by recorder) 1443 Stockton Street

P1. Other Identifier: 1443 Stockton Street

***P2. Location:** ☐ Not for Publication ☒ Unrestricted
and (P2b and P2c or P2d. Attach a Location Map as necessary.)

***a. County** Napa

***b. USGS 7.5' Quad** St. Helena **Date** 2018 **T** ____; **R** ____; ____ ¼ of Sec ____; ____ **B.M.**

c. Address 1443 Stockton Street City St. Helena Zip 94574

d. UTM: (give more than one for large and/or linear resources) Zone 10; 545841 mE/ 4261685 mN

e. Other Locational Data: (e.g., parcel #, directions to resource, elevation, etc., as appropriate)

***P3a. Description:** (Describe resource and its major elements. Include design, materials, condition, alterations, size, setting, and boundaries)

1443 Stockton Street is located in a residential neighborhood south of St. Helena's core. Between the building and sidewalk is a front yard, planted with a large orange tree and a number of smaller trees and shrubs and surrounded by a low wooden fence. The house is L-shaped with a cross-gabled composition shingle roof and a projecting single-car garage on the west side fitted with an articulated metal door. The full-width integral porch has a low wooden railing and a concrete floor and is accessed by a single concrete step. The main entrance is centered on the north (main) elevation and fitted with a partially glazed wood door. Fenestration consists of horizontal vinyl sliding sash. The house is clad in stucco, with brick trim along the bottom of the main elevation. The large back yard has a covered patio adjacent to the house and several mature trees (continued, p. 3).

***P3b. Resource Attributes:** (List attributes and codes) HP2. Single family property

***P4. Resources Present:** ☒ Building ☐ Structure ☐ Object ☐ Site ☐ District ☐ Element of District ☐ Other (Isolates, etc.)



P5b. Description of Photo: (View, date, accession #) Photograph 1: North elevation, camera facing southwest, photograph taken November 6, 2018.

***P6. Date Constructed/Age and Sources:**

☒ Historic ☐ Prehistoric ☐ Both

c1964, Napa County Assessor

***P7. Owner and Address:**

Jenny Vitro

501 Cornell Avenue

San Mateo, California 94402

***P8. Recorded by:** (Name, affiliation, address)

Kara Brunzell

1613 B Street

Napa, California 94559

***P9. Date Recorded:** November 16, 2018

***P10. Survey Type:** (Describe) Intensive

***P11. Report Citation:** (Cite survey report and other sources, or enter "none.")

***Attachments:** NONE ☒ Location Map ☐ Sketch Map ☒ Continuation Sheet ☒ Building, Structure, and Object Record ☐ Archaeological Record

☐ District Record ☐ Linear Feature Record ☐ Milling Station Record ☐ Rock Art Record ☐ Artifact Record ☐ Photograph Record

☐ Other (list) _____

DPR 523A (1/95)

*Required Information

**State of California – The Resources Agency
DEPARTMENT OF PARKS AND RECREATION
BUILDING, STRUCTURE, AND OBJECT RECORD**

Primary # _____
HRI # _____

Page 2 of 5

*NRHP Status Code 6Z

*Resource Name or # (Assigned by recorder) 1443 Stockton Street

B1. Historic Name: 1443 Stockton Street

B2. Common Name: 1443 Stockton Street

B3. Original Use: residence B4. Present Use: residence

*B5. Architectural Style:

*B6. Construction History: (Construction date, alteration, and date of alterations) c1964, original construction
Unknown date after 1985, replacement of original windows and garage door

*B7. Moved? ☒ No ☐ Yes ☐ Unknown Date: _____ Original Location: _____

*B8. Related Features: _____

B9. Architect: Unknown b. Builder: Unknown

*B10. Significance: Theme Area St. Helena, California

Period of Significance N/A Property Type residential Applicable Criteria N/A

(Discuss importance in terms of historical or architectural context as defined by theme, period, and geographic scope. Also address integrity.)

1443 Stockton Street does not meet the criteria for listing on the National Register of Historic Places (NRHP) or the California Register of Historical Resources (CRHR) and is recommended ineligible for historic listing at any level (see continuation sheet).

B11. Additional Resource Attributes: (List attributes and codes)

*B12. References:

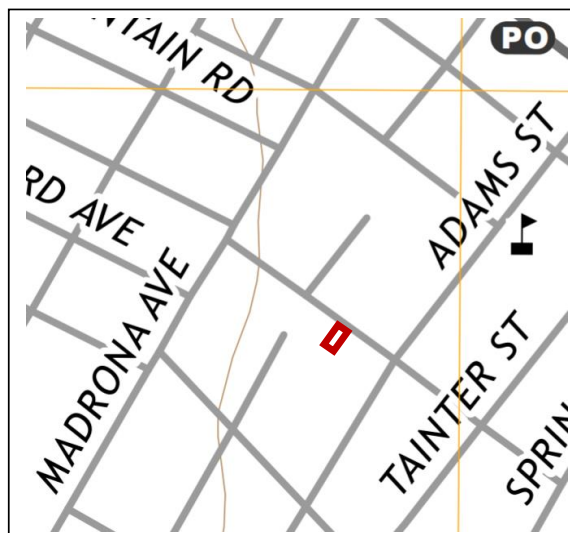
(See Footnotes)

B13. Remarks:

*B14. Evaluator: Kara Brunzell

*Date of Evaluation: November 16, 2018

(This space reserved for official comments)



State of California – The Resources Agency
DEPARTMENT OF PARKS AND RECREATION
CONTINUATION SHEET

Primary # _____
HRI # _____
Trinomial _____

Page 3 of 5 *Resource Name or # (Assigned by recorder) 1443 Stockton Street
*Recorded by Kara Brunzell *Date: November 16, 2018 ☒ Continuation ☐ Update

*P3a. Description: (continued)



Photograph 2: North elevation, camera facing west, November 16, 2018.



Photograph 3: Detail, north elevation, front door, camera facing southwest, November 16, 2018.



Photograph 4: North and east elevations, camera facing west, November 16, 2018.



Photograph 5: East elevation, camera facing west, November 16, 2018.



Photograph 6: South elevation, camera facing northeast, November 16, 2018.



Photograph 7: View of backyard, camera facing south, November 16, 2018.

DPR 523B (1/95)

*Required Information

**State of California – The Resources Agency
DEPARTMENT OF PARKS AND RECREATION
CONTINUATION SHEET**

Primary # _____

HRI # _____

Trinomial _____

Page 4 of 5 *Resource Name or # (Assigned by recorder) 1443 Stockton Street

*Recorded by Kara Brunzell

*Date: November 16, 2018 ☒ Continuation ☐ Update

B10. Significance (continued):

St. Helena

St. Helena was originally home to a group of Native Americans known to Spanish missionaries as the Wappo. Although Napa Valley was within the Sonoma Mission's sphere of influence, the Spanish did not permanently settle in the vicinity. The first European to live in the St. Helena area was Dr. Edward Bale, an English physician who converted to Catholicism and married Maria Ygnacia Soberanes (a niece of Mariano Vallejo). After becoming a Mexican citizen, he received Rancho Carne Humana as a grant from the Mexican government in 1839. The huge land grant encompassed much of northern Napa Valley including the future town sites of Calistoga and St. Helena. Americans began to travel overland to California in the 1840s, and one of the first groups to complete the arduous trek was the Grigsby-Ide Party: at least 20 members of this group reached the Napa-Sonoma area by the end of 1845.¹

California statehood in 1850 drew more American farmers and land speculators to Napa Valley, and about 1853, Henry Still purchased 100 acres on the north side of Sulphur Creek from the Bale estate. The property was at the intersection of Napa Valley's main north-south road and the route to White Sulphur Springs (a natural hot spring that was already an attraction), and Still recognized the potential for a town site centered on the rich agricultural region. In partnership with Charles Walter, Still erected the first building in town, and by the middle of the decade Still and Walter were donating Main Street lots to anyone who would agree to open a business. Upper Napa Valley was at first called Hot Springs Township, and the new town was not named St. Helena until the mid-1850s, when it adopted the name of the recently-founded local Sons of Temperance lodge.²

Early agricultural activities in Napa Valley focused on cattle-grazing and grain production, but beginning in the late 1850s farmers began experimenting with wine grapes. St. Helena's position as a center of agriculture was consolidated when the railroad arrived in 1868. By the 1870s, much of the land surrounding the growing village had been converted to wine production. St. Helena was incorporated as a city in 1876, and reincorporated in 1889. By 1873, it had a school and several churches as well as a thriving commercial district.³

The population of Napa Valley doubled between 1870 and 1880, and by 1880, St. Helena was home to 1,500 residents. The St. Helena district (the area between Yountville and St. Helena) had 7,000 acres of grapevines by this time. As the nineteenth century progressed, St. Helena became the upper valley's most important shipping and commercial center. It also became more diverse as Chinese and then German and Italian immigrants arrived to work in the vineyards.⁴

Napa Valley was America's premier wine region by 1890, but a downturn in prices and an infestation of the phylloxera root louse nearly destroyed the wine industry at the turn of the century. Many growers pulled out wine grapes in the early decades of the twentieth century, replacing them with prunes and walnuts. In 1919, the wine business suffered a further blow when the Volstead Act outlawed the production of alcohol. Only a few local wineries were able to survive Prohibition by producing sacramental wine, and the industry did not begin to recover until after World War II.⁵

Ironically, the modern wine tourism industry was born during Prohibition, when Bay Area residents began driving up to Napa to buy illegal wine. Efforts to preserve agricultural land beginning in the second half of the twentieth century have allowed the town to grow slowly and retain much of its rural nineteenth-century character. Modern St. Helena is a center of both the Napa Valley wine business and the local wine tourism industry.⁶

1443 Stockton Street

James T. and Ethel L. Turner owned the property by the mid-1950s. The house at 1443 Stockton Street appears to have been constructed about 1964. The Turners, who lived next door at 1445 Stockton Street, may have built the house as a speculative investment, although James Turner died in 1964.⁷

¹ Lyman L. Palmer, *History of Napa and Lake Counties, California* (San Francisco: Slocum, Bowen, & Company, 1881), 55-333; Hubert Howe Bancroft, *History of California: 1841-1845* (San Francisco: The History Company, 1886), 578-581.

² C. A. Menefee, *Historical and Descriptive Sketchbook of Napa, Sonoma, Lake and Mendocino* (Napa: Reporter Publishing House, 1873), 186; Lin Weber, *Old Napa Valley: The History to 1900* (St. Helena: Wine Ventures Publishing, 1998), 159.

³ City of St. Helena, *Historic Resources Inventory*, Prepared by Page & Turnbull, Inc., August 2006, 7; Palmer, 335; Menefee, 187.

⁴ William F. Heinz, *Wine Country: A History of Napa Valley* (Santa Barbara: Capra Press, 1990), 162; City of St. Helena, 8.

⁵ Mariam Hansen, *Images of America, St. Helena* (Charleston: Arcadia Publishing, 2010), 96.

⁶ Lin Weber, *Roots of the Present: Napa Valley 1900 to 1950* (St. Helena: Wine Ventures Publishing, 2001), 148-175.

⁷ Deeds on file at the Napa County Assessor; Napa County Directories, 1962; Find a Grave, <https://www.findagrave.com/memorial/48336169> accessed 18 December 2018.

**State of California – The Resources Agency
DEPARTMENT OF PARKS AND RECREATION
CONTINUATION SHEET**

Primary # _____

HRI # _____

Trinomial _____

Page 5 of 5 ***Resource Name or #** (Assigned by recorder) 1443 Stockton Street

***Recorded by** Kara Brunzell

***Date:** November 16, 2018 ☒ Continuation ☐ Update

James (Giacomo) and Theresa Constantini moved into the house in 1964, and appear to have been its first residents. James and Teresa Constantini were born in Italy in the early 1800s and married as young adults. The couple came to Napa County in 1902, where they lived in the Rutherford area and operated a vineyard. Their son Charles was born about 1906, and as an adult was the assistant manager of the local Bank of America and St. Helena's mayor for a time. James and Theresa moved into St. Helena and lived at various addresses before moving to Stockton Street in retirement. Granddaughter Carla Constantini Pina inherited the house after Teresa Constantini's death in 1977. Carla Constantini was born in 1940, the daughter of Charles and Anita Constantini. She graduated from St. Helena High School in 1958, attended college, and then married Frank Pina in 1962. Frank Pina, a St. Helena native, was born in 1935; he worked as a driver for Keller Bros Meats Co. in the 1960s and in maintenance in the 1970s. Carla Pina worked at Bank of America her entire adult life. The couple had three children: Charles, Frank, and Maria. The Pinas may have lived briefly in the Stockton Street house but mostly lived on Grayson Avenue. Carla Pina died in 1998. In 2002, Frank sold the property to Lisa Sambora; Sambora sold it to Jennifer M. and Nicholas Vitro in 2015.⁸

Evaluation:

The National Register of Historic Places (NRHP) and California Register of Historical Resources (CRHR) require that a significance criterion from A-D or 1-4 (respectively) be met for a resource to be eligible.

Criterion A/1: 1443 Stockton Street is not associated with events that have made a significant contribution to the broad patterns of our history. It was constructed within the general context of residential development in St. Helena, but research has revealed no significant associations with this or any other important historic context. Therefore, the property is not recommended eligible to the NRHP or CRHR under Criterion A/1.

Criterion B/2: 1443 Stockton Street is not associated with the life of a person important to our history. Research has not revealed that the members of the Constantini/Pina family or any other owners or residents were important to local history. Therefore, it is not recommended eligible to the NRHP or CRHR under Criterion B/2.

Criterion C/3: 1443 Stockton Street is not significant for its architecture or engineering. It is a modest example of a Ranch-style house, thousands of which were constructed throughout California in the 1960s. It lacks architectural or design distinction. Therefore, the property is not recommended eligible to the NRHP or CRHR under Criterion C/3.

Criterion D/4: In rare instances, buildings themselves can serve as sources of important information about historic construction materials or technologies and be significant under Criterion D/4. 1443 Stockton Street does not appear to be a principal source of important information in this regard.

The property is not recommended eligible for historic listing and is therefore not a historic resource under CEQA.

⁸ Napa Register, "Obituary, Theresa Constantini," 10 September 1977, 2, "Obituary, Carla Pina," 18 December 1998, 5D; Napa County Assessor; Find a Grave Memorial 23347435, Carla C. Pina, 10 December 2007, accessed 17 December 2018, <https://www.findagrave.com/memorial/23347435> Carla C Pina; United States Federal Census, 1940; City Directory, Napa, California, 1963, 1965, 1967, 1972.

**TERRY TRACY
ARCHITECT**
www.tracyarchitect.com



Date: April 3, 2018

To: City of St. Helena Building Department
1480 Main Street
St. Helena, CA 94575

RECEIVED
PLANNING DEPARTMENT

Re: Vitro Residence
1443 Stockton Street
St. Helena, CA 94574

MAY 03 2019
CITY OF ST HELENA

WATER USE ANALYSIS REPORT

The Vitro Residence is presently a 2-bedroom, 1-bath house. The proposed plan is to demolish the existing residence and rebuild a 4 bedroom and 3-1/2 bath new residence.

Existing indoor water use:

2 bedrooms x 150 gpd = 300 gal

Proposed indoor water use:

fixture	flow rate	flow duration	daily use per occupant	number of occupants		gallons per day
showerheads	2	8	1	8	=	128
sink faucets	1.8	0.25	3	8	=	11
kitchen faucet	1.8	4	1	8	=	58
toilet	1.3	1	3	8	=	31
clothes washer	15	1	0.37	8	=	44
dish washer	12.5	1	0.1	8	=	10
total						282

Existing outdoor water use:

Existing Landscaped (irrigated) Area: 2400 sqft

MAWA for existing: 52,497 gallons/year

ETWU for existing: 46,784 gallons/year = ~128 gallons/day

Proposed outdoor water use:

New Landscaped Area: 2,449 sqft

MAWA for new landscape: 38,346 gallons/year

ETWU for new landscape: 37,427 gallons/year = ~103 gallons/day

The proposed remodel includes providing toilets, showerheads, faucets, and clothes washer with low-flush, low-flow, efficient fixtures meeting the requirements of the California Green Building Code and water efficient landscape. These improvements will result in a net water use decrease per the analysis above.

Sincerely,
Terry Tracy, Architect

P 707.363.1478
F 707.922.0115

1143 Alta Avenue
Napa, CA 94559

-----Original Message-----

From: Katalin Kádár Lynn [<mailto:katalin100@gmail.com>]

Sent: Monday, June 03, 2019 8:03 PM

To: Noah Housh

Subject: Commentary PL 19-001 Demolition Permit 1443 Stockton Street

Dear Noah,

Douglas and I are writing you as the near neighbors of 1443 Stockton Street. We received the notice regarding the application of its owners to demolish the present residential structure and replace it with a home more than twice the size of the present residence.

This part of Stockton Street consists mostly of small lots with appropriately scaled small homes. Tearing down a nice stucco home of 1016 feet that is perfectly in scale with most of the residences adjacent and across the street and replacing it with a two story home of 2205 square feet that fills the entire lot seems out of keeping with the nature of the neighborhood. We oppose the demolition and oppose the design of a home of two stories reaching a height of 25' feet. The two homes on either side of 1443 Stockton are bungalows as are the two homes across the street, including our home. This entire block of Stockton Street from Madrona to Adams consists primarily of small, single story homes.

We request that the planning commission ask that this design, due to its scale both in height and square footage be rejected and the owners of 1443 Stockton be asked to reduce their plans to a design more appropriately suited to the neighborhood. We bought our home because the personality of this part of Stockton Street was one of small homes and was family friendly, we don't want to see that change.

Sincerely,

Katalin

Katalin Kádár Lynn PhD & Douglas Gregory Lynn
1440 Stockton Street

From: Connie Wilson <clw1956@comcast.net>
Date: June 10, 2019 at 11:59:28 AM PDT
To: NHoush@cityofstheleena.org
Subject: 1443 Stockton Street Design Review and Demolition

Hello Noah,

I am writing in opposition to the massive size of the proposed design review at 1443 Stockton Street.

I grew up on this block and my mother still lives in our family home. This neighborhood has for the most part withstood the demolitions, new construction and flips that occur all over St. Helena.

An oversized two-story house that is twice the size of the current one does not fit the character of the block. It would be preferable to have the out-of-town applicants submit plans that would complement the style of the neighborhood.

Thank you.

Connie Wilson
1658 Scott Street
St. Helena, CA 94574

Xinia Gamero

From: Vickie Gomez <VickieG@beckstoffervineyards.com> on behalf of Andy Beckstoffer
<AndyB@beckstoffervineyards.com>
Sent: Friday, June 14, 2019 3:05 PM
To: Chris Gustin; Xinia Gamero
Cc: Andy Beckstoffer
Subject: Opposition to Demolition and Rebuild of 1443 Stockton Street, St. Helena, Project #PL19-001

To Whom This May Concern:

We are the owners of 1445 Stockton Street directly adjacent to the proposed demolition and re-build at 1443 Stockton Street. This project is totally out of scale with our neighborhood plus the mechanical requirements and the noise generated by the pool in the back affect our quiet enjoyment of our property and thus we are opposed to this project.

Sincerely,

Andy Beckstoffer

BECKSTOFFER VINEYARDS
PO Box 405 (8600 Conn Creek Rd.)
Rutherford, CA 94573
Ph: 707.963.9471 Fax: 707.963.8849
AndyB@beckstoffervineyards.com



Xinia Gamero

From: Aaron Hecock
Sent: Friday, June 14, 2019 3:10 PM
To: Xinia Gamero
Cc: Chris Gustin
Subject: FW: proposed demolition and rebuilding of Vitro residence at 1443 Stockton St.

FYI. Please print for the PC meeting.

Thanks!

AARON HECOCK, AICP
INTERIM PLANNING AND BUILDING DIRECTOR
City of St. Helena | Planning & Community Improvement Department
1480 Main Street | St. Helena, CA 94574
Direct: (707) 968-2659 | ahecock@cityofsthelena.org | <http://cityofsthelena.org/planning>

-----Original Message-----

From: Betty Beckstoffer [<mailto:beckstoffer@gmail.com>]
Sent: Friday, June 14, 2019 3:03 PM
To: Aaron Hecock <ahecock@cityofsthelena.org>
Subject: proposed demolition and rebuilding of Vitro residence at 1443 Stockton St.

Mr. Hecock,

As a neighbor at 1445 Stockton, I am very concerned about the size of this proposed residence. It seems much too large for this lot and out of character for the neighborhood. Our lots are very close and we are concerned with the proposed equipment which will be right on the lot line and the height of the new residence. I hope you will reconsider any permit for a residence of this size in this St. Helena neighborhood. Thank you for your consideration. Betty Beckstoffer

From: Carolyn Kelperis [<mailto:ckelperis@hotmail.com>]
Sent: Sunday, June 16, 2019 4:08 PM
To: Aaron Hecock <ahecock@cityofsthelena.org>
Cc: Autumn Anderson <AAnderson@cityofsthelena.org>; Bobbi Monnette <BMonnette@cityofsthelena.org>; Daniel Hale <DHale@cityofsthelena.org>; John Ponte <JPonte@cityofsthelena.org>; Lester Hardy <LHardy@cityofsthelena.org>
Subject: PL 19-001 1443 Stockton Demolition & Design Review

Dear Aaron and Members of the Planning Commission,

As I stated in my response to the original notice for the June 4th hearing, I am the owner of record of APN 009-305-023 which consists of 1421 Stockton Street and 1612 Adams Street. These two homes were constructed in c.1955 by my in-laws, the late George and Hattie Kelperis. They have remained within the same family ownership ever since.

I have reviewed the documents distributed for the rescheduled hearing on June 18, 2019.

While the architectural plans include scale drawings of the proposed replacement home, there is no architectural image (to scale) that depicts this two story dwelling placed between the existing homes on either side (1441 and 1445 Stockton Street). . . or conceptual images from the side and backyards of 1441 and 1445 to show what those residents will be looking at if the two story home is approved and constructed.

Design review must determine if the proposed structure ". . . ***is compatible with adjacent development, features a siting, scale, massing and architectural style that is generally consistent with the predominant development patterns, and that does not otherwise detract or negatively affect the established character of the surrounding neighborhood.***"

The packet documents indicate that "***The immediate neighborhood consists of modest, one-story and two-story homes, most dating to the mid to late twentieth century.***"

I would also add that Stockton Street between Spring and Madrona is such a narrow street that parking is only allowed on one side of the street.

Although the setbacks and FAR of the proposed dwelling are conforming, in my opinion, the size, scale and massing do not retain the character of existing residences and will cast extreme privacy issues with its adjacent neighbors.

One has only to view the two story homes that were permitted to be constructed at the end of Stockton closest to Spring Street, to see the result of such massing in relation to modest, single story homes.

I believe a two story home on this parcel would be incompatible with the immediate neighborhood.

Thank you for your consideration.

Sincerely,
Carolyn Kelperis
1615 Main Street
St. Helena, CA 94574

Xinia Gamero

From: Katalin Kádár Lynn <katalin100@gmail.com>
Sent: Monday, June 17, 2019 2:21 PM
To: Aaron Hecock
Cc: Chris Gustin; Xinia Gamero; Douglas Lynn
Subject: Re: Commentary PL 19-001 Demolition Permit 1443 Stockton Street

Dear Aaron,

Doug and I noticed that the discussion regarding the Demolition Permit for 1443 Stockton Street (PL 19-001) has been deferred until tomorrow night and want to make certain that our comments are again included in the packet for the Planning Commission.

You can see the commentary that we submitted for the meeting on June 4 when this issue was originally on the agenda in this email string below. As the issue is now coming up for consideration, we would like to reiterate our position and have our comments included in the packet for tomorrow's meeting.

Thanks so much,

Kati & Doug Lynn
 415 518-1089

Dear Planning Commissioners:

While there may not be architectural significance in the present structure at 1443 Stockton, the present home is in scale with the neighborhood. The proposed home is out of scale - more than two times the size of the present home. The next door neighbors will encounter privacy issues having a large two story home next to their two cottages and noise issues with the pool equipment next to the house to the north and the A/C Pad on the south. The house behind 1443 that is literally on the property line will also have loss of privacy and noise issues.

We would be most appreciative if the views of the near neighbors as well as the next door neighbors be considered in evaluating these plans. We do not want the character of our neighborhood, with small single story homes that is family friendly to forever be altered.

*Sincerely
 Katalin*

*Katalin Kádár Lynn PhD & Douglas G. Lynn
 1440 Stockton Street*

On Jun 4, 2019, at 8:56 AM, Katalin Kádár Lynn <katalin100@gmail.com> wrote:

Thanks so much Noah!

We appreciate your including our comments in the packet for the Planning Commission.

all the best,

Katalin

On Jun 4, 2019, at 8:45 AM, Noah Housh <NHoush@cityofsthelelena.org> wrote:

Katalin and Douglas,

Thank you for your comments on this project. A copy will be provided to the Planning Commission for their review prior to acting on the requested Demolition and Design Review.

NOAH HOUSH
PLANNING & COMMUNITY IMPROVEMENT DIRECTOR
City of St. Helena | Planning & Community Improvement Department
1480 Main Street | St. Helena, CA 94574
Direct: (707) 968-2659 | NHoush@cityofsthelelena.org |
<http://cityofsthelelena.org/planning>

*Please be aware that City Hall is now closed from noon-1:00 pm for lunch.

-----Original Message-----

From: Katalin Kádár Lynn [<mailto:katalin100@gmail.com>]
Sent: Monday, June 03, 2019 8:03 PM
To: Noah Housh
Subject: Commentary PL 19-001 Demolition Permit 1443 Stockton Street

Dear Noah,

Douglas and I are writing you as the near neighbors of 1443 Stockton Street. We received the notice regarding the application of its owners to demolish the present residential structure and replace it with a home more than twice the size of the present residence.

This part of Stockton Street consists mostly of small lots with appropriately scaled small homes. Tearing down a nice stucco home of 1016 feet that is perfectly in scale with most of the residences adjacent and across the street and replacing it with a two story home of 2205 square feet that fills the entire lot seems out of keeping with the nature of the neighborhood. We oppose the demolition and oppose the design of a home of two stories reaching a height of 25' feet. The two homes on either side of 1443 Stockton are bungalows as are the two homes across the street, including our home. This entire block of Stockton Street from Madrona to Adams consists primarily of small, single story homes.

We request that the planning commission ask that this design, due to its scale both in

height and square footage be rejected and the owners of 1443 Stockton be asked to reduce their plans to a design more appropriately suited to the neighborhood. We bought our home because the personality of this part of Stockton Street was one of small homes and was family friendly, we don't want to see that change.

Sincerely,

Katalin

Katalin Kádár Lynn PhD & Douglas Gregory Lynn
1440 Stockton Street

Xinia Gamero

From: Aaron Hecock
Sent: Monday, June 17, 2019 8:09 AM
To: Xinia Gamero
Cc: Chris Gustin
Subject: FW: PL 19-001 1443 Stockton Demoliton & Design Review

FYI.



AARON HECOCK, AICP
INTERIM PLANNING AND BUILDING DIRECTOR
 City of St. Helena | Planning & Community Improvement Department
 1480 Main Street | St. Helena, CA 94574
 Direct: (707) 968-2659 | ahecock@cityofsthelena.org | <http://cityofsthelena.org/planning>

From: Carolyn Kelperis [mailto:ckelperis@hotmail.com]
Sent: Sunday, June 16, 2019 4:08 PM
To: Aaron Hecock <ahecock@cityofsthelena.org>
Cc: Autumn Anderson <AAnderson@cityofsthelena.org>; Bobbi Monnette <BMonnette@cityofsthelena.org>; Daniel Hale <DHale@cityofsthelena.org>; John Ponte <JPonte@cityofsthelena.org>; Lester Hardy <LHardy@cityofsthelena.org>
Subject: PL 19-001 1443 Stockton Demoliton & Design Review

Dear Aaron and Members of the Planning Commission,

As I stated in my response to the original notice for the June 4th hearing, I am the owner of record of APN 009-305-023 which consists of 1421 Stockton Street and 1612 Adams Street. These two homes were constructed in c.1955 by my in-laws, the late George and Hattie Kelperis. They have remained within the same family ownership ever since.

I have reviewed the documents distributed for the rescheduled hearing on June 18, 2019.

While the architectural plans include scale drawings of the proposed replacement home, there is no architectural image (to scale) that depicts this two story dwelling placed between the existing homes on either side (1441 and 1445 Stockton Street). . .or conceptual images from the side and backyards of 1441 and 1445 to show what those residents will be looking at if the two story home is approved and constructed.

Design review must determine if the proposed structure ". . .***is compatible with adjacent development, features a siting, scale, massing and architectural style that is generally consistent with the predominant development patterns, and that does not otherwise detract or negatively affect the established character of the surrounding neighborhood.***"

The packet documents indicate that "***The immediate neighborhood consists of modest, one-story and two-story homes, most dating to the mid to late twentieth century.***"

I would also add that Stockton Street between Spring and Madrona is such a narrow street that parking is only allowed on one side of the street.

Although the setbacks and FAR of the proposed dwelling are conforming, in my opinion, the size, scale and massing do not retain the character of existing residences and will cast extreme privacy issues with its adjacent neighbors.

One has only to view the two story homes that were permitted to be constructed at the end of Stockton closest to Spring Street, to see the result of such massing in relation to modest, single story homes.

I believe a two story home on this parcel would be incompatible with the immediate neighborhood.

Thank you for your consideration.

Sincerely,
Carolyn Kelperis
1615 Main Street
St. Helena, CA 94574

STOCKTON STREET SURVEY BETWEEN SPRING AND MADRONA

HOMES FACING STOCKTON STREET BTW SPRING & TANTER				HOMES FACING STOCKTON BETWEEN ADAMS & MADRONA			
ADDRESS	SINGLE STORY	TWO STORY	COMMENTS	ADDRESS	SINGLE STORY	TWO STORY	COMMENTS
1209	X			1421	X		
1213		X		1430	X		VAULTED CEILING
1219		X		1434	X		
1227	X			1440	X		
1230		X		1441	X		
1240	X			1443	X		
1243		X	UPPER ATTIC & FULL BASEMENT	1445	X		
1248	X			1450	X		
1256	X			1457	X		
1257	X			1467	X		
TANTER ST. INTERSECTS HERE				PINE ST. INTERSECTS EVEN# ADDRESSES			
1305	X			1504		Partial 2nd X →	SMALL DORMER BD W/ BA
1318	X			1505		X →	FINISHED ATTIC FOR STORAGE
1321	X			1511	X		
1328		X		1512	X		
1331		X		1515	X		
1334		X	1 BD 2ND DWELLING ABOVE GARAGE	1516	X		
1348		X		1525	X		
1362		X	BUILDING IN REAR IS TWO STORY	1530		X	
SIDE OF PROPERTIES FACE STOCKTON				SIDE OF PROPERTIES FACE STOCKTON			
1556 SPRING		X	GARAGE ACCESS ON STOCKTON	1552 ADAMS	X		GARAGE ACCESS ON STOCKTON
1556 TANTER		X		1600 ADAMS	X		GARAGE ACCESS ON STOCKTON
1611 ADAMS		X	GARAGE ACCESS ON STOCKTON	1565 PINE	X		
				1611 MADRONA		X	GARAGE ACCESS ON STOCKTON
TOTALS	9	10		TOTALS	18	4	

6/18/2019 Carolyn Kelperis by Walk & Observation + Zillow.com and
SH PL 18-026 1504 Stockton St. Response to April 24th PI Dept Letter - MacNeil Residence Remodel.pdf

-----Original Message-----

From: andrew Beckstoffer [<mailto:beckstoffer@gmail.com>]

Sent: Monday, November 04, 2019 11:51 AM

To: Aaron Hecock <ahecock@cityofsthenana.org>

Cc: Carolyn Kelperis <ckelperis@hotmail.com>; Kati Lynn <Katalin100@gmail.com>

Subject: Re: 1443 Stockton St.

Dear Commissioner Aaron Hecock

As an immediate neighbor at 1445 Stockton St., I am writing to once again express my concern for the remodel at 1443 which will come before the planning commission on Tuesday night. Unfortunately, we are unable to attend the meeting, but are very concerned about the size of this project and the effect it will have on our neighborhood. We invested in the charm of St. Helena in the hopes that it would always retain the history and beauty of the "old little cottage" feeling which is so pleasing and what makes St. Helena so appealing and attractive to those who look for this town charm and neighborhood feeling.

I hope you will consider these thoughts about preserving the small town feeling of St. Helena by not allowing inappropriate, new housing to fill the small lots and invade the privacy of neighbors in these small cottage homes. Thank You, Betty Beckstoffer, 1445 Stockton St.

From: "Carolyn Kelperis" <ckelperis@hotmail.com>
To: "Aaron Hecock" <ahecock@cityofsthelena.org>
Cc: "Lester Hardy" <LHardy@cityofsthelena.org>, "John Ponte" <JPonte@cityofsthelena.org>, "Daniel Hale" <DHale@cityofsthelena.org>, "Autumn Anderson" <AAnderson@cityofsthelena.org>, "Bobbi Monettee" <matildabologne@yahoo.com>
Subject: PL 19-001 1443 Stockton Street

Dear Aaron and Members of the Planning Commission,

I've been reviewing the documents for the 1443 Stockton project that is scheduled for the continued hearing tonight. (The image numbers noted in my text below and my attachments to this message, refer to the PDF pages if one prints from the packet.)

In rereading the documents included in the packet for the PL 19-001 item, I note that the Parcel map of the attachment to the agenda highlights other two story homes in the "neighborhood". Page 13 depicts other two story homes, none of which are on the narrow portion of Stockton Street between Spring and Madrona.

In my opinion, the ***impacted neighborhood*** is the narrow portion of Stockton Street between Adams and Madrona--in particular, Adams to Pine Streets. The parcel map depicted on Page 12 conveniently ignores the homes fronting on the opposite side of Stockton Street.

I've created an additional parcel map from the GIS.napa.ca.gov website that includes the homes on the even numbered side of Stockton Street. As Kati Lynn (1440 Stockton) noted in her recent letter, " *There is NO other two story home on Stockton Street between Adams and Pine.*"

I believe that if this project is approved it will change the character of this narrow street and set a precedent for future demolitions and remodels. I don't want to see this neighborhood replicate the portion of Stockton Street between Spring and Tainter.

Sincerely,
Carolyn Kelperis
1615 Main Street
St. Helena, CA 94574
(Owner 1421 Stockton-1612 Adams Streets)

Parcel Map of Area



Highlighted = 2 story house

Key

Red = Subject Property

7/12

1443 Stockton Street - Vitro

New Construction Projects in the Neighborhood



1443 Stockton – Proposed



1401 Allyn Ave. – In Progress



1645 Vineyard Ave – Completed 2018



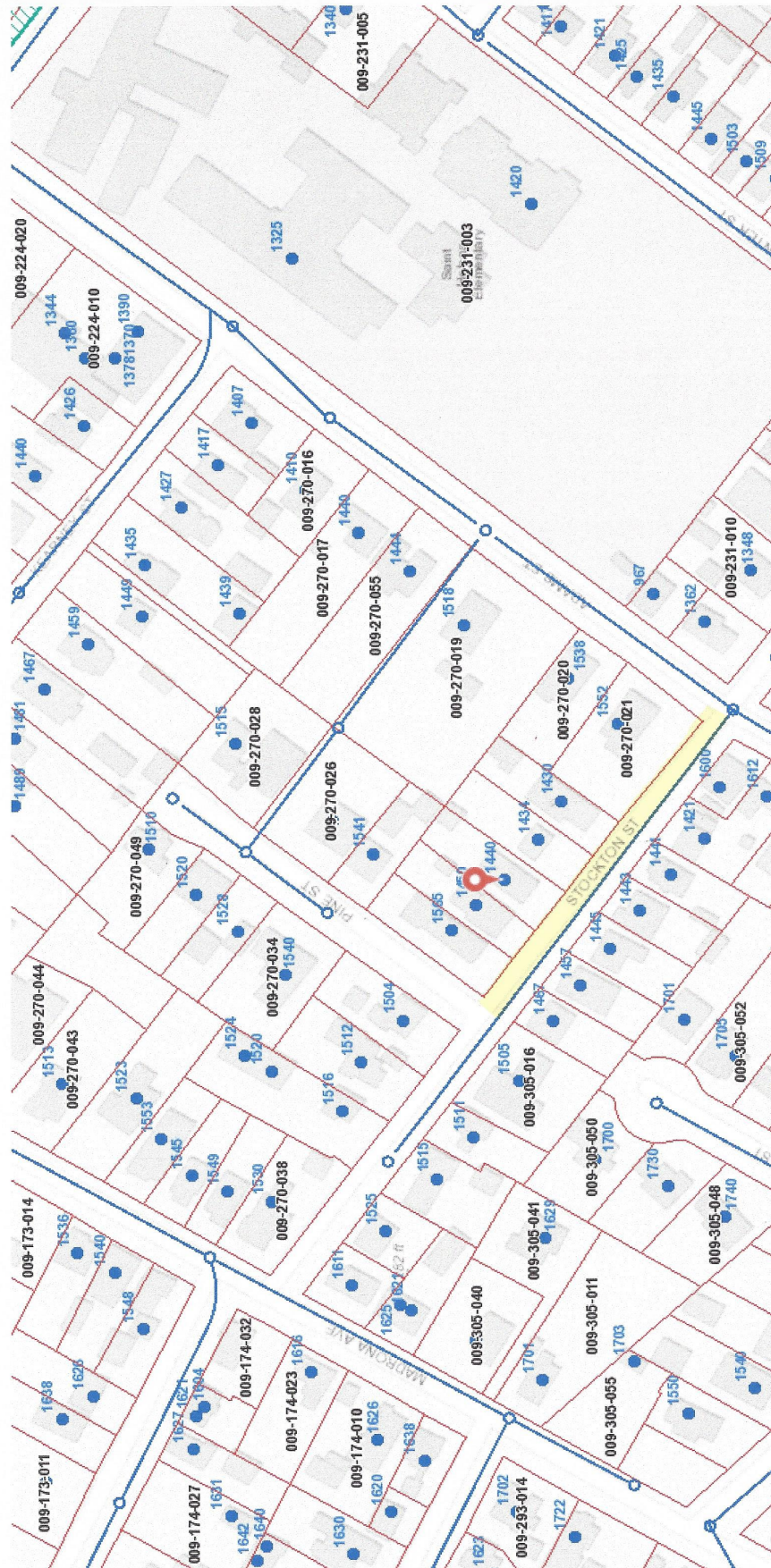
1242 Allyn Ave. – Completed 2018



1620 Scott Street – completed 2016



1842 Pine Street – Completed 2015



St. Helena California Parcel Map
 Stockton Street Adams - Pine
 1440 Stockton
 (Lynn residence red pointer)

From: Katalin Kádár Lynn <katalin100@gmail.com>
Sent: Monday, November 4, 2019 2:19 PM
To: Aaron Hecock <ahecock@cityofsthelena.org>
Cc: Betty Beckstoffer <beckstoffer@gmail.com>; andrew Beckstoffer <beckstoffer@gmail.com>; Carolyn Kelperis <ckelperis@hotmail.com>; Connie Wilson <clw1956@comcast.net>; Doug Lynn <hedgie17@gmail.com>
Subject: November 5 Planning Commission Meeting

Dear Commissioner Hecock,

Below you will find our letter to the planning commission for tomorrow's meeting. We are sorry to not be able to attend the meeting but both Doug and I are out of state.

We would like to express our disappointment that the Staff Report recommends approval of the plans submitted for demolition and construction of a new residence at 1443 Stockton.

In reading through the report it seems that the following issues seem not to have been considered.

1. Stockton is a very narrow street with parking only on one side. (unlike the streets of the other new homes in the illustrations offered in the Vito Plan) Any major new construction on a small lot will mean that on street parking will be seriously impacted as will street access. Commercial, construction vehicles will impede the flow of traffic on Stockton as there is no way for two way traffic to proceed if construction vehicles are involved.
2. In the Design Review Point C. 4 It states that *the project is consistent and compatible with the surrounding properties and neighborhood.* There is NO other two story home on Stockton Street between Adams and Pine. The plan is for construction of a two story home.
3. In the Design review C. 6. It states that the *proposed home will blend in with the existing and future construction.* That may be true in the future, but it certainly is not at the present. And while the elevation drawings show the property partially hidden by trees, it is still obviously out of scale with the rest of the our portion of Stockton Street.

Katalin Kádár Lynn

Dear Planning Commissioners:

While there may not be architectural significance in the present structure at 1443 Stockton, the present home is in scale with the neighborhood. There are no two story homes on Stockton Street between Adams and Pine. The proposed home is two story and out of scale - at 2433 square feet -more than two times the size of the present home. The elevations submitted by the owners show their house hidden by vegetation but regardless the two story home will not be consistent with the other homes adjacent to it. 1441 Stockton is 1036 square feet while 1445 Stockton is a home with 1292 square feet. All are on small lots 1441 is 6279 sq feet, 1443 is 6500 and 1445 is 7405 respectively. A home of 2433 square feet will loom over the neighboring cottages.

The next door neighbors will encounter privacy issues having a large two story home next to their two cottages and noise issues with the pool equipment next to the house to the north and the A/C Pad on the south. The house behind 1443 that is literally on the property line will also have loss of privacy and noise issues.

We, the near neighbors will also be affected by the construction traffic on a street that is so narrow that we are allowed only one side of the street parking. Nothing can be done to mitigate the traffic and safety issues that will arise as a result of this construction being approved.

We are deeply disappointed that the Staff Report recommends approval of this plan as it is clear that concerns of near neighbors as well as next door neighbors are not being addressed.

As you can read in Carolyn Kelperis and Andy and Betty Beckstoffer's letters, we the present owners of homes nearby do not want the character of our neighborhood and it's family friendly charm to forever be altered by approval of this plan. We respectfully request that the planning commission not approve the plans for 1443 Stockton as they have been submitted.

*Sincerely
Katalin*

*Katalin Kádár Lynn PhD & Douglas G. Lynn
1440 Stockton Street*

-----Original Message-----

From: Connie Wilson <clw1956@comcast.net>
Sent: Monday, November 4, 2019 2:15 PM
To: Aaron Hecock <ahecock@cityofsthelena.org>
Subject: 1443 Stockton Street

Dear Planning Commissioners,

I am unable to attend the PC meeting on November 5, but I wish to reiterate my opposition to the demolition and new construction submitted for review at 1443 Stockton Street.

This plan is too large for the surrounding neighborhood at two stories and the large footprint.

I hope that you consider keeping the remaining untouched neighborhoods with the style of the original architectures.

Thank you.

Connie Wilson
1658 Scott Street
St. Helena, CA 94574



Report to the City Council
Regular City Council - 11 Feb 2020

Agenda Section: OLD BUSINESS

Subject: Discussion on bike facilities along Spring Street, direction to staff on preferred facility, and consideration of adopting a Resolution rescinding Resolution 2018-165 and adding portions of Spring Street to the City's list of red zones (parking prohibitions). The recommended bike facility options are as follows:

(1) Reduce the lane width on Spring Street to 11' travel lanes, add a Class II 5' bike lane in the westbound direction, and a Class III/"Share the Road" facility in the eastbound direction, and restrict parking on the south side of Spring Street;

(2) Add a Class III "Share the Road" bike facility in both directions, keep existing lane widths, and no parking restrictions.

CEQA Determination: Exempt from the requirements of CEQA pursuant to Section 15301, Class 1, which exempts the operation, leasing, or minor alteration of existing facilities

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

On May 22, 2019, the Active Transportation and Sustainability Committee (ATSC) held a special meeting in the field on Spring Street to discuss the installation of Class II bike lane from Sylvaner Avenue to Valley View Street and road width constraints that may

require removal of parking on the south side of Spring Street. The outcome of the meeting was to have the Public Works Director request Council to authorize additional expenditures to evaluate bicycle facility options (restriping) in conjunction with the planned paving on Spring Street.

On May 28, 2019, City Council authorized approved plans and specifications for the Year 1 Pavement Restoration, CIP Project No. R19-79 and authorized advertisement of bids. City Council also authorized the Public Works Director to expend additional design funding with a traffic engineering consultant as recommended by ATSC.

City staff worked with W-Trans, a traffic engineering consultant out of Santa Rosa, to provide recommendations for fitting a planned bicycle facility on Spring Street. The adopted General Plan and 2012 Bicycle Plan have proposed Class II bicycle facilities on Spring Street. However, the current roadway width precludes standard bike and traffic lane widths without impacting parking.

DISCUSSION

In October 2019, the City received a draft study (Attachment 4) from W-Trans, a professional traffic engineering firm, with bike facility alternatives for Spring Street between Valley View and West Sylvaner. The two alternatives included Class II and Class III facilities. Class II provides for designated on-street bike lanes and Class III is a "Share the Road" facility that includes signage and pavement markings to alert motorized traffic. In an effort to meet the timeframe of the contractor paving Spring Street, City staff brought the W-Trans draft study to ATSC on November 6, 2019, while reviewing it concurrently.

On October 23, 2019, the City mailed and distributed door hangars to 30 adjacent residents and property owners to inform them of the meeting to be held on November 6, 2019, to discuss the proposed bike facilities and the need to eliminate some parking on Spring Street if Class II bike facilities or some combination were recommended for implementation.

On November 6, 2019, the ATSC meeting was well attended with approximately 20 community members and stakeholders in attendance, predominantly for the discussion of the bike facilities. In addition, there were seven comment letters mailed to the ATSC Chair and Public Works Director with concerns about the elimination of any parking along Spring Street and specifically the south side of Spring Street that fronts the St. Helena Public Cemetery. The ATSC Committee discussed W-Trans recommendations, received input from City staff, and the Napa County Bicycle Coalition's input (Attachment 5). The ATSC's endorsement was for the following bike facilities numbered by preference:

1. Reduce the lane width on Spring Street to 9' travel lanes (no center lane), add Class II 5' bike lanes in both directions, and restrict parking on the south side of Spring Street from Valley View to West Sylvaner Avenue;

2. Reduce the lane width on Spring Street to 11' travel lanes, add a Class II 5' bike lane in the westbound direction, and a Class III/"Share the Road" facility in the eastbound direction, and restrict parking on the south side of Spring Street from Valley View to West Sylvaner Avenue;
3. Add Class III, "Share the Road" facility in both directions, keep existing lane widths, and no parking restrictions.

The Public Works Director, Police Chief, and Fire Chief discussed the ATSC's proposed bike facilities and the draft memo from W-Trans. The most significant concern with ATSC's first preference is the reduction of traffic lane widths to less than 10' wide due to fire engines being close to 10' in width (when including side mirrors) leading to the potential for conflicts with oncoming trucks. Per the 2013 Urban Street Design Guide published by the National Association of City Transportation Officials, lane widths of 10' are appropriate in urban areas and have a positive impact on a street's safety without impacting traffic operations. In select cases, narrower travel lanes (9–9.5') can be effective as through lanes in conjunction with a turn lane, but Spring Street does not have a turning lane. Therefore, the lanes should generally be a minimum of 10' or greater. The Urban Street Design Guide and the specific chapter on lane widths is available online at the following link: <https://nacto.org/publication/urban-street-design-guide/street-design-elements/lane-width/>.

W-Trans provided a final memorandum on January 23, 2020, (Attachment 6) taking into consideration the feedback by ATSC, City staff, and the Napa County Bicycle Coalition.

Ideally, Spring Street would be widened to accommodate standard 5' Class II bike lanes in both directions and 10' minimum traffic lanes, but the expansion would require removal of street trees, potential right of way acquisition, and additional paving. Until such time that a road widening project is planned, City staff recommends to proceed with either (1) a Class II/III combination facility which will require the elimination of on-street parking on one side of the street or (2) a Class III facility which will require no modifications to on-street parking.

If City Council provides direction to proceed with option (1) a Class II or Class II/III combination facility, the attached resolution will need to be approved in order to enforce parking restrictions on Spring Street from the southwest intersection of Spring Street and Valley View thence southwesterly along the south side of Spring Street to the southeast intersection of West Sylvaner Avenue. Implementation of signage, striping and pavement markings would take place in Spring 2020 when temperatures are above 55 degrees and weather permitting.

FISCAL IMPACT

The striping is budgeted in CIP Project No. R19-79, Pavement Restoration and anticipated to cost less than \$20,000 and is included in the current adopted budget.

RECOMMENDED ACTION

Discussion on bike facilities along Spring Street, direction to staff on preferred facility, and consideration of adopting a Resolution rescinding Resolution 2018-165 and adding portions of Spring Street to the City's list of red zones (parking prohibitions).

ATTACHMENTS

[Attachment 1: Resolution Red Zones](#)

[Attachment 2: Door Hangers Notice](#)

[Attachment 3: PW Department Letter Notification of Meeting](#)

[Attachment 4: W-Trans Spring St Draft Memo](#)

[Attachment 5: Napa County Bike Coalition Spring Street Recommendations](#)

[Attachment 6: W-Trans Spring St Final Memo](#)

CITY OF ST. HELENA

RESOLUTION NO. 2020-

**Resolution rescinding Resolution 2018-165 and adding portions of Spring Street
to the City's List of Red Zones (parking prohibitions)**

RECITALS

The Police Chief, Fire Chief and the Public Works Director have identified certain locations for which no parking is recommended in addition to those already in existence. New locations are identified with an underline in the following resolution. Locations not marked by an underline are locations already designated as no parking zones.

RESOLUTION

1. No parking zones or No stopping zones established within Resolution No. 2018-159 are hereby rescinded except to the extent that they are re-established below in this resolution.

2. For purposes of this resolution:

"Curb" means the concrete curbing installed along the side of the street or roadway or, if there is none, the edge of the traveled portion of the street or roadway.

"Intersection" means the point established by extending curb lines of the designated streets without regard for an arced curb installed to provide a turning radius between roadways.

3. Pursuant to Sections 10.10 and 10.11.1 of the City Code the following locations are designated as no parking or no stopping zones within which parking of vehicles on City streets is prohibited.

A) ADAMS STREET

1. Commencing at the northeast intersection of Adams and Kearney Streets thence 25 feet easterly along the north side of Adams Street.
2. Commencing at the southeast intersection of Adams and Kearney Streets thence 72 feet westerly along the south side of Adams Street.
3. Commencing at the southeast intersection of Adams Street and Money Way thence 30 feet easterly along the south side of Adams Street.

4. Commencing at the southeast intersection of Adams Street and Napa Valley Wine Train Tracks thence easterly 30 feet along the south side of Adams Street.
5. Commencing at the southeast intersection of Adams Street and Main Street 42 feet easterly to the point of beginning, thence 20 feet easterly along the south side of Adams Street.
6. Commencing on the south side of Adams Street 138 feet easterly from Main Street thence 20 feet easterly along the south side of Adams Street.
7. Commencing at the northwest intersection of Adams Street and Railroad Avenue thence westerly 28 feet along the north side of Adams Street.
8. Commencing at a point 65 feet east of Main Street thence easterly 20 feet along the north side of Adams Street.
9. Commencing at the northeast intersection of Adams Street and Oak Avenue thence easterly 20 feet on the north side of Adams Street.
10. Commencing at the southeast intersection of Adams Street and Oak Avenue thence easterly 30 feet along the south side of Adams Street.
11. Commencing at the northeast intersection of Adams Street and Oak Avenue thence easterly 25 feet along the north side of Adams Street.
12. Commencing at the southwest intersection of Adams Street and Main Street thence westerly 31 feet along the south side of Adams Street.
13. Commencing at the westerly edge of the westerly driveway of 899 Adams Street thence westerly 30 feet along the south side of Adams Street.
14. Commencing at the easterly edge of the most easterly driveway of the 1010 Adams Street Bank Building and Pharmacy, thence easterly thirty (30) feet along the south side of Adams.

B) ALEXANDER COURT

1. Commencing at the southerly intersection of Alexander Court and Main Street thence westerly along the north side of Alexander Court 160 feet, thence northerly along a curve to the right 160 feet, thence easterly along the southerly side 160 feet to the northerly intersection of Alexander Court and Main Street.

C) CHARTER OAK

1. Commencing at the northeast intersection of Charter Oak and Wine Train Railroad Tracks thence easterly 180 feet along the north side of Charter Oak.
2. Commencing at the southeast intersection of Charter Oak and Wine Train Railroad Tracks thence easterly 197 feet along the south side of Charter Oak.
3. Commencing at the east intersection of Allison Avenue and Charter Oak thence along both sides of Charter Oak Avenue to the easterly end of the street.

D) CHILES AVENUE

1. Beginning at a point lying 84 feet westerly of the northwest bridge abutment corner at Pope Street crossing Sulphur Creek; thence northwesterly 58 feet along the east curb at Chiles Avenue and Pope Street.
2. Beginning at a point lying 154 feet westerly of the northwest bridge abutment corner at Pope Street crossing Sulphur Creek; thence northerly 84 feet along the west curb at Chiles Avenue and Pope Street.

E) CHURCH STREET

1. Commencing at the southeast intersection of Church Street and Hunt Avenue thence southerly along the east side of Church Street to the northeasterly intersection of Pope Street.
2. West side of Church Street five (5) feet north and five (5) feet south of the entrance and exit driveway of the parking lot of the business located at 1120 Pope Street.

F) COLLEGE AVENUE

1. Commencing at the southeast intersection of College Avenue and Pope Street thence southerly 360 feet along the east side of College Avenue.
2. Commencing at the southwest intersection of College Avenue and Pope Street thence southerly 360 feet along the west side of College Avenue.

G) DOWDELL LANE

1. Commencing at the east right-of-way of the Wine Train crossing at Dowdell Lane thence easterly 180 feet along the north and south side of Dowdell Lane.

2. Commencing at the driveway to 899 Dowdell Lane thence 12 feet in both the easterly and westerly direction from the edge of said driveway a distance of 12 feet along the northerly side of Dowdell Lane.

3. DOWDELL AND MCCORMICK

- a. Commencing at the southeast intersection of McCormick Street and Dowdell Lane thence 25 feet northwesterly along the east side of McCormick Street.
- b. Commencing at the southeast intersection of McCormick Street and Dowdell Lane thence 28 feet northeasterly along the south side of Dowdell Lane.

H) **EDWARDS STREET**

1. Commencing at the southeast corner of Edwards Street and Hunt Avenue thence southerly 20 feet along the east side of Edwards Street.
2. Commencing at the southwest corner of Edwards Street and Hunt Avenue thence southerly 20 feet along the west side of Edwards Street.

I) **EL BONITA AVENUE**

1. Commencing at a point 35 feet west of Community Drive thence westerly 60 feet along the north side of El Bonita Avenue.
2. Commencing at the intersection of El Bonita Avenue and Community Drive thence easterly 80 feet along the south side of El Bonita Avenue.

J) **ELMHURST AVENUE**

1. Commencing at the northeast intersection of Elmhurst Avenue and Granger Way thence easterly 30 feet along the north side of Elmhurst Avenue.
2. Commencing at the southeast intersection of Elmhurst Avenue and Spring Mountain Road thence easterly 75 feet along the south side of Elmhurst Avenue.
3. Commencing at the intersection of Elmhurst Avenue and Main Street thence westerly 30 feet along Elmhurst Avenue and thence northerly 60 feet along Main Street.

K) FULTON LANE

1. Commencing at the northeast and southeast intersection of Fulton and Main Streets thence easterly 90 feet along the north and south sides of Fulton Lane.
2. Commencing at the easterly intersection of Fulton Lane and Railroad Avenue thence easterly 120 feet along both the north and south sides of Fulton Lane.

L) GRAYSON AVENUE

1. South side of Grayson Avenue from the southwest intersection of Main Street and Grayson Avenue westerly for a distance of 100 feet.
2. North side of Grayson beginning at a point 665 feet westerly of the westerly line of Main Street then west along the north side of Grayson for a distance of 1,165.6 feet between the hours of 7:30 a.m. and 3:00 p.m., Mon. - Fri.
3. Commencing at the northeast intersection of Grayson Avenue and Crane Avenue thence easterly 50 feet along the north side of Grayson Avenue. This is a 24-hour "No Stopping zone."
4. Commencing at a point 50 feet north of the northeast intersection of Grayson Avenue and Crane Avenue thence 700 feet along the north side of Grayson Avenue. This is a "No Stopping" zone during the hours of 7:30 a.m. – 3:00 p.m. on school days.
5. Commencing at the intersection of the easterly driveway of the Primary School Parking Lot and Grayson Avenue thence westerly along the southerly curb line a distance of 25 feet.

M) GROVE COURT

1. Commencing at the northeast intersection of Grove Court and Hunt Avenue thence northerly 205 feet along the east side of Grove Court.
2. Commencing 100 feet northerly of the northwest intersection of Grove Court and Hunt Avenue thence northerly 100 feet along the west side of Grove Court adjacent to the heritage oak tree.

N) HUNT AVENUE

1. Commencing at the northeast intersection of Hunt Avenue and Starr Avenue thence westerly 307 feet along the north side of Hunt Avenue.
2. Commencing at the southwest intersection of Hunt Avenue and Starr Avenue thence westerly 465 feet along south side of Hunt Avenue to 105 feet west of Monte Vista extended center line.

3. Commencing at the southeast corner of Hunt Avenue and Edwards Street thence easterly 40 feet along the south side of Hunt Avenue.
4. Commencing at the southwest corner of Hunt Avenue and Edwards Street thence westerly 30 feet along the south side of Hunt Avenue.
5. Commencing on the north side of Hunt Avenue fifteen (15) feet west and fifteen (15) feet east of the most eastern entrance and exit driveway of the Safeway parking lot. This is a 24-hour "No Stopping Zone".
6. Commencing at a point forty (40) feet east of the most eastern entrance and exit driveway of the Safeway parking lot, thence thirty (30) feet along the north side of Hunt Avenue.

O) **JUNE LANE**

1. Commencing at a point lying 184 feet north of the intersection of Chiles and June Lane; thence along the east curb to the right a distance of 30 feet to the south curb of Hunt Avenue.
2. Commencing at a point lying 184 feet north of the intersection of Chiles Avenue and June Lane; thence along the west curb to the left a distance of 30 feet to the south curb of Hunt Avenue.

P) **KEARNEY STREET**

1. Commencing at the northeast intersection of Kearney Street and Spring Street thence northerly along the east side of Kearney Street to Tainter Street.
2. Commencing 143 feet north of the northeast corner of Adams Street and Kearney Street thence northerly a distance of 51 feet along the east side of Kearney Street.
3. Commencing 399 feet north of the northeast corner of Adams Street and Kearney Street thence northerly a distance of 33 feet along the east side of Kearney Street.

Q) **LA FATA STREET**

1. Commencing 215 feet southerly from the southeast corner of La Fata Street and Dowdell Lane thence 60 feet southerly along the easterly curb of La Fata Street.
2. Commencing 398 feet southerly from the southeast corner of La Fata Street and Dowdell Lane thence 40 feet southerly along the easterly curb of La Fata Street.

3. Commencing at the driveway to 899 Dowdell Lane located on La Fata Street thence 12 feet in both the northerly and southerly direction from the edge of said driveway a distance of 12 feet along the westerly side of La Fata Street.

R) LIBRARY LANE

1. Commencing at the north side of the white painted load zone at the St. Helena Library at 1480 Library lane, then twenty-one (21) feet along the east side of Library Lane.

S) MADRONA AVENUE

1. Commencing at the intersection of Madrona and Oak Avenues thence easterly and westerly along the north and south sides of Madrona Avenue 20 feet from each intersection.
2. Commencing at the northwest and southwest intersections of Madrona Avenue and Main Street thence westerly 90 feet along the north and south side of Madrona Avenue.

T) MAIN STREET

1. Commencing at the intersection of Main Street and Madrona Avenue thence southerly 155 feet along both sides of Main Street.
2. Commencing at the intersection of Main Street and Madrona Avenue thence northerly 155 feet along both sides.
3. Commencing at the southwest intersection of Main Street and Sulphur Springs Avenue thence 310 feet southerly along the west side of Main Street.
4. Commencing at Main Street and the Sulphur Creek bridge thence southerly to Sulphur Springs Avenue along both sides of Main Street and northerly 175 feet to Mitchell Avenue along the west side of Main Street.
5. Commencing at the northwest intersection of Main Street and Mitchell Drive thence northerly 20 feet.
6. Commencing at the intersection of Main Street and Spring Street thence 25 feet southerly along the west side.
7. Commencing at the southeast intersection of Main Street and Adams Street thence southerly 50 feet along the east side.
8. Commencing at the southeast intersection of Main Street and Adams Street 120 feet southerly to the point of beginning thence southerly 37 feet along the east side.

9. Commencing at the intersection of Main Street and Hunt Avenue thence northerly and southerly 30 feet along the east side.
10. Commencing at the intersection of Main Street and Spring Street 145 feet northerly to a point of beginning thence northerly 22 feet along the east side.
11. Commencing at the Main Street crosswalk at the south line of Spring Street thence southerly 24 feet along the east side of Main Street.
12. Commencing at the northwest intersection of Main Street and Adams Street thence northerly 35 feet along the west side.
13. Commencing at the southwest intersection of Main Street and Adams Street thence southerly 40 feet along the west side.
14. Commencing at the northwest intersection of Main Street and Spring Street 540 feet northerly to a point of beginning thence northerly 30 feet along the west side.
15. Commencing at the northwest intersection of Main Street and Spring Street 230 feet northerly to a point of beginning thence northerly 90 feet along the west side.
16. Commencing at the northwest intersection of Main Street and Spring Street thence northerly 40 feet along the west side.
17. Commencing at the northwest intersection of Main Street and Elmhurst 400 feet to a point of beginning thence northerly 330 feet along the west side of Main Street.
18. Commencing at the southeast intersection of Main Street and Pope Street thence southerly 170 feet along the east side of Main Street.
19. Commencing at the southeast intersection of Main Street and Pine Street thence south a distance of 28 feet along the east side of Main Street.
20. Commencing at the southwest intersection of Main Street and Pine Street thence south a distance of 28 feet along the west side of Main Street.
21. West side of Main Street from a point one hundred (100) feet south of Grayson Avenue southerly a distance of one thousand six hundred ninety (1,690) feet.
22. East side of Main Street from the south line of Grayson Avenue southerly a distance of one thousand five hundred eighty-five (1,585) feet.

23. East side of Main Street beginning at a point one thousand five hundred eighty-five (1,585) feet south of the south line of Grayson Avenue, southerly for a distance of two hundred eighteen (218) feet between the hours of 7:30 a.m. and 5:30 p.m.
24. East side of Main Street beginning at a point one thousand eight hundred three (1,803) feet south of the south line of Grayson Avenue, southerly for a distance of two hundred seventy-two (272) feet.
25. West side of Main Street from the northwest corner of Main Street and Grayson Avenue approximately 85 feet across the frontage of A&W Restaurant located at 501 Main Street.
26. Commencing at the southwest corner of Main Street and the York Creek Bridge thence south 360 feet along the west side of Main Street.
27. Commencing at the northeast corner of Pratt Avenue and Main Street thence north along the west side of Main Street to the York Creek Bridge
28. Commencing at a point 45 feet north of the northeast intersection of Main Street and Pope Street thence north 29 feet along the east side of Main Street.
29. Commencing at Deer Park Road south along both sides of Main Street to the York Creek Bridge.*

*The area in the Tunnel of Trees is a "No Stopping" zone on both sides of Main Street.
30. Commencing at a point 99 feet west of the northwest intersection of Main Street and Pine Street thence 22 feet west along the north side of Pine Street.
31. Commencing at the southwest corner of Main Street and Charter Oak extending westerly 50 feet on the south side of Charter Oak. This is a 24 Hour "No Parking" Zone.
32. Commencing at the intersection of Main Street and Elmhurst Avenue thence southerly 30 feet along the west side of Main Street.
33. Commencing at the intersection of Main Street and Elmhurst Avenue thence northerly 60 feet along the west side of Main Street.
34. Commencing at a point 25 feet south of the southeast intersection of Britton Way thence southerly 88 feet along the east side of Main Street. This is a "No Parking" zone and reserved for transit buses.

U) **McCORMICK AVENUE**

1. Commencing at the southwest intersection of McCormick Street and Dowdell Lane 170 feet southerly to a point of beginning thence southerly 15 feet along the west side of McCormick Street.
2. Commencing at the southwest intersection of McCormick Street and Dowdell Lane 310 feet southerly to a point of beginning thence southerly 30 feet along the west side of McCormick Street.
3. Commencing at the northwest intersection of McCormick and Vintage Streets 320 feet northerly to the point of beginning thence northerly 25 feet along the west side of McCormick Street.
4. Commencing at the southwest intersection of McCormick Street and Dowdell Lane 530 feet southerly to the point of beginning thence 20 feet southerly along the east side of McCormick Street.
5. Commencing at the southwest intersection of McCormick Street and Dowdell Lane 270 feet southerly to the point of beginning thence 50 feet southerly along the east side of McCormick Street.

V) **MITCHELL DRIVE**

1. Commencing at the southwesterly intersection of Mitchell Drive and St. James Drive thence westerly along the south side of Mitchell Drive to the southeast intersection of North Crane and Mitchell Drive and easterly 300 feet.
2. Commencing at the southwest intersection of Mitchell and Main Street thence 80 feet westerly along the south side of Mitchell Drive.
3. Commencing 230 feet west of the intersection of Main Street and Mitchell Drive thence 88 feet westerly along the south side of Mitchell Drive.
4. Commencing at the northwest intersection of Mitchell Drive and Oak Avenue thence 50 feet westerly along the northerly side of Mitchell Drive.
5. Commencing at the easterly corner of the most easterly intersection of Mitchell Drive and St. James Drive, thence ninety (90) feet along the south side of Mitchell Drive.

W) **MONTE VISTA AVENUE**

1. Commencing at the cul de sac northerly of Hunt Avenue thence around the perimeter of the 25 foot diameter island.

X) OAK AVENUE

1. Commencing at the southwest intersection of Oak Avenue and Hillview Place thence southerly 65 feet.
2. Commencing at the northeast, northwest, and southwest intersections of Oak Avenue and Pine Street thence 20 feet northerly and southerly along the east and west sides of Oak Avenue.
3. Commencing at the southwest intersection of Oak Avenue and Pine Street thence 30 feet southerly along the west side of Oak Avenue.
4. Commencing at the northeast intersection of Oak Avenue and Adams Street thence northerly 18 feet.
5. Commencing at the southwest intersection of Oak Avenue and Tainter Street 55 feet southerly to a point of beginning thence southerly 20 feet on the west side of Oak Avenue.
6. Commencing at a point easterly of the southwest intersection of Oak Avenue and Tainter Street thence southerly 22 feet along the east side of Oak Avenue at the crosswalk.
7. Commencing at the northwest intersection of Oak Avenue and Spring Street thence northerly 20 feet along Oak Avenue.
8. Commencing at the point of curvature of the southeasterly curve on the east side of Oak Avenue thence southeasterly 160 feet to the point of tangency with the north side of Mitchell Drive.
9. Beginning at a point 339 feet north of Spring Street extending northerly to a point 419 feet on the east side of Oak Avenue.
10. Beginning at the northwest corner of Oak Avenue and Tainter Street thence extending northerly 35 feet on Oak Avenue.
11. Twenty (20) feet southerly from the driveway at 1255 Oak Avenue.

Y) PINE STREET

1. Commencing at the northwest intersection of Pine Street and Main Street thence along the north side of Pine Street to Oak Avenue excepting a 25 foot yellow zone terminating 180 feet from the northeast intersection of Pine Street and Oak Avenue.
2. Commencing at the northwest and southwest intersections of Pine Street and Oak Avenue thence westerly 20 feet.

3. Commencing at the southeast intersection of Pine Street and Oak Avenue thence easterly 20 feet.
4. Commencing at the southwest intersection of Pine Street and Main Street thence westerly ~~40~~ 20 feet.
5. Commencing at the southeast intersection of Pine Street and Main Street thence easterly 115 feet.
6. Commencing at the northeast intersection of Pine Street and Main Street easterly 140 feet.

Z) PINOT WAY

1. Commencing at the centerline of the utility and pedestrian access alley that connects Pinot Way to Sylvaner Avenue thence southwesterly 10 feet and northeasterly 10 feet creating a 20 foot long segment centered on the end of the alley.

AA) POPE STREET

1. Commencing at the southeast and northeast intersections of Pope Street and Main Street thence east 80 feet to the Wine Train railroad right-of-way.
2. Commencing at the east terminus of Pope Street at the Napa River thence westerly along Stonebridge Park 345 feet on the north side of Pope Street.
3. Commencing at the northeast corner of Paseo Grand Drive and Pope Street then easterly 154 feet on the north side of Pope Street.
4. Commencing at the east terminus of Pope Street at the Napa River thence westerly 400 feet along the south side of Pope Street.
5. Commencing at the southeast intersection of Pope Street and College Avenue thence 340 feet easterly along the south side of Pope Street.
6. Commencing at the southwest intersection of Pope Street and College Avenue thence 680 feet westerly along the south side of Pope Street.
7. Commencing at the intersection of Pope Street and College Avenue thence easterly 680 feet on the north side of Pope Street.
8. Commencing at the northeast intersection of Pope Street and Church Street thence easterly 35 feet along the north side of Pope Street.

9. Commencing at the southeast intersection of Pope Street and the Napa Valley Wine Train Tracks thence easterly 25 feet along the south side of Pope Street.
10. Commencing at the northeast intersection of Pope Street and the Napa Valley Wine Train Tracks thence easterly 145' to the intersection of Pope Street and Church Street.
11. Commencing at the Northeast intersection of Pope Street and Chiles Ave thence easterly 950 feet along the north and south sides of Pope Street.
12. Commencing at the northwest intersection of Pope Street and Starr Avenue thence westerly 392 feet along the north side of Pope Street.

AB) PRATT AVENUE

1. Commencing at the southeastern intersection of Pratt Avenue and the Napa Valley Wine Train and thence easterly a distance of 570 feet along the south shoulder of Pratt Avenue.
2. Commencing at the northeastern intersection of Pratt Avenue and Main Street and thence easterly a distance of 300 feet along the north shoulder of Pratt Avenue.

AC) RAILROAD AVENUE

1. Commencing at the northwest intersection of Railroad Avenue and Adams Street thence 31 feet north along the west side of Railroad Avenue.
2. Commencing at a portion 400 feet north of the northeast corner of the intersection of Adams Street and Railroad Avenue thence north a distance of 50 feet along the east side of Railroad Avenue.
3. Commencing at the south exit of the City Parking lot on Railroad Avenue thence south a distance of 16 feet.
4. Commencing at the north side of the south exit of the City Parking lot on Railroad Avenue thence north a distance of 24 feet.
5. Commencing at the north exit of the City Parking lot on Railroad Avenue thence north a distance of 20 feet.
6. Commencing at the north exit of the City Parking lot on Railroad Avenue thence south a distance of 15 feet.
7. Commencing at the curb beginning at the Napa Valley Wine Train tracks at the northeast corner of the intersection of Adams Street and Railroad Avenue northward through the curb return and thence northerly a distance of 281 feet along the east side of Railroad Avenue.

AD) SILVERADO TRAIL

1. Commencing at the southeast intersection of Howell Mountain Road and Silverado Trail thence south 400 feet along the east side of Silverado Trail.

AE) SOUTH CRANE AVENUE

1. Commencing at the southeast intersection of South Crane Avenue and Grayson Avenue thence southerly 50 feet along the east side of South Crane Avenue. This is a 24-hour "No Stopping" zone.
2. Commencing at a point 433 feet south of the southeast intersection of South Crane Avenue and Grayson Avenue thence southerly 30 feet along the east side of South Crane Avenue. This is a "No Stopping" zone during the hours of 7:30 a.m. – 3:00 p.m. on school days.
3. Commencing at the northeast intersection of South Crane Avenue and Grayson Avenue thence northerly 50 feet along the east side of South Crane Avenue. This is a 24-hour "No Stopping" zone.
4. Commencing at a point 50 feet north of the northeast intersection of South Crane Avenue and Grayson Avenue thence northerly 450 feet along the east side of South Crane Avenue to the bridge. This is a "No Stopping" zone during the hours of 7:30 a.m. – 3:00 p.m. on school days.

AF) SPRING STREET

1. Commencing at the northwest intersection of Spring Street and Main Street thence westerly 35 feet along the north side of Spring Street.
2. Commencing at the northwest intersection of Spring Street and Main Street westerly 120 feet to a point of beginning thence westerly 30 feet along the north side of Spring Street.
3. Commencing at the shopping center driveway at the intersection of Spring Street and Money Way thence 15 feet westerly and 65 feet easterly along the south side of Spring Street.
4. Commencing at the northeast and the southeast intersections of Spring Street and Oak Avenue thence 33 feet easterly along Spring Street.
5. Commencing at the northwest and southwest intersections of Spring Street and Oak Avenue thence 33 feet westerly along Spring Street.
6. Commencing at the southwest intersection of Spring Street and Oak Avenue westerly 70 feet to a point of beginning thence westerly 70 feet along the south

7. Commencing at the southwest intersection of Spring Street and Oak Avenue westerly 25 feet to a point of beginning thence westerly 50 feet along the south side.
8. Commencing at the intersection of Spring Street and Kearney Street thence easterly 60 feet along the south side.
9. Commencing at the northwest intersection of Spring Street and Kearney Street 70 feet westerly to a point of beginning thence 60 feet westerly along Spring Street.
10. Commencing at the northwest intersection of Spring Street and East Sylvaner 135 feet westerly to a point of beginning thence 70 feet westerly along Spring Street.
11. Twenty (20) feet on both sides of driveway at 2322 Spring Street.
12. Twenty (20) feet on west side of driveway and that strip on the easterly side to adjacent driveway at 1428 Spring Street.
13. Twenty (20) feet east from the west driveway and twenty (20) feet from both sides of the east driveway at 1343 Spring Street.
14. Ten (10) feet from both sides of the driveway to the parking lot east of the building at 1313 Spring Street.
15. Commencing on the southwest intersection of Spring Street and Valley View thence southwesterly along the south side of Spring Street to the southeast intersection of West Sylvaner Avenue.

AG) SPRING MOUNTAIN ROAD

1. Commencing at the southeast corner of Spring Mountain Road and Elmhurst Avenue thence 75 feet southerly along the east side of Spring Mountain Road.

AH) STARR AVENUE

1. Commencing at the northwest intersection of Starr Avenue and Harvest Lane thence 285 feet northerly along the west side of Starr Avenue.
2. Commencing at the northwest intersection of Harvest Lane and Starr Ave. northerly 45 feet to a point of beginning thence northerly 150 feet to the southeast corner of Meadowcreek Circle along the east side of Starr Avenue.
3. Commencing at the extended center line of Meadowcreek Circle (north) thence 22 feet south along the west side of Starr Avenue.

4. Commencing at the northeast intersection of Meadowcreek Circle (south) and Starr Avenue 83 feet northerly to a point of beginning thence northerly 32 feet to the south side of Hunt Avenue.

AI) STOCKTON STREET

1. Commencing at the northwest intersection of Stockton Street and Spring Street thence northerly along the west side of Stockton Street to the Madrona Street and Stockton Street intersection.

AJ) SULPHUR SPRINGS AVENUE

1. Commencing at the southwest intersection of Main Street and Sulphur Springs Avenue thence 50 feet westerly along the south side of Sulphur Springs Avenue.
2. Commencing at the northwest intersection of Main Street and Sulphur Springs westerly 253 feet to a point of beginning thence westerly 23 feet along the north side of Sulphur Springs Avenue.
3. Commencing at the northwest intersection of Main Street and Sulphur Springs westerly 289 feet to a point of beginning thence westerly 15 feet along the north side of Sulphur Springs Avenue.

AK) SYLVANER AVENUE

1. Commencing at the centerline of the utility and pedestrian access alley that connects Sylvaner Avenue to Pinot Way thence southwesterly 10 feet and northeasterly 10 feet creating a 20 foot long segment centered on the end of the alley.

AL) TAINTER STREET

1. Commencing at the intersection of Tainter Street and Kearney thence easterly along the south side of Tainter Street to the intersection of Oak Avenue and Tainter Street except Mon.-Fri. 7:30 a.m. - 9:00 a.m. and 2:00 p.m. - 4:00 p.m.
2. Commencing at the northwest intersection of Tainter Street and Kearney Street thence 80 feet easterly along the north side of Tainter Street.
3. South side of Tainter Street between Stockton Street and Kearney Street.

AM) VINTAGE AVENUE

1. Commencing at the northwest intersection of Vintage Avenue and McCormick Street westerly 228 feet to a point of beginning thence 12 feet west of said driveway 168 feet along the north side to the Napa Valley Wine Train right-of-way.

2. Commencing at the intersection of Vintage Avenue and McCormick Street westerly 250 feet to a point of beginning thence westerly 180 feet along the south side.

AN) **VOORHEES CIRCLE**

1. Commencing at the westerly intersection of Voorhees Circle and Mitchell Avenue south of Mitchell and west of Voorhees Circle thence southerly along the west side, easterly along the south side and northerly along the east side a distance of 1100 feet to the easterly intersection of Voorhees Circle and Mitchell Avenue.

Approved at a Regular Meeting of the St. Helena City Council on February 11, 2020 by the following vote:

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

APPROVED:

ATTEST:

Geoff Ellsworth, Mayor

Cindy Tzaopoulos, City Clerk

Notice:

The City of St. Helena Active Transportation Committee Public Meeting to discuss removing On-Street Parking on the South Side of Spring Street from Valley View Street to West of Chardonnay Way for Class II Bike Lanes.

**Wednesday November 6th at 5:00 pm,
Public Works Conference Room,
1572 Railroad Avenue**

Background:

The City of St. Helena currently has Measure T funding to install Class II Bike Lanes along Spring Street from Valley View Street to West of Chardonnay Way and Class III Bike Routes along Spring Street from West of Chardonnay Way to West Sylvaner Avenue. A Class II bike lane is a separate lane specifically for bicycle traffic in the roadway. A Class III bike route is a shared lane between bicyclists and drivers. The engineering analysis has determined that from Valley View Street to West Sylvaner Avenue, Spring Street is not physically wide enough to accommodate separate bike lanes, motor traffic, and parking. As such the City wishes to determine the impacts and benefits of removing parking on the south side of Spring Street from Valley View to West Sylvaner to accommodate a Class II Bike Lane. See map on reverse side.

Have questions or can't make the meeting? Contact:

Edrees Argand, Assistant Engineer
707-968-2627
eargand@cityofsthelelena.org

Notice:

The City of St. Helena Active Transportation Committee Public Meeting to discuss removing On-Street Parking on the South Side of Spring Street from Valley View Street to West of Chardonnay Way for Class II Bike Lanes.

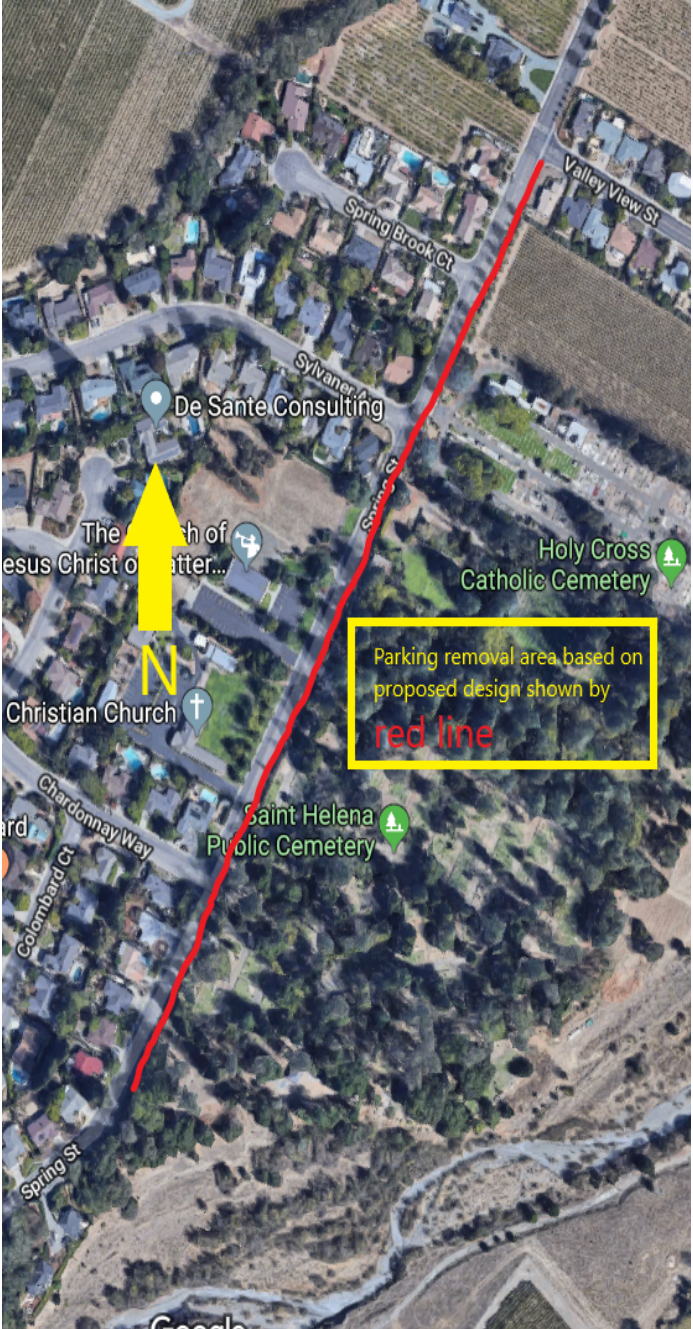
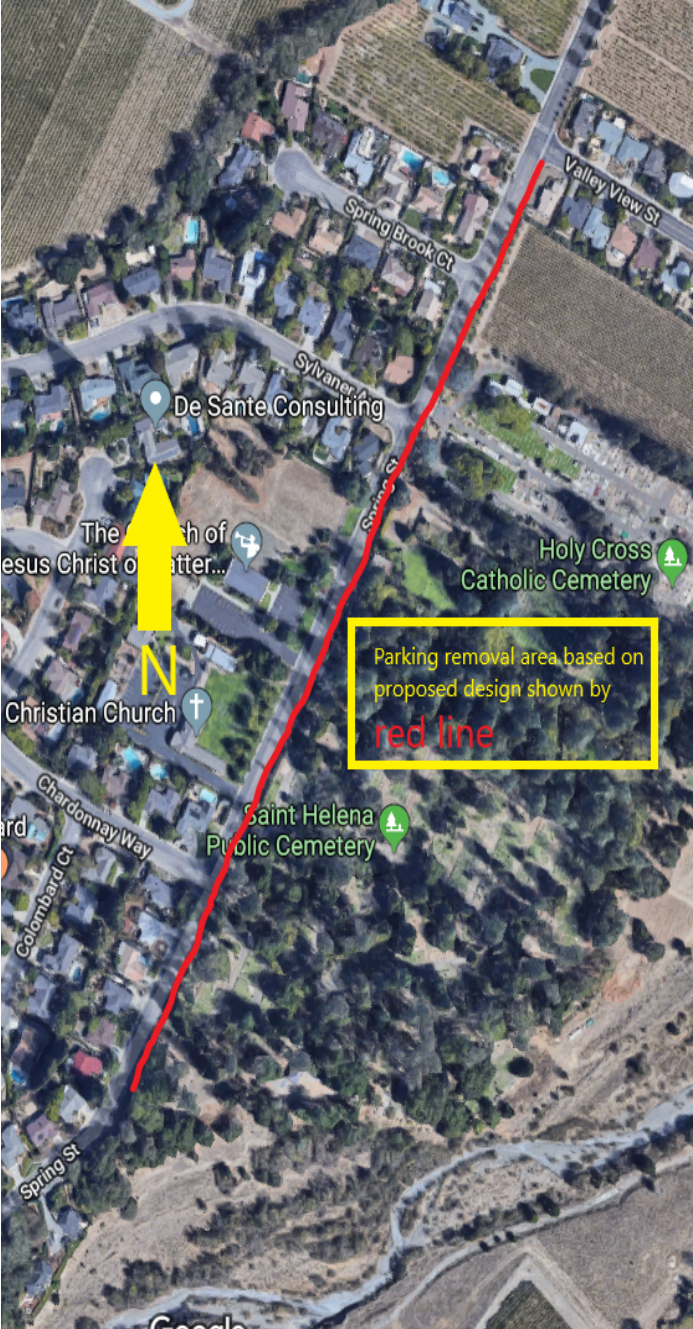
**Wednesday November 6th at 5:00 pm,
Public Works Conference Room,
1572 Railroad Avenue**

Background:

The City of St. Helena currently has Measure T funding to install Class II Bike Lanes along Spring Street from Valley View Street to West of Chardonnay Way and Class III Bike Routes along Spring Street from West of Chardonnay Way to West Sylvaner Avenue. A Class II bike lane is a separate lane specifically for bicycle traffic in the roadway. A Class III bike route is a shared lane between bicyclists and drivers. The engineering analysis has determined that from Valley View Street to West Sylvaner Avenue, Spring Street is not physically wide enough to accommodate separate bike lanes, motor traffic, and parking. As such the City wishes to determine the impacts and benefits of removing parking on the south side of Spring Street from Valley View to West Sylvaner to accommodate a Class II Bike Lane. See map on reverse side.

Have questions or can't make the meeting? Contact:

Edrees Argand, Assistant Engineer
707-968-2627
eargand@cityofsthelelena.org





City of St. Helena

*"We will conduct city affairs on behalf of our citizens
using an open and creative process."*

1572 Railroad Ave.
St. Helena, CA 94574
Phone: (707) 968-2658

www.cityofstheleena.org

October 23, 2019

Baymark Financial Inc.
177 Bovet Road Suite 100
San Mateo, California 94402

Notice: Public Meeting to Discuss Proposed Class II Bike Lanes, Class III Bike Routes, and
Parking Removal on Spring Street.

Dear Homeowner,

The City has evaluated installing Class II Bike Lanes along Spring Street from Valley View Street to West of Chardonnay Way and Class III Bike Routes along Spring Street from West of Chardonnay Way to West Sylvaner Avenue. After the engineering evaluation, it was determined that Spring Street was not wide enough to accommodate bike lanes and curbside parking on the street. In order to install Class II bike lanes that meets state standards, parking would need to be removed on the south side of Spring Street from Valley View Street to West of Chardonnay Way. See map on reverse side.

The City is seeking input on this proposed design from the community and Spring Street residents. If you would like to provide input, please attend the City's Active Transportation Committee meeting at Public Works Conference Room, 1572 Railroad Avenue in St. Helena on November 6th at 5:00 PM. If you are not available, please feel free to contact me by email at eargand@cityofstheleena.org.

We hope you are able to participate and provide feedback regarding the current design.

Regards,

Edrees Argand

Assistant Engineer
City of St. Helena
1572 Railroad Avenue (*new location)
St. Helena, CA 94574
707-968-2627 (office)
707-312-0951 (cell)



City of St. Helena
"We will conduct city affairs on behalf of our citizens
using an open and creative process."

1572 Railroad Ave.
St. Helena, CA 94574
Phone: (707) 968-2658

www.cityofstheleena.org





Memorandum

Date: October 10, 2019

Project: SHE015

To: Mr. Edrees Argand
City of St Helena

From: Dalene Whitlock
dwhitlock@w-trans.com
Allison Jaromin
ajaromin@w-trans.com

Subject: Spring Street Streetscape

Following is a discussion of streetscape issues and potential options for modifying the corridor to add either Class II bike lanes or a Class III bike route. Several alternative cross-sections are presented.

Streetscape Considerations

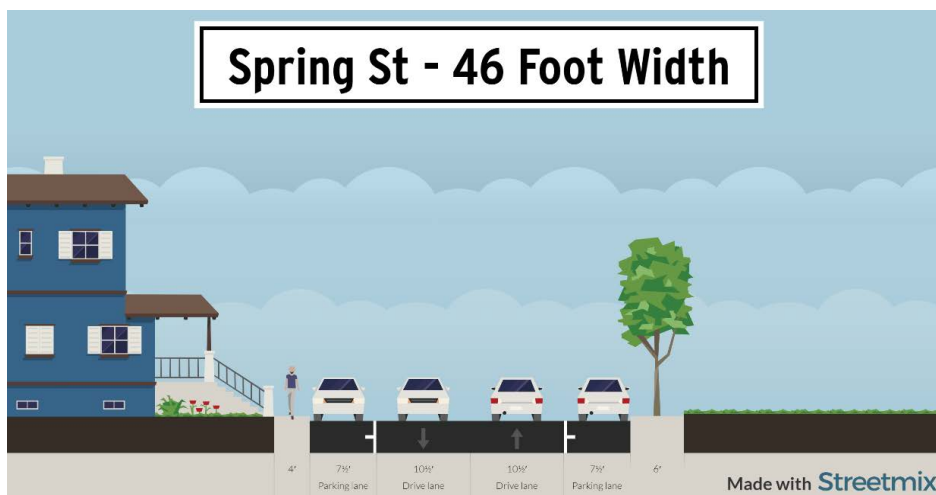
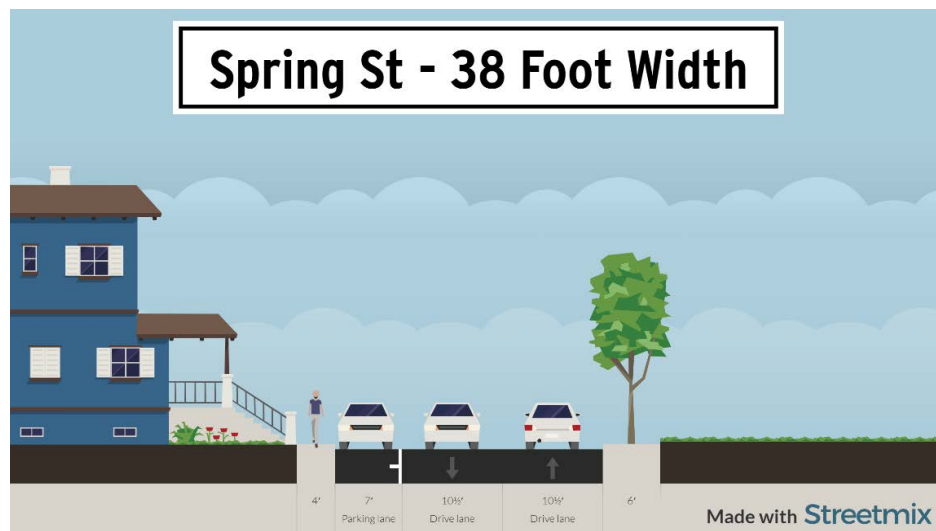
- The corridor width varies from 38 to 49 feet including sidewalks, with approximately one-half the segment being 46 or 49 feet in width depending on the width of the southern sidewalk. A width of 46 feet is the minimum needed for two travel lanes, one parking lane, and bike lanes on both sides.
- The corridor was broken into three distinct cross-sections.
 - o 38 feet – There is no parking lane or sidewalk along the southern side from West Sylvaner Avenue to west of Chardonnay Way
 - o 46 feet – Parking is accommodated along the southern side, but there is no southern sidewalk from west of Chardonnay Way to Chardonnay Way
 - o 49 feet – Parking and sidewalks are provided along both sides of the street from Chardonnay Way to Valley Visa Street.
- The south side of the roadway fronts a cemetery; on-street parking is likely expendable in this area.
- The Napa Countywide Bicycle Plan Public Review DRAFT includes planned bike lanes along Spring Street from West Sylvaner Avenue to Oak Avenue.
- Addition of Class II bike lanes would require prohibition of on-street parking to provide a minimum width of 4 feet on each side.
- Class II bike lanes could not be accommodated except where the roadway is at least 46 feet in width.
- A Class III Bike Route can be added without prohibiting parking.

Existing Street Cross-Sections

Existing Cross-Section

- 38 to 49 feet in total width including sidewalks
- 2 travel lanes of 10.5 feet each
- 7.5 feet of parking on one or both sides. With the exception of the 38-foot section which has 7 feet of parking, 4-foot sidewalk on the north side, a 6-foot planter along south side with 3-foot sidewalks east of Chardonay Avenue.

The three distinct existing cross-sections are shown in the following figures.





Potential Streetscape Revisions

The following two (2) alternatives apply to the section of Spring Street from West Sylvaner to Vista View Street. Each of these options were designed to create a more comfortable space for bicyclists.

Class II Bike Lanes

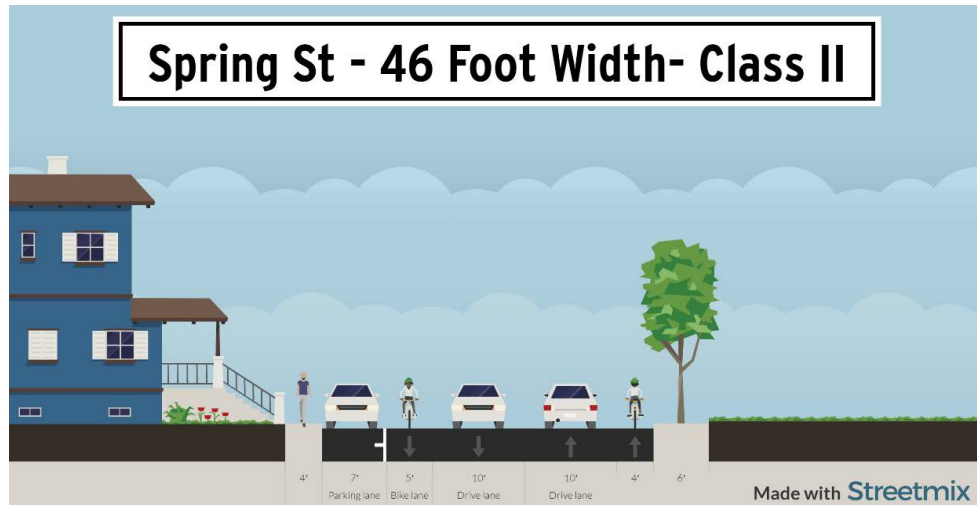
- Class II bike lanes cannot be facilitated with less than 46 feet of total width while still retaining parking on at least one side
- 46 to 49 feet total width, including sidewalks
- 2 travel lanes of 10 feet each
- 7.5 feet of parking on one side
- 4-foot bike lanes in each direction
- Retain existing 4-foot sidewalk on the north side, with 3-foot sidewalks and a 6-foot planter along south side

The 46- and 49-foot cross-sections with bike lanes are shown in the following two graphics.

Mr. Edrees Argand

Page 4

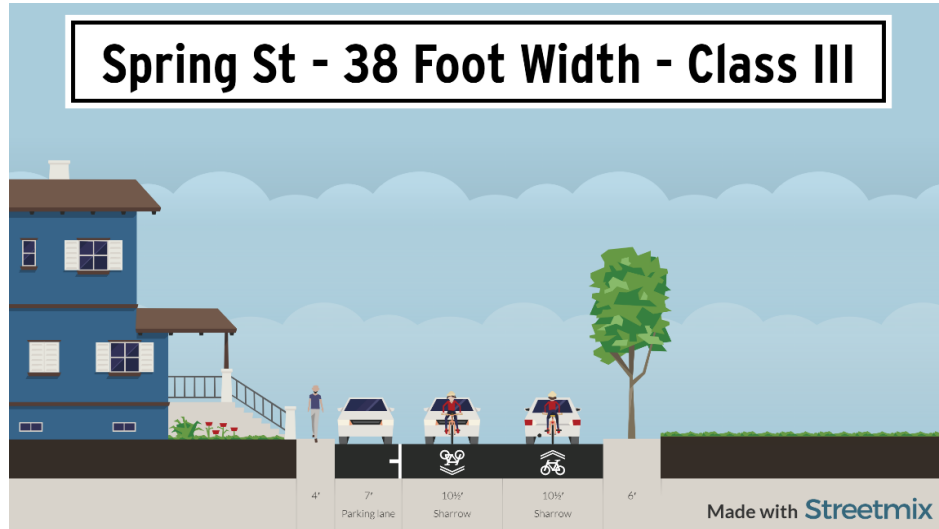
October 10, 2019



Class III Bike Route

- 38 to 46 feet in total width including sidewalks
- 2 travel lanes of 10.5 feet each with sharrows
- 7.5 feet of parking on one or both sides
- Retain existing 4-foot sidewalk on the north side, with 3-foot sidewalks and a 6-foot planter along south side

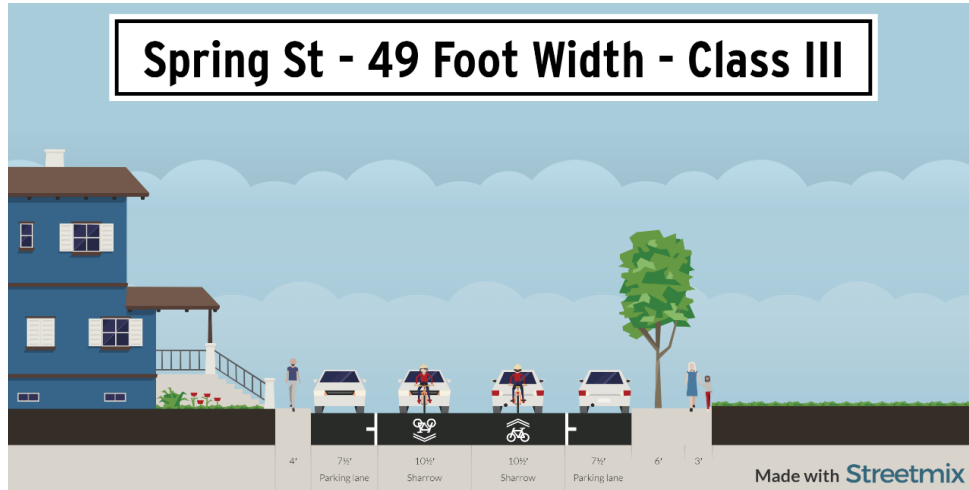
The space allocation with a Class II facility is shown for each of the three street widths in the following three graphics.



Mr. Edrees Argand

Page 6

October 10, 2019



Conclusion and Recommendations

- Parking along the southern side of Spring Street should be prohibited to accommodate Class II bike lanes where the roadway width allows.
- It is recommended Class III bike sharrows and signs be used from West Sylvaner Avenue to the point at which the total width reaches 46 feet.

Please call if you have any questions.

DJW/acj/SHE015.M1



Saint Helena ATSC

October 29, 2019
Spring Street - Recommendation

Recommendations from NCBC for Spring Street interim bicycle improvements

Background:

The 2019 Napa Countywide Bicycle Plan includes recommendations for Class II bicycle facilities on Spring Street in Saint Helena, from Sylvaner Ave (West) to Oak Avenue. The City has recently undertaken a roadway rehabilitation/repaving project on Spring Street, including the segment proposed for Class II facilities between Sylvaner and Valley View.

While long-term improvements for pedestrian access are needed, this project provides the City and residents the opportunity for interim bicycle improvements as part of the ongoing repaving project, while evaluating longer-term plans for the overall corridor.

W-Trans Memo

The City of Saint Helena received a Memorandum from transportation consulting firm W-Trans, which attempted to outline a set of options for the ATSC to consider. Unfortunately, the memo is challenging to read, and several recommendations made in the memo are contradictory to local best practices around bicycle safety and accommodation. As such, NCBC staff have drafted this memo, with the hopes of providing a clear set of recommendations that can be quickly approved by the ATSC and City staff.

Key Observations

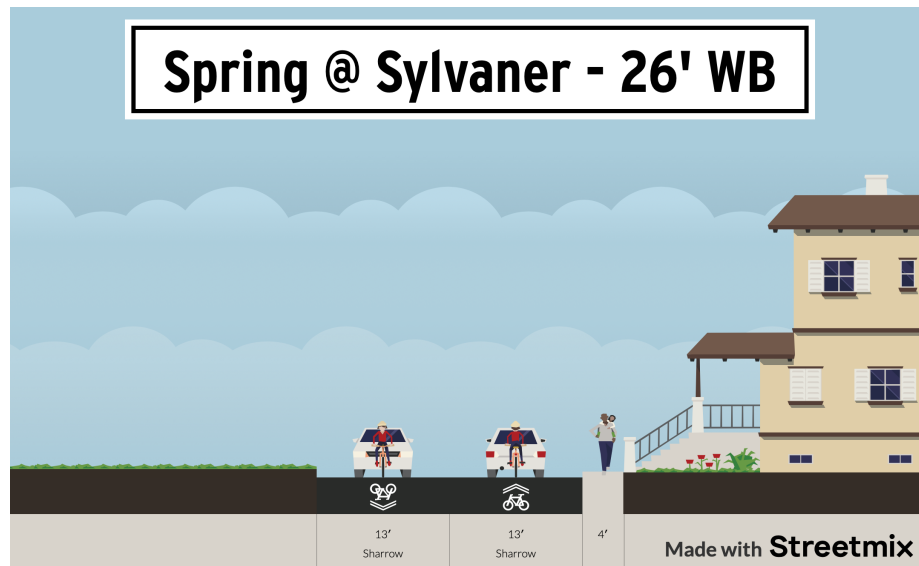
- The newly paved roadway width throughout the majority of the project area (Sylvaner to Valley View) is 36 feet.
- Best practice for striped vehicle parking lanes is 8 feet (96"). For context, a standard full-size Ford F250 pickup truck has a body width of 80" and 105" including mirrors.
- Best practice for a striped Class II bicycle lane is 5 feet. The W-Trans memo provides recommendations for a 4' Class II facility, which while allowed under code, is considered substandard and can be a deterrent for less experienced riders.
- One option not explored but appropriate for this comparatively low speed, low volume corridor is to provide a Class II facility westbound, adjacent to curbside parking, and a Class III facility eastbound.

Recommendations

The Napa County Bicycle Coalition is encouraged by the opportunity to include bicycle facilities in the repaving of Spring Street. Our recommendations include bicycle improvements that are sensitive and appropriate to the neighborhood context, while seeking to limit any negative impact on local residents and businesses. Those recommendations are as follows:

Segment A: Spring Street S- Curve

This segment includes the westernmost extent of the project area, roughly from 2650 Spring Street through the uphill S-curve as Spring Street begins the transition in to White Sulfur Springs Road.

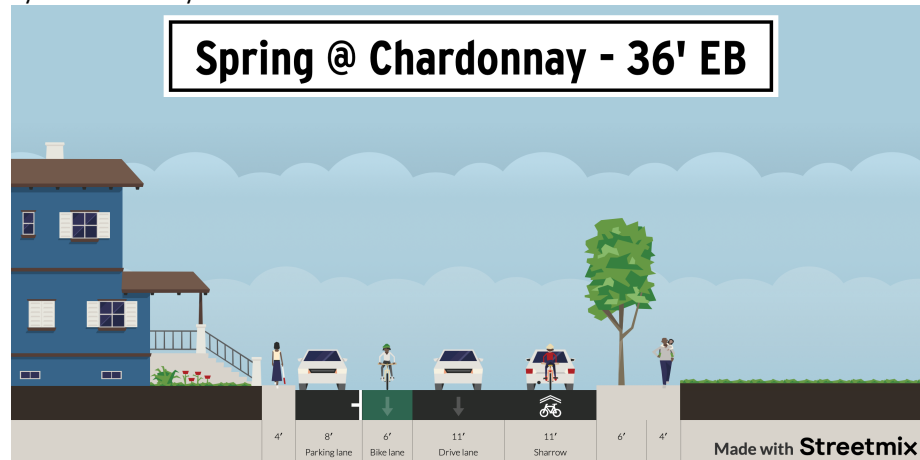


Our recommendation is to provide both eastbound and westbound Class III facilities with sharrows through this transition area. Parking would be permitted on the eastbound curb face, but would not be striped. Existing dirt pullouts on the westbound edge of road would remain. A standard double yellow line would be provided to separate eastbound and westbound traffic.

As Spring Street continues toward White Sulfur Springs Road, the double yellow line is no longer present, as the paved roadway narrows significantly. We would suggest that consistent with the 2019 Countywide Bicycle Plan, “Share the Road” signs be installed at this transition point, to remind both vehicle drivers and bicyclists to be aware of their surroundings and courteous to other roadway users.

Segment B: Spring Street Proper

This segment represents the vast majority of the corridor, from the S-curve just east of Sylvaner to Valley View.



Our recommendation is to provide a mixed Class II and Class III bicycle facilities from Sylvaner to Valley View, while improving the on-street parking already provided for residents and churches on the north side of the street.

Specifically, we recommend that within the recently repaved 36' wide roadway, an 8' parking lane be striped along the north side of the street. This is 6-12" wider than the W-Trans memo recommends, and would better accommodate large vehicles. At the same time, we recommend providing a 6' Class II bicycle facility for westbound (uphill) travel. This will provide dedicated roadway space for bicyclists, while reducing the potential for being "doored" compared to a Class III facility. An 11' travel lane is also maintained.

Eastbound, we recommend an 11' travel lane that doubles as a Class III bicycle facility, with the use of sharrows and "Share the Road" signage. This provides bicyclists heading toward town more room on the roadway, while also reminding vehicle drivers that this is a residential street, with the aim of reducing speeding.

While the image above shows a 6' wide tree planter, in reality this is a dirt shoulder that can vary between 5 and 7 feet. If parking is maintained on this side, signage to encourage drivers to utilize the unpaved shoulder may be advisable.



Memorandum

Date: January 23, 2020

Project: SHE015

To: Ms. Erica Ahmann Smithies
City of St. Helena

From: Dalene Whitlock
dwhitlock@w-trans.com
Allison Jaromin
ajaromin@w-trans.com

Subject: Alternatives for Spring Street

The City of St. Helena is proposing to modify the corridor of Spring Street from Valley View Street to the western intersection with Sylvander Avenue to add either Class II bike lanes or a Class III bike route.

Streetscape Considerations

- The corridor width varies from 38 to 49, feet including sidewalks, with approximately one-half the segment being 46 or 49 feet in width depending on the width of the southernly sidewalk. However, for this evaluation, the 49-foot total width was used.
- The south side of the roadway fronts a cemetery; on-street parking is likely expendable in this area.
- The *Napa Countywide Bicycle Plan Public Review DRAFT* includes planned bike lanes along Spring Street from West Sylvander Avenue to Oak Avenue.
- Addition of Class II bike lanes would require prohibition of on-street parking to provide a minimum width of 4 feet for either bike lane; however, this does not meet the 5-foot minimum width stipulation mentioned above.
- Class II bike lanes in both directions cannot be accommodated without the complete removal of on-street parking.
- In the past five years, there were no collisions reported that occurred within the study area along Spring Street, so no demonstrated safety concerns for bicyclists were identified.

The evaluation of possible alternatives included input from the St. Helena Fire Department and the Napa County Bike Coalition. From these discussions, the following direction was provided: the travel lanes must be a minimum of 10 feet in width, a parking lane may not be less than 8 feet in width, and bike lanes may not be less than 5 feet in width. Because of these constraints, only two of the three alternatives originally developed fit all the criteria. These two options are described below.

Design Alternatives

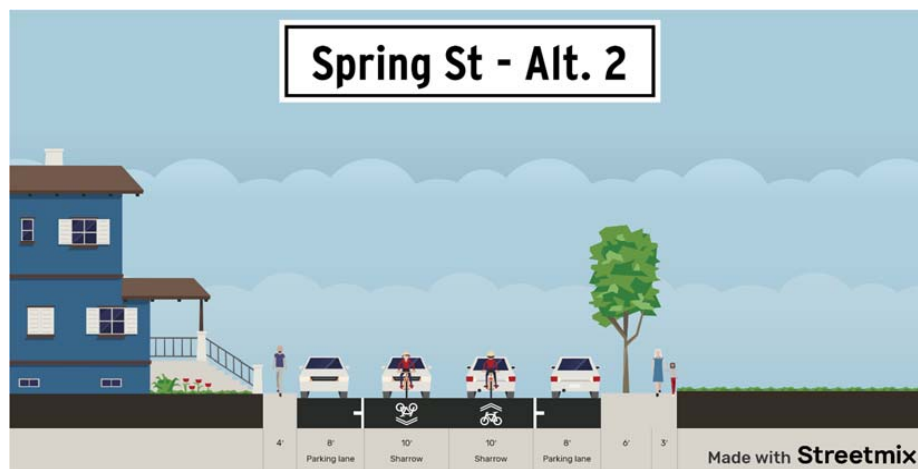
Alternative 1: Class II and Class III Mix

The first option for Spring Street from Valley View Street to the western Sylvaner Avenue is to keep the lane widths on Spring Street at 11 feet while adding a 6-foot Class II bike lane in the westbound direction and Class III sharrows in the eastbound direction; parking would need to be prohibited along the south side of the roadway, as shown below.



Alternative 2: Class III

The second alternative for this section of roadway would be to keep the existing lane widths and parking, adding markings to create a Class III facility on the corridor, as shown below.



Conclusion and Recommendations

- Provision of bike lanes in both directions as set forth in the *Napa Countywide Bicycle Plan Public Review DRAFT* cannot be achieved without eliminating parking on both sides of Spring Street.

Ms. Erica Ahmann Smithies

Page 3

January 23, 2020

- Either alternative would achieve the goal of improving bicycle access while maintaining parking and at least 10-foot lane widths though Alternative 1 provides superior access through installation of a bike lane in one direction.
- It is recommended Class III bike sharrows and signs be used from West Sylvaner Avenue to the point at which the total width reaches 46 feet.

Please call if you have any questions.

DJW/acj/SHE015.M2

Christopher K. Cole
P.O. Box 533
St. Helena California 94574

Cell: (707) 363-3198

ckcole@comcast.net

February 7, 2020

St. Helena City Council
via email submittal to City Clerk

Re: Spring Street Bike Facilities: February 11, 2020 Council Agenda
Recommendation for ATSC Option 1: Class II Bike Lanes in Both Directions

Dear City Council:

If the City is going to have a General Plan, together with citizen committees to assist with implementation of the General Plan, then the guidelines and recommendations set forth should be followed. The General Plan is clear; there shall be Class II bike lanes in both directions on Spring Street. The recommendations of the ATSC clearly supported this option with a 4 to 1 vote for Class II bike lanes in both directions.

The Staff Report concern with Class II bike lanes in both directions is the resultant 9' width for the traffic lanes. Secondly, citizens on Spring Street will have concerns about loss of parking, particularly along the cemetery frontage.

With respect to the 9' width of the traffic lane, there is nothing that is legally substandard about a 9' traffic lane. The Urban Street Design Guide allows for 9' lanes in select cases, with a 10' width being a general standard, but not a required standard.

Please remember that the City has already paid a previous consultant to design traffic calming measures on Spring Street. That consultant's post-implementation study revealed that narrowing the traffic lanes really works. International research consolidated by CITYLAB unequivocally confirms that narrow lanes are safer in cities. The concept of wider lanes (and faster speeds) being safer is an urban planning myth that does not hold up to scientific scrutiny. If we want to calm traffic on Spring Street and conform to the General Plan, the science supports Class II bike lanes in both directions.

As part of the City's notification process, citizens will object to the loss of parking. As we all know, to make progress towards sustainability, hard choices must be made at the local level. In this case, it is not a hard choice. I went by the site on Monday morning, February 3, at 11AM, and took these photos from the Spring Street intersection at Valley View Street. As you can see, there are no cars parked on Spring Street, in both directions. The impact of lost parking along this corridor is arguably minimal. To minimize legitimate concerns, I would suggest that parking in the bike lane be allowed during funeral services, which typically don't conflict with school and business commute hours.

Christopher K. Cole
P.O. Box 533
St. Helena California 94574

Cell: (707) 363-3198

ckcole@comcast.net



View easterly (down) Spring Street from Valley View Street on Monday, Feb. 3, 2020, 11AM.

Christopher K. Cole
P.O. Box 533
St. Helena California 94574

Cell: (707) 363-3198

ckcole@comcast.net



View westerly (up) Spring Street from Valley View Street on Monday, Feb. 3, 2020, 11AM.

In this instance, the City Staff Report has deferred to an out of town consultant who has no first-hand experience with Spring Street, or what this community has already accomplished towards making St. Helena bicycle friendly. If you missed the huge success of “Ride and Roll to School” during the month of September, 2019, you will have the chance to see it again in May, 2020. This is a proven and successful District wide program that enables children at all campuses to get to school safely and independently. This program will to grow into a year round standard with the expansion of the bike lane network. The Spring Street Class II bike lane corridor is a crucial element that must be implemented now. If the alternative Class III “share the road” corridor is approved, as suggested in the Staff Report, young children will not use it and the General Plan Bicycle Element will fail.

Christopher K. Cole
P.O. Box 533
St. Helena California 94574

Cell: (707) 363-3198

ckcole@comcast.net

Class II Bike Lanes are a positive step for the City towards the mandated reduction of in-town vehicular trips. The win for Public Works is that it reduces traffic. The win for our students is obvious, and honorable.

Please join the citizens of St. Helena in supporting Class II Bike Lanes in both directions on Spring Street.

Sincerely,

Christopher K. Cole

Cindy Tzaopoulos

From: Mark Prestwich
Sent: Tuesday, February 11, 2020 3:54 PM
To: Cindy Tzaopoulos
Subject: Fwd: [External] Feedback for tonights meeting/ spring street bike lane

Sent from my iPhone

Begin forwarded message:

From: Maxine Angell <maxlangell@yahoo.com>
Date: February 11, 2020 at 1:52:56 PM PST
To: Geoff Ellsworth <GEllsworth@cityofsthelena.org>, Paul Dohring <PDohring@cityofsthelena.org>, Mary Koberstein <MKoberstein@cityofsthelena.org>, David Knudsen <DKnudsen@cityofsthelena.org>, Anna Chouteau <AChouteau@cityofsthelena.org>
Cc: Mark Prestwich <MPrestwich@cityofsthelena.org>
Subject: [External] Feedback for tonights meeting/ spring street bike lane

Dear Mayor and Council Members;

This is a follow-up to my e mail of February 8, which attached a copy my November 12 letter to council members re: the Spring Street bike lane issue. Since I received the notice of the meeting tonight a few days ago, I do not have sufficient time to write a full response, but I would like to share some additional thoughts before you meet tonight. My house is at the corner of Spring Street and Valley view, the parking restriction proposed by the Bike coalition would affect any parking in front of my residence. I am opposed to any parking restrictions. I am in favor of a center dividing line and a white stripe on both sides of the road, as exists on either side of spring street in other sections, that can be utilized by walkers, dog walkers, joggers, parents with strollers, bikers, scooters etc.

Proper notice- As I stated to the Public Works Engineer in November and the city manager last week, both meetings concerning the spring street bike lane did not provide proper notice. Residences within 50 feet of the proposed change were not notified of either meeting including: 1195 Valley View Street, 1198 Spring Street, and 2081 Spring Street. My neighbor across the street at 2070 Spring stated, as of today, he was not notified of the meeting tonight. Without proper notice, all interested parties have not been able to participate, thus skewing any recommendations made the committees.

Committee Meetings- All meetings that are held need to follow a uniform practice to insure all interested parties have an equal opportunity to participate. This was not followed at the November Meeting of the Transportation Committee, as stated in my 11/12/19 letter, so I question if it even appropriate for the City Council to decide this issue tonight.

Bike Lane- The following parties use the existing parking on Spring Street include: staff at Public cemetery and the Catholic cemetery, (those attending funerals or visiting graves in the cemetery,) all of whom are opposed to any parking restrictions, as it the President of the Cemetery Association. In addition, parking on Spring Street is utilized by three churches, including the chapel at Holy Cross cemetery, that is used throughout the year, (Memorial Day, All Souls Day etc). Holy Cross does not have a parking lot. Parking is also used by visitors that park to walk in the cemetery or along spring street. Other groups such as the St. Helena Historical Society and Veterans groups additionally use parking on Spring Street for services in the cemetery, in addition to private residences, such as myself. My neighbor at 2081 Spring street said she has seen " about eight bikes on spring street" since she

moved here a few years ago; there is no objective evidence to support the need for a designated bike lane.

Further Discussion- As I stated in my November 12, 2017 letter, I find it concerning that Spring Street residents were not involved in any part of this process until after the consultants were paid and the Bike Coalition formulated their recommendations. Spring street is a dead end street, the vast majority are walkers and dog walkers who outnumber bikers approximately 40 to one. Walkers utilize both sides of Spring Street; where do the walkers go if it is a designated bike lane? I hope in the future, residents will be consulted about the changes being proposed in their neighborhood, including drastic ones, like permanently removing parking, long before decisions are rendered by consultants and other groups.

Sincerely,

Maxine Angell



Report to the City Council
Regular City Council - 11 Feb 2020

Agenda Section: OLD BUSINESS

Subject: Consideration and approval of a Resolution approving City of St. Helena City Council P-FI-0018 Ticket Distribution Policy

CEQA Determination: Not a CEQA project

Prepared By: April Mitts, Finance Director

Reviewed By: April Mitts, Finance Director

Approved By: Mark T. Prestwich, City Manager

BACKGROUND

Recently, questions have arisen about whether the City could purchase tickets for Council members' attendance at certain charitable or other events in the City. The City may distribute passes or tickets to City officials, whether the City acquires the tickets directly or whether they are provided by an outside source, but such tickets or passes are generally considered "gifts" for purposes of the Political Reform Act. The Fair Political Practices Commission ("FPPC") has adopted regulations providing that the City may distribute tickets or passes to City officials and that such tickets or passes will not be considered a gift to the official under certain circumstances. In particular, the City Council must have adopted a written policy identifying the legitimate public purpose for which the ticket or pass was distributed. The policy would apply to both tickets and passes received by the City from third party sources and tickets or passes the City purchases directly.

DISCUSSION

The Political Reform Act places limitations on the acceptance of gifts by certain public officials. A ticket or pass received for an event, when not purchased directly by the public official, would in most circumstances be considered a gift. However, FPPC Regulation 18944.1 provides a procedure for public agencies that provide tickets to their

public officials to use that results in the tickets or passes not being considered a gift under the Political Reform Act.

Specifically, Regulation 18944.1 requires the agency to:

1. Adopt a distribution policy setting provisions required under Regulation 18944.1;
2. Post a copy of the policy on the City's web site and email a link to the FPPC for posting;
3. Ensure the ticket/pass is used for a governmental purpose;
4. Complete FPPC Form 802 for each distribution within 45 days of distribution of a ticket or pass, and retain Form 802 as a public record under the Political Reform Act; and
5. Post a copy of each Form 802 on the City's web site and email a link to the FPPC for posting.

Additionally, the policy must contain the following provisions:

1. A provision setting forth the public purposes of the City for which tickets or passes may be distributed;
2. A provision requiring that the distribution of any ticket or pass to, or at the behest of, an agency official accomplishes a stated public purpose of the agency;
3. A provision prohibiting the transfer of any ticket received by an agency official pursuant to the distribution policy except to members of the official's immediate family or no more than one guest solely for their attendance at the event; and
4. A provision prohibiting the disproportionate use of tickets or passes by a member of the City Council, the City Manager, political appointee, or department head.

The draft Council P-FI-0018 Ticket Distribution Policy is attached for review and approval. If approved, the Ticket Distribution Policy would take effect immediately.

FISCAL IMPACT

It is estimated the overall fiscal impact will be under \$10,000 per year and can be absorbed within the adopted FY 2019-20 budget.

RECOMMENDED ACTION

Staff recommends City Council adopt a Resolution approving City of St. Helena Policy P-FI-0018 Ticket Distribution Policy.

ATTACHMENTS

[P-FI-0018 Ticket Distribution Policy](#)
[Resolution Ticket Distribution Policy](#)

	City of St. Helena Policy Finance	Policy Ticket Distribution Policy
		Page 1 of 6

Title: Ticket Distribution Policy	Policy #	P-FI-0018
	Revision #	Release
	Implementation Date	2020-01-15
	Last Update Date	2020-01-14
Approval by City Council	Resolution 2020-	Date Approved
		2020-01-14

I. Purpose, Overview, and Scope of this Policy

The purpose of this Policy (the “Ticket Policy”) is to ensure that all tickets the City receives from public and private entities and individuals and tickets purchased for charity events benefiting the City of St. Helena are distributed in furtherance of governmental and/or public purposes and are in compliance with the requirements of Title 2, Section 18944.1 of the California Code of Regulations as now exist or may hereafter be added or amended by the Fair Political Practices Commission.

II. Authority

Updates to this policy require City Council approval.

III. Policy

1. SECTION 1 - DEFINITIONS.

Unless otherwise expressly provided herein, words and terms used in this Ticket Policy shall have the same meaning as that ascribed to such words and terms in the California Political Reform Act of 1974 (Government Code Sections 81000, et seq., as the same may from time to time be amended) and the Fair Political Practices Commission (“FPPC”) Regulations (Title 2, Division 6 of the California Code of Regulations, Sections 28110 et seq., as the same name from time to time be amended).

- a. “City” or “City of St. Helena” shall mean and include the City of St. Helena, and any other affiliated agency created or activated by the City of St. Helena City Council, and any departments, boards and commissions thereof.
- b. “City Official” shall mean every elected official, officer, agent and employee of the City who is obligated to file an Annual Statement of Economic Interests FPPC Form 700) under state law or the City’s current conflict of interest code.
- c. “City Venue” shall mean and refer to any facility owned, controlled, or operated by the City.
- d. “FPPC” shall mean and refer to the California Fair Political Practices Commission.

P-FI-0018

	City of St. Helena Policy Finance	Policy Ticket Distribution Policy
		Page 2 of 6

- e. "Immediate Family" shall mean and refer to the spouse and dependent children of the City Official. The term spouse includes registered domestic partners recognized by state law and dependent children shall mean a child, including an adoptive child or stepchild, of a City Official who is under 18 years old and who the City Official is entitled to claim as a dependent on his or her federal tax return.
- f. "Ticket Policy" shall mean and refer to this Ticket Distribution Policy governing the distribution of tickets and passes in accordance with Section 18944.1.
- g. "Ticket" shall mean and refer to "ticket of pass" as that term defined in Section 18944.1, as amended from time to time, but which currently defines a "ticket or pass" as admission privileges to a facility, event, show, or performance for entertainment, amusement, recreational, charity, or similar purpose.
- h. "Ticket Administrator" shall mean and refer to the individual(s) selected to coordinate request for tickets.

2. SECTION 2 - APPLICATION OF POLICY.

- a. This Ticket Policy shall be applicable to every City Official.
- b. This Policy applies to tickets which provide admission to a facility or event for an entertainment, amusement, recreational or similar purpose, and are:
 - i. Gratuitously provided to the City by an outside source;
 - ii. Acquired by the City by purchase;
 - iii. Acquired by the City as consideration pursuant to the terms of a contract for the use of a City venue; or
 - iv. Acquired and distributed by the City in any other manner.

3. SECTION 3 - GENERAL PROVISIONS.

- a. No Right to Tickets: The use of Tickets is a privilege extended by the City and not the right of any person to which the privilege may from time to time be extended.
- b. Limitation on Transfer of Tickets: Tickets distributed to a person pursuant to this Ticket Policy shall not be transferred except to members of the person's immediate family or no more than one guest solely for their attendance at the event.

P-FI-0018

	City of St. Helena Policy Finance	Policy Ticket Distribution Policy
		Page 3 of 6

- c. Prohibition Against Sale of or Receiving Reimbursement for Tickets: No person who receives a Ticket pursuant to this Ticket Policy shall sell or receive reimbursement for the value of such Ticket.

4. SECTION 4 - TICKET ADMINISTRATOR.

- a. The City Council delegates the authority to the City Manager or his/her designee to be the Ticket Administrator for purposes of implementing the provisions of this Ticket Policy.
- b. The Ticket Administrator shall have the authority, in his or her sole discretion, to establish procedures for the distribution of Tickets in accordance with this Ticket Policy. Such authority includes the power to distribute such a Ticket to the City Manager provided that doing so is otherwise consistent with this Ticket Policy. All request for Tickets that fall within this scope of this Ticket Policy shall be made in accordance with the procedures established by the Ticket Administrator.
- c. The Ticket Administrator shall determine the face value of Tickets distributed by the City for purposes of Sections 5.A. and 5.B. of this Ticket Policy.
- d. The Ticket Administrator, in his or her sole discretion, may revoke or suspend the Ticket privileges of any person who violates any provision of this Ticket Policy or the procedures established by the Ticket Administrator for the distribution of tickets.
- e. For the purpose of implementing the Ticket Policy, and completing and posting the FPPC California Form 802, the Ticket Administrator shall be the "Agency Head."

5. SECTION 5 - CONDITIONS UNDER WHICH TICKETS MAY BE DISTRIBUTED.

Subject to the provisions of this Ticket Policy, the Ticket Administrator may distribute Tickets to City Officials under any one of the following conditions:

- a. The City Official reimburses the City for the face value of the Ticket(s).
- b. The City Official treats the Ticket(s) as income consistent with applicable federal and state income tax laws and the Ticket(s) are reported as income pursuant to the provisions of this Ticket Policy.
- c. The distribution of the Ticket(s) to, or at the behest of, the City Official accomplishes or furthers one or more of the following governmental and/or public purposes:

P-FI-0018

	City of St. Helena Policy Finance	Policy Ticket Distribution Policy
		Page 4 of 6

- i. Facilitating the performance of a ceremonial role or function by a City Official on behalf of the City at an event, for which the City Official may receive enough Tickets for the City Official and each member of his or her Immediate Family.
- ii. Facilitating the attendance of a City Official at an event where the job duties of the City Official require his or her attendance at the event, for which the City Official may receive enough Tickets for each member of the City Official's Immediate Family.
- iii. Promotion of intergovernmental relations and/or cooperation and coordination of resources with other governmental agencies, including, but not limited to, attendance at an event with or by elected or appointed public officials from other jurisdictions, their staff members, and guests.
- iv. Economic or business development purposes on behalf of the City.
- v. Promotion of City resources and/or facilities available to St. Helena residents.
- vi. Promotion of City-run sponsored or supported community events, activities, or programs.
- vii. To monitor and evaluate the value of City-run, sponsored, or supported community events, activities or programs to the City including, but not limited to, evaluation of the venue, quality of performances, and compliance with City policies, agreements, and other requirements.
- viii. Promotion and evaluation of events, activities, or programs at City venues, including, but not limited to, evaluation of the venue, quality of performances, and compliance with City policies, agreements, and other requirements.
- ix. Promoting, supporting, and/or showing appreciation for programs or services rendered by charitable and non-profit organizations benefitting St. Helena residents.
- x. Promotion of City tourism on a local, state, national, or worldwide scale.
- xi. Business retention or attraction on a local, state, national, or worldwide scale.
- xii. Promotion of City recognition, visibility, and/or profile on a local, state, national, or worldwide scale.
- xiii. Encouraging St. Helena resident and business support for and attendance at local events.

P-FI-0018

	City of St. Helena Policy Finance	Policy Ticket Distribution Policy
		Page 5 of 6

- xiv. Encouraging participants in City sponsored programs to attend local events.
- xv. Attracting or rewarding volunteer public service.
- xvi. Encouraging or rewarding significant academic, athletic, or public service achievements by St. Helena students, residents, or businesses.
- xvii. Attracting and retaining highly qualified employees in the City service.
- xviii. Recognizing or rewarding meritorious service by a City employee.
- xix. Promoting enhanced City employee performance or morale.
- xx. As an incident to the above public purposes, allowing for the Immediate Family of the City Official to accompany the City Official to events to accomplish any of the purposes listed in this Policy.

6. SECTION 6 – OTHER BENEFITS

- a. The distribution of Tickets pursuant to this Policy shall not constitute a “gift” to the City Official receiving the Ticket; however, other benefits, such as food or beverage or other gifts provided to the City Official that are not part of the admission provided by the Ticket, will need to be accounted for as gifts.
- b. If the City receives Tickets that are earmarked for particular City Officials, then the Tickets are considered gifts to that particular City Official. If these Tickets are not returned unused to the provider within thirty (30) days of receipt, then the City Official must comply with the applicable FPPC gift limit regulations and reporting regulations.

7. SECTION 7 – POSTING AND DISCLOSURE REQUIREMENTS

- a. This Ticket Policy shall be posted on the City’s website within thirty (30) days of its adoption and the Ticket Administrator shall send to the FPPC by email the City’s website link that displays this Ticket Policy.
- b. The distribution of Tickets pursuant to this Ticket Policy shall be documented by the preparation and certification of FPPC Form 802, as amended from time to time by the FPPC. Within thirty (30) calendar days of the distribution of a Ticket, the Ticket Administrator shall prepare and certify a Form 802 and shall post it on the City’s Website. A copy of each Form 802 shall be forwarded to the FPPC.
- c. Tickets distributed by the City for which the City receives reimbursement from the City Official shall not be subject to the disclosure provisions set forth herein.

P-FI-0018

	City of St. Helena Policy Finance	Policy Ticket Distribution Policy
		Page 6 of 6

CITY OF ST. HELENA

RESOLUTION NO. 2020-__

**Resolution Approving City of St. Helena
City Council Policy P-FI-0018 Ticket
Distribution Policy and Rescinding any
Previous Policies or Administrative
Memoranda which are Inconsistent with
City Council Policy P-FI-0018.**

RECITALS

- A. The City recognizes that fiscal policies and procedures are necessary for efficient, effective, and proper accounting of City spending; and
- B. In recognition of the importance of being engaged with the City of St. Helena community, the City Council determines that it serves a public purpose for City officials to attend charitable and other community events held within the City; and
- C. The Fair Political Practices Commission ("FPPC") adopted Regulation 18944.1 to regulate the distribution and disclosure by public agencies of certain tickets and passes to public officials and employees; and
- D. Regulation 18944.1 provides that a ticket or pass distributed pursuant to an adopted policy and properly disclosed by the agency is not a gift to the public official and does not require a disclosure requirement on the official's Statement of Economic Interests, the Form 700; and
- E. A Ticket Distribution Policy is presented to City Council for consideration, which allows for this provision and are in compliance with the requirements of Title 2, Section 18944.1 of the California Code of Regulations; and
- F. To avoid any inconsistencies with policy application, it is necessary to repeal and rescind any previous policies and procedures which conflict with City Council Policy P-FI-0018 Ticket Distribution Policy.

RESOLUTION

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

1. Approves St. Helena City Council Policy P-FI-0018 Ticket Distribution Policy; and
2. Repeals and rescinds any previous policies or administrative memoranda which are inconsistent with City Council Policy P-FI-0018 Ticket Distribution Policy.

Approved at a Regular Meeting of the St. Helena City Council on January 28, 2020, by the following vote:

Mayor Ellsworth:

Vice Mayor Dohring:

Councilmember Chouteau:

Councilmember Knudsen:

Councilmember Koberstein:

APPROVED: ATTEST:

Geoff Ellsworth, Mayor

Cindy Tzaopoulos, City Clerk



Report to the City Council
Regular City Council - 11 Feb 2020

Agenda Section: NEW BUSINESS

Subject: Discussion and Direction Regarding Request by the St. Helena Rotary Club and Boy Scout Troop 1 to partner with the City of St. Helena to Fundraise and Repair the Exterior of Scout Hall

CEQA Determination: This project is deemed exempt from the requirements of CEQA under Section 15301, Existing Facilities; and Section 15061(b) (3), which identifies that a rulemaking activity which does not have the potential for causing a significant effect on the environment is therefore, exempt per the general rule that CEQA applies only to projects which have the potential for causing a significant impact on the environment.

Prepared By: Mark T. Prestwich, City Manager

Reviewed By: April Mitts, Finance Director

Approved By: Mark T. Prestwich, City Manager

BACKGROUND

The historic "Scout Hall" building located at 1530 Railroad Avenue is owned by the City of St. Helena and serves as a meeting room for both the Boy and Girls Scouts of America. The facility is also used for the Scouts' storage needs.

In late 2017, the City commissioned a Facility Condition Assessment of various civic buildings including Scout Hall to assist the City with identifying needed repairs and future maintenance requirements. This assessment was helpful in providing the City with a roadmap to guide future maintenance efforts, budget requirements, and identify assets not recommended for further investment (e.g. City Hall).

The EMG study concluded considerable investments were needed for numerous City assets, including nearly \$3.4 million in years 2018 to 2020. Given the scale of repairs necessary, the City prioritized discussions related to City Hall replacement and

improvements to the City Library. Investments to Scout Hall and other assets were postponed pending decisions related to City Hall.

Near-term repairs and maintenance investments to Scout Hall were estimated to cost approximately \$300,000 between 2018 and 2020.

DISCUSSION

In late 2019, the St. Helena Rotary Club and Boy Scout Troop 1 submitted letters requesting a partnership with the City of St. Helena to advance repairs to the exterior of Scout Hall. Troop 1 is celebrating its 100th year anniversary in 2020 and the Rotary Club has offered to sponsor a community fundraising effort to offset costs associated with the rehabilitation. The Rotary Club has also solicited the participation of other service clubs who have expressed their willingness to join the fundraising effort including Kiwanis, Federated Women of Upper Napa Valley, American Legion Post 199, and Native Sons of the Golden West (letters attached). The Rotary Club's independent analysis of needed exterior improvements ranges from \$250,000 to \$300,000, which is largely consistent with estimates from the City's EMG report.

FISCAL IMPACT

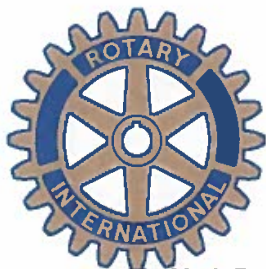
The City's 2018 EMG report estimated Scout Hall repairs and maintenance investments between years 2018 and 2020 to cost approximately \$300,000.

RECOMMENDED ACTION

Provide direction to the City Manager.

ATTACHMENTS

[Letters re Scout Hall](#)



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

Date: November 10, 2019

Dear Mr. Prestwich,

As requested, the Rotary Club of St. Helena along with Scout Troop 1 in St. Helena would like to partner with the City of St. Helena in the repair of the exterior of the Scout Hall which is located along Railroad Ave. in St. Helena. Due to weathering and the planting of shrubbery along the outside walls, visible damage to the structure is apparent and needs to be corrected.

Predicated on the above stated condition, and based upon observations during recent visits to the structure, we (Stu Smith, John Dodge, Steve Ebersole, John Muhlner) feel that the following work needs to be completed in order to properly maintain the outside of the structure:

1. Roof and cutters need to be repaired as necessary,
2. Drainage around the building needs to be improved,
3. Window(s) need replacing or repair,
4. Sections of the lower part of the building's siding need to be replaced,
5. The front fascia needs to be rebuilt,
6. Much of the building needs to be repainted.

Mr. Ebersole, who is a local contractor, has roughly estimated the cost for the work mentioned above at about \$250,000 to \$300,000, with the assumption that some of the work can be started/completed by the Troop.

In conjunction with Troop 1, and along with its 100 year anniversary to be celebrated in 2020, the Rotary Club of St. Helena has offered to sponsor a community fund raiser to off-set some of the costs associated with the rehab.

With the above in mind, we ask that the City join with Rotary and Troop 1 to finance the improvement of the City's building.

We hope you look kindly upon our joint venture.

A handwritten signature in cursive script that reads "Kathleen Patterson".

Kathleen Patterson
Rotary President

THE FOUR-WAY TEST "Of the things we think, say or do"

1st Is it the **TRUTH**? 2nd Is it **FAIR** to all concerned? 3rd Will it build **GOODWILL** and **BETTER FRIENDSHIPS**? 4th Will it be **BENEFICIAL** to all concerned?



November 1, 2019,

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

Mr. Prestwich,

Thank you for considering our requests for some needed repairs and maintenance to the exterior of Scout Hall. *As you are aware, the building has gone without attention for some time.* We have looked the place over and believe certain matters to be more pressing than others, so we list them first. We also believe the rest of the exterior would be best served by renovations as well, if possible. This in turn will serve the Boy Scouts and Girl Scouts who use the place, and also the city, by eliminating an eyesore. We trust as well that these boys and girls will serve the city many years into the future as dedicated citizens. I hope the City of St. Helena can find the time and budget to take care of some of these issues soon and the rest in due time. And please let us know how our Scouting family might also contribute.

Thanks much,

Jon Dodge
Scoutmaster
BSA Troop One

Suggested Repairs to Scout Hall

November 1, 2019

1. Failing gutters and downspouts. Need replacement
2. Poor drainage, northwest corner. Needs channel to street or existing drain in back parking lot.
3. Remove rosemary hedge from south wall. Fire and rot hazard due to organic matter buildup, causing damage to exterior siding.
4. Rotting exterior siding. Remove, inspect and replace. Check the condition of the framing. *Some concern due to water/soil contact.*
5. Inspect condition of roof. Some deterioration of sheeting noted on south side. Replace as needed.
6. Rotting window casement on north side. Deteriorated siding and facias, west side. Replace as needed.
7. Rebuild false front, east side. Missing and dilapidated woodwork. Pedestrian hazard below.
8. Repaint exterior, all sides



December 9, 2019

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

Dear Mr. Prestwich,

A few days ago John Muhlner addressed our Board about the possibility of American Legion Post 199 supporting a project to improve the condition of Scout Hall located on Railroad Ave, St. Helena. The building is used by both girls and boys for their activities. A discussion ensued as to the condition of the building which we understand is owned by the City of St, Helena. It was mentioned that the cost could run upwards of \$250,000. A partial list of the work was mentioned:

1. Roof and gutters need to be repaired as necessary,
2. Drainage around the building needs to be improved,
3. Window(s) need replacing or repair,
4. Sections of the lower part of the building's siding need to be replaced,
5. The front fascia needs to be rebuilt,
6. Much of the building needs to be repainted.

A vote was taken this day by the Board and it was unanimously approved that Post 199 of the American Legion, St Helena, California will support the project financially as well as provide some labor in the event of need. The Post supports many youth activities, and we believe this request is very worthy for future generations.

Craig Pina
Commanding
American Legion, Post 199

AMERICAN LEGION Post 199
1291 Madrona Ave. P.O. Box 177 St. Helena, CA. 94574



January 14, 2020

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

Dear Mr. Prestwich,

A few days ago John Sales/John Muhlner addressed our organization about the possibility of NSGW Parlor 53, supporting a project to improve the condition of Scout Hall located on Railroad Ave, St. Helena. The building is used by both girls and boys for their activities. A discussion ensued as to the condition of the building that is owned by the City of St. Helena. It was mentioned that the cost could run upwards of \$250,000. A partial list of the work was mentioned:

Roof and cutters need to be repaired as necessary,

Drainage around the building needs to be improved,

Window(s) need replacing or repair,

Sections of the lower part of the building's siding need to be replaced,

The front fascia needs to be rebuilt,

Much of the building needs to be repainted.

Our Board of Directors took a vote, and it was unanimously approved that Parlor 53 will support the project financially as well as provide some labor in the event of need. We support many organizations in the community, and we believe this request is very worthy for future generations.

Sincerely,

Phil Murphy President

1313 Spring Street St Helena CA 94574

Federated Women of Upper Napa Valley
P.O. Box 383
St. Helena, Ca. 94574

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

Dear Mr. Prestwich,

It has come to our attention that there is a possible upcoming restoration project for the Boys and Girls Scout Hall on Railroad Ave. Our Federated Women's Club has been contributing to community projects in St. Helena since 1905. We are interested in becoming involved with this restoration project. We support the use of this city owned property and building for the Scouts in St. Helena. Our intent is to help with fundraising projects to insure the success of this very important project for the youth of St. Helena.

Sincerely,
Annette Smith
President of Federated Women of Upper Napa Valley
707-738-3792



Mark Prestwich
City of St Helena
1480 Main St
St Helena, CA 94574

December 5, 2019

Mr Prestwich,

Yesterday, December 4, 2019, the membership of Kiwanis Club of St Helena voted, unanimously, to participate in collaboration with Rotary and other community service clubs, the Scouting community, and the City, in a project to repair Scout Hall.

Kiwanians Bob Matheny and Bob Beckstrom will be our club leaders on this project.

Kiwanis International's mission is "Serving the children of the world". Assisting the Boy and Girl Scouts, in our community, fits with that mission.

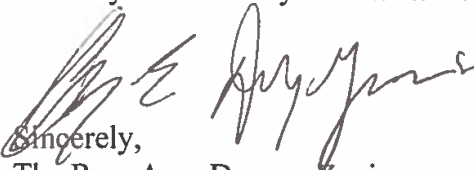
Sincerely,
Jan Darter, secretary
Kiwanis Club of St Helena



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

Dear Mr. Prestwich,

As an institution that strongly believes in the importance of resources and activities for the youth in our community, we whole-heartedly lend our support to the project of renovating Scout Hall on Railroad Ave. As the project evolves, we will certainly look for ways in which we can contribute.


Sincerely,
The Rev. Amy Denney Zuniga
Rector-in-Charge
Grace Episcopal Church

Grace Episcopal Church
1314 Spring Street
St. Helena, CA 94574



Independent Order of Odd Fellows
Saint Helena Lodge No. 167
1352 Main Street
Saint Helena, California 94574

2-11-20

Attn: Mark Prestwich, City Manager, St. Helena Ca.

From: Tony Albright, Care of St. Helena Odd Fellows Lodge no. 167

Mr. Prestwich,

I'm writing this letter to let you know the St. Helena Odd Fellows is happy to continue to support the St. Helena Boy Scouts Troup. We have many of our leadership who went through that program and continue to support with their own time.

As this is an important institution in our town and falls within our desire and need to support youth in our city we are looking into ways we can support the troop. We are talking through exactly what this means. ie boots on ground physically helping and or in a monitory way.

We do not know all of what is being asked by you (the city) or the Boy Scouts troop. I It would be good to have this outlined for us so I can pass forward and discuss amongst our leadership.

One detail in particular I need your help in detailing out is what relationship the city has with the building and interrelated with the Boy Scouts. We (the Odd Fellows) do not want to get into a place where we are paying the city or supporting the city for the building if it is a responsibility of the city. Again we are needing to have clarity on expectations here and what the ties are between you and the Boy Scouts.

I look forward to hearing back to you with any details that can shed light on this important issue.

Best,

Tony Albright

Past Noble Grand,

St. Helena Odd Fellows Lodge no.167



Report to the City Council
Regular City Council - 11 Feb 2020

Agenda Section: NEW BUSINESS

Subject: Review of Fire Department operations and consideration of adjustments to improve readiness including modification of one 10-hour part-time firefighter shift and increase in the Fire Chief's weekly paid hours of work from 16 to 30 hours

CEQA Determination: Not a CEQA project

Prepared By: Alec Vidler, Administrative Assistant/Fire Inspector

Reviewed By: April Mitts, Finance Director

Approved By: Mark T. Prestwich, City Manager

BACKGROUND

The St. Helena Fire Department began as a volunteer model when it began in 1911. In the 1970s the firefighters began to receive \$1.00 for emergency calls answered resulting in a 1099 issued by the City each year end. Over the years pay per calls raised by \$1.00 - \$2.00 and peaked at \$16.00 per call in 2015.

In the early 2000s the Fire Department began to experience difficulties with day to day operational staffing and maintenance. For example, under the per call model, if the ladder truck needed to be taken to Modesto for maintenance at the dealer it required two firefighters to take a day off work, uncompensated, to maintain its vehicles. Challenges like this contributed to an adjustment whereby the City began paying firefighters "Duty Pay." The pay started at \$30.00 per hour which was also the posted rate the firefighters received for strike teams. On January 1, 2016, the City of St. Helena began paying firefighters hourly \$25.00 per emergency call and lowering their hourly duty rate from \$30.00 per hour to \$25.00.

Due to continuing challenges associated with availability of part-time day-time firefighters and increasing call volume, on May 3, 2018, the City Council held a Fire Department Operations Study Session. In an effort to proactively address emerging

concerns about the limited availability of permanent part-time daytime firefighters and the City's ability to maintain critical emergency response service levels, the Fire Chief recommended migrating to a combination staffing model establishing two full-time firefighters supported by existing paid per hour firefighters.

On July 1, 2018, the St. Helena Fire Department integrated two full-time firefighters into fire operations from 8:00 a.m. to 4:00 p.m. Monday through Friday. Until that point, fire operations response staff was strictly on-call, part-time, hourly firefighters. In addition to addressing the challenges with declining availability of part-time daytime firefighters, this decision was made to provide an improved response during daytime calls, manage the steadily increasing number of daytime calls, and to ease the burden placed on local businesses who allow their employees to respond to calls during their work hours. The change provided part-time firefighters with more opportunities for training as well as improved the firehouse's state of readiness and efficiency.

On March 14, 2019, the City Council held a follow-up Study Session to review Fire Department operations, emergency response, and staffing. Challenges expressed at that time included the City's ability to respond to Saturday emergency calls, fire season readiness, and sufficient staff for night calls. Recommendations were made to modify the full-time firefighter schedule to 10 hours to cover an additional commute hour in the morning and evening (representing 9% of calls), add a third part-time firefighter on duty Monday thru Saturday during the 10-hour day shift for peak fire season months (May thru November), and provide a stipend for two firefighters nightly to guarantee evening coverage.

These recommendations to maintain the highest possible efficiency in response and coverage during high risk months were implemented on July 1, 2019, at a cost of \$234,450 annually. A review of performance confirmed that response time improvements were realized with this change:

- Response times under 5 minutes improved from 41% to 66%
- Response times under 8 minutes improved from 76% to 90%
- Response times under 10 minutes improved from 86% to 95%

While each community must decide which response standards and goals to set, National Fire Protection Association (NFPA) Guidelines recommend firefighter turnout and fire suppression travel time to scene in 5 minutes or less, and full alarm assignment to scene in 8 minutes or less, 90% of the time.

This full-time and part-time hybrid staffing model, which remains dependent on available and trained part-time staff, saves the City's General Fund approximately \$1.3 million annually when contrasted with the costs in other cities who are required to support full-time fire departments; consequently, this allows the City to broaden investment in other City services and operations. However, continuing challenges with recruitment and retention of part-time firefighters is placing additional strain on the operation and will

eventually place an added strain on other General Fund operations if the hybrid model becomes unsustainable.

DISCUSSION

While under increasing operational strain due to limited availability of part-time firefighters, the City of St. Helena continues to operate a substantially lower cost Fire Department than most public agencies due to the affordable design of its staffing model and generosity of the St. Helena Fire Department Association.

Seasonal Part-Time “Third” Firefighter Readiness

The Fire Department has experienced a staff reduction from a peak of 33 in early 2019 down to a current staff of 22. The Fire Department started 2018 with nine part-time firefighters available for day calls with three of the nine being qualified as drivers. Currently, there are only five part-time firefighters available for day calls including three qualified as drivers. In the last six months, the Fire Department experienced a 24% decrease in staffing, including five retirements and the loss of three firefighters accepting full-time positions with other fire departments. One firefighter was hired full-time by the Suisun City Fire Department and two firefighters accepted full-time positions in Lodi beginning February 10, 2020.

A contributing factor to the loss of staff in late 2019 was associated with the fact that part-time firefighters who assisted with staffing the City’s third “part-time” firefighter position separated from the department when the position went unfunded at the end of November 2019. The slot is currently only funded when fire risk is higher between April and November. However, to guard against a loss of part-time staff and because more than 80% of emergency response calls are medical and response times for medical calls are equally important, the Fire Chief is recommending extension of the third day-time part-time firefighter position year-round.

The response protocol for medical calls includes an expectation that a third firefighter will respond. This improves the firefighters ability to provide life-saving treatment and communicate with other emergency personnel during incidents. Therefore, in addition to serving to improve department readiness year-round, extending this position from seven months to 12 months is also expected to improve the City’s ability to recruit and retain permanent part-time staffing.

There are currently two Fire positions the City is recruiting for: one for Resident Part-time Firefighters who live within the department's response area and can respond to emergency calls, and one for part-time firefighters living outside the response area that can work shifts. Both recruitment postings remain open until filled. There are six applicants under review and three local residents in preliminary recruitment. Additionally, the Fire Department personnel visits St. Helena High School for their annual career day and fire extinguisher training, during which part-time recruitment opportunities are discussed.

Fire Chief Responsibilities Evolving

As department operations have evolved from a permanent part-time operation into full-time firefighters six days per week, the City Manager and Fire Chief have determined the needs of the City's fire operations also warrant consideration of an increase in the Fire Chief's hours to effectively manage the department. While the Fire Chief is responsible for overall department management including the recent addition of two full-time firefighters and seasonal day-time part-time firefighters, suppression and fire prevention duties, he is paid for only 16 hours per week. However, it is difficult for the Fire Chief to complete all duties within the two days per week he is compensated for, resulting in numerous unpaid hours performed on behalf of the City. For example, in 2019, the Fire Chief responded to over 400 emergency calls, 90% of which occurred outside of his scheduled work days.

Additionally, the City's Fire Marshal is reducing his 16 hour per week schedule to an as-needed schedule of working approximately one to two hours per week. This leaves the Fire Chief as the highest ranking official with the only authority over the Fire Inspector to sign off on fire prevention and code enforcement issues. Due to this staffing reduction in the Fire Marshal's office, more time is required from the Fire Chief.

The City Manager is supportive of and recommends a modification to part-time firefighter shifts from seven months to year-around and increasing the Fire Chief's schedule from two eight-hour shifts to three 10-hour shifts per week, resulting in a 30-hour work week. The shift in the Fire Chief's schedule would match the shift structure for the current full-time firefighters allowing the Fire Chief to cover a shift if needed due to sickness or vacation. The additional 12 hours will also allow for additional oversight, improved communication for the 19 permanent part-time firefighters, two full-time positions, one full-time Fire Inspector/Administrative Assistant, and continuing recruitment efforts.

FISCAL IMPACT

The annual fiscal impact of extending part-time Monday thru Saturday staffing of a third firefighter shift year-round (beyond the seven months of fire season) is projected to cost \$27,897. Modifying the Fire Chief's schedule to include a third work day per week (total of 30 hours) from two eight-hour days is projected to cost \$81,687 annually including benefits. This will result in additional cost of \$27,730 thru the remainder of the fiscal year which would require a budget transfer from General Fund reserves.

RECOMMENDED ACTION

1. Support the Fire Chief and City Manager's recommendation for increasing operational staffing capacity as recommended to allow for implementation of the year around shift; and bring back to City Council a resolution for consideration and approval to increase staffing hours of the Fire Chief; or
2. Support the Fire Chief and City Manager's recommendation for increasing operational staffing capacity with recommended City Council modifications and bring back to City

Council a resolution for consideration and approval authorizing the increased staff capacity for Fire Department operations; or

3. Provide alternative direction.

ATTACHMENTS

[SHFD Updated OPs v3](#)



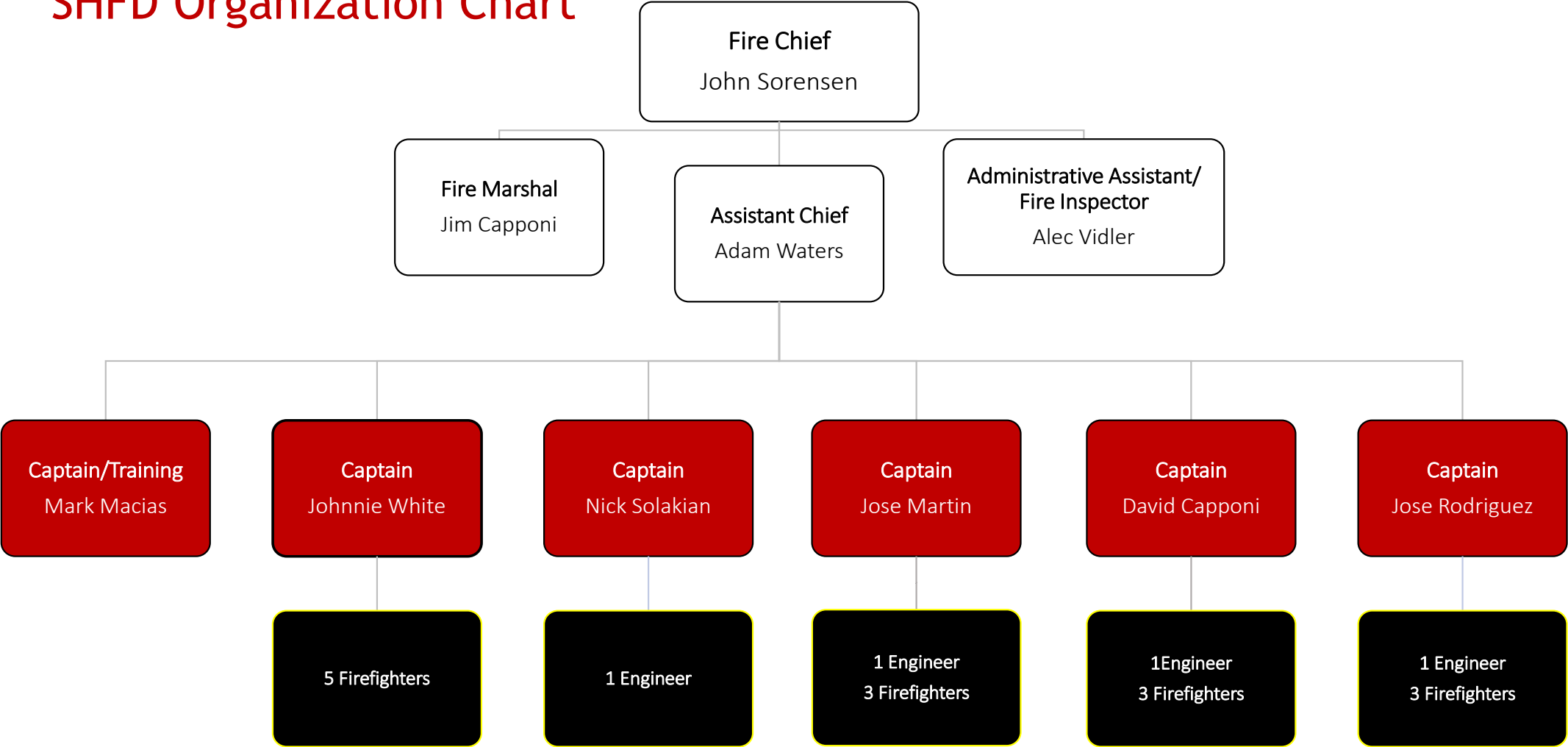
St. Helena Fire Dept. Operations Mid-Year Review

Fire Department Operations, Emergency Response & Staffing

John Sorensen, Fire Chief

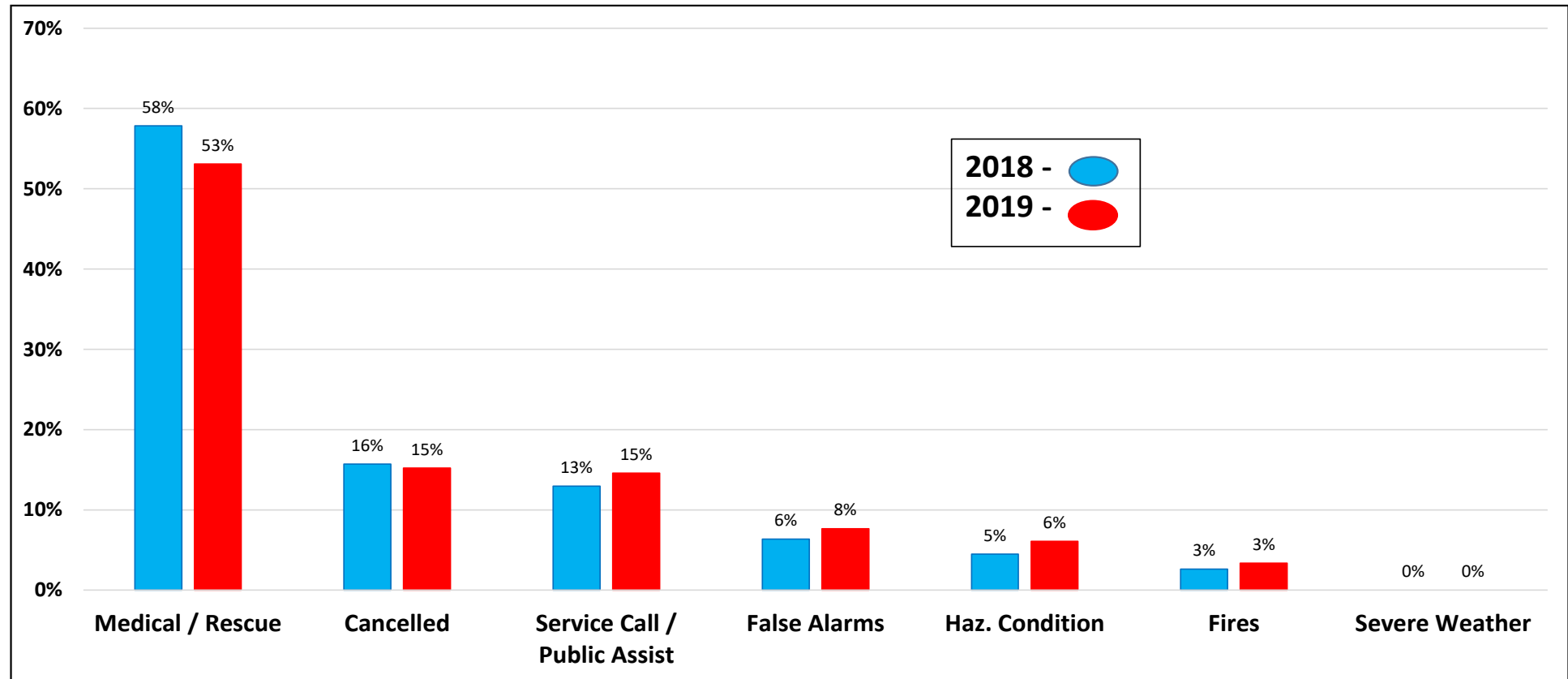
St Helena Fire Department

SHFD Organization Chart





Types of Incidents Comparison





Annual Call Volume

2013 – 732 calls

2014 – 740 calls

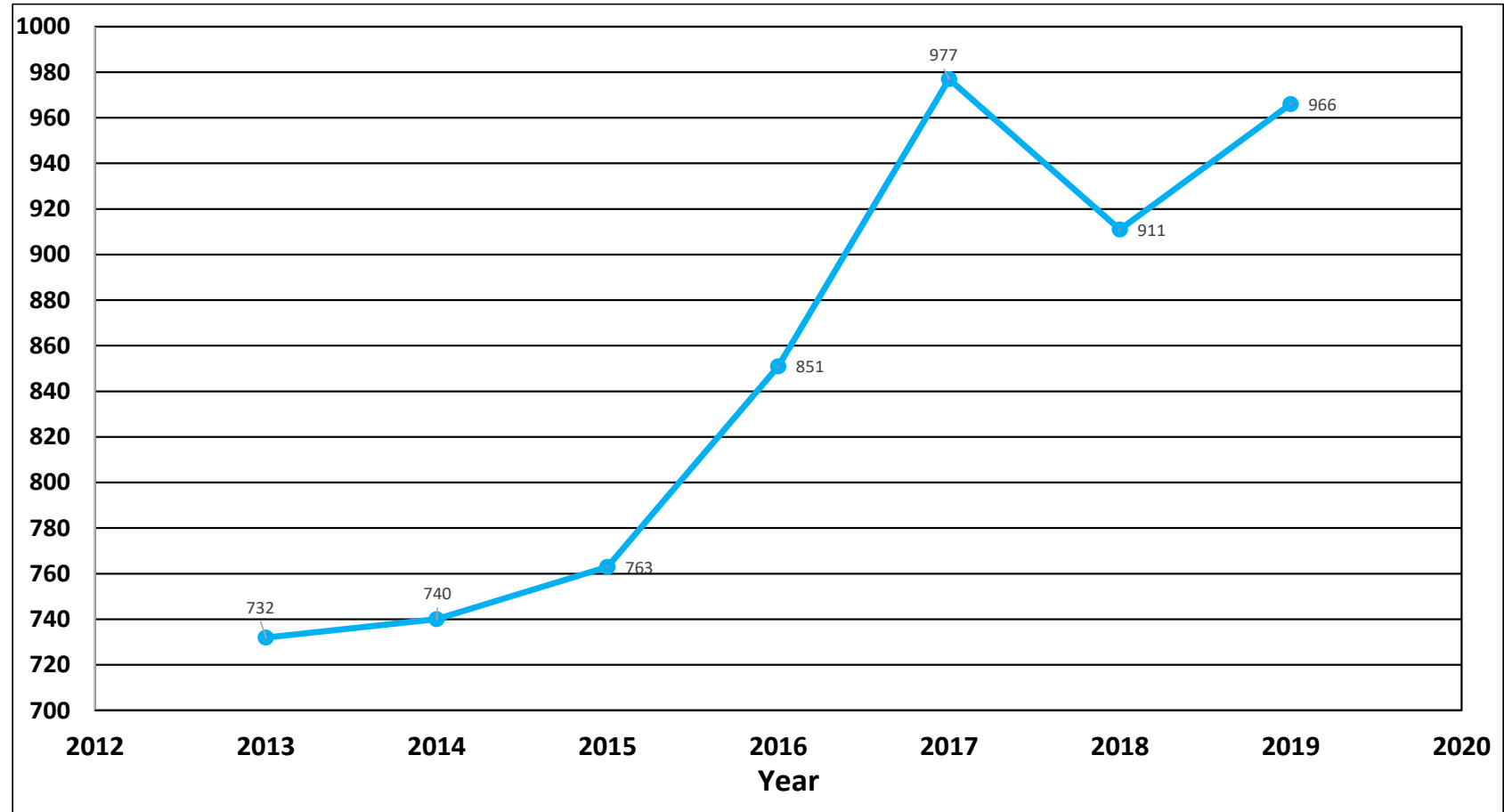
2015 – 763 calls

2016 – 851 calls

2017 – 977 calls

2018 – 911 calls

2019 – 966 calls

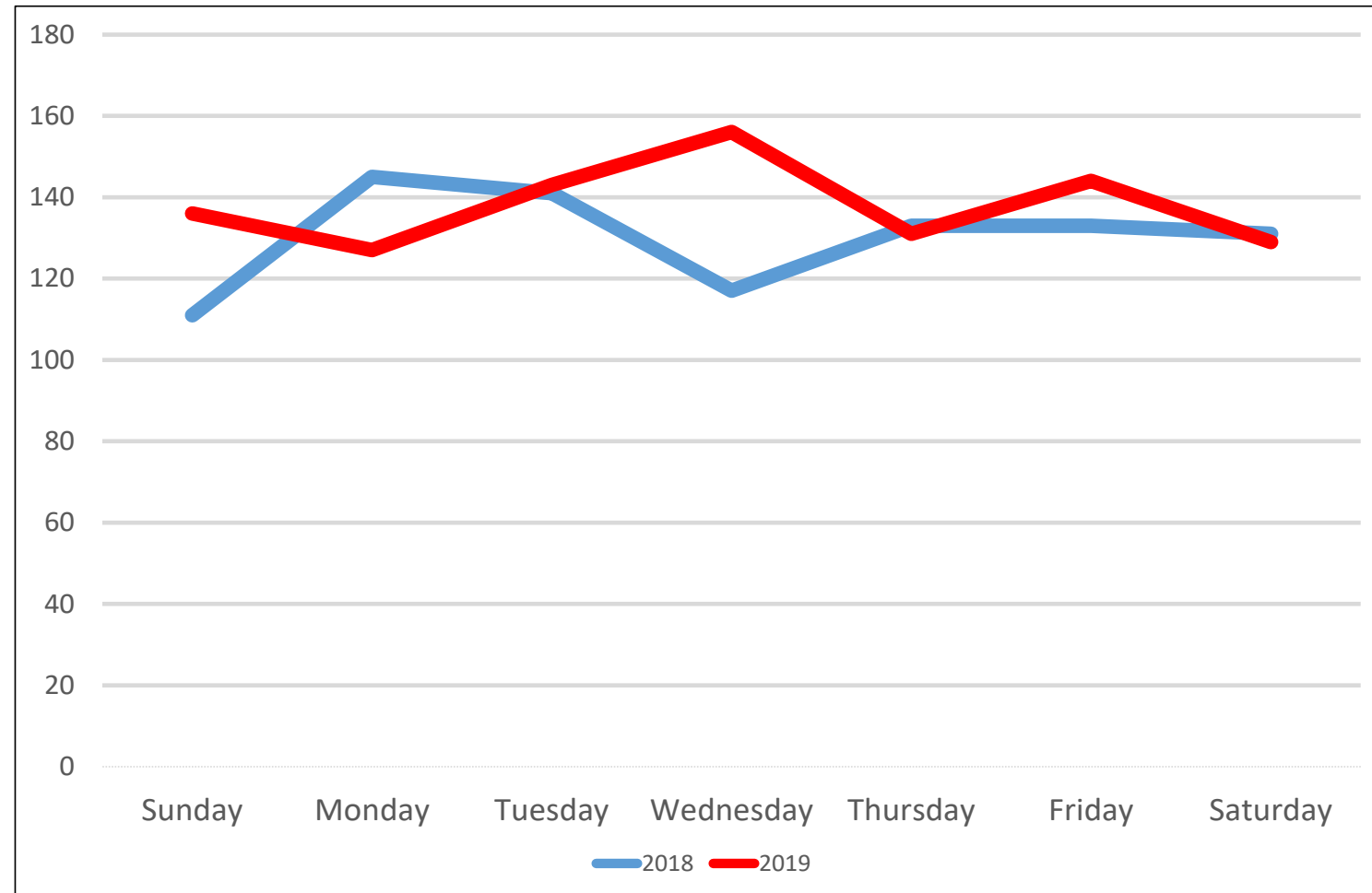




Calls by Day of the Week

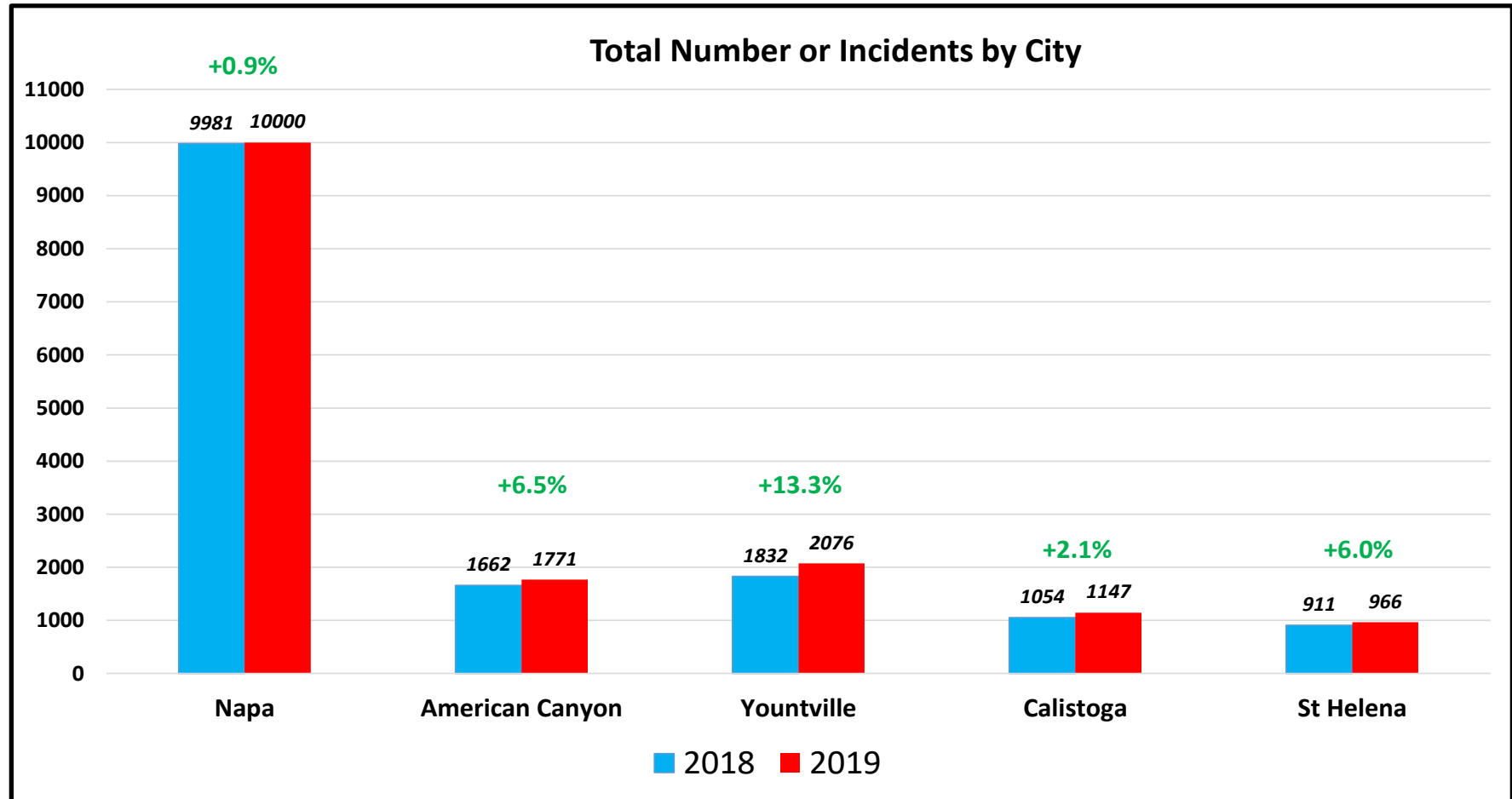
2018	
Day of the week	Number of Incidents
Sunday	111
Monday	145
Tuesday	141
Wednesday	117
Thursday	133
Friday	133
Saturday	131
Total:	911

2019	
Day of the week	Number of Incidents
Sunday	136
Monday	127
Tuesday	143
Wednesday	156
Thursday	131
Friday	144
Saturday	129
Total:	966



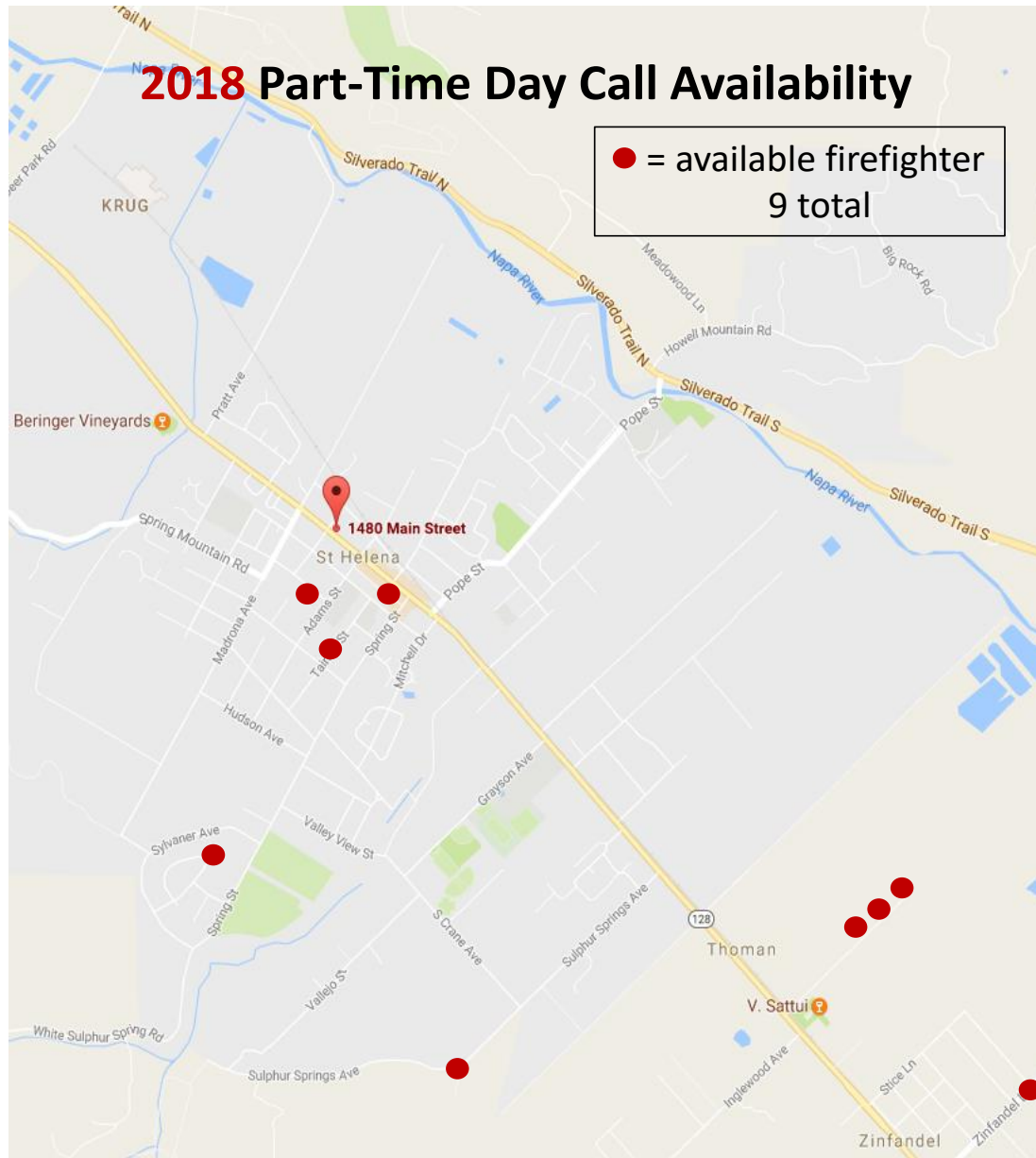


Annual Total Incidents – 2018 vs. 2019



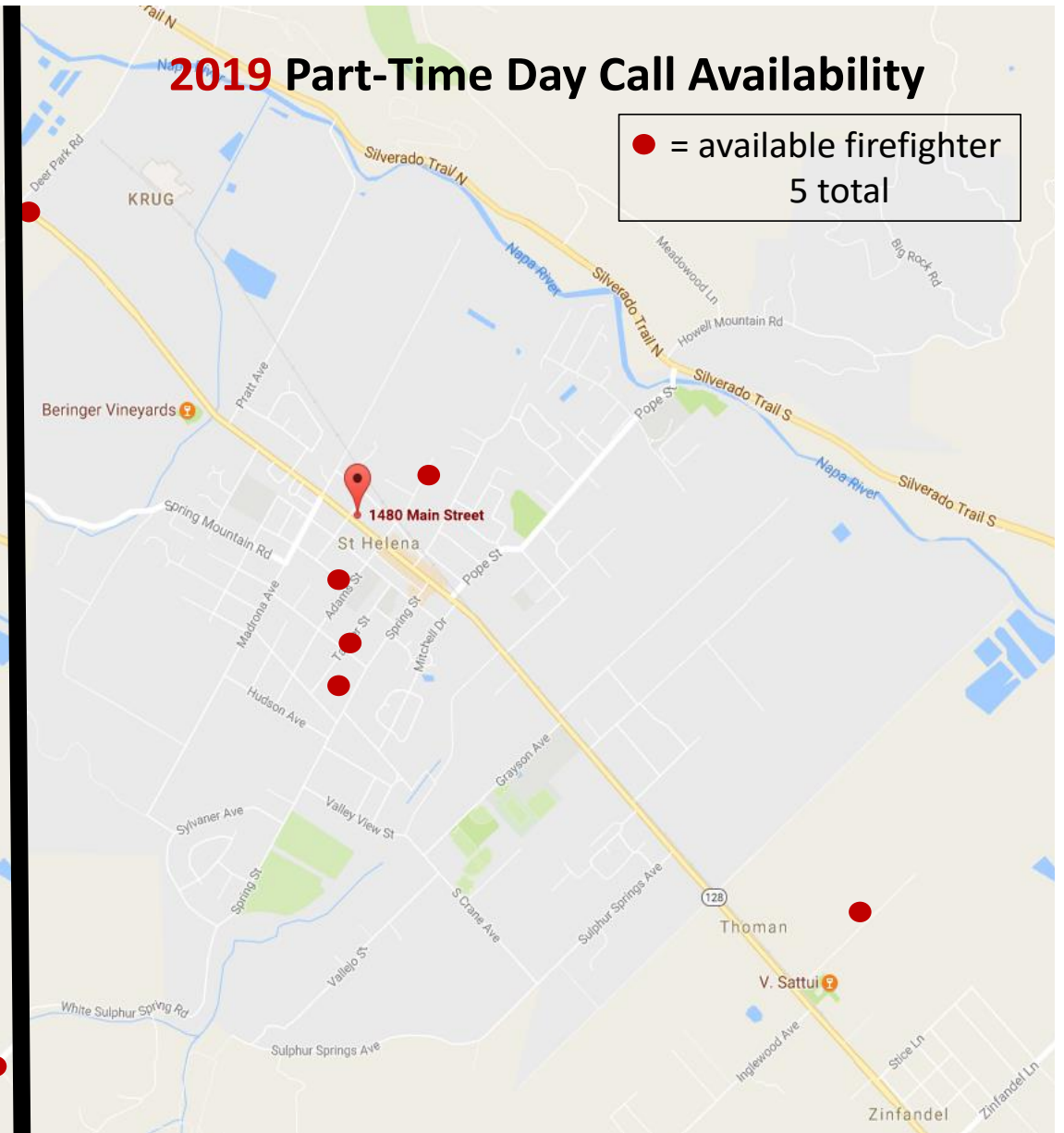
2018 Part-Time Day Call Availability

● = available firefighter
9 total



2019 Part-Time Day Call Availability

● = available firefighter
5 total

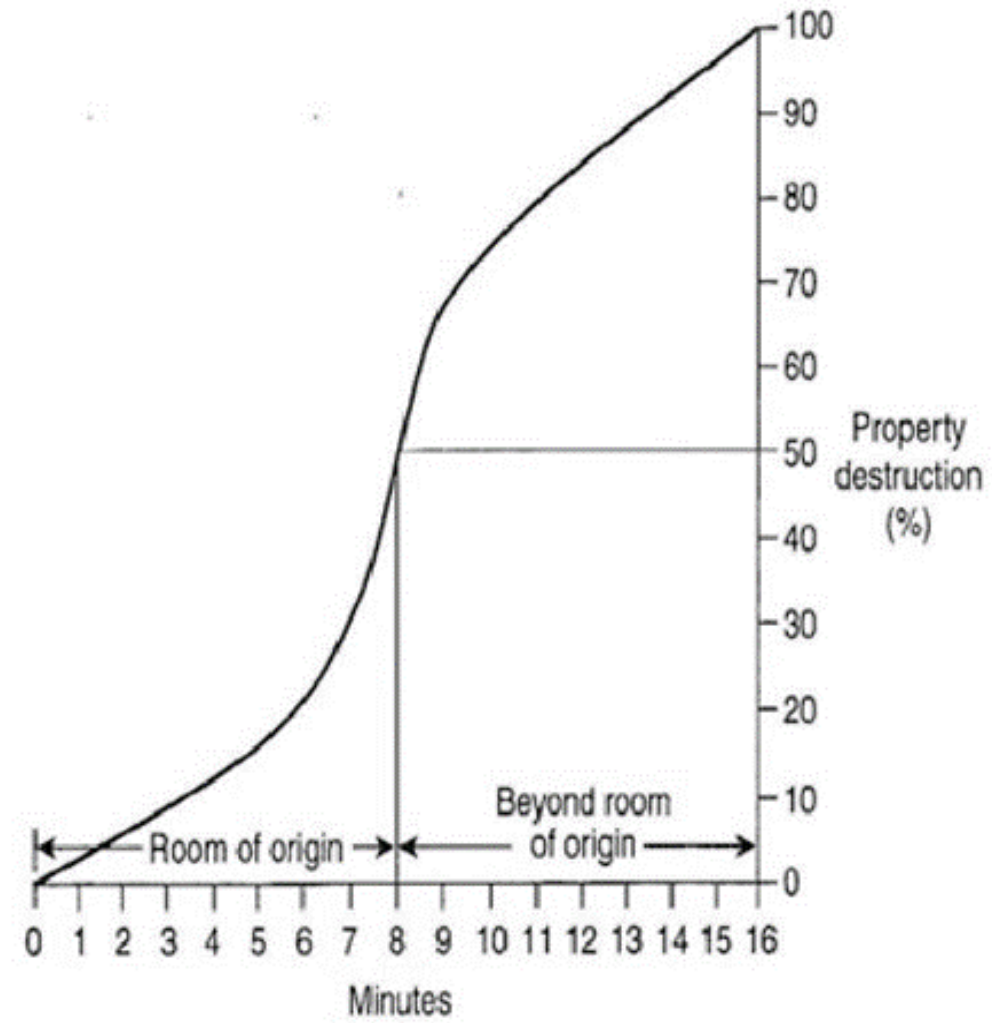




NFPA Guidelines

- ***National Fire Protection Association***
- Guideline 1710 recommends FF turnout time - 1 minute
- First fire suppression travel time to scene – 4 minutes
- Full alarm assignment at scene – 8 minutes 90% of the time
- Community must decide which response standards and goals to set

St Helena Fire Department



Fire Propagation Curve.



Daily Shift Schedule*

Mon-Sat 7am-5pm

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Solakian 7am-5pm Part-time FF 7am-5pm	Solakian 7am-5pm Part-time FF 7am-5pm	Solakian 7am-5pm Macias 7am-5pm	Solakian 11am-9pm Macias 11am-9pm	Part-time FF 7am-5pm Macias 7am-5pm	Part-time FF 7am-5pm Macias 7am-5pm	
Part-time FF 7am-5pm	Part-time FF 7am-5pm	Part-time FF 7am-5pm	Part-time FF 7am-5pm	Part-time FF 7am-5pm	Part-time FF 7am-5pm	

*Current five months per year (Fire Season Only)



FY 2017-18 before
Full-time
Firefighters

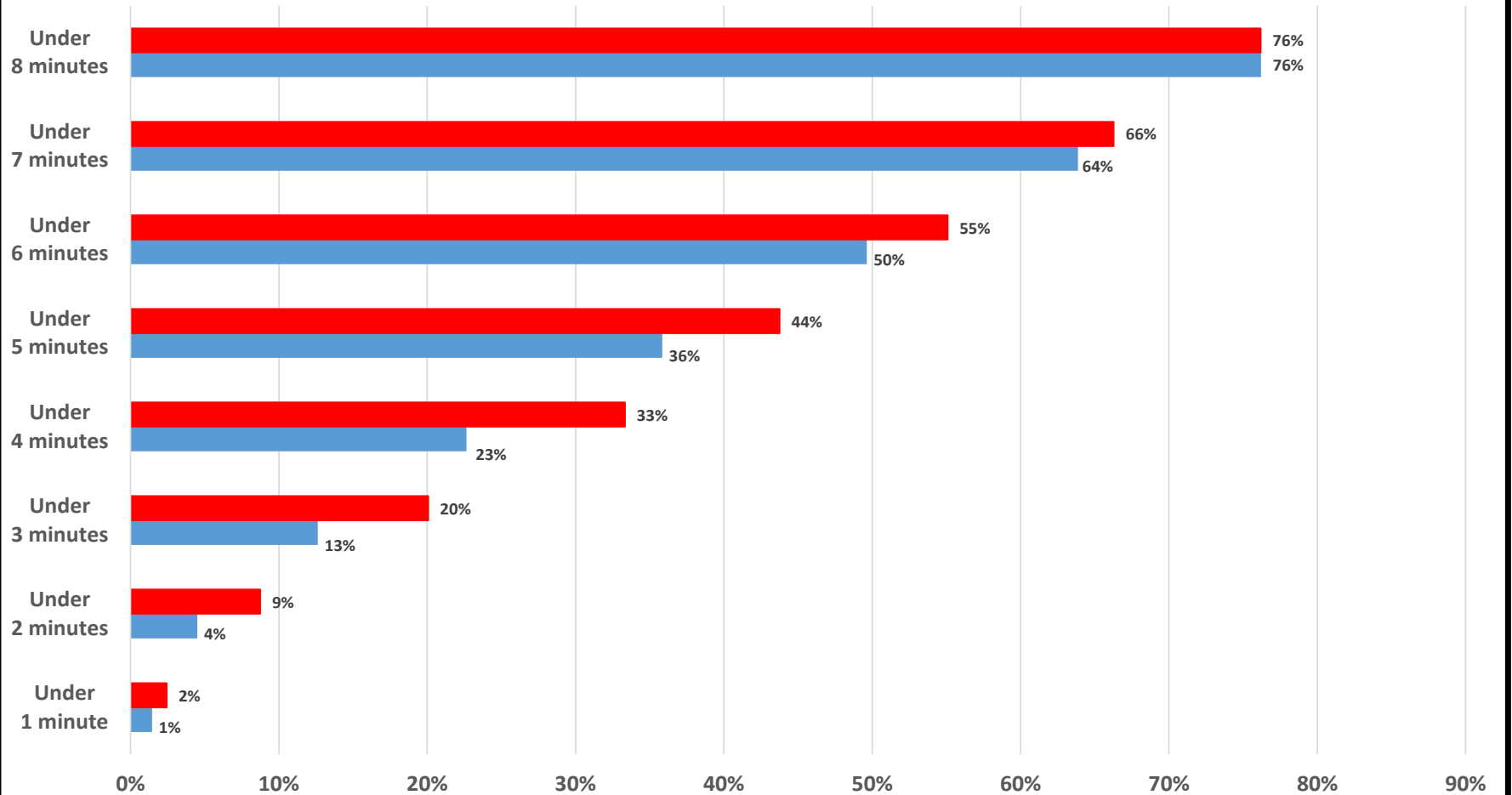


FY 2017-18 after
Full-time
Firefighters



On Scene Time Comparison

FY 2018-19 FY 2017-18





Fire Chief's Duties

Current Contracted Schedule

Tuesday 8am – 5pm

- Staff Meetings (2 hours)
- County Chiefs Meetings (3 hours)
- Fire-Wise Council meeting (1 hour)
- Administration (2 hours)

Thursday 1pm – 10pm

- Staff Briefing (1 hour)
- Administration (2 hours)
- Drill and Training (5 hours)

Unscheduled Duties Performed

- 400+ calls responded to (24/7)
- Battalion coverage (after hours)
- Council meetings
- Continuing education
- Fire Marshal management duties and authority transferred to the Fire Chief



Staffing Changes

Suppression:

In the last 6 months of 2019, the Fire Department has decreased 24% of its Firefighter staff:

- 5 - Retired
- 1 - Hired fulltime by Suisun City FD
- 1 - Resigned for personal reasons
- 1 - Probationary separation

2 more firefighters are in the hiring process with Lodi FD

Prevention:

Fire Marshal Jim Capponi retired after 40 years of service to St. Helena. He takes with him 40+ years of local knowledge. Alec Vidler was hired as the Fire Inspector.

An increase in construction activity in St. Helena has increased the demand for inspections, plan reviews and other fire prevention duties.



Fire Department FY 19-20 Budget Comparison by City

City	General Fund	Fire Dept. Budget	Fire Dept. Cost (Percentage)
Petaluma	\$50.3M	\$15.7M	31%
Sonoma	\$20.3M	\$6.1M	30%
Healdsburg	\$13.4M	\$3.3M	25%
San Rafael	\$78.9M	\$18.9M	24%
Napa	\$97.9M	\$19.5M	20%
Fairfield	\$97.7M	\$20M	20%
Calistoga	\$11.7M	\$1.9M	17%
Sebastopol	\$9.2M	\$1M	11%
St. Helena	\$15M	\$1.4M	9%



2020

Challenges

- Maintain availability and skills and on scene performance of existing part-time Firefighters
- Fire Chief supervision of six-day/week full-time firefighters

Recommendations

- Extend part-time staff slot on all shifts year-round
- Increase Fire Chief contract from two days per week to three 10-hour days



Report to the City Council
Regular City Council - 11 Feb 2020

Agenda Section: NEW BUSINESS

Subject: Quarterly Grant Report for FY 2020 Q2, for the period ending December 31, 2019

CEQA Determination: Not a CEQA project

Prepared By: Mandy Kellogg, Finance Manager

Reviewed By: April Mitts, Finance Director

Approved By: Mark T. Prestwich, City Manager

BACKGROUND

This report covers grant activity for the 2nd Quarter of Fiscal Year (FY) 2020.

DISCUSSION

New Awarded Grant Applications in FY 2020 2nd Quarter

The City of St Helena was awarded two new grants during 2nd Quarter of Fiscal Year 2020.

Agency	Project	Amount
CalOES/FEMA - HMGP	Purchase of generators and upgrading electrical panels to provide emergency backup power to City Facilities.	\$ 485,392
CalOES	Public Assistance and CDAA Grant - Reimbursement of expenses for 2019 storms.	\$ 39,785

Applications Pending

The City has three grant applications pending.

Agency	Project	Amount
CalOES	PSPS Resiliency Allocation - Replace two generators at the treatment plants and purchase one roving generator.	\$ 471,000
Department of Alcoholic Beverage Control	Alcohol Policing Partnership Program - Training and education programs, decoy operations, and development of an Alcoholic Beverage - Responsible Beverage Sales and Service Ordinance.	\$ 40,000
Alzheimer's Foundation of America	Project Lifesaver Program to provide services to locate at-risk citizens that are prone to wandering.	\$ 5,000

CalOES: PSPS Resiliency Allocation - An application was submitted to CalOES in November 2019. If eligible the City will receive funding to replace generators at the Water and Wastewater Treatment plants. The existing generator at the Water Treatment Plant is 35 years old and the existing generator at the Wastewater Treatment is 45 years old. In addition, funding will be used to purchase a roving generator that can be moved between essential City facilities. The total amount of funding requested is \$471,000.

Department of Alcoholic Beverage Control: Alcohol Policing Partnership Program

- An application was submitted to the Department of Alcoholic Beverage Control in March 2019. If eligible the City will receive funding to create training and education programs for licensed establishments, students and parents, and citizens. Funding will also be used for the Police Department will conduct decoy operations to further enforcement within the City. In addition, the City will develop a policy and procedure related to responsible beverage sales and service, which will assist with the development of an Alcoholic Beverage - Responsible Beverage Sales and Service Ordinance. The total amount of funding requested is \$40,000.

Alzheimer's Foundation of America: Project Lifesaver Program - The City submitted an application on June 30, 2019. If the application is approved the City will receive funding for services and technology to locate at-risk citizens as quickly as possible that are prone to wandering and becoming lost. The total amount of funding requested is \$5,000.

Active Grants

These are grant awards with signed agreements. This chart identifies the grant award, required match, and percent expended. Staff is currently managing \$6.7 million in active grant funds.

Grant	Project	Award Amount	Additional Project Funding	% Grant Funds Expended	Notes
CENIC on behalf of Califia	Connection to CalRen Hub at St. Helena Public Library	Based on discounts applied	\$ -	0.0%	The CENIC connection was completed in March 2019.
Department of Water Resources (DWR)	Comprehensive Flood Control Project	\$2,371,333	\$20,000,000	100.0%	Holding \$237,000 in retention until Conservation Easement is completed.
Environmental Protection Agency (EPA)	Upper York Creek Ecosystem Restoration	\$987,876	\$987,876	5.1%	Project will move forward in one Phase during 2020.
CalTrans/Federal - OBAG2	Main Street Pedestrian Improvements	\$1,206,000	\$351,000	0.0%	Planning and design process for the Streetscape began February 2019.
SF Bay Area Integrated Regional Water Management (IRWM)	Upper York Creek Ecosystem Restoration	\$800,000	\$1,174,119	0.0%	Not eligible for reimbursement Grant share costs until required funding match is met.
Friends & Foundation	Enhancements for Library (PT Staff, Spanish/Youth/Adult Programs, Materials, Elsie the Cat, Supplies)	\$134,150	\$ -	56.8%	The second grant disbursement of \$33,538 was received October 2019.
Metropolitan Transportation Commission - TDA 3	Hunt Avenue Sidewalk Gap Closure	\$75,000	\$ -	100.0%	Construction has been completed and the grant will be invoiced after retention is released.
Bulletproof Vest Partnership	Purchase of one bulletproof vest	\$1,356	\$1,356	0.0%	
CalTrans/Federal - HSIP	Replacement of 1,175 lineal feet of guardrail on	\$556,100	\$ -	0.0%	Design phase will begin in early 2020 and

	Silverado Trail that is located in the City limits of St. Helena				construction is anticipated to begin 2021.
Department of Justice	Prop 56 - Hire law enforcement officer to manage programs educating and enforcing issues of underage tobacco use.	\$393,514	\$ -	15.3%	\$48,100 in reimbursements were received November 2019 and the 4th quarter report was submitted January 2020.
Housing and Community Development (HCD) - SB2 Planning Grant	Updates to current zoning code in order to implement housing policies and directives identified in the General Plan and in the 2015 Housing Element.	\$160,000	\$159,990	0.0%	Awarded a PSA on 11/12/2019 with Lisa Wise Consulting for the Zoning Code Update.

Closed Out Grants

Grant	Project	Award Amount	Cash Match	% Grant Funds Expended	Notes
Department of Housing and Community Development - HOME	Home repairs for Low-Income individuals via 0% interest loans.	\$500,000	\$ -	89.6%	All project completion reports were received by HCD in September 2019. Annual reports will continue to be submitted per the program requirements.
Bulletproof Vest Partnership	Purchase of 1 Bulletproof Vest.	\$327	\$327	100.0%	Reimbursement recorded on 10/11/2019.

Flood Projects

- Measure A – On December 19, 2017, the Napa County Flood Authority approved Amendment No. 12 to the Agreement authorizing disbursement of the remaining Measure A funds through its sunset in June 2018 which was estimated to be approximately \$5.3 million. In March 2018 the City received a disbursement for \$1,053,609 and in September the City received a disbursement for \$3,970,518. In October, the City paid a total of \$5,120,250 towards the balance of the SRF Loan. In September 2019, the City received the final disbursement from the County for the remainder of Measure A funds in the amount of \$51,918.
- Department of Water Resources (DWR) – Public Works staff is working on completing the conservation easement as a requirement of the DWR grant. Once completed, the City will receive \$237,000 still held by DWR.

Non-Profit Grant Funding

For FY 2019/20 a total of 21 applications were funded. The charts below identify the grantee, project description, award amount, and percent of grant funds expended through December 31, 2019.

Community Enrichment Grants:

Grantee	Project Description	Award Amount	% of Grant Expended
Boys and Girls Club	Power Hour - Homework Assistance Program	\$5,000	0.0%
Community Organizations Active in Disaster (COAD)	COAD Community Response Table-Top Exercise	\$2,500	0.0%
Friends of the Cameo	Arts in April 2020	\$10,000	0.0%
Kiwanis Foundation St. Helena	St. Helena Kiwanis Foundations Scholarships	\$1,500	0.0%
Music in the Vineyards	2019 Music in the Vineyards Community Outreach Program	\$2,500	100%
NapaShakes	NapaShakes On Screen in St. Helena	\$4,500	0.0%
Nimbus Arts	Free Community Festival & Event Art Activities	\$6,000	0.0%
Saint Helena Community Band	Saint Helena Community Band Yearly Performances	\$5,000	0.0%
St. Helena Choral Society	3rd Annual A Capella Festival	\$3,000	100.0%
St. Helena Historical Society	"St. Helena: History a la Carte" Project - Didactic Panels/Storyboards and Travelling Trunks Museum	\$5,000	0.0%
Vailima Foundation	Gallery and Exhibition Improvement Project	\$5,000	0.0%
	Totals	\$50,000	11.0%

Programmatic Grants:

Grantee	Project Description	Award Amount	% of Grant Expended
Boys and Girls Club	Teen Center	\$30,000	0.0%
California Federation of Women	Spelling Bee & Community Christmas Family Adoption Program	\$1,200	0.0%
Collabria Care	UpValley Village Fee Waiver Program	\$6,000	0.0%
Community Organizations Active in Disaster (COAD)	COAD Community Preparedness Events	\$5,300	0.0%
Mentis	Mentis Teens Connect Teen Mental Health Program	\$29,400	0.0%
Our Town St. Helena	Organizational Development & Assistance to Marietta HOA	\$25,000	0.0%
Rianda House	Senior Center Wellness and Enrichment Programs	\$30,000	0.0%
St. Helena Farmers'	Market Match Program	\$2,500	0.0%

Market			
St. Helena Little League	St. Helena Little League Uniforms & Equipment	\$10,000	0.0%
Up Valley Family Centers	Community Connections and Immigration Assistance	\$30,000	0.0%
	Totals	\$169,400	0.0%

The 2020/21 grant application period was opened at the beginning of December 2019 and will close on February 14, 2020. The City will begin reviewing the applications submitted in late February.

FISCAL IMPACT

There is no fiscal impact associated with this report.

RECOMMENDED ACTION

Receive and file report.

ATTACHMENTS

[2nd Quarter Grant Report Presentation](#)



CITY OF ST. HELENA

QUARTERLY GRANT REPORT

Fiscal Year 2020 2nd Quarter, for the period ending December 31, 2019

Newly Awarded Grants

- *CalOES/FEMA – Hazard Mitigation Grant Program*
 - Emergency Backup Power
 - Total Estimated Project Cost = \$647,189
 - Required Match = \$161,797
- *CalOES – Public Assistance and CDAA Grant*
 - Reimbursement for expenses related to the 2019 storms
 - Total Reimbursement Received = \$39,785

Pending Grant Applications

- *Department of Alcoholic Beverage Control – Alcoholic Policing Partnership Program*
- *Alzheimer's Foundation of America – Project Lifesaver*
- *CalOES – PSPS Resiliency Allocation*

Active Grants Highlights

- *Upper York Creek Ecosystem Restoration*
 - *Environmental Protection Agency (EPA)*
 - *SF Bay Area Integrated Regional Water Management (IRWM)*
- *Friends & Foundation: Library Enhancements*
- *Metropolitan Transportation Commission – TDA 3: Hunt Avenue Sidewalk Gap Closure*
- *Department of Justice: Prop 56 Tobacco Grant*
- *Housing and Community Development (HCD) – SB2 Planning Grant*



Closed Grants Highlights

- *Department of Housing and Community Development: HOME Grant*
- *Bulletproof Vest Partnership*

Non-Profit Grants

- *Fiscal Year 2019/20*
 - Executed 21 Grant Agreements
 - Community Enrichment – 11 Awards = \$50,000
 - Programmatic – 10 Awards = \$169,000
- *Fiscal Year 2020/21*
 - Application period opened on December 3, 2019
 - Application deadline extended to February 14, 2020

Questions



Report to the City Council
Regular City Council - 11 Feb 2020

Agenda Section: NEW BUSINESS

Subject: Presentation of the Fiscal Year 2019 Comprehensive Annual Financial Report (CAFR) and Independent Auditor's Report on Internal Control Over Financial Reporting

CEQA Determination: Not a CEQA project

Prepared By: Mandy Kellogg, Finance Manager

Reviewed By: April Mitts, Finance Director

Approved By: Mark T. Prestwich, City Manager

BACKGROUND

The City of St. Helena has undergone the fiscal year audit and issued its Comprehensive Annual Financial Report (CAFR) for fiscal year ended June 30, 2019. The City publishes an annual CAFR to fully disclose its financial information, as well as to comply with state and federal requirements and bond covenants.

The financial audit and the preparation of the financial statements takes place over several months, beginning just after the end of the fiscal year and continuing through the time the books are closed and the CAFR is published. Staff coordinates with the auditor to ensure that the work is completed accurately and timely.

On June 9, 2015, the City signed a three-year Professional Services Agreement with Van Lant & Fankhanel, LLP to prepare the City's annual audited financial statements and on February 13, 2018, City Council approved a two-year extension of the Agreement to provide auditing services through FY 2018-19.

The CAFR is available on the City of St. Helena's website at:
<http://cityofsthenana.org/finance/page/comprehensive-annual-financial-report>

DISCUSSION**CAFR OVERVIEW**

The City of St. Helena's CAFR (Attachment 1) consists of three sections:

1. Introductory Section: provides general information on the government's structure and the letter of transmittal.
2. Financial Section: contains the following:
 - Independent auditor's report
 - Management discussion and analysis (MD&A) - The MD&A provides a simple narrative introduction, overview, and analysis of the basic financial statements.
 - Basic financial statements
 - Fund financial statements
 - Notes to the financial statements.
 - Required Supplemental Information
 - Optional Supplementary Information
3. Statistical Section: presents detailed information as a context for understanding information in the financial statements, note disclosures, and required supplementary information.

INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING

In addition to producing the City's CAFR it is the responsibility of the independent auditor to provide to the City of St. Helena a report on internal control over financial reporting and a report on compliance with other matters based on the audited financial statements (Attachment 2). The *Report on Internal Control and Other Matters* identifies deficiencies in internal control that the auditor considers to be either material weaknesses and/or significant deficiencies. Additionally, the auditor performed tests of the City's compliance with certain provisions of laws, regulations, contracts, and grant agreements.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis.

A material weakness is a deficiency, or combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the City's financial statements will not be prevented, or detected and corrected on a timely basis.

A significant deficiency is a deficiency, or combination of deficiencies, in internal control less severe than a material weakness, yet important enough to merit attention by those charged with governance.

The City received its first Schedule of Findings in FY 2014-15 from the auditors, which included two material weaknesses, two significant deficiencies, and one instance of

noncompliance related to the debt covenant for the Water Fund. Over the past few years, the City Council has approved numerous finance policies as well as addressed the debt covenant for the Water Fund. In addition, Finance Staff has evaluated standard operating procedures and implemented numerous internal controls.

For the FY 2018-19 audit, the Independent Auditor's Report On Internal Control Over Financial Reporting disclosed no material weaknesses, significant deficiencies, or instances of noncompliance.

FISCAL IMPACT

None.

RECOMMENDED ACTION

Staff recommends the City Council receive the presentation and accept the Comprehensive Annual Financial Report of the City of St. Helena for Fiscal Year Ended June 30, 2019.

ATTACHMENTS

[Fiscal Year Ended June 30, 2019 Comprehensive Annual Financial Report \(CAFR\)](#)

[FY 2018-19 Internal Control Report](#)

[CAFR Council Power Point](#)



City of St. Helena

California

**Comprehensive Annual
Financial Report**



For The Fiscal Year Ended June 30, 2019

CITY OF ST. HELENA, CALIFORNIA
Comprehensive Annual Financial Report
For the Fiscal Year Ended
June 30, 2019



Prepared by
Finance Department

**City of St. Helena
Comprehensive Annual Financial Report
Year Ended June 30, 2019**

Table of Contents

I. INTRODUCTORY SECTION	Page
Letter of Transmittal	i
Organizational Chart	vi
List of Principal Officials	vii
GFOA Certificate of Achievement for Excellence in Financial Reporting	viii
II. FINANCIAL SECTION	
Independent Auditor's Report	1
Management's Discussion & Analysis	4
Basic Financial Statements:	
Government-wide Financial Statements:	
Statement of Net Position	14
Statement of Activities	15
Fund Financial Statements:	
Balance Sheet - Governmental Funds	17
Reconciliation of the Balance Sheet of Governmental Funds to the Statement of Net Position	18
Statement of Revenues, Expenditures and Changes in Fund Balances - Governmental Funds	19
Reconciliation of the Statement of Revenues, Expenditures, and Changes in Fund Balances of Governmental Funds to the Statement of Activities	20
Statement of Net Position - Proprietary Funds	21
Statement of Revenues, Expenses and Changes in Net Position - Proprietary Funds	22
Statement of Cash Flows - Proprietary Funds	23
Statement of Net Position - Fiduciary Funds	24
Notes to Financial Statements	25
Required Supplementary Information:	
Budgetary Comparison Schedules:	
General Fund	49
Measure A Fund	50
Notes to Required Supplementary Information	51
Schedule of Proportionate Share of the Net Pension Liability - Cost Sharing Plans	52
Schedule of Contributions – Cost Sharing Plans	53
Supplementary Information:	
Non-major Governmental Funds:	
Combining Balance Sheet	54
Combining Statement of Revenues, Expenditures and Changes in Fund Balances	63
Schedules of Revenues, Expenditures, and Changes in Fund Balances - Budget and Actual:	
Special Revenue Funds:	
Civic Improvement Impact	72
Housing Impact	73
Public Safety Impact	74
CA Library Services Act	75
Parks and Recreation Facilities	76
Drainage Impact	77
Gas Tax 2105/RMRA	78
Gas Tax 2106	79

**City of St. Helena
Comprehensive Annual Financial Report
Year Ended June 30, 2019**

Table of Contents – Continued

II. FINANCIAL SECTION - Continued	Page
Supplementary Information - Continued:	
Non-major Governmental Funds - Continued:	
Schedules of Revenues, Expenditures, and Changes in Fund Balances - Budget and Actual:	
Special Revenue Funds - Continued:	
Gas Tax 2107	80
Gas Tax 2107.5	81
Gas Tax 2103	82
SB 1186 Fee	83
Affordable Housing	84
Emergency Flood Relief	85
Police Training Development	86
Public Library Foundation	87
Asset Forfeiture	88
Traffic Mitigation Impact	89
Parking In-lieu	90
NOAA	91
Public Safety (COPS)	92
Park Bond Act	93
Park Impact	94
Library Construction	95
Skate Park Lighting	96
Stabo Land Conservation	97
Tweed Library	98
Napa Valley Now	99
Fourth of July	100
Friends and Foundation	101
Murray Public Safety	102
CDBG	103
EPA Grant	104
BSCC Grant	105
TDA Grant	106
Department of Homeland Security	107
GVS Grant	108
Prop 56 Grant	109
Measure T	110
Measure E	111
Ryan Library Trust Permanent Fund	112
Martin Library Trust Permanent Fund	113
1996 GO Bonds Debt Service Fund	114
South St. Helena Drainage Debt Service Fund	115
Street Improvement Capital Projects Fund	116
City-wide Capital Projects Fund	117
Flood Control Capital Projects Fund	118
Statement of Changes in Assets and Liabilities - Agency Fund	119

**City of St. Helena
Comprehensive Annual Financial Report
Year Ended June 30, 2019**

Table of Contents - Continued

III. STATISTICAL SECTION	Page
Financial Trends Information:	
Net Position by Component	120
Changes in Net Position	121
Fund Balances of Governmental Funds	123
Changes in Fund Balances of Governmental Funds	124
Revenue Capacity Information:	
Assessed Value and Estimated Actual Value of Taxable Property	125
Direct and Overlapping Property Tax Rates	126
Principal Property Tax Payers	127
Property Tax Levies and Collections	128
Sales Tax Revenue Base Data	129
Principal Sales Tax Producers	130
Revenue Based Concentration Data - Sales Tax Generators by Economic Category	132
Transient Occupancy Tax Revenue Base Data	133
Principal Transient Occupancy Tax Payers	134
Water Rates	135
Wastewater Rates	136
Water Revenue Concentration Data and Principal Payers	137
Wastewater Revenue Concentration Data and Principal Payers	138
Debt Capacity Information:	
Ratios of Outstanding Debt by Type	139
Direct and Overlapping Governmental Activities Debt	140
Legal Debt Margin Information	141
Pledged Revenue Coverage	142
Demographic and Economic Information:	
Demographic and Economic Statistics	144
Principal Employers	145
Operating Information:	
Full-time Equivalent Employees by Function	146
Operating Indicators by Function	147
Capital Asset Statistics by Function	148

I. Introductory Section



City of St. Helena, *California*



City of St. Helena
*"We will conduct city affairs on behalf of our citizens
 using an open and creative process."*

1480 Main Street
 St. Helena, CA 94574

www.cityofstheleena.org

December 26, 2019

To the Honorable Mayor, Members of the City Council, and Citizens of the City of St. Helena:

I am pleased to present to you the City of St. Helena's Comprehensive Annual Financial Report (CAFR) for the fiscal year ended June 30, 2019. The report is intended to update readers on the status of the City's financial position and results of operations for the past fiscal year (FY 2018-19).

Management assumes full responsibility for the completeness and reliability of the information contained in this report, based upon a comprehensive framework of internal control that it has established for this purpose. Because the cost of internal control should not exceed anticipated benefits, the objective is to provide reasonable, rather than absolute, assurance that the financial statements are free of any material misstatements.

The City's financial statements have been audited by the firm of Van Lant & Fankhanel, LLP (VLF). VLF is an independent public accounting firm fully licensed and qualified to perform audits of public agencies within the State of California.

The data presented is believed to be accurate in all material aspects and is intended to set forth fairly the financial position of the City's operations as measured by the financial activity of the various funds. All necessary disclosures are included to enable the reader to understand fully the financial activities of the City.

The goal of the independent audit is to provide reasonable assurance that the financial statements of the City for fiscal year ended June 30, 2019, are free of material misstatement. The City received an unmodified opinion from its independent auditor for the City's CAFR for the year ended June 30, 2019. The independent auditor's report is presented as the first component to the CAFR's financial section.

COMPREHENSIVE ANNUAL FINANCIAL REPORT (CAFR)

This CAFR has been prepared in accordance with Generally Accepted Accounting Principles (GAAP) as promulgated by the Governmental Accounting Standards Board (GASB). The report contains a citywide view of all governmental and business-type activities, as well as focus on the financial position and operating results of the City's major funds. The financial statements included in this CAFR represent all City funds.

Management's Discussion and Analysis (MD&A) immediately follows the independent auditor's report and provides a narrative introduction, overview, and analysis of the basic financial statements. MD&A complements this letter of transmittal and should be read in conjunction with it.

PROFILE OF THE CITY AND ITS OPERATIONS

The City of St. Helena was incorporated on March 24, 1876. 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 United States. The City is home to approximately 6,000 individuals; however, on any given day, that population

City of St. Helena • 1480 Main Street, St. Helena, CA 94574
 Website: www.cityofstheleena.org

Letter of Transmittal

December 26, 2019

Page 2

can increase by as much as 20 percent due to the number of lodging establishments located in the City and the frequency with which the City is visited by individuals from around the world.

The City operates under a Council-Manager form of government. Policy making and legislative authority are vested in the City Council consisting of the Mayor and four other elected Councilmembers. The City Council is responsible for, among other matters, passing ordinances, adopting the City budget, appointing committees, and hiring the City Manager. The City Manager is responsible for carrying out the policies and ordinances of the City Council, for managing daily City operations, and for appointing other employees. The Council is elected to four-year staggered terms, with two members elected every two years. The Mayor is elected to serve a two-year term.

During the term covered by the CAFR (FY 2018-19), the seated members of the City Council included: Mayor Alan Galbraith, Vice Mayor Peter White, Councilmembers Paul Dohring, Geoff Ellsworth, and Mary Koberstein from July 2018 through December 2018 and Mayor Geoff Ellsworth, Vice Mayor Paul Dohring, Councilmembers Mary Koberstein, Anna Chouteau, and David Knudsen from December 2018 through June 2019.

The City provides a full range of municipal services including fire and police protection; construction and maintenance of City streets and facilities, storm drains, bridges, and similar infrastructure type assets; park maintenance; community recreation activities; building inspections; licenses and permits; and public library services. In terms of business-type activities, the City provides water and wastewater services through the operation of its utility enterprises.

The City Council is required to adopt an initial budget for the fiscal year no later than May 31 preceding the beginning of the July 1 through June 30 fiscal year. This annual budget serves as the foundation for the City of St. Helena's financial planning and control. The budget is prepared by fund, function, department, and object. The City Council periodically reviews the City's actual financial activity in relationship to the original budget and, as necessary, amends the original budget to reflect changing conditions.

LOCAL ECONOMIC CONDITIONS AND OUTLOOK

The City of St. Helena is located in the Napa Valley Region, 65 miles north of the City of San Francisco. The area is renowned for its abundance of vineyards and wineries of national reputation. The City has several fine lodging establishments, acclaimed restaurants, and an attractive and enjoyable small community environment nestled among the hills of Napa Valley.

The City continues to experience economic stability with all major revenues (property tax, sales tax, and transient occupancy tax). Approximately 84% of the City's General Fund revenues come from these three funding sources. General Fund revenues exceeded budget estimates by about \$1.26 million in FY 2018-19. The positive revenue performance, compared to budget, was primarily due to favorable collections in excess of budget in five categories: Property tax, sales and other taxes, fines and forfeitures, intergovernmental, and interest and rents. In FY 2018-19, General Fund revenues increased by approximately 11% when compared to FY 2017-18.

Napa County continues to experience low unemployment rates, which also remain low statewide. Historically, a trough in the unemployment rate tends to be a reliable predictor of a near-term recession. Therefore, the City continues to carefully monitor revenue growth into FY 2019-20 and is prepared to adjust to changing economic conditions if necessary.

One of the biggest uncertainties for California local governments for the past several years has been the economy, its impact on the State budget, and how that may affect local government resources. In California, trends are seeing economic growth; however, the growth rate is slowing and leading to some

Letter of Transmittal

December 26, 2019

Page 3

uncertainty. 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. In developing the FY 2019-20 budget, it was estimated a power shutoff could occur up to 15 times during the fiscal year with an average duration of three to five days for each shutoff. Because the shutdowns are a real possibility and will adversely affect many businesses, hotels, and restaurants in St. Helena, as well as affect City revenue if implemented, the City developed the FY 2019-20 budget with a cautionary financial posture. The budget utilized conservative revenue assumptions and incorporated City Council directed investment in cost-containment strategies and several key infrastructure projects. Throughout the year staff will continue to review updated economic forecasts and monitor the State budget.

LONG-TERM FINANCIAL PLANNING**Fiscal Health Diagnostic**

In April 2019, the City completed its second California Municipal Financial Health Diagnostic (Diagnostic) to evaluate the financial health of the City. After completing the analysis, the results show that overall St. Helena's General Fund is healthy on an operating results basis (total revenues over total expenditures) and healthy on the current financial position basis (short-term resources). Although the Diagnostic does show overall health, it is important to note it was completed based on broad assumptions and did not factor asset re-capitalization. The previous Diagnostic, completed in FY 2017-18, recommended improvement in capital assets replacement funding, completion of financial policies work, and a study of pension funding. The City has made considerable progress in each area:

- The SHAPE (St. Helena Asset Planning and Engagement) Committee assisted the City in evaluation capital assets; and the City is actively engaged in defining financing alternative for capital assets.
- Financial policies are completed, and adopted by City Council.
- Pension system funding requirements were studied by expert actuaries with a focus on St. Helena-specific alternatives to save future costs which is further discussed below.

Long Range Financial Forecast

In April 2019, the City prepared and presented an updated Long-Range Financial Forecast (LRFF) to the City Council. The LRFF provides a current and long-range financial assessment of revenues, expenditures, fund balance, and emergency reserves. The primary objective is to provide the City Council and the community with a financial forecast and identify any significant issues that may need to be addressed in the annual budget development process. Completing the LRFF assists the City in 1) making decisions that lead to our ability to sustain the community's core services, and 2) maintaining its disciplined stewardship of City resources.

Prefunding Retiree Medical

Continued investment in cost-containment strategies, such as the prefunding of retiree medical expenses that the City Council directed will continue to be built into the annual budget, will also improve the City's ability to avoid service level disruptions when the next recession arrives. In FY 2017-18, the City discontinued the practice of cashing out or converting sick leave to fund retiree medical expenses for all new department directors and mid-managers and in FY 2018-19 the City contributed an additional \$152,400 toward the retiree medical obligation.

Letter of Transmittal

December 26, 2019

Page 4

CalPERS Unfunded Liabilities

The City participates in the California Public Employees Retirement System (CalPERS). The plans the City participates in through CalPERS are risk pools which are currently underfunded. As of July 2019, CalPERS had only 70% of funds required to pay estimated retiree benefits. During the past five years, CalPERS has approved and is systematically implementing a series of changes to the contribution rates in order to address the rising Unfunded Accrued Liability (UAL) levels associated with California's public sector pension system. Annually, the City makes contributions to the UAL based on the contribution schedules set forth by CalPERS, which is a 30-year amortization schedule.

During FY 2018-19, the City Council made an additional discretionary payment to CalPERS to accelerate the reduction of its pension liability via a 15-year amortization schedule. The City is anticipating a commitment to continue paying the pension liability on a 15-year amortization schedule in the upcoming fiscal year.

Facilities and Infrastructure

In FY 2017-18, the City formed the St. Helena Assets Planning Engagement (SHAPE) Committee. This Committee conducted a Facilities Condition Needs Assessment (FCNA) which documented and analyzed the City's existing built facilities to assist the City with prioritizing capital assets. At the conclusion, the SHAPE Committee presented its findings and recommendations to the City Council. Following the recommendations, City Council provided direction to move forward with: (1) feasibility planning for a new City Hall, (2) space planning and facility visioning for its Library, including possible design modifications, and (3) preliminary planning for a conceptual new Recreation Facility. The FCNA helped the City identify appropriate funding required for the repair/maintenance of City facilities.

The FY 2019-20 adopted budget continues to address civic assets and infrastructure with the following:

1. Streets – Continuance of the Maintenance of Effort (MOE) for Measure T funding with a transfer of \$389,000 to Streets Capital Improvement Program (CIP) for necessary road repairs.
2. Streets – Funding for a new Street Sweeper.
3. Civic – Transfer of \$380,000 to Civic CIP for building maintenance.
4. Civic – Funding from Park Impact Fees for Skatepark improvements.
5. Emergency Preparedness – Funding for an emergency fuel station at the City's Corporation Yard and the purchase of solar programmable message boards.
6. Civic – Continue funding of the Americans with Disabilities Act (ADA) Transition Plan.

Water and Wastewater

In FY 2017-18, a review of the City's water and wastewater rates was completed, adopted, and implemented. The new rates allow the City to be in compliance with its current bond covenants and begin addressing deficiencies in the current system including responding to the cease and desist order currently in place for the Wastewater Treatment Plant. Funding for the CIP projects will primarily utilize debt service, and plans continue to move forward and be developed for Water and Wastewater projects.

ACKNOWLEDGEMENTS

The preparation and development of the CAFR could not have been accomplished without the year-round efficiency and dedication of the Finance Department staff, in particular Finance Manager, Mandy Kellogg, working in conjunction with the City's independent auditors, Van Lant & Fankhanel, LLP. In addition, I would like to acknowledge and thank all City departments for their assistance in providing the data necessary to prepare this report. Lastly, I wish to recognize the Mayor and City Council for their continued interest and support in planning and conducting the financial operations of the City in a responsible and progressive manner.

Letter of Transmittal

December 26, 2019

Page 5

REQUESTS FOR INFORMATION

This financial report is designed to provide a general overview of the City of St. Helena's finances for all those with an interest in the City's finances and overall fiscal condition. If you have questions concerning any of the information provided in this report or need additional financial information, contact the City's Finance Department by calling 707-968-2750.

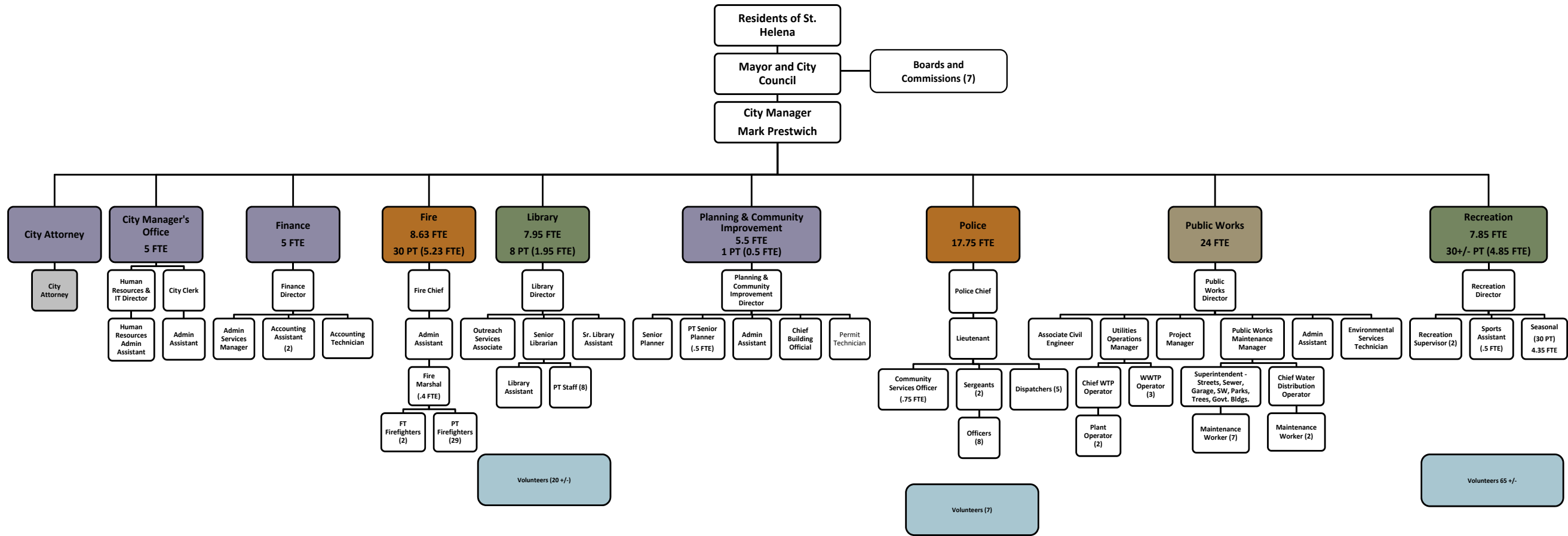
Respectfully submitted,



Dr. April Mitts
Finance Director



City of St. Helena Citywide Organizational Chart FY 2018/19



City of St. Helena, *California*

CITY COUNCIL

July 2018 – December 2018

Alan Galbraith, *Mayor*

Peter White, *Vice Mayor*

Paul Dohring, *Council Member*

Mary Koberstein, *Council Member*

Geoff Ellsworth, *Council Member*



December 2018 – June 2019

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 Tzafopoulos – City Clerk

ADMINISTRATIVE TEAM

Noah Housh – Community Improvement Director

April Mitts – Finance Director

John Sorensen – Fire Chief

Kathy Robinson – Human Resources & Information Technology Director

Chris Kreiden – Library Director

Christopher Hartley – Interim Police Chief

Erica Ahmann Smithies – Public Works Director

André Pichly – Parks & Recreation Director

BOARDS/COMMISSIONS/COMMITTEES

Board of Library Trustees

Parks and Recreation Commission

Planning Commission

Tree Committee

Active Transportation & Sustainability Committee



Government Finance Officers Association

**Certificate of
Achievement
for Excellence
in Financial
Reporting**

Presented to

**City of St. Helena
California**

For its Comprehensive Annual
Financial Report
for the Fiscal Year Ended

June 30, 2018

Christopher P. Morill

Executive Director/CEO

II. Financial Section



City of St. Helena, *California*



Independent Auditor's Report

The Honorable City Council
City of St. Helena, California

Report on the Financial Statements

We have audited the accompanying financial statements of the governmental activities, business-type activities, each major fund, and the aggregate remaining fund information of the City of St. Helena (City), as of and for the year ended June 30, 2019, and the related notes to the financial statements which collectively comprise the City's basic financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Van Lant & Fankhanel, LLP
25901 Kellogg Street
Loma Linda, CA 92354

909.856.6879

Opinions

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the City of St. Helena, as of June 30, 2018, and the respective changes in financial position, and, where applicable, cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Other Matters

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the Management's Discussion and Analysis and other required supplementary information, as listed in the table of contents, be presented to supplement the basic financial statements. Such information, although not a required part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context.

We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Other Information

Our audit was conducted for the purpose of forming an opinion on the financial statements that collectively comprise the City's basic financial statements. The introductory section, the schedules listed in the supplementary information section of the table of contents, and the statistical section are presented for purposes of additional analysis and are not a required part of the basic financial statements.

The schedules listed in the Supplementary Information section of the table of contents are the responsibility of management and were derived from and relate directly to the underlying accounting and other records used to prepare the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the schedules listed in the Supplementary Information section of the table of contents are fairly stated in all material respects in relation to the basic financial statements as a whole. The introductory and statistical sections have not been subjected to the auditing procedures applied in the audit of the basic financial statements and, accordingly, we do not express an opinion or provide any assurance on them.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued a report dated December 26, 2019 on our consideration of the City's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the City's internal control over financial reporting and compliance.

A handwritten signature in black ink that reads "Van Luit + Fankhaed, LLP". The signature is written in a cursive, flowing style.

December 26, 2019

MANAGEMENT'S DISCUSSION AND ANALYSIS

Management's Discussion and Analysis (MD&A) provides an overview of the City of St. Helena's financial performance for the fiscal year ended June 30, 2019. To obtain a complete understanding of the City's financial condition, this document should be read in conjunction with the accompanying Transmittal Letter and Basic Financial Statements.

FINANCIAL HIGHLIGHTS

- The City's total net position of \$68.16 million is comprised of the following categories:
 - \$39.34 million is invested in capital assets, net of related debt;
 - \$10.96 million is restricted for specific purposes (restricted net position); and,
 - \$17.85 million is the unrestricted net position, the residual of total net position less the other categories of net position. Unrestricted net position, when positive, is used by the City to meet its ongoing obligations to citizens and creditors.
- The City's total net position increased by \$6.72 million over the course of this year's operations. The net position of our business-type activities increased by \$3.05 million at the end of Fiscal Year (FY) 2018-19. Governmental activities net position increased by \$3.67 million at the end of FY 2018-19.
- Revenues for governmental activities total \$19.15 million and include: \$5.11 million in program revenue (charges for services, grants, and contributions from other governments), \$14.92 million in general revenues, primarily tax support for governmental programs, and \$(0.88) million in transfers. The City's expenses for governmental activities were \$15.48 million.
- The City's revenues for business-type activities (water and wastewater) increased 17.19% to \$10.56 million while expenses decreased by 1.72% to \$8.39 million. The increase in revenues for business-type activities was primarily due to a utility rate increase implemented in November 2018 and a one-time settlement associated with consultant wastewater fund analysis, while the decrease in expenses was primarily due to staffing vacancies and a decrease in depreciation.
- The General Fund reported a year end fund balance of \$9.21 million at June 30, 2019. FY 2018-19 fund balance changes include an increase of \$1.56 million for the current year's activity. The increase is primarily due to higher revenue collections in property, sales, and transient occupancy taxes.

OVERVIEW OF THE FINANCIAL STATEMENTS

The City of St. Helena's Comprehensive Annual Financial Report (CAFR) consists of three sections: 1) Introductory Section; 2) Financial Section; and 3) Statistical Section.

Each section is briefly described below:

I. Introductory Section

This section includes the Table of Contents, Letter of Transmittal, Organizational Chart, and the List of Principal Officials for the time frame for which the CAFR represents.

II. Financial Section

Included in the Financial Section are the Basic Financial Statements which consist of three components: 1) government-wide financial statements; 2) fund financial statements; and 3) notes to the financial statements. This report also includes supplementary information intended to furnish additional detail to support the basic financial statements themselves.

Government-wide Financial Statements. The *government-wide financial statements* are designed to provide readers with a broad overview of the City of St. Helena's finances, in a manner similar to a private-sector business.

The *statement of net position* presents financial information on all the City of St. Helena's assets, liabilities, and deferred inflows/outflows of resources, with the difference reported as net position. Over time, increases or decreases in net position may serve as a useful indicator of whether the financial position of the City of St. Helena is improving or deteriorating.

MANAGEMENT'S DISCUSSION AND ANALYSIS

The *statement of activities* presents information showing how the City of St. Helena's net position changed during the most recent fiscal year. All changes in net position are reported as soon as the underlying event giving rise to the change occurs, *regardless of the timing of related cash flows*. Thus, revenues and expenses are reported for some items that will only result in cash flows in future fiscal periods (e.g., uncollected taxes and earned but unused vacation leave).

Both of the government-wide financial statements distinguish functions of the City of St. Helena that are principally supported by taxes and intergovernmental revenues (*governmental activities*) from other functions that are intended to recover all, or a significant portion, of their costs through user fees and charges (*business-type activities*). The governmental activities of the City of St. Helena include general government, police, fire, library, parks, recreation, and public works. The business-type activities of the City of St. Helena include water and wastewater.

Fund Financial Statements. A *fund* is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. The City of St. Helena, like other state and local governments, uses fund accounting to ensure and demonstrate the compliance with finance-related legal requirements. The City of St. Helena has two types of funds:

Governmental Funds. Most of the City of St. Helena's basic services are included in *governmental funds* which focus on: 1) how cash and other financial assets, that can readily be converted to cash, flow in and out; and 2) year end balances left at year-end that are available for spending. The governmental fund statements provide a detailed short-term view that helps determine whether there are more or fewer financial resources that can be spent in the near future to finance City programs. Because this information does not encompass the additional long-term focus of the government-wide statements, additional information is provided on the subsequent page explaining the relationship (or difference) between them.

Proprietary Funds. The City of St. Helena maintains two different types of proprietary funds. *Enterprise funds and internal service funds.* *Enterprise funds* are used to report the same functions as presented as *business-type activities* in the government-wide financial statements. The City of St. Helena uses enterprise funds to account for its water and wastewater operation. *Internal service funds* are an accounting device used to accumulate and allocate costs internally among the City of St. Helena's various functions. Services for which the City of St. Helena charges customers a fee are generally reported in *proprietary funds*. Proprietary funds provide both long- and short-term financial information.

Notes to the Basic Financial Statements. The notes provide additional information that is necessary to acquire a full understanding of the data provided in the government-wide and fund financial statements.

Other Information. In addition to the basic financial statements and accompanying notes, this report also represents *required supplementary information* concerning the City of St. Helena's progress in funding its obligation to provide pension benefits to its employees.

III. Statistical Section

This section of the CAFR presents detailed information as a context for understanding information in the financial statements, note disclosures, and required supplementary information. Each schedule provides an historical overview so comparisons can be made from year to year.

MANAGEMENT'S DISCUSSION AND ANALYSIS

FINANCIAL ANALYSIS OF THE CITY AS A WHOLE**Net Position (Table A-1)**

Net position, over time, may serve as a useful indicator of the government's financial position. The following table reflects the condensed net position for both governmental and business-type activities. The City's *combined* net position (governmental and business-type activities) is \$68.16 million as of June 30, 2019; a net increase of \$6.72 million from FY 2017-18, after a \$1.32 million restatement of net position.

**City of St. Helena
Net Position**

	Governmental Activities		Business-type Activities		Total	
	FY 18/19	FY 17/18	FY 18/19	FY 17/18	FY 18/19	FY 17/18
Current and Other Assets	23,244,286	\$24,133,894	19,254,189	\$16,433,972	\$42,498,475	\$40,567,866
Capital Assets	34,173,828	34,807,340	16,475,140	17,131,736	50,648,968	51,939,076
Total Assets	57,418,114	58,941,234	35,729,329	33,565,708	93,147,443	92,506,942
 Deferred Outflows of Resources	 2,080,534	 2,726,842	 1,101,924	 1,218,966	 3,182,458	 3,945,808
Long-term debt outstanding	9,577,672	15,083,335	16,005,199	16,295,575	25,582,871	31,378,910
Other liabilities	1,238,109	1,325,813	1,138,833	900,019	2,376,942	2,225,832
Total Liabilities	10,815,781	16,409,148	17,144,032	17,195,594	27,959,813	33,604,742
 Deferred Inflows of Resources	 153,709	 4,798	 54,794	 86,262	 208,503	 91,060
Net Position						
Invested in capital assets	33,925,318	29,424,229	5,418,953	7,432,162	39,344,271	36,856,391
Restricted	10,964,607	14,090,138	-	-	10,964,607	14,090,138
Unrestricted	3,639,233	1,739,736	14,213,474	10,070,656	17,852,707	11,810,392
Total Net Position	\$ 48,529,158	\$ 45,254,103	\$ 19,632,427	\$ 17,502,818	\$ 68,161,585	\$ 62,756,921

Net position, (total assets and deferred outflows less total liabilities and deferred inflows), was \$68.16 million at June 30, 2019. Governmental activities net position was \$48.53 million; and business-type activities' net position was \$19.63 million at June 30, 2019.

The larger portion of the City's net position \$39.34 million, or 58%, reflects its investment in capital assets (e.g. land, buildings, machinery, equipment, vehicles, and infrastructure), net of any related outstanding debt used to acquire those assets. The City uses these assets to provide services to citizens; consequently, these assets are not available for future spending.

\$10.96 million of the City's net position, or 16%, represent resources that are subject to external restrictions on how they may be used. The remaining unrestricted net position of \$17.85 million may be used to meet the government's ongoing obligations to citizens and creditors. It is important to note that \$14.21 million of the unrestricted net position is for Business-type activities. The City generally can only use these resources to finance the continuing operations of the water and wastewater utilities.

At the end of the current fiscal year, June 30, 2019, the City reported positive unrestricted net position for its governmental activities and a positive net position for business-type activities.

MANAGEMENT'S DISCUSSION AND ANALYSIS

Changes in City of St. Helena's Net Position are summarized in Table A-2

Table A-2
Changes in City of St Helena's Net Position

	Governmental Activities		Business-type Activities		Total	
	2019	2018	2019	2018	2019	2018
Revenues						
Program revenues						
Charges for Services	\$ 1,369,266	\$ 1,524,154	\$ 10,259,868	\$ 8,770,841	\$ 11,629,134	\$ 10,294,995
Operating Grants & Contributions	2,709,381	1,097,718	-	-	2,709,381	1,097,718
Capital Grants & Contributions	1,035,871	5,957,509	80,263	62,188	1,116,134	6,019,697
General Revenues						
Transient Occupancy Taxes	3,681,356	2,863,580	-	-	3,681,356	2,863,580
Property Tax	5,345,789	4,906,266	-	-	5,345,789	4,906,266
Sales Tax	4,964,784	4,456,658			4,964,784	4,456,658
Other	925,176	450,959	216,500	175,405	1,141,676	626,364
Total revenues	20,031,623	21,256,844	10,556,631	9,008,434	30,588,254	30,265,278
Expenses						
General government	3,119,244	3,052,549	-	-	3,119,244	3,052,549
Planning and Building	1,160,983	1,117,438	-	-	1,160,983	1,117,438
Public Safety	5,116,502	4,622,716	-	-	5,116,502	4,622,716
Public works	3,877,446	2,527,182	-	-	3,877,446	2,527,182
Library	1,261,220	1,131,735	-	-	1,261,220	1,131,735
Parks and Recreation	885,371	803,339	-	-	885,371	803,339
Interest on Long-term Debt	56,409	136,836	-	-	56,409	136,836
Water	-	-	5,743,373	5,438,067	5,743,373	5,438,067
Wastewater	-	-	2,642,798	3,095,102	2,642,798	3,095,102
Total expenses before special item	15,477,175	13,391,795	8,386,171	8,533,169	23,863,346	21,924,964
Special item	-	-	-	-	-	-
Total expenses	15,477,175	13,391,795	8,386,171	8,533,169	23,863,346	21,924,964
Change in Net Position before Transfers	4,554,448	7,865,049	2,170,460	475,265	6,724,908	8,340,314
Transfers	(881,956)	(800,000)	881,956	800,000	-	-
Change in Net Position	3,672,492	7,065,049	3,052,416	1,275,265	6,724,908	8,340,314
Net position, beginning of year, restated	44,856,666	38,189,081	16,580,011	16,227,553	61,436,677	54,416,634
Net position, end of year	48,529,158	45,254,130	19,632,427	17,502,818	68,161,585	62,756,948

- The City's total revenues increased by 1.07% to \$30.59 million, expenses increased by 8.84% to \$23.86 million, and overall net position increased by \$6.72 million to \$68.16 million.
- Governmental activity revenues decreased by 5.76% to \$20.03 million and governmental activity expenses increased by 15.57% to \$15.48 million.
- The \$2.09 million increase in the City's governmental activity expenses are primarily related to: (1) an increase in Public Safety salary expenses related to the addition of two full-time firefighters, increasing the Fire Chief's hours by one additional day, and increased salaries in the Police Department due to vacancies from FY 2017-18 that were filled in FY 2018-19, (2) an increase in programming costs in the Recreation Department for the addition of new programs that increased program revenues by 10%, (3) and increased salaries in the Library Department due to a temporary staffing vacancy in FY 2017-18 and increased costs in equipment for new computers and furniture, and (4) increases in Public Works for capital improvement project expenses related to ADA transition, civic capital, and street capital.
- Overall Governmental Activity revenues decreased approximately 5.76% when compared to last fiscal year. Increases in governmental activity revenues was primarily a result of the final Measure A payment of approximately \$3.97 million that was received in FY 2017-18. General Revenues increased by 17.67%, primarily due to: (1) increased collection of property taxes (\$0.82 million), (2) increased sales tax revenue collected (\$0.44 million), and (3) increased transient occupancy tax revenue collected (\$0.51 million).

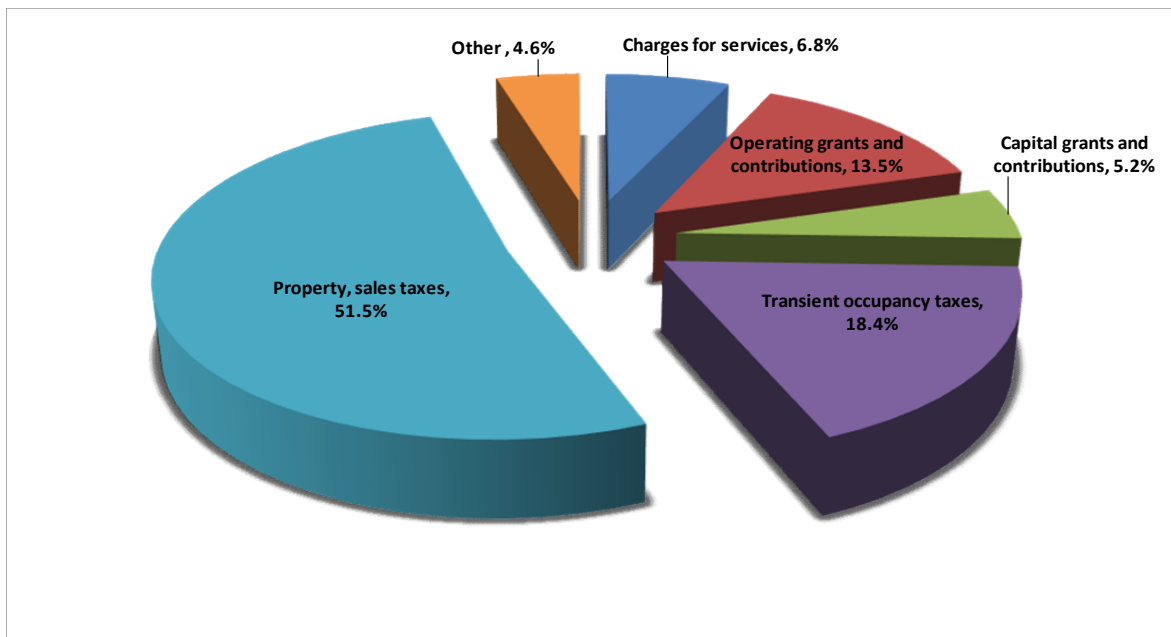
MANAGEMENT'S DISCUSSION AND ANALYSIS

- Business-type activity revenues increased by 17.19% to \$10.56 million and business-type activity expenses decreased by 1.72% to \$8.39 million. Increases in revenues is attributed to a utility rate increase implemented in November 2018 a one-time settlement associated with consultant wastewater fund analysis, while the decrease in expenses was primarily due to staffing vacancies and a decrease in depreciation.

Revenues

In FY 2018-19, 69.8% of the City's governmental activities revenue came from transient occupancy, property, sales, and other taxes, 6.8% came from fees charged for services, and the remaining 23.3% is from local, state, and federal aid.

**Chart 1
Sources of Revenue Governmental Activities FY 2018-19**

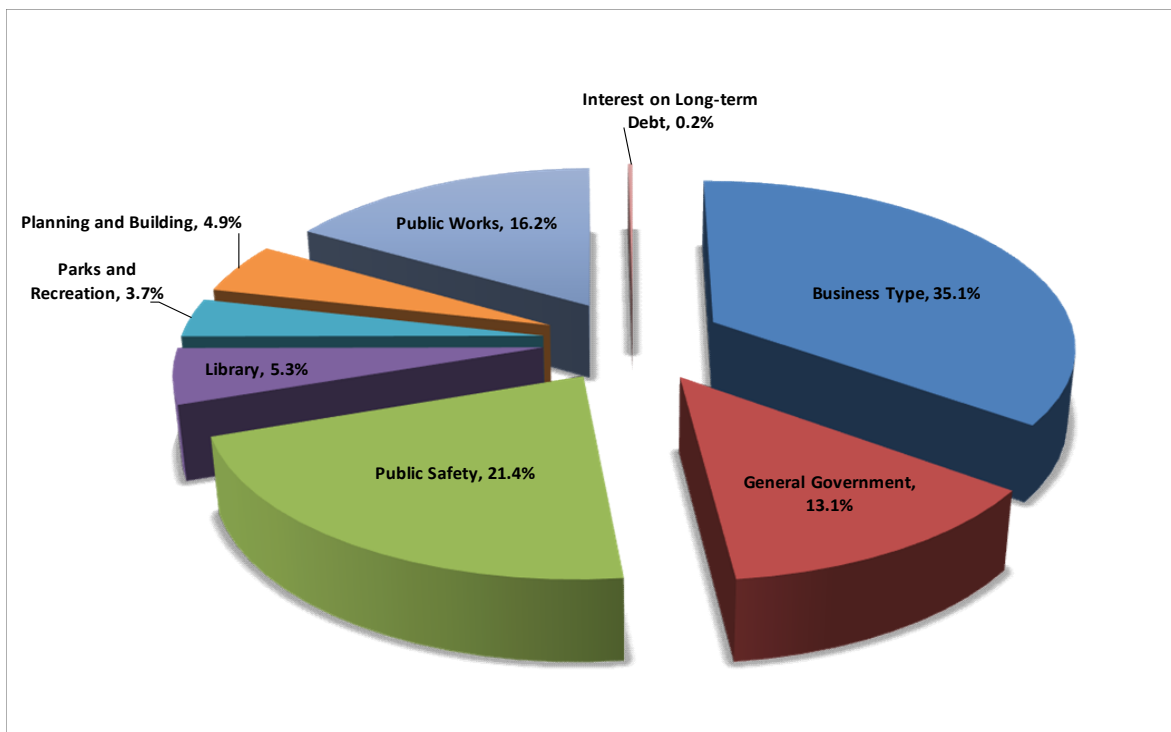


MANAGEMENT'S DISCUSSION AND ANALYSIS

Expenses

Expenses for the City of St. Helena are divided as follows: \$8.39 million for business-type activities (Water and Wastewater); \$3.12 million for general government; \$5.12 million for public safety; \$1.26 million for library; \$0.89 million for parks and recreation; \$1.16 million for planning and building; \$3.88 million for public works; and \$0.06 million for all other expenditures. Chart 2 is a graphical representation by percentage of the expenses.

Chart 2
Expenses by Function FY 2018-19



MANAGEMENT'S DISCUSSION AND ANALYSIS

Cost of Governmental Activities (Table A-3)

Table A-3 presents the cost of each of the City's five largest programs: 1) administration or general government; 2) public safety; 3) recreation and library 4) public works/streets; and 5) other programs.

Table A-3
Cost of City of St Helena's Governmental Activities

	Total Cost of Services		Percentage Change
	FY 2018-2019	FY 2017-2018	FY 2018-2019
General Government	\$ 3,119,244	\$ 3,052,549	2%
Public Safety	5,116,502	4,622,716	11%
Recreation and library	2,146,591	1,935,074	11%
Planning and Building	1,160,983	1,117,438	4%
Public Works/streets	3,877,446	2,527,182	53%
All other	56,409	136,836	-59%
Total	\$ 15,477,175	\$ 13,391,795	16%

- The cost of all *governmental* activities this year was \$15.48 million, an increase of \$2.09 million compared to FY 2017-18.
- Increased spending in Public Safety is due to: (1) salary expenses related to the addition of two full-time firefighters, (2) increasing the Fire Chief's hours by one additional day, (3) replacement of the bay doors at the Fire Department, (4) purchase of a new vehicle for the Fire Department (5) an increase in salaries at the Police Department due to vacancies from FY 2017-18 that were filled in FY 2018-19, (5) addition of a School Resource Officer that is funded with the Prop 56 Tobacco Law Enforcement grant, and (6) purchase of new Motorola radios for the Police Department.
- Increased spending in Recreation and library is primarily due to: (1) programming expenses including contract costs and part-time salaries related to increased programming that yielded a 10% increase on Recreation program revenues, (2) increased salary expenses related to a temporary vacancy in FY 2017-18 that resulted in lower than anticipated salary expenses in the prior year, (3) increased expenses in the Library Department for the purchase of new computers, and (4) purchase of new furniture for the Library Department, which was partially funded by a grant from the California State Library.
- Increased spending in Public Works is due to: (1) increased salary expenses to reallocating positions to General Fund and (2) increased capital improvement project expenses related to ADA transition, civic capital, and street capital.

MANAGEMENT'S DISCUSSION AND ANALYSIS

FINANCIAL ANALYSIS OF THE CITY'S FUNDSGovernmental Funds

As the City completed the year, its governmental funds reported a *combined* fund balance of \$21.08 million. This is \$2.24 million more than the amount that was held by the City's governmental fund types at the start of FY 2018-19. The City's General Fund balance increased to \$9.21 million as of June 30, 2019, an increase of \$1.56 million over the prior year's ending balance of \$7.64 million. The increase is primarily due to increased collection of sales tax revenue, increased property tax, and increased transient occupancy tax collections. Expenditures in General Fund increased by \$1.68 million when compared to FY 2017-18.

Measure A fund balance decreased by \$90.85% to \$0.11 million during FY 2018-19. The decrease was due to a significant debt service payment to the State Revolving Loan per the City's pledge to use Measure A sales tax revenue allocations as security for repayment of the loan.

Non-major Governmental Funds increased by 18.30% to \$11.76 million during FY 2018-19. The increase was largely due to a repayment of an affordable housing loan for \$0.45 million, Measure T revenues for \$0.96 million, and transfers to the Street Capital fund of \$1.58 million for street improvement projects.

Proprietary (Enterprise) Funds – Water and Wastewater

The net position for proprietary fund types increased overall by 12.17% to \$19.63 million during FY 2018-19. The increase was largely due to increases in revenues is attributed to a utility rate increase implemented in November 2018 and a one-time settlement associated with consultant wastewater fund analysis for \$1.10 million.

General Fund Budgetary HighlightsBudget Revisions

The City Council revised the City budget several times during the year. Budget adjustments fall into two categories:

- Increases in appropriations to accommodate unanticipated expenditures not previously budgeted, including those that result from updated cost estimates and project bids.
- Changes made at the mid-year budget review, or later in the fiscal year, based on updated projections for both revenues and expenditures.

General Fund revenues exceeded budget estimates by about \$1.26 million in FY 2018-19. The positive revenue performance, compared to budget, was primarily due to favorable collections in excess of budget in five categories: Property Tax, \$0.13 million above budget; sales and other taxes, \$0.20 million above budget; fines and forfeitures, \$0.16 million above budget; intergovernmental, \$0.57 million; and interest and rents, \$0.25 million above budget. Increased tax collections are attributed to a continued economic recovery.

Actual expenditures were less than budgeted appropriations by \$0.97 million, with significant savings in the general government expenditures of \$0.43 million, and planning and building of \$0.17 million. The primary reason for the savings is due to savings associated with cost containment.

Overall, the actual financial performance of the General Fund exceeded original budget projections by \$2.2 million as a result of receiving \$1.3 million more in revenues than was budgeted and spending \$0.97 million less in expenditures than was budgeted. For more information on budgetary results, see the schedule of revenues, expenditures and changes in fund balances, budget and actual – General Fund in the other supplementary information section of this report.

MANAGEMENT'S DISCUSSION AND ANALYSIS

CAPITAL ASSET AND LONG-TERM DEBT**Capital Assets (Table A-4)**

At the end of FY 2018-19, the City had invested \$50.65 million (net of accumulated depreciation) in a broad range of capital assets, including land, equipment, vehicles, buildings, park facilities, and water and sewer systems. This amount represents a net decrease (including additions and deductions) of about \$1.29 million, or 2.5%. Additional information for capital assets can be found in the Notes to the Financial Statements: Note 3 – D, Capital Assets.

Table A-4
City of St Helena's Capital Assets
(net of depreciation)

	Governmental Activities		Business-type Activities		Total	
	2019	2018	2019	2018	2019	2018
Land	\$8,336,654	\$8,336,654	\$3,432,490	\$3,432,490	\$11,769,144	\$11,769,144
Construction in Progress	304,511	436,878	4,166,138	3,913,986	4,470,649	4,350,864
Buildings	3,425,656	3,737,561	1,289,259	1,354,331	4,714,915	5,091,892
Improvements	4,870,417	4,487,371	-	-	4,870,417	4,487,371
Flood Wall Infrastructure	16,265,716	16,643,988	-	-	16,265,716	16,643,988
Vehicle Fleet	580,698	719,728	-	-	580,698	719,728
Equipment	390,176	445,160	917,200	1,028,598	1,307,376	1,473,758
Utility systems	-	-	6,670,053	7,402,331	6,670,053	7,402,331
Total	\$34,173,828	\$34,807,340	\$16,475,140	\$17,131,736	\$50,648,968	\$51,939,076

Significant Changes to FY 2018-19 major capital assets include:

- Net decrease in Construction in Progress (business-type activities) of \$0.12 million. Construction in progress consists primarily of system improvement projects including design, and construction costs. Decrease is primarily related deletion of projects that should have been classified as an expense.
- Net decrease in Buildings (governmental activities and business-type activities) is \$0.38 million. This decrease was primarily related to depreciation.
- Net increase in Improvements (governmental activities) is \$0.38 million. This increase is primarily due to the completion of the following projects: C19-01: Lyman Park Improvements, R77: Railroad Avenue Curb Ramps, R18-80: ADA Transition – Curb Ramps, R18-82: Oak Avenue Storm Drain, and R19-006: Emergency Oak Avenue Storm Drain.
- Net decrease in Vehicle Fleet (governmental activities) is \$0.72 million. The decrease is primarily due to several vehicles that were no longer in use were disposed of through auction sales.
- Net decrease in Equipment (governmental activities and business-type activities) is \$0.17 million. This decrease was primarily related to depreciation and deletion of assets that were no longer in use.
- Overall net decrease in Utility Systems (business-type activities) of \$0.73 million is primarily related to depreciation and deletion of assets that were no longer in use.

MANAGEMENT'S DISCUSSION AND ANALYSIS

Long-Term Debt

As a part of the City's ongoing effort to implement cost savings, the City identified outstanding bond issues that could be refunded for debt service saving for the Water Fund. Information for refunding bonds was presented to City Council on December 11, 2018, and City Council directed staff to initiate the process of refunding the bonds. Staff, working with its Municipal Advisor and Placement Agent determined that a private placement would offer the best cost savings and most efficient refunding alternative for the 2006A Bonds. The 2006A Bonds had an outstanding balance in the amount of \$5,730,000, had a final maturity in FY 2032, and have existing interest rate of 4.125 to 5%. The 2006A Bonds were refunded to the same term at an interest rate of 2.62% which produced an annual savings to the Water Fund of approximately \$57,701 through FY 2032 with an overall savings of approximately \$750,119 over the term. A private placement was done through JP Morgan Chase Bank, NA for the refunding of the 2006A Bonds.

The City pledged Measure A sales tax revenue allocations as security for repayment of the State Revolving Loan. A payment of \$5.00 million was paid toward the balance of the loan during FY 2018-19. The remaining balance of \$41,098 was repaid in FY 2019-20.

Additional information on the City's long-term debt obligations can be found in the notes to the basic financial statements starting on page 37 of this report.

ECONOMIC FACTORS AND NEXT YEAR'S BUDGETS AND RATES

The FY 2019-20 budget, adopted, approved, and adjusted by the City Council, provides for a General Fund operational spending budget of \$15.03 million.

General Fund revenue for FY 2019-20 is estimated at \$15.03 million. The City continues to experience economic stability with increased collections of all major revenue sources, which include property tax, sales tax, and transient occupancy tax. Napa County continues to experience low unemployment rates, which also remain low statewide. Historically, a trough in the unemployment rate tends to be a reliable predictor of a near-term recession. A decline in sales and transient occupancy tax revenues are likely to be first indicators of a recession. Therefore, the City continues to carefully monitor revenue growth into fiscal year 2020 and is prepared to adjust to changing economic conditions if necessary.

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.

The Water and Wastewater enterprise funds are beginning to stabilize after being financially stressed over the past few years. The stabilization is due to the recent passage of water and wastewater rates to fund capital improvements for both systems. The City continues to monitor water and wastewater revenues while prioritizing capital improvement projects. Funds are used to pay for: debt service payments, operations and maintenance, and capital projects.

CONTACTING THE CITY'S FINANCIAL MANAGEMENT

This financial report is designed to provide our citizens, taxpayers, customers, and investors and creditors with a general overview of the City's finances and to demonstrate the City's accountability for the money it receives. If you have questions about this report or need additional financial information, contact the Director of Finance, City of St. Helena, 1480 Main Street, St. Helena, California 94574.

BASIC FINANCIAL STATEMENTS

**City of St. Helena
Statement of Net Position
June 30, 2019**

	Governmental Activities	Business-type Activities	Total
ASSETS			
Cash and Investments	\$ 18,051,357	\$ 15,862,128	\$ 33,913,485
Cash and Investments with Fiscal Agents	-	1,184,325	1,184,325
Receivables:			
Accounts	352,656	1,239,742	1,592,398
Taxes	1,813,111	-	1,813,111
Notes and Loans	1,454,530	764,516	2,219,046
Interest	155,684	202,583	358,267
Due from Other Governments	1,329,655	523	1,330,178
Internal Balances	-	-	-
Prepays	87,293	372	87,665
Capital Assets, Not Being Depreciated	8,641,165	7,598,628	16,239,793
Capital Assets, Depreciated, Net	25,532,663	8,876,512	34,409,175
Total Assets	<u>57,418,114</u>	<u>35,729,329</u>	<u>93,147,443</u>
DEFERRED OUTFLOWS OF RESOURCES			
Loss on Advance Refunding	-	395,870	395,870
Deferred Outflows Related to Pensions	2,080,534	706,054	2,786,588
Total Deferred Outflows of Resources	<u>2,080,534</u>	<u>1,101,924</u>	<u>3,182,458</u>
LIABILITIES			
Current Liabilities:			
Accounts Payable and Accrued Liabilities	1,011,473	989,463	2,000,936
Interest Payable	-	111,424	111,424
Deposits Payable	226,636	37,946	264,582
Noncurrent Liabilities:			
Due within One Year	292,058	868,722	1,160,780
Due in More Than One Year	9,285,614	15,136,477	24,422,091
Total Liabilities	<u>10,815,781</u>	<u>17,144,032</u>	<u>27,959,813</u>
DEFERRED INFLOWS OF RESOURCES			
Deferred Inflows Related to Pensions	153,709	54,794	208,503
NET POSITION			
Net Investment in Capital Assets	33,925,318	5,418,953	39,344,271
Restricted for:			
Public Works	5,600,723	-	5,600,723
Housing	2,246,184	-	2,246,184
Library:			
Expendable	706,303	-	706,303
Nonexpendable	37,376	-	37,376
Parks and Recreation	1,416,885	-	1,416,885
Public Safety	957,136	-	957,136
Unrestricted	3,639,233	14,213,474	17,852,707
Total Net Position	<u>\$ 48,529,158</u>	<u>\$ 19,632,427</u>	<u>\$ 68,161,585</u>

The accompanying notes are an integral part of this statement.

**City of St. Helena
Statement of Activities
Year Ended June 30, 2019**

Functions/Programs	Expenses	Program Revenues		
		Charges for Services	Operating Grants and Contributions	Capital Grants and Contributions
Governmental Activities:				
General Government	\$ 3,119,244	\$ 179,199	\$ 505,400	\$ -
Planning and Building	1,160,983	611,396	20,000	-
Public Safety	5,116,502	252,997	642,883	60,311
Public Works	3,877,446	66,720	1,342,596	708,428
Library	1,261,220	59,343	149,294	-
Parks and Recreation	885,371	199,611	49,208	267,132
Interest on Long-term Debt	56,409	-	-	-
Total Governmental Activities	15,477,175	1,369,266	2,709,381	1,035,871
Business-type Activities:				
Water	5,743,373	5,926,561	-	62,775
Wastewater	2,642,798	4,333,307	-	17,488
Total Business-type Activities	8,386,171	10,259,868	-	80,263
Total Primary Government	<u>\$ 23,863,346</u>	<u>\$ 11,629,134</u>	<u>\$ 2,709,381</u>	<u>\$ 1,116,134</u>

General Revenues:

Taxes:

Property Taxes

Sales and Use Taxes

Franchise Tax

Transient Occupancy Tax

Business License Tax

Motor Vehicle In-lieu

Investment Earnings

Miscellaneous Revenues

Transfers In (Out)

Total General Revenues and Transfers

Change in Net Position

Net Position - Beginning of Year (Restated)

Net Position - End of Year

The accompanying notes are an integral part of this statement.

Net (Expense) Revenue and Changes in Net Position

<u>Governmental Activities</u>	<u>Business-type Activities</u>	<u>Total</u>
\$ (2,434,645)	\$ -	\$ (2,434,645)
(529,587)	-	(529,587)
(4,160,311)	-	(4,160,311)
(1,759,702)	-	(1,759,702)
(1,052,583)	-	(1,052,583)
(369,420)	-	(369,420)
(56,409)	-	(56,409)
<u>(10,362,657)</u>	<u>-</u>	<u>(10,362,657)</u>
-	245,963	245,963
-	1,707,997	1,707,997
-	1,953,960	1,953,960
<u>(10,362,657)</u>	<u>1,953,960</u>	<u>(8,408,697)</u>
5,345,789	-	5,345,789
4,964,784	-	4,964,784
232,570	-	232,570
3,681,356	-	3,681,356
158,269	-	158,269
2,937	-	2,937
223,664	216,500	440,164
307,736	-	307,736
(881,956)	881,956	-
<u>14,035,149</u>	<u>1,098,456</u>	<u>15,133,605</u>
3,672,492	3,052,416	6,724,908
<u>44,856,666</u>	<u>16,580,011</u>	<u>61,436,677</u>
<u>\$ 48,529,158</u>	<u>\$ 19,632,427</u>	<u>\$ 68,161,585</u>

The accompanying notes are an integral part of this statement.

**City of St. Helena
Balance Sheet
Governmental Funds
June 30, 2019**

	General Fund	Measure A Fund	Non-major Governmental Funds	Total Governmental Funds
ASSETS				
Cash and Investments	\$ 7,889,404	\$ 120,268	\$ 9,909,197	\$ 17,918,869
Receivables:				
Accounts	351,798	-	858	352,656
Taxes	1,437,230	-	375,881	1,813,111
Interest	105,433	-	50,251	155,684
Due from Other Governments	366,871	51,919	910,865	1,329,655
Notes and Loans	448,635	-	1,005,895	1,454,530
Due from Other Funds	32,603	-	-	32,603
Advances to Other Funds	-	-	-	-
Prepaid Expenditures	67,248	-	20,045	87,293
Total Assets	<u>\$ 10,699,222</u>	<u>\$ 172,187</u>	<u>\$ 12,272,992</u>	<u>\$ 23,144,401</u>
LIABILITIES				
Accounts Payable & Accrued Liabilities	\$ 844,247	\$ 5,317	\$ 151,812	\$ 1,001,376
Deposits Payable	226,636	-	-	226,636
Due to Other Funds	-	-	32,603	32,603
Total Liabilities	<u>1,070,883</u>	<u>5,317</u>	<u>184,415</u>	<u>1,260,615</u>
DEFERRED INFLOWS OF RESOURCES				
Unavailable Revenues - Taxes	422,540	-	-	422,540
Unavailable Revenues - Grants	-	51,919	330,507	382,426
Total Deferred Inflows of Resources	<u>422,540</u>	<u>51,919</u>	<u>330,507</u>	<u>804,966</u>
FUND BALANCES				
Nonspendable	515,883	-	57,421	573,304
Restricted	404,573	114,951	10,049,499	10,569,023
Committed	-	-	-	-
Assigned	283,929	-	1,683,341	1,967,270
Unassigned	8,001,414	-	(32,191)	7,969,223
Total Fund Balances	<u>9,205,799</u>	<u>114,951</u>	<u>11,758,070</u>	<u>21,078,820</u>
Total Liabilities, Deferred Inflows of Resources and Fund Balances	<u>\$ 10,699,222</u>	<u>\$ 172,187</u>	<u>\$ 12,272,992</u>	<u>\$ 23,144,401</u>

The accompanying notes are an integral part of this statement.

City of St. Helena
Reconciliation of the Balance Sheet of Governmental Funds
to the Statement of Net Position
June 30, 2019

Fund Balances of Governmental Funds	\$	21,078,820
-------------------------------------	----	------------

Amounts reported for governmental activities in the Statement of Net Position are different because:

Capital assets used in governmental activities are not financial resources and, therefore, are not reported in the funds:

Capital Assets		49,763,005
Accumulated Depreciation		(16,169,877)

Interest payable on long-term debt does not require the use of current financial resources; therefore, interest payable is not reported as a liability in the funds.

-

Long-term liabilities, including bonds payable, are not due and payable in the current period and, therefore, are not reported in the funds:

Capital Leases		(207,412)
State Revolving Loan		(41,098)
Net Pension Liability		(8,525,741)
Compensated Absences		(522,961)
Claims		(161,983)
Reimbursement Agreement		(30,740)

Internal service funds are used by management to charge the costs of certain activities, such as insurance and vehicle maintenance, to individual funds. The assets and liabilities of the internal service funds are included in governmental activities in the statement of net position.

615,354

Amounts for deferred inflows and outflows related to the City's Net Pension Liability are not reported in the funds:

Deferred Outflows		2,080,534
Deferred Inflows		(153,709)

Long-term assets are not available for current use. Amounts are deferred under the modified accrual basis of accounting.

804,966

Net Position of Governmental Activities	\$	<u><u>48,529,158</u></u>
---	----	--------------------------

The accompanying notes are an integral part of this statement.

City of St. Helena
Statement of Revenues, Expenditures, and Changes in Fund Balances
Governmental Funds
Year Ended June 30, 2019

	General Fund	Measure A Fund	Non-major Governmental Funds	Total Governmental Funds
REVENUES				
Property Taxes	\$ 5,235,189	\$ -	\$ 1	\$ 5,235,190
Sales and Other Taxes	8,535,481	-	122,782	8,658,263
Charges for Services	205,682	-	-	205,682
Fines and Forfeitures	225,572	-	-	225,572
Licenses and Permits	884,147	-	-	884,147
Development Fees	25,600	-	848,713	874,313
Intergovernmental	632,458	4,039,021	1,912,098	6,583,577
Interest and Rents	418,120	4,292	146,675	569,087
Other Revenues	194,506	-	155,226	349,732
Total Revenues	16,356,755	4,043,313	3,185,495	23,585,563
EXPENDITURES				
Current:				
General Government	3,029,631	-	105,161	3,134,792
Planning and Building	1,160,983	-	-	1,160,983
Public Safety	4,526,949	-	307,143	4,834,092
Public Works	2,291,251	64,664	29,252	2,385,167
Library	998,494	-	161,114	1,159,608
Parks and Recreation	696,808	-	43,320	740,128
Capital Outlay	10,760	-	1,774,697	1,785,457
Debt Service:				
Principal	135,320	4,999,281	-	5,134,601
Interest	6,984	120,969	-	127,953
Total Expenditures	12,857,180	5,184,914	2,420,687	20,462,781
Excess (Deficiency) of Revenues Over Expenditures	3,499,575	(1,141,601)	764,808	3,122,782
OTHER FINANCING SOURCES (USES)				
Transfers In	4,526	-	2,036,590	2,041,116
Transfers Out	(1,940,589)	-	(982,483)	(2,923,072)
Total Other Financing Sources (Uses)	(1,936,063)	-	1,054,107	(881,956)
Net Change in Fund Balances	1,563,512	(1,141,601)	1,818,915	2,240,826
Fund Balances, Beginning of Year	7,642,287	1,256,552	9,939,155	18,837,994
Fund Balances, End of Year	\$ 9,205,799	\$ 114,951	\$ 11,758,070	\$ 21,078,820

The accompanying notes are an integral part of this statement.

City of St. Helena
Reconciliation of the Statement of Revenues, Expenditures and Changes in Fund Balances
of Governmental Funds to the Statement of Activities
Year Ended June 30, 2019

Net Changes in Fund Balances - Total Governmental Funds \$ 2,240,826

Amounts reported for governmental activities in the Statement of Activities are different because:

Governmental funds report capital outlays as expenditures. However, in the Statement of Activities the cost of these assets is allocated over their estimated useful lives as depreciation expense.

Capital Outlay	936,684
Depreciation Expense	(1,197,333)
Loss on Disposal	(20,380)

The issuance of long-term debt (e.g., bonds, leases) provides current financial resources to governmental funds, while the repayment of the principal of long-term debt consumes the current financial resources of governmental funds. Neither transaction, however, has any effect on net position. Also, governmental funds report the effect of premiums and discounts when debt is first issued, whereas these amounts are deferred and amortized in the Statement of Activities.

Principal Payments	5,134,601
--------------------	-----------

Some expenses reported in the Statement of Activities do not require the use of current financial resources and, therefore, are not reported as expenditures in the governmental funds.

Compensated Absences	(52,078)
Claims	53,703
Net Pension Liability	492,354

Accrued interest for long-term liabilities. This is the net change in accrued interest for the current period.	71,544
--	--------

Some revenues reported in the Statement of Activities are not considered available to finance current expenditures and therefore are not reported as revenues in the governmental funds.	(3,553,940)
--	-------------

Amounts for deferred inflows and deferred outflows related to the City's Net Pension Liability are not reported in the funds. This is the net change in deferred inflows and outflows related to the Net Pension Liability.

Deferred Outflows Related to Pensions	(646,308)
Deferred Inflows Related to Pensions	(148,911)

Internal service funds are used by management to charge the costs of certain activities, such as insurance and vehicle maintenance, to individual funds. The net revenue (expense) of the internal services funds is reported with governmental activities.

	361,730
Change in Net Position of Governmental Activities	\$ 3,672,492

The accompanying notes are an integral part of this statement.

City of St. Helena
Statement of Net Position
Proprietary Funds
June 30, 2019

	Enterprise Funds			Governmental Activities Internal Service Fund
	Water	Wastewater	Totals	
ASSETS				
Current Assets:				
Cash and Investments	\$ 10,430,095	\$ 5,432,033	\$ 15,862,128	\$ 132,488
Accounts Receivable - Net	824,978	414,764	1,239,742	-
Prepays	203	169	372	-
Interest Receivable	141,610	60,973	202,583	-
Due from Other Governments	523	-	523	-
Total Current Assets	11,397,409	5,907,939	17,305,348	132,488
Noncurrent Assets:				
Cash and Investments with Fiscal Agents	1,183,943	382	1,184,325	-
Notes and Loans Receivable	666,114	98,402	764,516	-
Capital Assets, Not Being Depreciated:				
Land	345,367	3,087,123	3,432,490	-
Construction in Progress	3,804,280	361,858	4,166,138	-
Capital Assets, Depreciable:				
Buildings	1,755,510	1,805,421	3,560,931	-
Equipment	2,920,876	2,332,356	5,253,232	3,788,592
Improvements	13,302,690	6,709,849	20,012,539	-
Lines	4,975,814	1,476,256	6,452,070	-
Less: Accumulated Depreciation	(16,661,317)	(9,740,943)	(26,402,260)	(3,207,892)
Total Noncurrent Assets	12,293,277	6,130,704	18,423,981	580,700
Total Assets	23,690,686	12,038,643	35,729,329	713,188
DEFERRED OUTFLOWS OF RESOURCES				
Loss on Advance Refunding	395,870	-	395,870	-
Deferred Pension Related Items	448,856	257,198	706,054	-
Total Deferred Outflows of Resources	844,726	257,198	1,101,924	-
LIABILITIES				
Current Liabilities:				
Accounts Payable and Accrued Liabilities	486,154	503,309	989,463	10,097
Accrued Interest Payable	85,271	26,153	111,424	-
Deposits	37,946	-	37,946	-
Compensated Absences - Current	56,371	3,961	60,332	-
Claims Payable - Current	21,395	21,395	42,790	-
Installment Agreements - Current	238,696	151,304	390,000	-
Loan Payable - Current	375,600	-	375,600	-
Total Current Liabilities	1,301,433	706,122	2,007,555	10,097
Noncurrent Liabilities:				
Compensated Absences	76,448	42,395	118,843	87,737
Claims Payable	75,738	75,738	151,476	-
Net Pension Liability	1,904,478	1,091,280	2,995,758	-
Installment Agreements	4,074,041	2,350,959	6,425,000	-
Loan Payable	5,445,400	-	5,445,400	-
Total Noncurrent Liabilities	11,576,105	3,560,372	15,136,477	87,737
Total Liabilities	12,877,538	4,266,494	17,144,032	97,834
DEFERRED INFLOWS OF RESOURCES				
Deferred Pension Related Items	34,834	19,960	54,794	-
NET POSITION				
Net Investment in Capital Assets	1,889,296	3,529,657	5,418,953	580,700
Restricted for Capital Projects	-	-	-	-
Unrestricted	9,733,744	4,479,730	14,213,474	34,654
Total Net Position	\$ 11,623,040	\$ 8,009,387	\$ 19,632,427	\$ 615,354

The accompanying notes are an integral part of this statement.

City of St. Helena
Statement of Revenues, Expenses, and Changes in Net Position
Proprietary Funds
Year Ended June 30, 2019

	Enterprise Funds			Governmental Activities Internal Service Fund
	Water	Wastewater	Totals	
OPERATING REVENUES				
Charges for Services	\$ 5,891,275	\$ 3,161,598	\$ 9,052,873	\$ 691,509
Other Operating Revenues	35,286	1,171,709	1,206,995	531
Total Operating Revenues	5,926,561	4,333,307	10,259,868	692,040
OPERATING EXPENSES				
Personnel Services	1,903,527	1,016,143	2,919,670	78,164
Purchased Water	1,467,343	-	1,467,343	-
Fuel and Utilities	159,128	108,899	268,027	85,354
Other Supplies and Expenses	1,061,575	902,378	1,963,953	54,086
Depreciation	723,636	507,606	1,231,242	139,030
Total Operating Expenses	5,315,209	2,535,026	7,850,235	356,634
Operating Income (Loss)	611,352	1,798,281	2,409,633	335,406
NONOPERATING REVENUES (EXPENSES)				
Interest Income	173,965	42,535	216,500	(286)
Interest Expense	(428,164)	(102,922)	(531,086)	-
Gain (Loss) on Disposal of Capital Assets	-	(4,850)	(4,850)	26,610
Total Nonoperating Revenues (Expenses)	(254,199)	(65,237)	(319,436)	26,324
Income (Loss) Before Capital Contributions and Transfers	357,153	1,733,044	2,090,197	361,730
Capital Contributions	62,775	17,488	80,263	-
Transfers In	881,956	-	881,956	-
Transfers Out	-	-	-	-
Change in Net Position	1,301,884	1,750,532	3,052,416	361,730
Net Position - Beginning of Year (Restated)	10,321,156	6,258,855	16,580,011	253,624
Net Position - End of Year	\$ 11,623,040	\$ 8,009,387	\$ 19,632,427	\$ 615,354

The accompanying notes are an integral part of this statement.

City of St. Helena
Statement of Cash Flows
Proprietary Funds
Year Ended June 30, 2019

	Enterprise Funds			Governmental Activities Internal Service Fund
	Water	Wastewater	Totals	
Cash Flows from Operating Activities				
Receipts from Customers	\$ 5,927,888	\$ 4,357,452	\$ 10,285,340	\$ 692,040
Payments to Employees for Services	(1,674,665)	(1,065,524)	(2,740,189)	(139,257)
Payments to Suppliers for Goods and Services	(2,776,146)	(853,243)	(3,629,389)	(152,383)
Net Cash Provided (Used) by Operating Activities	<u>1,477,077</u>	<u>2,438,685</u>	<u>3,915,762</u>	<u>400,400</u>
Cash Flows from Noncapital and Related Financing Activities				
Cash Received from Other Funds	881,956	-	881,956	-
Cash Paid to Other Funds	-	-	-	(294,236)
Increase in Notes Receivable	-	-	-	-
Net Cash Provided (Used) by Noncapital Financing Activities	<u>881,956</u>	<u>-</u>	<u>881,956</u>	<u>(294,236)</u>
Cash Flows from Capital and Related Financing Activities				
Acquisition and Construction of Capital Assets	(849,606)	(234,840)	(1,084,446)	-
Proceeds from the Disposition of Capital Assets	-	-	-	26,610
Interest Paid	(426,645)	(104,066)	(530,711)	-
Capital Contributions	84,306	18,740	103,046	-
Proceeds from Issuance of Loan	5,821,000	-	5,821,000	-
Principal Paid on Capital Debt	(6,280,986)	(149,014)	(6,430,000)	-
Net Cash Provided (Used) by Capital Financing Activities	<u>(1,651,931)</u>	<u>(469,180)</u>	<u>(2,121,111)</u>	<u>26,610</u>
Cash Flows from Investing Activities				
Interest Received	156,527	39,617	196,144	(286)
Net Cash Provided (Used) by Investing Activities	<u>156,527</u>	<u>39,617</u>	<u>196,144</u>	<u>(286)</u>
Net Increase (Decrease) in Cash and Cash Equivalents	<u>863,629</u>	<u>2,009,122</u>	<u>2,872,751</u>	<u>132,488</u>
Cash and Cash Equivalents, Beginning of the Year	10,750,409	3,423,293	14,173,702	-
Cash and Cash Equivalents, End of the Year	<u>\$ 11,614,038</u>	<u>\$ 5,432,415</u>	<u>\$ 17,046,453</u>	<u>\$ 132,488</u>
Reconciliation of Operating Income (Loss) to				
Net Cash Provided (Used) by Operating Activities:				
Operating Income (Loss)	\$ 611,352	\$ 1,798,281	\$ 2,409,633	\$ 335,406
Adjustments to Reconcile Operating Income (Loss) to				
Net Cash Provided (Used) by Operating Activities:				
Depreciation	723,636	507,606	1,231,242	139,030
Changes in Operating Assets and Liabilities:				
Decrease (Increase) in Accounts Receivable	1,373	24,145	25,518	-
Decrease (Increase) in Prepaid Expenses	12,281	12,308	24,589	-
Decrease (Increase) in Deferred Outflows - Pensions	16,961	69,630	86,591	-
Increase (Decrease) in Accounts Payable and Accrued Liabilities	(78,986)	167,121	88,135	(12,943)
Increase (Decrease) in Deferred Inflows - Pensions	(15,860)	(15,608)	(31,468)	-
Increase (Decrease) in Net Pension Liability	211,969	(96,224)	115,745	-
Increase (Decrease) in Compensated Absences Payable	15,792	(7,179)	8,613	(61,093)
Increase (Decrease) in Claims Payable	(21,395)	(21,395)	(42,790)	-
Increase (Decrease) in Deposits Payable	(46)	-	(46)	-
Net Cash Provided (Used) by Operating Activities:	<u>\$ 1,477,077</u>	<u>\$ 2,438,685</u>	<u>\$ 3,915,762</u>	<u>\$ 400,400</u>
Noncash Capital and Related Financing Activities:				
Amortization Related to Long-term Debt	\$ 30,452	\$ -	\$ 30,452	\$ -
The accompanying notes are an integral part of this statement.				

**City of St. Helena
Statement of Net Position
Fiduciary Funds
June 30, 2019**

	Agency Fund
ASSETS	
Cash and Investments	\$ 40,920
Assessments Receivable	<u>71,081</u>
Total Assets	<u><u>\$ 112,001</u></u>
LIABILITIES	
Accounts Payable	\$ 105,900
Deposits Payable	<u>6,101</u>
Total Liabilities	<u><u>\$ 112,001</u></u>

The accompanying notes are an integral part of this statement.

City of St. Helena
Notes to the Financial Statements
June 30, 2019

1) SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

A. Description of government-wide financial statements

The government-wide financial statements (i.e., the statement of net position and the statement of activities) report information on all of the non-fiduciary activities of the primary government and its component units. All fiduciary activities are reported only in the fund financial statements. Governmental activities, which normally are supported by taxes, intergovernmental revenues, and other nonexchange transactions, are reported separately from business-type activities, which rely to a significant extent on fees and charges to external customers for support. Likewise, the primary government is reported separately from certain legally separate component units for which the primary government is financially accountable.

B. Reporting Entity

The City of St. Helena (City) is a municipal corporation governed by an elected five-member council. The accompanying financial statements present the City and its component units, entities for which the City is considered to be financially accountable. Blended component units are, in substance, part of the primary government's operations, even though they are legally separate entities. Thus, blended component units are appropriately presented as funds of the primary government. There are no component units of the City which meet the criteria of a blended or a discretely-presented component unit.

C. Basis of presentation – government-wide financial statements

While separate government-wide and fund financial statements are presented, they are interrelated. The governmental activities column incorporates data from governmental funds and internal service funds, while business-type activities incorporate data from the government's enterprise funds. Separate financial statements are provided for governmental funds, proprietary funds, and fiduciary funds, even though the latter are excluded from the government-wide financial statements.

As a general rule, the effect of interfund activity has been eliminated from the government-wide financial statements. Exceptions to this general rule are charges between the government's proprietary funds functions and various other functions of the government. Elimination of these charges would distort the direct costs and program revenues reported for the various functions concerned.

D. Basis of presentation – fund financial statements

The fund financial statements provide information about the government's funds, including its fiduciary funds and blended component units. Separate statements for each fund category—governmental, proprietary, and fiduciary—are presented. The emphasis of fund financial statements is on major governmental and enterprise funds, each displayed in a separate column. All remaining governmental and enterprise funds are aggregated and reported as non-major funds. Major individual governmental and enterprise funds are reported as separate columns in the fund financial statements.

The City reports the following major governmental funds:

The *General Fund* is the City's primary operating fund. It accounts for all financial resources of the general government, except those required to be accounted for in another fund.

The *Measure A Fund* is used to account for proceeds received under Measure A, the countywide flood management plan. This Measure imposed a one-half of one percent transaction and use tax in the County and established a Flood Protection and Watershed Improvement Expenditure Plan.

City of St. Helena
Notes to the Financial Statements
June 30, 2019

1) SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - Continued

The City reports the following major proprietary funds:

The *Water and Wastewater Enterprise Funds* account for the water distribution system, sewage treatment plant, sewage pumping stations and collection systems.

Additionally, the City reports the following fund types:

The *Internal Service Fund* is used to account for the City's vehicle fleet and services provided to other city departments on a cost reimbursement basis, such as sick leave termination benefits.

The *Agency Fund* accounts for assessments collected on behalf of the Tourism Improvement District.

During the course of operations, the City has activity between funds for various purposes. Any residual balances outstanding at year end are reported as due from/to other funds and advances to/from other funds. While these balances are reported in fund financial statements, certain eliminations are made in the preparation of the government-wide financial statements. Balances between the funds included in governmental activities (i.e., the governmental and internal service funds) are eliminated so that only the net amount is included as internal balances in the governmental activities column. Similarly, balances between the funds included in business-type activities (i.e., the enterprise funds) are eliminated so that only the net amount is included as internal balances in the business-type activities column.

Further, certain activity occurs during the year involving transfers of resources between funds. In fund financial statements these amounts are reported at gross amounts as transfers in/out. While reported in fund financial statements, certain eliminations are made in the preparation of the government-wide financial statements. Transfers between the funds included in governmental activities are eliminated so that only the net amount is included as transfers in the governmental activities column. Similarly, balances between the funds included in business-type activities are eliminated so that only the net amount is included as transfers in the business-type activities column.

E. Measurement focus and basis of accounting

The accounting and financial reporting treatment is determined by the applicable measurement focus and basis of accounting. Measurement focus indicates the type of resources being measured such as current financial resources or economic resources. The basis of accounting indicates the timing of transactions or events for recognition in the financial statements.

The government-wide financial statements are reported using the economic resources measurement focus and the accrual basis of accounting. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. Property taxes are recognized as revenues in the year for which they are levied. Grants and similar items are recognized as revenue as soon as all eligibility requirements imposed by the provider have been met.

The governmental fund financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Revenues are recognized as soon as they are both measurable and available. Revenues are considered to be available when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the City considers revenues to be available if they are collected within 60 days of the end of the current fiscal period. Expenditures generally are recorded when a liability is incurred, as under accrual accounting. However, debt service expenditures, as well as expenditures related to compensated absences, and claims and judgments, are recorded only when payment is due.

City of St. Helena
Notes to the Financial Statements
June 30, 2019

1) SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - Continued

General capital asset acquisitions are reported as expenditures in governmental funds. Issuance of long-term debt and acquisitions under capital leases are reported as other financing sources.

Property taxes, sales taxes, franchise taxes, licenses, and interest associated with the current fiscal period are all considered to be susceptible to accrual and so have been recognized as revenues of the current fiscal period. Entitlements are recorded as revenues when all eligibility requirements are met, including any time requirements, and the amount is received during the period or within the availability period for this revenue source (within 60 days of year-end). Expenditure-driven grants are recognized as revenue when the qualifying expenditures have been incurred and all other eligibility requirements have been met, and the amount is received during the period or within the availability period for this revenue source (within 60 days of year-end). All other revenue items are considered to be measurable and available only when cash is received by the City.

The proprietary funds are reported using the economic resources measurement focus and the accrual basis of accounting. The agency fund has no measurement focus but utilizes the accrual basis of accounting for reporting its assets and liabilities.

F. Assets, liabilities, deferred outflows/inflows of resources, and net position/fund balance

1. Cash and cash equivalents

The City's cash and cash equivalents are considered to be cash on hand, demand deposits, and short-term investments with original maturities of three months or less from the date of acquisition.

2. Investments

Investments for the City are reported at fair value (generally based on quoted market prices). The State Treasurer's Investment Pool and CAMP operate in accordance with appropriate state laws and regulations. The reported value of the pool is the same as the fair value of the pool shares.

Certain proceeds of debt issues, as well as certain resources set aside for their repayment, are classified as restricted assets on the balance sheet because their use is limited by applicable bond covenants.

3. Inventories and prepaid items

All Inventories are valued at cost using the first-in/first-out (FIFO) method. Inventories of governmental funds are recorded as expenditures when purchased.

Certain payments to vendors reflect costs applicable to future accounting periods and are recorded as prepaid items in both the government-wide and fund financial statements. The cost of prepaid items is recorded as expenditures/expenses when consumed rather than when purchased.

4. Capital assets

Capital assets, which include property, plant, equipment, and infrastructure assets (e.g. roads, bridges, sidewalks, and similar items), are reported in the applicable governmental or business-type activities column in the government-wide financial statements.

City of St. Helena
Notes to the Financial Statements
June 30, 2019

1) SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - Continued

Capital assets, except for infrastructure assets, are defined by the City as assets with an initial, individual cost of more than \$10,000 and an estimated useful life in excess of one year. For infrastructure assets, the same estimated minimum useful life is used (in excess of one year), but only those infrastructure projects that cost more than \$25,000 are reported as capital assets.

As the City constructs or acquires additional capital assets each period, including infrastructure assets, they are capitalized and reported at historical cost. The reported value excludes normal maintenance and repairs which are essentially amounts spent in relation to capital assets that do not increase the capacity or efficiency of the item or increase its estimated useful life. Donated capital assets received prior to the implementation of GASB 72 were recorded at fair value on the date of donation. Capital assets donated subsequent to the implementation of GASB 72 are recorded at acquisition value as of the date received.

Interest incurred during the construction phase of capital assets of enterprise funds is included as part of the capitalized value of the assets constructed. The amount of interest capitalized depends on the specific circumstances. This year, interest of \$11,209 was capitalized in the enterprise funds.

Land and construction in progress are not depreciated. The other property, plant, equipment, and infrastructure of the primary government are depreciated using the straight-line method over the following estimated useful lives:

Buildings and Improvements	10-50 years
Public Domain Infrastructure	50 years
System Infrastructure	50 years
Vehicles and Equipment	4-10 years

5. Deferred outflows/inflows of resources

In addition to assets, the statement of financial position will sometimes report a separate section for deferred outflows of resources. This separate financial statement element, *deferred outflows of resources*, represents consumption of net position that applies to future period(s) and so will not be recognized as an outflow of resources (expense) until then. The City reports deferred outflows as a result of a debt refunding in the enterprise funds, and also as a result of the implementation of GASB Statement No. 68, *Accounting and Financial Reporting for Pensions*.

In addition to liabilities, the statement of financial position will sometimes report a separate section for deferred inflows of resources. This separate financial statement element, *deferred inflows of resources*, represents an acquisition of net position that applies to a future period(s) and so will not be recognized as an inflow of resources (revenue) until that time. The City is reporting deferred inflows for *unavailable revenues* in the governmental funds balance sheet. Unavailable revenues include property taxes, special assessments, grant receivables, and other miscellaneous receivables. These amounts are deferred and recognized as an inflow of resources in the period that the amounts become available. In addition, the City reports pension-related deferred inflows as a result of the implementation of GASB Statement No. 68.

6. Net position flow assumption

Sometimes the City will fund outlays for a particular purpose from both restricted (e.g., restricted bond or grant proceeds) and unrestricted resources. In order to calculate the amounts to report as restricted net position and unrestricted net position in the government-wide and proprietary

City of St. Helena
Notes to the Financial Statements
June 30, 2019

1) SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - Continued

fund financial statements, a flow assumption must be made about the order in which the resources are considered to be applied. It is the City's policy to consider restricted net position to have been depleted before unrestricted net position is applied.

7. Fund balance flow assumptions

Sometimes the City will fund outlays for a particular purpose from both restricted and unrestricted resources (the total of committed, assigned, and unassigned fund balance). In order to calculate the amounts to report as restricted, committed, assigned, and unassigned fund balance in the governmental fund financial statements a flow assumption must be made about the order in which the resources are considered to be applied. It is the government's policy to consider restricted fund balance to have been depleted before using any of the components of unrestricted fund balance. Further, when the components of unrestricted fund balance can be used for the same purpose, committed fund balance is depleted first, followed by assigned fund balance. Unassigned fund balance is applied last.

8. Fund balance policies

Fund balance of governmental funds is reported in various categories based on the nature of any limitations requiring the use of resources for specific purposes. The City itself can establish limitations on the use of resources through either a commitment (committed fund balance) or an assignment (assigned fund balance).

The committed fund balance classification includes amounts that can be used only for the specific purposes determined by a formal action of the City's highest level of decision-making authority. The city council is the highest level of decision-making authority for the City that can, by adoption of an ordinance prior to the end of the fiscal year, commit fund balance. Once adopted, the limitation imposed by the ordinance remains in place until a similar action is taken (the adoption of another ordinance) to remove or revise the limitation.

Amounts in the assigned fund balance classification are intended to be used by the City for specific purposes but do not meet the criteria to be classified as committed. The city council may also assign fund balance as it does when appropriating fund balance to cover a gap between estimated revenue and appropriations in the subsequent year's appropriated budget. Unlike commitments, assignments generally only exist temporarily. In other words, an additional action does not normally have to be taken for the removal of an assignment. Conversely, as discussed above, an additional action is essential to either remove or revise a commitment. Amounts in unassigned fund balance are either residual positive net resources of the General Fund fund balance in excess of what can properly be classified in one of the other categories described above, or negative fund balances of all other governmental funds.

G. Revenues and expenditures/expenses

1. Program revenues

Amounts reported as program revenues include 1) charges to customers or applicants who purchase, use, or directly benefit from goods, services, or privileges provided by a given function or segment and 2) grants and contributions (including special assessments) that are restricted to meeting the operational or capital requirements of a particular function or segment. All taxes, including those dedicated for specific purposes, and other internally dedicated resources are reported as general revenues rather than as program revenues.

**City of St. Helena
Notes to the Financial Statements
June 30, 2019**

1) SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - Continued

2. Property taxes

Property taxes are levied as of March 1 on property values assessed as of the same date. State statutes provide that the property tax rate be limited generally to one percent of assessed value, be levied by only the County, and be shared by applicable jurisdictions. The County of Napa collects the taxes and distributes them to taxing jurisdictions on the basis of assessed valuations subject to voter-approved debt. Property taxes are due on November 1 and March 1, and become delinquent on December 10 and April 10. The City receives property taxes pursuant to an arrangement with the County known as the "Teeter Plan." Under the plan, the County assumes responsibility for the collection of delinquent taxes and pays the full allocation to the City. The City recognizes property tax revenues in the fiscal year in which they are due.

3. Compensated absences

The City's policy permits employees to accumulate earned but unused vacation benefits, which are eligible for payment upon separation from government service. A portion of unpaid accumulated sick leave is also paid out when employees separate from service with the City. Liabilities for such leave are reported as incurred in the government-wide and proprietary fund financial statements. A liability for those amounts is recorded in the governmental funds only if the liability has matured due to employee resignations or retirements. The liability for compensated absences includes salary-related benefits, where applicable.

4. Proprietary funds operating and non-operating revenues and expenses

Proprietary funds distinguish operating revenues and expenses from nonoperating items. Operating revenues and expenses generally result from providing services and producing and delivering goods in connection with a proprietary fund's principal ongoing operations. The principal operating revenues of the enterprise funds are charges to customers for sales and services. Operating expenses for enterprise funds include the cost of sales and services, administrative expenses and depreciation on capital assets. All revenues and expenses not meeting this definition are reporting as non-operating revenues and expenses.

5. Pensions

For purposes of measuring the net pension liability and deferred outflows/inflows of resources related to pensions, and pension expense, information about the fiduciary net position of the City's California Public Employees' Retirement System (CalPERS) plan (Plan) and additions to/deductions from the Plan's fiduciary net position have been determined on the same basis as they are reported by CalPERS. For this purpose, benefit payments (including refunds of employee contributions) are recognized when due and payable in accordance with the benefit terms. Investments are reported at fair value.

H. Use of estimates

The presentation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenditures/expenses during the reporting period. Actual results could differ from those estimates and assumptions.

City of St. Helena
Notes to the Financial Statements
June 30, 2019

1) SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - Continued

I. Implementation of Governmental Accounting Standards Board (GASB) pronouncements

The Governmental Accounting Standards Board has issued the following Statements, which may affect the City's financial reporting requirements in the future:

GASB 84 - Fiduciary Activities: This Statement establishes criteria for identifying fiduciary activities of all state and local governments. The focus of the criteria generally is on (1) whether a government is controlling the assets of the fiduciary activity and (2) the beneficiaries with whom a fiduciary relationship exists. Separate criteria are included to identify fiduciary component units and postemployment benefit arrangements that are fiduciary activities. The requirements of this Statement are effective for reporting periods beginning after December 15, 2018.

GASB 87 – Leases: This Statement requires recognition of certain lease assets and liabilities for leases that previously were classified as operating leases and recognized as inflows of resources or outflows of resources based on the payment provisions of the contract. It establishes a single model for lease accounting based on the foundational principle that leases are financings of the right to use an underlying asset. The requirements of this Statement are effective for reporting periods beginning after December 15, 2019.

GASB 89 – Accounting for Interest Cost Incurred before the End of a Construction Period: This Statement establishes accounting requirements for interest cost incurred before the end of a construction period. The requirements of this Statement are effective for reporting periods beginning after December 15, 2019.

GASB 90 – Majority Equity Interests: The primary objectives of this Statement are to improve the consistency and comparability of reporting a government's majority equity interest in a legally separate organization and to improve the relevance of financial statement information for certain component units. The requirements of this Statement are effective for reporting periods beginning after December 15, 2018.

GASB 91 – Conduit Debt Obligations: The primary objectives of this Statement are to provide a single method of reporting conduit debt obligations by issuers and eliminate diversity in practice. The requirements of this Statement are effective for reporting periods beginning after December 15, 2020.

2) DETAILED NOTES ON ALL ACTIVITIES AND FUNDS

A. Deposits and investments

As of June 30, 2019, cash and investments were reported in the accompanying financial statements as follows:

Statement of Net Position:	
Cash and Investments	\$ 33,913,485
Cash and Investments with Fiscal Agent	1,184,325
Statement of Fiduciary Net Position:	
Cash and Investments	40,920
Total Cash and Investments	<u>\$ 35,138,730</u>

City of St. Helena
Notes to the Financial Statements
June 30, 2019

2) DETAILED NOTES ON ALL ACTIVITIES AND FUNDS - Continued

Cash and investments as of June 30, 2019 consisted of the following:

Petty Cash	\$ 800
Deposits with Financial Institutions	17,928,008
Investments	17,209,922
Total Cash and Investments	<u>\$ 35,138,730</u>

Authorized investments - The table below identifies the investment types that are authorized by the City's investment policy. The table also identifies certain provisions of the California Government Code (or the City's investment policy, where more restrictive) that address interest rate risk, credit risk, and concentration of credit risk:

Authorized Investment Type	Maximum Maturity	Maximum Allowable Investment Percentage	Maximum Investment In One Issuer
U.S. Treasury Obligations	5 years	None	None
U.S. Agency Securities	5 years	None	None
Local Agency Investment Fund (LAIF)	N/A	None	None
California Asset Management Program (CAMP)	N/A	None	None
Insured Savings Accounts	N/A	None	None
Banker's Acceptances	180 days	40%	10%
Commercial Paper	270 days	25%	10%
Negotiable Certificates of Deposits	N/A	30%	10%
Obligations of the State of California	N/A	None	10%
Time Deposits, Non-negotiable and Collateralized	N/A	25%	10%
Medium-Term Notes	N/A	30%	5%
Money Market Mutual Funds	N/A	15%	None
Supranational Securities	N/A	30%	None
Asset-Backed Securities	N/A	20%	5%

Interest rate risk - Interest rate risk is the risk that changes in market interest rates will adversely affect the fair value of an investment. Generally, the longer the maturity of an investment, the greater is the sensitivity of its fair value to changes in market interest rates. One of the ways that the City manages its exposure to interest rate risk is by purchasing a combination of shorter-term and longer-term investments and by timing cash flows from maturities so that a portion of the portfolio is maturing or coming close to maturity over time as necessary to provide the cash flow and liquidity needed for operations.

Information about the sensitivity of the fair values of the City investments to market interest rate fluctuations is provided by the following table that shows the distribution of the City's investments by maturity:

City of St. Helena
Notes to the Financial Statements
June 30, 2019

2) DETAILED NOTES ON ALL ACTIVITIES AND FUNDS - Continued

Investment Type	Remaining Maturity (in Months)			Fair Value
	12 Months or Less	13 to 24 Months	25-60 Months	
U.S. Treasury Securities	\$ -	\$ 2,470,392	\$ 1,796,781	\$ 4,267,173
Federal Agency Securities	136	425,539	1,033,042	1,458,717
Corporate Note	419,276	588,001	744,616	1,751,893
Negotiable Certificates of Deposit	437,454	556,216	-	993,670
Municipal Bonds	49,940	187,618	-	237,558
LAIF	7,183,646	-	-	7,183,646
Short Term Investments	37,227	-	-	37,227
Money Market Mutual Funds	95,712	-	-	95,712
Cash with Fiscal Agent:				
Money Market Mutual Funds	1,184,326	-	-	1,184,326
Total	\$ 9,407,717	\$ 4,227,766	\$ 3,574,439	\$ 17,209,922

Credit risk - Generally, credit risk is the risk that an issuer of an investment will not fulfill its obligation to the holder of the investment. This is measured by the assignment of a rating by a nationally recognized statistical rating organization. Presented below is the minimum rating required by (where applicable) the California Government Code or the City's investment policy and the actual rating as of year-end for each investment type:

Investment Type	Total Investment	Minimum Legal Rating	Rating as of Year End		
			AAA/AA	A and A-1	Unrated / Ratings not Required
U.S. Treasury Securities	\$ 4,267,173	N/A	\$ -	\$ -	\$ 4,267,173
Federal Agency Securities	1,458,717	N/A	1,458,717	-	-
Corporate Note	1,751,893	N/A	1,528,214	223,679	-
Negotiable Certificates of Deposit	993,670	N/A	426,242	567,428	-
Municipal Bonds	237,558	N/A	237,558	-	-
LAIF	7,183,646	N/A	-	-	7,183,646
Short Term Investments	37,227	N/A	-	-	37,227
Money Market Mutual Funds	95,712	N/A	-	-	95,712
Cash with Fiscal Agent:					
Money Market Mutual Funds	1,184,326	N/A	-	-	1,184,326
Total	\$ 17,209,922		\$ 3,650,731	\$ 791,107	\$ 12,768,084

Concentration of credit risk - At June 30, 2019, the City had no investments in any one issuer that represent 5% or more of total City investments, other than U.S. Government obligations, external investment pools, and mutual funds.

Custodial credit risk - Custodial credit risk for deposits is the risk that, in the event of the failure of a depository financial institution, a government will not be able to recover its deposits or will not be able to recover collateral securities that are in the possession of an outside party. The California Government Code and the City's investment policy do not contain legal or policy

City of St. Helena
Notes to the Financial Statements
June 30, 2019

2) DETAILED NOTES ON ALL ACTIVITIES AND FUNDS - Continued

requirements that would limit the exposure to custodial credit risk for deposits, other than the following provision for deposits: The California Government Code requires that a financial institution secure deposits made by state or local governmental units by pledging securities in an undivided collateral pool held by a depository regulated under state law (unless so waived by the governmental unit). The market value of the pledged securities in the collateral pool must equal at least 110% of the total amount deposited by the public agencies. California law also allows financial institutions to secure City deposits by pledging first trust deed mortgage notes having a value of 150% of the secured public deposits. As of June 30, 2019, the City had no deposits with financial institutions in excess of federal depository insurance limits held in uncollateralized accounts.

The custodial credit risk for investments is the risk that, in the event of the failure of the counterparty (e.g., broker-dealer) to a transaction, a government will not be able to recover the value of its investment or collateral securities that are in the possession of another party. The California Government Code and the City's investment policy do not contain legal or policy requirements that would limit the exposure to custodial credit risk for investments. With respect to investments, custodial credit risk generally applies only to direct investments in marketable securities. As of June 30, 2019, none of the City's investments were held by the broker-dealer (counterparty) that was used by the City to purchase the securities.

State Investment Pool - The City is a voluntary participant in the Local Agency Investment Fund (LAIF) that is regulated by California Government Code Section 16429 under the oversight of the Treasurer of the State of California. The fair value of the City's investment in this pool is reported in the accompanying financial statements at amounts based upon the City's pro-rata share of the fair value provided by LAIF for the entire LAIF portfolio (in relation to the amortized cost of that portfolio). The balance available for withdrawal is based on the accounting records maintained by LAIF, which are recorded on an amortized cost basis.

Fair Value - The City categorizes its fair value measurements within the fair value hierarchy established by generally accepted accounting principles. The hierarchy is based on the valuation inputs used to measure the fair value of the asset. Level 1 inputs are quoted prices in active markets for identical assets; Level 2 inputs are significant other observable inputs; Level 3 inputs are significant unobservable inputs.

The City has the following recurring fair value measurements as of June 30, 2019:

- U.S. Treasury Securities of \$4,267,173 are valued using a matrix pricing model (Level 2 inputs)
- Federal Agency securities of \$1,458,717 are valued using a matrix pricing model (Level 2 inputs)
- Corporate Notes of \$1,751,893 are valued using a matrix pricing model (Level 2 inputs)
- Negotiable Certificate of Deposits of \$993,670 are valued using a matrix pricing model (Level 2 inputs)
- Municipal Bonds of \$237,558 are valued using a matrix pricing model (Level 2 inputs)

City of St. Helena
Notes to the Financial Statements
June 30, 2019

2) DETAILED NOTES ON ALL ACTIVITIES AND FUNDS - Continued

B. Receivables

Revenues of the Water and Wastewater enterprises are reported net of uncollectible amounts. Total uncollectible amounts related to revenues of the current period are not material at year-end.

Long-term notes receivable of \$2,219,046 consists primarily of three notes relating to affordable housing projects. The notes are repayable in annual installments to the extent that the housing projects generate excess cash flows. These notes are secured by deeds of trust on the real properties and mature as follows: \$243,187 in 2022; \$1,022,213 in 2049; and \$864,562 in 2047. An \$80,000 loan was paid off in the 2019-20 fiscal year.

In addition, the City provides housing rehab loans to qualified residents through the California HOME program. The loans are to be repaid in 30 years and do not earn interest. The balance of the loans as of June 30, 2019 was \$405,963.

C. Interfund receivables, payables and transfers

Activity between funds that are representative of lending/borrowing arrangements outstanding at the end of the fiscal year are referred to as either "due to/from other funds" (i.e., the current portion of interfund loans) or "advances to/from other funds" (i.e., the non-current portion of interfund loans). All other outstanding balances between funds are reported as "due to/from other funds."

Any residual balances outstanding between the governmental activities and business-type activities are reported in the government-wide financial statements as "internal balances."

Advances between funds, as reported in the fund financial statements, are offset by nonspendable fund balance in applicable governmental funds to indicate that they are not available for appropriation.

Amounts due to/due from other funds at June 30, 2019 are as follows: non-major funds owe the General Fund \$32,603 as a result of temporary operating deficits. These interfund borrowings will be repaid from future revenues. There were no long-term advances reported as of June 30, 2019.

Significant Interfund transfers for the year ended June 30, 2019 included \$800,000 transferred from the General Fund to the Water Fund for the Upper York Creek Dam project, and \$1,036,389 from the General Fund to non-major governmental funds to finance various capital projects, including street improvements. Various nonmajor governmental funds transferred approximately \$980,000 to other nonmajor governmental funds to finance street-related and other projects.

D. Capital assets

The following is a summary of capital assets activity and the depreciation allocation for the year ended June 30, 2019. The beginning balances for construction in progress, governmental and business-type activities, has been restated as described in Note 4D:

City of St. Helena
Notes to the Financial Statements
June 30, 2019

2) DETAILED NOTES ON ALL ACTIVITIES AND FUNDS – Continued

	Beginning Balance	Additions	Deletions	Ending Balance
Governmental Activities				
Capital Assets, Not Being Depreciated:				
Land	\$ 8,336,654	\$ -	\$ -	\$ 8,336,654
Construction in Progress	223,425	877,597	(796,511)	304,511
Total Capital Assets, Not Being Depreciated	8,560,079	877,597	(796,511)	8,641,165
Capital Assets, Being Depreciated:				
Buildings	9,329,898	-	(27,512)	9,302,386
Improvements	9,334,640	796,511	(2,510)	10,128,641
Floodwall Infrastructure	18,913,620	-	-	18,913,620
Vehicle Fleet, Internal Service	4,090,481	-	(301,889)	3,788,592
Equipment	2,790,173	59,087	(72,067)	2,777,193
Total Capital Assets Being Depreciated	44,458,812	855,598	(403,978)	44,910,432
Less Accumulated Depreciation:				
Buildings	(5,592,337)	(291,525)	7,132	(5,876,730)
Improvements	(4,847,269)	(413,465)	2,510	(5,258,224)
Floodwall Infrastructure	(2,269,632)	(378,272)	-	(2,647,904)
Vehicle Fleet, Internal Service	(3,370,753)	(139,030)	301,889	(3,207,894)
Equipment	(2,345,013)	(114,071)	72,067	(2,387,017)
Total Accumulated Depreciation	(18,425,004)	(1,336,363)	383,598	(19,377,769)
Net Capital Assets Being Depreciated	26,033,808	(480,765)	(20,380)	25,532,663
Governmental Activities Capital Assets, Net	\$ 34,593,887	\$ 396,832	\$ (816,891)	\$ 34,173,828
Business-type Activities				
Capital Assets, Not Being Depreciated:				
Land	\$ 3,432,490	\$ -	\$ -	\$ 3,432,490
Construction in Progress	3,409,036	1,005,666	(248,564)	4,166,138
Total Capital Assets, Not Being Depreciated	6,841,526	1,005,666	(248,564)	7,598,628
Capital Assets, Being Depreciated:				
Buildings	3,560,931	-	-	3,560,931
Systems	26,218,045	248,564	(2,000)	26,464,609
Machinery & Equipment	5,198,630	78,780	(24,178)	5,253,232
Total Capital Assets Being Depreciated	34,977,606	327,344	(26,178)	35,278,772
Less Accumulated Depreciation:				
Buildings	(2,206,600)	(65,072)	-	(2,271,672)
Systems	(18,815,714)	(980,842)	2,000	(19,794,556)
Machinery & Equipment	(4,170,032)	(185,328)	19,328	(4,336,032)
Total Accumulated Depreciation	(25,192,346)	(1,231,242)	21,328	(26,402,260)
Net Capital Assets Being Depreciated	9,785,260	(903,898)	(4,850)	8,876,512
Business-type Activities Capital Assets, Net	\$ 16,626,786	\$ 101,768	\$ (253,414)	\$ 16,475,140

Governmental Activities	Depreciation
General Government	\$ 163,593
Public Safety	282,410
Public Works	643,506
Library	101,612
Parks and Recreation	145,243
Total Depreciation Expense	\$ 1,336,363
Business-Type Activities	
Water	\$ 723,636
Wastewater	507,606
Total Depreciation Expense	\$ 1,231,242

City of St. Helena
Notes to the Financial Statements
June 30, 2019

2) DETAILED NOTES ON ALL ACTIVITIES AND FUNDS – Continued

E. Long-term liabilities

The following is a summary of long-term liability activity for the fiscal year ended June 30, 2019. The beginning balances for claims payable have been restated as described in Note 4D:

	Beginning Balance	Additions	Deletions	Ending Balance	Due Within One Year
Governmental Activities:					
Compensated Absences	\$ 619,713	\$ 183,795	\$ 192,810	\$ 610,698	\$ 69,045
Claims	215,686	9,345	63,048	161,983	43,499
Net Pension Liability	9,018,095	-	492,354	8,525,741	-
Direct Borrowings:					
Capital Leases	342,732	-	135,320	207,412	138,416
State Revolving Loan	5,040,379	-	4,999,281	41,098	41,098
Reimbursement Agreement	30,740	-	-	30,740	-
Total	<u>\$ 15,267,345</u>	<u>\$ 193,140</u>	<u>\$ 5,882,813</u>	<u>\$ 9,577,672</u>	<u>\$ 292,058</u>
Business-type Activities:					
Compensated Absences	170,562	39,341	30,728	179,175	60,332
Claims	237,056	-	42,790	194,266	42,790
Net Pension Liability	2,880,013	115,745	-	2,995,758	-
Installment Agreements:					
Water - 2012B	4,543,723	-	230,986	4,312,737	238,696
Water - 2006A	6,050,000	-	6,050,000	-	-
Wastewater - 2012B	1,261,277	-	64,014	1,197,263	66,304
Wastewater - 2005B	1,390,000	-	85,000	1,305,000	85,000
Direct Borrowings:					
Loan Payable	-	5,821,000	-	5,821,000	375,600
Total	<u>\$ 16,532,631</u>	<u>\$ 5,976,086</u>	<u>\$ 6,503,518</u>	<u>\$ 16,005,199</u>	<u>\$ 868,722</u>

Obligations for Compensated Absences and the Net Pension Liability are typically liquidated from the General Fund and applicable Enterprise Funds.

Capital Leases (Direct Borrowings)

The City has entered into three capital leases to finance the acquisition of land parcel, fire station improvements, and an aerial fire truck. These lease agreements qualify as capital leases for accounting purposes and, therefore, have been recorded at the present value of their future minimum lease payments as of the inception date.

The assets acquired through the capital leases have been capitalized in the accounting records at \$4.4 million. The General Fund is used to pay debt service on the capital lease obligations. The future debt service requirements to maturity for the capital leases are as follows:

City of St. Helena
Notes to the Financial Statements
June 30, 2019

2) DETAILED NOTES ON ALL ACTIVITIES AND FUNDS – Continued

Fiscal Year Ending June 30,	Principal	Interest	Total
2020	\$ 138,416	\$ 3,968	\$ 142,384
2021	68,996	801	69,797
Totals	<u>\$ 207,412</u>	<u>\$ 4,769</u>	<u>\$ 212,181</u>

State Revolving Loan (Direct Borrowings)

The City obtained a \$9,100,000 loan from the State Water Resources Control Board (of which the City borrowed only \$7,999,500) for the purpose of financing the acquisition of land parcels and construction costs related to a floodwall barrier project with the City. The loan bears interest at 2.4% per annum and is repayable in annual installments through fiscal year 2029. The City pledged Measure A sales tax revenue allocations as security for repayment of the loan. The loan was effectively paid off in FY 2018-19. The remaining balance of \$41,098 was repaid in FY 2019-20.

Reimbursement Agreement (Direct Borrowings)

The reimbursement agreement is payable to developers when, and to the extent, that building permit fees are collected for the construction of buildings on certain parcels of land located within specified building zones.

2012B Installment Agreement

In June 2012, the City entered into a \$7,155,000 installment purchase agreement with the California Statewide Communities Development Authority for the purpose of obtaining funds to make water and wastewater system improvements. The 2012B installment agreement bears interest at rates of 2% to 5% per annum and is payable each October 1 and April 1 commencing October 1, 2013 and continuing until October 31, 2032. The City, under the arrangement, has allocated \$5,599,565 of the agreement to its water enterprise and \$1,555,435 to its wastewater enterprise.

The installment agreement is secured by a pledge of the net revenues of the water and wastewater system, and requires that the City set rates, fees and charges for each fiscal year so as to yield system net revenues during each fiscal year equal to at least 120% of the annual debt service (including parity debt).

All system net revenues are irrevocably pledged to the payment of the installment payments, which approximate \$1.3 million and \$2.3 million annually for the Water and Wastewater Funds, respectively. Principal and interest payments on the installment agreement for the 2018-19 fiscal year totaled \$523,450. The installment agreement contains a provision that in an event of default, outstanding amounts may become immediately due if the City is unable to make payment.

Future debt service requirements for the water system are as follows:

City of St. Helena
Notes to the Financial Statements
June 30, 2019

2) DETAILED NOTES ON ALL ACTIVITIES AND FUNDS – Continued

Fiscal Year Ending June 30,	Principal	Interest	Total
2020	\$ 238,696	\$ 174,170	\$ 412,866
2021	246,522	164,622	411,144
2022	258,261	154,761	413,022
2023	266,087	144,430	410,517
2024	273,913	136,448	410,361
2025	281,739	128,230	409,969
2026	293,478	119,074	412,552
2027	305,217	104,400	409,617
2028	320,870	89,139	410,009
2029	336,522	73,096	409,618
2030	352,174	59,635	411,809
2031	363,913	45,548	409,461
2032	379,565	30,991	410,556
2033	395,780	15,809	411,589
Totals	<u>\$ 4,312,737</u>	<u>\$ 1,440,353</u>	<u>\$ 5,753,090</u>

Future debt service requirements for the wastewater system are as follows:

Fiscal Year Ending June 30,	Principal	Interest	Total
2020	\$ 66,304	\$ 48,380	\$ 114,684
2021	68,478	45,728	114,206
2022	71,739	42,989	114,728
2023	73,913	40,120	114,033
2024	76,087	37,902	113,989
2025	78,261	35,620	113,881
2026	81,522	33,076	114,598
2027	84,783	29,000	113,783
2028	89,130	24,761	113,891
2029	93,478	20,304	113,782
2030	97,826	16,565	114,391
2031	101,087	12,652	113,739
2032	105,435	8,609	114,044
2033	109,220	4,391	113,611
Totals	<u>\$ 1,197,263</u>	<u>\$ 400,097</u>	<u>\$ 1,597,360</u>

2005B Installment Agreement

In July of 2005 the City entered into a \$2,220,000 installment purchase agreement with the California Statewide Communities Development Authority for the purpose of obtaining funds to make wastewater system improvements. The agreement bears interest at rates of 2.50% to 4.375% per annum and is payable each October 1 and April 1 commencing October 1, 2005 and continuing until April 1, 2031.

City of St. Helena
Notes to the Financial Statements
June 30, 2019

2) DETAILED NOTES ON ALL ACTIVITIES AND FUNDS – Continued

The 2005B installment agreement is secured by a pledge of the net revenues of the wastewater system, and requires that the City set rates, fees and charges for each fiscal year so as to yield system net revenues during each fiscal year equal to at least 120% of the annual debt service (including parity debt).

All system net revenues are irrevocably pledged to the payment of the installment payments, which approximate \$2.3 million annually for the Wastewater Fund. Principal and interest payments on the installment agreement for the 2018-19 fiscal year totaled \$142,878. The installment agreement contains a provision that in an event of default, outstanding amounts may become immediately due if the City is unable to make payment. Future debt service requirements are as follows:

Fiscal Year Ending June 30,	Principal	Interest	Total
2020	\$ 85,000	\$ 54,531	\$ 139,531
2021	90,000	50,986	140,986
2022	95,000	47,099	142,099
2023	95,000	43,014	138,014
2024	100,000	38,821	138,821
2025	105,000	34,414	139,414
2026	110,000	29,750	139,750
2027	115,000	24,828	139,828
2028	120,000	19,687	139,687
2029	125,000	14,328	139,328
2030	130,000	8,750	138,750
2031	135,000	2,953	137,953
Totals	<u>\$ 1,305,000</u>	<u>\$ 369,161</u>	<u>\$ 1,674,161</u>

Loan Agreement (Direct Borrowings)

In March of 2019, the City entered into a loan agreement with JPMorgan Chase Bank, N.A., to refund the outstanding amount of the 2006A installment agreement (prior obligation). Proceeds from the \$5,821,000 loan were transferred to the trustee for the prepayment of the prior obligation. As a result, the 2006A installment agreement is defeased and the liability has been removed from these financial statements.

The City prepaid the prior obligation to reduce its total debt service payments by approximately \$751,000, and to obtain an economic gain (difference between the present values of the debt service payments on the old and new debt) of approximately \$632,000.

The loan payments, including interest at 2.62%, are due on October 1 and April 1 of each fiscal year, commencing on October 1, 2019. The loan agreement is secured by a pledge of system net revenues of the Water Fund, and requires that the City set rates, fees and charges for each fiscal year so as to yield system net revenues during each fiscal year equal to at least 125% of the annual debt service (including parity debt).

All system net revenues are irrevocably pledged to the loan payments, which approximate \$1.3 million annually for the Water Fund. The loan agreement contains a provision that in an event of default, outstanding amounts may become immediately due if the City is unable to make payment.

City of St. Helena
Notes to the Financial Statements
June 30, 2019

2) DETAILED NOTES ON ALL ACTIVITIES AND FUNDS – Continued

Future debt service requirements are as follows:

Fiscal Year Ending June 30,	Principal	Interest	Total
2020	\$ 375,600	\$ 154,792	\$ 530,392
2021	393,700	137,512	531,212
2022	404,200	127,060	531,260
2023	413,100	116,353	529,453
2024	424,700	105,378	530,078
2025	435,800	94,105	529,905
2026	446,200	82,551	528,751
2027	456,000	70,732	526,732
2028	470,700	58,592	529,292
2029	481,300	46,121	527,421
2030	495,800	33,321	529,121
2031	505,300	20,207	525,507
2032	518,600	6,793	525,393
Totals	<u>\$ 5,821,000</u>	<u>\$ 1,053,517</u>	<u>\$ 6,874,517</u>

F. Fund balances

Details of the City's fund balances at June 30, 2019 are presented below:

	General Fund	Measure A Fund	Nonmajor Funds	Total
<i>Nonspendable:</i>				
Prepaid costs	\$ 67,248	\$ -	\$ 20,045	\$ 87,293
Notes receivable	448,635	-	-	448,635
Permanent endowments	-	-	37,376	37,376
<i>Restricted:</i>				
Public safety	-	-	893,998	893,998
Public works	-	114,951	5,236,104	5,351,055
Library	-	-	706,258	706,258
Recreation	404,573	-	998,131	1,402,704
Housing	-	-	2,202,936	2,202,936
Debt Service	-	-	12,072	12,072
<i>Assigned:</i>				
Capital improvement projects	190,148	-	1,683,341	1,873,489
Recreation	93,781	-	-	93,781
<i>Unassigned</i>	8,001,414	-	(32,191)	7,969,223
Total Fund Balances	<u>\$ 9,205,799</u>	<u>\$ 114,951</u>	<u>\$ 11,758,070</u>	<u>\$ 21,078,820</u>

City of St. Helena
Notes to the Financial Statements
June 30, 2019

2) DETAILED NOTES ON ALL ACTIVITIES AND FUNDS – Continued

G. Pension plan

General information about the pension plan

Plan Description – All qualified permanent and probationary employees are eligible to participate in the Public Agency Cost-Sharing Multiple-Employer Defined Benefit Pension Plan (Plan) administered by the California Public Employees' Retirement System (CalPERS.) The Plan consists of individual rate plans (benefit tiers) within a safety risk pool (police and fire) and a miscellaneous risk pool. Plan assets may be used to pay benefits for any employer rate plan of the safety and miscellaneous pools. Accordingly, rate plans within the safety or miscellaneous pools are not separate plans under GASB Statement No. 68. Individual employers may sponsor more than one rate plan in the miscellaneous or safety risk pools. The City sponsors eight rate plans (three miscellaneous and five safety). Benefit provisions under the Plan are established by State statute and City resolution. CalPERS issues publicly available reports that include a full description of the pension plan regarding benefit provisions, assumptions and membership information that can be found on the CalPERS website.

Benefits Provided – The Plan is a cost-sharing multiple-employer defined benefit pension plan administered by CalPERS. A full description of the pension plan benefit provisions, assumptions for funding purposes but not accounting purposes, and membership information is listed in the June 30, 2017 Annual Actuarial Valuation Report. Details of the benefits provided can be obtained in Appendix B of the June 30, 2017 actuarial valuation report. This report is a publicly available valuation report that can be obtained at CalPERS' website under Forms and Publications.

The Plan provisions and benefits in effect at June 30, 2019, are summarized as follows:

	Miscellaneous		
	Prior to December 18, 2012	On or after December 18, 2012	On or after January 1, 2013
Hire date			
Benefit formula	2% @ 55	2% @ 60	2% @ 62
Benefit vesting schedule	5 years service	5 years service	5 years service
Benefit payments	monthly for life	monthly for life	monthly for life
Retirement age	55	60	62
Monthly benefits, as a % of eligible compensation	(1)	(1)	(1)
Required employee contribution rates	7%	7%	6.25%
Required employer contribution rates	9.409% + \$556,728	7.634% + \$3,030	6.842% + \$4,968
Safety (Police)			
	Prior to June 16, 2012	On or after June 16, 2012	On or after January 1, 2013
Hire date			
Benefit formula	3% @ 50	3% @ 55	2.7% @ 57
Benefit vesting schedule	5 years service	5 years service	5 years service
Benefit payments	monthly for life	monthly for life	monthly for life
Retirement age	50	55	57
Monthly benefits, as a % of eligible compensation	(1)	(1)	(1)
Required employee contribution rates	9%	9%	11.5%
Required employer contribution rates	20.556% + \$220,522	18.677% + \$513	12,141% + \$1,257

City of St. Helena
Notes to the Financial Statements
June 30, 2019

2) DETAILED NOTES ON ALL ACTIVITIES AND FUNDS – Continued

	Safety (Fire)	
	Prior to January 1, 2013	On or after January 1, 2013
Hire date		
Benefit formula	1/2 pay @ 55	2% @ 57
Benefit vesting schedule	5 years service	5 years service
Benefit payments	monthly for life	monthly for life
Retirement age	55	57
Monthly benefits, as a % of eligible compensation	(1)	(1)
Required employee contribution rates	10.1%	10%
Required employer contribution rates	9.669% + \$1,424	10.02% + \$379

(1) - Depending on years of service

Contributions – Section 20814(c) of the California Public Employees' Retirement Law requires that the employer contribution rates for all public employers be determined on an annual basis by the actuary and shall be effective on the July 1 following notice of a change in the rate. Funding contributions for the Plan are determined annually on an actuarial basis as of June 30 by CalPERS. The actuarially determined rate is the estimated amount necessary to finance the costs of benefits earned by employees during the year, with an additional amount to finance any unfunded accrued liability. The City is required to contribute the difference between the actuarially determined rate and the contribution rate of employees.

Beginning in fiscal year 2016, CalPERS collects employer contributions for the Plan as a percentage of payroll for the normal cost portion as noted in the rates above and as a dollar amount for contributions toward the unfunded liability. The dollar amounts are billed on a monthly basis. The City's required contribution for the unfunded liability was \$788,821 in fiscal year 2019. The City's contributions to the plan for the year ended June 30, 2019 were \$1,293,867.

Pension liabilities, pension expenses and deferred outflows/inflows related to pensions

As of June 30, 2019, the City reported a liability of \$11,521,499 for its proportionate share of the net pension liability. The City's net pension liability for the Plan is measured as of June 30, 2018, and the total pension liability for the Plan used to calculate the net pension liability was determined by an actuarial valuation as of June 30, 2017 rolled forward to June 30, 2018 using standard update procedures. The City's proportion of the net pension liability was based on a projection of the City's long-term share of contributions to the pension plan relative to the projected contributions of all participating employers, actuarially determined.

Proportion - June 30, 2017	0.11997%
Proportion - June 30, 2018	0.11956%
Change - Increase (Decrease)	-0.00041%

For the year ended June 30, 2019, the City recognized pension expense of \$1,767,600. At June 30, 2019, the City reported deferred outflows of resources and deferred inflows of resources related to the pension plan from the following sources:

City of St. Helena
Notes to the Financial Statements
June 30, 2019

2) DETAILED NOTES ON ALL ACTIVITIES AND FUNDS – Continued

	Deferred Outflows of Resources	Deferred Inflows of Resources
Pension contributions subsequent to measurement date	\$ 1,293,867	\$ -
Differences between actual and expected experience	274,719	-
Changes in assumptions	986,454	-
Change in employer's proportion	-	208,503
Differences between the employer's contributions and the employer's proportionate share of contributions	166,682	-
Net differences between projected and actual earnings on plan investments	64,866	-
Total	\$ 2,786,588	\$ 208,503

\$1,293,867 reported as deferred outflows of resources related to contributions subsequent to the measurement date will be recognized as a reduction of the net pension liability in the year ended June 30, 2020. Other amounts reported as deferred outflows of resources and deferred inflows of resources related to pensions will be recognized as pension expense as follows:

Year Ending June 30,	
2020	\$ 1,128,233
2021	631,447
2022	(380,784)
2023	(94,678)
2024	-
Thereafter	-

Actuarial Assumptions – The total pension liabilities in the June 30, 2017 actuarial valuations were determined using the following actuarial assumptions:

Valuation date	June 30, 2017
Measurement date	June 30, 2018
Actuarial cost method	entry-age normal
Actuarial assumptions:	
Discount rate	7.15%
Inflation	2.75%
Payroll growth	3.00%
Projected salary increase	(1)
Investment rate of return	7.15%
Mortality	(2)

(1) Depends on entry age, service and type of employment

(2) Derived using CalPERS' Membership Data for all Funds.

City of St. Helena
Notes to the Financial Statements
June 30, 2019

2) DETAILED NOTES ON ALL ACTIVITIES AND FUNDS – Continued

The mortality table used was developed based on CalPERS-specific data. The table includes 15 years of mortality improvements using Society of Actuaries Scale 90% of scale MP 2016. For more details on this table, please refer to the December 2017 experience study report (based on CalPERS demographic data from 1997 to 2015) that can be found on the CalPERS website.

Long-term Expected Rate of Return - The long-term expected rate of return on pension plan investments was determined using a building-block method in which best-estimate ranges of expected future real rates of return (expected returns, net of pension plan investment expense and inflation) are developed for each major asset class. In determining the long-term expected rate of return, CalPERS took into account both short-term and long-term market return expectations as well as the expected pension fund cash flows. Using historical returns of all the funds' asset classes, expected compound returns were calculated over the short-term (first 10 years) and the long-term (11-60 years) using a building-block approach. Using the expected nominal returns for both short-term and long-term, the present value of benefits was calculated for each fund.

The expected rate of return was set by calculating the rounded single equivalent expected return that arrived at the same present value of benefits for cash flows as the one calculated using both short-term and long-term returns. The expected rate of return was then set equal to the single equivalent rate calculated above and adjusted to account for assumed administrative expenses. The expected real rates of return by asset class are as follows:

Asset Class	New Strategic Allocation	Real Return Years 1 - 10 (1)	Real Return Years 11+ (2)
Global Equity	50%	4.80%	5.98%
Global Fixed Income	28%	1.00%	2.62%
Inflation Assets	-	0.77%	1.81%
Private Equity	8%	6.30%	7.23%
Real Estate	13%	3.75%	4.93%
Liquidity	1%	-	-0.92%

(1) An expected inflation of 2.0% used for this period.

(2) An expected inflation of 2.92% used for this period.

Discount Rate – The discount rate used to measure the total pension liability for PERF C was 7.15%. The projection of cash flows used to determine the discount rate assumed that contributions from plan members will be made at the current member contribution rates and that contributions from employers will be made at statutorily required rates, actuarially determined. Based on those assumptions, the Plan's fiduciary net position was projected to be available to make all projected future benefit payments of current plan members. Therefore, the long-term expected rate of return on plan investments was applied to all periods of projected benefit payments to determine the total pension liability.

Sensitivity of the Proportionate Share of the Net Pension Liability to Changes in the Discount Rate – The following presents the City's proportionate share of the net pension liability for the Plan, calculated using the discount rate for the Plan, as well as what the City's proportionate share of the net pension liability would be if it were calculated using a discount rate that is 1-percentage point lower or 1-percentage point higher than the current rate:

City of St. Helena
Notes to the Financial Statements
June 30, 2019

2) DETAILED NOTES ON ALL ACTIVITIES AND FUNDS – Continued

1% Decrease		6.15%
Net Pension Liability	\$	17,332,892
Current Discount Rate		7.15%
Net Pension Liability	\$	11,521,499
1% Increase		8.15%
Net Pension Liability	\$	6,737,451

Pension Plan Fiduciary Net Position – Detailed information about the pension plan's fiduciary net position is available in the separately issued CalPERS financial reports.

Payable to the Pension Plan

At June 30, 2019, the City reported a payable of \$0 for the outstanding amount of contributions to the pension plan required for the year ended June 30, 2019.

3) OTHER INFORMATION

A. Risk management

The City is exposed to various risks of loss related to torts; theft of, damage to, and destruction of assets; errors and omissions; and natural disasters for which the City carries insurance.

The City is a member of the Redwood Empire Municipal Insurance Fund a joint powers authority, which provides joint protection programs for public entities covering automobile, general liability, errors and omission losses, property and workers' compensation claims. Under the program, the City has a \$10,000 general liability retention limit similar to a deductible with the Fund being responsible for losses above that amount up to \$500,000. The Fund carries excess liability coverage to a total of \$39.5 million in excess of its \$500,000 retention limit per occurrence through the California Joint Powers Risk Management Authority and its excess insurers.

The Fund covers workers' compensation claims up to its self-insurance limit of \$1 million. A purchased excess policy insures the Fund for an additional \$1 million to provide aggregate coverage of up to \$2 million per claim. The City pays an annual premium to the Fund; the City may share in any surplus revenues or may be required to pay additional assessments based upon the Fund's operating results. The Fund also provides property coverage up to \$300 million per occurrence for its members.

The City paid no material uninsured losses during the 2018-19 fiscal year. Financial statements of the JPA Fund may be obtained from their administrative offices located at 414 W. Napa Street Sonoma, California 95476.

Liabilities of the City are reported when it is probable that a loss has occurred and the amount of the loss can be reasonably estimated. Liabilities include an amount for claims that have been incurred but not reported (IBNRs). The result of the process to estimate the claims liability is not an exact amount as it depends on many complex factors, such as inflation, changes in legal doctrines, and damage awards. Accordingly, claims are reevaluated periodically to consider the effects of inflation, recent claim settlement trends (including frequency and amount of pay-outs), and other economic and social factors.

City of St. Helena
Notes to the Financial Statements
June 30, 2019

3) OTHER INFORMATION – Continued

The estimate of the claims liability also includes amounts for incremental claim adjustment expenses related to specific claims and other claim adjustment expenses regardless of whether allocated to specific claims. Estimated recoveries, for example from salvage or subrogation, are another component of the claims liability estimate. Settlements have not exceeded coverage for each of the past three fiscal years. The beginning balance for claims payable has been restated as described in Note 4D. Changes in the balances of claims liabilities during the past two years are as follows:

Fiscal Year	Beginning of Year Liability	Current Year Claims and Changes	Claim Payments	End of Year Liability
2018-19	\$ 452,742	\$ 9,345	\$ 105,838	\$ 356,249
2017-18	6,927	31,676	6,927	31,676

B. Commitments and contingencies

Water bypass obligations

In August 2017, the City Council approved a settlement agreement with Water Audit California. The settlement, which is a public document, was finalized and executed on August 22, 2017, and pursuant to its terms, the City remitted \$78,400, in attorney fees, to Water Audit shortly thereafter.

Total contract amounts of \$416,635 were executed to complete the terms outlined in the settlement agreement. As part of the terms of the settlement agreement the City developed a scope of work that included a proposal for an interim flow measuring and reporting systems, and adopted interim bypass recommendations. The City is currently working on implementing the actions outlined in the scope of work and developing and adopting a final bypass plan. The total contract amounts outstanding as of June 30, 2019 are \$28,028.

Other commitments and contingencies

The City is involved in other litigation incurred in the normal course of conducting City business. City management believes that, based upon consultation with its counsel, these cases, in the aggregate, are not expected to result in a material adverse financial impact on the City.

The City has received state and federal funds for specific purposes that are subject to review and audit by the grantor agencies. Although such audits could generate expenditure disallowances under the terms of the grants, it is believed that any required reimbursements will not be material.

The City had approximately \$225,500 in outstanding construction contract obligations as of June 30, 2019.

C. Joint ventures and jointly governed organizations

The City is a participant in the following organizations:

Napa Valley Housing Authority. The City is a member of the Napa Valley Housing Authority, created to provide subsidized public housing and related assistance. The Authority was created pursuant to a Joint Powers Agreement, and the City's obligations are limited to providing funds for a prorata share of the Authority's operating costs.

City of St. Helena
Notes to the Financial Statements
June 30, 2019

3) OTHER INFORMATION – Continued

Upper Valley Waste Management Agency. The City is a member of this Agency along with the City of Calistoga, Town of Yountville, and County of Napa. The Agency was formed to provide for economical regional waste management services including uniform rate reviews. Funding for operations is provided from a surcharge placed on landfill dumping fees.

Napa County Transportation and Planning Agency. City is a member of this Joint Powers Agency formed for the purpose of developing transportation planning throughout the County. The City's obligation is limited to serving on the Agency's committees.

Flood Protection Sales Tax Joint Powers Agreement. The City is a member of the Joint Powers Agency for the purpose of establishing a plan for the use and equitable distribution of the 1/2% Flood Protection Sales Tax which was passed by voters in March 1998. As a member, the City will receive allocations of the sales tax to be used for projects outlined in the agreement. To the extent the Agency has issued bonded debt and distributed allocations to its members, the Agency shall retain such sales tax revenues for repayment of the bonded debt.

D. Restatement of Net Position

Beginning Net Position for Governmental Activities was decreased by \$397,464 due to the City writing off \$213,453 in construction in progress and to accrue \$184,011 in claims payable previously not reported. The \$922,807 decrease to Beginning Net Position in Business-type Activities was due to the write-off of construction in progress, claims payable not reported in previous years, and, and liability to a developer. The \$922,807 is allocated as follows: \$118,528 to the Water Fund, and \$804,279 to the Sewer Fund.

REQUIRED SUPPLEMENTARY INFORMATION

City of St. Helena
Schedule of Revenues, Expenditures and Changes in Fund Balances
Budget and Actual - General Fund
Year Ended June 30, 2019

	Budgeted Amounts		Actual	Variance with
	Original	Final	Amounts	Final Budget
				Positive
				(Negative)
REVENUES				
Property Taxes	\$ 4,566,939	\$ 5,102,024	\$ 5,235,189	\$ 133,165
Sales and Other Taxes	8,338,398	8,338,398	8,535,481	197,083
Charges for Services	261,607	275,607	205,682	(69,925)
Fines and Forfeitures	65,203	68,991	225,572	156,581
Licenses and Permits	949,796	949,796	884,147	(65,649)
Development Fees	13,519	18,519	25,600	7,081
Intergovernmental	64,636	65,636	632,458	566,822
Interest and Rents	96,040	170,040	418,120	248,080
Other Revenues	102,788	108,000	194,506	86,506
Total Revenues	14,458,926	15,097,011	16,356,755	1,259,744
EXPENDITURES				
Current:				
General Government	2,924,164	3,459,166	3,029,631	429,535
Planning and Building	1,157,552	1,335,877	1,160,983	174,894
Public Safety	4,423,556	4,617,489	4,526,949	90,540
Public Works	2,103,814	2,384,757	2,291,251	93,506
Library	1,055,590	1,076,883	998,494	78,389
Parks and Recreation	731,250	748,584	696,808	51,776
Capital Outlay	-	65,600	10,760	54,840
Debt Service:				
Principal	135,320	135,320	135,320	-
Interest	7,064	7,064	6,984	80
Total Expenditures	12,538,310	13,830,740	12,857,180	973,560
Excess (Deficiency) of Revenues over Expenditures	1,920,616	1,266,271	3,499,575	2,233,304
OTHER FINANCING SOURCES (USES)				
Transfers In	3,565	51,396	4,526	(46,870)
Transfers Out	(2,345,909)	(2,143,209)	(1,940,589)	202,620
Total Other Financing Sources (Uses)	(2,342,344)	(2,091,813)	(1,936,063)	155,750
Net Change in Fund Balances	(421,728)	(825,542)	1,563,512	2,389,054
Fund Balance, Beginning of Year	7,642,287	7,642,287	7,642,287	-
Fund Balance, End of Year	\$ 7,220,559	\$ 6,816,745	\$ 9,205,799	\$ 2,389,054

City of St. Helena
Schedule of Revenues, Expenditures and Changes in Fund Balances
Budget and Actual - Measure A Special Revenue Fund
Year Ended June 30, 2019

	Budgeted Amounts		Actual	Variance with
	Original	Final	Amounts	Final Budget
				Positive
				(Negative)
REVENUES				
Intergovernmental	\$ 5,161,349	\$ 4,107,740	\$ 4,039,021	\$ (68,719)
Interest	-	-	4,292	4,292
Total Revenues	5,161,349	4,107,740	4,043,313	(64,427)
EXPENDITURES				
Current:				
Public Works	-	172,273	64,664	107,609
Debt Service:				
Principal	5,040,380	5,040,380	4,999,281	41,099
Interest	130,969	130,969	120,969	10,000
Total Expenditures	5,171,349	5,343,622	5,184,914	158,708
Excess (Deficiency) of Revenues Over Expenditures	(10,000)	(1,235,882)	(1,141,601)	94,281
OTHER FINANCING SOURCES (USES)				
Transfers In	-	-	-	-
Transfers Out	-	-	-	-
Total Other Financing Sources (Uses)	-	-	-	-
Net Change in Fund Balance	(10,000)	(1,235,882)	(1,141,601)	94,281
Fund Balance, Beginning of Year	1,256,552	1,256,552	1,256,552	-
Fund Balance, End of Year	\$ 1,246,552	\$ 20,670	\$ 114,951	\$ 94,281

**City of St. Helena
Required Supplementary Information
June 30, 2019**

Budgetary Information

Annual budgets are adopted on a basis consistent with generally accepted accounting principles for all governmental funds. All annual appropriations lapse at fiscal year-end. On or before the end of each fiscal year, all agencies of the City submit requests for appropriations to the City Manager so that a budget may be prepared. By May 15 of each year, the proposed budget is presented to the council for review. The council holds public hearings and a final budget must be prepared and adopted no later than June 30.

The appropriated budget is prepared by fund, function, and department. The City's department heads may make transfers of appropriations within a department. Transfers of appropriations between departments require the approval of the City Manager. The legal level of budgetary control (i.e. the level at which expenditures may not legally exceed appropriations) is the fund level. The Council made several supplemental budgetary appropriations throughout the year, including approximately \$1.29 million increases to the General Fund appropriations.

**City of St. Helena
Required Supplementary Information
June 30, 2019**

**Schedule of the City's Proportionate Share
of the Net Pension Liability – Last 10 Years*
Cost-sharing Plans**

Measurement Date	Proportion of the Net Pension Liability	Proportionate Share of Net Pension Liability	Covered Payroll	Proportionate Share of the Net Pension Liability as a % of Payroll	Plan Fiduciary Net Position as a % of the Total Pension Liability
2018	0.11956%	\$ 11,521,499	\$ 4,834,948	238.30%	73.00%
2017	0.11997%	11,898,108	4,648,862	255.94%	70.42%
2016	0.12327%	10,666,948	4,022,856	265.16%	72.38%
2015	0.12750%	8,751,370	4,021,160	217.63%	76.38%
2014	0.13440%	8,362,785	3,725,076	224.50%	77.44%

*Fiscal year 2015 was the first year of implementation; therefore, 10 years of information are not yet available.

Notes to the Schedule of the City's Proportionate Share of the Net Pension Liability

Benefit Changes: None

Changes in Assumptions: In 2017, the accounting discount rate changed from 7.65% to 7.15%.

**City of St. Helena
Required Supplementary Information
June 30, 2019**

**Schedule of Contributions – Last 10 Years*
Cost-sharing Plans**

Fiscal Year	Contractually Required Contributions	Contributions in Relation to the Actuarially Determined Contributions	Contribution Deficiency/ (Excess)	Covered Payroll	Contributions as a % of Covered Employee Payroll
2019	\$ 1,293,867	\$ (1,293,867)	\$ -	\$ 5,927,224	21.83%
2018	1,304,167	(1,304,167)	-	4,834,948	26.97%
2017	1,261,844	(1,261,844)	-	4,648,862	27.14%
2016	1,196,001	(1,196,001)	-	4,022,856	29.73%
2015	847,100	(847,100)	-	4,021,160	21.07%

*Fiscal year 2015 was the first year of implementation; therefore, 10 years of information are not yet available.

Notes to the Schedule of Plan Contributions

Valuation Date: 6/30/13, 6/30/14, 6/30/15, 6/30/16, 6/30/17

Changes in Assumptions: None

THIS PAGE INTENTIONALLY LEFT BLANK

SUPPLEMENTARY INFORMATION

**City of St Helena
Combining Balance Sheet
Non-major Governmental Funds
June 30, 2019**

	Special Revenue Funds			
	Civic Improvement Impact	Housing Impact	Public Safety Impact	CA Library Services Act
ASSETS				
Cash and Investments	\$ 607,402	\$ -	\$ 424,527	\$ 2,064
Receivables:				
Accounts	-	-	-	-
Taxes	-	-	-	-
Due from Other Governments	-	-	-	-
Interest	-	-	7,003	-
Notes and Loans	-	-	61,333	-
Prepaid Expenditures	-	-	-	-
Total Assets	<u>\$ 607,402</u>	<u>\$ -</u>	<u>\$ 492,863</u>	<u>\$ 2,064</u>
LIABILITIES				
Accounts Payable	\$ 7,513	\$ -	\$ 308	\$ -
Deposits Payable	-	-	-	-
Due to Other Funds	-	-	-	-
Total Liabilities	<u>7,513</u>	<u>-</u>	<u>308</u>	<u>-</u>
DEFERRED INFLOWS OF RESOURCES				
Unavailable Revenues - Grants	-	-	7,003	-
Total Deferred Inflows of Resources	<u>-</u>	<u>-</u>	<u>7,003</u>	<u>-</u>
FUND BALANCES				
Nonspendable	-	-	-	-
Restricted	599,889	-	485,552	2,064
Assigned	-	-	-	-
Unassigned	-	-	-	-
Total Fund Balances	<u>599,889</u>	<u>-</u>	<u>485,552</u>	<u>2,064</u>
Total Liabilities, Deferred Inflows of Resources and Fund Balances	<u>\$ 607,402</u>	<u>\$ -</u>	<u>\$ 492,863</u>	<u>\$ 2,064</u>

Special Revenue Funds						
Parks and Recreation Facilities	Drainage Impact	Gas Tax 2105/ RMRA	Gas Tax 2106	Gas Tax 2107	Gas Tax 2107.5	Gas Tax 2103
\$ -	\$ 696,656	\$ -	\$ -	\$ 36,105	\$ 9,913	\$ 17,355
-	-	-	-	-	-	-
-	-	-	-	-	-	-
-	-	20,023	-	-	-	-
-	-	-	-	-	-	-
-	-	-	-	-	-	-
-	-	-	-	-	-	-
<u>\$ -</u>	<u>\$ 696,656</u>	<u>\$ 20,023</u>	<u>\$ -</u>	<u>\$ 36,105</u>	<u>\$ 9,913</u>	<u>\$ 17,355</u>
\$ -	\$ 308	\$ -	\$ -	\$ 1,424	\$ -	\$ -
-	-	-	-	-	-	-
-	-	-	-	-	-	-
-	308	-	-	1,424	-	-
-	-	-	-	-	-	-
-	-	-	-	-	-	-
-	-	-	-	-	-	-
-	-	-	-	-	-	-
-	696,348	20,023	-	34,681	9,913	17,355
-	-	-	-	-	-	-
-	-	-	-	-	-	-
-	696,348	20,023	-	34,681	9,913	17,355
<u>\$ -</u>	<u>\$ 696,656</u>	<u>\$ 20,023</u>	<u>\$ -</u>	<u>\$ 36,105</u>	<u>\$ 9,913</u>	<u>\$ 17,355</u>

Continued

**City of St Helena
Combining Balance Sheet
Non-major Governmental Funds - Continued
June 30, 2019**

	Special Revenue Funds			
	SB 1186 Fee	Affordable Housing	Emergency Flood Relief	Police Training Development
ASSETS				
Cash and Investments	\$ 12,764	\$ 490,084	\$ 170,394	\$ 16,299
Receivables:				
Accounts	-	-	-	-
Taxes	-	-	-	-
Due from Other Governments	-	666,534	-	-
Interest	-	43,248	-	-
Notes and Loans	-	944,562	-	-
Prepaid Expenditures	-	-	-	-
Total Assets	<u>\$ 12,764</u>	<u>\$ 2,144,428</u>	<u>\$ 170,394</u>	<u>\$ 16,299</u>
LIABILITIES				
Accounts Payable	\$ 32	\$ 21,231	\$ -	\$ -
Deposits Payable	-	-	-	-
Due to Other Funds	-	-	-	-
Total Liabilities	<u>32</u>	<u>21,231</u>	<u>-</u>	<u>-</u>
DEFERRED INFLOWS OF RESOURCES				
Unavailable Revenues - Grants	-	43,248	-	-
Total Deferred Inflows of Resources	<u>-</u>	<u>43,248</u>	<u>-</u>	<u>-</u>
FUND BALANCES				
Nonspendable	-	-	-	-
Restricted	12,732	2,079,949	170,394	16,299
Assigned	-	-	-	-
Unassigned	-	-	-	-
Total Fund Balances	<u>12,732</u>	<u>2,079,949</u>	<u>170,394</u>	<u>16,299</u>
Total Liabilities, Deferred Inflows of Resources and Fund Balances	<u>\$ 12,764</u>	<u>\$ 2,144,428</u>	<u>\$ 170,394</u>	<u>\$ 16,299</u>

Special Revenue Funds						
Public Library Foundation	Asset Forfeiture	Traffic Mitigation Impact	Parking In-lieu	NOAA	Public Safety (COPS)	Park Bond Act
\$ 1,281	\$ 53,448	\$ 2,470,827	\$ 570,971	\$ 2,649	\$ 84,541	\$ 222
-	-	-	-	-	-	-
-	-	-	-	-	55,948	-
-	-	-	-	-	-	-
-	-	-	-	-	-	-
-	-	-	-	-	-	-
<u>\$ 1,281</u>	<u>\$ 53,448</u>	<u>\$ 2,470,827</u>	<u>\$ 570,971</u>	<u>\$ 2,649</u>	<u>\$ 140,489</u>	<u>\$ 222</u>
\$ -	\$ -	\$ 308	\$ -	\$ -	\$ 4,317	\$ -
-	-	-	-	-	-	-
-	-	-	-	-	-	-
-	-	308	-	-	4,317	-
-	-	-	-	-	55,948	-
-	-	-	-	-	55,948	-
-	-	-	-	-	-	-
1,281	53,448	2,470,519	570,971	2,649	80,224	222
-	-	-	-	-	-	-
-	-	-	-	-	-	-
<u>1,281</u>	<u>53,448</u>	<u>2,470,519</u>	<u>570,971</u>	<u>2,649</u>	<u>80,224</u>	<u>222</u>
<u>\$ 1,281</u>	<u>\$ 53,448</u>	<u>\$ 2,470,827</u>	<u>\$ 570,971</u>	<u>\$ 2,649</u>	<u>\$ 140,489</u>	<u>\$ 222</u>

Continued

City of St Helena
Combining Balance Sheet
Non-major Governmental Funds - Continued
June 30, 2019

	Special Revenue Funds			
	Park Impact	Library Construction	Skate Park Lighting	Stabo Land Conservation
ASSETS				
Cash and Investments	\$ 960,234	\$ -	\$ 1,193	\$ 36,482
Receivables:				
Accounts	-	-	-	-
Taxes	-	-	-	-
Due from Other Governments	-	-	-	-
Interest	-	-	-	-
Notes and Loans	-	-	-	-
Prepaid Expenditures	-	-	-	-
Total Assets	<u>\$ 960,234</u>	<u>\$ -</u>	<u>\$ 1,193</u>	<u>\$ 36,482</u>
LIABILITIES				
Accounts Payable	\$ -	\$ -	\$ -	\$ -
Deposits Payable	-	-	-	-
Due to Other Funds	-	-	-	-
Total Liabilities	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
DEFERRED INFLOWS OF RESOURCES				
Unavailable Revenues - Grants	-	-	-	-
Total Deferred Inflows of Resources	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
FUND BALANCES				
Nonspendable	-	-	-	-
Restricted	960,234	-	1,193	36,482
Assigned	-	-	-	-
Unassigned	-	-	-	-
Total Fund Balances	<u>960,234</u>	<u>-</u>	<u>1,193</u>	<u>36,482</u>
Total Liabilities, Deferred Inflows of Resources and Fund Balances	<u>\$ 960,234</u>	<u>\$ -</u>	<u>\$ 1,193</u>	<u>\$ 36,482</u>

Special Revenue Funds						
Tweed Library	Napa Valley Now	Fourth of July	Friends & Foundation	Murray Public Safety	CDBG	EPA Grant
\$ 699,255	\$ -	\$ -	\$ 19,321	\$ 46,754	\$ -	\$ -
-	-	772	-	-	-	-
-	-	-	-	-	-	-
-	-	-	-	-	-	-
-	-	-	-	-	-	-
45	-	20,000	-	-	-	-
<u>\$ 699,300</u>	<u>\$ -</u>	<u>\$ 20,772</u>	<u>\$ 19,321</u>	<u>\$ 46,754</u>	<u>\$ -</u>	<u>\$ -</u>
\$ 4,186	\$ -	\$ 360	\$ 11,477	\$ -	\$ -	\$ -
-	-	-	-	-	-	-
-	-	6,231	-	-	-	-
<u>4,186</u>	<u>-</u>	<u>6,591</u>	<u>11,477</u>	<u>-</u>	<u>-</u>	<u>-</u>
-	-	-	-	-	-	-
-	-	-	-	-	-	-
45	-	20,000	-	-	-	-
695,069	-	-	7,844	46,754	-	-
-	-	-	-	-	-	-
-	-	(5,819)	-	-	-	-
<u>695,114</u>	<u>-</u>	<u>14,181</u>	<u>7,844</u>	<u>46,754</u>	<u>-</u>	<u>-</u>
<u>\$ 699,300</u>	<u>\$ -</u>	<u>\$ 20,772</u>	<u>\$ 19,321</u>	<u>\$ 46,754</u>	<u>\$ -</u>	<u>\$ -</u>

Continued

City of St Helena
Combining Balance Sheet
Non-major Governmental Funds - Continued
June 30, 2019

	Special Revenue Funds			
	BSCC Grant	TDA Grant	Dept of Homeland Security Grant	GVS Grant
ASSETS				
Cash and Investments	\$ 2,531	\$ -	\$ -	\$ 23,415
Receivables:				
Accounts	-	-	-	-
Taxes	-	-	-	-
Due from Other Governments	-	-	-	-
Interest	-	-	-	-
Notes and Loans	-	-	-	-
Prepaid Expenditures	-	-	-	-
Total Assets	<u>\$ 2,531</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 23,415</u>
LIABILITIES				
Accounts Payable	\$ -	\$ -	\$ -	\$ -
Deposits Payable	-	-	-	-
Due to Other Funds	-	-	-	-
Total Liabilities	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
DEFERRED INFLOWS OF RESOURCES				
Unavailable Revenues - Grants	-	-	-	-
Total Deferred Inflows of Resources	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
FUND BALANCES				
Nonspendable	-	-	-	-
Restricted	2,531	-	-	23,415
Assigned	-	-	-	-
Unassigned	-	-	-	-
Total Fund Balances	<u>2,531</u>	<u>-</u>	<u>-</u>	<u>23,415</u>
Total Liabilities, Deferred Inflows of Resources and Fund Balances	<u>\$ 2,531</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 23,415</u>

Special Revenue Funds			Permanent Funds		Debt Service Funds	
Prop 56 Grant	Measure T	Measure E	Ryan Library Trust	Martin Library Trust	1996 GO Bonds	South St. Helena Drainage
\$ -	\$ 504,284	\$ 85,735	\$ 12,822	\$ 24,468	\$ 12,072	\$ 29,440
-	-	-	44	42	-	-
-	282,681	37,252	-	-	-	-
26,559	197,749	-	-	-	-	-
-	-	-	-	-	-	-
-	-	-	-	-	-	-
-	-	-	-	-	-	-
<u>\$ 26,559</u>	<u>\$ 984,714</u>	<u>\$ 122,987</u>	<u>\$ 12,866</u>	<u>\$ 24,510</u>	<u>\$ 12,072</u>	<u>\$ 29,440</u>
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
-	-	-	-	-	-	-
26,372	-	-	-	-	-	-
<u>26,372</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
26,559	197,749	-	-	-	-	-
26,559	197,749	-	-	-	-	-
-	-	-	12,866	24,510	-	-
-	786,965	122,987	-	-	12,072	29,440
-	-	-	-	-	-	-
(26,372)	-	-	-	-	-	-
<u>(26,372)</u>	<u>786,965</u>	<u>122,987</u>	<u>12,866</u>	<u>24,510</u>	<u>12,072</u>	<u>29,440</u>
<u>\$ 26,559</u>	<u>\$ 984,714</u>	<u>\$ 122,987</u>	<u>\$ 12,866</u>	<u>\$ 24,510</u>	<u>\$ 12,072</u>	<u>\$ 29,440</u>

Continued

City of St Helena
Combining Balance Sheet
Non-major Governmental Funds - Continued
June 30, 2019

	Capital Projects Funds			Total
	Street	City-wide	Flood	Non-major
	Improvement	Capital	Control	Funds
ASSETS				
Cash and Investments	\$ 937,967	\$ 730,713	\$ 115,009	\$ 9,909,197
Receivables:				
Accounts	-	-	-	858
Taxes	-	-	-	375,881
Due from Other Governments	-	-	-	910,865
Interest	-	-	-	50,251
Notes and Loans	-	-	-	1,005,895
Prepaid Expenditures	-	-	-	20,045
Total Assets	\$ 937,967	\$ 730,713	\$ 115,009	\$ 12,272,992
LIABILITIES				
Accounts Payable	\$ 100,268	\$ 80	\$ -	\$ 151,812
Deposits Payable	-	-	-	-
Due to Other Funds	-	-	-	32,603
Total Liabilities	100,268	80	-	184,415
DEFERRED INFLOWS OF RESOURCES				
Unavailable Revenues - Grants	-	-	-	330,507
Total Deferred Inflows of Resources	-	-	-	330,507
FUND BALANCES				
Nonspendable	-	-	-	57,421
Restricted	-	-	-	10,049,499
Assigned	837,699	730,633	115,009	1,683,341
Unassigned	-	-	-	(32,191)
Total Fund Balances	837,699	730,633	115,009	11,758,070
Total Liabilities, Deferred Inflows of Resources and Fund Balances	\$ 937,967	\$ 730,713	\$ 115,009	\$ 12,272,992

THIS PAGE INTENTIONALLY LEFT BLANK

City of St. Helena
Combining Statement of Revenues, Expenditures and Changes in Fund Balances
Non-major Governmental Funds
Year Ended June 30, 2019

	Special Revenue Funds			
	Civic Improvement Impact	Housing Impact	Public Safety Impact	CA Library Services Act
REVENUES				
Property Taxes	\$ -	\$ -	\$ -	\$ -
Sales and Other Taxes	-	-	-	-
Development Fees	77,790	-	56,109	-
Intergovernmental	-	-	-	-
Interest and Rents	6,341	-	4,203	29
Other Revenues	-	-	-	-
Total Revenues	84,131	-	60,312	29
EXPENDITURES				
Current:				
General Government	-	-	-	-
Public Safety	-	-	688	-
Public Works	22,152	-	-	-
Library	-	-	-	6,772
Parks and Recreation	-	-	-	-
Capital Outlay	-	-	-	-
Debt Service:				
Principal	-	-	-	-
Interest	-	-	-	-
Total Expenditures	22,152	-	688	6,772
Excess (Deficiency) of Revenues Over Expenditures	61,979	-	59,624	(6,743)
OTHER FINANCING SOURCES (USES)				
Transfers In	-	-	12,271	-
Transfers Out	(88,532)	(53)	-	-
Total Other Financing Sources (Uses)	(88,532)	(53)	12,271	-
Net Change in Fund Balances	(26,553)	(53)	71,895	(6,743)
Fund Balances, Beginning of Year	626,442	53	413,657	8,807
Fund Balances, End of Year	\$ 599,889	\$ -	\$ 485,552	\$ 2,064

Special Revenue Funds						
Parks and Recreation Facilities	Drainage Impact	Gas Tax 2105/ RMRA	Gas Tax 2106	Gas Tax 2107	Gas Tax 2107.5	Gas Tax 2103
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
-	-	-	-	-	-	-
-	55,456	-	-	-	-	-
-	-	145,760	20,949	42,214	2,000	20,439
-	7,161	2,101	863	8,503	106	268
-	-	-	-	-	-	-
-	62,617	147,861	21,812	50,717	2,106	20,707
-	-	-	-	-	-	-
-	-	-	-	-	-	-
-	687	-	-	4,720	-	-
-	-	-	-	-	-	-
-	-	-	-	-	-	-
-	-	-	-	-	-	-
-	-	-	-	-	-	-
-	687	-	-	4,720	-	-
-	61,930	147,861	21,812	45,997	2,106	20,707
-	5,104	-	-	-	-	-
-	-	(262,742)	(91,174)	(143,096)	-	(16,000)
-	5,104	(262,742)	(91,174)	(143,096)	-	(16,000)
-	67,034	(114,881)	(69,362)	(97,099)	2,106	4,707
-	629,314	134,904	69,362	131,780	7,807	12,648
\$ -	\$ 696,348	\$ 20,023	\$ -	\$ 34,681	\$ 9,913	\$ 17,355

Continued

City of St. Helena
Combining Statement of Revenues, Expenditures and Changes in Fund Balances
Non-major Governmental Funds - Continued
Year Ended June 30, 2019

	Special Revenue Funds			
	SB 1186 Fee	Affordable Housing	Emergency Flood Relief	Police Training Development
REVENUES				
Property Taxes	\$ -	\$ -	\$ -	\$ -
Sales and Other Taxes	-	-	-	-
Development Fees	-	176,224	-	-
Intergovernmental	4,729	448,045	-	3,828
Interest and Rents	117	7,632	1,816	174
Other Revenues	267	-	-	-
Total Revenues	5,113	631,901	1,816	4,002
EXPENDITURES				
Current:				
General Government	-	105,161	-	-
Public Safety	-	-	-	5,850
Public Works	1,006	-	-	-
Library	-	-	-	-
Parks and Recreation	-	-	-	-
Capital Outlay	-	-	-	-
Debt Service:				
Principal	-	-	-	-
Interest	-	-	-	-
Total Expenditures	1,006	105,161	-	5,850
Excess (Deficiency) of Revenues Over Expenditures	4,107	526,740	1,816	(1,848)
OTHER FINANCING SOURCES (USES)				
Transfers In	-	54	-	-
Transfers Out	-	-	-	-
Total Other Financing Sources (Uses)	-	54	-	-
Net Change in Fund Balances	4,107	526,794	1,816	(1,848)
Fund Balances, Beginning of Year	8,625	1,553,155	168,578	18,147
Fund Balances, End of Year	\$ 12,732	\$ 2,079,949	\$ 170,394	\$ 16,299

Special Revenue Funds						
Public Library Foundation	Asset Forfeiture	Traffic Mitigation Impact	Parking In-lieu	NOAA	Public Safety (COPS)	Park Bond Act
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
-	-	-	-	-	-	-
-	-	225,273	-	-	-	-
-	-	-	-	-	144,853	-
13	571	25,361	6,087	28	1,809	-
-	-	-	-	-	863	-
13	571	250,634	6,087	28	147,525	-
-	-	-	-	-	-	-
-	474	-	-	-	273,759	-
-	-	687	-	-	-	-
-	-	-	-	-	-	-
-	-	-	-	-	-	-
-	-	-	-	-	-	-
-	-	-	-	-	-	-
-	474	687	-	-	273,759	-
13	97	249,947	6,087	28	(126,234)	-
-	-	17,218	-	-	-	-
-	-	-	-	-	-	-
-	-	17,218	-	-	-	-
13	97	267,165	6,087	28	(126,234)	-
1,268	53,351	2,203,354	564,884	2,621	206,458	222
\$ 1,281	\$ 53,448	\$ 2,470,519	\$ 570,971	\$ 2,649	\$ 80,224	\$ 222

Continued

City of St. Helena
Combining Statement of Revenues, Expenditures and Changes in Fund Balances
Non-major Governmental Funds - Continued
Year Ended June 30, 2019

	Special Revenue Funds			
	Park Impact	Library Construction	Skate Park Lighting	Stabo Land Conservation
REVENUES				
Property Taxes	\$ -	\$ -	\$ -	\$ -
Sales and Other Taxes	-	-	-	-
Development Fees	257,861	-	-	-
Intergovernmental	-	-	-	-
Interest and Rents	9,270	-	12	389
Other Revenues	-	-	-	-
Total Revenues	267,131	-	12	389
EXPENDITURES				
Current:				
General Government	-	-	-	-
Public Safety	-	-	-	-
Public Works	-	-	-	-
Library	-	-	-	-
Parks and Recreation	-	-	-	-
Capital Outlay	-	-	-	-
Debt Service:				
Principal	-	-	-	-
Interest	-	-	-	-
Total Expenditures	-	-	-	-
Excess (Deficiency) of Revenues Over Expenditures	267,131	-	12	389
OTHER FINANCING SOURCES (USES)				
Transfers In	-	-	-	-
Transfers Out	(52,598)	-	-	-
Total Other Financing Sources (Uses)	(52,598)	-	-	-
Net Change in Fund Balances	214,533	-	12	389
Fund Balances, Beginning of Year	745,701	-	1,181	36,093
Fund Balances, End of Year	\$ 960,234	\$ -	\$ 1,193	\$ 36,482

Special Revenue Funds						
Tweed Library	Napa Valley Now	Fourth of July	Friends & Foundation	Murray Public Safety	CDBG	EPA Grant
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
-	-	-	-	-	-	-
-	-	-	-	-	-	-
-	-	-	-	-	-	20,000
54,926	-	-	-	491	-	43
72	-	18,024	134,250	1,750	-	-
54,998	-	18,024	134,250	2,241	-	20,043
-	-	-	-	-	-	-
-	-	-	-	-	-	-
-	-	-	-	-	-	-
20,111	-	-	133,779	-	-	-
-	-	43,320	-	-	-	-
-	-	-	-	-	-	-
-	-	-	-	-	-	-
-	-	-	-	-	-	-
20,111	-	43,320	133,779	-	-	-
34,887	-	(25,296)	471	2,241	-	20,043
-	-	40,500	-	-	-	-
-	-	-	-	-	-	(32,543)
-	-	40,500	-	-	-	(32,543)
34,887	-	15,204	471	2,241	-	(12,500)
660,227	-	(1,023)	7,373	44,513	-	12,500
\$ 695,114	\$ -	\$ 14,181	\$ 7,844	\$ 46,754	\$ -	\$ -

Continued

City of St. Helena
Combining Statement of Revenues, Expenditures and Changes in Fund Balances
Non-major Governmental Funds - Continued
Year Ended June 30, 2019

	Special Revenue Funds			
	BSCC Grant	TDA Grant	Dept of Homeland Security Grant	GVS Grant
REVENUES				
Property Taxes	\$ -	\$ -	\$ -	\$ -
Sales and Other Taxes	-	-	-	-
Development Fees	-	-	-	-
Intergovernmental	-	-	-	-
Interest and Rents	106	-	-	243
Other Revenues	-	-	-	-
Total Revenues	106	-	-	243
EXPENDITURES				
Current:				
General Government	-	-	-	-
Public Safety	-	-	-	-
Public Works	-	-	-	-
Library	-	-	-	-
Parks and Recreation	-	-	-	-
Capital Outlay	11,216	-	-	-
Debt Service:				
Principal	-	-	-	-
Interest	-	-	-	-
Total Expenditures	11,216	-	-	-
Excess (Deficiency) of Revenues Over Expenditures	(11,110)	-	-	243
OTHER FINANCING SOURCES (USES)				
Transfers In	-	-	-	-
Transfers Out	-	-	-	-
Total Other Financing Sources (Uses)	-	-	-	-
Net Change in Fund Balances	(11,110)	-	-	243
Fund Balances, Beginning of Year	13,641	-	-	23,172
Fund Balances, End of Year	\$ 2,531	\$ -	\$ -	\$ 23,415

Special Revenue Funds			Permanent Funds		Debt Service Funds	
Prop 56 Grant	Measure T	Measure E	Ryan Library Trust	Martin Library Trust	1996 GO Bonds	South St. Helena Drainage
\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1	\$ -
-	-	122,782	-	-	-	-
-	-	-	-	-	-	-
-	960,755	-	-	-	-	-
-	3,752	205	937	1,175	-	314
-	-	-	-	-	-	-
-	964,507	122,987	937	1,175	1	314
-	-	-	-	-	-	-
26,372	-	-	-	-	-	-
-	-	-	-	-	-	-
-	-	-	-	452	-	-
-	-	-	-	-	-	-
-	-	-	-	-	135,737	-
-	-	-	-	-	-	-
-	-	-	-	-	-	-
26,372	-	-	-	452	135,737	-
(26,372)	964,507	122,987	937	723	(135,736)	314
-	80,400	-	-	-	-	-
-	(257,942)	-	-	-	-	-
-	(177,542)	-	-	-	-	-
(26,372)	786,965	122,987	937	723	(135,736)	314
-	-	-	11,929	23,787	147,808	29,126
\$ (26,372)	\$ 786,965	\$ 122,987	\$ 12,866	\$ 24,510	\$ 12,072	\$ 29,440

Continued

City of St. Helena
Combining Statement of Revenues, Expenditures and Changes in Fund Balances
Non-major Governmental Funds - Continued
Year Ended June 30, 2019

	Capital Project Funds			Total
	Street Improvement	City-wide Capital Project Fund	Flood Control	Non-major Funds
REVENUES				
Property Taxes	\$ -	\$ -	\$ -	\$ 1
Sales and Other Taxes	-	-	-	122,782
Development Fees	-	-	-	848,713
Intergovernmental	96,026	2,500	-	1,912,098
Interest and Rents	-	-	1,629	146,675
Other Revenues	-	-	-	155,226
Total Revenues	96,026	2,500	1,629	3,185,495
EXPENDITURES				
Current:				
General Government	-	-	-	105,161
Public Safety	-	-	-	307,143
Public Works	-	-	-	29,252
Library	-	-	-	161,114
Parks and Recreation	-	-	-	43,320
Capital Outlay	1,380,092	247,652	-	1,774,697
Debt Service:				
Principal	-	-	-	-
Interest	-	-	-	-
Total Expenditures	1,380,092	247,652	-	2,420,687
Excess (Deficiency) of Revenues Over Expenditures	(1,284,066)	(245,152)	1,629	764,808
OTHER FINANCING SOURCES (USES)				
Transfers In	1,575,445	255,598	50,000	2,036,590
Transfers Out	-	-	(37,803)	(982,483)
Total Other Financing Sources (Uses)	1,575,445	255,598	12,197	1,054,107
Net Change in Fund Balances	291,379	10,446	13,826	1,818,915
Fund Balances, Beginning of Year	546,320	720,187	101,183	9,939,155
Fund Balances, End of Year	\$ 837,699	\$ 730,633	\$ 115,009	\$ 11,758,070

City of St. Helena
Schedule of Revenues, Expenditures and Changes in Fund Balances
Budget and Actual - Civic Improvement Impact Special Revenue Fund
Year Ended June 30, 2019

	Final Budget	Actual Amounts	Variance with Final Budget Positive (Negative)
REVENUES			
Development Fees	\$ 75,000	\$ 77,790	\$ 2,790
Investment Earnings	5,500	6,341	841
Total Revenues	<u>80,500</u>	<u>84,131</u>	<u>3,631</u>
EXPENDITURES			
Current:			
Public Works	<u>275,122</u>	<u>22,152</u>	<u>252,970</u>
Total Expenditures	<u>275,122</u>	<u>22,152</u>	<u>252,970</u>
Excess (Deficiency) of Revenues over Expenditures	<u>(194,622)</u>	<u>61,979</u>	<u>256,601</u>
OTHER FINANCING SOURCES (USES)			
Transfers Out	<u>-</u>	<u>(88,532)</u>	<u>(88,532)</u>
Total Other Financing Sources (Uses)	<u>-</u>	<u>(88,532)</u>	<u>(88,532)</u>
Net Change in Fund Balance	(194,622)	(26,553)	168,069
Fund Balance, Beginning of Year	<u>626,442</u>	<u>626,442</u>	<u>-</u>
Fund Balance, End of Year	<u><u>\$ 431,820</u></u>	<u><u>\$ 599,889</u></u>	<u><u>\$ 168,069</u></u>

City of St. Helena
Schedule of Revenues, Expenditures and Changes in Fund Balances
Budget and Actual - Housing Impact Special Revenue Fund
Year Ended June 30, 2019

	Final Budget	Actual Amounts	Variance with Final Budget Positive (Negative)
REVENUES			
Development Fees	\$ -	\$ -	\$ -
Interest and Rents	-	-	-
	-	-	-
Total Revenues	-	-	-
EXPENDITURES			
Current:			
General Government	-	-	-
	-	-	-
Total Expenditures	-	-	-
Excess (Deficiency) of Revenues over Expenditures	-	-	-
OTHER FINANCING SOURCES (USES)			
Transfers Out	-	(53)	(53)
	-	(53)	(53)
Total Other Financing Sources (Uses)	-	(53)	(53)
Net Change in Fund Balance	-	(53)	(53)
Fund Balance, Beginning of Year	53	53	-
Fund Balance, End of Year	\$ 53	\$ -	\$ (53)

City of St. Helena
Schedule of Revenues, Expenditures and Changes in Fund Balances
Budget and Actual - Public Safety Impact Special Revenue Fund
Year Ended June 30, 2019

	Final Budget	Actual Amounts	Variance with Final Budget Positive (Negative)
REVENUES			
Development Fees	\$ 55,000	\$ 56,109	\$ 1,109
Interest and Rents	2,600	4,203	1,603
Total Revenues	57,600	60,312	2,712
EXPENDITURES			
Current:			
Public Safety	16,741	688	16,053
Total Expenditures	16,741	688	16,053
Excess (Deficiency) of Revenues over Expenditures	40,859	59,624	18,765
OTHER FINANCING SOURCES (USES)			
Transfers In	-	12,271	12,271
Total Other Financing Sources (Uses)	-	12,271	12,271
Net Change in Fund Balance	40,859	71,895	31,036
Fund Balance, Beginning of Year	413,657	413,657	-
Fund Balance, End of Year	\$ 454,516	\$ 485,552	\$ 31,036

City of St. Helena
Schedule of Revenues, Expenditures and Changes in Fund Balances
Budget and Actual - CA Library Services Act Special Revenue Fund
Year Ended June 30, 2019

	Final Budget	Actual Amounts	Variance with Final Budget Positive (Negative)
REVENUES			
Intergovernmental	\$ -	\$ -	\$ -
Interest and Rents	50	29	(21)
Total Revenues	50	29	(21)
EXPENDITURES			
Current:			
Library	7,500	6,772	728
Total Expenditures	7,500	6,772	728
Excess (Deficiency) of Revenues over Expenditures	(7,450)	(6,743)	707
OTHER FINANCING SOURCES (USES)			
Transfers In	-	-	-
Total Other Financing Sources (Uses)	-	-	-
Net Change in Fund Balance	(7,450)	(6,743)	707
Fund Balance, Beginning of Year	8,807	8,807	-
Fund Balance, End of Year	<u>\$ 1,357</u>	<u>\$ 2,064</u>	<u>\$ 707</u>

City of St. Helena
Schedule of Revenues, Expenditures and Changes in Fund Balances
Budget and Actual - Parks and Recreation Facilities Special Revenue Fund
Year Ended June 30, 2019

	Final Budget	Actual Amounts	Variance with Final Budget Positive (Negative)
REVENUES			
Interest and Rents	\$ -	\$ -	\$ -
Total Revenues	-	-	-
EXPENDITURES			
Current:			
Parks and Recreation	-	-	-
Total Expenditures	-	-	-
Excess (Deficiency) of Revenues over Expenditures	-	-	-
Net Change in Fund Balance	-	-	-
Fund Balance, Beginning of Year	-	-	-
Fund Balance, End of Year	\$ -	\$ -	\$ -

City of St. Helena
Schedule of Revenues, Expenditures and Changes in Fund Balances
Budget and Actual - Drainage Impact Special Revenue Fund
Year Ended June 30, 2019

	Final Budget	Actual Amounts	Variance with Final Budget Positive (Negative)
REVENUES			
Development Fees	\$ 25,000	\$ 55,456	\$ 30,456
Interest and Rents	4,500	7,161	2,661
Total Revenues	29,500	62,617	33,117
EXPENDITURES			
Current:			
Public Works	8,370	687	7,683
Total Expenditures	8,370	687	7,683
Excess (Deficiency) of Revenues over Expenditures	21,130	61,930	40,800
OTHER FINANCING SOURCES (USES)			
Transfers In	-	5,104	5,104
Total Other Financing Sources (Uses)	-	5,104	5,104
Net Change in Fund Balance	21,130	67,034	45,904
Fund Balance, Beginning of Year	629,314	629,314	-
Fund Balance, End of Year	\$ 650,444	\$ 696,348	\$ 45,904

City of St. Helena
Schedule of Revenues, Expenditures and Changes in Fund Balances
Budget and Actual - Gas Tax 2105/RMRA Special Revenue Fund
Year Ended June 30, 2019

	Final Budget	Actual Amounts	Variance with Final Budget Positive (Negative)
REVENUES			
Intergovernmental	\$ 134,918	\$ 145,760	\$ 10,842
Interest and Rents	650	2,101	1,451
Total Revenues	<u>135,568</u>	<u>147,861</u>	<u>12,293</u>
EXPENDITURES			
Current:			
Public Works	-	-	-
Total Expenditures	<u>-</u>	<u>-</u>	<u>-</u>
Excess (Deficiency) of Revenues over Expenditures	<u>135,568</u>	<u>147,861</u>	<u>12,293</u>
OTHER FINANCING SOURCES (USES)			
Transfers In	-	-	-
Transfers Out	<u>(54,000)</u>	<u>(262,742)</u>	<u>(208,742)</u>
Total Other Financing Sources (Uses)	<u>(54,000)</u>	<u>(262,742)</u>	<u>(208,742)</u>
Net Change in Fund Balance	81,568	(114,881)	(196,449)
Fund Balance, Beginning of Year	<u>134,904</u>	<u>134,904</u>	<u>-</u>
Fund Balance, End of Year	<u><u>\$ 216,472</u></u>	<u><u>\$ 20,023</u></u>	<u><u>\$ (196,449)</u></u>

City of St. Helena
Schedule of Revenues, Expenditures and Changes in Fund Balances
Budget and Actual - Gas Tax 2106 Special Revenue Fund
Year Ended June 30, 2019

	Final Budget	Actual Amounts	Variance with Final Budget Positive (Negative)
REVENUES			
Intergovernmental	\$ 20,835	\$ 20,949	\$ 114
Interest and Rents	250	863	613
Total Revenues	<u>21,085</u>	<u>21,812</u>	<u>727</u>
EXPENDITURES			
Current:			
Public Works	-	-	-
Total Expenditures	<u>-</u>	<u>-</u>	<u>-</u>
Excess (Deficiency) of Revenues over Expenditures	<u>21,085</u>	<u>21,812</u>	<u>727</u>
OTHER FINANCING SOURCES (USES)			
Transfers In	-	-	-
Transfers Out	<u>(48,000)</u>	<u>(91,174)</u>	<u>(43,174)</u>
Total Other Financing Sources (Uses)	<u>(48,000)</u>	<u>(91,174)</u>	<u>(43,174)</u>
Net Change in Fund Balance	(26,915)	(69,362)	(42,447)
Fund Balance, Beginning of Year	<u>69,362</u>	<u>69,362</u>	<u>-</u>
Fund Balance, End of Year	<u><u>\$ 42,447</u></u>	<u><u>\$ -</u></u>	<u><u>\$ (42,447)</u></u>

City of St. Helena
Schedule of Revenues, Expenditures and Changes in Fund Balances
Budget and Actual - Gas Tax 2107 Special Revenue Fund
Year Ended June 30, 2019

	Final Budget	Actual Amounts	Variance with Final Budget Positive (Negative)
REVENUES			
Intergovernmental	\$ 43,094	\$ 42,214	\$ (880)
Interest and Rents	4,000	8,503	4,503
Total Revenues	<u>47,094</u>	<u>50,717</u>	<u>3,623</u>
EXPENDITURES			
Current:			
Public Works	<u>3,000</u>	<u>4,720</u>	<u>(1,720)</u>
Total Expenditures	<u>3,000</u>	<u>4,720</u>	<u>(1,720)</u>
Excess (Deficiency) of Revenues over Expenditures	<u>44,094</u>	<u>45,997</u>	<u>1,903</u>
OTHER FINANCING SOURCES (USES)			
Transfers In	-	-	-
Transfers Out	<u>(90,000)</u>	<u>(143,096)</u>	<u>(53,096)</u>
Total Other Financing Sources (Uses)	<u>(90,000)</u>	<u>(143,096)</u>	<u>(53,096)</u>
Net Change in Fund Balance	(45,906)	(97,099)	(51,193)
Fund Balance, Beginning of Year	<u>131,780</u>	<u>131,780</u>	<u>-</u>
Fund Balance, End of Year	<u><u>\$ 85,874</u></u>	<u><u>\$ 34,681</u></u>	<u><u>\$ (51,193)</u></u>

City of St. Helena
Schedule of Revenues, Expenditures and Changes in Fund Balances
Budget and Actual - Gas Tax 2107.5 Special Revenue Fund
Year Ended June 30, 2019

	Final Budget	Actual Amounts	Variance with Final Budget Positive (Negative)
REVENUES			
Intergovernmental	\$ 2,000	\$ 2,000	\$ -
Interest and Rents	40	106	66
Total Revenues	<u>2,040</u>	<u>2,106</u>	<u>66</u>
EXPENDITURES			
Current:			
Public Works	-	-	-
Total Expenditures	<u>-</u>	<u>-</u>	<u>-</u>
Excess (Deficiency) of Revenues over Expenditures	<u>2,040</u>	<u>2,106</u>	<u>66</u>
OTHER FINANCING SOURCES (USES)			
Transfers In	-	-	-
Transfers Out	-	-	-
Total Other Financing Sources (Uses)	<u>-</u>	<u>-</u>	<u>-</u>
Net Change in Fund Balance	2,040	2,106	66
Fund Balance, Beginning of Year	<u>7,807</u>	<u>7,807</u>	<u>-</u>
Fund Balance, End of Year	<u><u>\$ 9,847</u></u>	<u><u>\$ 9,913</u></u>	<u><u>\$ 66</u></u>

City of St. Helena
Schedule of Revenues, Expenditures and Changes in Fund Balances
Budget and Actual - Gas Tax 2103 Special Revenue Fund
Year Ended June 30, 2019

	Final Budget	Actual Amounts	Variance with Final Budget Positive (Negative)
REVENUES			
Intergovernmental	\$ 46,253	\$ 20,439	\$ (25,814)
Interest and Rents	250	268	18
Total Revenues	<u>46,503</u>	<u>20,707</u>	<u>(25,796)</u>
EXPENDITURES			
Current:			
Public Works	-	-	-
Total Expenditures	<u>-</u>	<u>-</u>	<u>-</u>
Excess (Deficiency) of Revenues over Expenditures	<u>46,503</u>	<u>20,707</u>	<u>(25,796)</u>
OTHER FINANCING SOURCES (USES)			
Transfers In	-	-	-
Transfers Out	-	(16,000)	(16,000)
Total Other Financing Sources (Uses)	<u>-</u>	<u>(16,000)</u>	<u>(16,000)</u>
Net Change in Fund Balance	46,503	4,707	(41,796)
Fund Balance, Beginning of Year	<u>12,648</u>	<u>12,648</u>	<u>-</u>
Fund Balance, End of Year	<u><u>\$ 59,151</u></u>	<u><u>\$ 17,355</u></u>	<u><u>\$ (41,796)</u></u>

City of St. Helena
Schedule of Revenues, Expenditures and Changes in Fund Balances
Budget and Actual - SB 1186 Fee Special Revenue Fund
Year Ended June 30, 2019

	Final Budget	Actual Amounts	Variance with Final Budget Positive (Negative)
REVENUES			
Intergovernmental	\$ 1,570	\$ 4,729	\$ 3,159
Interest and Rents	25	117	92
Other Revenues	140	267	127
	<u>1,735</u>	<u>5,113</u>	<u>3,378</u>
EXPENDITURES			
Public Works	1,500	1,006	494
	<u>1,500</u>	<u>1,006</u>	<u>494</u>
Excess (Deficiency) of Revenues over Expenditures	<u>235</u>	<u>4,107</u>	<u>3,872</u>
OTHER FINANCING SOURCES (USES)			
Transfers In	-	-	-
Transfers Out	-	-	-
	<u>-</u>	<u>-</u>	<u>-</u>
Net Change in Fund Balance	235	4,107	3,872
Fund Balance, Beginning of Year	8,625	8,625	-
Fund Balance, End of Year	<u>\$ 8,860</u>	<u>\$ 12,732</u>	<u>\$ 3,872</u>

City of St. Helena
Schedule of Revenues, Expenditures and Changes in Fund Balances
Budget and Actual - Affordable Housing Special Revenue Fund
Year Ended June 30, 2019

	Final Budget	Actual Amounts	Variance with Final Budget Positive (Negative)
REVENUES			
Development Fees	\$ 250,000	\$ 176,224	\$ (73,776)
Intergovernmental	120,000	448,045	328,045
Interest and Rents	9,000	7,632	(1,368)
Other Revenues	-	-	-
	<u>379,000</u>	<u>631,901</u>	<u>252,901</u>
EXPENDITURES			
Current:			
General Government	275,000	105,161	169,839
	<u>275,000</u>	<u>105,161</u>	<u>169,839</u>
Excess (Deficiency) of Revenues over Expenditures	104,000	526,740	422,740
OTHER FINANCING SOURCES (USES)			
Transfers In	-	54	54
Transfers Out	-	-	-
	<u>-</u>	<u>54</u>	<u>54</u>
Net Change in Fund Balance	104,000	526,794	422,794
Fund Balance, Beginning of Year	1,553,155	1,553,155	-
Fund Balance, End of Year	<u>\$ 1,657,155</u>	<u>\$ 2,079,949</u>	<u>\$ 422,794</u>

City of St. Helena
Schedule of Revenues, Expenditures and Changes in Fund Balances
Budget and Actual - Emergency Flood Relief Special Revenue Fund
Year Ended June 30, 2018

	Final Budget	Actual Amounts	Variance with Final Budget Positive (Negative)
REVENUES			
Intergovernmental	\$ -	\$ -	\$ -
Interest and Rents	1,200	1,816	616
Total Revenues	1,200	1,816	616
EXPENDITURES			
Current:			
Public Safety	-	-	-
Total Expenditures	-	-	-
Excess (Deficiency) of Revenues over Expenditures	1,200	1,816	616
OTHER FINANCING SOURCES (USES)			
Transfers In	-	-	-
Transfers Out	-	-	-
Total Other Financing Sources (Uses)	-	-	-
Net Change in Fund Balance	1,200	1,816	616
Fund Balance, Beginning of Year	168,578	168,578	-
Fund Balance, End of Year	<u>\$ 169,778</u>	<u>\$ 170,394</u>	<u>\$ 616</u>

City of St. Helena
Schedule of Revenues, Expenditures and Changes in Fund Balances
Budget and Actual - Police Training Development Special Revenue Fund
Year Ended June 30, 2019

	Final Budget	Actual Amounts	Variance with Final Budget Positive (Negative)
REVENUES			
Intergovernmental	\$ 600	\$ 3,828	\$ 3,228
Interest and Rents	150	174	24
Total Revenues	750	4,002	3,252
EXPENDITURES			
Current:			
Public Safety	6,800	5,850	950
Total Expenditures	6,800	5,850	950
Excess (Deficiency) of Revenues over Expenditures	(6,050)	(1,848)	4,202
OTHER FINANCING SOURCES (USES)			
Transfers In	-	-	-
Transfers Out	-	-	-
Total Other Financing Sources (Uses)	-	-	-
Net Change in Fund Balance	(6,050)	(1,848)	4,202
Fund Balance, Beginning of Year	18,147	18,147	-
Fund Balance, End of Year	<u>\$ 12,097</u>	<u>\$ 16,299</u>	<u>\$ 4,202</u>

City of St. Helena
Schedule of Revenues, Expenditures and Changes in Fund Balances
Budget and Actual - Public Library Foundation Special Revenue Fund
Year Ended June 30, 2019

	Final Budget	Actual Amounts	Variance with Final Budget Positive (Negative)
REVENUES			
Interest and Rents	\$ 20	\$ 13	\$ (7)
Other Revenues	-	-	-
Total Revenues	<u>20</u>	<u>13</u>	<u>(7)</u>
EXPENDITURES			
Current:			
Library	-	-	-
Total Expenditures	<u>-</u>	<u>-</u>	<u>-</u>
Excess (Deficiency) of Revenues over Expenditures	<u>20</u>	<u>13</u>	<u>(7)</u>
OTHER FINANCING SOURCES (USES)			
Transfers In	-	-	-
Transfers Out	-	-	-
Total Other Financing Sources (Uses)	<u>-</u>	<u>-</u>	<u>-</u>
Net Change in Fund Balance	20	13	(7)
Fund Balance, Beginning of Year	<u>1,268</u>	<u>1,268</u>	<u>-</u>
Fund Balance, End of Year	<u><u>\$ 1,288</u></u>	<u><u>\$ 1,281</u></u>	<u><u>\$ (7)</u></u>

City of St. Helena
Schedule of Revenues, Expenditures and Changes in Fund Balances
Budget and Actual - Asset Forfeiture Special Revenue Fund
Year Ended June 30, 2019

	Final Budget	Actual Amounts	Variance with Final Budget Positive (Negative)
REVENUES			
Intergovernmental	\$ 10,000	\$ -	\$ (10,000)
Interest and Rents	400	571	171
Total Revenues	10,400	571	(9,829)
EXPENDITURES			
Current:			
Public Safety	6,500	474	6,026
Total Expenditures	6,500	474	6,026
Excess (Deficiency) of Revenues over Expenditures	3,900	97	(3,803)
OTHER FINANCING SOURCES (USES)			
Transfers In	-	-	-
Transfers Out	-	-	-
Total Other Financing Sources (Uses)	-	-	-
Net Change in Fund Balance	3,900	97	(3,803)
Fund Balance, Beginning of Year	53,351	53,351	-
Fund Balance, End of Year	<u>\$ 57,251</u>	<u>\$ 53,448</u>	<u>\$ (3,803)</u>

City of St. Helena
Schedule of Revenues, Expenditures and Changes in Fund Balances
Budget and Actual - Traffic Mitigation Impact Special Revenue Fund
Year Ended June 30, 2019

	Final Budget	Actual Amounts	Variance with Final Budget Positive (Negative)
REVENUES			
Development Fees	\$ 225,000	\$ 225,273	\$ 273
Interest and Rents	1,750	25,361	23,611
Total Revenues	<u>226,750</u>	<u>250,634</u>	<u>23,884</u>
EXPENDITURES			
Current:			
Public Works	8,370	687	7,683
Total Expenditures	<u>8,370</u>	<u>687</u>	<u>7,683</u>
Excess (Deficiency) of Revenues over Expenditures	<u>218,380</u>	<u>249,947</u>	<u>31,567</u>
OTHER FINANCING SOURCES (USES)			
Transfers In	-	17,218	17,218
Transfers Out	-	-	-
Total Other Financing Sources (Uses)	<u>-</u>	<u>17,218</u>	<u>17,218</u>
Net Change in Fund Balance	218,380	267,165	48,785
Fund Balance, Beginning of Year	<u>2,203,354</u>	<u>2,203,354</u>	<u>-</u>
Fund Balance, End of Year	<u><u>\$ 2,421,734</u></u>	<u><u>\$ 2,470,519</u></u>	<u><u>\$ 48,785</u></u>

City of St. Helena
Schedule of Revenues, Expenditures and Changes in Fund Balances
Budget and Actual - Parking In-lieu Special Revenue Fund
Year Ended June 30, 2019

	Final Budget	Actual Amounts	Variance with Final Budget Positive (Negative)
REVENUES			
Development Fees	\$ -	\$ -	\$ -
Interest and Rents	4,800	6,087	1,287
Total Revenues	4,800	6,087	1,287
EXPENDITURES			
Current:			
Public Works	30,000	-	30,000
Total Expenditures	30,000	-	30,000
Excess (Deficiency) of Revenues over Expenditures	(25,200)	6,087	31,287
OTHER FINANCING SOURCES (USES)			
Transfers In	-	-	-
Transfers Out	-	-	-
Total Other Financing Sources (Uses)	-	-	-
Net Change in Fund Balance	(25,200)	6,087	31,287
Fund Balance, Beginning of Year	564,884	564,884	-
Fund Balance, End of Year	<u>\$ 539,684</u>	<u>\$ 570,971</u>	<u>\$ 31,287</u>

City of St. Helena
Schedule of Revenues, Expenditures and Changes in Fund Balances
Budget and Actual - NOAA Special Revenue Fund
Year Ended June 30, 2019

	Final Budget	Actual Amounts	Variance with Final Budget Positive (Negative)
REVENUES			
Intergovernmental	\$ -	\$ -	\$ -
Interest and Rents	24	28	4
Total Revenues	24	28	4
EXPENDITURES			
Current:			
Public Works	-	-	-
Total Expenditures	-	-	-
Excess (Deficiency) of Revenues over Expenditures	24	28	4
OTHER FINANCING SOURCES (USES)			
Transfers In	-	-	-
Transfers Out	-	-	-
Total Other Financing Sources (Uses)	-	-	-
Net Change in Fund Balance	24	28	4
Fund Balance, Beginning of Year	2,621	2,621	-
Fund Balance, End of Year	<u>\$ 2,645</u>	<u>\$ 2,649</u>	<u>\$ 4</u>

City of St. Helena
Schedule of Revenues, Expenditures and Changes in Fund Balances
Budget and Actual - Public Safety (COPS) Special Revenue Fund
Year Ended June 30, 2019

	Final Budget	Actual Amounts	Variance with Final Budget Positive (Negative)
REVENUES			
Intergovernmental	\$ 110,000	\$ 144,853	\$ 34,853
Interest and Rents	1,200	1,809	609
Other Revenues	-	863	863
	<u>111,200</u>	<u>147,525</u>	<u>36,325</u>
EXPENDITURES			
Current:			
Public Safety	153,064	273,759	(120,695)
	<u>153,064</u>	<u>273,759</u>	<u>(120,695)</u>
Excess (Deficiency) of Revenues over Expenditures	<u>(41,864)</u>	<u>(126,234)</u>	<u>(84,370)</u>
OTHER FINANCING SOURCES (USES)			
Transfers In	-	-	-
Transfers Out	-	-	-
	<u>-</u>	<u>-</u>	<u>-</u>
Net Change in Fund Balance	(41,864)	(126,234)	(84,370)
Fund Balance, Beginning of Year	206,458	206,458	-
Fund Balance, End of Year	<u>\$ 164,594</u>	<u>\$ 80,224</u>	<u>\$ (84,370)</u>

City of St. Helena
Schedule of Revenues, Expenditures and Changes in Fund Balances
Budget and Actual - Park Bond Act Special Revenue Fund
Year Ended June 30, 2019

	Final Budget	Actual Amounts	Variance with Final Budget Positive (Negative)
REVENUES			
Intergovernmental	\$ -	\$ -	\$ -
Interest and Rents	-	-	-
Total Revenues	-	-	-
EXPENDITURES			
Current:			
Parks and Recreation	-	-	-
Total Expenditures	-	-	-
Excess (Deficiency) of Revenues over Expenditures	-	-	-
OTHER FINANCING SOURCES (USES)			
Transfers In	-	-	-
Transfers Out	-	-	-
Total Other Financing Sources (Uses)	-	-	-
Net Change in Fund Balance	-	-	-
Fund Balance, Beginning of Year	222	222	-
Fund Balance, End of Year	\$ 222	\$ 222	\$ -

City of St. Helena
Schedule of Revenues, Expenditures and Changes in Fund Balances
Budget and Actual - Park Impact Special Revenue Fund
Year Ended June 30, 2019

	Final Budget	Actual Amounts	Variance with Final Budget Positive (Negative)
REVENUES			
Development Fees	\$ 200,000	\$ 257,861	\$ 57,861
Interest and Rents	5,000	9,270	4,270
Total Revenues	<u>205,000</u>	<u>267,131</u>	<u>62,131</u>
EXPENDITURES			
Current:			
Parks and Recreation	50,000	-	50,000
Total Expenditures	<u>50,000</u>	<u>-</u>	<u>50,000</u>
Excess (Deficiency) of Revenues over Expenditures	<u>155,000</u>	<u>267,131</u>	<u>112,131</u>
OTHER FINANCING SOURCES (USES)			
Transfers In	-	-	-
Transfers Out	(52,598)	(52,598)	-
Total Other Financing Sources (Uses)	<u>(52,598)</u>	<u>(52,598)</u>	<u>-</u>
Net Change in Fund Balance	102,402	214,533	112,131
Fund Balance, Beginning of Year	<u>745,701</u>	<u>745,701</u>	<u>-</u>
Fund Balance, End of Year	<u><u>\$ 848,103</u></u>	<u><u>\$ 960,234</u></u>	<u><u>\$ 112,131</u></u>

City of St. Helena
Schedule of Revenues, Expenditures and Changes in Fund Balances
Budget and Actual - Library Construction Special Revenue Fund
Year Ended June 30, 2019

	Final Budget	Actual Amounts	Variance with Final Budget Positive (Negative)
REVENUES			
Intergovernmental	\$ -	\$ -	\$ -
Interest and Rents	-	-	-
	-	-	-
Total Revenues	-	-	-
EXPENDITURES			
Current:			
Library	-	-	-
	-	-	-
Total Expenditures	-	-	-
Excess (Deficiency) of Revenues over Expenditures	-	-	-
OTHER FINANCING SOURCES (USES)			
Transfers In	-	-	-
Transfers Out	-	-	-
	-	-	-
Total Other Financing Sources (Uses)	-	-	-
Net Change in Fund Balance	-	-	-
Fund Balance, Beginning of Year	-	-	-
Fund Balance, End of Year	\$ -	\$ -	\$ -

City of St. Helena
Schedule of Revenues, Expenditures and Changes in Fund Balances
Budget and Actual - Skate Park Lighting Special Revenue Fund
Year Ended June 30, 2019

	Final Budget	Actual Amounts	Variance with Final Budget Positive (Negative)
REVENUES			
Interest and Rents	\$ 10	\$ 12	\$ 2
Other Revenues	-	-	-
Total Revenues	10	12	2
EXPENDITURES			
Current:			
Parks and Recreation	-	-	-
Total Expenditures	-	-	-
Excess (Deficiency) of Revenues over Expenditures	10	12	2
OTHER FINANCING SOURCES (USES)			
Transfers In	-	-	-
Transfers Out	-	-	-
Total Other Financing Sources (Uses)	-	-	-
Net Change in Fund Balance	10	12	2
Fund Balance, Beginning of Year	1,181	1,181	-
Fund Balance, End of Year	<u>\$ 1,191</u>	<u>\$ 1,193</u>	<u>\$ 2</u>

City of St. Helena
Schedule of Revenues, Expenditures and Changes in Fund Balances
Budget and Actual - Stabo Land Conservation Special Revenue Fund
Year Ended June 30, 2019

	Final Budget	Actual Amounts	Variance with Final Budget Positive (Negative)
REVENUES			
Interest and Rents	\$ 300	\$ 389	\$ 89
Other Revenues	-	-	-
Total Revenues	300	389	89
EXPENDITURES			
Current:			
General Government	-	-	-
Total Expenditures	-	-	-
Excess (Deficiency) of Revenues over Expenditures	300	389	89
OTHER FINANCING SOURCES (USES)			
Transfers In	-	-	-
Transfers Out	-	-	-
Total Other Financing Sources (Uses)	-	-	-
Net Change in Fund Balance	300	389	89
Fund Balance, Beginning of Year	36,093	36,093	-
Fund Balance, End of Year	<u>\$ 36,393</u>	<u>\$ 36,482</u>	<u>\$ 89</u>

City of St. Helena
Schedule of Revenues, Expenditures and Changes in Fund Balances
Budget and Actual - Tweed Library Special Revenue Fund
Year Ended June 30, 2019

	Final Budget	Actual Amounts	Variance with Final Budget Positive (Negative)
REVENUES			
Interest and Rents	\$ 51,300	\$ 54,926	\$ 3,626
Other Revenues	-	72	72
Total Revenues	<u>51,300</u>	<u>54,998</u>	<u>3,698</u>
EXPENDITURES			
Current:			
Library	<u>50,000</u>	<u>20,111</u>	<u>29,889</u>
Total Expenditures	<u>50,000</u>	<u>20,111</u>	<u>29,889</u>
Excess (Deficiency) of Revenues over Expenditures	<u>1,300</u>	<u>34,887</u>	<u>33,587</u>
OTHER FINANCING SOURCES (USES)			
Transfers In	-	-	-
Transfers Out	<u>-</u>	<u>-</u>	<u>-</u>
Total Other Financing Sources (Uses)	<u>-</u>	<u>-</u>	<u>-</u>
Net Change in Fund Balance	1,300	34,887	33,587
Fund Balance, Beginning of Year	<u>660,227</u>	<u>660,227</u>	<u>-</u>
Fund Balance, End of Year	<u><u>\$ 661,527</u></u>	<u><u>\$ 695,114</u></u>	<u><u>\$ 33,587</u></u>

City of St. Helena
Schedule of Revenues, Expenditures and Changes in Fund Balances
Budget and Actual - Napa Valley Now Special Revenue Fund
Year Ended June 30, 2019

	Final Budget	Actual Amounts	Variance with Final Budget Positive (Negative)
REVENUES			
Interest and Rents	\$ -	\$ -	\$ -
Other Revenues	-	-	-
	-	-	-
Total Revenues	-	-	-
EXPENDITURES			
Current:			
Library	-	-	-
	-	-	-
Total Expenditures	-	-	-
Excess (Deficiency) of Revenues over Expenditures	-	-	-
OTHER FINANCING SOURCES (USES)			
Transfers In	-	-	-
Transfers Out	-	-	-
	-	-	-
Total Other Financing Sources (Uses)	-	-	-
Net Change in Fund Balance	-	-	-
Fund Balance, Beginning of Year	-	-	-
Fund Balance, End of Year	\$ -	\$ -	\$ -

City of St. Helena
Schedule of Revenues, Expenditures and Changes in Fund Balances
Budget and Actual - Fourth of July Special Revenue Fund
Year Ended June 30, 2019

	Final Budget	Actual Amounts	Variance with Final Budget Positive (Negative)
REVENUES			
Interest and Rents	\$ -	\$ -	\$ -
Other Revenues	3,000	18,024	15,024
Total Revenues	3,000	18,024	15,024
EXPENDITURES			
Current:			
Parks and Recreation	45,300	43,320	1,980
Total Expenditures	45,300	43,320	1,980
Excess (Deficiency) of Revenues over Expenditures	(42,300)	(25,296)	17,004
OTHER FINANCING SOURCES (USES)			
Transfers In	40,500	40,500	-
Transfers Out	-	-	-
Total Other Financing Sources (Uses)	40,500	40,500	-
Net Change in Fund Balance	(1,800)	15,204	17,004
Fund Balance, Beginning of Year	(1,023)	(1,023)	-
Fund Balance, End of Year	<u>\$ (2,823)</u>	<u>\$ 14,181</u>	<u>\$ 17,004</u>

City of St. Helena
Schedule of Revenues, Expenditures and Changes in Fund Balances
Budget and Actual - Friends & Foundation Special Revenue Fund
Year Ended June 30, 2019

	Final Budget	Actual Amounts	Variance with Final Budget Positive (Negative)
REVENUES			
Interest and Rents	\$ -	\$ -	\$ -
Other Revenues	135,110	134,250	(860)
Total Revenues	135,110	134,250	(860)
EXPENDITURES			
Current:			
Library	135,000	133,779	1,221
Total Expenditures	135,000	133,779	1,221
Excess (Deficiency) of Revenues over Expenditures	110	471	361
OTHER FINANCING SOURCES (USES)			
Transfers In	-	-	-
Transfers Out	-	-	-
Total Other Financing Sources (Uses)	-	-	-
Net Change in Fund Balance	110	471	361
Fund Balance, Beginning of Year	7,373	7,373	-
Fund Balance, End of Year	<u>\$ 7,483</u>	<u>\$ 7,844</u>	<u>\$ 361</u>

City of St. Helena
Schedule of Revenues, Expenditures and Changes in Fund Balances
Budget and Actual - Murray Public Safety Special Revenue Fund
Year Ended June 30, 2019

	Final Budget	Actual Amounts	Variance with Final Budget Positive (Negative)
REVENUES			
Interest and Rents	\$ 380	\$ 491	\$ 111
Other Revenues	1,900	1,750	(150)
Total Revenues	2,280	2,241	(39)
EXPENDITURES			
Current:			
Public Safety	-	-	-
Total Expenditures	-	-	-
Excess (Deficiency) of Revenues over Expenditures	2,280	2,241	(39)
OTHER FINANCING SOURCES (USES)			
Transfers In	-	-	-
Transfers Out	-	-	-
Total Other Financing Sources (Uses)	-	-	-
Net Change in Fund Balance	2,280	2,241	(39)
Fund Balance, Beginning of Year	44,513	44,513	-
Fund Balance, End of Year	<u>\$ 46,793</u>	<u>\$ 46,754</u>	<u>\$ (39)</u>

City of St. Helena
Schedule of Revenues, Expenditures and Changes in Fund Balances
Budget and Actual - CDBG Special Revenue Fund
Year Ended June 30, 2019

	Final Budget	Actual Amounts	Variance with Final Budget Positive (Negative)
REVENUES			
Intergovernmental	\$ -	\$ -	\$ -
Other Revenues	-	-	-
	-	-	-
Total Revenues	-	-	-
EXPENDITURES			
Current:			
General Government	-	-	-
	-	-	-
Total Expenditures	-	-	-
Excess (Deficiency) of Revenues over Expenditures	-	-	-
OTHER FINANCING SOURCES (USES)			
Transfers In	-	-	-
Transfers Out	-	-	-
	-	-	-
Total Other Financing Sources (Uses)	-	-	-
Net Change in Fund Balance	-	-	-
Fund Balance, Beginning of Year	-	-	-
Fund Balance, End of Year	\$ -	\$ -	\$ -

City of St. Helena
Schedule of Revenues, Expenditures and Changes in Fund Balances
Budget and Actual - EPA Grant Special Revenue Fund
Year Ended June 30, 2019

	Final Budget	Actual Amounts	Variance with Final Budget Positive (Negative)
REVENUES			
Intergovernmental	\$ 10,043	\$ 20,000	\$ 9,957
Interest and Rents	-	43	43
Total Revenues	<u>10,043</u>	<u>20,043</u>	<u>10,000</u>
EXPENDITURES			
Current:			
Public Works	-	-	-
Total Expenditures	<u>-</u>	<u>-</u>	<u>-</u>
Excess (Deficiency) of Revenues over Expenditures	<u>10,043</u>	<u>20,043</u>	<u>10,000</u>
OTHER FINANCING SOURCES (USES)			
Transfers In	-	-	-
Transfers Out	-	(32,543)	(32,543)
Total Other Financing Sources (Uses)	<u>-</u>	<u>(32,543)</u>	<u>(32,543)</u>
Net Change in Fund Balance	10,043	(12,500)	(22,543)
Fund Balance, Beginning of Year	<u>12,500</u>	<u>12,500</u>	<u>-</u>
Fund Balance, End of Year	<u><u>\$ 22,543</u></u>	<u><u>\$ -</u></u>	<u><u>\$ (22,543)</u></u>

City of St. Helena
Schedule of Revenues, Expenditures and Changes in Fund Balances
Budget and Actual - BSCC Grant Special Revenue Fund
Year Ended June 30, 2019

	Final Budget	Actual Amounts	Variance with Final Budget Positive (Negative)
REVENUES			
Intergovernmental	\$ -	\$ -	\$ -
Interest and Rents	45	106	61
Total Revenues	45	106	61
EXPENDITURES			
Current:			
Public Safety	-	-	-
Capital Outlay	11,216	11,216	-
Total Expenditures	11,216	11,216	-
Excess (Deficiency) of Revenues over Expenditures	(11,171)	(11,110)	61
OTHER FINANCING SOURCES (USES)			
Transfers In	-	-	-
Transfers Out	-	-	-
Total Other Financing Sources (Uses)	-	-	-
Net Change in Fund Balance	(11,171)	(11,110)	61
Fund Balance, Beginning of Year	13,641	13,641	-
Fund Balance, End of Year	<u>\$ 2,470</u>	<u>\$ 2,531</u>	<u>\$ 61</u>

City of St. Helena
Schedule of Revenues, Expenditures and Changes in Fund Balances
Budget and Actual - TDA Grant Special Revenue Fund
Year Ended June 30, 2019

	Final Budget	Actual Amounts	Variance with Final Budget Positive (Negative)
REVENUES			
Intergovernmental	\$ -	\$ -	\$ -
Interest and Rents	-	-	-
	-	-	-
Total Revenues	-	-	-
EXPENDITURES			
Current:			
Public Works	-	-	-
	-	-	-
Total Expenditures	-	-	-
Excess (Deficiency) of Revenues over Expenditures	-	-	-
OTHER FINANCING SOURCES (USES)			
Transfers In	-	-	-
Transfers Out	-	-	-
	-	-	-
Total Other Financing Sources (Uses)	-	-	-
Net Change in Fund Balance	-	-	-
Fund Balance, Beginning of Year	-	-	-
Fund Balance, End of Year	\$ -	\$ -	\$ -

City of St. Helena
Schedule of Revenues, Expenditures and Changes in Fund Balances
Budget and Actual - Dept of Homeland Security Special Revenue Fund
Year Ended June 30, 2019

	Final Budget	Actual Amounts	Variance with Final Budget Positive (Negative)
REVENUES			
Intergovernmental	\$ 6,500	\$ -	\$ (6,500)
Interest and Rents	-	-	-
Total Revenues	6,500	-	(6,500)
EXPENDITURES			
Current:			
Public Safety	6,500	-	6,500
Total Expenditures	6,500	-	6,500
Excess (Deficiency) of Revenues over Expenditures	-	-	-
OTHER FINANCING SOURCES (USES)			
Transfers In	-	-	-
Transfers Out	-	-	-
Total Other Financing Sources (Uses)	-	-	-
Net Change in Fund Balance	-	-	-
Fund Balance, Beginning of Year	-	-	-
Fund Balance, End of Year	\$ -	\$ -	\$ -

City of St. Helena
Schedule of Revenues, Expenditures and Changes in Fund Balances
Budget and Actual - GVS Grant Special Revenue Fund
Year Ended June 30, 2019

	Final Budget	Actual Amounts	Variance with Final Budget Positive (Negative)
REVENUES			
Intergovernmental	\$ -	\$ -	\$ -
Interest and Rents	-	243	243
Total Revenues	-	243	243
EXPENDITURES			
Current:			
Public Safety	-	-	-
Total Expenditures	-	-	-
Excess (Deficiency) of Revenues over Expenditures	-	243	243
OTHER FINANCING SOURCES (USES)			
Transfers In	-	-	-
Transfers Out	-	-	-
Total Other Financing Sources (Uses)	-	-	-
Net Change in Fund Balance	-	243	243
Fund Balance, Beginning of Year	23,172	23,172	-
Fund Balance, End of Year	<u>\$ 23,172</u>	<u>\$ 23,415</u>	<u>\$ 243</u>

City of St. Helena
Schedule of Revenues, Expenditures and Changes in Fund Balances
Budget and Actual - Prop 56 Grant
Year Ended June 30, 2019

	Final Budget	Actual Amounts	Variance with Final Budget Positive (Negative)
REVENUES			
Intergovernmental	\$ 72,738	\$ -	\$ (72,738)
Interest and Rents	-	-	-
Total Revenues	<u>72,738</u>	<u>-</u>	<u>(72,738)</u>
EXPENDITURES			
Current:			
Public Safety	<u>72,722</u>	<u>26,372</u>	<u>46,350</u>
Total Expenditures	<u>72,722</u>	<u>26,372</u>	<u>46,350</u>
Excess (Deficiency) of Revenues over Expenditures	<u>16</u>	<u>(26,372)</u>	<u>(26,388)</u>
OTHER FINANCING SOURCES (USES)			
Transfers In	-	-	-
Transfers Out	-	-	-
Total Other Financing Sources (Uses)	<u>-</u>	<u>-</u>	<u>-</u>
Net Change in Fund Balance	16	(26,372)	(26,388)
Fund Balance, Beginning of Year	-	-	-
Fund Balance, End of Year	<u>\$ 16</u>	<u>\$ (26,372)</u>	<u>\$ (26,388)</u>

City of St. Helena
Schedule of Revenues, Expenditures and Changes in Fund Balances
Budget and Actual - Measure T Special Revenue Fund
Year Ended June 30, 2019

	Final Budget	Actual Amounts	Variance with Final Budget Positive (Negative)
REVENUES			
Intergovernmental	\$ 1,266,700	\$ 960,755	\$ (305,945)
Interest and Rents	-	3,752	3,752
Total Revenues	<u>1,266,700</u>	<u>964,507</u>	<u>(302,193)</u>
EXPENDITURES			
Current:			
Public Works	-	-	-
Total Expenditures	<u>-</u>	<u>-</u>	<u>-</u>
Excess (Deficiency) of Revenues over Expenditures	<u>1,266,700</u>	<u>964,507</u>	<u>(302,193)</u>
OTHER FINANCING SOURCES (USES)			
Transfers In	80,400	80,400	-
Transfers Out	-	(257,942)	(257,942)
Total Other Financing Sources (Uses)	<u>80,400</u>	<u>(177,542)</u>	<u>(257,942)</u>
Net Change in Fund Balance	1,347,100	786,965	(560,135)
Fund Balance, Beginning of Year	-	-	-
Fund Balance, End of Year	<u><u>\$ 1,347,100</u></u>	<u><u>\$ 786,965</u></u>	<u><u>\$ (560,135)</u></u>

City of St. Helena
Schedule of Revenues, Expenditures and Changes in Fund Balances
Budget and Actual - Measure E Special Revenue Fund
Year Ended June 30, 2019

	Final Budget	Actual Amounts	Variance with Final Budget Positive (Negative)
REVENUES			
Sales and Other Taxes	\$ -	\$ 122,782	\$ 122,782
Interest and Rents	-	205	205
Total Revenues	-	122,987	122,987
EXPENDITURES			
Current:			
General Government	-	-	-
Total Expenditures	-	-	-
Excess (Deficiency) of Revenues over Expenditures	-	122,987	122,987
OTHER FINANCING SOURCES (USES)			
Transfers In	-	-	-
Transfers Out	-	-	-
Total Other Financing Sources (Uses)	-	-	-
Net Change in Fund Balance	-	122,987	122,987
Fund Balance, Beginning of Year	-	-	-
Fund Balance, End of Year	\$ -	\$ 122,987	\$ 122,987

City of St. Helena
Schedule of Revenues, Expenditures and Changes in Fund Balances
Budget and Actual - Ryan Library Trust Permanent Fund
Year Ended June 30, 2019

	Final Budget	Actual Amounts	Variance with Final Budget Positive (Negative)
REVENUES			
Interest and Rents	\$ 450	\$ 937	\$ 487
Other Revenues	-	-	-
Total Revenues	450	937	487
EXPENDITURES			
Current:			
Library	-	-	-
Total Expenditures	-	-	-
Excess (Deficiency) of Revenues over Expenditures	450	937	487
OTHER FINANCING SOURCES (USES)			
Transfers In	-	-	-
Transfers Out	-	-	-
Total Other Financing Sources (Uses)	-	-	-
Net Change in Fund Balance	450	937	487
Fund Balance, Beginning of Year	11,929	11,929	-
Fund Balance, End of Year	<u>\$ 12,379</u>	<u>\$ 12,866</u>	<u>\$ 487</u>

City of St. Helena
Schedule of Revenues, Expenditures and Changes in Fund Balances
Budget and Actual - Martin Library Trust Permanent Fund
Year Ended June 30, 2019

	Final Budget	Actual Amounts	Variance with Final Budget Positive (Negative)
REVENUES			
Interest and Rents	\$ 650	\$ 1,175	\$ 525
Other Revenues	-	-	-
Total Revenues	650	1,175	525
EXPENDITURES			
Current:			
Library	1,600	452	1,148
Total Expenditures	1,600	452	1,148
Excess (Deficiency) of Revenues over Expenditures	(950)	723	1,673
OTHER FINANCING SOURCES (USES)			
Transfers In	-	-	-
Transfers Out	-	-	-
Total Other Financing Sources (Uses)	-	-	-
Net Change in Fund Balance	(950)	723	1,673
Fund Balance, Beginning of Year	23,787	23,787	-
Fund Balance, End of Year	<u>\$ 22,837</u>	<u>\$ 24,510</u>	<u>\$ 1,673</u>

City of St. Helena
Schedule of Revenues, Expenditures and Changes in Fund Balances
Budget and Actual - 1996 GO Bonds Debt Service Fund
Year Ended June 30, 2019

	Final Budget	Actual Amounts	Variance with Final Budget Positive (Negative)
REVENUES			
Property Taxes	\$ -	\$ 1	\$ 1
Investment Earnings	-	-	-
Total Revenues	-	1	1
EXPENDITURES			
Capital Outlay	135,737	135,737	-
Debt Service:			
Principal	-	-	-
Interest	-	-	-
Total Expenditures	135,737	135,737	-
Excess (Deficiency) of Revenues over Expenditures	(135,737)	(135,736)	1
OTHER FINANCING SOURCES (USES)			
Transfers In	-	-	-
Transfers Out	-	-	-
Total Other Financing Sources (Uses)	-	-	-
Net Change in Fund Balance	(135,737)	(135,736)	1
Fund Balance, Beginning of Year	147,808	147,808	-
Fund Balance, End of Year	<u>\$ 12,071</u>	<u>\$ 12,072</u>	<u>\$ 1</u>

City of St. Helena
Schedule of Revenues, Expenditures and Changes in Fund Balances
Budget and Actual - South St. Helena Drainage Debt Service Fund
Year Ended June 30, 2019

	Final Budget	Actual Amounts	Variance with Final Budget Positive (Negative)
REVENUES			
Investment Earnings	\$ 250	\$ 314	\$ 64
Total Revenues	250	314	64
EXPENDITURES			
Current:			
General Government	-	-	-
Debt Service:			
Principal	-	-	-
Interest	-	-	-
Total Expenditures	-	-	-
Excess (Deficiency) of Revenues over Expenditures	250	314	64
OTHER FINANCING SOURCES (USES)			
Transfers In	-	-	-
Transfers Out	-	-	-
Total Other Financing Sources (Uses)	-	-	-
Net Change in Fund Balance	250	314	64
Fund Balance, Beginning of Year	29,126	29,126	-
Fund Balance, End of Year	\$ 29,376	\$ 29,440	\$ 64

City of St. Helena
Schedule of Revenues, Expenditures and Changes in Fund Balances
Budget and Actual - Street Improvement Capital Projects Fund
Year Ended June 30, 2019

	Final Budget	Actual Amounts	Variance with Final Budget Positive (Negative)
REVENUES			
Intergovernmental	\$ -	\$ 96,026	\$ 96,026
Interest and Rents	-	-	-
Total Revenues	-	96,026	96,026
EXPENDITURES			
Capital Outlay	93,308	1,380,092	(1,286,784)
Total Expenditures	93,308	1,380,092	(1,286,784)
Excess (Deficiency) of Revenues over Expenditures	(93,308)	(1,284,066)	(1,190,758)
OTHER FINANCING SOURCES (USES)			
Transfers In	1,036,492	1,575,445	538,953
Transfers Out	-	-	-
Total Other Financing Sources (Uses)	1,036,492	1,575,445	538,953
Net Change in Fund Balance	943,184	291,379	(651,805)
Fund Balance, Beginning of Year	546,320	546,320	-
Fund Balance, End of Year	<u>\$ 1,489,504</u>	<u>\$ 837,699</u>	<u>\$ (651,805)</u>

City of St. Helena
Schedule of Revenues, Expenditures and Changes in Fund Balances
Budget and Actual - City-wide Capital Projects Fund
Year Ended June 30, 2019

	Final Budget	Actual Amounts	Variance with Final Budget Positive (Negative)
REVENUES			
Intergovernmental	\$ -	\$ 2,500	\$ 2,500
Interest and Rents	-	-	-
Total Revenues	-	2,500	2,500
EXPENDITURES			
Capital Outlay	18,732	247,652	(228,920)
Total Expenditures	18,732	247,652	(228,920)
Excess (Deficiency) of Revenues over Expenditures	(18,732)	(245,152)	(226,420)
OTHER FINANCING SOURCES (USES)			
Transfers In	255,598	255,598	-
Transfers Out	-	-	-
Total Other Financing Sources (Uses)	255,598	255,598	-
Net Change in Fund Balance	236,866	10,446	(226,420)
Fund Balance, Beginning of Year	720,187	720,187	-
Fund Balance, End of Year	<u>\$ 957,053</u>	<u>\$ 730,633</u>	<u>\$ (226,420)</u>

City of St. Helena
Schedule of Revenues, Expenditures and Changes in Fund Balances
Budget and Actual - Flood Control Capital Projects Fund
Year Ended June 30, 2019

	Final Budget	Actual Amounts	Variance with Final Budget Positive (Negative)
REVENUES			
Intergovernmental	\$ -	\$ -	\$ -
Interest and Rents	1,200	1,629	429
Total Revenues	1,200	1,629	429
EXPENDITURES			
Capital Outlay	-	-	-
Total Expenditures	-	-	-
Excess (Deficiency) of Revenues over Expenditures	1,200	1,629	429
OTHER FINANCING SOURCES (USES)			
Transfers In	100,000	50,000	(50,000)
Transfers Out	(37,803)	(37,803)	-
Total Other Financing Sources (Uses)	62,197	12,197	(50,000)
Net Change in Fund Balance	63,397	13,826	(49,571)
Fund Balance, Beginning of Year	101,183	101,183	-
Fund Balance, End of Year	<u>\$ 164,580</u>	<u>\$ 115,009</u>	<u>\$ (49,571)</u>

City of St. Helena
Statement of Changes in Assets and Liabilities
Agency Fund
Year Ended June 30, 2019

	Beginning Balance	Additions	Deletions	Ending Balance
ASSETS				
Cash and Investments	\$ 52,738	\$ 494,310	\$ (506,128)	\$ 40,920
Assessments Receivable	52,865	90,050	(71,834)	71,081
Total Assets	<u>\$ 105,603</u>	<u>\$ 584,360</u>	<u>\$ (577,962)</u>	<u>\$ 112,001</u>
LIABILITIES				
Accounts Payable	\$ 99,189	\$ 504,341	\$ (497,630)	\$ 105,900
Deposits Payable	6,414	509,329	(509,642)	6,101
Total Liabilities	<u>\$ 105,603</u>	<u>\$ 1,013,670</u>	<u>\$ (1,007,272)</u>	<u>\$ 112,001</u>

III. Statistical Section



This part of the City of St. Helena's comprehensive annual financial report presents detailed information as a context for understanding what the information in the financial statements, note disclosures, and required supplementary information says about the City's overall financial health.

Contents

Financial Trends

These schedules contain trend information to help the reader understand how the City's financial performance and well-being have changed over time.

Revenue Capacity

These schedules contain trend information to help the reader understand the City's most significant local revenue sources.

Debt Capacity

These schedules present information to help the reader assess the affordability of the City's current level of outstanding debt and the City's ability to issue additional debt in the future.

Demographic and Economic Information

These schedules offer demographic and economic indicators to help the reader understand the environment within which the City's financial activities take place.

Operating Information

These schedules contain service and infrastructure data to help the reader understand how the information in the City's financial report relates to services the City provides and the activities it performs.



City of St. Helena, California

City of St. Helena
Financial Trends

Net Position by Component
Last Ten Fiscal Years
(accrual basis of accounting)

	Fiscal Year									
	2019	2018	2017	2016	2015	2014	2013	2012	2011	2010
Governmental activities										
Net investment in capital assets	\$ 33,925,318	\$ 29,424,229	\$ 29,888,053	\$ 29,384,192	\$ 30,207,174	\$ 30,865,589	\$ 30,420,740	\$ 30,955,820	\$ 29,581,594	\$ 29,135,922
Restricted	10,964,607	14,090,138	8,818,700	8,818,700	8,818,700	6,401,635	6,362,224	5,525,865	5,469,078	4,595,629
Unrestricted	3,639,233	1,739,763	(517,672)	(1,391,005)	(4,366,600)	3,874,423	5,395,808	6,604,387	4,172,275	3,728,140
Total governmental activities net position	<u>\$ 48,529,158</u>	<u>\$ 45,254,130</u>	<u>\$ 38,189,081</u>	<u>\$ 36,811,887</u>	<u>\$ 34,659,274</u>	<u>\$ 41,141,647</u>	<u>\$ 42,178,772</u>	<u>\$ 43,086,072</u>	<u>\$ 39,222,947</u>	<u>\$ 37,459,691</u>
Business-type activities										
Net investment in capital assets	\$ 5,418,953	\$ 7,432,162	\$ 7,702,917	\$ 8,360,497	\$ 9,201,274	\$ 13,866,596	\$ 12,466,165	\$ 13,877,858	\$ 14,217,750	\$ 14,303,220
Unrestricted	14,213,474	10,070,656	9,001,224	8,879,619	9,521,379	7,690,603	7,868,525	5,683,020	4,494,724	5,067,021
Total business-type activities net position	<u>\$ 19,632,427</u>	<u>\$ 17,502,818</u>	<u>\$ 16,704,141</u>	<u>\$ 17,240,116</u>	<u>\$ 18,722,653</u>	<u>\$ 21,557,199</u>	<u>\$ 20,334,690</u>	<u>\$ 19,560,878</u>	<u>\$ 18,712,474</u>	<u>\$ 19,370,241</u>
Primary government										
Net investment in capital assets	\$ 39,344,271	\$ 36,856,391	\$ 37,590,970	\$ 37,744,689	\$ 39,408,448	\$ 44,732,185	\$ 42,886,905	\$ 44,833,678	\$ 43,799,344	\$ 43,439,142
Restricted	10,964,607	14,090,138	8,818,700	8,818,700	8,818,700	6,401,635	6,362,224	5,525,865	5,469,078	4,595,629
Unrestricted	17,852,707	11,810,419	8,483,552	7,488,614	5,154,779	11,565,026	13,264,333	12,287,407	8,666,999	8,795,161
Total primary government net position	<u>\$ 68,161,585</u>	<u>\$ 62,756,948</u>	<u>\$ 54,893,222</u>	<u>\$ 54,052,003</u>	<u>\$ 53,381,927</u>	<u>\$ 62,698,846</u>	<u>\$ 62,513,462</u>	<u>\$ 62,646,950</u>	<u>\$ 57,935,421</u>	<u>\$ 56,829,932</u>

Source: City of St. Helena Audited Financial Statements

City of St. Helena
Financial Trends

Changes in Net Position
Last Ten Fiscal Years
(accrual basis of accounting)

	Fiscal Year									
	2019	2018	2017	2016	2015	2014	2013	2012	2011	2010
Expenses										
Governmental activities:										
General government	\$ 3,119,244	\$ 3,052,549	\$ 2,923,149	\$ 2,603,269	\$ 2,636,016	\$ 2,750,208	\$ 2,477,918	\$ 2,851,444	\$ 3,236,915	\$ 2,657,262
Planning & Building ⁽¹⁾	1,160,983	1,117,438	898,802	823,484	671,178	-	-	-	-	-
Public Safety	5,116,502	4,622,716	4,078,514	3,524,157	3,892,686	4,735,046	3,452,854	3,934,832	3,740,461	3,593,858
Public Works	3,877,446	2,527,182	2,197,230	2,381,609	2,161,735	4,167,488	2,485,969	1,168,558	1,302,285	1,442,207
Library	1,261,220	1,131,735	1,127,584	1,159,292	1,458,163	1,373,625	1,272,210	1,173,107	1,218,068	1,193,312
Parks and Recreation	885,371	803,339	738,710	673,016	539,604	433,768	448,933	1,015,932	945,988	1,000,883
Housing	-	-	-	-	-	36,890	38,741	-	-	-
Interest	56,409	136,836	151,966	176,793	217,307	205,681	264,479	237,038	256,018	247,195
Total Governmental Activities	<u>15,477,175</u>	<u>13,391,795</u>	<u>12,115,955</u>	<u>11,341,620</u>	<u>11,576,689</u>	<u>13,702,706</u>	<u>10,441,104</u>	<u>10,380,911</u>	<u>10,699,735</u>	<u>10,134,717</u>
Business-type Activities										
Water	5,743,373	5,438,067	5,374,841	5,120,033	4,582,241	4,264,063	4,073,647	4,217,989	3,527,094	3,915,135
Wastewater	<u>2,642,798</u>	<u>3,095,102</u>	<u>2,481,118</u>	<u>2,802,381</u>	<u>2,306,771</u>	<u>1,885,231</u>	<u>1,803,054</u>	<u>1,795,970</u>	<u>1,860,158</u>	<u>1,625,707</u>
Total Business-type Activities	<u>8,386,171</u>	<u>8,533,169</u>	<u>7,855,959</u>	<u>7,922,414</u>	<u>6,889,012</u>	<u>6,149,294</u>	<u>5,876,701</u>	<u>6,013,959</u>	<u>5,387,252</u>	<u>5,540,842</u>
Total Expenses	<u>\$ 23,863,346</u>	<u>\$ 21,924,964</u>	<u>\$ 19,971,914</u>	<u>\$ 19,264,034</u>	<u>\$ 18,465,701</u>	<u>\$ 19,852,000</u>	<u>\$ 16,317,805</u>	<u>\$ 16,394,870</u>	<u>\$ 16,086,987</u>	<u>\$ 15,675,559</u>
Program Revenues										
Governmental activities:										
Charges for services										
General government	\$ 179,199	\$ 268,969	\$ 204,440	\$ 186,144	\$ 208,741	\$ 1,051,247	\$ 1,023,712	\$ 1,143,476	\$ 647,589	\$ 826,369
Planning & Building ⁽¹⁾	611,396	740,236	896,681	813,844	619,700	-	-	-	-	-
Public Safety	252,997	201,620	160,351	167,426	128,094	800,720	400,140	509,084	345,962	396,436
Public Works	66,720	66,535	67,582	59,787	76,883	45,965	53,750	-	-	-
Library	59,343	62,085	38,608	66,835	46,576	15,420	17,403	23,164	18,888	20,292
Parks and Recreation	199,611	184,709	212,506	210,601	164,986	268,360	153,581	175,624	207,228	151,228
Housing	-	-	-	-	-	903,560	-	-	-	-
Operating grants and contributions	2,709,381	1,097,718	855,488	1,110,781	1,335,269	571,600	710,627	510,624	819,256	561,208
Capital grants and contributions	<u>1,035,871</u>	<u>5,957,509</u>	<u>672,934</u>	<u>752,771</u>	<u>1,058,267</u>	<u>89,943</u>	<u>250,000</u>	<u>4,555,936</u>	<u>2,627,994</u>	<u>2,013,168</u>
Total Governmental Activities	<u>5,114,518</u>	<u>8,579,381</u>	<u>3,108,590</u>	<u>3,368,189</u>	<u>3,638,516</u>	<u>3,746,815</u>	<u>2,609,213</u>	<u>6,917,908</u>	<u>4,666,917</u>	<u>3,968,701</u>
Business-type activities:										
Charges for services:										
Water	5,926,561	5,712,350	4,582,286	4,162,394	4,326,980	4,921,376	4,776,875	4,360,227	3,118,054	2,889,107
Wastewater	4,333,307	3,058,491	2,423,975	2,820,908	2,240,864	2,158,387	2,072,169	2,017,899	1,626,692	1,493,773
Operating grants and contributions	-	-	-	-	-	-	-	-	-	-
Capital grants and contributions	<u>80,263</u>	<u>62,188</u>	<u>72,867</u>	<u>96,277</u>	<u>172,589</u>	<u>292,040</u>	<u>267,464</u>	<u>539,716</u>	<u>284,269</u>	<u>128,557</u>
Total Business-type Activities	<u>10,340,131</u>	<u>8,833,029</u>	<u>7,079,128</u>	<u>7,079,579</u>	<u>6,740,433</u>	<u>7,371,803</u>	<u>7,116,508</u>	<u>6,917,842</u>	<u>5,029,015</u>	<u>4,511,437</u>
Total Program Revenues	<u>\$ 15,454,649</u>	<u>\$ 17,412,410</u>	<u>\$ 10,187,718</u>	<u>\$ 10,447,768</u>	<u>\$ 10,378,949</u>	<u>\$ 11,118,618</u>	<u>\$ 9,725,721</u>	<u>\$ 13,835,750</u>	<u>\$ 9,695,932</u>	<u>\$ 8,480,138</u>
Net (Expense)/Revenue										
Governmental Activities	\$ (10,362,657)	\$ (4,812,414)	\$ (9,007,365)	\$ (7,973,431)	\$ (7,938,173)	\$ (9,955,891)	\$ (7,831,891)	\$ (3,463,003)	\$ (6,032,818)	\$ (6,166,016)
Business-type Activities	<u>1,953,960</u>	<u>299,860</u>	<u>(776,831)</u>	<u>(842,835)</u>	<u>(148,579)</u>	<u>1,222,509</u>	<u>1,239,807</u>	<u>903,883</u>	<u>(358,237)</u>	<u>(1,029,405)</u>
Total Net Expense	<u>\$ (8,408,697)</u>	<u>\$ (4,512,554)</u>	<u>\$ (9,784,196)</u>	<u>\$ (8,816,266)</u>	<u>\$ (8,086,752)</u>	<u>\$ (8,733,382)</u>	<u>\$ (6,592,084)</u>	<u>\$ (2,559,120)</u>	<u>\$ (6,391,055)</u>	<u>\$ (7,195,421)</u>

⁽¹⁾ Categories have changed from the 2014 CAFR forward. Development Fees and Planning and Building were previously included in the other categories and are now shown separately.

Source: City of St. Helena Audited Financial Statements

City of St. Helena
Financial Trends

Changes in Net Position (Continued)
 Last Ten Fiscal Years
 (accrual basis of accounting)

	Fiscal Year									
	2019	2018	2017	2016	2015	2014	2013	2012	2011	2010
General Revenues										
Governmental activities:										
Property taxes	\$ 5,345,789	\$ 4,906,266	\$ 4,404,001	\$ 4,218,273	\$ 4,172,204	\$ 3,843,026	\$ 3,561,932	\$ 3,454,803	\$ 2,906,026	\$ 3,085,222
Sales taxes	4,964,784	4,456,658	3,421,091	3,090,695	2,714,310	2,594,935	2,386,053	2,130,561	2,073,118	2,131,229
Transient occupancy taxes	3,681,356	2,863,580	2,336,237	2,048,832	1,870,180	1,732,607	1,612,399	1,535,388	1,465,172	1,193,860
Motor vehicle in lieu taxes	2,937	-	4,391	2,447	2,476	-	-	-	503,283	502,720
Other taxes	390,839	391,787	377,285	381,923	353,205	734,230	687,073	675,884	520,115	480,916
Other general revenues	-	-	-	-	-	-	-	-	-	-
Unrestricted investment earnings	223,664	9,270	(39,655)	52,288	22,912	13,968	18,244	25,347	28,830	69,680
Transfers in/out	(881,956)	(800,000)	(144,756)	-	-	-	-	55,479	-	-
Special item	-	-	-	-	-	-	(1,284,079)	(551,334)	-	-
Miscellaneous	307,736	49,902	25,965	49,256	43,979	-	-	-	-	(2,507,355)
Transfers	-	-	-	-	-	-	-	-	-	-
Special item: contribution of land	-	-	-	-	-	-	-	-	-	-
Total general revenues, transfers, and special item	<u>14,035,149</u>	<u>11,877,463</u>	<u>10,384,559</u>	<u>9,843,714</u>	<u>9,179,266</u>	<u>8,918,766</u>	<u>6,981,622</u>	<u>7,326,128</u>	<u>7,496,544</u>	<u>4,956,272</u>
Business-type activities										
Investment earnings	216,500	175,405	96,100	135,310	-	-	-	-	-	-
Transfers in/out	881,956	800,000	144,756	-	-	-	-	-	-	-
Special Item	-	-	-	-	-	-	-	-	-	-
Total Business-type activities	<u>1,098,456</u>	<u>975,405</u>	<u>240,856</u>	<u>135,310</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Change in Net Assets										
Governmental Activities	\$ 3,672,492	\$ 7,065,049	\$ 1,377,194	\$ 1,870,283	\$ 1,241,093	\$ (1,037,125)	\$ (850,269)	\$ 3,863,125	\$ 1,463,726	\$ (1,209,744)
Business-type Activities	3,052,416	1,275,265	(535,975)	(707,525)	(148,579)	1,222,509	1,239,807	903,883	(358,237)	(1,029,405)
Total Change in Net Assets	<u>\$ 6,724,908</u>	<u>\$ 8,340,314</u>	<u>\$ 841,219</u>	<u>\$ 1,162,758</u>	<u>\$ 1,092,514</u>	<u>\$ 185,384</u>	<u>\$ 389,538</u>	<u>\$ 4,767,008</u>	<u>\$ 1,105,489</u>	<u>\$ (2,239,149)</u>

Source: City of St. Helena Audited Financial Statements

City of St. Helena
Financial Trends

Fund Balances of Governmental Funds
Last Ten Fiscal Years
(modified accrual basis of accounting)

	Fiscal Year							
	2019	2018	2017	2016	2015	2014	2013	2012
General Fund								
Nonspendable	\$ 515,883	\$ 602,213	\$ 567,609	\$ 698,032	\$ 720,260	\$ -	\$ 291,921	\$ 496,936
Restricted	404,573	436,527	436,527	296,579	209,993	-	-	-
Committed	-	-	-	-	-	-	-	540,080
Assigned	283,929	219,240	219,240	171,934	66,740	1,973,795	1,973,795	-
Unassigned	8,001,414	6,384,307	4,344,086	3,285,963	2,270,078	1,291,889	2,265,437	3,233,439
Total general fund	<u>\$ 9,205,799</u>	<u>\$ 7,642,287</u>	<u>\$ 5,567,462</u>	<u>\$ 4,452,508</u>	<u>\$ 3,267,071</u>	<u>\$ 3,265,684</u>	<u>\$ 4,531,153</u>	<u>\$ 4,270,455</u>
All other governmental funds								
Debt Service								
Restricted	-	-	\$ -	\$ -	\$ -	\$ 399,328	\$ 128,059	41,320
Assigned	-	-	-	-	-	-	-	-
Measure A Fund								
Nonspendable	-	-	-	-	-	-	-	-
Restricted	114,951	1,256,552	-	-	-	(1,656,537)	967,676	-
Committed	-	-	-	-	-	-	-	2,141,875
Assigned	-	-	-	-	-	-	-	-
All Other Governmental Funds								
Nonspendable	57,421	63,026	37,762	256,822	230,892	51,453	203,336	231,045
Restricted	10,049,499	8,530,962	8,083,578	7,268,878	6,716,849	5,914,432	5,231,347	5,285,532
Committed	-	-	-	-	-	-	-	763,454
Assigned	1,683,341	1,367,690	1,007,140	1,537,652	1,667,191	971,929	1,172,856	-
Unassigned	(32,191)	(22,523)	(40,925)	(65,765)	(6,225)	-	(182,227)	394
Total all other governmental funds	<u>\$ 11,873,021</u>	<u>\$ 11,195,707</u>	<u>\$ 9,087,555</u>	<u>\$ 8,997,587</u>	<u>\$ 8,608,707</u>	<u>\$ 5,680,605</u>	<u>\$ 7,521,047</u>	<u>\$ 8,463,620</u>
Total fund balances	<u>\$ 21,078,820</u>	<u>\$ 18,837,994</u>	<u>\$ 14,655,017</u>	<u>\$ 13,450,095</u>	<u>\$ 11,875,778</u>	<u>\$ 8,946,289</u>	<u>\$ 12,052,200</u>	<u>\$ 12,734,075</u>

General Fund				Other Major Funds							All Other Governmental Funds Unreserved, reported in					
Fiscal Year	Reserved	Unreserved	Total General Fund	Dr. Wood Library Fund Unreserved	Measure A Fund Reserved	Measure A Fund Unreserved	Total Measure A Fund ⁽¹⁾	City Capital Projects Reserved ⁽²⁾	City Capital Projects Unreserved	Total City Capital Projects Fund ⁽²⁾	Reserved	Special Revenue	Capital Projects	Debt Service	Permanent Funds	Total
2011	\$ 2,305,785	\$ 1,464,031	\$ 3,769,816	\$ -	\$ 626,169	\$ -	\$ 626,169	\$ 3,211,687	\$ -	\$ 3,211,687	\$ 2,593,485	\$ (5,031)	\$ -	\$ 28,007	\$ -	\$ 2,616,461
2010	\$ 368,990	\$ 3,403,525	\$ 3,772,515	\$ 318,375	\$ -	\$ -	\$ -	\$ 240,094	\$ 246,647	\$ 486,741	\$ 375,167	\$ 4,108,932	\$ 983	\$ 27,727	\$ 155,417	\$ 4,668,226

(1) Measure A became a major fund in 2006.
(2) Capital Projects became a major fund in 2010 (The fund was established in 2006)

Note: The City implemented GASB statement number 54 in the 2011 fiscal year. The information in this schedule is therefore set forth prospectively from the year of implementation.

Source: City of St. Helena Audited Financial Statements

City of St. Helena
Financial Trends

Changes in Fund Balances of Governmental Funds
Last Ten Fiscal Years
(modified accrual basis of accounting)

	Fiscal Year									
	2019	2018	2017	2016	2015	2014	2013	2012	2011	2010
REVENUES										
Taxes	\$ 13,893,453	\$ 12,545,943	\$ 10,051,245	\$ 9,454,317	\$ 8,940,909	\$ 8,904,798	\$ 8,080,108	\$ 7,619,928	\$ 6,795,236	\$ 6,730,266
Licenses and permits	884,147	963,653	1,040,863	1,008,260	800,588	312,156	437,638	421,463	293,842	292,331
Development Fees ⁽²⁾	874,313	364,831	653,443	742,170	1,060,058	-	-	-	-	-
Fines and forfeits	225,572	190,710	146,673	126,299	112,156	97,115	72,300	70,658	52,396	77,774
Interest	569,087	299,425	225,898	315,848	279,934	242,663	238,676	256,381	232,061	276,969
Intergovernmental	6,583,577	2,418,495	623,163	670,157	615,462	518,489	504,042	5,004,955	3,799,934	3,181,204
Charges for services	205,682	257,679	326,345	315,199	247,249	2,190,308	868,314	1,147,925	672,257	730,216
Special assessments	-	-	-	-	-	-	-	-	-	-
Other revenues	349,732	353,893	363,889	289,348	761,426	496,697	571,137	218,581	317,735	143,568
Sale of property	-	-	-	-	-	-	-	-	-	-
Total Revenues	<u>23,585,563</u>	<u>17,394,629</u>	<u>13,431,519</u>	<u>12,921,598</u>	<u>12,817,782</u>	<u>12,762,226</u>	<u>10,772,215</u>	<u>14,739,891</u>	<u>12,163,461</u>	<u>11,432,328</u>
EXPENDITURES										
Current:										
General government	3,134,792	2,414,652	2,722,957	2,347,335	2,452,955	2,510,724	2,205,031	2,505,446	2,503,895	2,379,115
Planning & Building ⁽²⁾	1,160,983	1,117,438	898,802	823,484	671,178	-	-	-	-	-
Public safety	4,834,092	4,340,537	3,788,145	3,707,047	3,829,190	3,466,297	3,317,210	3,187,866	2,969,839	3,179,321
Library	1,159,608	1,030,206	1,023,108	1,054,410	1,361,873	1,278,975	1,180,748	1,078,055	1,102,902	1,116,837
Parks and recreation	740,128	658,215	589,374	523,099	401,968	342,126	317,941	935,642	874,084	1,015,444
Public works	2,385,167	1,797,196	1,535,588	1,717,394	1,551,932	1,669,201	1,883,114	1,501,977	355,901	900,710
Debt Service:										
Principal	5,134,601	620,046	780,065	760,051	735,376	725,555	682,329	687,252	534,878	458,700
Interest	127,953	143,034	162,609	187,160	210,547	232,896	264,406	256,731	223,996	201,946
Refunding bond issuance costs	-	-	-	-	-	-	-	-	-	-
Intergovernmental	-	-	-	-	-	1,901,700	-	-	-	-
Capital outlay	1,785,457	240,328	581,193	172,439	720,458	1,406,942	1,312,778	327,423	5,043,204	7,954,354
Total Expenditures	<u>20,462,781</u>	<u>12,361,652</u>	<u>12,081,841</u>	<u>11,292,419</u>	<u>11,935,477</u>	<u>13,534,416</u>	<u>11,163,557</u>	<u>10,480,392</u>	<u>13,608,699</u>	<u>17,206,427</u>
Excess (Deficiency) of Revenues over Expenditures	3,122,782	5,032,977	1,349,678	1,629,179	882,305	(772,190)	(391,342)	4,259,499	(1,445,238)	(5,774,099)
OTHER FINANCING SOURCES (USES)										
Proceeds from borrowing	-	-	-	-	-	-	-	-	2,832,229	3,485,405
Transfers in	2,041,116	833,060	576,805	2,766	1,162,481	3,036,547	2,280,063	985,626	973,935	3,063,947
Transfers out	(2,923,072)	(1,683,060)	(721,561)	(2,766)	(1,300,581)	(3,713,731)	(2,280,063)	(995,285)	(1,051,074)	(3,063,947)
Total Other Financing Sources (Uses)	<u>(881,956)</u>	<u>(850,000)</u>	<u>(144,756)</u>	<u>-</u>	<u>(138,100)</u>	<u>(677,184)</u>	<u>-</u>	<u>(9,659)</u>	<u>2,755,090</u>	<u>3,485,405</u>
Special Item	-	-	-	-	-	-	-	(1,651,834) ⁽¹⁾	-	-
Net change in fund balances	<u>\$ 2,240,826</u>	<u>\$ 4,182,977</u>	<u>\$ 1,204,922</u>	<u>\$ 1,629,179</u>	<u>\$ 744,205</u>	<u>\$ (1,449,374)</u>	<u>\$ (391,342)</u>	<u>\$ 2,598,006</u>	<u>\$ 1,309,852</u>	<u>\$ (2,288,694)</u>
Debt service as a percentage of noncapital expenditures	<u>25.9%</u>	<u>6.3%</u>	<u>7.8%</u>	<u>8.6%</u>	<u>8.9%</u>	<u>7.3%</u>	<u>12.6%</u>	<u>29.3%</u>	<u>10.3%</u>	<u>4.2%</u>

(1) Debt forgiveness of indebtedness, which relates to City's decision to not draw down the remaining balance on the SRF Loan that had been previously accrued as loan proceeds receivable and loan payable.
(2) Categories have changed from the 2014 CAFR to the 2015 CAFR. Development Fees and Planning and Building were previously included in the other categories and are now shown separately.

Source: City of St. Helena Audited Financial Statements

City of St. Helena
Revenue Capacity

Assessed Value and Estimated Actual Value of Taxable Property
 Last Ten Fiscal Years
 (In thousands of dollars)

Fiscal Year Ended June 30	Assessed Taxable Values			Total Direct Tax Rate	Estimated Actual Taxable Value	Assessed Value as a Percentage of Actual Value
	Real Property	Personal Property	Totals			
2019	\$ 2,468,796	\$ 64,819	\$ 2,533,615	1.00%	\$ 6,264,589	40.44%
2018	2,303,468	71,614	2,375,082	1.00%	5,860,976	40.52%
2017	2,156,770	72,093	2,228,863	1.00%	5,494,915	40.56%
2016	1,988,547	80,112	2,068,659	1.00%	5,085,813	40.68%
2015	1,878,049	91,624	1,969,673	1.00%	4,826,014	40.81%
2014	1,858,565	74,771	1,933,336	1.00%	4,753,228	40.67%
2013	1,695,701	74,401	1,770,102	1.00%	4,345,539	40.73%
2012	1,651,354	78,586	1,729,940	1.00%	4,240,651	40.79%
2011	1,613,048	74,155	1,687,203	1.00%	4,138,556	40.77%
2010	1,605,402	86,408	1,691,810	1.00%	4,136,945	40.90%

Note: Property in Napa County is assessed at market value in the year in which the property is exchanged pursuant to a sale. In years thereafter, the assessed value is increased by two percent as required by state law. Based upon the frequency of property exchanges, assessed value is estimated to be about 40 percent of actual value for real property and about 70 percent for personal property. Estimated actual value is calculated by dividing assessed value by those percentages. Tax rates are per \$100 of assessed values.

Source: Napa County Auditor Controller's Office

City of St. Helena
Revenue Capacity

Direct and Overlapping Property Tax Rates
 Last Ten Fiscal Years
 (Rates per \$100 of assessed value)

Fiscal Year	City Direct Rate			Overlapping Rates		Total Direct and Overlapping
	Basic Rate	General Obligation Debt Rate	Total	School Districts	Special Districts	
2019	1.00	0.0000	1.0000	0.0634	0.00	1.0634
2018	1.00	0.0000	1.0000	0.0645	0.00	1.0645
2017	1.00	0.0000	1.0000	0.0632	0.00	1.0632
2016	1.00	0.0020	1.0020	0.0692	0.00	1.0712
2015	1.00	0.0105	1.0105	0.0720	0.00	1.0825
2014	1.00	0.0124	1.0124	0.0744	0.00	1.0868
2013	1.00	0.0124	1.0124	0.0499	0.00	1.0623
2012	1.00	0.0124	1.0124	0.0500	0.00	1.0624
2011	1.00	0.0077	1.0077	0.0414	0.00	1.0491
2010	1.00	0.0077	1.0077	0.0508	0.00	1.0585

Note: The City's direct property tax rate can only be changed with specific voter approval.

Source: Napa County Auditor Controller's Office

City of St. Helena
Revenue Capacity

Principal Property Tax Payers
Last Ten Fiscal Years
(Dollar Amounts in Thousands)

2019				2018			
Taxpayer	Taxable Assessed Value	Rank	Percentage of Total City Taxable Assessed Value	Taxpayer	Taxable Assessed Value	Rank	Percentage of Total City Taxable Assessed Value
Beringer	\$ 125,518	1	4.95%	Beringer	\$ 118,033	1	5.30%
Sutter Home	58,298	2	2.30%	Sutter Home	58,682	2	2.63%
Spring Mountain Hotel LLC	60,375	3	2.38%	C Mondavi and Sons	38,827	3	1.74%
C Mondavi and Sons	40,228	4	1.59%	Palmer City-Core	36,434	4	1.63%
Palmer City-Core	40,247	5	1.59%	Spring Mountain Hotel LLC	29,173	5	1.31%
Realty Income Properties	32,059	6	1.27%	Realty Income Properties	24,721	6	1.11%
Schoendorf, Joseph & Nancy	21,688	7	0.86%	Schoendorf, Joseph & Nancy	21,263	7	0.95%
Castellucci Antonio & Rita TR	14,369	8	0.57%	Castellucci Antonio & Rita TR	14,087	8	0.63%
Safeway Inc	12,083	9	0.48%	Safeway Inc	13,043	9	0.59%
Stotesbery, Patrick	11,390	10	0.45%	Stotesbery, Patrick	11,166	10	0.50%
Total	\$ 416,255		16.43%	Total	\$ 365,429		16.40%
2017				2016			
Taxpayer	Taxable Assessed Value	Rank	Percentage of Total City Taxable Assessed Value	Taxpayer	Taxable Assessed Value	Rank	Percentage of Total City Taxable Assessed Value
Beringer	\$ 113,937	1	5.51%	Beringer	\$ 97,352	1	4.97%
Sutter Home	57,620	2	2.79%	Sutter Home	60,972	2	3.11%
C Mondavi and Sons	31,672	3	1.53%	Schoendorf, Joseph & Nancy	38,963	3	1.99%
Palmer City-Core	36,099	4	1.75%	C Mondavi and Sons	29,517	4	1.51%
Realty Income Properties	24,351	5	1.18%	Not Another Winery LLC	23,295	5	1.19%
Schoendorf, Joseph & Nancy	20,846	6	1.01%	Realty Income Properties	22,917	6	1.17%
Spring Mountain Hotel LLC	15,327	7	0.74%	Stotesbery, Patrick	10,283	7	0.52%
Safeway Inc	12,885	8	0.62%	Novak, Mary	10,127	8	0.52%
Stotesbery, Patrick	10,947	9	0.53%	Spring Mountain Hotel LLC	9,648	9	0.49%
LMR Property Acquisition	9,000	10	0.44%	Wine Service Cooperative	8,350	10	0.43%
Total	\$ 332,684		16.08%	Total	\$ 311,424		15.89%
2015				2014			
Taxpayer	Taxable Assessed Value	Rank	Percentage of Total City Taxable Assessed Value	Taxpayer	Taxable Assessed Value	Rank	Percentage of Total City Taxable Assessed Value
Beringer	\$ 97,352	1	5.07%	Schoendorf, Joseph & Nancy	\$ 103,944	1	5.59%
Sutter Home	60,972	2	3.18%	Beringer	97,875	2	5.27%
Schoendorf, Joseph & Nancy	38,963	3	2.03%	Sutter Home	59,100	3	3.18%
C Mondavi and Sons	29,517	4	1.54%	C Mondavi and Sons	25,756	4	1.39%
Not Another Winery LLC	23,295	5	1.21%	Not Another Winery LLC	25,600	5	1.38%
Realty Income Properties	22,917	6	1.19%	Realty Income Properties	22,813	6	1.23%
Stotesbery, Patrick	10,283	7	0.54%	Grandview Hotel Investors	9,594	7	0.52%
Novak, Mary	10,127	8	0.53%	Wine Service Coop	8,300	8	0.45%
Spring Mountain Hotel LLC	9,648	9	0.50%	1000 St Helena LLC	7,791	9	0.42%
Wine Service Cooperative	8,350	10	0.43%	Gorini, John & Sandra	7,448	10	0.40%
Total	\$ 311,424		16.22%	Total	\$ 368,221		19.81%
2013				2012			
Taxpayer	Taxable Assessed Value	Rank	Percentage of Total City Taxable Assessed Value	Taxpayer	Taxable Assessed Value	Rank	Percentage of Total City Taxable Assessed Value
Beringer	\$ 98,624	1	5.82%	Beringer	\$ 97,256	1	5.89%
Sutter Home	57,995	2	3.42%	Sutter Home	56,210	2	3.40%
Not Another Winery LLC	25,549	3	1.51%	C Mondavi & Sons	26,259	3	1.59%
C Mondavi & Sons	25,410	4	1.50%	Not Another Winery LLC	25,208	4	1.53%
Realty Income Properties 2	22,224	5	1.31%	Realty Income Properties 2	22,356	5	1.35%
Joseph & Nancy Schoendorf	11,758	6	0.69%	Joseph & Nancy Schoendorf	10,415	6	0.63%
Grandview Hotel Investors	9,406	7	0.55%	Wine Service Cooperative	7,966	7	0.48%
Wine Service Cooperative	8,131	8	0.48%	1000 St Helena LLC	7,521	8	0.46%
1000 St Helena LLC	7,626	9	0.45%	John & Sandra Gorini	7,159	9	0.43%
John & Sandra Gorini	7,302	10	0.43%	Dowdell Lane LLC	6,916	10	0.42%
Total	\$ 274,025		16.16%	Total	\$ 267,266		16.18%
2011				2010			
Taxpayer	Taxable Assessed Value	Rank	Percentage of Total City Taxable Assessed Value	Taxpayer	Taxable Assessed Value	Rank	Percentage of Total City Taxable Assessed Value
Beringer	\$ 97,257	1	6.03%	Beringer	\$ 99,473	1	6.20%
Sutter Home	56,210	2	3.48%	Sutter Home	55,257	2	3.44%
C Mondavi & Sons	26,259	3	1.63%	C Mondavi & Sons	25,815	3	1.61%
Not Another Winery LLC	25,208	4	1.56%	Not Another Winery LLC	25,641	4	1.60%
Realty Income Properties 2	22,356	5	1.39%	Joseph & Nancy Schoendorf	10,015	5	0.62%
Joseph & Nancy Schoendorf	10,415	6	0.65%	Fritz Property Group	9,904	6	0.62%
Wine Service Cooperative	7,966	7	0.49%	Real Income Properties 2 LLC	9,070	7	0.56%
1000 St Helena LLC	7,521	8	0.47%	Wine Service Cooperative	7,938	8	0.49%
John & Sandra Gorini	7,159	9	0.44%	1000 St Helena LLC	7,500	9	0.47%
Dowdell Lane LLC	6,916	10	0.43%	John & Sandra Gorini	7,106	10	0.44%
Total	\$ 267,269		16.57%	Total	\$ 257,720		16.05%

Source: Napa County Auditor Controller's Office

City of St. Helena
Revenue Capacity

Property Tax Levies and Collections
 Last Ten Fiscal Years

Fiscal Year Ended June 30	Total Tax Levy for Fiscal Year ⁽¹⁾	Collected Within The Fiscal Year of The Levy	
		Amount Collected	Percentage of Levy
2019	\$ 4,065,782	\$ 4,065,782	100%
2018	3,737,701	3,737,701	100%
2017	3,413,230	3,413,230	100%
2016	3,301,953	3,301,953	100%
2015	3,100,410	3,100,410	100%
2014	3,055,297	3,055,297	100%
2013	3,070,458	3,070,458	100%
2012	2,916,982	2,916,982	100%
2011	2,615,795	2,615,795	100%
2010	2,516,191	2,516,191	100%

(1) Property taxes are levied and collected pursuant to an arrangement commonly referred to as the Teeter Plan. Under the Teeter Plan, the County allocates and remits to the City the full amount of each years tax levy, and the County then retains any delinquencies as collected by the County.

Source: Napa County Auditor Controller's Office

City of St. Helena
Revenue Capacity

Sales Tax Revenue Base Data
 Last Ten Fiscal Years

Fiscal Year Ended June 30	Revenue Base	Total Retail Sales Tax Rate	City Direct Tax Rate	Revenue Recognized By the City
	City-Wide Retail Sales Subject to Tax			
2019	\$ 496,478,427	8.25%	1.50%	\$ 4,964,784
2018	474,851,958	8.25%	1.50%	4,748,520
2017	322,569,922	8.25%	1.50%	3,225,699
2016	299,422,492	7.75%	1.00%	2,994,225
2015	271,431,000	8.00%	1.00%	2,714,310
2014	259,493,500	8.00%	1.00%	2,594,935
2013	238,605,300	7.75%	1.00%	2,386,053
2012	213,056,100	7.75%	1.00%	2,130,561
2011	207,311,797	7.75%	1.00%	2,073,118
2010	213,122,900	8.75%	1.00%	2,131,229

Note: The City's direct retail sales tax rate is established pursuant to the City's Municipal Code. Any increase in the City's direct tax rate requires voter approval.

Source: City of St. Helena Finance Department

City of St. Helena
Revenue Capacity

Principal Sales Tax Producers - Top Twenty Five
Last Ten Fiscal Years
(In Alphabetical Order)

Fiscal Years Ended June 30		
2019	2018	2017
CENTRAL VALLEY BUILDERS	CENTRAL VALLEY BUILDERS	A & J VINEYARD SUPPLY
NAPA VALLEY AG SUPPLY	NAPA VALLEY AG SUPPLY	ARCHTYPE
FARMSTEAD RESTAURANT	FARMSTEAD RESTAURANT	BERINGER VINEYARDS
A & J VINEYARD SUPPLY	ZUMWALT FORD	CENTRAL VALLEY BUILDERS
ZUMWALT FORD	SAFEWAY STORES	CHARLES KRUG WINERY
SAFEWAY STORES	A & J VINEYARD SUPPLY	CINDY'S BACKSTREET KITCHEN
HARLAN ESTATE WINERY	WILSON DANIELS	CULINARY INSTITUTE OF AMERICA
NAPA VALLEY PETROLEUM	NAPA VALLEY PETROLEUM	EXXON SERVICE STATIONS
GOTT'S ROADSIDE TRAY GOURMET	GOTT'S ROADSIDE TRAY GOURMET	FARMSTEAD RESTAURANT
THE CHARTER OAK RESTAURANT	SUNSHINE FOODS	FRANCISCAN VINEYARDS
CULINARY INSTITUTE OF AMERICA	THE CHARTER OAK RESTAURANT	GOOSE & GANDER
SUNSHINE FOODS	TREASURY WINE ESTATES	GOTT'S ROADSIDE TRAY GOURMET
LAS ALCOBAS A LUXURY COLLECTION	GOOSE AND GANDER	HARLAN ESTATE WINERY
GOOSE & GANDER	FRANCISCAN VINEYARDS	HAROLD SMITH & SONS
TREASURY WINE ESTATES	LOS ALCOBAS NAPA VALLEY	HARVEST INN
WILSON DANIELS	CULINARY INSTITUTE OF AMERICA	MARKET RESTAURANT
FRANCISCAN VINEYARDS	BURGSTAHLER MACHINE WORKS	MERRYVALE VINEYARDS
TRA VIGNE	STEVE'S HARDWARE & HOMEWARE	NAPA VALLEY AG SUPPLY
HARVEST TABLE	TRA VIGNE	ONE TRUE VINE
BURGSTAHLER MACHINE WORKS	CINDY'S BACKSTREET KITCHEN	SAFEWAY STORES
ONE TRUE VINE	CHEF'S MARKET	STEVE'S HARDWARE & HOMEWARE
MARKET	ABREU VINEYARDS	SUNSHINE FOODS
TRE POSTI CATERING	HARVEST INN	TRA VIGNE
STEVE'S HARDWARE	COOK	WILSON-DANIELS
CALDWELL-SNYDER	BROWN'S AUTO PARTS	ZUMWALT FORD

Fiscal Years Ended June 30		
2016	2015	2014
A & J VINEYARD SUPPLY	A & J VINEYARD SUPPLY	A & J VINEYARD SUPPLY
BERINGER VINEYARDS	BERINGER VINEYARDS	BERINGER VINEYARDS
BP SERVICE STATIONS	BP SERVICE STATIONS	BP SERVICE STATIONS
BROWN'S AUTO PARTS	BROWN'S AUTO PARTS	BURGSTAHLER MACHINE WORKS
BURGSTAHLER MACHINE WORKS	BURGSTAHLER MACHINE WORKS	CENTRAL VALLEY BUILDERS
CENTRAL VALLEY BUILDERS	CENTRAL VALLEY BUILDERS	CINDY'S BACKSTREET KITCHEN
CINDY'S BACKSTREET KITCHEN	CINDY'S BACKSTREET KITCHEN	CULINARY INSTITUTE OF AMERICA
COOK ST. HELENA	COOK ST. HELENA	EXXON SERVICE STATIONS
CULINARY INSTITUTE OF AMERICA	CULINARY INSTITUTE OF AMERICA	FARMSTEAD RESTAURANT
EXXON SERVICE STATIONS	EXXON SERVICE STATIONS	FRANCISCAN VINEYARDS
FARMSTEAD RESTAURANT	FARMSTEAD RESTAURANT	GOOSE & GANDER
FRANCISCAN VINEYARDS	FRANCISCAN VINEYARDS	GOTT'S ROADSIDE TRAY GOURMET
GOOSE & GANDER	GOOSE & GANDER	HARLAN ESTATE WINERY
GOTT'S ROADSIDE TRAY GOURMET	GOTT'S ROADSIDE TRAY GOURMET	HAROLD SMITH & SON
HARLAN ESTATE WINERY	HARLAN ESTATE WINERY	MARKET RESTAURANT
MARKET RESTAURANT	MARKET RESTAURANT	MARTIN DESIGN
NAPA VALLEY AG SUPPLY	NAPA VALLEY AG SUPPLY	MERRYVALE VINEYARDS
NAPA VALLEY WINE AUCTION	NAPA VALLEY WINE AUCTION	NAPA VALLEY AG SUPPLY
ONE TRUE VINE	ONE TRUE VINE	NAPA VALLEY WINE AUCTION
SAFEWAY STORES	SAFEWAY STORES	SAFEWAY STORES
STEVE'S HARDWARE & HOMEWARE	STEVE'S HARDWARE & HOMEWARE	STEVE'S HARDWARE & HOMEWARE
SUNSHINE FOODS	SUNSHINE FOODS	SUNSHINE FOODS
TRA VIGNE RESTAURANT	TRA VIGNE RESTAURANT	TRA VIGNE RESTAURANT
WILSON-DANIELS	WILSON-DANIELS	WILSON-DANIELS
ZUMWALT FORD	ZUMWALT FORD	ZUMWALT FORD

Source: MuniServices

City of St. Helena
Revenue Capacity

Principal Sales Tax Producers - Top Twenty Five
Last Ten Fiscal Years
(In Alphabetical Order)

Fiscal Year Ended June 30		
2013	2012	2011
A & J VINEYARD SUPPLY	A & J VINEYARD SUPPLY	A & J VINEYARD SUPPLY
BERINGER VINEYARDS	ABREU VINEYARDS	BERINGER VINEYARDS
BP SERVICE STATIONS	BERINGER VINEYARDS	BP SERVICE STATIONS
CENTRAL VALLEY BUILDERS SUPPLY	BP SERVICE STATIONS	BROWN'S AUTO PARTS
CINDY'S BACKSTREET KITCHEN	BROWN'S AUTO PARTS	CENTRAL VALLEY BUILDERS SUPPLY
CULINARY INSTITUTE OF AMERICA	CENTRAL VALLEY BUILDERS SUPPLY	CINDY'S BACKSTREET KITCHEN
EXXON SERVICE STATIONS	CINDY'S BACKSTREET KITCHEN	CULINARY INSTITUTE OF AMERICA
FARMSTEAD RESTAURANT	CULINARY INSTITUTE OF AMERICA	EPPS CHEVROLET/PONTIAC/OLDS
FRANCISCAN VINEYARDS	EXXON SERVICE STATIONS	EXXON SERVICE STATIONS
FRENCH BLUE	FARMSTEAD RESTAURANT	FARMSTEAD RESTAURANT
GO FISH	FRANCISCAN VINEYARDS	FRANCISCAN VINEYARDS
GOOSE & GANDER	GO FISH	GO FISH
GOTT'S ROADSIDE TRAY GOURMET	GOTT'S ROADSIDE TRAY GOURMET	HARLAN ESTATE WINERY
HARLAN ESTATE WINERY	HARLAN ESTATE WINERY	MARKET RESTAURANT
MARKET RESTAURANT	MARKET RESTAURANT	MERRYVALE VINEYARDS
MARTIN DESIGN	MARTIN DESIGN	NAPA VALLEY AG SUPPLY
MERRYVALE VINEYARDS	MERRYVALE VINEYARDS	NAPA VALLEY WINE AUCTION
NAPA VALLEY AG SUPPLY	NAPA VALLEY AG SUPPLY	ONE TRUE VINE
ONE TRUE VINE	REEDS	REEDS
SAFEWAY STORES	SAFEWAY STORES	SAFEWAY STORES
STEVE'S HARDWARE & HOMEWARE	STEVE'S HARDWARE & HOMEWARE	STEVE'S HARDWARE & HOMEWARE
SUNSHINE FOODS	SUNSHINE FOODS	SUNSHINE FOODS
TRA VIGNE RESTAURANT	TRA VIGNE RESTAURANT	TAYLOR'S AUTOMATIC REFRESHER
WILSON-DANIELS	WILSON-DANIELS	TRA VIGNE RESTAURANT
ZUMWALT FORD	ZUMWALT FORD	ZUMWALT FORD

Fiscal Year Ended June 30		
2010	2009	2008
A & J VINEYARD SUPPLY	A & J VINEYARD SUPPLY	A & J VINEYARD SUPPLY
BERINGER VINEYARDS	BERINGER VINEYARDS	BERINGER VINEYARDS
BP SERVICE STATIONS	BP SERVICE STATIONS	BP SERVICE STATIONS
CENTRAL VALLEY BUILDERS SUPPLY	BURGSTAHLER MACHINE WORKS	BURGSTAHLER MACHINE WORKS
CINDY'S BACKSTREET KITCHEN	CENTRAL VALLEY BUILDERS SUPPLY	CENTRAL VALLEY BUILDERS SUPPLY
CULINARY INSTITUTE OF AMERICA	CULINARY INSTITUTE OF AMERICA	CULINARY INSTITUTE OF AMERICA
EPPS CHEVROLET/PONTIAC/OLDS	EPPS CHEVROLET/PONTIAC/OLDS	EPPS CHEVROLET/PONTIAC/OLDS
EXXON SERVICE STATIONS	EXXON SERVICE STATIONS	EXXON SERVICE STATIONS
FRANCISCAN VINEYARDS	FRANCISCAN VINEYARDS	FRANCISCAN VINEYARDS
GO FISH	GO FISH	GO FISH
HARLAN ESTATE WINERY	HARLAN ESTATE WINERY	HARLAN ESTATE WINERY
HAROLD SMITH & SON	HAROLD SMITH & SON	HAROLD SMITH & SON
LAMPSON TRACTOR & EQUIPMENT	LAMPSON TRACTOR & EQUIPMENT	LAMPSON TRACTOR & EQUIPMENT
MARKET RESTAURANT	MARTIN DESIGN	MARTIN DESIGN
MARTINI HOUSE	MARTINI HOUSE	MARTINI HOUSE
MERRYVALE VINEYARDS	MERRYVALE VINEYARDS	MERRYVALE VINEYARDS
NAPA VALLEY AG SUPPLY	MIRAMONTE RESTAURANT & CAFE	MIRAMONTE RESTAURANT & CAFE
ONE TRUE VINE	NAPA VALLEY AG SUPPLY	NAPA VALLEY AG SUPPLY
REEDS	REEDS	NAPA VALLEY WINE AUCTION
SAFEWAY STORES	SAFEWAY STORES	SAFEWAY STORES
STEVE'S HARDWARE & HOMEWARE	STEVE'S HARDWARE & HOMEWARE	STEVE'S HARDWARE & HOMEWARE
SUNSHINE FOODS	SUNSHINE FOODS	SUNSHINE FOODS
TAYLOR'S AUTOMATIC REFRESHER	TAYLOR'S AUTOMATIC REFRESHER	TAYLOR'S AUTOMATIC REFRESHER
TRA VIGNE RESTAURANT	TRA VIGNE RESTAURANT	TRA VIGNE RESTAURANT
ZUMWALT FORD	ZUMWALT FORD	ZUMWALT FORD

Source: MuniServices

City of St. Helena
Revenue Capacity

Revenue Base Concentration Data - Sales Tax Generators By Economic Category
Last Ten Fiscal Years
(Dollar Amounts in Thousands)

2019				2018			
Segment	Retail Sales Generated	Rank	Percentage of Total City Retail	Segment	Retail Sales Generated	Rank	Percentage of Total City Retail
			Sales Dollars				Sales Dollars
FOOD PRODUCTS	\$ 1,533.02	1	56.01%	FOOD PRODUCTS	\$ 1,234.23	1	49.27%
CONSTRUCTION	\$ 456.50	2	16.68%	CONSTRUCTION	\$ 545.86	2	21.79%
GENERAL RETAIL	\$ 341.39	3	12.47%	GENERAL RETAIL	\$ 313.89	3	12.53%
TRANSPORTATION	\$ 262.81	4	9.60%	TRANSPORTATION	\$ 280.88	4	11.21%
BUSINESS TO BUSINESS	\$ 127.06	5	4.64%	BUSINESS TO BUSINESS	\$ 119.06	5	4.75%
MISCELLANEOUS	\$ 16.28	6	0.59%	MISCELLANEOUS	\$ 10.91	6	0.44%
Total	\$ 2,737.06		100.00%	Total	\$ 2,504.83		100.00%
2017				2016			
Segment	Retail Sales Generated	Rank	Percentage of Total City Retail	Segment	Retail Sales Generated	Rank	Percentage of Total City Retail
			Sales Dollars				Sales Dollars
FOOD PRODUCTS	\$ 1,273.49	1	50.65%	FOOD PRODUCTS	\$ 1,229.44	1	51.30%
CONSTRUCTION	\$ 513.28	2	20.41%	CONSTRUCTION	\$ 476.36	2	19.88%
GENERAL RETAIL	\$ 309.80	3	12.32%	GENERAL RETAIL	\$ 326.28	3	13.62%
TRANSPORTATION	\$ 260.13	4	10.35%	TRANSPORTATION	\$ 250.82	4	10.47%
BUSINESS TO BUSINESS	\$ 120.66	5	4.80%	BUSINESS TO BUSINESS	\$ 63.86	5	2.66%
MISCELLANEOUS	\$ 37.16	6	1.48%	MISCELLANEOUS	\$ 49.60	6	2.07%
Total	\$ 2,514.52		100.00%	Total	\$ 2,396.36		100.00%
2015				2014			
Segment	Retail Sales Generated	Rank	Percentage of Total City Retail	Segment	Retail Sales Generated	Rank	Percentage of Total City Retail
			Sales Dollars				Sales Dollars
FOOD PRODUCTS	\$ 1,211.13	1	51.60%	FOOD PRODUCTS	\$ 1,095.33	1	49.35%
CONSTRUCTION	\$ 447.29	2	19.06%	CONSTRUCTION	\$ 417.34	2	18.80%
GENERAL RETAIL	\$ 334.70	3	14.26%	GENERAL RETAIL	\$ 341.32	3	15.38%
TRANSPORTATION	\$ 246.11	4	10.48%	TRANSPORTATION	\$ 251.04	4	11.31%
BUSINESS TO BUSINESS	\$ 67.89	5	2.89%	BUSINESS TO BUSINESS	\$ 73.58	5	3.31%
MISCELLANEOUS	\$ 40.21	6	1.71%	MISCELLANEOUS	\$ 41.08	6	1.85%
Total	\$ 2,347.33		100.00%	Total	\$ 2,219.67		100.00%
2013				2012			
Segment	Retail Sales Generated	Rank	Percentage of Total City Retail	Segment	Retail Sales Generated	Rank	Percentage of Total City Retail
			Sales Dollars				Sales Dollars
FOOD PRODUCTS	\$ 1,098.69	1	51.90%	FOOD PRODUCTS	\$ 956.46	1	50.50%
GENERAL RETAIL	\$ 371.44	2	17.54%	GENERAL RETAIL	\$ 390.13	2	20.60%
TRANSPORTATION	\$ 319.44	3	15.09%	TRANSPORTATION	\$ 226.35	3	11.95%
CONSTRUCTION	\$ 235.61	4	11.13%	CONSTRUCTION	\$ 237.60	4	12.55%
BUSINESS TO BUSINESS	\$ 54.15	5	2.56%	BUSINESS TO BUSINESS	\$ 54.64	5	2.88%
MISCELLANEOUS	\$ 37.81	6	1.79%	MISCELLANEOUS	\$ 28.79	6	1.52%
Total	\$ 2,117.13		100.00%	Total	\$ 1,893.97		100.00%
2011				2010			
Segment	Retail Sales Generated	Rank	Percentage of Total City Retail	Segment	Retail Sales Generated	Rank	Percentage of Total City Retail
			Sales Dollars				Sales Dollars
FOOD PRODUCTS	\$ 917.88	1	51.16%	FOOD PRODUCTS	\$ 899.24	1	49.60%
GENERAL RETAIL	\$ 346.96	2	19.34%	CONSTRUCTION	\$ 336.44	2	18.56%
TRANSPORTATION	\$ 232.19	3	12.94%	GENERAL RETAIL	\$ 304.53	3	16.80%
CONSTRUCTION	\$ 210.87	4	11.75%	TRANSPORTATION	\$ 215.42	4	11.88%
BUSINESS TO BUSINESS	\$ 57.46	5	3.20%	BUSINESS TO BUSINESS	\$ 45.53	5	2.51%
MISCELLANEOUS	\$ 28.77	6	1.60%	MISCELLANEOUS	\$ 11.98	6	0.66%
Total	\$ 1,794.13		100.00%	Total	\$ 1,813.13		100.00%

Statistics provided by MuniServices Company.

City of St. Helena
Revenue Capacity

Transient Occupancy Tax Revenue Base Data
 Last Ten Fiscal Years

Fiscal Year Ended June 30	Revenue Base	City Direct Tax Rate	Revenue Recognized By the City
	Room Revenues Subject to Tax		
2019	27,472,841	12.00%	\$ 3,360,825
2018	23,680,062	12.00%	\$ 2,869,354
2017	19,015,284	12.00%	\$ 2,330,435
2016	16,787,486	12.00%	\$ 2,048,832
2015	15,532,826	12.00%	\$ 1,870,180
2014	14,427,108	12.00%	\$ 1,732,606
2013	13,432,610	12.00%	\$ 1,612,399
2012	12,757,462	12.00%	\$ 1,535,388
2011	12,095,733	12.00%	\$ 1,465,172
2010	10,499,201	12.00%	\$ 1,193,860

Note: The transient occupancy tax can only be changed by approval of the voters, and the rate was increased in mid 2005 by a special election.

City of St. Helena
Revenue Capacity

Principal Transient Occupancy Tax Payers - Top Ten
Last Ten Fiscal Years
(In Alphabetical Order)

Fiscal Years Ended June 30			
2019	2018	2017	2016
1132 Church Street	Casa de Vigne	Casa de Vigne	Casa Robles
Casa de Vigne	El Bonita	El Bonita	El Bonita
El Bonita	Harvest Inn	Harvest Inn	Harvest Inn
Harvest Inn	Hotel St. Helena	Hotel St. Helena	Hotel St. Helena
Hotel St. Helena	Inn at Southbridge	Inn at Southbridge	Inn at Southbridge
Inn at Southbridge	Inn St. Helena	Inn St. Helena	Inn St. Helena
Inn St. Helena	Jill Russo	James & Patricia Stone	James & Patricia Stone
Las Alcobas	Las Alcobas	Las Alcobas	Venge STR
Vineyard Inn	Vineyard Inn	Vineyard Inn	Vineyard Inn
Wydown Hotel	Wydown Hotel	Wydown Hotel	Wydown Hotel

Fiscal Years Ended June 30			
2015	2014	2013	2012
Ambrose Bierce House	Ambrose Bierce House	Adagio Inn	Adagio Inn
Casa de Vigne	Casa de Vigne	Ambrose Bierce House	Ambrose Bierce House
El Bonita	El Bonita	Casa De Vigna	CIA
Harvest Inn	Harvest Inn	El Bonita	El Bonita
Hotel St. Helena	Hotel St. Helena	Harvest Inn	Harvest Inn
Inn at Southbridge	Inn at Southbridge	Hotel St. Helena	Hotel St. Helena
James & Patricia Stone	James and Patricia Stone	Inn at Southbridge	Inn at Southbridge
Jill Russo	Napa Valley Hideaway	Red Door Inn	Red Door Inn
Vineyard Inn	Vineyard Inn	Vineyard Inn	Vineyard Country Inn
Wydown Hotel	Wydown Hotel	Wydown Hotel	Wydown Hotel

Fiscal Year Ended June 30	
2011	2010
Adagio Inn	Adagio Inn
Ambrose Bierce House	Ambrose Bierce House
CIA	CIA
El Bonita	El Bonita
Harvest Inn	Harvest Inn
Hotel 1424	Hotel 1424
Hotel St. Helena	Hotel St. Helena
Red Door Inn	Red Door Inn
Inn at Southbridge	Inn at Southbridge
Vineyard Inn	Vineyard Inn

Source: City of St. Helena Finance Department

City of St. Helena
Revenue Capacity

Water Rates
Last Ten Fiscal Years

Residential Commodity Rates (\$/HCF)

Fiscal Year		Basic Rate 5/8" Meter	Off Peak (Nov - April) per HCF	Peak (May - Oct) per HCF		
2019	Inside City	\$ 56.20	\$ 5.84	\$ 6.50		
	Outside City	\$ 56.20	\$ 5.84	\$ 6.50		
2018	Inside City	\$ 54.17	\$ 5.88	\$ 6.54		
	Outside City	\$ 54.17	\$ 5.88	\$ 6.54		
2017 ⁽¹⁾	Inside City	\$ 43.22	\$ 5.50	\$ 6.11		
	Outside City	\$ 43.22	\$ 5.50	\$ 6.11		
			Tier 1 SF-0-14HCF MF-0-5HCF	Tier 2 SF-15+HCF MF-6+HCF		
2016	Inside City	\$ 27.52	\$ 4.48	\$ 6.74		
	Outside City	\$ 27.52	\$ 4.48	\$ 6.74		
2015	Inside City	\$ 26.82	\$ 4.37	\$ 6.57		
	Outside City	\$ 26.82	\$ 4.37	\$ 6.57		
2014	Inside City	\$ 26.14	\$ 4.26	\$ 6.40		
	Outside City	\$ 26.14	\$ 4.26	\$ 6.40		
2013	Inside City	\$ 25.50	\$ 4.16	\$ 6.24		
	Outside City	\$ 25.50	\$ 4.16	\$ 6.24		
2012 ⁽²⁾	Inside City	\$ 24.81	\$ 4.05	\$ 6.07		
	Outside City	\$ 24.81	\$ 4.05	\$ 6.07		
			Tier 1 0-20 HCF	Tier 2 21-80 HCF	Tier 3 81+ HCF	
2011	Inside City	\$ 31.40	\$ 1.75	\$ 3.50	\$ 6.26	
	Outside City	\$ 48.67	\$ 2.10	\$ 4.20	\$ 7.51	
2010 (as of 1/1/10)	Inside City	\$ 31.40	\$ 1.75	\$ 3.50	\$ 6.26	
	Outside City	\$ 48.67	\$ 2.10	\$ 4.20	\$ 7.51	

⁽¹⁾ In FY 2017, water use tiers were eliminated.

⁽²⁾ In FY 2012, water use tiers were changed.

City of St. Helena
Revenue Capacity

Wastewater Rates
Last Ten Fiscal Years

Fiscal Year	Residential		Multi-family and Commercial Charges (based on meter size)						
	Charge		5/8"	1"	1.5"	2"	3"	4"	6"
2019	\$	56.50	\$ 78.41	\$ 196.03	\$ 392.07	\$ 627.31	\$ 1,254.62	\$ 1,960.35	\$ 3,920.69
2018	\$	56.10	\$ 77.86	\$ 194.64	\$ 389.29	\$ 622.86	\$ 1,245.72	\$ 1,946.43	\$ 3,892.86
2017	2016 Rate Study Sewer Base Fees were calculated by User Category (See Chart Below)								
2016	\$	47.35	\$ 42.12	\$ 102.42	\$ 202.92	\$ 323.53	\$ 604.94	\$ 1,006.96	\$ 2,012.00
2015	\$	46.15	\$ 41.05	\$ 99.82	\$ 197.78	\$ 315.33	\$ 589.61	\$ 981.44	\$ 1,961.01
2014	\$	44.98	\$ 40.01	\$ 97.29	\$ 192.77	\$ 307.34	\$ 574.67	\$ 956.57	\$ 1,911.32
2013	\$	43.88	\$ 39.03	\$ 94.92	\$ 188.07	\$ 299.84	\$ 560.65	\$ 933.24	\$ 1,864.70
2012	\$	42.68	\$ 37.97	\$ 92.33	\$ 182.95	\$ 291.67	\$ 545.38	\$ 907.82	\$ 1,813.91
2011	\$	96.23	\$ 60.27	\$ 146.55	\$ 290.39	\$ 462.97	\$ 865.68	\$ 1,440.98	\$ 2,879.23
2010	\$	96.23	\$ 60.27	\$ 146.55	\$ 290.69	\$ 462.97	\$ 865.88	\$ 1,440.98	\$ 2,879.23

Fiscal Year 2017 Base Fees		Commodity Rates (\$/HCF)			
User Category	Charge	User Category	FY 2019 ⁽³⁾	FY 2018 ⁽³⁾	FY 2017 ⁽⁴⁾
Multi-Family/Unit ⁽¹⁾	\$ 29.07	Multi-Family/Unit ⁽¹⁾	\$ 4.96	\$ 4.92	\$ 4.69
Commercial - General	\$ 62.70	Commercial - General	\$ 4.50	\$ 4.46	\$ 4.27
Hotel w/o food	\$ 642.15	Hotel w/o food	\$ 4.92	\$ 4.89	\$ 4.59
Hotel w/food	\$ 2,617.64	Hotel w/food	\$ 9.07	\$ 9.01	\$ 7.91
Car Wash	\$ 209.93	Car Wash	\$ 3.42	\$ 3.40	\$ 3.43
Laundromat	\$ 970.94	Laundromat	\$ 3.93	\$ 3.90	\$ 3.81
Service Station	\$ 93.25	Service Station	\$ 5.18	\$ 5.14	\$ 4.82
Restaurant	\$ 840.03	Restaurant	\$ 11.98	\$ 11.90	\$ 10.18
Religious/Community Cntr	\$ 35.34	Religious/Community Cntr	\$ 3.81	\$ 3.78	\$ 3.72
Residential (Single Family)	\$ 48.04	Residential (Single Family)	\$ 4.96	\$ 4.92	\$ 4.69
School ⁽²⁾	\$ 1.40	School ⁽²⁾	\$ 1.86	\$ 1.85	\$ -
Mixed Retail w/food	\$ 541.20	Mixed Retail w/food	\$ 7.56	\$ 7.51	\$ 6.73
Grocery	\$ 433.93	Grocery	\$ 12.09	\$ 12.00	\$ 10.30
Napa Valley College	\$ 2,889.93	Napa Valley College	\$ 3.75	\$ 3.72	\$ 3.67
Vineyard Valley ⁽¹⁾	\$ 43.11	Vineyard Valley ⁽¹⁾	\$ 4.96	\$ 4.92	\$ 4.69
Winery Non-treated	\$ 989.21	Winery Non-treated	\$ 21.09	\$ 20.94	\$ 17.31
Winery Pre-treated	\$ 876.04	Winery Pre-treated	\$ 4.79	\$ 4.75	\$ 4.50

Commodity Rates (\$/HCF)							
User Category	FY2016	FY2015	FY2014	FY2013	FY2012	FY 2011	FY 2010
Multi-family	\$ 3.94	\$ 3.84	\$ 3.74	\$ 3.65	\$ 3.55	\$ 2.82	\$ 2.82
Commercial - General	\$ 3.64	\$ 3.55	\$ 3.46	\$ 3.38	\$ 3.29	\$ 2.04	\$ 2.04
Hotel w/o food	\$ 4.35	\$ 4.24	\$ 4.13	\$ 4.03	\$ 3.92	\$ 2.27	\$ 2.27
Hotel w/food	\$ 8.75	\$ 8.53	\$ 8.31	\$ 8.11	\$ 7.89	\$ 2.40	\$ 2.40
Car Wash	\$ 2.85	\$ 2.78	\$ 2.71	\$ 2.64	\$ 2.57	\$ 2.61	\$ 2.61
Laundromat	\$ 3.34	\$ 3.26	\$ 3.18	\$ 3.10	\$ 3.02	\$ 2.61	\$ 2.61
Service Station	\$ 4.70	\$ 4.58	\$ 4.46	\$ 4.35	\$ 4.23	\$ 2.61	\$ 2.61
Restaurant	\$ 11.68	\$ 11.38	\$ 11.09	\$ 10.82	\$ 10.53	\$ 3.05	\$ 3.05
Church	\$ 3.64	\$ 3.55	\$ 3.46	\$ 3.38	\$ 3.29	\$ 3.11	\$ 3.11
City Facility	\$ 3.64	\$ 3.55	\$ 3.46	\$ 3.38	\$ 3.29	\$ 3.36	\$ 3.36
School	\$ 3.17	\$ 3.09	\$ 3.01	\$ 2.94	\$ 2.86	\$ 4.86	\$ 4.86
Mixed Retail w/food	\$ 6.79	\$ 6.62	\$ 6.45	\$ 6.29	\$ 6.12	\$ 6.26	\$ 6.26
Grocery	\$ 11.87	\$ 11.57	\$ 11.28	\$ 11.00	\$ 10.70	\$ 8.36	\$ 8.36
Mortuary	\$ 11.87	\$ 11.57	\$ 11.28	\$ 11.00	\$ 10.70	\$ 8.49	\$ 8.49
Sutter Home Winery	\$ 4.27	\$ 4.16	\$ 4.05	\$ 3.95	\$ 3.84	\$ 8.49	\$ 8.49
Merryvale Winery	\$ 20.94	\$ 20.41	\$ 19.89	\$ 19.40	\$ 18.87	\$ 14.98	\$ 14.98
Spottswoode Winery	\$ 20.94	\$ 20.41	\$ 19.89	\$ 19.40	\$ 18.87	\$ 14.98	\$ 14.98

⁽¹⁾ Multi-Family/Unit & Vineyard Valley Base Fee is per unit

⁽²⁾ School Base Fee is per student

⁽³⁾ Rate structure changed effective 11/9/2017

⁽⁴⁾ Rate structure changed effective 2/8/2017

City of St. Helena
Revenue Capacity

Water Revenue Concentration Data and Principal Payers
 (Revenue and Number of Customers)
 Last Ten Fiscal Years

Fiscal Year	Customer Classification					Totals
	Residential	Industrial	Hotel/Spa	Commercial	Other	
2019	\$ 3,733,920 2,202	\$ 768,495 21	\$ 211,957 9	\$ 992,817 261	\$ 142,439 132	\$ 5,849,628 2625
2018	\$ 3,569,282 2,203	\$ 768,863 21	\$ 206,933 9	\$ 986,188 260	\$ 97,052 111	\$ 5,628,317 2604
2017	2,709,287 2,188	674,604 21	180,739 9	863,727 260	67,277 110	4,495,634 2,588
2016	2,368,449 2,162	633,353 21	143,534 9	767,609 270	121,996 109	4,034,941 2,571
2015	2,462,777 2,144	691,901 21	137,125 8	796,145 257	88,331 119	4,176,279 2,549
2014	2,723,339 2,174	826,850 21	179,675 8	938,054 258	117,627 100	4,785,545 2,561
2013	2,654,572 2,160	415,084 18	151,581 8	1,309,949 261	100,512 83	4,631,697 2,530
2012	2,379,830 2,150	412,845 18	144,228 8	1,179,217 262	93,682 80	4,209,803 2,518
2011	1,562,100 2,357	335,770 18	123,750 8	859,079 269	74,349 76	2,955,048 2,728
2010	1,501,636 2,145	154,389 19	98,164 8	838,724 266	171,391 94	2,764,304 2,532

Source: City of St. Helena Finance Department

City of St. Helena
Revenue Capacity

Wastewater Revenue Concentration Data and Principal Payers
 (Revenue and Number of Customers)
 Last Ten Fiscal Years

Fiscal Year	Customer Classification					Totals
	Residential	Industrial	Hotel/Spa	Commercial	Other	
2019	\$ 1,685,068 1,581	\$ 26,731 2	\$ 124,032 7	\$ 1,299,402 186	\$ - -	\$ 3,135,233 1776
2018	\$ 1,630,348 1,582	\$ 37,741 2	\$ 162,738 7	\$ 1,177,064 160	\$ - -	\$ 3,007,891 1751
2017	1,478,319 1,571	38,220 2	185,144 7	681,692 186	- -	2,383,374 1,766
2016	1,368,605 1,568	25,286 2	115,812 7	911,441 190	- -	2,421,143 1,767
2015	1,386,243 1,536	24,987 2	72,351 6	687,114 182	- -	2,170,695 1,726
2014	1,332,841 1,530	24,286 2	101,144 6	685,301 190	- -	2,143,572 1,728
2013	1,317,915 1,532	15,654 2	69,062 6	648,352 190	- -	2,050,983 1,730
2012	1,285,054 1,526	14,478 2	70,507 6	638,670 191	- -	2,008,709 1,725
2011	1,030,735 1,682	13,857 2	56,558 6	515,264 189	- -	1,616,414 1,879
2010	917,757 1,513	15,191 2	56,588 6	475,059 166	- -	1,464,595 1,687

Source: City of St. Helena Finance Department

City of St. Helena
Debt Capacity

Ratios of Outstanding Debt By Type
Last Ten Fiscal Years

Fiscal Year	General Obligation Bonds	Capital Lease	Special Assessment Bonds	State of California Loans	Capital Lease Obligations	Total Outstanding Debt	Percentage of Personal Income	Population	Debt Per Capita
	Governmental Activities				Business-type Activities				
2019	\$ -	\$ 207,412	\$ -	\$ 41,098	\$ 12,636,000	\$ 12,884,510	3.85%	6,152.00	2094
2018	-	342,732	-	5,040,379	13,245,000	18,628,111	5.43%	6,196.00	3006
2017	-	566,454	-	5,436,703	13,915,000	19,918,157	4.83%	6,033.00	3302
2016	175,000	784,484	-	5,823,738	14,565,000	21,348,222	5.20%	6,004.00	3556
2015	345,000	996,571	-	6,201,702	15,195,000	22,738,273	5.60%	5,931.00	3834
2014	505,000	1,202,842	-	6,570,806	15,800,000	24,078,648	5.92%	5,950.00	4047
2013	655,000	1,417,944	-	6,931,260	16,390,000	25,394,204	6.34%	5,854.00	4338
2012	800,000	1,603,267	-	7,283,266	16,710,000	26,396,533	6.57%	5,875.00	4493
2011	935,000	1,876,645	-	8,746,619	9,865,000	21,423,264	5.39%	5,814.00	3685
2010	1,065,000	2,113,399	-	6,152,762	10,170,000	19,501,161	4.94%	6,010.00	3245

Source: City of St. Helena Finance Department

City of St. Helena
Debt Capacity

Direct and Overlapping Governmental Activities Debt
As of June 30, 2019

<u>Government Unit:</u>	<u>Debt Outstanding</u>	<u>Estimated Percentage Applicable</u>	<u>Amount Applicable to Primary Government</u>
Debt repaid with property taxes:			
City of St. Helena	\$ -	100.00%	\$ -
St. Helena Unified School District	56,661,232	27.70%	15,695,728
Napa Joint Community College District	98,889,699	6.40%	6,323,996
Other debt:			
Napa County Certificates of Participation	17,740,000	6.45%	1,144,230
Napa County Board of Education Certificates of Participation	2,320,000	6.45%	149,640
Subtotal, overlapping debt			23,313,594
City of St. Helena direct debt			-
Total direct and overlapping debt			<u>\$ 23,313,594</u>

Notes: Overlapping governments are those that coincide, at least in part, with geographic boundaries of the city. This schedule estimates the portion of the outstanding debt of those overlapping governments that is borne by the property taxpayers of the City of St. Helena. This process recognizes that, when considering the government's ability to issue and repay long-term debt, the entire debt burden borne by the property taxpayers should be taken into account. However, this does not imply that every taxpayer is a resident, and therefore responsible for repaying the debt, of each overlapping government.

Source: California Municipal Statistics, Inc.

City of St. Helena
Debt Capacity

Legal Debt Margin Information
Last Ten Fiscal Years

Fiscal Year	Debt Limit	Total Debt Applicable To Limit	Total Debt Applicable To Limit as Percentage of Debt Limit
2019	\$ 380,042,281	\$ -	0.00%
2018	356,262,354	-	0.00%
2017	334,335,164	-	0.00%
2016	310,306,291	175,000	0.06%
2015	293,956,771	345,000	0.12%
2014	289,495,655	505,000	0.17%
2013	264,860,300	655,000	0.25%
2012	258,690,950	800,000	0.31%
2011	241,022,200	935,000	0.39%
2010	158,745,300	1,065,000	0.67%

Legal Debt Margin Calculation for Fiscal Year 2019

Assessed value ⁽¹⁾	\$ 2,533,615,205
Debt limit (15% of assessed value)	380,042,281
Less debt applicable to limit:	
General obligation bonds	-
Total debt applicable to limit	-
Legal debt margin	\$ 380,042,281

Note: Under state finance law, the city's outstanding general obligation bonded debt should not exceed 15 percent of total assessed property value.

Source: ⁽¹⁾ Napa County Auditor Controller's Office

⁽²⁾ City of St. Helena Finance Department

City of St. Helena
Debt Capacity

Pledge-Revenue Coverage
Last Ten Fiscal Years

Fiscal Year	Water Revenues	Less Operating Expenses	Pledged Available Revenue	2006A Water Rev Bonds		2012B Water Rev Bonds		Coverage
				Debt Service		Debt Service		
				Principle	Interest	Principle	Interest	
2019	6,100,526	\$ 4,591,573	\$ 1,508,953	320,000	271,625	230,986	178,787	1.51
2018	5,862,125	4,178,129	1,683,996	305,000	284,125	223,043	183,248	1.69
2017	4,659,307	3,951,505	707,802	295,000	295,941	219,130	190,996	0.71
2016	4,281,347	3,573,103	708,244	285,000	307,178	211,304	197,452	0.71
2015	4,367,948	3,357,657	1,010,291	275,000	317,856	203,478	203,674	1.01
2014	4,921,376	3,127,624	1,793,752	265,000	327,816	199,565	208,722	1.79
2013	4,776,875	2,884,962	1,891,913	255,000	337,081	-	163,891	2.50
2012	4,235,871	3,086,839	1,149,032	245,000	345,831	-	-	1.94
2011	3,238,329	2,521,426	716,903	240,000	354,319	-	-	1.21
2010	3,750,669	3,025,318	725,351	230,000	362,400	-	-	1.22

Sources: City of St. Helena Audited Financial Statements

City of St. Helena
Debt Capacity

Pledge-Revenue Coverage (Continued)
Last Ten Fiscal Years

Fiscal Year	Wastewater Revenues	Less Operating Expenses	Pledged Available Revenue	2005B Wastewater Rev Bonds		2012B Wastewater Rev Bonds		Coverage
				Debt Service		Debt Service		
				Principle	Interest	Principle	Interest	
2019	4,375,842	\$ 2,027,420	\$ 2,348,422	85,000	57,878	64,014	49,663	9.15
2018	3,084,121	2,458,578	625,543	80,000	61,045	61,957	50,902	2.46
2017	2,443,054	1,809,082	633,972	75,000	63,953	60,870	53,054	2.51
2016	2,837,264	2,074,258	763,006	75,000	66,690	58,696	54,848	2.99
2015	2,251,211	1,552,184	699,027	70,000	69,265	56,522	56,576	2.77
2014	2,158,387	1,342,308	816,079	70,000	71,663	55,435	57,978	3.20
2013	2,072,170	1,242,749	829,421	65,000	73,891	-	45,525	4.50
2012	2,015,137	1,232,068	783,069	65,000	75,955	-	-	5.56
2011	1,625,523	1,305,347	320,176	65,000	77,938	-	-	2.24
2010	1,493,773	1,232,633	261,140	60,000	79,813	-	-	1.87

Sources: City of St. Helena Audited Financial Statements

City of St. Helena
Demographic and Economic Information

Demographic and Economic Statistics
Last Ten Fiscal Years

Fiscal Year	Population ⁽¹⁾	Per Capita Income ⁽¹⁾	Personal Income	Public School Enrollment ⁽²⁾	Unemployment Rate ⁽³⁾
2019	6,152	\$ 54,350	\$ 334,361,200	1,267	2.9
2018	6,196	55,410	343,320,360	1,192	3.3
2017	6,033	68,404	412,681,332	1,199	3.6
2016	6,004	68,404	410,697,616	1,230	4.2
2015	5,931	68,404	405,704,124	1,269	4.1
2014	5,950	68,404	407,003,800	1,255	4.7
2013	5,854	68,404	400,437,016	1,295	6.2
2012	5,875	68,404	401,873,500	1,367	8.4
2011	5,814	68,404	397,700,856	1,367	10.3
2010	6,010	65,700	394,857,000	1,343	9.3

Sources: ⁽¹⁾ U.S. Census Bureau

⁽²⁾ California Department of Education, Educational Demographics Unit

⁽³⁾ State of California EDD Labor Force Data

City of St. Helena
Demographic and Economic Information

Principal Employers
Last Six Fiscal Years

Fiscal Year Ended June 30, 2019				Fiscal Year Ended June 30, 2018			
Employer	Number Employees	Rank	Percentage of Total City Employment	Employer	Number Employees	Rank	Percentage of Total City Employment
Sutter Home	272	1	11.00%	Sutter Home	272	1	9.91%
Beringer (Treasury Wine Estates)	186	2	7.52%	Beringer (Treasury Wine Estates)	186	2	6.78%
Charles Krug Winery	125	3	5.06%	Charles Krug Winery	125	3	4.56%
Farmstead LLC	97	4	3.92%	Farmstead LLC	97	4	3.53%
Sunshine Foods	82	5	3.32%	Long Meadow Ranch General Store	84	5	3.06%
City of St. Helena	78	6	3.16%	Sunshine Foods	82	6	2.99%
Safeway Inc. #2605	77	7	3.11%	City of St. Helena	78	7	2.84%
Little Backpacks Preschool	50	8	2.02%	Safeway Inc. #2605	77	8	2.81%
Central Valley Builders	49	9	1.98%	Constellation Brands	69	9	2.51%
Pizzeria Tra Vigne	48	10	1.94%	Little Backpacks Preschool	50	10	1.82%
Totals	1,064		43.04%	Totals	1,120		40.82%

Fiscal Year Ended June 30, 2017				Fiscal Year Ended June 30, 2016			
Employer	Number Employees	Rank	Percentage of Total City Employment	Employer	Number Employees	Rank	Percentage of Total City Employment
Sutter Home	272	1	9.55%	Sutter Home	272	1	9.55%
Beringer (Treasury Wine Estates)	186	2	6.53%	Beringer (Treasury Wine Estates)	186	2	6.53%
Charles Krug Winery	125	3	4.39%	Charles Krug Winery	125	3	4.39%
Farmstead LLC	97	4	3.41%	Long Meadow Ranch General	97	4	3.41%
Sunshine Foods	82	5	2.88%	Sunshine Foods	82	5	2.88%
City of St. Helena	78	6	2.74%	Safeway Inc. #2605	77	6	2.70%
Safeway Inc. #2605	77	7	2.70%	City of St. Helena	75	7	2.63%
Wine Country Cases	74	8	2.60%	Wine Country Cases	74	8	2.60%
Constellation Brands	69	9	2.42%	Constellation Brands	69	9	2.42%
Cindy's Backstreet Kitchen	52	10	1.83%	Cindy's Backstreet Kitchen	52	10	1.83%
Totals	1,112		39.06%	Totals	1,109		38.95%

Fiscal Year Ended June 30, 2015				Fiscal Year Ended June 30, 2014			
Employer	Number Employees	Rank	Percentage of Total City Employment	Employer	Number Employees	Rank	Percentage of Total City Employment
Sutter Home	300	1	10.54%	Sutter Home	311	1	10.92%
Beringer (Treasury Wine Estates)	186	2	6.53%	Beringer (Treasury Wine Estates)	186	2	6.53%
Charles Krug Winery	125	3	4.39%	Charles Krug Winery	125	3	4.39%
Long Meadow Ranch General	97	4	3.41%	Tra Vigne	97	4	3.41%
Sunshine Foods	82	5	2.88%	Farmstead LLC	83	5	2.92%
Safeway Inc. #2605	77	6	2.70%	Sunshine Foods	82	6	2.88%
Wine Country Cases	74	7	2.60%	Safeway Inc. #2605	77	7	2.70%
City of St. Helena	69	8	2.42%	Wine Country Cases	67	8	2.35%
Constellation Brands	68	9	2.39%	Icon Estates	66	9	2.32%
Cindy's Backstreet Kitchen	66	10	2.32%	City of St Helena	65	10	2.28%
Totals	1,144		40.18%	Totals	1,159		40.71%

Source: City of St. Helena Finance Department

City of St. Helena
Operating Information

Full-time Equivalent Employees by Function
Last Ten Fiscal Years

Function	Full-time Equivalent Employees as of June 30									
	2019	2018	2017	2016	2015	2014	2013	2012	2011	2010
General government:										
City Administration	5	5	6	5	3	2	2	3	3	3
Finance	5	5	5	5	5	5	5	5	5	5
Public safety:										
Police	18	18	17	17	17	17	17	17	17	17
Fire	6	6	6	6	2	2	2	2	2	2
Planning and Building	5	5	5	5	3	2	2	5	5	5
Public works:										
Administration	7	6	6	6	4	4	4	6	6	6
Street/Sewer/Parks/Trees/Govt. Bld. ⁽¹⁾	8	7	7	-	-	-	-	-	-	-
Building Maintenance ⁽¹⁾	-	-	-	-	-	-	-	2	2	2
Street Maintenance ⁽¹⁾	-	-	-	2	2	2	2	2	2	3
Recreation	8	8	8	8	11	10	10	10	10	10
Library	8	8	8	11	11	11	11	10	10	10
Water Treatment and Distribution	6	7	7	7	7	5	5	7	7	7
Wastewater Collection and Treatment	3	3	3	4	5	5	5	5	5	6
Total	79	78	77	76	69	65	65	73	73	77

⁽¹⁾ Public Works reorganized the departments as a result of staff being cross trained in various divisions of the department.

Source: Various City of St. Helena Departments

City of St. Helena
Operating Information

Operating Indicators by Function
Last Ten Fiscal Years

	Fiscal Year									
	2019	2018	2017	2016	2015	2014	2013	2012	2011	2010
General Government:										
Building permits issued	460	575	600	649	623	237	414	278	469	452
Public Safety:										
Number of arrests	61	68	120	192	187	139	148	233	126	261
Number of traffic violations	353	426	653	1,436	398	823	760	795	558	659
Number of fire emergency responses	927	949	852	851	763	733	729	667	673	707
Number of fires extinguished	26	23	25	25	27	72	59	57	34	33
Public works:										
Miles of streets resurfaced	0.4	-	-	1.3	-	3.9	1.8	2.2	-	-
Water:										
Average daily consumption (MGD)	1.394	1.373	1.192	1.218	1.375	1.577	1.369	1.460	1.413	1.413
Average daily production (MGD)	1.507	1.488	1.328	1.361	1.373	1.637	1.692	1.615	1.500	1.500
Maximum plant capacity (million gallons)	3.5	3.5	3.5	3.5	3.5	3.5	3.5	3.5	3.5	3.5
Number of metered accounts	2,625	2,623	2,610	2,592	2,590	2,568	2,570	2,544	2,561	2,408
Wastewater ⁽¹⁾ :										
Average daily treatment (MGD)	0.447	0.400	0.515	0.384	0.384	0.403	0.408	0.542	0.577	0.577
Maximum plant capacity (MGD)	0.500	0.500	0.500	0.500	0.500	0.500	0.500	0.650	0.650	0.650
Number of metered accounts	1,776	1,771	1,771	1,767	1,764	1,746	1,730	1,725	1,694	1,694

⁽¹⁾ These statistics are based on calendar year.

Source: Various City of St. Helena Departments

City of St. Helena
Operating Information

Capital Asset Statistics by Function
Last Ten Fiscal Years

	Fiscal Year									
	2019	2018	2017	2016	2015	2014	2013	2012	2011	2010
General Government:										
Number of general government buildings	1	1	1	1	1	1	1	1	1	1
Community Services:										
Number of library facilities	1	1	1	1	1	1	1	1	1	1
Number of recreation facilities	4	4	4	4	4	4	4	4	4	4
Number of parks	14	14	14	14	14	14	14	14	14	14
Acres of parks	39.1	39.1	39.1	39.1	39.1	39.1	39.1	39.1	39.1	39.1
Public Safety:										
Number of police stations	1	1	1	1	1	1	1	1	1	1
Number of patrol units	6	6	5	5	5	5	5	5	5	5
Number of fire stations	1	1	1	1	1	1	1	1	1	1
Number of fire engines	7	7	3	3	3	3	3	3	3	3
Public works:										
Number of public works buildings	4	4	3	3	3	3	3	3	3	3
Miles of streets	30.3	30.3	30.3	30.3	30.3	30.3	30.3	30.3	30.3	30.3
Number of street lights	536	536	536	536	536	536	536	536	536	536
Water:										
Miles of water mains	50	50	50	50	50	50	50	50	50	50
Wastewater:										
Miles of sanitary sewers	18.61	18.61	18.61	18.61	18.61	18.61	18.8	18.8	18.8	18.8

Source: Various City of St. Helena Departments



**Independent Auditor's Report on Internal Control over Financial Reporting and
on Compliance and Other Matters Based on an Audit of Financial Statements
Performed in Accordance with *Government Auditing Standards***

City Council
City of St. Helena
St. Helena, California

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities, business-type activities, each major fund and the aggregate remaining fund information of the City of St. Helena (City), as of and for the year ended June 30, 2019, and the related notes to the financial statements, which collectively comprise the City's basic financial statements, and have issued our report thereon dated December 26, 2019.

Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered the City's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the City's internal control. Accordingly, we do not express an opinion on the effectiveness of the City's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and therefore, material weaknesses or significant deficiencies may exist that were not identified. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

Van Lant & Fankhanel, LLP
25901 Kellogg Street
Loma Linda, CA 92354

909.856.6879

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the City's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under Government Auditing Standards.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the City's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the City's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

A handwritten signature in black ink that reads "Van Lant & Fankhaenel, LLP". The signature is written in a cursive, flowing style.

December 26, 2019



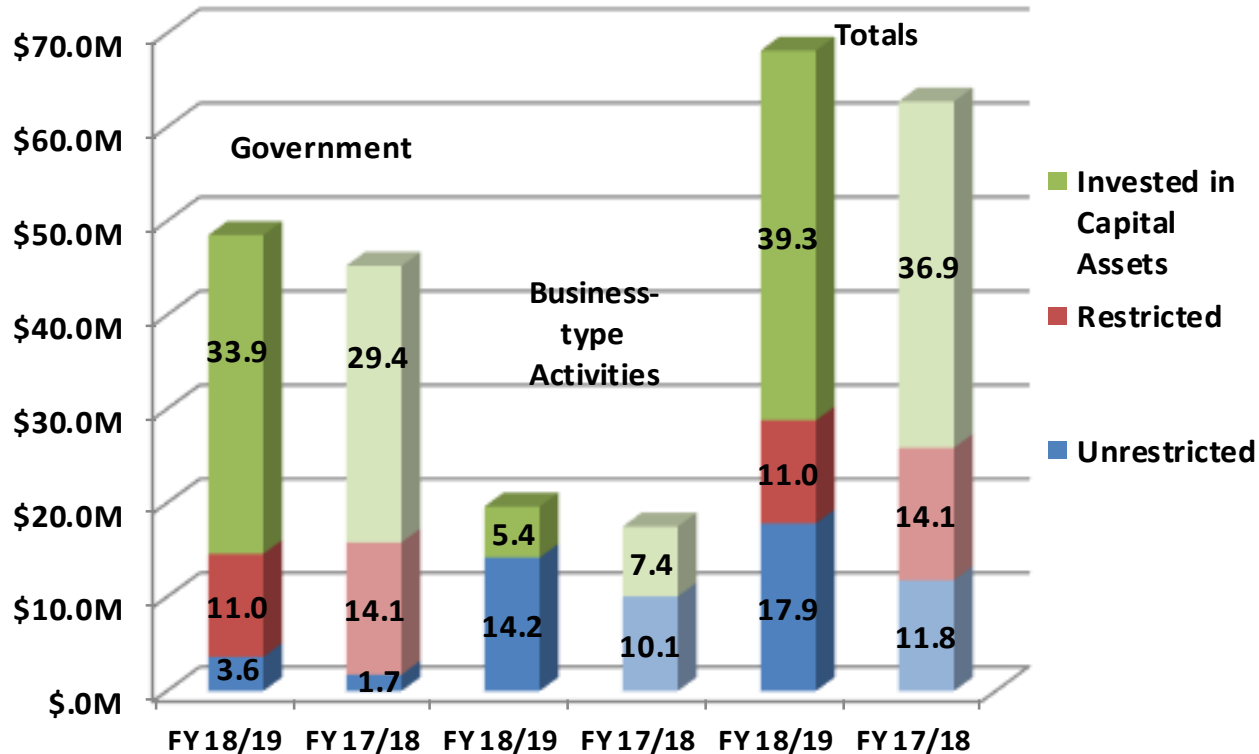
Fiscal Year 2018/19 CAFR Report

City Council Agenda Item
February 11, 2020



FY 2018-2019 Financial Highlights - All Funds

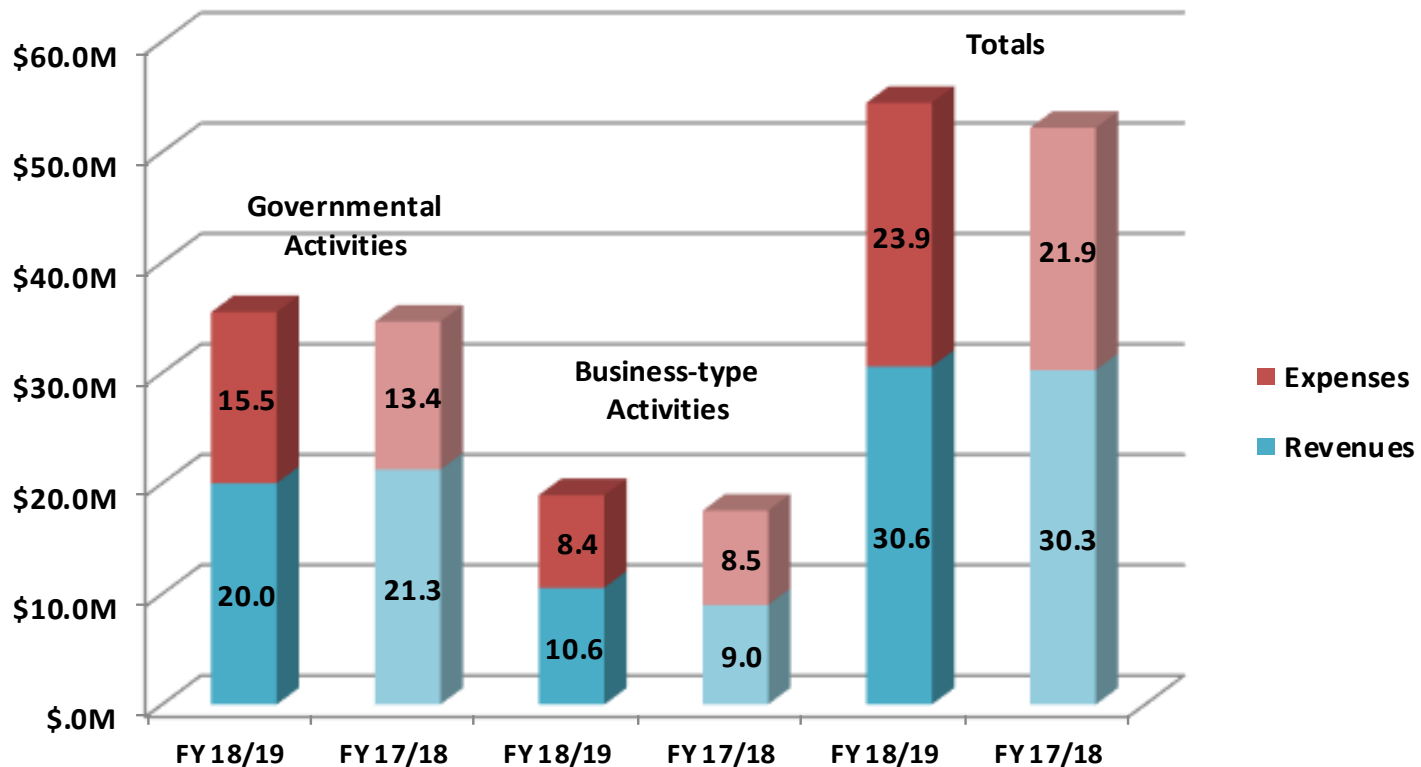
St. Helena's Net Position





FY 2018-2019 Financial Highlights - All Funds

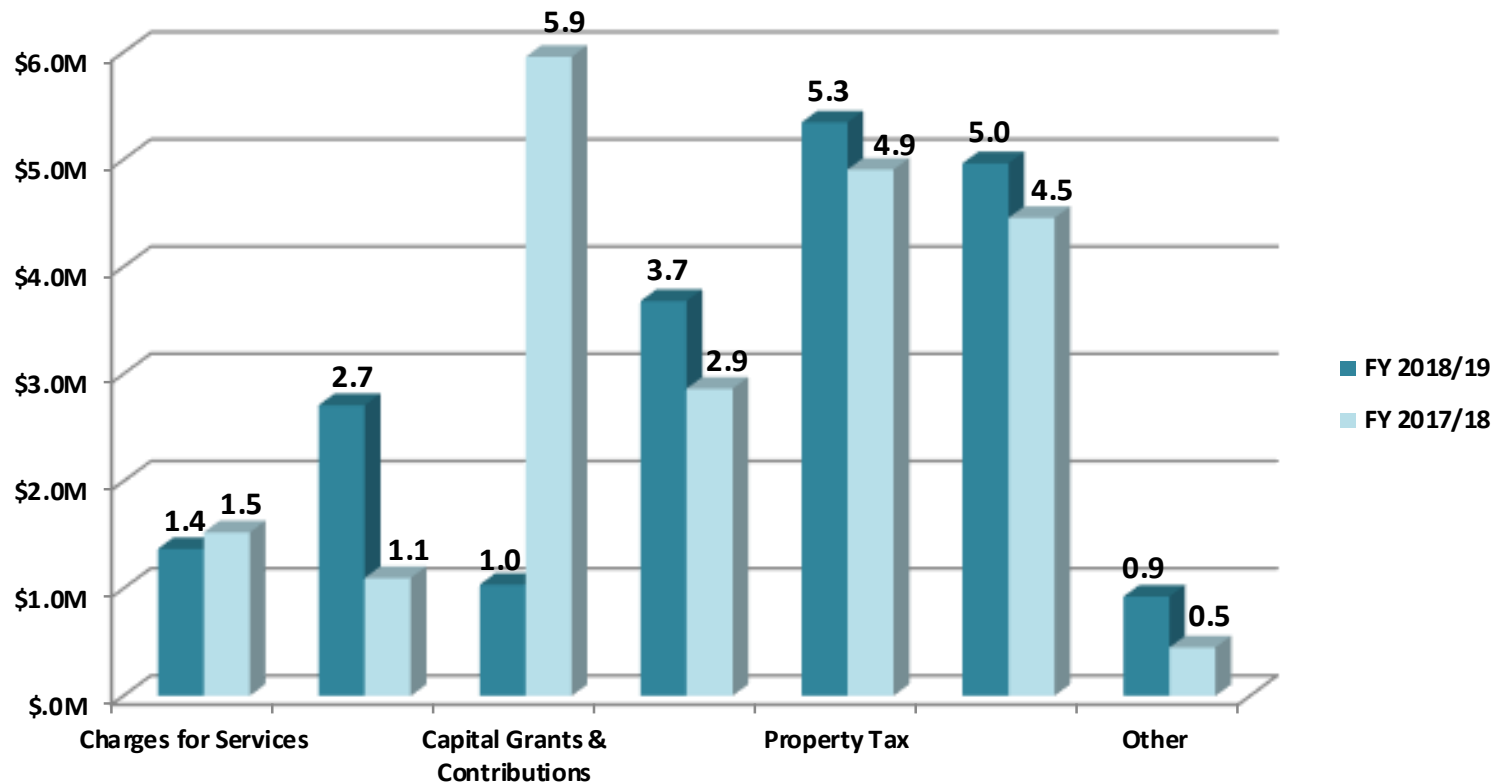
Changes in the City of St. Helena's Revenues and Expenses





FY 2018-2019 Highlights Governmental Activities

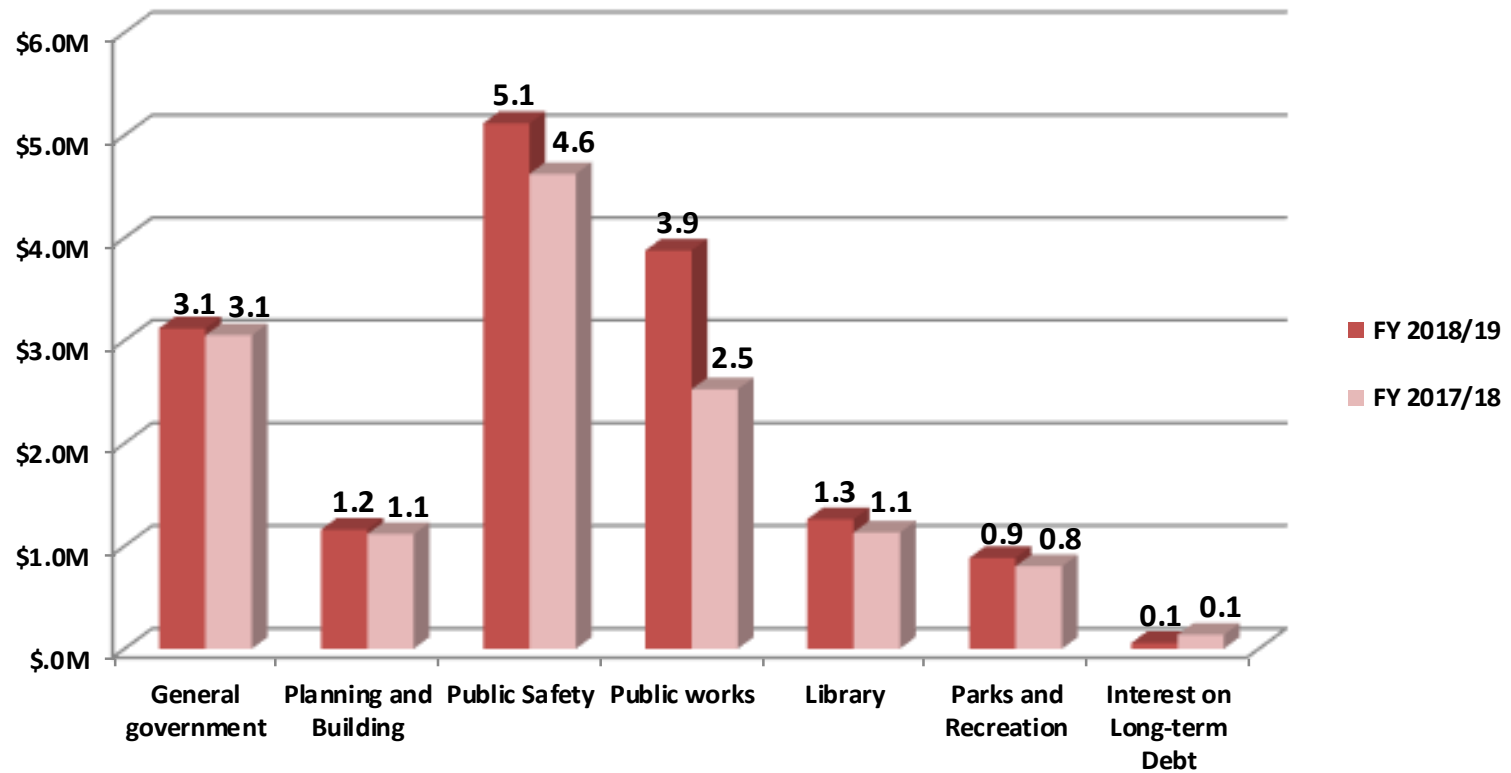
Revenues





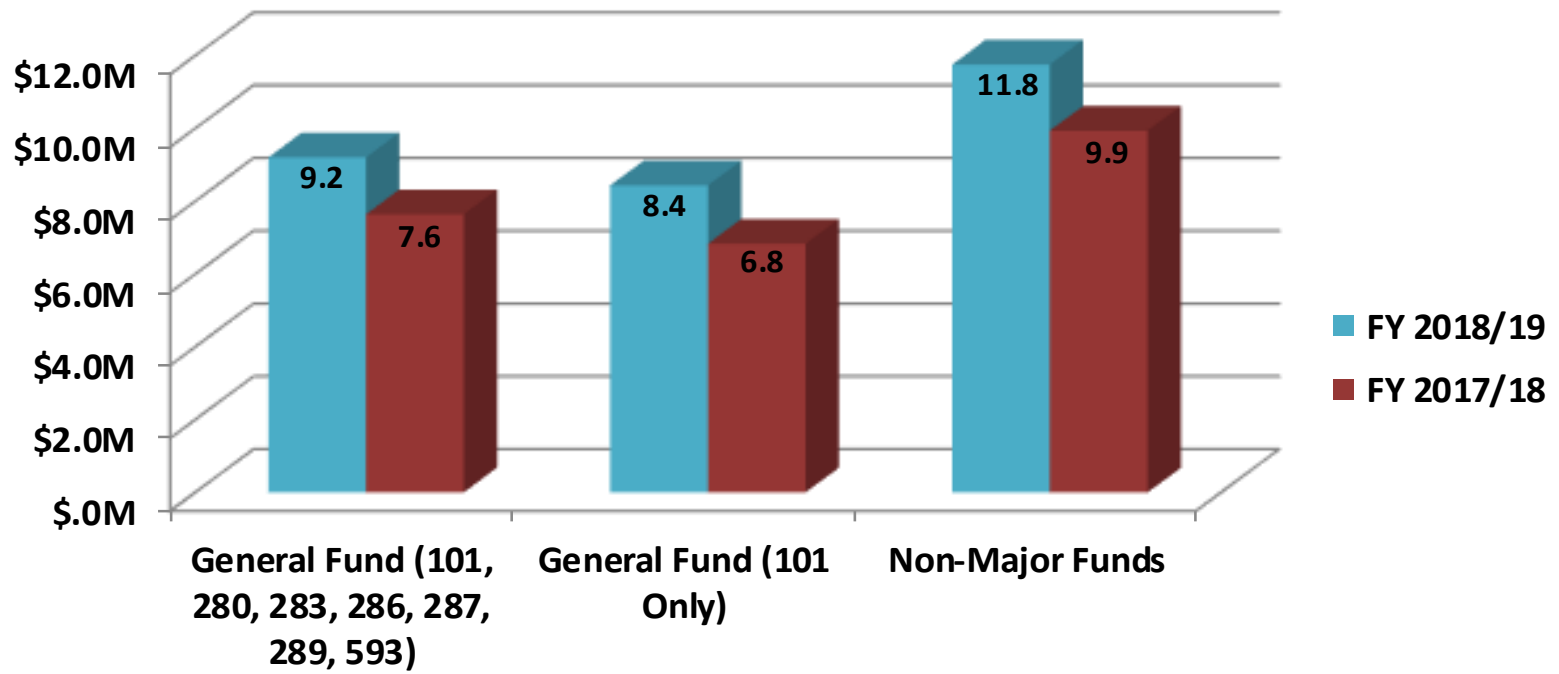
FY 2018-2019 Highlights Governmental Activities

Expenses



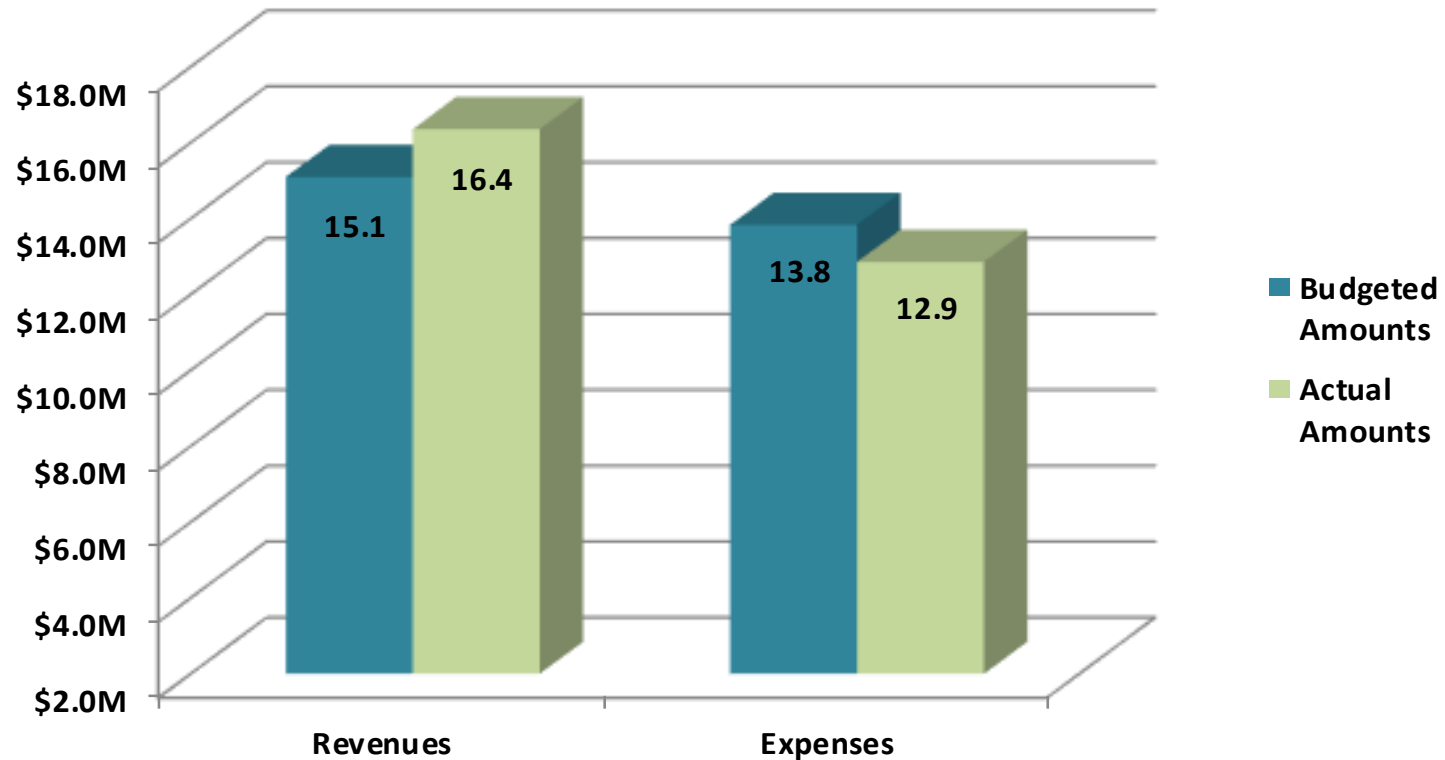


FY 2018-2019 Highlights Governmental Funds





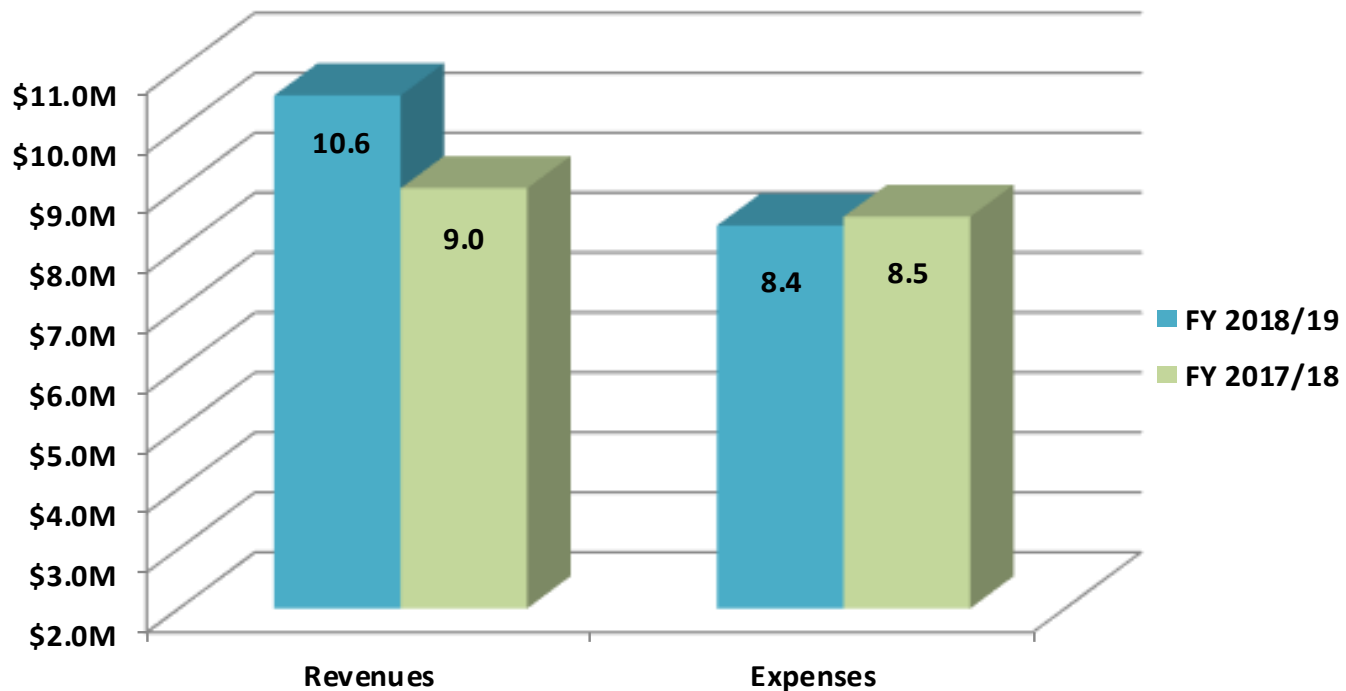
FY 2018-2019 Financial Highlights General Fund





FY 2018-2019 Financial Highlights Business-Type Activities

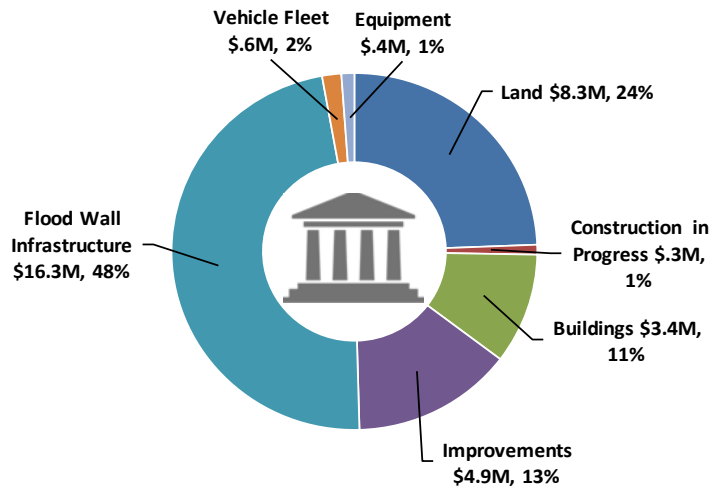
Revenues and Expenses



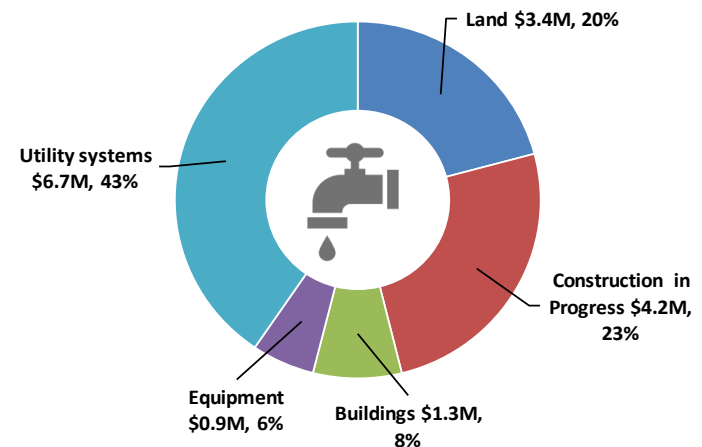


FY 2018-2019 Financial Highlights Capital Assets

Governmental Activities



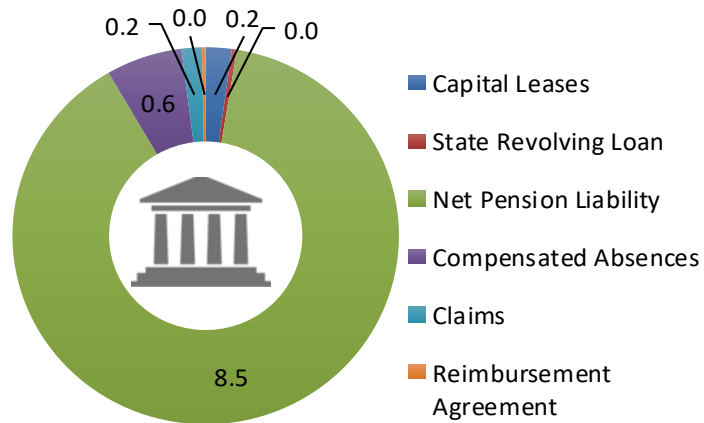
Business-type Activities



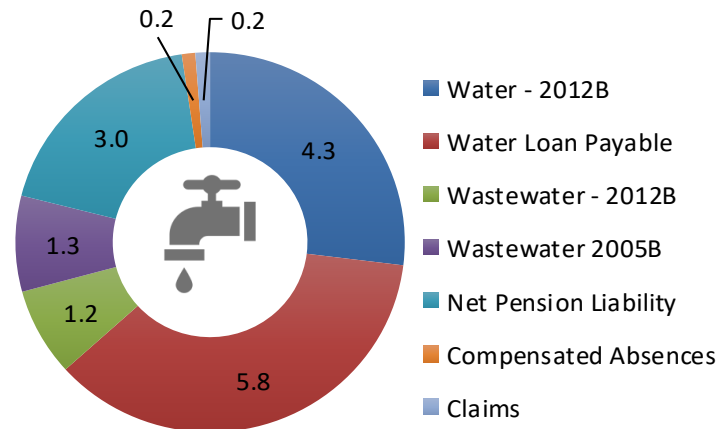


FY 2018-2019 Financial Highlights Long-Term Debt

Governmental Activities



Business-Type Activities





FY 2018-2019 Independent Auditors Report on Internal Controls

FY 14/15	FY 15/16	FY 16/17	FY 17/18	FY 18/19		
MATERIAL WEAKNESS					POLICIES AND PROCEDURES	STATUS
2015-1	2016-1	2017-1	2018-1	✓	Accounting Policies and Procedures	✓
2015-1	✓	✓	✓	✓	Appropriate Level of Unrestricted Fund Balance in the General Fund	✓
2015-1	2016-1	2017-1	2018-1	✓	Debt Management Policy	✓
2015-1	2016-1	2017-1	✓	✓	Fraud Prevention and Detection Policy (Code of Conduct)	✓
MATERIAL WEAKNESS					ACCOUNTING RECORDS AND FINANCIAL REPORTING	
2015-2	2016-2	✓	✓	✓	Accounting Records and Financial Reporting	✓
SIGNIFICANT DEFICIENCY					SEGREGATION OF DUTIES	
2015-3	2016-3	✓	✓	✓	Library Receipts	✓
2015-3	2016-3	✓	✓	✓	Police Receipts	✓
2015-3	✓	✓	✓	✓	Disbursements	✓
2015-3	2016-3	✓	✓	✓	Utility Billing Receipts and Adjustments	✓
2015-3	2016-3	✓	✓	✓	Building Permit Fees and Impact Fees	✓
SIGNIFICANT DEFICIENCY					OTHER INTERNAL CONTROL ISSUES	
2015-4	2016-4	✓	✓	✓	Old Outstanding Checks	✓
2015-4	✓	✓	✓	✓	Purchasing	✓
2015-4	2016-4	2017-2	✓	✓	Fuel Charges, Credit Card Usage, and Travel Costs	✓
2015-4	✓	✓	✓	✓	Personnel Files	✓
AREA OF NON-COMPLIANCE					COMPLIANCE WITH DEBT COVENANTS	
2015-5	2016-5	2017-3	✓	✓	Compliance with Debt Covenants	✓



Report to the City Council
Regular City Council - 11 Feb 2020

Agenda Section: **NEW BUSINESS**

Subject: **Review of Fiscal Year (FY) 2020-21 Budget Preparation Calendar**

CEQA Determination: **Not a CEQA project**

Prepared By: April Mitts, Finance Director

Reviewed By: April Mitts, Finance Director

Approved By: Mark T. Prestwich, City Manager

BACKGROUND

The City of St. Helena is required to adopt estimates of revenues and expenditures on a fiscal basis. Per St. Helena Municipal Code 2.12.060.B.9, the City Manager supervises the preparation of a detailed, proposed municipal budget to submit to the City Council on or before May 15th of each year and for adoption prior to June 30th of each year.

DISCUSSION

Annually a Budget Preparation Schedule is created to provide a timeline for completing the budget. The FY 2020/21 Budget Preparation Schedule is provided as Attachment 1.

FISCAL IMPACT

Not applicable.

RECOMMENDED ACTION

Receive and file.

ATTACHMENTS

[FY 20-21 Budget Preparation Schedule](#)

OPERATION & MAINTENANCE BUDGET BUDGET CALENDAR FISCAL YEAR 2020-21				
Date	Day	Duration	Item	Completed
December 2, 2019	Monday		Non-Profit grant application posted and available to applicants	✓
February 7, 2020	Friday	1 Day	Finance Department issues instructions, budget worksheets, and budget narratives to departments	
February 11, 2020	Tuesday	CC meeting	Staff present Budget Calendar at City Council Meeting Non-Profit Working Group Designated	
February 14, 2020	Friday	1 day	Non-Profit grant applications due (extended from original date of 1/31/20)	
February 17-21, 2020		5 working days	Grant Manager reviews Non-Profit grant applications for eligibility	
March 6, 2020	Friday	1 Day	Department Heads submit budget worksheets to Finance Director	
March 6, 2020	Friday	1 Day	Non-Profit grant applications given to City Council working group for review	
March 9-13, 2020		5 working days	Finance Director compiles Revenue/Expense worksheets for review	
March 16-27, 2020		10 working days	City Manager, Finance Director, and Department Heads meet to review budgets and verify budget requests align with City Council Goals	
March 24, 2020	Tuesday	CC meeting	Non-Profit summaries presented to City Council for consideration and award	
March 30-April 2, 2020		5 working days	Finance Director compiles budget worksheets based on Dept. Head Meetings	
March/April 2020	Tuesday		5-year CIP Project list presented to Planning Commission	
April 6-10, 2020		5 working days	Follow-up discussions as needed to finalize Department budget requests	
April 20-May 1, 2020		10 working days	Finance prepare draft summary budget to City Manager and draft transmittal letter	
April 28, 2020	Tuesday	CC meeting	Fiscal Health Diagnostic and Long-Range Financial Forecast presented to City Council	
May 14, 2020	Thursday	1/2 day	Budget Study Session - 9-noon	
May 26, 2020	Tuesday	CC meeting	5-year CIP Presented to City Council for adoption	
May 14, 2020	Thursday	1/2 day	Budget Study Session - 9-noon (if needed)	
June 9, 2020	Tuesday	CC meeting	Council adopts Budget Resolution	
July 1, 2020			Finance prepares final Operation & Maintenance Budget for Distribution	