



City of St. Helena
Regular City Council Meeting
Tuesday, May 25, 2021 @ 6:00 PM

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.

In accordance with Executive Order N-29-20, and guidance from the California Department of Public Health on gatherings, remote public participation is allowed. We will address the Order in the following ways: Members of the public may not physically attend meetings. The City Council meeting will be live-streamed on Comcast Channel 28 and on the City's website, barring technical difficulties. Those members of the public wishing to participate must do so remotely via Zoom electronic meetings in the following ways; by either logging onto the Zoom link located on the meeting agenda (please download the app to your computer or mobile device) and enter the meeting ID or by calling a listed number and enter the meeting ID. Public comment for City Council meetings will be accepted via email to publiccomment@cityofstheleena.org. All public comments must be emailed by 4:00 PM prior to the meeting. Emailed public comments will not be read out loud but will be publicly available and attached to the on-line City Council agenda.

In the event a quorum of the City Council loses electrical power or suffers an internet connection outage that is not corrected within 10 minutes, the meeting will automatically be adjourned. Any items noticed as public hearings will be continued to the next regularly scheduled evening meeting of the City Council. Any other items on the agenda that the Council has not taken action on will be placed on a future agenda. Please see the end of the agenda for detailed PUBLIC PARTICIPATION instructions. Spanish translation for this meeting will be offered. To access Spanish translation, you will need to join the meeting using the Zoom app from a computer, iPad or Iphone. You will see an icon on the screen that will allow you to choose Spanish translation. To learn how to use Zoom, please see the instructions below.

Please click the link below to join the webinar:

<https://us02web.zoom.us/j/82808477032>

Or One tap mobile :

US: +16699006833,,82808477032# or +12532158782,,82808477032#

Or Telephone:

Dial(for higher quality, dial a number based on your current location):

US: +1 669 900 6833 or +1 253 215 8782 or +1 346 248 7799 or +1 929 205 6099 or +1 301 715 8592 or +1 312 626 6799

Webinar ID: 828 0847 7032

International numbers available: <https://us02web.zoom.us/j/82808477032>

Ciudad de Santa Helena Reunión Especial del Ayuntamiento 25 de mayo de 2021

@ 6:00 PM De acuerdo con las órdenes ejecutivas N-29-20, y la orientación del Departamento de Salud Pública de California sobre reuniones, se permite la participación pública virtual. Seguiremos la Orden de la siguiente manera: Los miembros del público no pueden asistir físicamente a las reuniones. La reunión del Ayuntamiento de la Ciudad se transmitirá en vivo por el Canal 28 de Comcast y en el sitio web de la Ciudad, salvo dificultades técnicas. Aquellos miembros del público que deseen participar deben hacerlo de forma virtual a través de las reuniones electrónicas de Zoom de las siguientes maneras; iniciando sesión en el enlace Zoom ubicado en la agenda de la reunión (descargue la aplicación en su computadora o dispositivo móvil) e ingrese la ID de la reunión o llamando al número ubicado en la agenda e ingrese la ID de la reunión. Se aceptarán comentarios públicos para la reunión del Ayuntamiento por correo electrónico a publiccomment@cityofsthelena.org. Todos los comentarios públicos se harán públicos y se adjuntarán a la agenda y no se leerán en voz alta. Todos los comentarios públicos que se reciban después de las 4:00 PM se adjuntarán a la agenda al díasiguiente.

En el evento que el Ayuntamiento pierda la energía eléctrica o sufra un corte de conexión de internet que no pueda ser corregido en 10 minutos, la reunión se terminará automáticamente. Todos los artículos notificados como audiencias públicas continuarán a la próxima reunión regular programada del Concejo Municipal. Cualquier otro tema en la agenda sobre el que el Consejo no haya tomado acción se incluirá en una futura agenda.

Consulte el final de la agenda para obtener instrucciones detalladas de PARTICIPACIÓN PÚBLICA. Se ofrecerá traducción al español para esta reunión. Para acceder a la traducción al español, deberá unirse a la reunión utilizando la aplicación Zoom desde una computadora, iPad o Iphone. Verá un icono en la pantalla que le permitirá elegir la traducción al español. Para aprender a utilizar Zoom, consulte las instrucciones a continuación.

TENGA EN CUENTA: Cualquier persona que desee hablar sobre un tema en la agenda o hacer un comentario en la sección de "comentario público" de la agenda puede hacerlo, pero por favor observe el límite de tiempo de cuarto minutos.

Habrà traducción en español durante la junta

Haga clic en el enlace a continuación para participar en la reunión:

<https://us02web.zoom.us/j/82808477032>

O por iPhone one-tap:

US: +16699006833,,82808477032# or +12532158782,,82808477032#

O por Teléfono: Marque(para mejor calidad, marque número basado en su ubicación actual):

US: +1 669 900 6833 or +1 253 215 8782 or +1 346 248 7799 or +1 929 205 6099 or +1 301 715 8592 or +1 312 626 6799

ID de la Reunión: ID: 828 0847 7032

International numbers available: <https://us02web.zoom.us/j/82808477032>

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1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. ROLL CALL

Mayor: Geoff Ellsworth, Vice Mayor: Paul Dohring, City Council Members: Anna Chouteau, Eric Hall and Lester Hardy

4. ADOPTION OF THE AGENDA
5. 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.
 - 5.1. [Public Comment.Nancy Derwin](#) 17 - 22
[Public Comment.Larry Vermeulen](#)
6. 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.
7. PRESENTATIONS AND PUBLIC RECOGNITIONS
 - 7.1. Proclamation Declaring May is National Older American's Month 23 - 24
[Proclamation](#)
8. STAFF BRIEFING
 - 8.1. None
9. 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)
 - 9.1. Consideration and proposed approval of Regular Meeting Minutes of May 11, 2021 (~~Forthcoming~~ Provided 5-20-21) 25 - 32
Prepared By: Cindy Tzafoopoulos, City Clerk
Recommendation:
Approve
[05-11-2021 Regular City Council - Minutes](#)
 - 9.2. Consideration and approval of: 33 - 41
 - 1) Rescinding Resolution 2020-120 Duly adopting and adopting publicly available pay schedules in accordance with the requirement of California Code of Regulations, Title 2, Section 570.5 which includes a revised salary schedule for part-time Casual Worker classifications; and
 - 2) A resolution duly approving and adopting publicly available pay schedules in accordance with the requirement of California Code of Regulations, Title 2, Section 570.5 which includes a revised salary schedule for part-time Casual Worker classifications.

CEQA Determination: Not a CEQA project
Prepared By: Mandy Kellogg, Finance Manager
Recommendation:
Staff recommends that the City Council:

1) Rescind Resolution 2020-120 Duly adopting and adopting publicly available pay schedules in accordance with the requirement of California Code of Regulations, Title 2, Section 570.5 which includes a revised salary schedule for part-time Casual Worker classifications; and

2) Approve a resolution duly approving and adopting publicly available pay schedules in accordance with the requirement of California Code of Regulations, Title 2, Section 570.5 which includes a revised salary schedule for part-time Casual Worker classifications.

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- 9.3. Consideration and proposed approval of a resolution authorizing a ceremonial flag recognizing LGBTQ Pride and Transgender Month during the month of June 2021 43 - 50

CEQA Determination: Not a CEQA project
Prepared By: Cindy Tzaopoulos, City Clerk
Recommendation:
Approve a resolution authorizing the Progress Pride flag be flown on the City's ceremonial flag pole during the month of June 2021.

[Staff Report - Pdf](#)

- 9.4. Consideration and proposed adoption of a resolution authorizing Amendment No. 2 to the Cooperative Joint Powers Agreement to Fund and Administer the Napa Countywide Stormwater Program (Napa Countywide Stormwater Pollution Prevention Program) 51 - 64

CEQA Determination: Not a CEQA project
Prepared By: Martin Beltran, Management Analyst
Recommendation:
Adopt the attached resolution authorizing Amendment No. 2 to the Cooperative Joint Powers Agreement to Fund and Administer the Napa Countywide Stormwater Program (Napa Countywide Stormwater Pollution Prevention Program).

[Staff Report - Pdf](#)

- 9.5. Consideration of approval of a Resolution approving out-of-state travel for School Resource Officer Melissa Brown, to attend 80 hour D.A.R.E. Officer Training in Salem, OR from Monday, September 20, 2021 to Friday, October 1, 2021. 65 - 74

CEQA Determination: Not a CEQA project
Prepared By: Justin Sharp, Lieutenant
Recommendation:
Approve the attached resolution.

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- 9.6. Consideration and proposed approval of a resolution approving a joint use agreement with St. Helena Unified School District for City use of the Vintage Hall Board Room through March 1, 2024 for a total cost not to exceed \$47,000 75 - 159
- CEQA Determination: Not a CEQA project
Prepared By: Cindy Tzaopoulos, City Clerk
Recommendation:
Adopt the resolution.
[Staff Report - Pdf](#)
[Public Comment.Mark Smithers](#)
- 9.7. Consideration and proposed adoption of a Resolution authorizing the City Manager to Execute a Professional Services Agreement with Aqua Sierra Controls, Inc. for Rutherford Pump Station Variable-Frequency Drive (VFD) and Programmable Logic Controller (PLC) Panel and Pump Installation in an amount not-to-exceed \$31,225.15. 161 - 180
- CEQA Determination: Not a CEQA project
Prepared By: Martin Beltran, Management Analyst
Recommendation:
Adopt a resolution authorizing the City Manager to execute a Professional Services Agreement with Aqua Sierra Controls, Inc. for Rutherford Pump Station VFD & PLC Panel and Pump Installation in an amount not-to-exceed \$31,225.15.
[Staff Report - Pdf](#)
10. PUBLIC HEARINGS
- 10.1. None
11. OLD BUSINESS
- 11.1. Consideration and Award of Non-Profit Grant Application Funding in the Fiscal Year (FY) 2021/22 Operations Budget in the Amount of \$209,530. 181 - 583
- CEQA Determination: Not a CEQA project
Prepared By: Mandy Kellogg, Finance Manager
Recommendation:
It is recommended that the City Council approve funding to be included in the FY 2020/21 Operations Budget for the non-profit applicants as follows:
- Community Enrichment Grants - Arts Council Napa Valley \$3,250, Boys and Girls Club \$5,000, Friends of the Cameo \$8,000, Lunchtime Productions \$2,000, Napa Valley State Parks \$2,500, Nimbus Arts \$3,630, St. Helena Community Band \$4,000, St. Helena Historical Society \$5,000, and Upstage Napa Valley \$3,050.
 - Programmatic Grants - Boys and Girls Club \$28,000, Mentis \$20,000, Ole Health \$5,000, Our Town St. Helena \$25,000, Rianda House Senior Center \$25,000, Saint Helena Family Center \$10,000, St. Helena Cooperative Nursery School

\$10,000, St. Helena Farmers Market \$5,100, St. Helena Preschool For All \$10,000, St. Helena Catholic Church \$10,000, and UpValley Family Centers \$25,000.

The total aggregate amount of funding for FY 2021/22 is \$209,530.

[Staff Report - Pdf](#)

[Public Comment.Jennifer La Liberte](#)

- 11.2. St. Helena Chamber of Commerce Annual Report and FY 2021-22 Budget 585 - 614

CEQA Determination: Not a CEQA project

Prepared By: Mark T. Prestwich, City Manager

Recommendation:

Receive and file, and provide direction regarding preparation of an amendment to the City's agreement with the St. Helena Chamber of Commerce for Fiscal Year 2021/22.

[Staff Report - Pdf](#)

- 11.3. Discussion on bike facilities along South Crane Avenue from Grayson Avenue to Sulphur Springs Avenue, direction on the preferred facility. The recommended bike facility options are as follows: 615 - 640

(1) Add temporary Class III sharrows, leave on-street parking, with the intent of having a future project that would construct a Class I shared use Path in the eastbound direction on South Crane Avenue. (Segments 3 and 4);

(2) Add Class II bike lanes in the eastbound and westbound direction on South Crane Avenue, and restrict parking on the east and west side of South Crane Avenue (Segment 3 and 4).

If Option (2) is selected, consideration of adoption a Resolution rescinding Resolution 2021-32 and adding portions of South Crane Avenue to the City's list of red zones (parking prohibitions).

CEQA Determination: CEQA will be completed as part of project design

Prepared By: Edrees Argand, Assistant Engineer

Recommendation:

Staff is looking for the following direction:

- Discussion on bike facilities along South Crane Avenue,
- Direction to staff on preferred facility, and if Class II bike lanes are preferred, consideration of adopting a Resolution rescinding Resolution 2021-32 and adding portions of South Crane Avenue to the City's list of red zones (parking prohibitions).

The preferred facilities are as follows:

(1) Add temporary Class III sharrows, leave on-street parking, with the intent of having a future project that would construct a Class I shared use Path in the eastbound direction on South Crane Avenue. (Segments 3 and 4);

(2) Add Class II bike lanes in the eastbound and westbound direction on South Crane Avenue, and restrict parking on the east and west side of South Crane Avenue (Segment 3 and 4). Parking removal would only be on segment 3.

If Option (2) is selected, consideration of adoption a Resolution rescinding Resolution 2021-32 and adding portions of South Crane Avenue to the City's list of red zones (parking prohibitions).

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- 11.4. Consideration of a Resolution authorizing the City Manager or Designee to Execute a Lease with Napa Valley Community College District (NVCCD) regarding use of a portion of the Napa Valley College St. Helena Upper Valley Campus for City Hall and Police Department Municipal Purposes 641 - 675

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

Prepared By: Mark T. Prestwich, City Manager

Recommendation:

Adopt Resolution authorizing the City Manager or designee to execute a lease in substantially the form included with the agenda for a regular meeting at which this Resolution was approved, submit to minor edits as approved by the City Manager in consultation with the City Attorney, for a portion of the Napa Valley Community College District (NVCCD) Upper Valley Campus at 1088 College Avenue, St. Helena, CA 94574 for City Hall and Police Department Municipal Purposes.

[Staff Report - Pdf](#)

12. NEW BUSINESS

- 12.1. 2021 City of St. Helena Pavement Management Program Report 677 - 865

CEQA Determination: Not a CEQA project

Prepared By: Edrees Argand, Assistant Engineer

Recommendation:

Receive and file the report.

[Staff Report - Pdf](#)

- 12.2. Review and Confirmation of the City of St. Helena's 5-Year Streets CIP Plan and Overview of Summer 2021 Street Maintenance Projects 867 - 890

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

Prepared By: John Wanger, Interim City Engineer

Recommendation:

Staff is seeking confirmation from the City Council for the 5-year list of projects. The final Measure T list will be brought back to Council at a later date for approval via Resolution.

[Staff Report - Pdf](#)

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

13.1.	<u>May City Council Meetings:</u> 5/27 Budget Study Session (if needed) 9-12
	<u>June City Council Meetings:</u> 6/8(Staff reports due 5/21) 6/22 (Staff reports due 6/4)
	<i>Presentation</i>
	6/25 Annual Housing Services Report
	<i>CONSENT:</i>
	Vine Trail alignment through St. Helena
	6/8 Cal Fire Dispatching Services Agreement
	Budget adoption
	<i>PH or OLD / NEW BUSINESS:</i>
	6/8 Election calendar
	6/8 Discussion of revenue options for infrastructure deficiencies
	<u>July City Council Meetings:</u> 7/13 CANCELLED 7/27 (Staff reports due 7/9)
	<i>STAFF BRIEFING:</i>
	July - Update on Waste Water Treatment Plant Upgrade Project
	<i>PH or OLD / NEW BUSINESS:</i>
	7/27 Review Urgency ordinance amending chapter 13.04 and adopted penalty structure

14. ADJOURNMENT

The next Regular City Council meeting is scheduled for June 8, 2021, at 6:00 p.m.

I do hereby certify that a copy of the foregoing agenda was posted on the City website on May 19, 2021.



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.

THE CITY OF ST. HELENA ENCOURAGES ONLINE PUBLIC PARTICIPATION IN VIRTUAL CITY COUNCIL MEETINGS

St. Helena, CA– The City of St. Helena is committed to public participation in City government in a manner that is consistent with guidance provided by the Napa County Public Health Official and Governor Newsom's Executive Order N-25-20. These guidelines relate to social distancing, and are intended to protect everyone by limiting the spread of COVID-19 in our community. In adherence to these guidelines, the St. Helena City Council will host a Virtual Council Meeting on Zoom; a free teleconferencing tool that enables users to watch and/or call into the meeting from their computers or phones. This meeting will be open to public and allows for live public comment. The meeting will also be recorded, livestreamed, and posted on the City's website after the adjournment of the meeting if technical difficulties occur: <https://sthelena.civicweb.net/Portal/>

The ZOOM web link, meeting ID, and phone number will be listed at the top of the City Council Meeting Agenda. You will be required to enter the meeting ID, but there will be no password or participant ID.

How to Watch or Listen to Council Meetings:

1. Watch on Comcast Channel 28
2. Watch the livestreaming video on the City's website
3. Watch and Listen on Zoom.us by clicking on the link in the Council Agenda

4. Listen only by calling the Zoom number listed on the Council Agenda

Watch Council Meeting by Joining the Zoom Meeting:

1. **By Computer, Tablet, or Smart Phone:**

1. Before joining the virtual City Council Meeting, it is highly encouraged that you download the Zoom App. To sign up for your own free account, visit zoom.us/signup and enter your email address. You will receive an email from Zoom (no-reply@zoom.us). In this email, click Activate Account.
2. If you are logged into your account, Enter the **Meeting ID** listed on the City Council Agenda. If you have not created an account go to: <https://zoom.us/join> and enter the **Meeting ID**
3. Select if you would like to connect audio and/or video and tap **Join Meeting**.
4. For specific instructions for your device, go to: <https://support.zoom.us/hc/en-us/articles/201362193-Joining-a-Meeting>

1. **Listen Only by Telephone:**

1. **Dial** the number listed on the Council Agenda.
2. At the prompt, enter the **Meeting ID** provided on the top of the City Council Meeting Agenda and **Press #. A participate ID is not required.**
3. To disconnect from the meeting, hang up the phone.

Ways to Provide Public Comment:

While attending the virtual City Council Meeting, the public will have the opportunity to provide live public comment during Public Forum and after each agenda item. When it is the appropriate time for public comment the Mayor will verbally open public comment. At this time each individual is permitted 4 minutes to speak.

1. **Send a Public Comment in by 4:00 PM Prior to the Meeting to:**
publiccomment@cityofsthelena.org

The easiest way to provide public comment is to email your public comment. Public comments may be emailed to publiccomment@cityofsthelena.org. Please include in the subject line "COMMENT TO COUNCIL and the AGENDA ITEM". Any public comment is required to be submitted no later than 2 hours before the scheduled meeting and will be included as an attachment to the agenda. All public comments will be made publicly available and attached to the agenda item and will not be read out loud. All public comments that are received after 4:00 PM will be attached to the agenda the following day.

2. **Provide Comment through Zoom meeting from a computer, tablet, or smart phone**

This option allows the public to virtually attend the meeting as a muted 'attendee' with no video or screen sharing capabilities. You will be able to see and hear those participating in the meeting, but they will not be able to hear you until the host unmutes you.

If you wish to provide public comment during a specific agenda item or during public forum, you can use the **"raise hand"** feature located in the control panel at the bottom of your screen. The icon is a small blue hand. In Windows you can also use the Alt+Y keyboard shortcut to raise or lower your hand. In Mac you can also use the Option+Y keyboard shortcut to raise or lower your hand.

The host will be notified that you've raised your hand and you will be placed in a queue with all incoming requests.

When it is your turn to speak, you will be notified that the host has unmuted you. To be removed from the queue, just click the **'raise hand'** button again.

3. Call in to the ZOOM meeting from a cell phone or landline phone only

This option allows the member of the public with the opportunity to verbally participate in public comment.

If you wish to speak during public comment time dial ***9** on your telephone.

The host will be notified that you would like to speak and you will be placed in a queue with all incoming requests.

When it is your turn to speak, you will be notified that the host has unmuted you. You may press ***9** again if you wish to be removed from the queue.

You will be notified at the end of your statement that you have been muted.

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En cumplimiento de la Ley de Estadounidenses con Discapacidades, si necesita asistencia especial para participar en esta reunión, llame a la Oficina del Secretaría de la Ciudad (707) 967-2792. La notificación 72 horas antes de la reunión, como lo requiere la Sección 202 de la Ley de Estadounidenses con Discapacidades, permitirá a la Ciudad hacer arreglos razonables para garantizar la accesibilidad a esta reunión.

### **LA CIUDAD DE ST. HELENA ALIENTA LA PARTICIPACIÓN PÚBLICA EN LÍNEA EN REUNIONES VIRTUALES DEL CONSEJO DE LA CIUDAD**

St. Helena, CA– La Ciudad de St. Helena está comprometida con la participación pública en el gobierno de la Ciudad de manera que sea consistente con la guía proporcionada por el Oficial de Salud Pública del Condado de Napa y la Orden Ejecutiva N-25-20 del Gobernador Newsom. Estas pautas se relacionan con el distanciamiento social y están destinadas a proteger a todos al limitar la propagación de COVID-19 en nuestra comunidad. En cumplimiento de estas pautas, el Ayuntamiento de St. Helena organizará una Reunión del Consejo Virtual sobre Zoom; Una herramienta de teleconferencia gratuita que permite a los usuarios mirar y / o llamar a la reunión desde sus computadoras o teléfonos. Esta reunión estará abierta al público y permite comentarios públicos en vivo. La reunión también se grabará, se transmitirá en vivo y se publicará en el sitio web de la Ciudad después de la clausura de la reunión si se presentan dificultades técnicas: <https://sthelena.civicweb.net/Portal/>

**El enlace web de ZOOM, la identificación de la reunión y el número de teléfono se enumerarán en la parte superior de la Agenda de la reunión del Ayuntamiento. Se le pedirá que ingrese la ID de la reunión, pero no habrá contraseña ni ID de participante.**

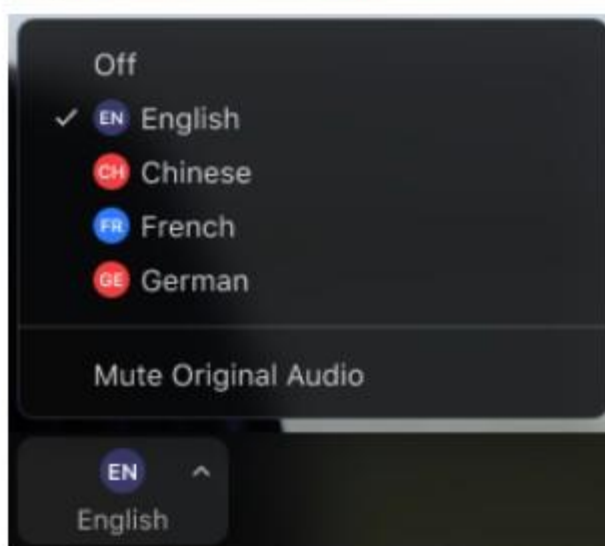
# Cómo escuchar la interpretación de un idioma



1. En los controles de la reunión o el seminario web, haga clic en **Interpre**



2. Haga clic en el idioma que desee escuchar.



3. (Opcional) Para escuchar solo el idioma interpretado, haga clic en **Siler**



1. En los controles de la reunión, toque ... Más.



2. Toque **Interpretación de idiomas**.

3. Toque el idioma que desee escuchar.



4. (Opcional) Toque el botón de alternancia **Silenciar audio original**.



5. Haga clic en **Finalizado**.

### **Cómo ver o escuchar las reuniones del Consejo:**

1. Veala a través del canal 28 de Comcast
2. Vea el video de transmisión en vivo en el sitio web de la ciudad
3. Mire y escuche en Zoom.us haciendo clic en el enlace en la Agenda del Consejo
4. Escuche llamando al número de Zoom listado en la Agenda del Consejo

### **Vea la reunión del Consejo uniéndose a la reunión Zoom:**

1. **Por computadora, tableta o teléfono:**
  - a. Antes de unirse a la reunión virtual del Ayuntamiento, le recomendamos que descargue la aplicación Zoom. Para registrarse en su propia cuenta gratuita, visite [zoom.us/signup](https://zoom.us/signup) e ingrese su dirección de correo electrónico. Recibirá un correo electrónico de Zoom ([no-reply@zoom.us](mailto:no-reply@zoom.us)) . En este correo electrónico, haga clic en Activar cuenta.
  - b. Si ha iniciado sesión en su cuenta, ingrese la ID de la reunión que figura en la Agenda del Ayuntamiento. Si no ha creado una cuenta, vaya a: <https://zoom.us/join> e ingrese la ID de la reunión

- c. Seleccione si desea conectar audio y / o video y toque Unirse a la reunión. re. Para obtener instrucciones específicas para su dispositivo, vaya a: <https://support.zoom.us/hc/en-us/articles/201362193-Joining-a-Meeting>

## 2. Escuche solo por teléfono:

- a. **Marque** el número que figura en la Agenda del Consejo.
- b. Cuando se le solicite, ingrese la **ID de la reunión** provista en la parte superior de la Agenda de la reunión del Concejo Municipal **y presione #. No se requiere una identificación de participación.**
- c. Para desconectarse de la reunión, cuelgue el teléfono

## Formas de proporcionar comentarios públicos:

Mientras asiste a la reunión virtual del Ayuntamiento, el público tendrá la oportunidad de proporcionar comentarios públicos en vivo durante el Foro Público y después de cada tema de la agenda. Cuando sea el momento apropiado para comentarios públicos, el Alcalde abrirá verbalmente los comentarios públicos. En este momento, cada individuo tiene permitido 4 minutos parahablar.

### 1. Envíe un comentario público por adelantado a [publiccomment@cityofsthelena.org](mailto:publiccomment@cityofsthelena.org)

La forma más fácil de proporcionar comentarios públicos es enviar su comentario público por correo electrónico. Los comentarios públicos pueden enviarse por correo electrónico a [publiccomment@cityofsthelena.org](mailto:publiccomment@cityofsthelena.org). Incluya en la línea de asunto "COMENTARIO AL CONSEJO y el PUNTO DEL PROGRAMA". Cualquier comentario público debe presentarse a más tardar 2 horas antes de la reunión programada y se incluirá como un archivo adjunto a la agenda. Todos los comentarios públicos se harán públicos y se adjuntarán al artículo de la agenda y no se leerán en voz alta. Todos los comentarios públicos que se reciban después de las 4:00 PM se adjuntarán a la agenda al día siguiente.

- 2. Proporcione comentarios a través de la reunión Zoom desde una computadora, tableta o teléfono inteligente

Esta opción permite que el público asista virtualmente a la reunión como un "asistente" silenciado sin capacidades de video o pantalla compartida. Podrá ver y escuchar a los participantes en la reunión, pero no podrán escucharlo hasta que el anfitrión de permiso.

Si desea proporcionar comentarios públicos durante un elemento específico de la agenda o durante un foro público, puede usar la función "levantar la mano" ubicada en el panel de control en la parte inferior de la pantalla. El icono es una pequeña mano azul. En Windows también puede usar el atajo de teclado Alt + Y para subir o bajar la mano. En Mac también puedes usar el atajo de teclado Alt + Y para subir o bajar la mano.

Se le notificará al anfitrión que ha levantado la mano y se lo colocará en fila con todas las solicitudes entrantes

Cuando sea su turno de hablar, se le notificará que el anfitrión le ha dado permiso de hablar. Para ser retirado de la fila, simplemente haga clic de nuevo el botón "levantar la mano".

### 3. Llame a la reunión de ZOOM desde un teléfono fijo o móvil solamente



Esta opción le permite al miembro del público la oportunidad de participar verbalmente en comentarios públicos.

Si desea hablar durante el tiempo de comentarios públicos, marque \* 9 en su teléfono.

Se le notificará al anfitrión que le gustaría hablar y se colocará en fila con todas las solicitudes entrantes.

Cuando sea su turno de hablar, se le notificará que el anfitrión le ha dado permiso de hablar. Puede presionar \* 9 nuevamente si desea ser eliminado de la fila.



May 25, 2021

Dear City Council and City Staff,

With sales tax being St. Helena's second largest source of revenue and thousands of people driving through town every day, why aren't we doing something to enhance the number and ease of parking spaces? Providing parking is a sure way to boost tax revenue. Why aren't we incentivizing commercial property owners to fill their empty storefronts? Why not find a way to reward or penalize as a means of getting results? City Council needs to focus and find solutions for these problems, which have everything to do with generating more revenue and nothing to do with hotels.

Speaking of hotels, why did the city pay Kosmont \$175,000.00 for hotel market analysis just two years ago if the findings are to be disregarded?

"With demand historically growing at a 3.5% annual rate, Kosmont conservatively estimates support for 50 new rooms within five years and approximately 120 new rooms by 2029." City of St. Helena Enhanced Infrastructure Financing District Preliminary Feasibility Analysis and Hotel Market Analysis Summary Prepared by: Kosmont Companies April 24, 2019.

Farmstead has since been approved for 65 rooms. That exceeds the Kosmont recommendation by 15 rooms. Moreover, there are currently 68 room entitlements issued but not yet utilized: Vineland Station has 60, and Wydown has 8. That means we've already allotted 13 more rooms than the 120 total rooms Kosmont determined St Helena could support through 2029.

Consider the Krug/Wine Train development proposal for a 65 – 85 room luxury resort. Peter White offered key details about the project:

"The project will be a sustainable design, with no impact on the City's water or sewer system. It will mitigate traffic by use of the rail to bring guests and employees from Napa to the Resort and provide shuttle service to and from the Resort and Downtown St. Helena. The Wine Train will also be proposing a "Work Force" housing project in conjunction with the hotel project at the Wine Train property on Railroad Ave. We will discuss possibilities for a "Private, Public Partnership" agreement regarding the building of a new City Hall."

If Vineland Station and Wydown don't build their allotted rooms, and there is to be any further hotel development, Krug/Wine Train is the ideal project for St. Helena. Market research indicates the additional rooms may be beyond what St. Helena can realistically support, but if they are willing to take the risk at least it is with their private property, and not our city owned assets.

Case in point. Chasing transient occupancy tax and determined to strike a development deal the city, intoxicated by revenue promises, allowed Las Alcobas to eliminate 19 affordable housing units and fail to provide adequate parking for staff and guests. And for what? The year prior to permanently closing, and well before the pandemic, the hotel generated a paltry \$448,000 in Transient Occupancy Tax. Now owned by the Hyatt Corporation, let's hope the Alila Napa Valley fares better.

Over the nine years *prior* to the pandemic the average hotel occupancy rate in St. Helena was only 62%. What are we doing to help boost this average? How do you think our local hotel owners feel about adding more hotels to the inventory?

Sincerely,

Nancy Dervin



The ADU Program in St. Helena is not having the intended results

Mr. Mayor and members of the City Council,

During the course of my research into Pacaso LLC's operations I discovered that in many cases an Accessory Dwelling Unit (ADU) or a Junior Accessory Unit (JADU) has been created during the upgrade of the home for fractional vacation home ownership. Since these ADUs will never be rented, the effect of this is simply to add another bedroom to the home and thus increase its value. This is an egregious misuse of the ADU regulations.

As you are probably aware, a number of bills were passed during the 2019 and 2020 sessions of the State Legislature to streamline the ADU permit process. The Findings section of Chapter 65852.150 of the California Government Code follows:

**GOVERNMENT CODE - GOV**

**TITLE 7. PLANNING AND LAND USE [65000 - 66499.58]**

*( Heading of Title 7 amended by Stats. 1974, Ch. 1536. )*

**DIVISION 1. PLANNING AND ZONING [65000 - 66301]**

*( Heading of Division 1 added by Stats. 1974, Ch. 1536. )*

**CHAPTER 4. Zoning Regulations [65800 - 65912]**

*( Chapter 4 repealed and added by Stats. 1965, Ch. 1880. )*

**ARTICLE 2. Adoption of Regulations [65850 - 65863.13]**

*( Article 2 added by Stats. 1965, Ch. 1880. )*

**65852.150.**

(a) The Legislature finds and declares all of the following:

- (1) Accessory dwelling units are a valuable form of housing in California.
- (2) Accessory dwelling units provide housing for family members, students, the elderly, in-home health care providers, the disabled, and others, at below market prices within existing neighborhoods.
- (3) Homeowners who create accessory dwelling units benefit from added income, and an increased sense of security.
- (4) Allowing accessory dwelling units in single-family or multifamily residential zones provides additional rental housing stock in California.
- (5) California faces a severe housing crisis.
- (6) The state is falling far short of meeting current and future housing demand with serious consequences for the state's economy, our ability to build green infill

consistent with state greenhouse gas reduction goals, and the well-being of our citizens, particularly lower and middle-income earners.

(7) Accessory dwelling units offer lower cost housing to meet the needs of existing and future residents within existing neighborhoods, while respecting architectural character.

(8) Accessory dwelling units are, therefore, an essential component of California's housing supply.

(b) It is the intent of the Legislature that an accessory dwelling unit ordinance adopted by a local agency has the effect of providing for the creation of accessory dwelling units and that provisions in this ordinance relating to matters including unit size, parking, fees, and other requirements, are not so arbitrary, excessive, or burdensome so as to unreasonably restrict the ability of homeowners to create accessory dwelling units in zones in which they are authorized by local ordinance.

(c) Notwithstanding Section 65803, this section shall also apply to a charter city.

*(Amended by Stats. 2018, Ch. 856, Sec. 4. (SB 1333) Effective January 1, 2019.)*

So it is clear from the Findings that the intent of the relaxed regulations for the permitting of ADUs is to create more opportunities for renters of moderate means. Unfortunately, nowhere in the legislation is there a clear mandate that ADUs be used for this purpose. It would appear that many of the ADUs created in St. Helena are simply serving as guest houses and in the case of Belle Maison, Pacaso's chosen developer, the purpose of the ADUs appears to be to add an additional bedroom to the vacation home. This is such an egregious misuse of the code that it must not go unchallenged.

While there is nothing specifically in State Code that specifically requires that ADUs be rented, the Code does require that a JADU be rented for longer than 30 days. It will be interesting to see how Pacaso plans to adhere to that requirement under their fractional ownership model.

St. Helena has adopted its own ADU regulations which are found in Chapter 17.116.030 of the Municipal Code. In most cases the St. Helena regulation mirror those of the State. But as is our right under State legislation, St. Helena's code contains some additional provisions. Among them:

#### 17.116.030 (E)

7. Deed Restriction. Prior to issuance of a building permit for an ADU or JADU, a deed restriction must be recorded against the title of the property in the county recorder's office and a copy filed with the director. The deed restriction must run with the land and bind all future owners. The form of the deed restriction will be provided by the city and must provide that:

- a. The ADU or JADU may not be sold separately from the primary dwelling.

- b. The ADU or JADU is restricted to the approved size and to other attributes allowed by this section.
  - c. The deed restriction runs with the land and may be enforced against future property owners.
  - d. The deed restriction may be removed if the owner eliminates the ADU or JADU, as evidenced by, for example, removal of the kitchen facilities. To remove the deed restriction, an owner may make a written request of the director, providing evidence that the ADU or JADU has in fact been eliminated. The director may then determine whether the evidence supports the claim that the ADU or JADU has been eliminated. Appeal may be taken from the director's determination consistent with other provisions of this code. If the ADU or JADU is not entirely physically removed, but is only eliminated by virtue of having a necessary component of an ADU or JADU removed, the remaining structure and improvements must otherwise comply with applicable provisions of this code.
  - e. The deed restriction is enforceable by the director or his or her designee for the benefit of the city. Failure of the property owner to comply with the deed restriction may result in legal action against the property owner, and the city is authorized to obtain any remedy available to it at law or equity, including, but not limited to, obtaining an injunction enjoining the use of the ADU or JADU in violation of the recorded restrictions or abatement of the illegal unit.
8. Income Reporting. In order to facilitate the city's obligation to identify adequate sites for housing in accordance with Government Code Sections [65583.1](#) and [65852.2](#), the following requirements must be satisfied:
- a. With the building-permit application, the applicant must provide the city with an estimate of the projected annualized rent that will be charged for the ADU or JADU.
  - b. Within ninety (90) days after each yearly anniversary of the issuance of the building permit, the owner must report the actual rent charged for the ADU or JADU during the prior year. If the city does not receive the report within the ninety (90) day period, the city may send the owner a notice of violation and allow the owner another thirty (30) days to submit the report. If the owner fails to submit the report within the thirty (30) day period, the city may enforce this provision in accordance with applicable law.

However, when I requested a copy of the deed restrictions and the income reports from City staff, I was told that they were requiring neither. It is perplexing to me that the City would not



enforce provisions of its own Code designed to ensure that ADUs are used as intended.

At a time when we are all keenly aware of the shortage of workforce housing in our community, for us to ignore the provisions of our own regulations designed to address that shortage is inexplicable. To further allow the code to be misused for the benefit of developers to add bedrooms and convert our neighborhood homes into vacation homes is inexcusable.

I request that the City Council look into this matter.

Thank you,

Larry Vermeulen

## **CITY OF ST. HELENA**

### **PROCLAMATION**

#### **National Older American's Month May 2021**

WHEREAS, The City of St. Helena celebrates our older citizens and the key role they play in sharing the wisdom and experience that inform today's decisions and actions, and fostering the connection and engagement that build strong, resilient communities

WHEREAS, The City of St. Helena recognize our responsibility to ensure that every American has the opportunity to age with dignity, and

WHEREAS, The City of St. Helena remembers that the COVID-19 pandemic has imposed tremendous hardships on our older adults. Older adults — particularly those from communities of color — have comprised the majority of deaths from COVID-19. Many older adults have suffered extreme social isolation from being separated from friends, family, and community resources throughout the pandemic. In spite of this, older citizens have stepped up to support their families, friends, and neighbors. They are among our essential workers, volunteers, and donors, bolstering their communities and inspiring others to do the same.

WHEREAS, The residents from St. Helena and surrounding area came together to create Rianda House, the only Senior Center north of Napa to provide opportunities to enrich the lives of individuals of all ages by:

- Involving older adults in the redefinition of aging in our community
- Promoting home and community-based services that support independent living
- Encouraging older adults to participate in healthful, educational, supportive and fun activities.

WHEREAS, The face of our community is growing older as older adults are the fastest growing population in Napa County with demographic data showing there are now more residents over the age of 65 than under 20. This growing population is a tremendous asset to our community and we know there is more we must do to ensure that older Americans can live and age with dignity. We are committed to ensuring older Americans can easily access appropriate services they need to stay safe and healthy as they age.

NOW, THEREFORE, BE IT PROCLAIMED, that I, Geoff Ellsworth, Mayor of the City of St. Helena, do hereby proclaim May as National Older Americans Month in the City of St. Helena, and call upon our citizens to celebrate older adults and the people who serve them as an influential and vital part of our community.

Dated: May 25, 2021

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Geoff Ellsworth, Mayor

City of St. Helena

**MINUTES**  
**City of St. Helena**  
**Regular City Council Meeting**  
**Tuesday, May 11, 2021 @ 6:00 PM**

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

**Present:** Mayor Geoff Ellsworth, Vice Mayor Paul Dohring, Council Member Anna Chouteau, Council Member Lester Hardy, and Council Member Eric Hall

**Absent:** None

- 1. CALL TO ORDER**
- 2. PLEDGE OF ALLEGIANCE**
- 3. ROLL CALL**

Mayor Ellsworth provided the following request:

I made a request that we fly the POW-MIA flag from May 15, which is Armed Forces Day, through June 1 on the City's ceremonial flagpole, as we did in 2020. However, on Monday I realized that staff had inadvertently left that item off the agenda. In discussing with the City Attorney, my understanding is that the Council can add an item to the agenda if at least 4 councilmembers vote that there is an immediate need for action on this item, and the need for action came to our attention after the agenda was posted. In this case, the Council does need to act tonight in order to fly the flag starting on Armed Forces Day, and the fact that this was not on the Agenda was not brought to my attention until after the agenda was posted. I would ask for a motion to add an item to the Consent Calendar to authorize the flying of the POW-MIA flag on the City's ceremonial flagpole from May 15, through June 1 of this year.

Vice Mayor Paul Dohring moved to add an item to the consent calendar to fly the POW/MIA flag on the City's ceremonial flagpole from Saturday, May 15, 2021 through Tuesday, June 1, 2021. The motion was seconded by Council Member Anna Chouteau and on roll call carried by the following vote:

AYES: Mayor Geoff Ellsworth, Vice Mayor Paul Dohring, Council Member Anna Chouteau, Council Member Lester Hardy, and Council Member Eric Hall

NOES: None

ABSENT: None

ABSTAIN: None

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RECUSE: None

**4. ADOPTION OF THE AGENDA**

City Clerk Cindy Tzafopoulos reported the only change to the agenda would be to include the new item added to the consent calendar regarding flying the POW/MIA flag on the City's ceremonial flagpole.

Council Member Anna Chouteau moved to adopt the agenda with the Mayor Ellsworth request added item to the consent calendar. The motion was seconded by Vice Mayor Paul Dohring and on roll call carried by the following vote:

AYES: Mayor Geoff Ellsworth, Vice Mayor Paul Dohring, Council Member Anna Chouteau, Council Member Lester Hardy, and Council Member Eric Hall  
NOES: None  
ABSENT: None  
ABSTAIN: None  
RECUSE: None

**5. PUBLIC FORUM:**

Connie Wilson, Larry Vermeulen, Michael Caldarola, Claire Barr, Kim Konte, citizen, Beth Nelson, Debbie Polverino and Jim Davis addressed the City Council.

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

Reports were made by staff and City Council.

City Attorney Ethan Walsh stated that there was no reportable action from the Closed Session meeting held on May 11, 2021.

**7. PRESENTATIONS AND PUBLIC RECOGNITIONS**

- 7.1 Proclamation in recognition of May is Mental Health Month presented to Sarah O'Malley, Director of Napa County Health and Human Services Agency

Meshanette Johnson-Sims, Assistant Mental Health Director from Napa County Mental Health received the proclamation.

- 7.2 National Police Week Proclamation - May 9-15, 2021

Police Chief Chris Hartley received the proclamation.

- 7.3 Proclamation recognizing Public Works Week – May 16-22, 2021

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Public Works Assistant Operations Manager Carlos Uribe received the proclamation.

- 7.4 PG&E Electric Transmission Upgrade for St. Helena Presentation by Clayton Hertz, Project Manager, Mark Van Gorder, Government Relations Representative and Linda Clifton, Customer Outreach Specialist

Mark van Gorder, Government Relations Representative introduced the item, Clayton Hertz, Project Manager provided a presentation.

**8. STAFF BRIEFING**

- 8.1 Update on Waste Water Treatment Plant Upgrade Project

John Wagner, Interim City Engineer provided an update on the item.

**9. 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)

- 9.1 Consideration and proposed approval of Regular Meeting Minutes of April 27, 2021. (~~Minutes forthcoming~~ Provided 5-10-21)  
Prepared By: Cindy Tzafopoulos, City Clerk

- 9.2 Quarterly Grant Report for FY 2021 Q3, for the period ending March 31, 2021

CEQA Determination: Not a CEQA project  
Prepared By: Mandy Kellogg, Finance Manager  
Recommendation:  
Receive and file report.

- 9.3 Consideration and proposed adoption of a Resolution authorizing: (1) the City Manager to execute Amendment No. 2 to STH Contract: FY2021-022 in the amount of \$27,444 with BKF for designing Capital Improvement Project R20-02 Mills Lane Storm Drain for a total contract amount not-to-exceed \$309,940; (2) a budget increase of \$27,444 to CIP Project R20-02; and (3) use of Fund 742 Storm Drain Impact Fees of the same.

CEQA Determination: CEQA will be completed as part of project design  
Prepared By: Edrees Argand, Assistant Engineer  
Recommendation:  
Staff recommends City Council adopt a Resolution authorizing: (1) the City Manager to execute Amendment No. 2 to STH Contract: FY2021-022 in the amount of \$27,444 with BKF for designing Capital Improvement Project R20-02 Mills Lane Storm Drain for a total contract amount not-to-exceed \$309,940; (2)

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a budget increase of \$27,444 to CIP Project R20-02; and (3) use of Fund 742 Storm Drain Impact Fees of the same.

- 9.4 Consideration and proposed approval of a resolution approving:
1. Flying the the Italian flag on the City's ceremonial flag pole during the month of October 2021 for Italian Heritage Month; and
  2. Waiving fees for the encroachment permit and Lyman Park Gazebo reservation for the Festa Italiana community celebration to be held on October 2, 2021 from 10:00 am to 5:00 pm; and
  3. Authorizing temporary street parking closure on the westside of Railroad Avenue from the Fire House to the end of Lyman Park and the public parking lot between Lyman Park and the Fire House for Festa Italiana event on October 2, 2021 from 10:00 am to 5:00 pm; and
  4. Approval of mobile food truck(s) to be parked on Railroad Avenue in the street closure area and wine and beer vendors in Lyman Park during the Festa Italiana event.

CEQA Determination: Not a CEQA project

Prepared By: Cindy Tzaopoulos, City Clerk

Recommendation:

Staff recommends City Council adopt the attached Resolution.

- 9.5 Consideration and approval of a resolution approving a Subrecipient Agreement with UpValley Family Centers for a total amount not-to-exceed \$200,000 and authorizing the City Manager to execute a subrecipient agreement upon award of CDBG-CV2 and CV3 grant. (Agreement Forthcoming)

CEQA Determination: Not a CEQA project

Prepared By: Mandy Kellogg, Finance Manager

Recommendation:

Consideration and approval of the attached resolution.

- 9.6 Consideration and proposed approval of a resolution rescinding resolution 2016-47 and adopting the City of St. Helena's new Council Vision and Council Mission

CEQA Determination: Not a CEQA project

Prepared By: Cindy Tzaopoulos, City Clerk

Recommendation:

Approve of a resolution rescinding resolution 2016-47 and adopting the City of St. Helena's updated Council Vision and Council Mission

- 9.7 Consideration and proposed approval of a resolution rescinding resolution 2019-18 and re-establishing Rules of Procedure for the Conduct of Council Meetings and re-establishing City Council Standards of Conduct

CEQA Determination: Not a CEQA project

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Prepared By: Cindy Tzaopoulos, City Clerk

Recommendation:

Adopt a resolution rescinding resolution 2019-18 and re-establishing Rules of Procedure for the Conduct of Council Meetings & re-establishing City Council standards of Conduct

- 9.8 Fiscal Year 2020-21 3rd Quarter Finance Report and Consideration of a Resolution Approving Budget Adjustments for Fiscal Year 2020-21

CEQA Determination: Not a CEQA project

Prepared By: April Mitts, Finance Director

Recommendation:

Staff recommends the City Council approve the attached Resolution Approving Budget Adjustments for FY 2020-21.

- 9.9 \*NEW ITEM ADDED TO CONSENT PER MOTION  
Consideration to approve the POW/MIA flag be flown on the City ceremonial flag pole from May 15, 2021 through June 1, 2021.

Vice Mayor Paul Dohring moved to approve Consent items 9.1 through 9.8, and included amended consent item item 9.9. The motion was seconded by Council Member Eric Hall and on roll call carried by the following vote:

AYES: Mayor Geoff Ellsworth, Vice Mayor Paul Dohring, Council Member Anna Chouteau, Council Member Lester Hardy, and Council Member Eric Hall

NOES: None

ABSENT: None

ABSTAIN: None

RECUSE: None

## **10. PUBLIC HEARINGS**

- 10.1 None

## **11. OLD BUSINESS**

- 11.1 Review and Discussion of City's Proposed Diversity, Equity, and Inclusion Strategy

CEQA Determination: Not a CEQA project

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

Recommendation:

Provide direction and feedback to the City Manager.

Assistant to the City Manager Preya Nixon reported on the item.

Nancy Dervin addressed the Council for public comment.



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It was the consensus of the City Council to show support in forming a Diversity, Equity and Inclusion Brown Act committee to concentrate on this topic. Staff will bring back an initiative for City Council consideration.

11.2 Review and Proposed Adoption of the City of St. Helena City Council Three Year Goals 2021-22 Workplan

CEQA Determination: Not a CEQA project  
Prepared By: Mark T. Prestwich, City Manager  
Recommendation:  
Adopt citywide three-year goals and 2021 workplan.

City Manager Mark Prestwich reported on the item.

Mary Stephenson addressed the City Council for public comment.

It was the consensus of the City Council to update the title of Goal 4. Staff will bring back an updated title for consideration during the next Three Year Goals 2021-22 update.

It was the consensus of the City Council to move forward with the Three Year Goals 2021-22 as presented.

**12. NEW BUSINESS**

12.1 Consideration and approval of:

(1) A Resolution authorizing the following:

- (A) Loan Agreement with Our Town St. Helena (OTSH) for the purchase of 723 Hunt Avenue;
- (B) Promissory Note for a Deferred Loan with OTSH for the Purchase of 723 Hunt Avenue;
- (C) Regulatory Agreement with OTSH for 723 Hunt Avenue;
- (D) Deed Restriction for 723 Hunt Avenue; and
- (E) Authorizing the City Manager to execute all necessary agreements related to 723 Hunt Avenue.

(2) A Resolution authorizing temporary, short-term use of Affordable Housing Trust Funds in an amount not-to-exceed \$1,410,000.00 for the Purchase of 723 Hunt Avenue.

CEQA Determination: Not a CEQA project  
Prepared By: Mandy Kellogg, Finance Manager  
Recommendation:  
Staff recommends approval of the attached resolution.

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Finance Director April Mitts reported on the item.

No public comment was received.

Council Member Anna Chouteau moved to approve the resolutions. The motion was seconded by Council Member Lester Hardy and on roll call carried by the following vote:

AYES: Mayor Geoff Ellsworth, Vice Mayor Paul Dohring, Council Member Anna Chouteau, Council Member Lester Hardy, and Council Member Eric Hall

NOES: None

ABSENT: None

ABSTAIN: None

RECUSE: None

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

13.1

**May City Council Meetings:**

**\*5/19 Townhall Emergency Preparedness Mtg 6pm**

**5/25 (Staff reports due 5/7)**

**5/13 Budget Study Session 9-12**

**5/27 Budget Study Session (if needed) 9-12**

***Presentation***

5/25 PG&E SCADA Infrastructure Pole Project

***STAFF BRIEFING:***

(Second mtg of the month) 5/25 City Manager COVID Update

***CONSENT:***

5/25 Amendment #2 to the Napa Countywide Storm Water Pollution Prevention Program

5/25 FY22 SB1 Project List

5/25 Vintage Hall Agreement

5/25 LGBTQ and Pride Month and POW flag request

5/25 Vine Trail alignment through St. Helena

***PH or OLD / NEW BUSINESS:***

6/8 Election calendar

6/8 Revenue options

5/25 Non-Profit Grant awards

5/25 Chamber annual report presentation

5/25 Napa Valley College Lease Agreement

**14. ADJOURNMENT**

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Mayor Ellsworth adjourned the meeting at 8:34 p.m.

The Regular meeting minutes of May 11, 2021 were approved at the Regular City Council meeting of May 25, 2021.

**APPROVED:**

**ATTEST:**

\_\_\_\_\_  
Geoff Ellsworth, Mayor

\_\_\_\_\_  
Cindy Tzaopoulos, City Clerk



Report to the City Council  
Regular City Council - 25 May 2021

**Agenda Section: CONSENT ITEMS**

**Subject: Consideration and approval of:**

1) Rescinding Resolution 2020-120 Duly adopting and adopting publicly available pay schedules in accordance with the requirement of California Code of Regulations, Title 2, Section 570.5 which includes a revised salary schedule for part-time Casual Worker classifications; and

2) A resolution duly approving and adopting publicly available pay schedules in accordance with the requirement of California Code of Regulations, Title 2, Section 570.5 which includes a revised salary schedule for part-time Casual Worker classifications.

**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

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**BACKGROUND**

The City of St. Helena contracts with the California Public Employees Retirement System (CalPERS) to provide retirement benefits for its employees. As a public employer, the City must abide by the Government Code when establishing and reporting employee compensation. The California Code of Regulations (CCR) Title 2, Section 570.5 (Section 570.5) provides that each pay schedule meet the following requirements:

- Has been 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 position
- Indicates the time base for each pay rate

CalPERS uses the City's pay schedules to determine final compensation and to calculate retirement benefits for the City's employees. Inaccurate pay schedules could negatively impact an employee's final retirement calculation or delay receipt of the appropriate retirement compensation. To ensure that the City remains compliant with its obligation under Section 570.5 staff will, at a minimum, biannually present pay schedules to City Council to be duly authorized and approved. The biannual presentations to the City Council coincide with the start of a new fiscal year and at the beginning of each calendar year, as these times have historically coincided with the ratification of negotiated memorandum of understandings with the City's labor unions.

### **DISCUSSION**

On December 8, 2020, City staff presented a resolution and Casual Worker Salary Schedule for adoption to amend the Casual Worker I Salary Range to adjust the range according to the State of California minimum wage increase on January 1, 2021, which increased the minimum wage from \$13.00 per hour to \$14.00 per hour.

The intent was to only to amend the Casual Worker I pay range to account for the minimum wage increase; however, inadvertently, the Casual Worker II through Casual Worker V pay ranges were also increased incrementally. The FY 2020-21 Operating Budget only accounted for the increase to the Casual Worker I pay range in accordance with the minimum wage increase.

Because of this, City staff is recommending rescinding Resolution 2020-120, which previously approved the incorrect pay ranges for Casual Worker II through Casual Worker V and adopt a new resolution approving the revised salary schedule (Exhibit A) to administratively correct the pay range for Casual Worker II, Casual Worker III, Casual Worker IV, and Casual Worker V and reflect the increase in minimum wage for the Casual Worker I pay range.

There is no impact to wages that have been previously paid to employees, as they have been paid in accordance to the FY 2020-21 adopted budget.

### **FISCAL IMPACT**

There are no financial impacts to the budget as the minimum wage increases for January 2021 were considered and budgeted in the adopted FY 2020-21 budget.

### **RECOMMENDED ACTION**

Staff recommends that the City Council:

- 1) Rescind Resolution 2020-120 Duly adopting and adopting publicly available pay schedules in accordance with the requirement of California Code of Regulations, Title 2,

Section 570.5 which includes a revised salary schedule for part-time Casual Worker classifications; and

2) Approve a resolution duly approving and adopting publicly available pay schedules in accordance with the requirement of California Code of Regulations, Title 2, Section 570.5 which includes a revised salary schedule for part-time Casual Worker classifications.

**ATTACHMENTS**

[Resolution Adopting Revised Pay Schedule for Casual Worker Classification](#)

[Exhibit A Casual Worker Salary Schedule](#)

[2020-120 Duly adopting and approving publicly available pay schedules](#)

**CITY OF ST. HELENA  
RESOLUTION No. 2021-**

**Resolution rescinding Resolution 2020-120 and duly adopting and approving and amended publicly available pay schedule in accordance with the requirement of California Code of Regulations, Title 2, Section 570.5 which includes revised salary schedule for all part-time Casual Worker classifications**

RECITALS

- A. The City of St. Helena contracts with the California Public Employee' Retirement System ("CalPERS") to provide retirement benefits for its employees; and
- B. Pursuant to California Code of Regulations, Title 2, Section 570.5, CalPERS requires governing bodies of local agencies contracting with CalPERS to approve and adopt a publicly available pay schedule in accordance with public meeting laws; and
- C. The pay schedule must identify the position title for every employee position, the pay rate for each position title, and the applicable time base for the pay rate; and
- D. On January 1, 2021, California minimum wage for employers with 26 or more employees increased to \$14.00 per hour; and
- E. On December 8, 2020, the City Council of St. Helena adopted Resolution 2020-120 Duly adopting and approving and amended publicly available pay schedule to implement the minimum wage increase, which included an administrative error in the pay schedule; and
- F. The City Council desires to rescind Resolution 2020-120; and
- G. The City Council desires to approve and adopt an amended publicly available pay schedule, showing all established employee positions and pay rates, in accordance with the requirement of California Code of Regulations, Title 2, Section 570.5; and

Now, therefore, the City Council of the City of St. Helena resolves as follows:

- 1. Rescind Resolution 2020-120 Duly adopting and adopting publicly available pay schedules in accordance with the requirement of California Code of Regulations, Title 2, Section 570.5 which includes a revised salary schedule for part-time Casual Worker classifications; and
- 2. That the City of St. Helena Publicly Available Salary Schedule which includes revised salary schedule for all part-time Casual Worker classification contained in Exhibit A is hereby approved and adopted in accordance with the requirements of California Code of Regulations, Title 2, Section 570.5, and
- 3. That the revised City of St. Helena make no changes to the salary schedules for other classifications; and

4. That the City of St. Helena Publicly Available Salary Schedule will be posted on the City's website and will be made available for public inspection for not less than five years.

Approved at a regular meeting of the St. Helena City Council on May 25, 2021 by the following vote:

|                         |       |
|-------------------------|-------|
| Mayor Ellsworth:        | _____ |
| Vice Mayor Dohring:     | _____ |
| Councilmember Chouteau: | _____ |
| Councilmember Hall:     | _____ |
| Councilmember Hardy:    | _____ |

APPROVED:

ATTEST:

\_\_\_\_\_  
Geoff Ellsworth, Mayor

\_\_\_\_\_  
Cindy Tzaopolous, City Clerk



Exhibit A

**CITY OF ST. HELENA PUBLICLY AVAILABLE SALARY SCHEDULE**  
**Fire Department (full-time and part-time), Casual Workers (part-time), and Elected Officials**  
 Approved and Adopted May 25, 2021, Revised Casual Worker Updated for Minimum Wage Increase Effective January 1, 2021  
 Includes a 5% Salary Reduction Effective 07/01/2020 through 06/30/2021  
 FY 2020-2021

| Position                                   | Timebase* | A      | B      | Steps<br>C | D      | E      |
|--------------------------------------------|-----------|--------|--------|------------|--------|--------|
| <u>Full-time Fire Department Positions</u> |           |        |        |            |        |        |
| Firefighter                                | Annual    | 52,660 | 55,293 | 58,058     | 60,961 | 64,009 |
|                                            | Monthly   | 4,388  | 4,608  | 4,838      | 5,080  | 5,334  |
|                                            | Bi-weekly | 2,025  | 2,127  | 2,233      | 2,345  | 2,462  |
|                                            | Hourly    | 25.32  | 26.58  | 27.91      | 29.31  | 30.77  |
| Engineer                                   | Annual    | 55,294 | 58,058 | 60,961     | 64,009 | 67,210 |
|                                            | Monthly   | 4,608  | 4,838  | 5,080      | 5,334  | 5,601  |
|                                            | Bi-weekly | 2,127  | 2,233  | 2,345      | 2,462  | 2,585  |
|                                            | Hourly    | 26.58  | 27.91  | 29.31      | 30.77  | 32.31  |
| Captain                                    | Annual    | 58,058 | 60,961 | 64,009     | 67,210 | 70,570 |
|                                            | Monthly   | 4,838  | 5,080  | 5,334      | 5,601  | 5,881  |
|                                            | Bi-weekly | 2,233  | 2,345  | 2,462      | 2,585  | 2,714  |
|                                            | Hourly    | 27.91  | 29.31  | 30.77      | 32.31  | 33.93  |
| Assistant Chief                            | Annual    | 60,961 | 64,009 | 67,209     | 70,569 | 74,098 |
|                                            | Monthly   | 5,080  | 5,334  | 5,601      | 5,881  | 6,175  |
|                                            | Bi-weekly | 2,345  | 2,462  | 2,585      | 2,714  | 2,850  |
|                                            | Hourly    | 29.31  | 30.77  | 32.31      | 33.93  | 35.62  |

| Position                                   | Timebase* | A     | B     | Steps<br>C | D     | E     |
|--------------------------------------------|-----------|-------|-------|------------|-------|-------|
| <u>Part-time Fire Department Positions</u> |           |       |       |            |       |       |
| Firefighter                                | Hourly    | 25.32 | 26.58 | 27.91      | 29.31 | 30.77 |
| Engineer                                   | Hourly    | 26.58 | 27.91 | 29.31      | 30.77 | 32.31 |
| Captain                                    | Hourly    | 27.91 | 29.31 | 30.77      | 32.31 | 33.93 |
| Assistant Chief                            | Hourly    | 29.31 | 30.77 | 32.31      | 33.93 | 35.62 |
| Fire Marshal <sup>(1)</sup>                | Hourly    |       |       |            |       | 45.53 |

| Position                   | Timebase* | A     | B     | Steps<br>C | D     | E     |
|----------------------------|-----------|-------|-------|------------|-------|-------|
| <u>Part-time Positions</u> |           |       |       |            |       |       |
| Casual Worker I            | Hourly    | 14.00 | 14.70 | 15.44      | 16.21 | 17.02 |
| Casual Worker II           | Hourly    | 14.57 | 15.30 | 16.07      | 16.87 | 17.71 |
| Casual Worker III          | Hourly    | 18.60 | 19.53 | 20.51      | 21.53 | 22.61 |
| Casual Worker IV           | Hourly    | 23.73 | 24.92 | 26.16      | 27.47 | 28.85 |
| Casual Worker V            | Hourly    | 30.28 | 31.79 | 33.38      | 35.05 | 36.80 |

| Position                                 | Timebase* |          |
|------------------------------------------|-----------|----------|
| <u>Elected Positions</u>                 |           |          |
| Mayor <sup>(1)</sup>                     | Annual    | 3,600.00 |
| Vice Mayor <sup>(1)</sup>                |           |          |
| Council Member <sup>(1)</sup>            |           |          |
| Planning Chairperson <sup>(1)</sup>      | Annual    | 1,200.00 |
| Planning Vice Chairperson <sup>(1)</sup> |           |          |
| Planning Commissioner <sup>(1)</sup>     |           |          |

<sup>(1)</sup> Positions do not have a pay range

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

**CITY OF ST. HELENA**

**RESOLUTION No. 2020-120**

**Duly adopting and approving publicly available pay schedules in accordance with the requirement of California Code of Regulations, Title 2, Section 570.5 which includes revised salary schedule for all part-time Casual Worker classifications**

**RECITALS**

- A. The City of St. Helena contracts with the California Public Employee' Retirement System ("CalPERS") to provide retirement benefits for its employees; and
- B. Pursuant to California Code of Regulations, Title 2, Section 570.5, CalPERS requires governing bodies of local agencies contracting with CalPERS to approve and adopt a publicly available pay schedule in accordance with public meeting laws; and
- C. The pay schedule must identify the position title for every employee position, the pay rate for each position title, and the applicable time base for the pay rate; and
- D. The City Council of the City of St. Helena desires to approve and adopt a publicly available pay schedule, showing all established employee positions and pay rates, in accordance with the requirement of California Code of Regulations, Title 2, Section 570.5; and
- E. On January 1, 2021, California minimum wage for employers with 26 or more employees is \$14.00 per hour.

Now, therefore, the City Council of the City of St. Helena resolves as follows:

- 1. That the City of St. Helena Publicly Available Salary Schedule which includes revised salary schedule for all part-time Casual Worker classification contained in Exhibit A is hereby approved and adopted in accordance with the requirements of California Code of Regulations, Title 2, Section 570.5, and
- 2. That the revised City of St. Helena make no changes to the salary schedules for other classifications; and
- 3. That the City of St. Helena Publicly Available Salary Schedule will be posted on the City's website, and will be made available for public inspection for not less than five years.

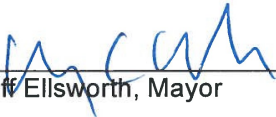
Approved at a regular meeting of the St. Helena City Council on December 8, 2020 by the following vote:

|                           |            |
|---------------------------|------------|
| Mayor Ellsworth:          | <u>YES</u> |
| Vice Mayor Dohring:       | <u>YES</u> |
| Councilmember Koberstein: | <u>YES</u> |

Councilmember Chouteau: YES

Councilmember Knudsen: YES

APPROVED:

  
Geoff Ellsworth, Mayor

ATTEST:

  
Cindy Tzafopolous, City Clerk



## Exhibit A

**CITY OF ST. HELENA PUBLICLY AVAILABLE SALARY SCHEDULE**  
**Fire Department (full-time and part-time), Casual Workers (part-time), and Elected Officials**  
 Approved and Adopted July 14, 2020, Casual Worker Updated for Minimum Wage Increase Effective January 1, 2021  
 Includes a 5% Salary Reduction Effective 07/01/2020 through 06/30/2021  
 FY 2020-2021

| Position                                          | Timebase* | Steps  |        |        |        |          |
|---------------------------------------------------|-----------|--------|--------|--------|--------|----------|
|                                                   |           | A      | B      | C      | D      | E        |
| <b><u>Full-time Fire Department Positions</u></b> |           |        |        |        |        |          |
| Firefighter                                       | Annual    | 52,660 | 55,293 | 58,058 | 60,961 | 64,009   |
|                                                   | Monthly   | 4,388  | 4,608  | 4,838  | 5,080  | 5,334    |
|                                                   | Bi-weekly | 2,025  | 2,127  | 2,233  | 2,345  | 2,462    |
|                                                   | Hourly    | 25.32  | 26.58  | 27.91  | 29.31  | 30.77    |
| Engineer                                          | Annual    | 55,294 | 58,058 | 60,961 | 64,009 | 67,210   |
|                                                   | Monthly   | 4,608  | 4,838  | 5,080  | 5,334  | 5,601    |
|                                                   | Bi-weekly | 2,127  | 2,233  | 2,345  | 2,462  | 2,585    |
|                                                   | Hourly    | 26.58  | 27.91  | 29.31  | 30.77  | 32.31    |
| Captain                                           | Annual    | 58,058 | 60,961 | 64,009 | 67,210 | 70,570   |
|                                                   | Monthly   | 4,838  | 5,080  | 5,334  | 5,601  | 5,881    |
|                                                   | Bi-weekly | 2,233  | 2,345  | 2,462  | 2,585  | 2,714    |
|                                                   | Hourly    | 27.91  | 29.31  | 30.77  | 32.31  | 33.93    |
| Assistant Chief                                   | Annual    | 60,961 | 64,009 | 67,209 | 70,569 | 74,098   |
|                                                   | Monthly   | 5,080  | 5,334  | 5,601  | 5,881  | 6,175    |
|                                                   | Bi-weekly | 2,345  | 2,462  | 2,585  | 2,714  | 2,850    |
|                                                   | Hourly    | 29.31  | 30.77  | 32.31  | 33.93  | 35.62    |
| Position                                          | Timebase* | Steps  |        |        |        |          |
|                                                   |           | A      | B      | C      | D      | E        |
| <b><u>Part-time Fire Department Positions</u></b> |           |        |        |        |        |          |
| Firefighter                                       | Hourly    | 25.32  | 26.58  | 27.91  | 29.31  | 30.77    |
| Engineer                                          | Hourly    | 26.58  | 27.91  | 29.31  | 30.77  | 32.31    |
| Captain                                           | Hourly    | 27.91  | 29.31  | 30.77  | 32.31  | 33.93    |
| Assistant Chief                                   | Hourly    | 29.31  | 30.77  | 32.31  | 33.93  | 35.62    |
| Fire Marshal <sup>(1)</sup>                       | Hourly    |        |        |        |        | 45.53    |
| Position                                          | Timebase* | Steps  |        |        |        |          |
|                                                   |           | A      | B      | C      | D      | E        |
| <b><u>Part-time Positions</u></b>                 |           |        |        |        |        |          |
| Casual Worker I                                   | Hourly    | 14.00  | 14.70  | 15.44  | 16.21  | 17.02    |
| Casual Worker II                                  | Hourly    | 15.81  | 16.60  | 17.43  | 18.30  | 19.22    |
| Casual Worker III                                 | Hourly    | 20.18  | 21.19  | 22.25  | 23.36  | 24.53    |
| Casual Worker IV                                  | Hourly    | 25.75  | 27.04  | 28.39  | 29.81  | 31.30    |
| Casual Worker V                                   | Hourly    | 32.85  | 34.49  | 36.22  | 38.03  | 39.93    |
| Position                                          | Timebase* | Steps  |        |        |        |          |
|                                                   |           | A      | B      | C      | D      | E        |
| <b><u>Elected Positions</u></b>                   |           |        |        |        |        |          |
| Mayor <sup>(1)</sup>                              | Annual    |        |        |        |        | 3,600.00 |
| Vice Mayor <sup>(1)</sup>                         |           |        |        |        |        |          |
| Council Member <sup>(1)</sup>                     |           |        |        |        |        |          |
| Planning Chairperson <sup>(1)</sup>               | Annual    |        |        |        |        | 1,200.00 |
| Planning Vice Chairperson <sup>(1)</sup>          |           |        |        |        |        |          |
| Planning Commissioner <sup>(1)</sup>              |           |        |        |        |        |          |

(1) Positions do not have a pay range

\*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 - 25 May 2021

**Agenda Section: CONSENT ITEMS**

**Subject:** Consideration and proposed approval of a resolution authorizing a ceremonial flag recognizing LGBTQ Pride and Transgender Month during the month of June 2021

**CEQA Determination:** Not a CEQA project

**Prepared By:** Cindy Tzaferopoulos, City Clerk

**Reviewed By:** April Mitts, Finance Director

**Approved By:** Mark T. Prestwich, City Manager

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**BACKGROUND**

The City Council adopted policy P-CC-0001 Outdoor Display of Governmental and Non-Governmental Flags on City Property, which authorizes the display of non-governmental flags on City property (attached).

Per City Council adopted policy Mayor Ellsworth formally requested in writing to the City Manager for the LGBTQ Pride and Transgender flag, also known as the Progress Pride flag be flown on the City's ceremonial flag pole during the month of June.

**FISCAL IMPACT**

There is no fiscal impact.

**RECOMMENDED ACTION**

Approve a resolution authorizing the Progress Pride flag be flown on the City's ceremonial flag pole during the month of June 2021.

**ATTACHMENTS**

[Resolution](#)

[2019-66 Rescinding Resolution 2017-75 and Amending the Policy P-CC-0001 Outdoor Display of Governmental and Non-Governmental Flags on City Property and Authorizing Mayor Ellsworth Flag Request for the POW and LGBTQ Flag](#)

**CITY OF ST. HELENA**

**RESOLUTION No. 2021-**

**Authorizing the Progress Pride Flag to be Flown on the  
City's Ceremonial Flag Pole**

**RECITALS**

- A. On May 28, 2019, the St. Helena City Council adopted policy P-CC-0001 Outdoor Display of Governmental and Non-Governmental Flags on City Property, which authorizes the display of non-governmental flags on City property.
- B. Per City Council adopted policy Mayor Ellsworth formally requested in writing to the City Manager for the LGBTQ Pride and Transgender flag, also known as the Progress Pride flag be flown on the City's ceremonial flag pole during the month of June.

**RESOLUTION**

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

- 1. Authorizes the Progress Pride Flag to be flown during the month of June 2021.

Approved at a Regular Meeting of the St. Helena City Council on May 25, 2021, by the following vote:

|                                |       |
|--------------------------------|-------|
| <b>Mayor Ellsworth:</b>        | _____ |
| <b>Vice Mayor Dohring:</b>     | _____ |
| <b>Councilmember Chouteau:</b> | _____ |
| <b>Councilmember Hall:</b>     | _____ |
| <b>Councilmember Hardy:</b>    | _____ |

APPROVED:

ATTEST:

\_\_\_\_\_  
Geoff Ellsworth, Mayor

\_\_\_\_\_  
Cindy Tzafopoulos, City Clerk



**CITY OF ST. HELENA**

**RESOLUTION NO. 2019-66**

**Rescinding Resolution 2017-75 and Amending the Policy  
P-CC-0001 Outdoor Display of Governmental and Non-  
Governmental Flags on City Property and Authorizing a  
Ceremonial Flag Recognizing LGBTQ Pride Month during  
the Month of June**

**RECITALS**

- A. On June 13, 2017, the St. Helena City Council established a uniform policy to govern the flying of the National, State, and City flags on City-owned properties at half-staff to pay homage to the deceased and to govern the display of non-governmental flags on specified City-owned flagpoles; and
- B. The City Council desires to amend the current policy establishing a more prominent place to display non-governmental flags; and
- C. The more prominent location will be a flag pole installed beside the existing governmental designated flag pole outside of St. Helena City Hall; and
- D. A request has been made for the LGBTQ Pride Month flag to be flown the first half of the month of June and the Transgender flag will be flown the second half of June in recognition of LGBTQ Pride Month.

**RESOLUTION**

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

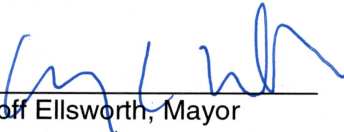
- 1. Approves City Council Policy P-CC-0001 Outdoor Display of Governmental and Non-Governmental Flags on City Property as outlined in the attached Exhibit A; and
- 2. Rescinds Resolution 2017-75; and
- 3. Authorizes a ceremonial flag recognizing LGBTQ Pride Month during the month of June; and
- 4. If any action, subsection, clause or phrase of this Resolution or the policies in Exhibit A shall be held invalid or unconstitutional by a court of competent jurisdiction, such invalidity shall not affect the validity of the remaining portions of this Resolution or of the policy adopted by this Resolution that can be given effect without the invalid provisions; and

5. The City Council finds that the project is exempt from the requirements of CEQA pursuant to section 15303 in that it qualifies for a Class 3 Categorical Exemption.

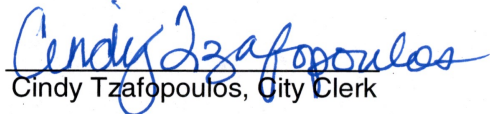
Approved at a Regular Meeting of the St. Helena City Council on May 28, 2019, by the following vote:

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

APPROVED:

  
Geoff Ellsworth, Mayor

ATTEST:

  
Cindy Tzaferopoulos, City Clerk





**City of St. Helena**  
**Council Policy**  
 Administration

Policy  
**Outdoor Display of Governmental and  
 Non-Governmental Flags on City Property**

Page 1 of 2

|                                                                                                  |                            |            |
|--------------------------------------------------------------------------------------------------|----------------------------|------------|
| <b>Title:</b><br><br>Outdoor Display of Governmental and Non-Governmental Flags on City Property | <b>Policy #</b>            | P-CC-0001  |
|                                                                                                  | <b>Revision #</b>          | 1          |
|                                                                                                  | <b>Implementation Date</b> | 2017-06-13 |
|                                                                                                  | <b>Last Update Date</b>    | 2019-05-28 |
| <b>Approval by City Council</b><br>Resolution No. 2019-66                                        | <b>Date Approved</b>       | 2019-05-28 |

**I. Purpose, Overview and Scope of this Policy**

The purpose of this administrative policy is to establish a uniform policy to govern Outdoor Display of Governmental and Non-Governmental Flags on City Property.

Nothing set forth in this Policy is intended to prohibit or curtail individuals from displaying a flag on private property under his or her control or to wear or carry a flag.

This policy rescinds the previous Outdoor Display of Governmental and Non-Governmental Flags on City Property policies and remains in effect until rescinded by City Council.

**II. Authority**

The City Council has authority to update this policy.

**III. Policy - Flying Flags on City Property at Half-Staff**

1. National flags and/or California flags on City-owned property shall be flown at half-staff upon order of the President of the United States or authorization by the Governor of California.
2. National, California, and/or City flags on City-owned property may also be flown at half-staff at the direction of the Mayor upon the death of:
  - a. A City Councilmember, past or present;
  - b. A City employee whose death occurred during the discharge of duty;
  - c. A City employee or retiree having served the City for 25 or more years; and/or
  - d. A prominent citizen not holding or having held elected public office, whose accomplishments and contributions to the community clearly demonstrated a commitment over and beyond that which would be normally associated with the performance of work.
3. For the above circumstances, flags will be flown at half-staff as soon as practicable following the notification of a death, and will ordinarily be continued for 48 hours.





**City of St. Helena**  
**Council Policy**  
 Administration

Policy  
**Outdoor Display of Governmental and  
 Non-Governmental Flags on City Property**

Page 2 of 2

**IV. Policy – Display of Non-Governmental Flags on City Property**

1. The Mayor and/or a member of the City Council may submit a request to the City Manager in writing to display a Non-Governmental Flag on a Ceremonial Flagpole in conjunction with official actions, ceremonial items, or proclamations of the City Council. The request shall specify:
  - a. the type of flag to be displayed
  - b. how display of the flag would relate to a prior or proposed official action, ceremonial item, or proclamation of the City Council, and
  - c. the proposed time and manner of display.
2. Following consideration of a request, if the Council approves the request, either by minute order or in conjunction with adoption of some other official action, ceremonial item, or proclamation, the City shall display the requested Non-Governmental Flag on a Ceremonial Flagpole at the time, place, and manner so directed by the Council. If the Council does not approve a request, it shall be deemed to have been denied and shall not be reconsidered for a period of six (6) months.
3. When a Ceremonial Flagpole is not displaying a Non-Governmental Flag, the City Flag may be flown upon the order of the City Manager, in his or her discretion.
4. The Ceremonial Flag Pole will be located beside the existing governmental designated flag pole outside of City Hall.

## Cindy Tzaopoulos

---

**From:** Geoff Ellsworth  
**Sent:** Monday, May 3, 2021 11:36 AM  
**To:** Cindy Tzaopoulos  
**Cc:** Paul Dohring; Mark Prestwich  
**Subject:** POW-MIA flag/ Pride and Trans flag requests

I would like to request the period of Saturday May 15 2021 (Armed Forces Day) through Tuesday June 1, 2021 to fly the POW-MIA Flag on the City of St. Helena ceremonial flagpole. Memorial Day falls in this period as well.

I would also like to request the month of June 2021 to fly both the Pride flag and Trans flag the entire month in recognition of Pride Month.

Best, Geoff



Report to the City Council  
Regular City Council - 25 May 2021

**Agenda Section: CONSENT ITEMS**

**Subject:** Consideration and proposed adoption of a resolution authorizing Amendment No. 2 to the Cooperative Joint Powers Agreement to Fund and Administer the Napa Countywide Stormwater Program (Napa Countywide Stormwater Pollution Prevention Program)

**CEQA Determination:** Not a CEQA project

**Prepared By:** Martin Beltran, Management Analyst

**Reviewed By:** Clayton Church, Acting Public Works Director

**Approved By:** Mark T. Prestwich, City Manager

**BACKGROUND**

Under State and Federal regulations, the City of St. Helena must comply with the National Pollution Discharge Elimination System (NPDES) through maintaining permit coverage under the State Water Resources Control Board's (SWRCB) Municipal Storm Water Permitting Program. The program regulates stormwater discharges from municipal separate storm sewer systems. The City of St. Helena is regulated under the Phase II permitting, which requires the City to obtain a general permit for Stormwater Discharges from Small Municipal Storm Sewer Systems (General MS4 Permit, Order No. 2013-0001). On March 8, 2016, District, Cities, Town, and County entered into Cooperative Joint Powers Agreement for the funding and administration of the Napa Countywide Stormwater Pollution Prevention Program (NCSPPP) (the "agreement") pursuant to which the District administers the NCSPPP to facilitate Cities, Town, and County's compliance with the general MS4 Permit, and Cities, Town, and County reimburse the District for their respective share of the District's costs.

On May 8, 2018, City Council approved Resolution No. 2018-54, authorizing Amendment No. 1 to the agreement extending the term. The parties formally entered into Amendment No. 1 on June 19, 2018.

**DISCUSSION**

The City of St. Helena has collaborated with the Napa Countywide Stormwater Pollution Prevention Program (NCSPPP) to participate in an ongoing regional permit compliance program since 2003. Included in the regional program along with the City of St Helena are the Napa County Flood Control and Water Conservation District (District), City of Calistoga, City of American Canyon, City of Napa, County of Napa and the Town of Yountville. Together the regional collaborative complies with stormwater regulatory requirements administered through the General MS4 Permit. The ongoing regional joint effort allows participants to streamline permitting and leverage funds through the county wide program. The term of the existing JPA is expiring on June 30, 2021.

The existing JPA allows all members to execute the permit requirements more efficiently and effectively, and fund the countywide program based on the NCSPPP Agency's population size/assessed value. Under the program the District provides assistance, support and collaboration to the City related MS4 permit activities, including:

- Complying with stormwater permits
- Leveraging work of other North Bay permittees
- Fulfilling certain permit requirements jointly
- Cost sharing
- Providing nexus for regional and statewide collaboration and cost sharing

The agreement has allowed the City to streamline its financial responsibility for supporting work with the District. Government Code section 6510 authorizes Joint Powers Agreements to continue "until rescinded or terminated." The proposed Amendment (Amendment No. 2) to the Agreement will extend the term indefinitely.

**FISCAL IMPACT**

The cost to implement this Agreement for Fiscal Year 2021/2022 is \$34,735 and will be included in the proposed budget. This resolution has no further fiscal impact. Future annual budgets for NCSPPP activities will be agreed upon by the NCSPPP agency Management Committee, and the City's cost share will be included in future annual budgets.

**RECOMMENDED ACTION**

Adopt the attached resolution authorizing Amendment No. 2 to the Cooperative Joint Powers Agreement to Fund and Administer the Napa Countywide Stormwater Program (Napa Countywide Stormwater Pollution Prevention Program).

**ATTACHMENTS**

[Attachment 1 Resolution](#)

[Attachment 2: Amendment No. 2 to NCSPPP JPA](#)

**CITY OF ST. HELENA**

**RESOLUTION NO. 2021-**

**Authorizing Amendment No. 2 to Cooperative Joint Powers Agreement to Fund and Administer the Napa Countywide Stormwater Management Program (Napa Countywide Stormwater Pollution Prevention Program).**

**RECITALS**

- A. CITIES, TOWN, and COUNTY are permittees under the Waste Discharge Requirements for Storm Water Discharges from Small Municipal Separate Storm Sewer Systems adopted by the State Water Resources Control Board on February 5, 2013 as Order No. 2013-0001-DWQ and National Pollutant Discharge Elimination System General Permit No. CAS000004, as amended ("General MS4 Permit"); and
- B. On March 8, 2016, DISTRICT, CITIES, TOWN, and COUNTY entered into Cooperative Joint Powers Agreement for the funding and administration of the Napa Countywide Stormwater Pollution Prevention Program (NCSPPP) (the "Agreement") pursuant to which the DISTRICT administers the NCSPPP to facilitate CITIES, TOWN, and COUNTY's compliance with the General MS4 Permit, and CITIES, TOWN, and COUNTY reimburse the DISTRICT for their respective share of the DISTRICT's costs; and
- C. The General MS4 Permit, originally effective through June 30, 2018, was administratively continued by the State Water Resources Control Board until such time that it reissues the General MS4 Permit; and
- D. On May 8, 2018, City Council approved Resolution No. 2018-54 authorizing Amendment No. 1 to the agreement extending the term until June 30, 2021; and
- E. The City of St. Helena anticipates cooperating in the funding and administration of the NCSPPP for the foreseeable future; and
- F. Government Code section 6510 authorizes Joint Powers Agreements to continue "until rescinded or terminated," and
- G. The City of St. Helena now wish to amend the Agreement to extend the term indefinitely, subject to termination by the Parties; and
- H. The City of St. Helena's cost-share amount for each year of the program is approved during the City's annual budget approval process.



**RESOLUTION**

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

1. Authorizes Amendment No. 2 to Cooperative Joint Powers Agreement to Fund and Administer the Napa Countywide Stormwater Management Program (Napa Countywide Stormwater Pollution Prevention Program).

Approved at a Regular Meeting of the St. Helena City Council on May 25, 2021, by the following vote:

**Mayor Ellsworth:** \_\_\_\_\_

**Vice Mayor Dohring:** \_\_\_\_\_

**Councilmember Chouteau:** \_\_\_\_\_

**Councilmember Hall:** \_\_\_\_\_

**Councilmember Hardy:** \_\_\_\_\_

APPROVED:

ATTEST:

\_\_\_\_\_  
Geoff Ellsworth, Mayor

\_\_\_\_\_  
Cindy Tzaopoulos, City Clerk

**NAPA COUNTY FLOOD CONTROL AND WATER CONSERVATION DISTRICT  
AGREEMENT NO. 190013B (FC)**

**NAPA COUNTY AGREEMENT NO. 170795B**

**CITY OF NAPA AGREEMENT NO. \_\_\_\_\_**

**CITY OF ST. HELENA AGREEMENT NO. \_\_\_\_\_**

**CITY OF CALISTOGA AGREEMENT NO. \_\_\_\_\_**

**CITY OF AMERICAN CANYON AGREEMENT NO. \_\_\_\_\_**

**TOWN OF YOUNTVILLE AGREEMENT NO. \_\_\_\_\_**

**AMENDMENT NO. 2 TO**

**COOPERATIVE JOINT POWERS AGREEMENT  
TO FUND AND ADMINISTER THE NAPA COUNTYWIDE STORMWATER  
MANAGEMENT PROGRAM (NAPA COUNTYWIDE  
STORMWATER POLLUTION PREVENTION PROGRAM)**

**THIS AMENDMENT NO. 2 TO COOPERATIVE JOINT POWERS  
AGREEMENT** (this “Amendment”) is made and entered into as of this \_\_\_\_\_ day of \_\_\_\_\_  
2021, by and between the Napa County Flood Control and Water Conservation District, a special  
district of the State of California, (“DISTRICT”), the City of American Canyon, the City of  
Napa, the City of St. Helena, the City of Calistoga (collectively, “CITIES”), and the Town of  
Yountville (“TOWN”), and Napa County, a political subdivision of the State of California  
 (“COUNTY”). DISTRICT, CITIES, TOWN, and COUNTY are also referred to herein  
collectively as “Parties” and individually as “Party.”

**RECITALS**

**WHEREAS**, CITIES, TOWN and COUNTY are permittees under the Waste Discharge  
Requirements for Storm Water Discharges from Small Municipal Separate Storm Sewer Systems  
adopted by the State Water Resources Control Board on February 5, 2013 as Order No. 2013-  
0001-DWQ and National Pollutant Discharge Elimination System General Permit No.  
CAS000004, as amended (“General MS4 Permit”); and

**WHEREAS**, on March 8, 2016, DISTRICT, CITIES, TOWN, and COUNTY entered  
into Cooperative Joint Powers Agreement for the funding and administration of the Napa  
Countywide Stormwater Pollution Prevention Program (NCSPPP) (the “Agreement”) pursuant to  
which the DISTRICT administers the NCSPPP to facilitate CITIES, TOWN, and COUNTY’s

compliance with the General MS4 Permit, and CITIES, TOWN, and COUNTY reimburse the DISTRICT for their respective share of the DISTRICT's costs; and

**WHEREAS**, the General MS4 Permit, originally effective through June 30, 2018, was administratively continued by the State Water Resources Control Board until such time that it reissues the General MS4 Permit; and

**WHEREAS**, on June 19, 2018, the Parties entered into Amendment No. 1 to the Agreement extending the term until June 30, 2021; and

**WHEREAS**, the Parties anticipate cooperating in the funding and administration of the NCSPPP for the foreseeable future; and

**WHEREAS**, Government Code section 6510 authorizes Joint Powers Agreements to continue "until rescinded or terminated," and

**WHEREAS**, the Parties now wish to amend the Agreement to extend the term indefinitely, subject to termination by the Parties;

**NOW THEREFORE**, the Parties hereby amend the Agreement as follows:

#### **TERMS**

1. Paragraph 1 of the Agreement is amended to read in full, as follows:
  1. **Term of the Agreement.** The term of this Agreement shall commence on March 8, 2016, and remain in full force and effect unless terminated in accordance with the provisions set forth in Paragraph 7(a) or 7(b). Termination as to one Party shall not affect the term of this Agreement as to the remaining Parties unless there is only one Party remaining, upon which this Agreement shall terminate.
2. Paragraph 3(a) of the Agreement is amended to read in full as follows:
  - (a) **Reimbursement Methodology.** During the term of this Agreement, CITIES, TOWN, and COUNTY shall reimburse DISTRICT for the proportional costs of administering the NCSPPP to comply with the General MS4 Permit requirements in accordance with the method described in Exhibit B, attached hereto and hereby incorporated by reference. The Parties have agreed upon a methodology for payment of the cost of services provided by the DISTRICT that are attributable to each Party for the following:
    - (1) **Program Administration.** Services to be provided by DISTRICT, also herein referred to as Category 1 items, which will constitute a baseline of program costs to be shared amongst all of the CITIES, DISTRICT, TOWN, and COUNTY.

(2) **Permit Implementation Services.** Services to be provided by DISTRICT, also herein referred to as Category 2 items, which will be an additional cost beyond the baseline and will be shared amongst all of the CITIES, TOWN, and COUNTY.

(3) **Optional Permit Implementation Services.** Services to be provided by DISTRICT at the request of one or more of the CITIES, TOWN, and/or COUNTY, also herein referred to as Category 3 items, which will be an additional cost beyond the baseline Program Administration to be borne only by those Permittees who expressly request in writing such services.

3. Paragraph 7 of the Agreement is amended to read in full as follows:

7. **Termination for Cause or Convenience.**

(a) **Termination for Cause.** If any Party shall fail to fulfill in a timely and proper manner that Party's obligations under this Agreement, including each Party's Proportional Cost Reimbursement Obligation, that Party's obligations under the NCSPPP or General MS4 Permit or otherwise breach this Agreement and fail to cure such failure or breach within thirty (30) days of receipt of written notice from the other Parties describing the nature of the failure or breach, the non-defaulting Parties may, in addition to any other remedies they may have, terminate this Agreement as to the defaulting Party by giving thirty (30) days written notice to the defaulting Party in the manner set forth in Paragraph 9 (Notices).

(b) **Termination for Convenience.** Any Party may withdraw from this Agreement for any reason, including but not limited to its inability to appropriate sufficient funds in any fiscal year to meet its financial obligations under this Agreement. Termination under this paragraph shall be effective only after the withdrawing Party has given no less than thirty (30) days written notice of such withdrawal to all other Parties specifying the effective date thereof. Upon withdrawal by any Party, that Party's share of any administrative costs borne by DISTRICT shall be shared by the remaining Parties pursuant to the formula described in Exhibit B and the withdrawing Party shall only be responsible for payment of administrative costs previously appropriated by the withdrawing Party.

4. This Amendment No. 2 represents all the changes to the Agreement agreed to by the Parties. No enforceable oral representations or other agreements have been made by the Parties unless otherwise stated herein. All other provisions of the Agreement and prior amendments not addressed in this Amendment No. 2 shall remain in full force and effect.

5. This Amendment No. 2 may be executed in counterparts, which when taken together, shall constitute a single signed original as though all Parties had executed the same page.

**IN WITNESS WHEREOF**, the Parties have executed this Amendment of the Agreement as of the date first above written.

NAPA COUNTY, a political subdivision of  
the State of California

By \_\_\_\_\_  
ALFREDO PEDROZA,  
Chair of the Board of Supervisors

"COUNTY"

|                                                                                                                                                         |                                                                                                                                      |                                                                                        |
|---------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------|
| <p>APPROVED AS TO FORM<br/>Office of County Counsel</p> <p>By: <u>Thomas C. Zeleny</u><br/>Deputy County Counsel</p> <p>Date: <u>April 14, 2021</u></p> | <p>APPROVED BY THE NAPA COUNTY<br/>BOARD OF SUPERVISORS</p> <p>Date: _____<br/>Processed By: _____<br/>Deputy Clerk of the Board</p> | <p>ATTEST: JOSE LUIS VALDEZ<br/>Clerk of the Board of Supervisors</p> <p>By: _____</p> |
|---------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------|

CITY OF NAPA

By: \_\_\_\_\_  
STEVE POTTER, City Manager  
"CITY"

ATTEST: TIFFANY CARRANZA  
City Clerk

By: \_\_\_\_\_

COUNTERSIGNED:  
JOY RIESENBERG, City Auditor

By: \_\_\_\_\_

APPROVED AS TO FORM:  
MICHAEL BARRETT, City Attorney

By: \_\_\_\_\_

CITY OF ST. HELENA

By: \_\_\_\_\_  
GEOFF ELLSWORTH, Mayor  
"CITY"

ATTEST: CINDY TZAFPOULOS  
City Clerk

By: \_\_\_\_\_

APPROVED AS TO FORM:  
ETHAN WALSH,  
City Attorney

By: \_\_\_\_\_

CITY OF CALISTOGA

By: \_\_\_\_\_  
CHRIS CANNING, Mayor  
"CITY"

ATTEST: MARNI RITTBURG,  
City Clerk

By: \_\_\_\_\_

APPROVED AS TO FORM:  
MICHELLE KENYON,  
City Attorney

By: \_\_\_\_\_



CITY OF AMERICAN CANYON

By: \_\_\_\_\_  
LEON GARCIA, Mayor  
"CITY"

ATTEST: CHERRI WALTON  
Interim City Clerk

By: \_\_\_\_\_

APPROVED AS TO FORM:  
WILLIAM D. ROSS,  
City Attorney

By: \_\_\_\_\_

TOWN OF YOUNTVILLE

By: \_\_\_\_\_  
JOHN F. DUNBAR, Mayor  
"TOWN"

ATTEST: MICHELLE DAHME,  
Town Clerk

By: \_\_\_\_\_

APPROVED AS TO FORM:  
GARY B. BELL, Town Attorney

By: \_\_\_\_\_

NAPA COUNTY FLOOD CONTROL AND  
WATER CONSERVATION DISTRICT, a  
special district of the State of California

By: \_\_\_\_\_  
ALFREDO PEDROZA  
Chairperson of the Board of Directors

“DISTRICT”

|                                                                                                                                                              |                                                                                                                                                                                                                               |                                                                     |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------|
| <p>APPROVED AS TO FORM<br/>Office of District Counsel</p> <p>By: <u>Shana A. Bagley (e-sign)</u><br/>District Counsel</p> <p>Date: <u>April 16, 2021</u></p> | <p>APPROVED BY THE BOARD OF<br/>DIRECTORS OF THE NAPA<br/>COUNTY FLOOD CONTROL AND<br/>WATER CONSERVATION<br/>DISTRICT</p> <p>Date: _____<br/>Processed By: _____</p> <p>_____<br/>Deputy Secretary of the District Board</p> | <p>ATTEST:<br/>Secretary of the District Board</p> <p>By: _____</p> |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------|



Report to the City Council  
Regular City Council - 25 May 2021

**Agenda Section: CONSENT ITEMS**

**Subject:** Consideration of approval of a Resolution approving out-of-state travel for School Resource Officer Melissa Brown, to attend 80 hour D.A.R.E. Officer Training in Salem, OR from Monday, September 20, 2021 to Friday, October 1, 2021.

**CEQA Determination:** Not a CEQA project

**Prepared By:** Justin Tharp, Lieutenant

**Reviewed By:** Chris Hartley, Chief of Police

**Approved By:** Mark T. Prestwich, City Manager

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**BACKGROUND**

DRUG ABUSE RESISTANCE EDUCATION or D.A.R.E. was created in 1983 in a collaborative effort between the Los Angeles Police Department and the Los Angeles Unified School District. D.A.R.E was used to help stem juvenile drug, tobacco and alcohol use. This program utilized Police Officers to teach school children the dangers of drug, tobacco and alcohol use. This program was quickly adopted by 75% of all school in the United States.

The latest version D.A.R.E. education "keepin' it REAL", has been praised by addiction specialists for the minimal amount of lecture and its focus on group and project base learning that allows students to come to conclusions about substance abuse on their own. D.A.R.E. utilizes Police Officers in the classroom to teach/facilitate school children positive decision making skills. Although drug, tobacco and alcohol use are part of the discussion, a greater emphasis is placed on decision making. Studies have shown the training to be effective at deterring juvenile drug, tobacco, and alcohol use (see attached article by Scientific America, "The New D.A.R.E. Program-This One Works").

**DISCUSSION**

The D.A.R.E. "keepin' it REAL" program aligns with the City's current California Department of Justice Tobacco Grant. This grant is utilized to fund the School Resource Officer position within the St. Helena Unified School District and focuses on tobacco use by minors. Officer Melissa Brown currently holds the position of School Resource Officer and is responsible for conducting substance abuse education within the schools.

In light of recent tragic events that have occurred around the issue of drug use/abuse with youth in the City of St. Helena, it is believed the D.A.R.E. "keepin' it REAL" program will further equip Officer Brown with valuable information/tools to assist the community's when they face risk adverse decisions, including the use of drugs, tobacco and alcohol.

This D.A.R.E training is conducted regionally in the western region of the country, which includes; Washington, Oregon, New Mexico, Nevada, Idaho, Hawaii, Colorado, California, Arizona and Alaska. The training this year will be Monday, September 20, 2021 through Friday October 1, 2021 and will be held in Salem, Oregon. D.A.R.E America assists with paying for a portion of the course.

City Council Resolution 85-44 requires City Council approval for staff to attend out-of-state training/conferences.

#### **FISCAL IMPACT**

The cost of D.A.R.E. Officer Training, including registration, transportation, hotel and sustenance, to be approximately \$3,000. Funds for the D.A.R.E. Officer Training are available in the adopted FY 2020-21 training budget.

#### **RECOMMENDED ACTION**

Approve the attached resolution.

#### **ATTACHMENTS**

[DOC006](#)

[DOC005](#)

[DOC004](#)

[Resolution - Out-of-state travel M. Brown](#)

**D.A.R.E. AMERICA**  
**INTER/INTRA REGIONAL REQUEST FOR TRAINING OR POLICY WAIVER**

**APPLICANT INFORMATION**

|                                                   |                                   |
|---------------------------------------------------|-----------------------------------|
| Full Name (First, MI, Last): <b>MELISSA BROWN</b> |                                   |
| Agency / Department: <b>ST HELENA POLICE DEPT</b> |                                   |
| Agency Address: <b>1480 MADJ ST.</b>              |                                   |
| City, State, Zip: <b>ST HELENA CA 94574</b>       | Agency Phone: <b>707-967-2850</b> |
| Email: <b>M.BROWN@CITYOFSTHELENA.ORG</b>          | Cell Phone: <b>707-312-1222</b>   |

**TRAINING INFORMATION**

|                                                                                                                                                                                                      |                                                 |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------|
| Training Location: <b>COMFORT SUITES SALEM, OR</b>                                                                                                                                                   | Dates Of Training: <b>SEPT 20 - OCT 1, 2021</b> |
| Type Of Training Requested:                                                                                                                                                                          |                                                 |
| <input checked="" type="checkbox"/> DOT <input type="checkbox"/> MOT <input type="checkbox"/> Sr High <input type="checkbox"/> Community Programs <input type="checkbox"/> Other Pls. specify: _____ |                                                 |

**Please check all that apply:****D.A.R.E. Officer Training (DOT) Applicant:**

- ☒ I am a uniformed law enforcement officer meeting the minimum training standards for peace officer status in my state of residence.
- ☒ I have completed the equivalent of two years full-time service as a police officer with full powers.

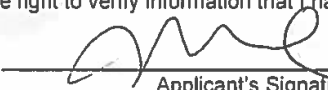
**Mentor Officer Training (MOT) Applicant:**

- ☐ I have successfully completed the D.A.R.E. Officer Training and have been issued a certificate by an accredited state D.A.R.E. Training Center.
- ☐ I am an active D.A.R.E. Instructor.
- ☐ I have taught the complete D.A.R.E. Elementary and Middle School/Junior High curricula for a minimum of twelve classes.
- ☐ I have no less than two semesters of classroom experience.

**Justification For Requested Training or Policy Waiver:**

**SCHOOL RESOURCE OFFICER FOR ST HELENA UNIFIED SCHOOL DISTRICT (K-12),**

By signing below, I certify that the information above is true and accurate to the best of my knowledge. I give D.A.R.E. America the right to verify information that I have provided.

  
 \_\_\_\_\_  
 Applicant's Signature

**05/03/2021**  
 \_\_\_\_\_  
 Date

Authorized Agency Representative Signature:

Date:

**REQUESTING AGENCY'S STATE D.A.R.E. COORDINATOR RECOMMENDATION**

|                                                                         |                                      |             |
|-------------------------------------------------------------------------|--------------------------------------|-------------|
| <input type="checkbox"/> Approve<br><input type="checkbox"/> Disapprove | State Coordinator's Signature: _____ | Date: _____ |
|-------------------------------------------------------------------------|--------------------------------------|-------------|

**STATE TRAINING CENTER OF PROPOSED TRAINING**

|                                                                         |                                                   |             |
|-------------------------------------------------------------------------|---------------------------------------------------|-------------|
| <input type="checkbox"/> Approve<br><input type="checkbox"/> Disapprove | State Training Center Director's Signature: _____ | Date: _____ |
|-------------------------------------------------------------------------|---------------------------------------------------|-------------|

**REGIONAL DIRECTOR'S APPROVAL**

|                                                                         |                                      |             |
|-------------------------------------------------------------------------|--------------------------------------|-------------|
| <input type="checkbox"/> Approve<br><input type="checkbox"/> Disapprove | Regional Director's Signature: _____ | Date: _____ |
|-------------------------------------------------------------------------|--------------------------------------|-------------|



## TRAINING ANNOUNCEMENT

- WHAT:** D.A.R.E. Officer Training (DOT)
- WHEN:** Monday September 20 to Friday October 1, 2021  
8:00 am to 5:00 pm each day
- WHO:** This is the initial two-week, 80-hour course for all Police Officers, Deputies and School Resource Officers who need to be certified to teach the new D.A.R.E. program known as *keepin' it REAL!*
- WHERE:** Comfort Suites  
630 Hawthorne Ave SE  
Salem, OR 97301  
(503) 585-9705
- LODGING:** A block of rooms has been reserved for this training. Plan on arriving Sunday September 19 and departing Friday October 1, 2021. You must contact the hotel to make a reservation and secure the rate of \$96.00 per a night plus applicable taxes. Call and ask for the D.A.R.E. block to reserve your room. The reservation deadline is Tuesday August 24, 2021.
- COST:** The registration fee is **\$500.00**. Make checks payable to the "Gervais Police Department." You must complete and return a Request for Training form *and submit payment in full* in order to register for this class.
- Your agency is responsible for all other travel and training expenses. This includes transportation and meals.
- CONTACT:** Lt. Craig Seibel, Oregon D.A.R.E. Coordinator  
Gervais Police Department  
PO Box 329  
Gervais OR 97026  
cseibel@cityofgervais.com

This is the only D.A.R.E. Officer Training course offered in the Western Region (Washington, Oregon, New Mexico, Nevada, Idaho, Hawaii, Colorado, California, Arizona and Alaska). D.A.R.E. America is helping to pay for this course. Please do not wait to register for this class as space is limited to 21 attendees.

M I N D

## The New D.A.R.E. Program—This One Works

The “keepin’ it REAL” substance-abuse curriculum focuses on elementary and middle-school students’ decisions, not drugs

By Amy Nordrum on September 10, 2014

If you were one of millions of children who completed the Drug Abuse Resistance Education program, or D.A.R.E., between 1983 and 2009, you may be surprised to learn that scientists have repeatedly shown that the program did not work. Despite being the nation’s most popular substance-abuse prevention program, D.A.R.E. did not make you less likely to become a drug addict or even to refuse that first beer from your friends.

But over the past few years prevention scientists have helped D.A.R.E. America, the nonprofit organization that administers the program, replace the old curriculum with a course based on a few concepts that should make the training more effective for today’s students. The new course, called keepin’ it REAL, differs in both form and content from the former D.A.R.E.—replacing long, drug-fact laden lectures with interactive lessons that present stories meant to help kids make smart decisions. Beginning in 2009 D.A.R.E. administrators required middle schools across the country that teach the program to switch over to the 10-week, researcher-designed curriculum for seventh graders. By 2013, they had ordered elementary schools to start teaching a version of those lessons to fifth and sixth graders, too. “It’s not an antidrug program,” says Michelle Miller-Day, co-developer of the new curriculum and a communications researcher at Chapman University. “It’s about things like being honest and safe and responsible.” Even so, keepin’ it REAL has reduced substance abuse and maintained antidrug attitudes over time among students in early trials—an achievement that largely eluded the former iteration of the program.

D.A.R.E.’s original curriculum was not shaped by prevention specialists but by police officers and teachers in Los Angeles. They started D.A.R.E. in 1983 to curb the use of drugs, alcohol and tobacco among teens and to improve community–police relations. Fueled by word of mouth, the program quickly spread to 75 percent of U.S. schools.

But for over a decade research cast doubt on the program’s benefits. The Department of Justice funded the first national study of D.A.R.E. and the results, made public in 1994,



showed only small short-term reductions in participants' use of tobacco—but not alcohol or marijuana. A 2009 report by Justice [referred to 30 subsequent evaluations](#) that also found no significant long-term improvement in teen substance abuse. “Thirty years ago, everyone believed that if you just told students how harmful these substances and behaviors were—they'd stay away from them,” says Frank Pegueros, president and CEO of D.A.R.E. America. “I've actually had officers tell me, ‘You mean I was doing it wrong for 15 years?’ Evidently, we were.”

Behavioral scientists started to suggest a different approach as early as 1998, based on research into successful behavior-change techniques. Instead of bombarding students with information in 45-minute lectures, they called for a hands-on program that would build communication and decision-making skills and let children rehearse these tactics via role play. Eventually D.A.R.E. started to search for a new curriculum, and the program's scientific advisory board selected keepin' it REAL from over 200 listings on a [national registry of evidence-based programs maintained by the U.S. Substance Abuse and Mental Health Services Administration](#).

Now instructors speak only for about eight minutes during each lesson, partly so students can spend more time practicing tough decisions in activities with their friends. “If we teach good decision-making skills, it should transfer from one high-risk behavior to the next,” Pegueros says.

Sgt. Christine Rapp, who has been a full-time D.A.R.E. officer at the [Hancock County Sheriff's Department in Indiana](#) for 16 years, says these exercises are as popular in the classroom as they are with prevention researchers. “The interaction and group work is awesome because we learn by doing—much more than just by hearing,” Rapp says. “When [students] learn the ways to say no to friends, they absolutely love getting up in front of the class and acting those out.” Officers teach four ways to say no: *Refuse, Explain, Avoid and Leave* (hence the acronym).

The elementary curriculum focuses on developing these four basic skills, says [Michael Hecht](#), a communications researcher at The Pennsylvania State University who developed keepin' it REAL with Miller-Day. And the middle-school curriculum, intended for seventh graders, has the students apply the guidance much more to drugs. The four strategies that make up the acronym were teased from 300 interviews that the two researchers conducted with kids across the country.

Hecht and Miller-Day have authored several of the handful of studies that demonstrated the program's effectiveness and convinced the D.A.R.E. scientific advisory board to adopt it. The largest one, published by Hecht, Miller-Day and their colleagues in 2003, asked 6,000 students to fill out questionnaires about their use of alcohol, tobacco and marijuana at several points over a two-year period. The reports from students who completed keepin' it REAL indicated that they sampled these substances less than those in a control group, and used a wider variety of strategies to stay sober. Their antidrug attitudes were also more likely to stick over time. A subset of that study with 1,300 students who were already using drugs, showed that the program reduced substance use at a rate that was 72 percent higher than the control group. Steven West, a rehabilitation counselor at Virginia Commonwealth University who once published a meta-analysis showing D.A.R.E. to have negligible effects, is encouraged by these results. "They are going the right route now—it's based in science," West says.

Richard Clayton, a retired prevention researcher formerly of the University of Kentucky, was also once an outspoken critic of D.A.R.E. but has since been responsible for many science-based improvements to the program after it invited him to join its board of directors and chair its scientific advisory council, which is now stacked with prevention researchers. "They listened to the notion that comes from the literature that you need to be interactive—not didactic lecturing," he says. "I think what they've done is pretty amazing."

West and Clayton also argue that the D.A.R.E. program is worth saving, because it has built a remarkable network of schools and police stations that have proved willing to work together to encourage kids to lead smart, healthy lives. With that network firmly in place, D.A.R.E.'s biggest responsibility is finding the best way to put it to work. "We want to be on the cutting edge of research and science," says John Lindsay, a regional director for D.A.R.E. America. "If you believe in that, you can't just talk the talk, you have to walk the walk—and I think that's what we've done over the last few years."

ADVERTISEMENT

## ABOUT THE AUTHOR(S)

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**CITY OF ST. HELENA**

**RESOLUTION NO. 2021-\_\_**

RESOLUTION AUTHORIZING OUT-OF-STATE TRAVEL FOR SCHOOL RESOURCE OFFICER MELISSA BROWN TO ATTEND 80-HOUR D.A.R.E. OFFICER TRAINING IN SALEM, OR FROM MONDAY, SEPTEMBER 20, 2021 THROUGH FRIDAY, OCTOBER 1, 2021.

**RECITALS**

- A. City Council Resolution 85-44 requires City Council approval for staff to attend out-of-state meetings and training; and
- B. DRUG ABUSE RESISTANCE EDUCATION or D.A.R.E. was created in 1983 in a collaborative effort between the Los Angeles Police Department and the Los Angeles Unified School District and was used to help stem juvenile drug, tobacco, and alcohol use; and
- C. School Resource Officer, Melissa Brown, is requesting to attend the D.A.R.E. “keepin’ it REAL” training program in Salem, OR from Monday, September 20, 2021 through Friday, October 1, 2021; and
- D. The total approximate training costs to the City is \$3,000 which includes registration, airfare, hotel, ground transportation, and per diem costs; and
- E. Funds for the training are included in the FY 2020-21 adopted budget.

**RESOLUTION**

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

- 1. Travel is not a CEQA project; and
- 2. Approves out-of-state travel for School Resource Officer Melissa Brown in Salem, OR from September 20, 2021 through October 1, 2021.

Approved at a Regular Meeting of the St. Helena City Council on May 25, 2021, by the following vote:

**Mayor Ellsworth:** \_\_\_\_\_  
**Vice Mayor Dohring:** \_\_\_\_\_  
**Councilmember Chouteau:** \_\_\_\_\_

**Councilmember Hall:** \_\_\_\_\_  
**Councilmember Hardy:** \_\_\_\_\_

APPROVED:

ATTEST:

\_\_\_\_\_  
Geoff Ellsworth, Mayor

\_\_\_\_\_  
Cindy Tzaopoulos, City Clerk



Report to the City Council  
Regular City Council - 25 May 2021

**Agenda Section: CONSENT ITEMS**

**Subject:** Consideration and proposed approval of a resolution approving a joint use agreement with St. Helena Unified School District for City use of the Vintage Hall Board Room through March 1, 2024 for a total cost not to exceed \$47,000

**CEQA Determination:** Not a CEQA project

**Prepared By:** Cindy Tzaopoulos, City Clerk

**Reviewed By:** April Mitts, Finance Director

**Approved By:** Mark T. Prestwich, City Manager

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**BACKGROUND**

Since 2005, the City and the St. Helena Unified School District have had an agreement in place for the shared use of the Vintage Hall Boardroom. The City utilizes the Boardroom to conduct City Council and Planning Commission meetings the first four Tuesdays of each month.

The St. Helena Unified School District provided an agreement extension amendment in order to conduct a joint review of use and fees by the City and the District, and to prepare an updated agreement for St. Helena Unified School District Governing Board and City Council consideration and approval.

**DISCUSSION**

The proposed new four-year agreement term is retroactive to October 1, 2020 and extends through June 30, 2024. The annual rent begins at \$11,000 and increases \$500 annually.

**FISCAL IMPACT**

The total four-year cost of the agreement is \$47,000.

**RECOMMENDED ACTION**

Adopt the resolution.

**ATTACHMENTS**

[Vintage Hall Agreement Resolution](#)

[City of St. Helena - SHUSD Agreement 04.21.2021 Final to City Council 5-25-21](#)

**CITY OF ST. HELENA**

**RESOLUTION NO. 2021-**

**A Resolution of the City Council of the City of St. Helena Authorizing a Joint Use Agreement with the St. Helena Unified School District for the Use of Vintage Hall Boardroom through June 30, 2024 for a for a total cost not to exceed \$47,000**

**RECITALS**

- A. Since 2005, the St. Helena Unified School District has shared Vintage Hall with the City for City Council and Planning Commission meetings; and
- B. The St. Helena Unified School District and the City conducted a joint review of use and fees; and
- C. The St. Helena Unified School District is granting the City a four (4) year lease for use of facilities as described in the use agreement, commencing retroactive from October 1, 2020 and concluding on June 30, 2024; and
- D. The District will invoice the City annually per the agreement as follows:
  - \$11,000 which was due as of March 1, 2021 for the first retroactive year of the term; and
  - \$11,500 shall be due on March 1, 2022 for the second year of the term; and
  - \$12,000 shall be due on March 1, 2023 for the third year of the term; and
  - \$12,500 shall be due on March 1, 2024 for the fourth and final year of the term.

**RESOLUTION**

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

1. The City Council authorizes the City Manager to approve the joint use agreement with the St. Helena Unified School District.

Approved at a regular meeting of the St. Helena City Council on May 25, 2021 by the following vote:

Mayor Ellsworth: \_\_\_\_\_

Vice Mayor Dohring: \_\_\_\_\_

Council Member Chouteau: \_\_\_\_\_

Councilmember Hall: \_\_\_\_\_

Councilmember Hardy: \_\_\_\_\_

APPROVED:

ATTEST:

\_\_\_\_\_  
Geoff Ellsworth, Mayor

\_\_\_\_\_  
Cindy Tzafopoulos, City Clerk



ST. HELENA UNIFIED SCHOOL DISTRICT

**JOIN USE AGREEMENT - VINTAGE HALL BOARD ROOM**

This Joint Use Agreement ("Agreement") is entered into between the St. Helena Unified School District of Napa County, California (hereinafter referred to as the 'District) and the City of St. Helena, a municipal corporation (herein after referred to as the City), each of whom shall be referred to as a "party" and together shall be referred to as the "parties."

RECITALS

- A. The District and the City have been cooperating in the use of facilities for many years.
- B. Since 2005, the District has shared Vintage Hall with the City for official meetings.
- C. The City shared in the renovation of Vintage Hall and equipment for improved communication with the community.
- D. The District desires to make available the Vintage Hall Board room for both City Council and City Planning Commission meetings.

The following terms and conditions are accepted and agreed upon by the District and the City.

- 1. Term- The District hereby grants the City a four (4) year lease for use of facilities as described in #2 below, commencing retroactive from October 1, 2020 and concluding on June 30, 2024.
- 2. Facility Use- The Vintage Hall Board Room, the CCTV Room located within the Board Room, and the Training Room located on the first floor of Vintage Hall (when available for Closed Session meetings) are the facilities covered by this Agreement.
  - A. The City shall have use of the Vintage Hall Board Room every Tuesday in connection with its regularly scheduled City Council and City Planning Commission meetings. It is understood that these meetings shall take place on the first through fourth Tuesday of each month, with no meetings scheduled on any fifth Tuesdays that fall within a month. Meetings shall commence no earlier than 4:00 pm and shall be concluded by 10:30 pm with the meeting room vacant by 11:00 pm. The City Clerk or designee will arrive to Vintage Hall for set-up purposes no earlier than 3:20 pm.
  - B. The District understands that the City from time to time has the need to hold

- special meetings outside of its regularly scheduled City Council and Planning Commission meetings. The District and City agree to work together to allow the City use of the Vintage Hall Board Room as available using the School District online facility use registration system, when the City is unable to have such a meeting at one of its own facilities.
- C. Restrooms and emergency use of the District copy machine shall be available. Use of the Break Room will be made available for access to the sink for water use and temporary refrigerator space as needed for a meeting. Parking shall be provided on a first come, first serve basis and generally will be available unless spaces are used for District educational purposes. The City may display City items (such as the City flag, maps and mission statement) during its meetings, provided that such items are removed upon the conclusion of the meetings.
  - D. This Agreement includes use of the Training Room located on the first floor of Vintage Hall for Closed Session meetings when it is available. If the Training Room is unavailable, the District will work with the City to identify an alternative meeting space for one-time use during Closed Session meetings, such as the Cafeteria located on the first floor of Vintage Hall.
3. District use of facilities- The District will have exclusive use of the Vintage Hall Board Room, CCTV Room, and Training Room located on the first floor of Vintage Hall at all other times not stated above. The City may negotiate with the District for additional hours not included in this Agreement. Agreed upon hours shall be at the usual rate charged by the District to other governmental agencies, or, if there is no such rate, the usual rate charged by the district to local non-profit organizations. All additional hours will be scheduled, as available, using the District's online facility use registration system.
  4. District responsibilities - The District agrees to provide the Board Room described in section 2 to include, but not limited to, acoustically appropriate wall, window and floor surfaces; the CCTV Room equipped for broadcasting teleconferencing equipment, sound system and equipment, two mounted large screen TV's for PowerPoints, videos and such; furniture to include dais, tables and chairs, temporary and occasional storage access for Council and Commission supplies with District approval, custodial services, and normal use utility costs. The City will provide an encoder for live streaming meetings.
  5. Communication – The parties shall each identify one person to serve as the point of contact for all communications related to this agreement. The City designates the City Clerk, and the District designates the Chief Business Official for this purpose.
  6. Rent-The City shall pay to the District a sum of
    - \$11,000 which was due as of March 1, 2021 for the first retroactive year of the term; and
    - \$11,500 shall be due on March 1, 2022 for the second year of the term; and

- \$12,000 shall be due on March 1, 2023 for the third year of the term; and
- \$12,500 shall be due on March 1, 2024 for the fourth and final year of the term.

If the City terminates the lease during the term, the City shall be reimbursed a prorated share of the balance. The City shall provide the District with a 30-day notice of termination.

7. Consideration- Good, valuable, and adequate consideration exists in the mutual benefit by the District and the City as a result of their entering into and fulfilling this Agreement.
8. District modifications to the property- The District, at the District's sole discretion, may make any modifications, improvements or place equipment within the leased area with a seven (7) day notice to the City Manager and City Clerk. The improvements, modifications or placements may be for the purpose of, but not limited to the operation of public education and/or other education related activities. In no case shall the changes deprive the City's use of this facility as specified herein.
9. Internet access-During the term of this Agreement the City will be provided access to the Internet provided by the school district; the cost of which is included in the rental amount.
10. Equipment and Improvements- The District shall own all broadcasting and technical equipment necessary to conduct and broadcast formal meetings. The City shall have the right to operate this equipment. The District will be responsible for preventative and normal maintenance of the equipment. Repair and replacement costs for equipment shall be borne by the parties in proportion to their use of the equipment, except that if one party damages the equipment through its own negligence, that responsible party shall bear the entire cost of repair or replacement. All equipment, maintenance, repair and purchase will be through District contract and the equipment will remain the property of the District. The City will be billed once the repair/purchase is complete and will include all copies of invoices for repair/purchase.
11. Emergencies-In the event of an emergency, power outage, or elevator malfunction the District will notify the City Clerk as soon as possible. In the case of an elevator malfunction, the District will set up a viewing monitor to stream the City meeting with telephone access for public comment in the Cafeteria (located on the first floor of Vintage Hall) if feasible given District staffing and time constraints.
12. Joint Review- The District, City Manager and City Clerk shall meet annually, prior to January 1 of each year, to review the joint-use of the Vintage Hall Board Room. As a result of this review, the use schedule as identified in this

Agreement may be revised upon mutual consent of both the District and the City. Such changes, when made, shall become part of this Agreement.

- 13.Improvements- The City shall make no improvements until plans and specifications for such improvements are reviewed, approved and signed by both parties. Any such improvement made to the property described herein shall remain the property of the District.
- 14.Quiet Possession- The City, subject to performing the covenants and agreements herein, shall during the terms of the Agreement, peacefully and quietly have, hold and enjoy the property listed in section two (2) of this Agreement.
- 15.Security- As agreed herein, the District shall provide an electronic security system  
for Vintage Hall, which will be operated by District staff until completion of the meetings.
- 16.Assignment- The City shall not assign this Agreement or any interest herein without prior written consent of the District. Any such assignment without such consent shall be voided.
- 17.Compliance With Law- At its sole cost and expense the City shall comply, and shall secure compliance by persons within its control and authority, with all requirements of State and Federal authorities now in force, or which may herein after be in force, pertaining to the premises or the operations conducted thereon, and shall faithfully observe and secure observances of all State and Federal statutes now in force, or which may herein after be in force, in the use of the premises by persons within its control and authority.
- 18.Assigns - Time is of the essence of each and all of the terms and provisions of this Agreement, and this Agreement shall inure to the benefit of and be binding upon the parties hereto and any successors thereof as fully and to the same extent as though specifically mentioned in each instance, and all covenants, stipulations, and agreements in this Agreement shall extend to and bind any successor(s) of the parties.
- 19.Waiver- The waiver by either party of any breach of any term, covenant, or conditions herein contained shall not be deemed to be a waiver of any other term, covenant, or condition of this Agreement.
- 20.Administration Of Agreement: Notices- Control and administration of this Agreement is under the jurisdiction of the Superintendent as to District's interest

herein and any communication relative to the terms or conditions or any changes thereto or any notice or notices provided for by this Agreement or by law required to be given or served upon the District may be given or served by certified letter deposited in the United States mail, postage paid, and addressed to attentions: Superintendent, St. Helena Unified School District, 465 Main Street, St. Helena, CA 94574, or may be personally served upon District or any person hereafter authorized by district to receive such notice. Any notice or notices provided for by this Agreement or by law to be given or served upon City may be given or served by depositing in the United States mail, postage prepaid, a certified letter addressed to the City Manager, City of St. Helena, 1572 Railroad Ave., St. Helena, CA 94574, or may be personally served upon City or any person hereafter authorized by City to receive such notice. Any notice or notices given or served as provided herein shall be effectual and binding for all purposes upon the principals of the parties so served upon personal service, or 48 hours after mailing in the manner required herein.

21. Remedies- In the event that either party shall default in the performance or fulfillment of any covenant or condition herein required to be performed or fulfilled by that party and shall fail to cure such default within sixty (60) days following the service on the defaulting party of a written notice from the second party specifying the default complained of, then the second party may, at its option, without further notice or demand upon the defaulting party or upon any person claiming through the defaulting party, immediately terminate this Agreement and all rights of the defaulting party and of all persons claiming rights through the defaulting party. Notwithstanding the above provisions, in the event that any default cannot be cured within sixty (60) days after the service of written notice upon the default, this Agreement shall not be terminated if the defaulting party immediately commences to cure such fault and diligently pursues such cure to completion.
22. Hold Harmless- District shall indemnify, hold harmless, and defend City, its officers, agents and employees from and against all claims, damages, losses and expenses, including reasonable costs and attorney's fees, arising out of or resulting from District's sole negligence in the performance of this Agreement. City shall indemnify, hold harmless, and defend District, its officers, agents and employees from and against all claims, damages, losses and expenses, including reasonable costs and attorney's fees, arising out of or resulting from City's sole negligence in the performance of this Agreement.
23. Insurance- City, at its own cost, shall maintain public liability and property damage insurance with liability limits of not less than one million dollars (\$1,000,000.00) per person and three million dollars (\$3,000,000.00) per occurrence insuring against all liability of City, its officers, agents and employees. City shall provide a certificate of

insurance to District naming District as additional insured.

24. Legal Proceedings- The parties agree that the law of the State of California shall be used in interpreting this Agreement and will govern all disputes under this Agreement and will determine all rights hereunder.
25. Verbal Agreements- This Agreement contains the complete expression of the whole agreement between the parties hereto, and there are no promises, representations, agreements, warranties or inducements either expressed verbally or implied except as are fully set forth herein. This Agreement cannot be enlarged, modified, or changed in any respect except by written agreement between the said parties.
26. Severance- If any part of this Agreement is found by a court of competent jurisdiction to be void or voidable, that portion which is so held to be defective shall be severed from the remainder hereof, the latter to remain in full force and effect.
27. Amendment or Renewal- This Agreement may be amended or renewed in writing by mutual consent of District and City as permitted by law.
28. Nondiscrimination- District, City and all others who from time to time may use the property described herein with the permission and on the terms and conditions specified by both parties shall not discriminate in any manner against any person or persons on account of race, color, sex, creed or national origin including, but not limited to, the providing of goods, services, facilities, advantages and the holding and obtaining of employment.
29. Loss of Use of Premises- If City is unable to use the facility for any reason beyond the parties' control including damage to the facility by fire, or other casualty, the District will provide and alternate facility of equal capacity or, should the loss of use continue for six months or longer, the City may, at its election, terminate this Agreement.
30. Termination - The City at its discretion may terminate this Agreement at any time with 30 days notice.

IN WITNESS WHEREOF, this Agreement is executed by the St. Helena Unified School District acting by and through its Superintendent pursuant to resolution of its Board of Education authorizing such execution, and by the City of St. Helena acting by and through its City Manager.

St. Helena Unified School District of Napa County, California

Date: \_\_\_\_\_

By: \_\_\_\_\_

Dr. Marylou Wilson, Superintendent

City of St. Helena

A Municipal Corporation

Date: \_\_\_\_\_

By: \_\_\_\_\_

Mark T. Prestwich, City Manager

**Cindy Tzaopoulos**

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**From:** Mark Smithers <msmithers@tfewines.com>  
**Sent:** Thursday, May 20, 2021 9:31 AM  
**To:** Mark Prestwich; Geoff Ellsworth; Paul Dohring; Lester Hardy; Eric Hall; Anna Chouteau  
**Cc:** Cindy Tzaopoulos; psmithrs@comcast.net; Andre Pichly; Chris Hartley  
**Subject:** FW: [External] Follow-Up: Negative Declaration Documents  
**Attachments:** Original Study, Traffic Section.pdf; District Response, Negative Declaration, File 1.pdf; Addendum to Negative Declaration Study.pdf; Cooperative Agreement Letter, District-City.pdf; Letter, City of St. Helena RE Declaration.pdf; Notice, Proposed Negative Declaration.pdf

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

Mark, Geoff, and City Council,

I'm forwarding the attached correspondence to you as I think two items on the May 25<sup>th</sup> City Council agenda are pertinent to issues associated with these documents. In particular I focus your attention to the "cooperative agreement" between the School District and the City, and the January 21, 1999 letter from the City Planning Director to the School District.

Item 1 of the cooperative agreement provides that the City may use the athletic fields and **buildings** when not in use by the district **and may charge a use fee that repays its direct costs** such as janitorial, energy and similar costs. I suggest that item 9.6 of the consent calendar should be pulled and reviewed in light of the cooperative agreement. \$47,000 seems far greater than the limited direct costs the school district will incur for the few hours a month Vintage Hall may be used over the term of the joint use agreement you are about to approve.

Item 3 of the cooperative agreement provides that **"to maintain the rural character along South Crane.....major vehicular and pedestrian access is planned to be on Grayson Street."** If you read additional documents included in this correspondence, you will see the school district was required to mitigate the traffic impacts to the neighborhood by requiring all student drop off to flow through Grayson Street and all bus activity was also to be on Grayson Street; in particular see the January 21, 1999 letter. I suggest that item 11.3 discussion of bike facilities along South Crane should be pulled from the agenda in light of this information and the mitigation requirement the school district has yet to comply with. Unfortunately, the school district did not bring to the City's attention these mitigation requirements when communicating with the City when the class II bike lane discussion was held in March.

I have yet to completely review the attached documents, but a quick review provides the school district was, among other things, supposed to work with our police department and prepare a safe routes to the primary school and provide crossing guards at all intersection to allow students to walk and bike to and from school safely. Athletic fields were supposed to be made available to the City Park and Recreation Department when not in use by the district. Bus service was supposed to be provided to residents of St Helena; a small percentage of students were to arrive by car and the far great majority of those cars were to arrive from Main Street and on to Grayson Street limiting traffic on Valley View and South Crane.

I encourage you to reconsider approval and discussion of the two items noted above and fully incorporate what the school district's requirements are as related to limiting traffic on South Crane while you consider approving class II bike lanes on South Crane.



Lester Hardy may recall (I think he lived here then) that the Police Chief at the time and neighbors were disappointed with the District's decision to place the school at this site, creating a traffic and unsafe situation as has played out mostly due to the District not completing or following through on their mitigation requirements that do not go away.

Thank you for your service, consideration of my comments, and your review of the attached documents.

Mark Smithers

**Mark Smithers | Senior Vice President, Finance**  
**Trinchero Family Estates**  
 Office: 1-707-302-3027 | Ext. 2612 | Mobile: 1-707-290-4508  
 msmithers@tfewines.com

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**From:** Andrea Stubbs <astubbs@sthelenaunified.org>  
**Sent:** Thursday, February 4, 2021 3:15 PM  
**To:** Mark Smithers <msmithers@tfewines.com>  
**Subject:** Follow-Up: Negative Declaration Documents

Hi, Mark,

Thank you for the discussion today. I did speak with Tamara right after – she is not so concerned with losing parking spots in Segment 3 as she is losing the area for student drop-off/pick-up. I've e-mailed the city engineer to see if it possible (I doubt it but worth asking) to have the area marked as a loading zone during certain hours and bike lane the rest of the time. While that likely isn't feasible, perhaps it will generate another option. Based on his response, I'll have a follow-up discussion with Tamara.

Moving forward, I definitely want the busses to continue using the current turn-out they've started using this year, which is helping. Tamara and I also plan to work with our parent community on the two other ideas I mentioned to reduce some car traffic in the area, which would promote student safety, the environment, etc. – possibly adding some bus stops if parents will use them, and using the tennis court parking lot. The parent group may have other thoughts as well.

Attached are the pertinent documents I found. I will keep all the records in my office in case there is something else you want to review.

1. **Original Study (Negative Declaration), Traffic Section:** Apologies; you'll need to rotate this pdf. I had difficulty scanning it. This shows the cover page, table of contents, and full section related to "transportation/circulation." This did not contain anything related to the district's mitigation efforts; that is found in the district response document.

2. **District Response, Negative Declaration:** All of the public comments are included in this document. The section describing the district's commitment to bussing starts on page 14. We are currently bussing about 80-90 students every day across our four busses, and that seems to meet the current need (enrollment has dropped over the years; I believe we are at 250 students total now at the primary school). I do think it would be timely to conduct a survey to see if we can expand use of our busses. As you and I discussed, parents of the youngest students often want to take them to school, escort them to class, etc.
3. **Addendum to the Negative Declaration Study:** Contains some minor changes to the original.
4. **Cooperative Agreement Letter** between the city and the district, **Letter, City of St. Helena RE Declaration, Notice, Proposed Negative Declaration.** These items don't necessarily add more information about traffic mitigation but tell a bit more of the story.

Regards,

Andi

Andrea "Andi" Stubbs  
Chief Business Official, St. Helena Unified School District  
465 Main Street  
St. Helena, CA 94574  
707-967-2704 (phone)  
707-968-9310

**ADDENDUM TO THE PROPOSED NEGATIVE  
DECLARATION/INITIAL STUDY**

**ST HELENA PRIMARY SCHOOL PROJECT**

*State Clearinghouse No. 98102008*

*February 1999*

*Prepared for:*

*St. Helena Unified School District  
465 Main Street  
St. Helena, CA 94574*

*Prepared by:*

*LSA Associates, Inc.  
157 Park Place  
Pt. Richmond, CA 94801  
LSA Project #SHN831*

APPROVED 2/11/99  
Board Action

*Introduction***INTRODUCTION**

In accordance with Section 15164 of the California Environmental Quality Act (ceqa) and its Guidelines, the St. Helena Unified School District (District) has completed an "addendum" to the previously completed *Initial Study - St. Helena Primary School Project* (November 1998). The Initial Study, together with the addendum and the *Responses to the Proposed Negative Declaration/Initial Study - St. Helena Primary School Project* (December 1998), serves as supporting documentation for the proposed adoption of a negative declaration for the proposed project.

The addendum provides minor additions to the project and clarifications to the Initial Study text and does not constitute significant new information. The additions and clarifications do not represent substantial changes to the project nor would their implementation result in any potentially significant environmental impacts or a substantial increase in the severity of any previously identified effects. They are consistent with the comments contained in the January 21, 1999 letter from the City of St. Helena to the St. Helena Unified School District.

In conformance with Section 15164 of the CEQA Guidelines, the addendum does not need to be circulated for formal public review and comment. Copies of the addendum and the previously prepared Initial Study and the Responses to the Proposed Negative Declaration/Initial Study are available for public review at the St. Helena Unified School District. In addition, copies of materials referenced in this addendum are also available through the District.

As the Lead Agency for the proposed primary school, St. Helena Unified School District and its governing board will consider the addendum as part of its decision-making process for the project.

*Addendum to the Initial Study*

## ADDENDUM TO THE INITIAL STUDY

The addendum consists of minor changes, additions, and clarifications to the text of the Initial Study and the Responses to the Proposed Negative Declaration/Initial Study. They include the following:

- Additions to the project description resulting from the January 21, 1999 letter from Jerry Cormack, Planning Director, City of St. Helena to Elaine Collins, Superintendent, St. Helena Unified School District.
- Clarification of a response contained within the Responses to the Proposed Negative Declaration/Initial Study document.

### *Additions to the Project Description*

Consistent with the letter from the City of St. Helena (included as Attachment A), the changes below are hereby made (in italics) to the proposed primary school project followed by an evaluation of its significance relevant to the previous environmental review:

- 1) *Walkway along south side of Grayson Avenue. The District will construct a new hard surface walkway where a walkway does not currently exist along the south side of Grayson Avenue. The result of this improvement will be a continuous hard surface walkway along the south side of Grayson Avenue from Highway 29 to Crane Avenue with parallel parking along Grayson Avenue.*

In the original project, curb and gutter was to be constructed only along the south side of the Grayson Avenue in front of the proposed primary school (Initial Study, page 9). The continuous walkway enhances pedestrian safety which was not determined to be a significant impact resulting from the originally proposed project.

- 2) *Pedestrian route/crossing guards. The District Superintendent and the City of St. Helena Police Chief will prepare a plan designating a safe route for students to follow to the new primary school. This plan will identify locations where crossing guards are required to be provided by the District.*

The pedestrian route and crossing guards represent a minor clarification of the originally proposed project calling for "a suggested route to school to be developed by the District (with input from the City as needed) would be provided along with school crossing guards as appropriate and applicable." The clarification would not lead to a change in the significance conclusions evaluated as part of the original proposed project.

ADDENDUM TO THE INITIAL STUDY

- 3) **Parking.** *In addition to the parking and turnout area proposed as part of the project, the following specific measures will be implemented:*
- *the turnout area will be posted and time limits enforced to prevent long-term use of this area;*
  - *within six months after commencement of use of the new primary school, the District Superintendent and City of St. Helena Police Chief shall review the parking/circulation for the primary school to determine if additional improvements should be made, including but not limited to, the provision of additional off-street parking on property owned or leased by the District.*

The additional measures represent more detailed procedures to minimize impacts upon parking and bus operations resulting from the development of the primary school (discussed in the Initial Study, page 7 and the Responses to the Proposed Negative Declaration/Initial Study, page 3). The additions and clarification would not affect the evaluation of significance based upon the original project.

- 4) **Highway 29/Grayson Avenue Intersection.** *To encourage use of school busses and minimize traffic impacts to the intersection of Grayson Avenue and Highway 29, the District Superintendent and the City of St. Helena Police Chief will establish safe school bus loading, and unloading areas convenient to residential areas on the east side of Highway 29 to the new primary school.*

Enhancement of bus use represents an amplification of means to lessen potential impacts upon the Grayson Avenue/Highway 29 intersection. As previously indicated in the Initial Study and the Responses to the Initial Study, the District is committed to an aggressive bussing program to ensure that impacts to the Grayson Avenue/Highway 29 intersection are minimized. As originally proposed, the environmental evaluation indicates that the operation of the intersection would not be significantly impacted by the implementation of the primary school project (Initial Study, pages 34-38 and Responses to the Proposed Negative Declaration/Initial Study, pages 14-15).

### **Clarifications**

The following clarification is hereby made to the Responses to the Proposed Negative Declaration/Initial Study document:

*Page 9, item 4, second paragraph.* The traffic trips referenced in the evaluation of the Main Street/Grayson Avenue intersection are based upon peak hour times for the operation of the school rather than "normal" peak hour periods (i.e., 8-10 a.m. and 4-6 p.m.). While the school a.m. peak coincides with normal traffic, the p.m. peak occurs around 2-4 p.m.

*Addendum to the Initial Study*

**ATTACHMENT A.**

**LETTER OF JANUARY 21, 1999 FROM  
JERRY CORMACK, PLANNING  
DIRECTOR, CITY OF ST. HELENA TO  
ELAINE COLLINS, SUPERINTENDENT,  
ST. HELENA UNIFIED SCHOOL  
DISTRICT**



CITY HALL, 1480 MAIN STREET  
ST. HELENA, CALIFORNIA 94574  
(707) 963-2741

January 21, 1999

Elaine Collins, Ed.D., Superintendent  
St. Helena Unified School District  
465 Main Street  
St. Helena, CA 94574

RE: St. Helena Primary School - Negative Declaration/Response to Comments

Dear Elaine:

The City of St. Helena received the proposed Negative Declaration on the St. Helena Unified School District Primary School for review and comment in October, 1998 and provided written comments in our letter to you dated October 29, 1998. We recently received the public notice advising of your intent to consider adoption of the Negative Declaration and Availability of Responses to Comments received on the draft Negative Declaration. The Responses to Comments Document was reviewed by the St. Helena City Council at their meeting of January 12, 1999. The attached memorandum was prepared for the Council meeting.

Subsequent to the January 12, 1999 meeting Bonnie Long, Bert Johansson, and I met with you and Ray Graves to discuss the issues being raised by the City related to impacts associated with construction of the primary school. The following items were discussed:

Walkway along south side of Grayson Avenue - You advised that in addition to constructing curb and gutter along the south side of Grayson Avenue from Hwy. 29 to Crane Ave. the School District will construct a new hard surface walkway where a walkway does not currently exist along the south side of Grayson Avenue. The result of these improvements will be a continuous hard surface walkway along the south side of Grayson Avenue from Hwy. 29 to Crane Avenue with parallel parking along Grayson Avenue.

Pedestrian Route / Crossing Guards - The School District Superintendent and the City of St. Helena Police Chief shall prepare a plan designating a safe route for students to follow to the new primary school. This plan shall identify locations where crossing guards are required to be provided by the School District.

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Parking - You advised that the 45 space parking lot proposed for the primary school is sufficient for the maximum 35 staff members and up to 10 visitor spaces. You also advised that a vehicular turnout is being provided for pick-up and drop-off of students to mitigate disruption of traffic flows on Grayson Avenue. The City believes the parking and turnout area proposed will mitigate traffic/circulation impacts identified by the City provided the following are incorporated into the proposed mitigation measures:

- The turnout area shall be posted and time limits enforced to prevent long-term use of this area.
- Within six months after commencement of use of the new primary school the School District Superintendent and City of St. Helena Police Chief shall review the parking/circulation for the primary school to determine if additional improvements should be made including, but not limited to, the provision of additional off-street parking on property owned or leased by the school district.

Hwy. 29/Grayson Intersection - You advised that the School District will provide bus service from all residential areas on the east side of Hwy. 29 to the new primary school. The School District Superintendent and City of St. Helena Police Chief will establish safe school bus loading and unloading areas convenient to these residential areas to encourage use of the school buses and minimize traffic impacts to the intersection of Grayson Ave. and Hwy. 29.

In summary, the City finds the analysis in the proposed negative declaration and responses to comment document adequate to conclude that the identified impacts associated with construction of the new primary school have been mitigated to a level of insignificance. This determination is based on the assumption that the mitigation measures stipulated in the letter will be incorporated as part of the draft Negative Declaration prior to adoption.

Thank you for providing the City of St. Helena with an opportunity to comment on the proposed Negative Declaration and Responses to Comments document. Our meeting yesterday was helpful to clarify issues associated with construction of the new primary school and to identify mitigation measures proposed school district to be incorporated into the draft Negative Declaration. We look forward to continuing to work with the School District to resolve issues which impact our community. If you have any questions regarding our comments please contact me or Bonnie Long, City Administrator.

Sincerely,



Jerry L. Cormack  
Planning Director

c: City Administrator  
City Council  
Planning Commission

98-80/011599responseltr



## *St. Helena Unified School District*

*Elaine Collins, Ed.D.  
Superintendent*

February 25, 1998

*TRUSTEES  
Leo Ainsworth  
Tom Burke  
Nancy Carniglia  
Bonnie Schoch  
Elizabeth Shafer*

Mayor Frank Toller  
City of St. Helena  
1481 Main Street  
St. Helena, CA 94574

Dear Mayor Toller:

Over the past several weeks District and City representatives have worked together to identify the best and most cost effective alternates for City services to the new Primary School. Attached is a draft Cooperative Agreement proposing respective responsibilities and cost sharing between us for the project. It is based on several considerations:

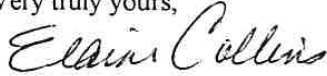
1. The citizens passed the School Bond Measure to provide badly needed educational facilities yet District needs far exceed available funding. The District would like to work with the City to find cost effective solutions that will benefit both District and City.
2. The new Primary School will simply move kids presently housed at the Elementary School to the new Primary School. There will be very little net increase in load on City's services. In fact, the New Primary School will relieve congestion at the Elementary Site and Carpy Field.
3. City's impact rate schedules have no category for schools. This is appropriate, as we both serve the taxpayers. Cooperative efforts to benefit our joint clients, the taxpayers are more appropriate than money transfers between us.

Accordingly, we request City waive all impact fees for water, sanitary sewer, storm sewer, traffic mitigation and other City services. There should be no impact fee to waive for sanitary sewer as there is none to the site, however, we offer to contribute to City's cost of extending the sewer instead of paying for on site treatment. This seems to be a better long term solution that furthers City's sewer master plan. We do not plan to connect the high school to the new sewer extension now but may do so later.

We propose cooperative efforts in other areas: planning, plan review by City engineering, joint use of school athletic fields, parking lots and buildings. We will widen and improve Grayson on the side fronting the Primary School site. We also believe that while extending the sanitary sewer, provisions can be made for future school use of reclaimed water for irrigation of athletic fields as a "win-win" solution for everyone.

We await your prompt response. Our plans and budgets must be completed by March 12, 1998 including the issue of City services and would appreciate your response by then. We are available to meet and discuss specific issues.

Very truly yours,

A handwritten signature in cursive script that reads "Elaine Collins".

Elaine Collins, Ed.D.  
Superintendent

cc. Don Tomasi, Architect  
Ray Graves, Project Manager  
Bonnie Long, City Manager  
Marty Oldford, City Engineer

**Cooperative Agreement**  
**between**  
**St. Helena Unified School District and City of St. Helena**

This Cooperative Agreement between the St. Helena Unified School District (District) and City of St. Helena (City) dated \_\_\_\_\_ addresses issues of public interest related to construction of a new Primary School under District's bond issue project such as cooperative planning, shared use of facilities and provision of City utilities.

**Recitals**

The District, as part of the bond election project, will construct a new primary school at the corner of Grayson and South Crane. This site of about 6 acres is west of the High School site and north of Crane park. District and City wish to provide for the joint development and use of athletic and other facilities to benefit of the citizens.

**Agreement**

1. Joint use of fields and buildings. City and various community groups in City may use, when not used by the District, the athletic fields and buildings such as the multiuse building. Construction of these facilities is subject to available bond funding. City use shall be scheduled in advance with the District. District may charge a use fee that repays its direct costs such as janitorial, energy and similar costs. The party using the facility (User) shall pay for any damage. District will have exclusive use and control of facilities at all times that school is in operation or students are present for school-related activities.
2. Cooperation in planning. The District and City will cooperate in planning for long range development of the adjacent areas, specifically:
  - The District is exempt from City permit review and inspection process, however, District will afford City a courtesy review of plans and specifications as they are being developed and will address City comments to the extent feasible.

- The District and City will jointly coordinate planning of planned improvements of Crane Park and the new Primary site along the street frontage of Crane and Grayson.
3. Streets and traffic control. To maintain the rural character along South Crane, the District plans minimal modifications here except for a landscaped buffer zone between the street and buildings, however, site development will not preclude City's future widening or addition of curb and gutter along South Crane. Major vehicular and pedestrian access is planned to be on Grayson. The District will widen that part of Grayson adjacent to the Primary School site to 18 foot half-width and install curb and gutter. The District will install on site sidewalks or footpaths as necessary for pedestrian circulation. Funding for any off site sidewalks or footpaths that the District and Town may agree are desirable or necessary will be shared equally by mutual agreement of District and Town.
  4. Storm drainage. District will detain storm water on site by use of a low berm around a portion of the athletic fields so the flow rate from the site after construction does not exceed the present rate. The District will construct on site detention to facilitate connection by City to a future public storm system in Grayson by City.
  5. Sanitary sewer. City will extend City sewer line to the site for hookup at the property line by District not later than June 30, 1999. In lieu of installing on site treatment, District will contribute \$75,000 to the City's cost of this work, payable upon the City's commencing construction.
  6. Reclaimed water. The City may elect to install piping to bring reclaimed water to the site for irrigation use. If so, District will design the site irrigation to use such reclaimed water. The City will provide reclaimed water at no charge to the District.
  7. Potable water. The District will connect to the existing water main located in the street adjacent to the site and will reimburse the City's actual cost of making such connection.
  8. Except as specifically noted above, District will not be required to pay fees or other costs related to City utilities except for normal use rates.
  9. Insurance and indemnity. Each party shall be responsible for administering its own liability, processing of claims, and/or legal defense in conjunction with the rights and responsibilities described here. The City and District shall each indemnify, hold

harmless and defend the other and all its officers, agents and employees from and against all claims, damages, losses and expenses, including reasonable costs and attorney's fees arising out of or resulting from its activities in performance of this Agreement.

10. Successors and assigns. City and District each binds itself, its partners, successors, legal representatives and assigns to the other party to this Agreement and to the partners, successors, legal representatives and assigns of such other party in respect of all promises and agreements contained here.
11. Modification. This Agreement may be modified only in writing executed by both parties.
12. Independent Contractor. Each party, City and District, agree that it, its officers, agents, and employees, in the performance of this Agreement shall act in an independent capacity and not as officers, agents, or employees of the other party.
13. Except as otherwise specified in this Agreement, any notice or other communication may be served by personal delivery or mail to these addresses:

St. Helena Unified School District  
 465 Main Street  
 St. Helena, CA 94574  
 Attn: Superintendent

City of St. Helena  
 1481 Main Street  
 St. Helena, CA 94574  
 Attn: City Manager

**Agreed the date written above:**

St. Helena Unified School District

City of St. Helena

Signed: \_\_\_\_\_

Signed: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_



## *St. Helena Unified School District*

*Elaine Collins, Ed.D.  
Superintendent*

**TRUSTEES**  
**Leo Ainsworth**  
**Tom Burke**  
**Nancy Carniglia**  
**Bonnie Schoch**  
**Elizabeth Shafer**

December 23, 1998

State of California  
Governor's Office of Planning and Research  
1400 Tenth Street  
Sacramento, CA 95814

For your information we have enclosed a copy of the Responses to the Comments Received to the Proposed Negative Declaration for the St. Helena Primary School Project.

Very Truly Yours,

Elaine Collins, Ed. D.  
Superintendent

Encl

EC/lid

**RESPONSES TO THE PROPOSED NEGATIVE  
DECLARATION/INITIAL STUDY  
ST. HELENA PRIMARY SCHOOL PROJECT**

*State Clearinghouse No. 98102008*

*December 1998*

*Prepared for:*

*St. Helena Unified School District  
465 Main Street  
St. Helena, CA 94574*

*Prepared by:*

*LSA Associates, Inc.  
157 Park Place  
Pt. Richmond, CA 94801  
LSA Project #SHN831*



*Introduction***I. INTRODUCTION**

The enclosed document provides responses to the public comments received on the *Initial Study: St. Helena Primary School Project*, prepared in September 1998 for the St. Helena Unified School District (District or the Lead Agency") by LSA Associates, Inc. (LSA). The document was completed in accordance with the California Environmental Quality Act (CEQA), which requires that environmental review be conducted for both public and private development (unless specifically exempted). The proposed project would be the development of a new primary school for grades K (kindergarten) through second to alleviate the currently severe overcrowding at the existing St. Helena Elementary School and to provide additional capacity to accommodate projected future student growth in the community.

The District intends to adopt a "Negative Declaration" for the proposed project. The Negative Declaration is a written statement that briefly describes the project, that its implementation would have no significant effects on the environment, and that an Environmental Impact Report (EIR) will not be required. The Initial Study has been prepared to support the determination that a Negative Declaration is adequate for the proposed project. It is based upon the CEQA Environmental Checklist Form.

Consistent with the CEQA Guidelines, the Initial Study and a notice that the District intends to adopt a "Negative Declaration" for the project was circulated for 30 days for review by the public. The review period extended from October 1 through November 2, 1998. Responses to the comments received during the public review period are enclosed herein.

## II. RESPONSES TO COMMENTS

The following items are included in this "Responses to Comments" chapter:

- Staff-initiated Text Changes
- List of Comment Letters
- List of Comments
- Responses to the Comments

### ***STAFF-INITIATED TEXT CHANGES***

The Initial Study contains several minor errors. The following staff-initiated text changes to the Initial Study are hereby incorporated as part of the environmental documentation:

*Page 2, paragraph 6, sentence 2.* The number of students that attended the St. Helena Elementary School last year is hereby changed from "over 700" to "688."

*Page 10, paragraph 1, sentence 2.* The text, ".....The school would be built" is hereby deleted. It is a typographical error. Sprinklers for stages is mentioned as an example of regulations that would applicable to school development. As clarification, it is hereby noted that a stage is not actually proposed as part of the primary school project.

*Page 7, paragraph 4, sentence 5.* The number of parking spaces is hereby changed from "70" to "45."

*Page 34, paragraph 4, sentence 1.* The reference to "Mill Street" is hereby changed to "Mills Lane."

*Page 37, paragraph 2, sentence 1.* The second part of the sentence should be revised from ".....while approximately one-third would be dropped-off by parents or would walk to school." is hereby revised to read as follows:

.....while the remainder would be dropped-off by parents or would walk to school.

### ***LIST OF COMMENT LETTERS***

Relevant comment letters were received from the following agencies and members of the public during the 30-day review period:

- A) Jerry L. Cormack, Planning Director, City of St. Helena (October 29, 1998)

*Responses to Comments*

- B) Planning Commission, City of St. Helena, memorandum from Jerry Cormack, Planning Director, to Mayor and City Council (October 27, 1998)
- C) Mark B. Smithers (October 30, 1998)
- D) Peter F. Murphy (no date)

Copies of each letter are included as Appendix A.

**LIST OF COMMENTS**

The specific topics or concerns within each comment letter (designated alphanumerically) are listed below. Consistent with CEQA, only topics or concerns that are relevant to physical environmental impacts have been addressed.

**A. Jerry Cormack, Planning Director**

- 1) Replace/improve the railings on the Crane Avenue Bridge as a mitigation measure to address safety.
- 2) Clarification concerning the adequacy and location of parking for the school project and associated safety and possible impact to residents.
- 3) Provision of a continuous pedestrian/bike pathway separated from vehicular parking from Highway 29 to the school site to the Sulphur Springs Creek Bridge on Crane Avenue. District to work with the St. Helena Police Department to identify a safe pedestrian route to school and provision of intersection crossing guards.
- 4) Traffic impacts at the Main Street/Grayson Avenue intersection analyzed with assumption that a four-way signalized intersection with Grayson/Mills/Highway 29. Completion date is not confirmed.
- 5) Traffic analysis should include current traffic counts and levels of service for the Grayson/Crane intersection and Valley View between Spring Street and the Sulphur Creek Bridge.
- 6) A center turn lane should be required on Grayson Avenue for access to the parking lot and the loading/unloading area to be built as part of the primary school.
- 7) Police concerns about the interaction of primary school students with high school students and/or users of Crane Park.
- 8) Locate all noise-producing mechanical equipment (i.e., heating/cooling) away from residences in vicinity of the project and soundproof the

*Responses to Comments*

mechanical equipment to reduce noise impacts as a mitigation measure.

- 9) In summary, the environmental review of the proposed primary school project is not adequate.

**B. Planning Commission, City of St. Helena**

The comments contained within the "Planning Commission, City of St. Helena, memorandum from Jerry Cormack, Planning Director, to Mayor and City Council" are the same as those included in letter A, above.

In addition to comments contained within the letter, the draft minutes from the October 27, 1998 City Council meeting also contained comments from members of the public. They include the following:

*Sampson Bowers*

- 1) Installation of a signal at the Grayson Avenue/Main Street intersection and traffic counts at the Grayson Avenue/Crane Avenue intersection.
- 2) The adequacy of the water supply with respect to additional staffing and other school needs.
- 3) The requirements for the minimum acreage of the school was questioned. The size of the parcel appears too small and class size reduction has not been considered.

*Mark Smithers*

- 4) The public noticing and public opportunity to comment on the District's intent to adopt a Negative Declaration and the availability of the Initial Study has not been adequate.
- 5) There is an inconsistency in the number of students enrolled at the current St. Helena Elementary School.
- 6) The setbacks from the residences along South Crane Avenue have been continually reduced by the District. The school is now 20 feet at two locations and is not consistent with the neighborhood.
- 7) A daycare facility would not be consistent with the City General Plan.

*Councilmember Potter*

- 8) The traffic analysis is totally inadequate (no specifics given).

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- 9) The loss of surface area to a retention basin would result in a useless playfield.
- 10) The proposed site is not an appropriate location for the primary school.

*Councilman Savidge*

- 11) Most students are driven and picked up by parents. There was a question concerning the distance to the school and bussing requirements.

*Councilman Brown*

- 12) Concerns about parking along Crane and Grayson and pedestrian safety.

*Mayor Toller*

- 13) Concern about safety of children using the Crane Avenue Bridge.

**C. Mark B. Smithers**

Many of the same comments (i.e., day care facilities and zoning; operation and traffic at Grayson/South Crane; expected bussing projections; parking adequacy; setbacks), expressed in the October 27, 1998 public hearing before the City Council have been enclosed in the letter. The following is an additional comment:

- 1) Residents to the north will more than likely use Valley View Street and South Crane as the means to arrive at school. The traffic study review is grossly inadequate and understates the impact on the South Crane/Grayson intersection.

**D. Peter F. Murphy**

Many of the same comments (i.e., day care facilities and zoning; operation and traffic at the Grayson Avenue/South Crane Avenue intersection; expected bussing projections; parking adequacy; setbacks), stated in the October 27, 1998 public hearing before the City Council have been enclosed in the letter. The following is an additional comment:

- 1) Residents to the north would more than likely use Valley View Street and South Crane as the means to arrive at school. The traffic study review is grossly inadequate and understates the impact on the South Crane/Grayson intersection.

*Responses to Comments***D. Peter F. Murphy**

Some of the same comments already addressed from the City correspondence, the public meetings, and from the Mark Smithers letter have been included in the Peter Murphy letter. Comments include the trip generation, including consideration of the high school, development of a day care facility, parent dropoffs versus bussing, and potential impacts to the Grayson Avenue/Crane Avenue intersection, lack of parking and lack of infrastructure. One additional comment includes the following:

- 1) There is inadequate infrastructure that includes sidewalks, storm drains, underground utilities, and lighting.

**RESPONSES TO THE COMMENTS**

The following responses are provided for each of the comments identified in the four previously identified comment letters (A through D).

**A. Jerry Cormack, Planning Director**

- 1) ***Replace/improve the railings on the Crane Avenue Bridge as a mitigation measure to address safety.***

The railings on the Crane Avenue Bridge are not considered the responsibility of the District. As a public thoroughfare, the public at-large, including children already living in the area, are assumed to currently use or would potentially use the bridge. The City has agreed to evaluate and modify the bridge to determine if there is a potentially existing safety issue.

- 2) ***Clarification concerning the adequacy and location of parking for the school project and associated safety and possible impacts to residents.***

Based on a clarification provided by the District (November 1998), the initial 45 parking spaces proposed on-site would be adequate for normal weekday parking of school staff and visitors. The reference to expanding the on-site parking spaces to 70 spaces came from the District's Education Specifications which served a preliminary framework for the development of facilities. During more detailed project design, it was determined that providing an additional 25 spaces on the project site was not required. The 45 spaces on site would adequately accommodate the anticipated maximum of 35 staff members, and up to ten visitors. The few occasions and/or events (i.e., parent-teacher nights, school plays, etc.) when more parking would be required could be accommodated by additional public parking adjacent to the site. As indicated in the Initial Study (page 7), the number of events is expected to be about three to four annually. Additional parking would include: 30 spaces in the lot by Crane Park and overflow parking at the adjacent high school parking lot. Approximately 40 on-street parking spaces

*Responses to Comments*

are also available in proximity to the proposed school site on Grayson Avenue near the existing high school. Because of the few public events, safety and possible impacts to residents associated with parking is not expected to be significant.

- 3) ***Provision of a continuous pedestrian/bike pathway separated from vehicular parking from Highway 29 to the school site to the Sulphur Springs Creek Bridge on Crane Avenue. District to work with the St. Helena Police Department to identify a safe pedestrian route to school and provision of intersection crossing guards.***

The need for a continuous pedestrian/bike pathway has been previously addressed in the Initial Study (page 9, Roadway Improvements, and page 39). As part of the proposed project, applicable signage and a "suggested route to school" have been discussed. In addition, a portion of a pedestrian path is also described (page 7) in the Initial Study.

As noted in the Transportation/Circulation section of the Initial Study (page 39), implementation of the project would not significantly affect the pedestrian or bicycle circulation in the area. It should also be noted that, given the age of primary school students (i.e., ages five to eight), it is likely that few, if any, would bicycle to school and most students would be bussed to school or dropped off. The following is an amplification of the discussion concerning pedestrian/bicycle facilities:

- **Placement of School Zone and Pedestrian/Bicycle Warning Signs -** School area warning and advisory signs would be installed within the school area, consistent with the policies contained in the Caltrans *Traffic Manual* (Chapter 10 - School Area Pedestrian Safety) and policies of the City of St. Helena.
- **"Suggested Route to School" -** The District, in concert with the City of St. Helena, would develop a "Suggested Route to School" plan for the proposed primary school. The plan would be made available to students parents of students.
- **School Crossing Guards -** As required, school crossing guards would be provided at those locations identified in the "Suggested Route to School" plan as warranting adult supervision. As the proposed service area boundary indicates, students would need to cross Main Street (from the east). Therefore, a crossing guard would be considered at the intersection of Main Street/Grayson Avenue-Mill Lane.

In addition, subsequent to the release of the Initial Study for public review, the District and the City agreed that before the primary school becomes operational, curb and gutter would be installed along the south side of Grayson Avenue where it does not presently exist along the high school frontage. Perpendicular parking would be changed to parallel parking and a

*Responses to Comments*

hard surface walkway would be installed from the high school to the new primary school. These improvements would enhance the implementation of the measures above.

- 4) ***Traffic impacts at the Main Street/Grayson Avenue intersection analyzed with assumption that a four-way signalized intersection with Grayson/Mills/Highway 29. The completion date is not confirmed.***

Although the timing for the improvements at the Main Street/Grayson Avenue-Mills Lane intersection is unknown at this time, the City has adopted the improvements (signalization and realignment) through the General Plan Update EIR. This stipulates that these improvements would take place between now and the General Plan horizon year of 2010.

Should the development of the school occur before construction of the approved intersection improvements, the project traffic (101 a.m. peak hour trips and 91 p.m. peak hour trips) would contribute to the forecast LOS F conditions in the weekday a.m. and p.m. peak hours. The project contribution to this intersection in the year 2010 build out condition is seven percent in the a.m. peak hour, and five percent in the p.m. peak hour.

Given the severity of the current overcrowding at the existing elementary school, the alternative of not allowing occupancy of the new school until the Grayson/Highway 29 improvements are constructed is not a tenable option.

- 5) ***Traffic analysis should include current traffic counts and levels of service for the Grayson/Crane intersection and Valley View between Spring Street and the Sulphur Creek Bridge.,***

Consistent with the discussions with City staff prior to the preparation of the Initial Study, two intersections--Main Street/Grayson Avenue and Main Street/Sulphur Springs Avenue--were evaluated as part of the traffic study. The two additional intersections--Grayson/Crane and Valley View between Spring Street and the Sulphur Creek Bridge--have been analyzed at the request of the City. Based upon the analysis, the project would have no significant impacts upon either the operation or capacity of these two additional intersections.

Existing traffic counts were conducted by Bay Metrics, an independent traffic counting firm based in the San Francisco Bay Area, in November, 1998. Existing a.m. and p.m. peak hour turn movement counts were collected at the Crane Avenue/Grayson Avenue intersection, and a 24-hour (daily) machine count was conducted on Valley View Street, north of the Sulphur Creek bridge. Copies of the peak hour and daily count worksheets are attached as Appendix B of this response document.

An unsignalized intersection level of service analysis, consistent with the methodology provided in the Highway Capacity Manual (HCM), 1994 Update and consistent with the City's General Plan Transportation Element, was



*Responses to Comments*

performed for the Crane Avenue/Grayson Avenue intersection for the existing and existing plus project a.m. and p.m. peak hour scenarios. Table A indicates the results of the level of service analysis. The level of service worksheets are also included in Appendix B of this response document.

**Table A - Existing + Project Intersection Levels of Service**

| Intersection  | Existing Condition |     |            |     | Existing Plus Project |     |            |     |
|---------------|--------------------|-----|------------|-----|-----------------------|-----|------------|-----|
|               | AM Pk. Hr.         |     | PM Pk. Hr. |     | AM Pk. Hr.            |     | PM Pk. Hr. |     |
|               | Delay              | LOS | Delay      | LOS | Delay                 | LOS | Delay      | LOS |
| Crane/Grayson | 3.09               | A   | 3.34       | A   | 3.99                  | A   | 4.08       | A   |

Note: Delay = seconds per vehicle

As shown in the table, the Crane Avenue/Grayson Avenue intersection currently operates at level of service (LOS) A in both a.m. and p.m. peak hours, with average vehicle delays less than four seconds per vehicle. With addition of project traffic, based on the trip assignment process described in the Initial Study, the Crane Avenue/Grayson Avenue intersection is forecast to operate at LOS A in both peak hours, with average vehicle delays at four seconds or less.

Based upon review of the 2010 forecast data in the City's General Plan Transportation Element, forecast traffic volumes were not included for the Grayson Avenue/South Crane Avenue location. Given the surrounding land uses at the intersection identified in the General Plan, growth in traffic volumes is not anticipated, with the exception of the proposed school development. However, based upon LSA analysis of the future intersection operation and circulation, it is expected that levels of service at the Crane Avenue/Grayson Avenue intersection would not change significantly in the 2010 condition with the addition of traffic generated by the primary school.

As indicated in the Transportation Element, Valley View Street is classified as a Collector street. Based on Transportation Element policy 5.3-1, "...collector streets provide a dual function of providing access to adjacent properties and service corridors for travel within the community and between the community and points external. Because of this dual nature, traffic volumes on the collector streets may exceed the level that is deemed tolerable for a local street (3,000 average daily trips)."

According to a recent 24-hour machine count conducted in November, 1998, Valley View Street currently carries approximately 2,800 daily trips (ADI). Levels of service along Valley View Street are within the Transportation Element's threshold since Valley View Street carries below the local street threshold of 3,000 ADT. The proposed project would add approximately 24

*Responses to Comments*

ADT to this roadway which would not be a significant impact. As with the Crane Avenue/Grayson Avenue intersection, traffic volumes are not anticipated to grow significantly in this area of the City. Development of the proposed project would be an insignificant impact on Valley View Street because of the insignificant forecast growth and the current available capacity on this roadway.

- 6) ***A center turn lane should be required on Grayson Avenue for access to the parking lot and the loading/unloading area to be built as part of the primary school.***

Based upon the analysis of the operation and capacity of the streets and intersections within the vicinity (notably Grayson Avenue/Crane Avenue), the installation of a center turn lane on Grayson Avenue would not be warranted. The volume of traffic along either Grayson Avenue, Crane Avenue, or Valley view are relatively low so that possible delays would be minimal. Furthermore, the peak would only occur in the a.m. period for less than 30 minutes, with the actual traffic peak lasting approximately 15 minutes.

- 7) ***Police concerns about the interaction of primary school students with high school students and/or users of Crane Park.***

Except for bordering athletic fields, there are few places for interaction between high school and primary school students. As part of routine existing school operations, school administrators and other staff are already involved with the supervision of students at every school within the District. For the primary school, continual supervision of students is part of standard procedures with respect to contact between high school students and/or users of Crane Park. No significant impacts associated with safety are expected to occur as part of the project.

- 8) ***Locate all noise-producing mechanical equipment away from residences in vicinity of the project and soundproof the mechanical equipment to reduce noise impacts as a mitigation measure.***

Quiet operation was a major consideration in the design of the mechanical heating and air conditioning system for the primary school. The proposed central system would have the main heating and cooling equipment housed in a walled mechanical yard by the multi-purpose building and at the greatest distance from the residences on South Crane Avenue. The equipment and its enclosure would generate a minimum acceptable level of noise at nearby quiet school activities. The air handler for each classroom would be housed inside the building to lessen any noise transmission and reduce maintenance with heated or cooled water piped underground to each air handler. It is unlikely that there would be any noticeable noise from mechanical equipment either on or off the school site.

*Responses to Comments*

- 9) ***In summary, the environmental review of the proposed primary school project is not adequate.***

Responses, clarifications, and additions have been provided, above, to the comments received from the City of St. Helena. Based upon the responses, it does not appear that either any new conclusions of significance or new issues or concerns have been raised as part of the City comments.

**B. *Planning Commission, City of St. Helena, Memorandum from Jerry Cormack, Planning Director, to Mayor and City Council***

- 1) ***Installation of a signal at the Grayson Avenue/Main Street intersection and traffic counts at the Grayson Avenue/Crane Avenue intersection.***

Please see the response contained in A.4 and A-5, above.

- 2) ***The adequacy of the water supply with respect to additional staffing and other school needs.***

The development of the primary school is intended to alleviate the presently severe overcrowding at the current St. Helena Elementary School. Student numbers and staff would transfer over to the new facility. Additional water use would only result from gains in future student attendance and a few additional staff as well as landscape and field irrigation. The availability of water for the project was briefly discussed with planning and public works staff during a meeting with District representative in July 1998. Further evaluation of the water supply has been included within the Initial Study (page 52). According to information contained in the General Plan, there would be adequate water supplies for the build out of the community, including the development of a school at the proposed site.

- 3) ***The requirements for the minimum acreage of the school was questioned. The size of the parcel appears too small and class size reduction has not been considered.***

The California Department of Education sets forth guidelines for the acreage of school rather than specific requirements (School Site Selection and approval Guide, 1989). The acreage of school sites may vary considerable. The siting of schools is subject to review by the State Department of Education. The State has approved the six-acre site at the Crane Avenue/Grayson Avenue intersection to be of adequate size for a primary school.

- 4) ***The public noticing and public opportunity to comment on the District's intent to adopt a Negative Declaration and the availability of the Initial Study has not been adequate.***

*Responses to Comments*

The District provided public notice of the availability of the environmental documentation, including the intent to adopt a Negative Declaration and the associated Initial Study. Consistent with CEQA requirements, notices were posted at several public places including the District office, City offices, and the County. In addition, during the planning for the project, there were several public meetings held by the District in which there were opportunities to comment on the proposed project, including its potential environmental effects. During the 30-day review period for the documentation, CEQA does not require that a public hearing or meeting be conducted for either a Negative Declaration or even a more extensive document such as an EIR. Comments for a Negative Declaration or an EIR can be entirely solicited through written correspondence to a lead agency.

**5) *There is an inconsistency in the number of students enrolled at the current St. Helena Elementary School***

The student enrollment for last year was 688. In addition, the site also housed 85 staff and had an average of 50 daily visitors.

**6) *The setbacks from the residences along South Crane Avenue have been continually reduced by the District. The school is now feet at two locations and is not consistent with the neighborhood.***

The changes that have occurred to the setback distances have been, a result of public meetings held to discuss the design of the project. The District has attempted to address the visual concerns of residences living in proximity to the proposed school site balanced by the need to provide adequate structures and other facilities for future students. In response to the comments expressed in the earlier meetings, the proposed project has been designed to reduce the potential visual impacts to the extent that is practicable. With the exception of two small 30-foot cupolas, the one-story structures would not exceed 25 feet in height.

The proposed school would be oriented in a north-to-west direction so that the least amount of building area would be adjacent to South Crane Avenue and the maximum setback distance would be achieved (see Figure 3 of the Initial Study). As discussed in the evaluation of "Aesthetics" in the initial Study (pages 52-53), the setbacks from the centerline of South Crane Avenue would be a minimum of 46 feet while the average setback would be 63 feet and a maximum of 83 feet. As the commenter notes, these distances do not include the setbacks from the South Crane roadside to the actual seven residences. Views from the residences along Grayson Avenue would not be affected since intervening vegetation would effectively screen the school.

The location of the school at the Crane Avenue/Grayson Avenue intersection is not inconsistent with the neighborhood. Schools, particularly primary and elementary schools, are situated in rural and residential settings. Furthermore, the City General Plan has designated the land use for this site as "Public & Quasi-public (PQP)", and the proposed primary school would be consistent

*Responses to Comments*

with this use. In addition, as part of its General Plan Update EIR, the City has recognized that there would be a loss of agricultural lands within the community and a concomitant change in visual character.

**7) *A daycare facility would not be consistent with the City General Plan.***

The commenter is incorrect concerning the location of a daycare business on the primary school site. While some of the proposed facilities (e.g., "big toy" area) appear to coincide with those of a daycare, they are intended for kindergarten students. As stated in the Project Description of the Initial Study, the primary school is intended to accommodate grades K through second. In addition, were there a daycare on the site, it may be considered a private school consistent with the City's General Plan "Public & Quasi-public (PQP) land use designation that provides for government-owned facilities, public and private schools, and quasi-public uses such as churches and the cemetery."

**8) *The traffic analysis is totally inadequate (no specifics given).***

Responses to the City's comments about traffic and circulation have been addresses in the responses contained in letter A, above. The comment was general and there were no specific inadequacies pointed out by the commenter.

**9) *The loss of surface area to a retention basin would result in a useless playfield.***

As evaluated in the "Geologic Problems" section of the Initial Study (page 27), the subsurface soils within the property are alluvium. These sands mixed with some clayey gravels are highly permeable so that soil saturation is minimal. The use of grass-covered play areas within schools for stormwater retention is a frequently used method for managing runoff. There are numerous schools within the California Central Valley that employ this method extensively since there is typically no other means of detaining stormwater. Unless there is continual precipitation, water generally percolates within several hours through the alluvial soils and grass fields become usable shortly thereafter.

**10) *The proposed site is not an appropriate location for the primary school***

Comment noted. No specifics concerning the inappropriateness of the site for the primary school was stated by the commenter.

**11) *Most students are driven and picked up by parents. There was a question concerning the distance to the school and bussing requirements.***

Based on a clarification provided of the student mode split (transportation by car, bus, or foot) provided by the St. Helena School District, approximately 52

*Responses to Comments*

percent of the students (247 students) are proposed to be bussed to school. This percentage of bussing is within the policy established by the District and the District is committed to this level of student bussing as part of the operation of the primary school.

The original estimate of two-thirds of the students to arrive at the school by bus or foot (317 students) was based on four bus loads of students. Each bus carries 70 students, therefore the originally proposed four busses would still be required since four busses are needed to transport 247 students. The approved Institute of Transportation Engineers (ITE) trip rates used to determine the project trip generation estimates are based on an average of trip rates of elementary schools throughout the United States. According to the ITE, approximately 60 percent of elementary students are bussed to school. LSA adjusted the rates to reflect the 52 percent of students that would be bussed to the proposed primary school. The adjusted rates indicate that with 52 percent bussing, the proposed primary school would generate 181 a.m. peak hour trips (a.m. peak hour trip rate of 0.38 trips per student), with 105 trips inbound, and 76 trips outbound.

LSA re-evaluated the intersection analysis at Main Street/Grayson Avenue/Mills Lane with the adjusted rates and determined that the project would still have an insignificant impact in the existing and year 2010 conditions since its contribution of traffic would be nine percent. As discussed in the study, service levels (LOS A-F) are generally spaced within ten percent increments. For example, a ten percent change in critical traffic volumes would incur a change in one service level (e.g., LOS B to LOS C). The project addition of 132 a.m. peak hour trips constitutes a nine percent addition of total volume to the intersection. This addition is less than ten percent. Therefore, the addition of project traffic would not significantly impact the intersection. The existing and future LOS would remain unchanged with the addition of project traffic.

**12) *Concerns about parking along Crane and Grayson and Pedestrian safety.***

Please see the responses to comments A.2 and A-3, above, of the Jerry Cormack letter of October 29 to the District.

**13) *Concern about safety of children using the Crane Avenue Bridge.***

Please see the response to comment A. 1, above, of the Jerry Cormack letter of October 29 to the District.

**C. Mark B. Smithers**

**1) *Residents to the north will more than likely use Valley View Street and South Crane as the means to arrive at school the***

*Responses to Comments****traffic study review is grossly inadequate and understates the impact on the South Crane/Grayson intersection.***

A distribution of project vehicle trips was made according to an address list of enrolled students at the existing school on Oak Street/Adams Street. Based on the project description, the proposed primary school would alleviate overcrowding at the existing school. Grades kindergarten to second grade would be moved to the proposed school, while the remaining third through sixth grades would continue to use the facility at Oak Street/Adams Street. Based on the address list a local distribution was made. Approximately 70 percent of the students from the north are destined to the proposed school arriving to the site via Main Street, 20 percent of the students would come from the east and southeast portions of the City, while the remaining ten percent would come from areas west of the project site. Of the ten percent from the west side of the City, five percent would come from neighborhoods via Valley View Street.

Based on the distribution of currently enrolled students, a majority of school related trips would occur from the north on Main Street, accessing the site via Grayson Avenue. Most of the trips from the south would also access the site from Main Street, with direct access via Sulphur Springs Avenue and/or Grayson Avenue.

**D. Peter F. Murphy****1) *There is inadequate infrastructure that includes sidewalks, storm drains, underground utilities, and lighting.***

Infrastructure for the proposed project has been discussed in both the project description and the evaluation within the Initial Study. Please see page 9 and pages 49 to 52. As part of the project, there would be curb, gutter, and sidewalk installed in front of the school. There are adequate infrastructure facilities to serve the primary school.

*Appendices*

**APPENDIX A. COMMENT LETTERS**



OCT 29 1998 10:08

ST. HELENA SCHOOL

P.02



CITY HALL, 1480 MAIN STREET  
ST. HELENA, CALIFORNIA 94574  
(707) 963-2741

October 29, 1998

Elaine Collins, Ed.D., Superintendent  
St. Helena Unified School District  
465 Main Street  
St. Helena, CA 94574

RE: Proposed Negative Declaration - St. Helena Primary School

Dear Elaine:

The City of St. Helena received the proposed Negative Declaration on the St. Helena Unified School District Primary School for review and comment within the 30-day period. In addition to City staff review the Planning Commission reviewed the document at their meeting of October 20, 1998 and the City Council reviewed the document at their meeting of October 27, 1998. Public testimony was also presented at the City Council meeting.

The following comments are provided for your consideration:

- Safety - Include a mitigation measure to replace/improve the railings on the Crane Ave. bridge to prevent children from being able to crawl through the support system for the railing - the distance between the supports for the railing shall not exceed 4 inches.
- include a mitigation measure to require the construction of all on-site parking and pathways prior to occupancy of the school - the alternative stated in the Negative Declaration to only construct 45 parking spaces initially and use parking along Grayson Avenue and Crane Avenue is not an adequate mitigation measure given the safety concerns and impact on residences along both of these streets in the vicinity of the project. It is also not clear in the analysis or site plan where the additional parking will be located in the future. A continuous pedestrian/bike pathway separated from vehicular parking shall be provided from Hwy. 29 to the school site and from the school site to the Sulphur Springs Creek bridge on Crane Ave.
- The School District staff shall work with the St. Helena Police Department to identify a safe pedestrian route to the proposed school and the school district shall provide crossing guards at intersections designated by the Police Department.

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**Traffic -** Mill Street should be identified as Mills Lane. Traffic Impacts at the Main St. / Grayson Avenue intersection appear to have been analyzed with the assumption of completion of a four-way signalized intersection with Grayson/Mills/Hwy.29. While this intersection improvement is identified in the General Plan and CIP adopted by the City, the completion date for construction of this improvement has not been confirmed. Assuming the occupancy of the school is scheduled prior to completion of this intersection improvement the traffic analysis in the Negative Declaration should be based on current traffic counts and levels of service at the existing intersection; the alternative assumption is to not allow occupancy of the new school at this location until the Grayson/Hwy. 29 improvements are constructed.

- The traffic analysis shall include current traffic counts and levels of service for the Grayson/Crane intersection and Valley View between Spring and the bridge.
- A center turn lane shall be required on Grayson Avenue for access to the parking lot and the loading/unloading area to be built in conjunction with the school.

**Police Protection -** The Negative Declaration does not include sufficient analysis to include that the impact on Police Services is Less Than Significant. The safety concerns raised in regard to pedestrian circulation for the students has not been adequately addressed. In addition, the location of the school in close proximity to the High School and Crane Park should be identified as a significant impact; mitigation measures should be incorporated into the project design and/or a program should be developed to the satisfaction of the Police Chief that the children attending the primary school will not be subjected to interaction with high school age students and/or users of Crane Park unless supervised by school staff.

**Noise -** Include a mitigation measure to locate all noise-producing mechanical equipment away from residences in the vicinity of the project and soundproof the mechanical equipment to reduce noise impacts.

**Public Comment -** In addition to these comments the attached draft minutes from the October 27, 1998 City Council meeting include testimony from two residents of the City related to the proposed Negative Declaration.

In summary, the City finds the analysis in the proposed negative declaration deficient to conclude that the identified impacts have been mitigated to a level of insignificance. With further analysis of the identified issues and incorporation of additional mitigation measures the School District may be able to find the Negative Declaration in compliance with the California Environmental Quality Act. If the identified impacts cannot be mitigated to a level of insignificance an Environmental Impact Report shall be prepared pursuant to the requirements of the California Environmental Quality Act. Given the significance of the

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concerns expressed related to the primary school at this proposed location the City suggests the school district should consider alternative locations in the City for this proposed school.

Again, thank you for providing the City of St. Helena with an opportunity to comment on the proposed Negative Declaration. If you have any questions regarding our comments please contact me. We look forward to review of the responses to our comments and a copy of the revised Negative Declaration or Environmental Impact Report.

Sincerely,



Jerry L. Cormack  
Planning Director

c: City Administrator  
City Council  
Planning Commission

98-80/103098response1r

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|------------------|--------|---------|--------|------------|---|
| Post-it Fax Note | 7671   | Date    | 10/26  | # of pages | 3 |
| To               | Elaine | From    | Barnes |            |   |
| Co/Dept.         |        | Co.     |        |            |   |
| Phone #          |        | Phone # |        |            |   |
| Fax #            |        | Fax #   |        |            |   |

APPROVED FOR  
COUNCIL AGENDA

: 10/23/98

ADM: *JP*



October 27, 1998

TO: Mayor and City Council

FROM: Jerry Cormack, Planning Director *JP*

RE: St. Helena Primary School - Environmental Review/Negative Declaration

### BACKGROUND

The School District is the Lead Agency responsible for compliance with the California Environmental Quality Act (CEQA) prior to commencing construction of the proposed primary school. The School District has retained a consultant, prepared an Initial Study to review the proposed impacts of the project, and determined that no significant adverse environmental impacts would result from the project. A copy of the Proposed Negative Declaration was distributed to the Planning Commission and City Council on October 08, 1998.

### PUBLIC REVIEW

The 30-day period for the public to review the Negative Declaration commenced on October 1, 1998 and will end on November 1, 1998. Discussion of this document was scheduled for the October 20, 1998 Planning Commission meeting and the October 27, 1998 City Council meeting.

### PLANNING COMMISSION REVIEW

The Planning Commission reviewed the draft Negative Declaration at their regular meeting of October 20, 1998 and recommended the following items be included in the Negative Declaration:

- Safety - Include a mitigation measure to replace/improve the railings on the Crane Ave. to prevent children from being able to crawl through the support system for the railing - the distance between the supports for the railing shall not exceed 4 inches. *bridge?*
- Noise - Include a mitigation measure to locate all noise-producing mechanical equipment away from residences in the vicinity of the project and soundproof the mechanical equipment to reduce noise impacts.

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**STAFF COMMENTS**

In addition to the Planning Commission review staff has the following comments on the draft Negative Declaration:

**Safety -** include a mitigation measure to require the construction of all on-site parking and pathways prior to occupancy of the school - the alternative stated in the Negative Declaration to only construct 45 parking spaces initially and use parking along Grayson Avenue and Crane Avenue is not an adequate mitigation measure given the safety concerns and impact on residences along both of these streets in the vicinity of the project. A continuous pedestrian/bike pathway separated from vehicular parking shall be provided from Hwy. 29 to the school site and from the school site to the Sulphur Springs Creek bridge on Crane Ave.

The School District staff shall work with the St. Helena Police Department to identify a safe pedestrian route to the proposed school and the school district shall provide crossing guards at intersections designated by the Police Department.

**Traffic -** Mill Street should be identified as Mills Lane. Traffic impacts at the Main St. / Grayson Avenue intersection appear to have been analyzed with the assumption of completion of a four-way signalized intersection with Grayson/Mills/Hwy.29. While this intersection improvement is identified in the General Plan and CIP adopted by the City, the completion date for construction of this improvement has not been confirmed. Assuming the occupancy of the school is scheduled prior to completion of this intersection improvement the traffic analysis in the Negative Declaration should be based on current traffic counts and levels of service at the existing intersection.

The traffic analysis shall include current traffic counts and levels of service for the Grayson/Crane intersection and Valley View between Spring and the bridge.

A center turn lane shall be required on Grayson Avenue for access to the parking lot and the loading/unloading area to be built in conjunction with the school.

**Police Protection -** The Negative Declaration does not include sufficient analysis to conclude that the impact on Police Services is Less Than Significant. The safety concerns raised in regard to pedestrian circulation for the students has not been adequately addressed. In addition, the location of the school in close proximity to the High School and Crane Park should be identified as a significant impact; mitigation measures should be incorporated into the project design and/or a program should be developed to the satisfaction of the Police Chief that the children attending the primary school will not be subjected to interaction with high school age students and/or users of Crane Park unless supervised by school staff.

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**CITY COUNCIL ACTION**

The City Council should review the comments from the Planning Commission and Staff included in this memo and confirm agreement prior to forwarding these comments to the School District. The City Council should also direct staff to forward any additional comments on the draft Negative Declaration to the St. Helena Unified School District prior to November 01, 1998.

c: Elaine Collins, Ed.D., Superintendent  
St. Helena Unified School District

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P. 85

## DRAFT

### 23. Negative Declaration for New Primary School

Planning Director Cormack reviewed that the School District is the Lead Agency responsible for compliance with the California Environmental Quality Act (CEQA) prior to commencing construction of the proposed primary school on Grayson Avenue. The School District retained a consultant to prepare an Initial Study to review the proposed impacts of the project and determined that no significant adverse environmental impacts would result from the project. He noted that copies of the Negative Declaration was distributed to the City Council on October 8, 1998 and that there is a 30-day review period which began October 1 and ends November 1, 1998. He reviewed the Planning Commission's recommendations with regard to the Negative Declaration noting that their most significant concern is traffic. The Planning Commission had recommended the Negative Declaration include mitigation measures regarding safety and noise. In addition, the Planning Commission had comments with regard to safety, traffic and police protection. He asked that the Council review the comments outlined in the staff report and give direction with regard to modification and the response they would like forwarded to the School District.

In addition to the public safety, noise and traffic/circulation comments the Planning Director stated that the School District should be assessing the traffic based on existing conditions rather than assuming that the intersection improvement at Highway 29/Grayson is completed.

Mayor Toller open comments to the public at this time.

Sampson Bowers, 1500 Voorhees Circle, was surprised that no one representing the School District was in attendance. He said the Negative Declaration was contradictory and he referenced several areas. He noted that Page 25 states student growth is expected to be limited and Page 2 states that the number of students is expected to increase in the future due to various reasons outlined. On Page 5, he said, it states the school will accommodate 360 students with a maximum of 475 students which results, he said, in an increase of 32%. With regard to traffic, Mr. Bowers said the School District maintains this will be alleviated between the years 2003 - 2005 when a stop light is installed. He said he was not sure the City wanted another signal light, but regardless, he was of the opinion that a school should not be built until the signal light is installed. He said the School District is incorrect in maintaining that they would only generate 37 trips per peak hour at Grayson and South Crane. He said the tables in the Negative Declaration need to be redone with correct figures. He said the document states there would be no significant impact on water treatment or distribution yet construction of a school will result in more teachers, bathrooms, students, kitchens, landscaping etc. He questioned what City representative told the School District there is adequate water as stated on Page 9. He said it is his understanding that the soccer field is for the High School and public but he pointed out that the District needs that ¼ acre to come within the amount of land required for a school of this size; therefore, the School District designated the area as a grassy area when in fact it is a soccer field.

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ST. TERESA SCHOOL

P.06

**DRAFT**

Mr. Bowers was of the opinion that the site proposed for the new school is too small and the impact would be too great and he did not think the School District had considered class size reduction when they addressed this issue. He felt the project should be put to rest until all issues are properly addressed.

Councilmember Brown questioned if the City should forward Mr. Bower's comments to the School District or should he forward his own letter. The Planning Director advised that the minutes which include public testimony will be attached to the response letter sent to the School District from the City. The City Administrator stated that in addition to including such comments, Mr. Bowers could also write a separate letter.

Mark Smithers, 1819 Vallejo Street, felt Council comments would have a greater impact than those of individual citizens. He said he has yet to receive a single reply to any of the letters he has written to the School District for the past year and a half. He said he was disappointed that the School Board had not done a better job advertising and inviting the public to respond to the Negative Declaration.

Mr. Smithers questioned if the traffic study was done while school was in session or out of session. He said he finds it hard to believe that there will be a less than significant impact on traffic in the proposed area if the study was done with school in session. He felt traffic would at least double and said it's a problem now.

Mr. Smithers said he too found inconsistencies noting that Page 2 states there are over 700 students at the Elementary School when in reality at the end of the last school year there were 665 students enrolled. He did not feel the impact of Grayson Avenue and South Crane had been reviewed stating it would be significantly impacted. He noted that Page 37 indicates the majority of the students will be bussed to school; he said presently a majority of the students are not even bussed to the Elementary School stating this information is not factual.

He did not feel adequate parking was being provided and said he could not determine where the School District anticipated placing the additional 25 parking spaces being proposed. He said the School District states 45 parking spaces is more than adequate because they only have 30 staff persons. He said just about every K-2 class has a parent volunteer on a daily basis and the school often has vendors and suppliers. He did not think the School took into account the parents, vendors, and suppliers and questioned if even 45 parking spaces would be adequate.

Mr. Smithers said the homes along South Crane are set back about 35 feet and he said during initial meeting with the school the District said the school would be set back 70 feet and it continually shrinks and currently the two closest points of the school are within 20 feet of the side of the road which is a negative impact and inconsistent with the neighborhood.

An area that Mr. Smithers felt was totally left out was the proposed site for a day care which he said is inconsistent with the General Plan. He said there are many inadequacies in



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ST. HELENA SCHOOL

P.07

the document and said he intended to attend the School Board Meeting and encouraged the Council to advise the School District of their concerns.

Planning Director Cormack said the School District is the Lead Agency and it is ultimately their decision as to the level of response required in regard to the comments made by the City. If an impact cannot be mitigated to a level of insignificance the California Environmental Quality Act requires preparation of an EIR.

The Council requested staff prepare a letter addressing the concerns pointed out by the Planning Commission and staff and that the letter be prefaced with a statement of how serious the Council feels this matter is. They requested the letter indicate that if the Council's concerns are not addressed to a mitigated level the Council will request an EIR. They said it was in everyone's best interest to get along but as a Council it is important that the safety of the students be a priority. They requested copies of the correspondence be distributed to them as well.

Councilmember Potter thanked staff, the Planning Commission, and those who spoke this evening for their comments. He said the traffic analysis is totally inadequate as pointed out by most of this evening's comments. Speaking from experience, he said, the loss of surface area to a retention area will result in that area becoming totally useless from the time the ground is saturated until summer time. He said he was not against a new school but did not feel this was an appropriate location and he did not feel all matters have been thoroughly addressed. He questioned if a bus were required where funding would come from.

Councilmember Savidge stated that most students are driven and picked up by their parents. It was his recollection that the school district has a policy with regard to this matter and questioned if the distance to the school would require bussing.

Councilmember Brown said he was concerned with the School District intending to use Crane and Grayson for parking. He said parking along the edge of a street and having children waking in the area is unsafe and will force students to walk in the street which is unacceptable.

Mayor Toller stated that he was concerned with safety along the bridge noting there are openings between the railings that could attract a child and this is dangerous.

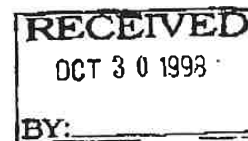
The Council requested the correspondence to be forwarded include all their comments, regarding safety, traffic, water retention, and that this is not the appropriate site for a new school.

OCT 30 1998 10:12

ST. HELENA SCHOOL

P.08

Mark B. Smithers  
1819 Vallejo Street  
St. Helena, California  
707 - 963 - 8081



October 30, 1998

Elaine Collins, Superintendent  
St. Helena Unified School District  
465 Main Street  
St. Helena, California 94574

Hand Delivered

Dear Elaine,

I am writing to voice my objection to certain findings in the Environmental Review/Negative Declaration. This initial study of the environment impacts of the proposed new primary school construction has significant flaws as well as certain false assumptions. In the district's Proposed Negative Declaration, the "District has determined that no significant adverse environmental impacts would result from the project."

I will attempt to address each of my concerns in the same order they are presented in your report.

1. Page 2 District Statement: Under the project objectives heading, the district states that the current enrollment of the primary school is "over 700 students."  
  
Fact: The population of the elementary school has been less than 700 students since September 1997.
2. Pages 2-5 District Statement: The enrollment of the school is projected to grow due to "... rollover of second homes into primary residents, (and) growth from interdistrict agreements."  
  
Fact: The opposite is true. Primary residents are becoming second homes for bay area families and couples. The area realtors call this the "San Francisco factor." The large disposable incomes from bay area families have pushed housing prices up in St. Helena as they seek second homes.  
  
Fact: The district's policy for interdistrict agreements provides that they will be kept to a minimum. The district recognizes that every interdistrict transfer simply dilutes the funds available for each St. Helena student.
3. Page 23, I(a) District Statement: No conflicting impact with the General Plan or Zoning.  
  
Fact: The project plan provides for a future Day Care facility. This type of business is inconsistent with the site's zoning. This is a significant impact. Additionally, the environmental study does not address any areas as related to noise, traffic, safety, land use, and water for the Day Care business.

ST. HELENA SCHOOL

P.09

## Page 2

4. Page 33, VI(a) District Statement: Increased vehicle trips or traffic congestion will result in a less than significant impact.

Fact: The study does not sufficiently address the traffic congestion and impact at Grayson and South Crane. The study assumes that a traffic light will be installed at highway 29 and Grayson at some future date, but the project does not provide the funding or a definitive timeline. The City Council suggests that the light may never be installed due to its impact south of town. The initial study was not performed when the high school was in session. The traffic study and its conclusions are seriously inadequate.

Fact: The traffic study does not address the impact of the Day Care business or community use of the project site. The review of these impacts is the responsibility of the district. The study is incomplete.

5. Page 37 District Statement: "Approximately 70% of the students would come from residential areas north of the proposed school..."

Fact: The residents to the north will more than likely use Valley View St. and South Crane as the means to arrive at school. The traffic study review of this is grossly inadequate and seriously understates the impact on the South Crane/Grayson intersection.

6. Page 37 District Statement: "It is anticipated that a majority of the children would be bused..."

Fact: This is entirely false. Currently, approximately 20% of the schools students are bused. Using this percentage at full enrollment equates to 95 students. Using the district's assumption significantly underestimates the trip counts and traffic impact.

7. Page 36 District Statement: "...around 140 trips..." are estimated for the a.m. peak hour.

Fact: With full enrollment at 475 students, assuming 20% will be bused and 10% will walk, 332 students will arrive by car. Further assuming that there may be some car-pooling or other situations creating more than one student in some cars, I estimate that at least 440 trips will be generated. This is more than three times the trip count the district is using to determine the significance of the traffic impact.

The traffic impact is significant.

001 00 1000 10:11

ST. HELENA SCHOOL

P.10

Page 3

8. Page 39, VI(d) District Statement: Less than significant impact from insufficient parking. The initial 45 spaces will be sufficient.

Fact: The conclusion does not consider the parking requirements of parents wanting to park and walk their children to class. Children of this age group are not "dropped off." Parking will be a nightmare. Additionally, during non-peak needs the 45 spaces will not adequately accommodate 30 employees, visiting vendors and suppliers, parent volunteers, and other typical visitors.

Fact: The site map does not provide a reserve area for the additional 25 spaces to be added later. Without this, its impact cannot be determined. The study is incomplete.

Fact: The parking requirements and impact of the Day Care business are not addressed. The study is therefore incomplete and inadequately addresses the project's impact.

The lack of parking is a significant impact.

9. Page 52-53, XIV(b)

District Statement: The project has less than a significant aesthetic impact.

Fact: The project setback is inconsistent with the neighborhood. As currently diagramed, setbacks for buildings and outside uses (planters, sheds, etc) are less than the setbacks for homes in the area. Neighbors will be crowded by the proximity of the buildings. Views of the eastern hills will be cut off. Potentially, the short setbacks will create a visual obstruction for safe traffic flow at the Grayson/South Crane intersection.

I appreciate your reviewing and addressing the above concerns. I look forward to the district working with the community to determine appropriate mitigation measures for all of St. Helena.

If you have any questions, please call me.

Sincerely,



Mark B. Smithers

CC: City Council  
St. Helena Star

TOTAL P.10

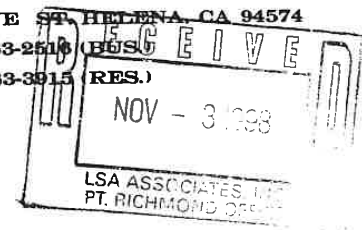
SHN 831

**PETER F. MURPHY**

395 CRANE AVENUE ST. HELENA, CA 94574

707/963-2510 (BUS.)

707/963-3915 (RES.)



**TO:** Elaine Collins  
St. Helena Unified School District Board of Trustees

**FROM:** Peter F. Murphy

**TOPIC:** Comments on Proposed Negative Declaration for the proposed new primary school at the corner of Grayson Avenue and South Crane Avenue

**CONCLUSION:** The study by LSA Associates, Inc. is inadequate in the area of Transportation and Public Services. The study fails to consider numerous facts, ignores several obvious situations and uses inaccurate assumptions. Failure to consider facts related to traffic increase and its impact on Transportation and Public Service results in failure to mention and mitigate significant impacts of the proposed a primary school. Further study must be completed and mitigation implemented before construction of the proposed school.

**DISCUSSION:**

- **FAILURE OF STUDY TO CONSIDER FACTS:** If the student population is increasing, hence the need for a new primary school, then the population of the high school must also increase, hence the number of trips generated. The study fail to consider this in the traffic study. The proposed primary school includes a day care and multipurpose facility, both these facilities will generate trips in the PM Peak hour. No consideration was given to this fact.
- **IGNORING OBVIOUS SITUATIONS:** The study uses generic numbers for its estimate of Project Trip Generation Table B page 36. More accurate numbers should be generated for this specific proposed school. This school is for only K-2 grades when parents more typically drive their children to school.
- **INACCURATE ASSUMPTIONS:** On page 37 paragraph 2 the study states "It is anticipated that a majority of the children would be bused into the school while approximately one-third would be dropped off by parents or would walk to school." A study of the exact conditions would be advised to more accurately determine the traffic impacts.
- **FAILURE TO MENTION AND MITIGATE IMPACTS:** The intersection of Grayson Avenue and South Crane Avenue will be significantly impacted by the proposed school site, yet no mention was made for mitigating the impacts. The school design provides for no sidewalks, no turn lane, no street parking. The setback for the school would limit the ability of the city to provide for future growth of traffic flow. Future consideration should be made for sidewalks, storm drains, underground utilities, street lighting, street parking. The study completely lacks impacts to the City of St. Helena for street improvements on Grayson Avenue which would be necessary for pedestrian access from Main street.

**FURTHER STUDY AND MITIGATION OF THE IMPACTS IS REQUIRED**

cc: City of St. Helena, The St. Helena Star, LSA Associates Inc.



STATE OF CALIFORNIA  
Governor's Office of Planning and Research  
1400 TENTH STREET SACRAMENTO, CALIFORNIA 95812-3044

RECEIVED  
NOV 06 1998

Pete Wilson  
GOVERNOR

Paul F Miner  
DIRECTOR

November 4, 1998

FAX  
11/13/98  
TO: Benson Lee  
FR: Ray G. 2002  
P.Y.I.

Ms. Elaine Collins  
Saint Helena Unified School District  
465 Main Street  
Saint Helena, CA 94574

RE: St. Helena Primary School  
SCH #98102008

Dear Ms. Collins:

The State Clearinghouse submitted the referenced project environmental document to selected state agencies for review. The review period for the above referenced project ended November 2, 1998. No comments were received from the state agencies consulted by the State Clearinghouse.

This letter acknowledges that you have complied with the State Clearinghouse review requirements, pursuant to the California Environmental Quality Act.

If you have any questions about this, call the State Clearinghouse staff at (916) 445-0613. When contacting the Clearinghouse, please reference the SCH number.

Sincerely,

ANTERO A. RIVASPLATA, AICP  
Deputy Director

*Appendices*

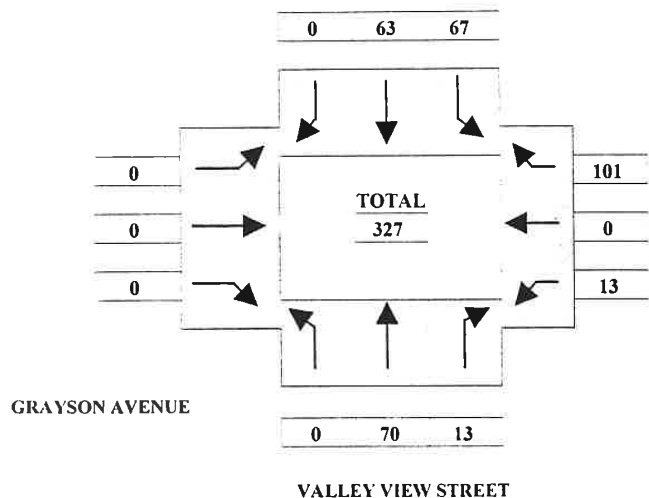
**APPENDIX B. TRAFFIC DATA**

# ***BAYMETRICS TRAFFIC RESOURCES***

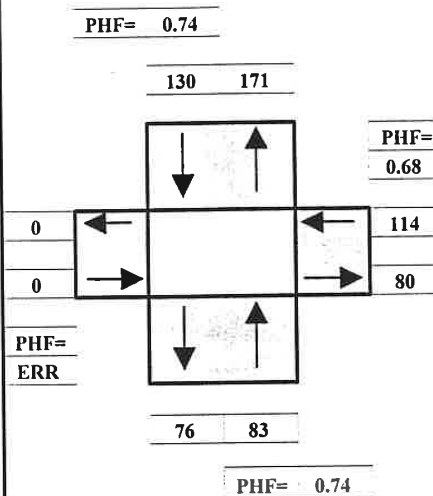
## **INTERSECTION TURNING MOVEMENT SUMMARY**

|                      |                           |                     |                   |                   |                |
|----------------------|---------------------------|---------------------|-------------------|-------------------|----------------|
| <b>PROJECT:</b>      | <b>ST. HELENA TMC</b>     | <b>SURVEY DATE:</b> | <b>11/17/98</b>   | <b>DAY:</b>       | <b>TUESDAY</b> |
| <b>N-S Approach:</b> | <b>VALLEY VIEW STREET</b> | <b>SURVEY TIME:</b> | <b>7:00 AM</b>    | <b>TO</b>         | <b>9:00 AM</b> |
| <b>E-W Approach:</b> | <b>GRAYSON AVENUE</b>     | <b>CITY:</b>        | <b>ST. HELENA</b> | <b>FILE NAME:</b> | <b>1AM</b>     |

**PEAK HOUR**  
**07:30 AM** TO **08:30 AM**



### **ARRIVAL / DEPARTURE VOLUMES**



| TIME PERIOD                         |     |          | NORTHBOUND                   |      |       | SOUTHBOUND |      |       | EASTBOUND                      |      |       | WESTBOUND |      |       | TOTAL |
|-------------------------------------|-----|----------|------------------------------|------|-------|------------|------|-------|--------------------------------|------|-------|-----------|------|-------|-------|
| From                                |     | To       | Left                         | Thru | Right | Left       | Thru | Right | Left                           | Thru | Right | Left      | Thru | Right |       |
| SURVEY DATA                         |     |          |                              |      |       |            |      |       |                                |      |       |           |      |       |       |
| 07:00 AM                            | --- | 07:15 AM | 0                            | 5    | 3     | 4          | 6    | 0     | 0                              | 0    | 0     | 3         | 0    | 6     | 27    |
| 07:15 AM                            | --- | 07:30 AM | 0                            | 11   | 4     | 13         | 16   | 0     | 0                              | 0    | 0     | 5         | 0    | 10    | 59    |
| 07:30 AM                            | --- | 07:45 AM | 0                            | 24   | 9     | 25         | 27   | 0     | 0                              | 0    | 0     | 10        | 0    | 33    | 128   |
| 07:45 AM                            | --- | 08:00 AM | 0                            | 41   | 11    | 38         | 41   | 0     | 0                              | 0    | 0     | 11        | 0    | 50    | 192   |
| 08:00 AM                            | --- | 08:15 AM | 0                            | 60   | 14    | 59         | 64   | 0     | 0                              | 0    | 0     | 14        | 0    | 73    | 284   |
| 08:15 AM                            | --- | 08:30 AM | 0                            | 81   | 17    | 80         | 79   | 0     | 0                              | 0    | 0     | 18        | 0    | 111   | 386   |
| 08:30 AM                            | --- | 08:45 AM | 0                            | 108  | 18    | 91         | 97   | 0     | 0                              | 0    | 0     | 19        | 0    | 120   | 453   |
| 08:45 AM                            | --- | 09:00 AM | 0                            | 123  | 19    | 101        | 116  | 0     | 0                              | 0    | 0     | 20        | 0    | 128   | 507   |
| TOTAL BY PERIOD                     |     |          |                              |      |       |            |      |       |                                |      |       |           |      |       |       |
| 07:00 AM                            | --- | 07:15 AM | 0                            | 5    | 3     | 4          | 6    | 0     | 0                              | 0    | 0     | 3         | 0    | 6     | 27    |
| 07:15 AM                            | --- | 07:30 AM | 0                            | 6    | 1     | 9          | 10   | 0     | 0                              | 0    | 0     | 2         | 0    | 4     | 32    |
| 07:30 AM                            | --- | 07:45 AM | 0                            | 13   | 5     | 12         | 11   | 0     | 0                              | 0    | 0     | 5         | 0    | 23    | 69    |
| 07:45 AM                            | --- | 08:00 AM | 0                            | 17   | 2     | 13         | 14   | 0     | 0                              | 0    | 0     | 1         | 0    | 17    | 64    |
| 08:00 AM                            | --- | 08:15 AM | 0                            | 19   | 3     | 21         | 23   | 0     | 0                              | 0    | 0     | 3         | 0    | 23    | 92    |
| 08:15 AM                            | --- | 08:30 AM | 0                            | 21   | 3     | 21         | 15   | 0     | 0                              | 0    | 0     | 4         | 0    | 38    | 102   |
| 08:30 AM                            | --- | 08:45 AM | 0                            | 27   | 1     | 11         | 18   | 0     | 0                              | 0    | 0     | 1         | 0    | 9     | 67    |
| 08:45 AM                            | --- | 09:00 AM | 0                            | 15   | 1     | 10         | 19   | 0     | 0                              | 0    | 0     | 1         | 0    | 8     | 54    |
| HOURLY TOTALS                       |     |          |                              |      |       |            |      |       |                                |      |       |           |      |       |       |
| 07:00 AM                            | --- | 08:00 AM | 0                            | 41   | 11    | 38         | 41   | 0     | 0                              | 0    | 0     | 11        | 0    | 50    | 192   |
| 07:15 AM                            | --- | 08:15 AM | 0                            | 55   | 11    | 55         | 58   | 0     | 0                              | 0    | 0     | 11        | 0    | 67    | 257   |
| 07:30 AM                            | --- | 08:30 AM | 0                            | 70   | 13    | 67         | 63   | 0     | 0                              | 0    | 0     | 13        | 0    | 101   | 327   |
| 07:45 AM                            | --- | 08:45 AM | 0                            | 84   | 9     | 66         | 70   | 0     | 0                              | 0    | 0     | 9         | 0    | 87    | 325   |
| 08:00 AM                            | --- | 09:00 AM | 0                            | 82   | 8     | 63         | 75   | 0     | 0                              | 0    | 0     | 9         | 0    | 78    | 315   |
| Contra Costa County: (510) 232-1271 |     |          | SF/Peninsula: (415) 750-1317 |      |       |            |      |       | Alameda County: (510) 233-2292 |      |       |           |      |       |       |

Contra Costa County: (510) 232-1271

SF/Peninsula: (415) 750-1317

Alameda County: (510) 233-2292

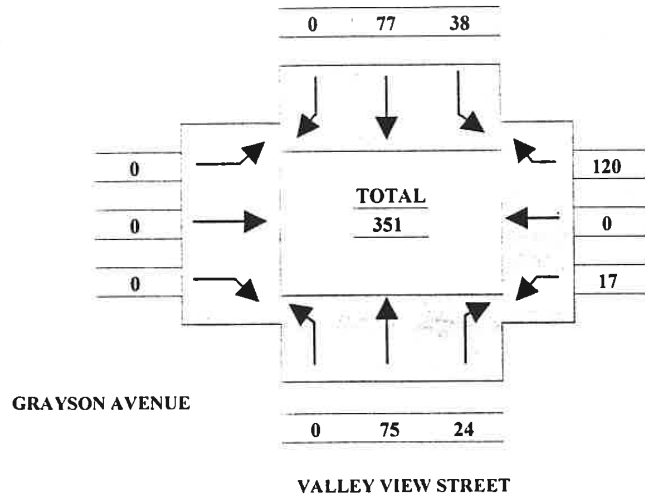


# **BAYMETRICS TRAFFIC RESOURCES**

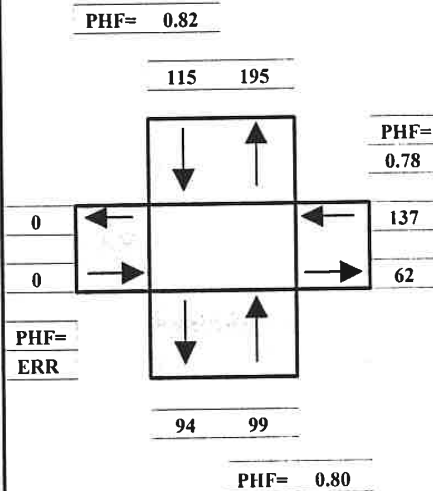
## **INTERSECTION TURNING MOVEMENT SUMMARY**

|               |                    |              |            |            |         |
|---------------|--------------------|--------------|------------|------------|---------|
| PROJECT:      | ST. HELENA TMC     | SURVEY DATE: | 11/17/98   | DAY:       | TUESDAY |
| N-S Approach: | VALLEY VIEW STREET | SURVEY TIME: | 4:00 PM    | TO         | 6:00 PM |
| E-W Approach: | GRAYSON AVENUE     | CITY:        | ST. HELENA | FILE NAME: | 1PM     |

PEAK HOUR  
04:45 PM TO 05:45 PM



### ARRIVAL / DEPARTURE VOLUMES



| TIME PERIOD     |     | NORTHBOUND |      |       | SOUTHBOUND |      |       | EASTBOUND |      |       | WESTBOUND |      |       | TOTAL |     |
|-----------------|-----|------------|------|-------|------------|------|-------|-----------|------|-------|-----------|------|-------|-------|-----|
| From            | To  | Left       | Thru | Right | Left       | Thru | Right | Left      | Thru | Right | Left      | Thru | Right |       |     |
| SURVEY DATA     |     |            |      |       |            |      |       |           |      |       |           |      |       |       |     |
| 04:00 PM        | --- | 04:15 PM   | 0    | 19    | 2          | 12   | 22    | 0         | 0    | 0     | 0         | 6    | 0     | 11    | 72  |
| 04:15 PM        | --- | 04:30 PM   | 0    | 46    | 6          | 21   | 38    | 0         | 0    | 0     | 0         | 10   | 0     | 21    | 142 |
| 04:30 PM        | --- | 04:45 PM   | 0    | 65    | 9          | 32   | 51    | 0         | 0    | 0     | 0         | 12   | 0     | 44    | 213 |
| 04:45 PM        | --- | 05:00 PM   | 0    | 76    | 13         | 40   | 69    | 0         | 0    | 0     | 0         | 17   | 0     | 83    | 298 |
| 05:00 PM        | --- | 05:15 PM   | 0    | 100   | 18         | 52   | 88    | 0         | 0    | 0     | 0         | 21   | 0     | 115   | 394 |
| 05:15 PM        | --- | 05:30 PM   | 0    | 118   | 26         | 63   | 112   | 0         | 0    | 0     | 0         | 25   | 0     | 142   | 486 |
| 05:30 PM        | --- | 05:45 PM   | 0    | 140   | 33         | 70   | 128   | 0         | 0    | 0     | 0         | 29   | 0     | 164   | 564 |
| 05:45 PM        | --- | 06:00 PM   | 0    | 157   | 38         | 78   | 146   | 0         | 0    | 0     | 0         | 32   | 0     | 190   | 641 |
| TOTAL BY PERIOD |     |            |      |       |            |      |       |           |      |       |           |      |       |       |     |
| 04:00 PM        | --- | 04:15 PM   | 0    | 19    | 2          | 12   | 22    | 0         | 0    | 0     | 0         | 6    | 0     | 11    | 72  |
| 04:15 PM        | --- | 04:30 PM   | 0    | 27    | 4          | 9    | 16    | 0         | 0    | 0     | 0         | 4    | 0     | 10    | 70  |
| 04:30 PM        | --- | 04:45 PM   | 0    | 19    | 3          | 11   | 13    | 0         | 0    | 0     | 0         | 2    | 0     | 23    | 71  |
| 04:45 PM        | --- | 05:00 PM   | 0    | 11    | 4          | 8    | 18    | 0         | 0    | 0     | 0         | 5    | 0     | 39    | 85  |
| 05:00 PM        | --- | 05:15 PM   | 0    | 24    | 5          | 12   | 19    | 0         | 0    | 0     | 0         | 4    | 0     | 32    | 96  |
| 05:15 PM        | --- | 05:30 PM   | 0    | 18    | 8          | 11   | 24    | 0         | 0    | 0     | 0         | 4    | 0     | 27    | 92  |
| 05:30 PM        | --- | 05:45 PM   | 0    | 22    | 7          | 7    | 16    | 0         | 0    | 0     | 0         | 4    | 0     | 22    | 78  |
| 05:45 PM        | --- | 06:00 PM   | 0    | 17    | 5          | 8    | 18    | 0         | 0    | 0     | 0         | 3    | 0     | 26    | 77  |
| HOURLY TOTALS   |     |            |      |       |            |      |       |           |      |       |           |      |       |       |     |
| 04:00 PM        | --- | 05:00 PM   | 0    | 76    | 13         | 40   | 69    | 0         | 0    | 0     | 0         | 17   | 0     | 83    | 298 |
| 04:15 PM        | --- | 05:15 PM   | 0    | 81    | 16         | 40   | 66    | 0         | 0    | 0     | 0         | 15   | 0     | 104   | 322 |
| 04:30 PM        | --- | 05:30 PM   | 0    | 72    | 20         | 42   | 74    | 0         | 0    | 0     | 0         | 15   | 0     | 121   | 344 |
| 04:45 PM        | --- | 05:45 PM   | 0    | 75    | 24         | 38   | 77    | 0         | 0    | 0     | 0         | 17   | 0     | 120   | 351 |
| 05:00 PM        | --- | 06:00 PM   | 0    | 81    | 25         | 38   | 77    | 0         | 0    | 0     | 0         | 15   | 0     | 107   | 343 |

Contra Costa County: (510) 232-1271

SF/Peninsula: (415) 750-1317

Alameda County: (510) 233-2292

ISA Associates, Inc. (USA)  
 One Park Plaza, Suite 500  
 Irvine, CA 92614-5981  
 PH: (949) 553-0666

Streets: (N-S) Crane-Valley View (E-W) Grayson Avenue  
 Major Street Direction: NS  
 Length of Time Analyzed: 60 (min)  
 Analyst: Pascale, D.  
 Date of Analysis: 12/2/98  
 Other Information: Existing A.M. Peak Hour  
 Two-Way Stop-Controlled Intersection

|             | Northbound |     |     | Southbound |     |   | Eastbound |   |   | Westbound |      |      |
|-------------|------------|-----|-----|------------|-----|---|-----------|---|---|-----------|------|------|
|             | L          | T   | R   | L          | T   | R | L         | T | R | L         | T    | R    |
| No. Lanes   | 0          | 1   | <0  | 0          | >1  | 0 | 0         | 0 | 0 | 0         | >1   | <0   |
| Stop/Yield  |            |     |     |            |     |   |           |   |   |           |      |      |
| Volumes     | 70         | 13  | 67  | 63         | N   |   |           |   |   | 13        | 0    | 101  |
| PHF         | .95        | .95 | .95 | .95        | .95 | 0 |           |   |   | .95       | .95  | .95  |
| Grade       | 0          |     |     |            |     |   |           |   |   | 0         |      |      |
| MC's (%)    |            |     |     |            |     |   |           |   |   |           |      |      |
| SL/RV's (%) |            |     |     |            |     |   |           |   |   |           |      |      |
| CV's (%)    |            |     |     |            |     |   |           |   |   |           |      |      |
| PCE's       |            |     |     |            |     |   |           |   |   | 1.10      | 1.10 | 1.10 |

Adjustment Factors

| Vehicle<br>Maneuver        | Critical<br>Gap (s) | Follow-up<br>Time (s) |
|----------------------------|---------------------|-----------------------|
| Left Turn Major Road       | 5.00                | 2.10                  |
| Right Turn Minor Road      | 5.50                | 2.60                  |
| Through Traffic Minor Road | 6.00                | 3.30                  |
| Left Turn Minor Road       | 6.50                | 3.40                  |

Worksheet for TSC Intersection

| Step 1: RT from Minor Street                         |  | WB   | EB |
|------------------------------------------------------|--|------|----|
| Conflicting Flows: (vph)                             |  | 81   |    |
| Potential Capacity: (pph)                            |  | 1260 |    |
| Movement Capacity: (pph)                             |  | 1280 |    |
| Prob. of Queue-Free State:                           |  | 0.91 |    |
| Step 2: LT from Major Street                         |  | SB   | NB |
| Conflicting Flows: (vph)                             |  | 88   |    |
| Potential Capacity: (pph)                            |  | 1557 |    |
| Movement Capacity: (pph)                             |  | 1557 |    |
| Prob. of Queue-Free State:                           |  | 0.95 |    |
| TH Saturation Flow Rate: (pphpl)                     |  | 1700 |    |
| RT Saturation Flow Rate: (pphpl)                     |  |      |    |
| Major LT Shared Lane Prob. of Queue-Free State:      |  | 0.95 |    |
| Step 3: TH from Minor Street                         |  | WB   | EB |
| Conflicting Flows: (vph)                             |  | 218  |    |
| Potential Capacity: (pph)                            |  | 838  |    |
| Capacity Adjustment Factor due to Impeding Movements |  | 0.95 |    |
| Movement Capacity: (pph)                             |  | 794  |    |
| Prob. of Queue-Free State:                           |  | 1.00 |    |
| Step 4: LT from Minor Street                         |  | WB   | EB |
| Conflicting Flows: (vph)                             |  | 218  |    |
| Potential Capacity: (pph)                            |  | 792  |    |
| Major LT, Minor TH Impedance Factor:                 |  | 0.95 |    |
| Adjusted Impedance Factor:                           |  | 0.95 |    |
| Capacity Adjustment Factor due to Impeding Movements |  | 0.95 |    |
| Movement Capacity: (pph)                             |  | 751  |    |

Intersection Performance Summary

|      |   | Flow Rate (pph)                  | Movement | Move Cap (pph) | Shared Cap (pph) | Avg. Delay (sec/veh) | 95% Queue Length (veh) | Approach Delay (sec/veh) |
|------|---|----------------------------------|----------|----------------|------------------|----------------------|------------------------|--------------------------|
| WB L | L | 15                               | L        | 751            | >                | 3.5                  | 0.4                    | A                        |
| WB T | T | 0                                | T        | 794            | >                | 1170                 |                        |                          |
| WB R | R | 117                              | R        | 1260           | >                |                      |                        | 3.5                      |
| SB L | L | 78                               | L        | 1557           |                  | 2.4                  | 0.0                    | A                        |
|      |   | Intersection Delay = 1.7 sec/veh |          |                |                  |                      |                        |                          |

AVERAGE WEIGHTED DELAY  
 = 3.09 sec/veh  
 LOS A

LSA Associates, Inc. (LSA)  
One Park Plaza, Suite 500  
Irvine, CA 92614-5981  
Ph: (949) 553-0666

Streets: (N-S) Crane-Valley View (E-W) Grayson Avenue  
Major Street Direction: NS  
Length of Time Analyzed: 60 (min)  
Analyst: Pascoe, D.  
Date of Analysis: 12/2/98  
Other Information: Existing P.M. Peak Hour  
Two-Way Stop-controlled Intersection

|            | Northbound |     |    | Southbound |     |   | Eastbound |   |   | Westbound |      |      |
|------------|------------|-----|----|------------|-----|---|-----------|---|---|-----------|------|------|
|            | L          | T   | R  | L          | T   | R | L         | T | R | L         | T    | R    |
| No. Lanes  | 0          | 1   | <0 | 0          | >1  | 0 | 0         | 0 | 0 | 0         | >1   | <0   |
| Stop/Yield |            |     |    |            |     |   |           |   |   |           |      |      |
| Volumes    | 75         | 24  | N  | 38         | 77  | N |           |   |   | 17        | 0    | 120  |
| PHF        | .95        | .95 |    | .95        | .95 |   |           |   |   | .95       | .95  | .95  |
| Grade      | 0          |     |    | 0          |     |   |           |   |   | 0         |      |      |
| MC's (%)   |            |     |    |            |     |   |           |   |   |           |      |      |
| SJRV's (%) |            |     |    |            |     |   |           |   |   |           |      |      |
| CV's (%)   |            |     |    |            |     |   |           |   |   |           |      |      |
| PCE's      |            |     |    |            |     |   |           |   |   |           |      |      |
|            |            |     |    | 1.10       |     |   |           |   |   | 1.10      | 1.10 | 1.10 |

Adjustment Factors

| Vehicle                    | Adjustment Factor | Critical Gap (s) | Follow-up Time (s) |
|----------------------------|-------------------|------------------|--------------------|
| Maneuver                   |                   |                  |                    |
| Left Turn Major Road       |                   | 5.00             | 2.10               |
| Right Turn Minor Road      |                   | 5.50             | 2.60               |
| Through Traffic Minor Road |                   | 6.00             | 3.30               |
| Left Turn Minor Road       |                   | 6.50             | 3.40               |

Worksheet for TMS Intersection

| Step 1: RT from Minor Street                         |  | WB   | EB |
|------------------------------------------------------|--|------|----|
| Conflicting Flows: (vph)                             |  | 92   |    |
| Potential Capacity: (pph)                            |  | 1244 |    |
| Movement Capacity: (pph)                             |  | 1244 |    |
| Prob. of Queue-Free State:                           |  | 0.89 |    |
| Step 2: LT from Major Street                         |  | SB   | NB |
| Conflicting Flows: (vph)                             |  | 104  |    |
| Potential Capacity: (pph)                            |  | 1529 |    |
| Movement Capacity: (pph)                             |  | 1529 |    |
| Prob. of Queue-Free State:                           |  | 0.97 |    |
| TH Saturation Flow Rate: (pphpl)                     |  | 1700 |    |
| RT Saturation Flow Rate: (pphpl)                     |  |      |    |
| Major LT Shared Lane Prob. of Queue-Free State:      |  | 0.97 |    |
| Step 3: TH from Minor Street                         |  | WB   | EB |
| Conflicting Flows: (vph)                             |  | 212  |    |
| Potential Capacity: (pph)                            |  | 844  |    |
| Capacity Adjustment Factor due to Impeding Movements |  | 0.97 |    |
| Movement Capacity: (pph)                             |  | 808  |    |
| Prob. of Queue-Free State:                           |  | 1.00 |    |
| Step 4: LT from Minor Street                         |  | WB   | EB |
| Conflicting Flows: (vph)                             |  | 212  |    |
| Potential Capacity: (pph)                            |  | 738  |    |
| Major LT, Minor TH Impedance Factor:                 |  | 0.97 |    |
| Adjusted Impedance Factor:                           |  | 0.97 |    |
| Capacity Adjustment Factor due to Impeding Movements |  | 0.97 |    |
| Movement Capacity: (pph)                             |  | 774  |    |

Intersection Performance Summary

| Movement | Flow Rate (pph) | Move Cap (pph) | Shared Cap (pph) | Avg. Delay (sec/veh)             |       | 95% Queue Length (veh) |     | Approach Delay (sec/veh) |     |
|----------|-----------------|----------------|------------------|----------------------------------|-------|------------------------|-----|--------------------------|-----|
|          |                 |                |                  | Cap                              | Total | Length                 | LOS | Delay                    | LOS |
| WB L     | 20              | 774            | >                | 1156                             | 3.6   | 0.5                    | A   | 3.6                      |     |
| WB T     | 0               | 818            | >                |                                  |       |                        |     |                          |     |
| WB R     | 139             | 1244           | >                |                                  |       |                        |     |                          |     |
| SB L     | 44              | 1529           |                  | 2.4                              | 0.0   | A                      |     | 0.8                      |     |
|          |                 |                |                  | Intersection Delay = 1.7 sec/veh |       |                        |     |                          |     |

AVERAGE WEIGHTED DELAY  
= 3.34 SEC/VEH  
LOS A

LSA Associates, Inc. (LSA)  
One Park Plaza, Suite 500  
Irvine, CA 92614-5981  
Ph: (949) 553-0666

Streets: (N-S) Crane Valley View (E-W) Grayson Avenue  
Major Street Direction: NS  
Length of Time Analyzed: 60 (min)  
Analyst: Pascoe, D.  
Date of Analysis: 12/2/98  
Other Information: Existing + Project A.M. Peak Hour  
Two-way Stop-controlled Intersection

|             | Northbound |     |     | Southbound |     |     | Eastbound |     |     | Westbound |     |     |
|-------------|------------|-----|-----|------------|-----|-----|-----------|-----|-----|-----------|-----|-----|
|             | L          | T   | R   | L          | T   | R   | L         | T   | R   | L         | T   | R   |
| No. Lanes   | 0          | 1   | <0  | 0          | >1  | 0   | 0         | 0   | 0   | 0         | >1  | <0  |
| Stop/Yield  |            |     |     |            |     |     |           |     |     |           |     |     |
| Volumes     | 73         | 47  | 0   | 67         | 67  | 0   | 64        | 0   | 101 | 55        | 55  | 0   |
| PFV         | .95        | .95 | .95 | .95        | .95 | .95 | .95       | .95 | .95 | .95       | .95 | .95 |
| Grade       |            |     |     |            |     |     |           |     |     |           |     |     |
| MC's (%)    |            |     |     |            |     |     |           |     |     |           |     |     |
| SJ/RV's (%) |            |     |     |            |     |     |           |     |     |           |     |     |
| CV's (%)    |            |     |     |            |     |     |           |     |     |           |     |     |
| PE's (%)    |            |     |     |            |     |     |           |     |     |           |     |     |

Adjustment Factors

| Vehicle                    | Critical Gap (s) | Follow-up Time (s) |
|----------------------------|------------------|--------------------|
| Maneuver                   |                  |                    |
| Left Turn Major Road       | 5.00             | 2.10               |
| Right Turn Minor Road      | 5.50             | 2.60               |
| Through Traffic Minor Road | 6.00             | 3.30               |
| Left Turn Minor Road       | 6.50             | 3.40               |

Worksheet for TMS Intersection

| Step 1: RT from Minor Street                         | WB   | EB |
|------------------------------------------------------|------|----|
| Conflicting Flows: (vph)                             | 102  |    |
| Potential Capacity: (pcph)                           | 1229 |    |
| Movement Capacity: (pcph)                            | 1229 |    |
| Prob. of Queue-Free State:                           | 0.90 |    |
| Step 2: LT from Major Street                         | SB   | NB |
| Conflicting Flows: (vph)                             | 126  |    |
| Potential Capacity: (pcph)                           | 1493 |    |
| Movement Capacity: (pcph)                            | 1493 |    |
| Prob. of Queue-Free State:                           | 0.95 |    |
| TH Saturation Flow Rate: (pcphpl)                    | 1700 |    |
| RT Saturation Flow Rate: (pcphpl)                    |      |    |
| Major LT Shared Lane Prob. of Queue-Free State:      | 0.95 |    |
| Step 3: TH from Minor Street                         | WB   | EB |
| Conflicting Flows: (vph)                             | 244  |    |
| Potential Capacity: (pcph)                           | 812  |    |
| Capacity Adjustment Factor due to Impeding Movements | 0.95 |    |
| Movement Capacity: (pcph)                            | 768  |    |
| Prob. of Queue-Free State:                           | 1.00 |    |
| Step 4: LT from Minor Street                         | WB   | EB |
| Conflicting Flows: (vph)                             | 244  |    |
| Potential Capacity: (pcph)                           | 765  |    |
| Major LT, Minor TH Impedance Factor:                 | 0.95 |    |
| Adjusted Impedance Factor:                           | 0.95 |    |
| Capacity Adjustment Factor due to Impeding Movements | 0.95 |    |
| Movement Capacity: (pcph)                            | 723  |    |

Intersection Performance Summary

| Movement                         | Flow Rate (pcph) | Move Cap (pcph) | Shared Cap (pcph) | Avg. Delay (sec/veh) | 95% Queue Length (veh) | LOS | Approach Delay (sec/veh) |
|----------------------------------|------------------|-----------------|-------------------|----------------------|------------------------|-----|--------------------------|
| WB L                             | 74               | 723             | >                 | 4.6                  | 0.8                    | A   | 4.6                      |
| WB T                             | 0                | 768             | >                 |                      |                        |     |                          |
| WB R                             | 117              | 1229            | >                 |                      |                        |     |                          |
| SB L                             | 78               | 1493            |                   | 2.5                  | 0.0                    | A   | 1.3                      |
| Intersection Delay = 2.2 sec/veh |                  |                 |                   |                      |                        |     |                          |

AVERAGE WEIGHTED DELAY  
= 3.99 SEC/VEH  
LOS A

LSA Associates, Inc. (LSA)  
One Park Plaza, Suite 500  
Irvine, CA 92614-5981  
Ph: (949) 553-0666

Streets: (N-S) Crane-Valley View (E-W) Grayson Avenue  
Major Street Direction: NS  
Length of Time Analyzed: 60 (min)  
Analyst: Pascoe, D.  
Date of Analysis: 12/2/98  
Other Information: Existing + Project P.M. Peak Hour  
Two-way Stop-controlled Intersection

|            | Northbound |     |    | Southbound |     |   | Eastbound |   |   | Westbound |      |      |
|------------|------------|-----|----|------------|-----|---|-----------|---|---|-----------|------|------|
|            | L          | T   | R  | L          | T   | R | L         | T | R | L         | T    | R    |
| No. Lanes  | 0          | 1   | <0 | 0          | >1  | 0 | 0         | 0 | 0 | 0         | >1   | <0   |
| Stop/Yield |            |     |    |            |     |   |           |   |   |           |      |      |
| Volumes    | 78         | 66  |    | 38         | 80  | N |           |   |   | 52        | 0    | 120  |
| PHF        | .95        | .95 |    | .95        | .95 |   |           |   |   | .95       | .95  | .95  |
| Grade      | 0          |     |    | 0          |     |   |           |   |   | 0         |      |      |
| MC's (C)   |            |     |    |            |     |   |           |   |   |           |      |      |
| SLRV's (C) |            |     |    |            |     |   |           |   |   |           |      |      |
| CV's (C)   |            |     |    |            |     |   |           |   |   |           |      |      |
| PCE's      |            |     |    |            |     |   |           |   |   |           |      |      |
|            |            |     |    | 1.10       |     |   |           |   |   | 1.10      | 1.10 | 1.10 |

Adjustment Factors

| Vehicle<br>Maneuver        | Critical<br>Cap (tp) | Follow-up<br>Time (tf) |
|----------------------------|----------------------|------------------------|
| Left Turn Major Road       | 5.00                 | 2.10                   |
| Right Turn Minor Road      | 5.50                 | 2.60                   |
| Through Traffic Minor Road | 6.00                 | 3.30                   |
| Left Turn Minor Road       | 6.50                 | 3.40                   |

Worksheet for TMS Intersection

| Step 1: RT from Minor Street                         | WB   | EB |
|------------------------------------------------------|------|----|
| Conflicting Flows: (vph)                             | 116  |    |
| Potential Capacity: (pph)                            | 1209 |    |
| Movement Capacity: (pph)                             | 1209 |    |
| Prob. of Queue-Free State:                           | 0.89 |    |
| Step 2: LT from Major Street                         | SB   | NB |
| Conflicting Flows: (vph)                             | 151  |    |
| Potential Capacity: (pph)                            | 1453 |    |
| Movement Capacity: (pph)                             | 1453 |    |
| Prob. of Queue-Free State:                           | 0.97 |    |
| TH Saturation Flow Rate: (pphpl)                     | 1700 |    |
| RT Saturation Flow Rate: (pphpl)                     |      |    |
| Major LT Shared Lane Prob. of Queue-Free State:      | 0.97 |    |
| Step 3: TH from Minor Street                         | WB   | EB |
| Conflicting Flows: (vph)                             | 240  |    |
| Potential Capacity: (pph)                            | 816  |    |
| Capacity Adjustment Factor due to Impeding Movements | 0.97 |    |
| Movement Capacity: (pph)                             | 790  |    |
| Prob. of Queue-Free State:                           | 1.00 |    |
| Step 4: LT from Minor Street                         | WB   | EB |
| Conflicting Flows: (vph)                             | 240  |    |
| Potential Capacity: (pph)                            | 769  |    |
| Major LT, Minor TH Impedance Factor:                 | 0.97 |    |
| Adjusted Impedance Factor:                           | 0.97 |    |
| Capacity Adjustment Factor due to Impeding Movements | 0.97 |    |
| Movement Capacity: (pph)                             | 745  |    |

Intersection Performance Summary

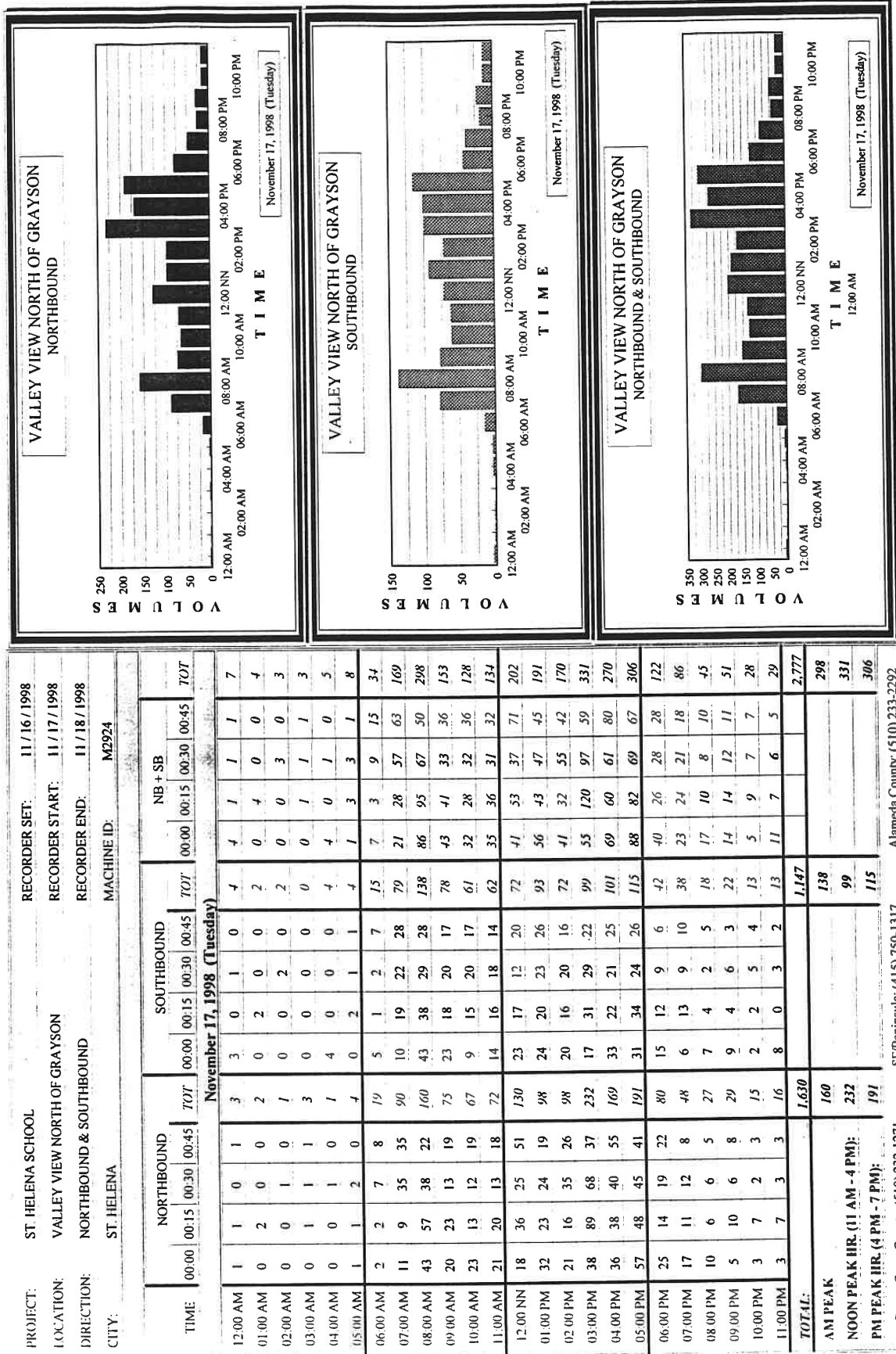
| Movement | Flow Rate (pph) | Move Cap (pph) | Shared Cap (pph) | Avg. Delay (sec/veh)             | 95% Queue Length (veh) | Approach Delay (sec/veh) |
|----------|-----------------|----------------|------------------|----------------------------------|------------------------|--------------------------|
|          |                 |                |                  |                                  |                        |                          |
| WB L     | 61              | 745            | >                |                                  |                        |                          |
| WB T     | 0               | 790            | >                | 4.4                              | 0.8                    | A                        |
| WB R     | 139             | 1209           | >                |                                  |                        | 4.4                      |
| SB L     | 44              | 1453           |                  | 2.6                              | 0.0                    | A                        |
|          |                 |                |                  | Intersection Delay = 2.0 sec/veh |                        |                          |

AVERAGE WEIGHTED DELAY

= 4.08 SEC/VEH

LOS A

# B. A. Y. M. E. T. R. I. C. S. DAILY TUBE COUNT SUMMARY



VALLEY VIEW NORTH OF GRAYSON  
NORTHBOUND & SOUTHBOUND

November 17, 1998 (Tuesday)



CITY HALL, 1480 MAIN STREET  
ST. HELENA, CALIFORNIA 94574  
(707) 963-2741

January 21, 1999

Elaine Collins, Ed.D., Superintendent  
St. Helena Unified School District  
465 Main Street  
St. Helena, CA 94574

RE: St. Helena Primary School - Negative Declaration/Response to Comments

Dear Elaine:

The City of St. Helena received the proposed Negative Declaration on the St. Helena Unified School District Primary School for review and comment in October, 1998 and provided written comments in our letter to you dated October 29, 1998. We recently received the public notice advising of your intent to consider adoption of the Negative Declaration and Availability of Responses to Comments received on the draft Negative Declaration. The Responses to Comments Document was reviewed by the St. Helena City Council at their meeting of January 12, 1999. The attached memorandum was prepared for the Council meeting.

Subsequent to the January 12, 1999 meeting Bonnie Long, Bert Johansson, and I met with you and Ray Graves to discuss the issues being raised by the City related to impacts associated with construction of the primary school. The following items were discussed:

Walkway along south side of Grayson Avenue - You advised that in addition to constructing curb and gutter along the south side of Grayson Avenue from Hwy. 29 to Crane Ave. the School District will construct a new hard surface walkway where a walkway does not currently exist along the south side of Grayson Avenue. The result of these improvements will be a continuous hard surface walkway along the south side of Grayson Avenue from Hwy. 29 to Crane Avenue with parallel parking along Grayson Avenue.

Pedestrian Route / Crossing Guards - The School District Superintendent and the City of St. Helena Police Chief shall prepare a plan designating a safe route for students to follow to the new primary school. This plan shall identify locations where crossing guards are required to be provided by the School District.

98-80/011599responseltr

Parking - You advised that the 45 space parking lot proposed for the primary school is sufficient for the maximum 35 staff members and up to 10 visitor spaces. You also advised that a vehicular turnout is being provided for pick-up and drop-off of students to mitigate disruption of traffic flows on Grayson Avenue. The City believes the parking and turnout area proposed will mitigate traffic/circulation impacts identified by the City provided the following are incorporated into the proposed mitigation measures:

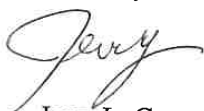
- The turnout area shall be posted and time limits enforced to prevent long-term use of this area.
- Within six months after commencement of use of the new primary school the School District Superintendent and City of St. Helena Police Chief shall review the parking/circulation for the primary school to determine if additional improvements should be made including, but not limited to, the provision of additional off-street parking on property owned or leased by the school district.

Hwy. 29/Grayson Intersection - You advised that the School District will provide bus service from all residential areas on the east side of Hwy. 29 to the new primary school. The School District Superintendent and City of St. Helena Police Chief will establish safe school bus loading and unloading areas convenient to these residential areas to encourage use of the school buses and minimize traffic impacts to the intersection of Grayson Ave. and Hwy. 29.

In summary, the City finds the analysis in the proposed negative declaration and responses to comment document adequate to conclude that the identified impacts associated with construction of the new primary school have been mitigated to a level of insignificance. This determination is based on the assumption that the mitigation measures stipulated in the letter will be incorporated as part of the draft Negative Declaration prior to adoption.

Thank you for providing the City of St. Helena with an opportunity to comment on the proposed Negative Declaration and Responses to Comments document. Our meeting yesterday was helpful to clarify issues associated with construction of the new primary school and to identify mitigation measures proposed school district to be incorporated into the draft Negative Declaration. We look forward to continuing to work with the School District to resolve issues which impact our community. If you have any questions regarding our comments please contact me or Bonnie Long, City Administrator.

Sincerely,



Jerry L. Cormack  
Planning Director

c: City Administrator  
City Council  
Planning Commission

98-80/011599responseltr





# *St. Helena Unified School District*

*Elaine Collins, Ed.D.*  
Superintendent

**TRUSTEES**  
*Leo Ainsworth*  
*Tom Burke*  
*Nancy Carniglia*  
*Bonnie Schoch*  
*Elizabeth Shafer*

## **PROPOSED NEGATIVE DECLARATION**

### **ST. HELENA UNIFIED SCHOOL DISTRICT DEVELOPMENT OF NEW ST. HELENA PRIMARY SCHOOL**

In accordance with the California Environmental Quality Act (CEQA), the St. Helena Unified School District (District), as Lead Agency, proposes to adopt a Negative Declaration for the development of the primary school at the corner of the intersection of Grayson Avenue and South Crane Avenue in the City of St. Helena, Napa County. The 6 acre primary school would serve a maximum of about 475 students in grades K through 2. The school facilities would include classrooms, administrative offices, library, storage, faculty area, multipurpose building, hard court, grass playfields and on-site parking. Development of the project would provide a new primary school for the relief of overcrowding at the current elementary school and for the projected growth.

The District has considered the environmental impacts of the project in accordance with the CEQA Guidelines. An Initial Study, attached hereto, was conducted for the proposed project. The Initial Study contains a description of the project and a review of its potential impacts based upon the Environmental Checklist Form contained in the CEQA Guidelines. Consistent with the findings from the environmental evaluation, the District has determined that no significant adverse environmental impacts would result from the project.

The Board of Trustees of the St. Helena Unified School District will decide upon the formal adoption of the Negative Declaration and approval of the project after consideration of comments received during the public review period and the whole of the public record as required by law.

9-30-98  
Date

*Elaine Collins*  
Authorizing Signature

**PUBLIC NOTICE**  
**INTENT TO ADOPT A NEGATIVE DECLARATION**  
**and**  
**AVAILABILITY OF PROPOSED NEGATIVE DECLARATION**  
**ST. HELENA PRIMARY SCHOOL**

NOTICE IS HEREBY GIVEN that the St. Helena Unified School District intends to adopt a Negative Declaration for the proposed new primary school located at the corner of Grayson Avenue and South Crane Avenue in St. Helena. The Negative Declaration and its accompanying Initial Study and Environmental Checklist Form is available for public review at the District Office, 465 Main Street, St. Helena, for a period of 30 days from October 1 to November 1, 1998. Copies of the document are also available at St. Helena City Offices.

Upon review of the document, comments regarding any or all parts of the proposal to adopt a Negative Declaration may be made, in writing, to the St. Helena Unified School District, 465 Main Street, St. Helena, CA 94574. Comments should be address to Elaine Collins, Superintendent, by the end of the 30 day review period. For further information, please contact 967-2701 or 967-2785 between the hours of 8:00 a.m. and 4:00 p.m.

**PLEASE POST**

**PUBLIC NOTICE**  
**INTENT TO ADOPT A NEGATIVE DECLARATION**  
**and**  
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**PLEASE POST**

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**PLEASE POST**

**INITIAL STUDY**  
**ST. HELENA PRIMARY SCHOOL PROJECT**

*September 1998*

*Prepared for:*

*St. Helena Unified School District  
465 Main Street  
St. Helena, CA 94574*

*Prepared by:*

*LSA Associates, Inc.  
157 Park Place  
Pt. Richmond, California 94801  
LSA Project #SHN831*

465 Main Street • St. Helena, California 94574 • (707) 967-2708 • FAX (707) 963-1335

Date 9-30-98  
 Authorizing Signature Elaine Collins

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The Board of Trustees of the St. Helena Unified School District will decide upon the formal adoption of the Negative Declaration and approval of the project after consideration of comments received during the public review period and the whole of the public record as required by law.

PROPOSED NEGATIVE DECLARATION  
 ST. HELENA UNIFIED SCHOOL DISTRICT  
 DEVELOPMENT OF NEW ST. HELENA PRIMARY SCHOOL

TRUSTEES  
 Leo Alinsworth  
 Tom Burke  
 Nancy Carniglia  
 Bonnie Schoch  
 Elizabeth Shafer

Elaine Collins, Ed.D.  
 Superintendent

St. Helena Unified School District



|                          |                                                              |
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09/22/98(P:\SHN831\NITSTDY.DOC)

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QUALITY MANAGEMENT DISTRICT  
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09/22/98(P:\SHN831\NITSTDY.DOC)

Responses to Checklist

**d. Create objectionable odors?**

**Less Than Significant Impact.** There may be some objectionable odors resulting from the operation of diesel-powered equipment during the site preparation and construction of the proposed new buildings for the primary school. However, these odors would be limited to the short-term construction period of the project and would not be significant. Operation of the school are not be expected to create objectionable odors.

**VI. TRANSPORTATION/CIRCULATION**

**Significance Criteria**

Transportation impacts would be significant if they result in a substantial increase in traffic in relation to the current traffic load and capacity of the street system (including intersection operation), generate a parking demand that exceeds the proposed supply, and create conditions raising concerns regarding pedestrian, bicycle or auto safety.

The specific significance criteria from the City of St. Helena's Transportation Element include:

- Service Level C shall be maintained at all signalized intersections in St. Helena except along Main Street, where Service Level D shall be permitted. Exceptions to this policy are that lower service levels shall be permitted at any location where the existing service level does not meet this standard; in these locations, the Service Level shall not be lower than the current conditions. The City Council may also allow an exception to this policy if it finds overriding circumstances which make maintenance of this policy impractical or infeasible.

- Service Level C is a goal at stop-sign-controlled intersections. If the Service Level degrades below Level C, an evaluation of the need for traffic signalization is undertaken according to standard Caltrans signal warrants. If signals are not initially warranted, the location will continue to be monitored for signal warrants on a regular basis.

The Napa County Congestion Management Plan (CMP) is mandated by the State for all metropolitan areas. Among its requirements is adoption of a service level policy on all highways that make up the CMP network. In St. Helena, only SR-29 (Main Street) is on the CMP network. Napa County has adopted Service Level E as its standard (with exception of Highway 29 north of Oak Knoll Avenue at Level D). The City of St. Helena policy, above, is consistent with the County standard. The CMP also permits the use of the Highway Capacity Manual Planning method for General Plan evaluation. The evaluation in the Transportation Element is consistent with that methodology, except that where the HCM planning method only identifies "under capacity", "at capacity" and "over capacity". The

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analysts in the Transportation Element uses the volume/capacity ratios to arrive at a Service Level in accordance with earlier evaluation methodologies.

**a. Increased vehicle trips or traffic congestion?**

*Less than Significant Impact.* The following describes the existing conditions of key arterials within close proximity to the project site:

**Main Street (SR-29).** This street is designated as a Collector Street in the City of St. Helena's General Plan Transportation Element, and is a regional highway within Napa County. The Collector Street classification of Main Street extends throughout the City. Within the project vicinity, Main Street is a north-south, two-lane roadway with a two-way continuous left-turn lane, and a Class II bicycle lane. There is no on-street parking permitted on this arterial within the project vicinity. Sidewalks are constructed along the west side of the street, and there are pedestrian crosswalks at major intersections.

According to the City's CIP list, there is a programmed and funded improvement for the Main Street/Grayson Avenue intersection. According to the CIP, Mill Street would be realigned with the Main Street/Grayson Avenue intersection, and a traffic signal would be installed. Construction of this improvement is expected to occur between years 2003 and 2005. According to the General Plan EIR Update, this intersection is forecast to operate at level A (LOS A) with the installation of a traffic signal. Other than the City's CIP projects, there currently are no other major programmed improvements to the regional highway system within the St. Helena area based on the Metropolitan Transportation Commission's (MTC) regional transportation plan.

**Grayson Avenue.** This east-west road is an undivided two lane road that is currently classified as a Local Street in the City's Transportation Element. Generally, a majority of Grayson Avenue is unimproved (without curb and gutter), with exception of some development (St. Helena High School and school district offices) on the south side of the road adjacent to its intersection with Main Street. On-street parking is permitted on both sides of the street, and a pedestrian crosswalk is provided at the Main Street/Grayson Avenue intersection. A one-way stop controlled intersection for Grayson Avenue exists at Main Street, east of the project site.

**South Crane Avenue.** This north-south Collector Street, as designated in the City's Transportation Element, is an unimproved, undivided two lane roadway. North of its intersection with Grayson Avenue, South Crane Avenue becomes Valley View Street. South Crane Avenue terminates south of the project site at its intersection with Sulphur Springs Avenue. On-street parking is permitted along south of Crane Avenue within the project vicinity.

**Sulphur Springs Avenue.** This east-west Collector Street, as designated in the City's Transportation Element, is also an unimproved, undivided two lane

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roadway. On-street parking is permitted along both sides of Sulphur Springs Avenue within the project vicinity.

The intersections of Main Street with Grayson Avenue and Sulphur Springs Road have been chosen by the City of St. Helena staff to be examined for this Initial Study due to their close proximity to the project site. The ease with which intersections handle traffic largely controls the operation of the roadway system as a whole. Therefore, the operational status of these intersections is vital in determining how a development will affect area traffic and circulation.

Since the intersections of Main Street/Grayson Avenue and Main Street/Sulphur Springs Avenue are within the Napa County Congestion Management Plan's (CMP) roadway network, the level of service standard is LOS E. Therefore, when a CMP intersection operates at LOS F, improvements must be identified to bring intersection operations to LOS E or better. Existing levels of service for these intersections are presented in Table A, and have been analyzed in the City's General Plan EIR (March 1993).

Table A - Existing Level of Service Summary

| Intersection                          |       | Peak Hour |      |
|---------------------------------------|-------|-----------|------|
|                                       |       | A.M.      | P.M. |
| 1. Main Street/Grayson Avenue         | LOS E | LOS F     |      |
| 2. Main Street/Sulphur Springs Avenue | LOS D | LOS E     |      |

As the table indicates, the Main Street/Sulphur Springs Avenue intersection is currently operating at acceptable levels of service under existing conditions based on CMP criteria. The Main Street/Grayson Avenue intersection is presently operating at an unacceptable LOS F in the p.m. peak hour; however, this intersection will operate at LOS A with programmed and funded improvements (realignment and signalization to occur between 2003-2005).

It should be noted that the City's Transportation Element states that Caltrans' signal warrants be utilized when unsignalized intersections operate at LOS D or below since signalization is the most logical improvement for intersection operations. If a traffic signal is warranted, it can be identified as a viable improvement. If signalization is not warranted, the LOS D, E, or F condition (which primarily show effects on the side streets) is to be accepted and on-going monitoring for signalization will occur. Based on the General Plan Update EIR, the Main Street/Grayson Avenue intersection meets Caltrans' signal warrants and therefore improvements to this intersection have been identified and programmed into the City's CIP list.

Potential Project Traffic Impacts

Existing Traffic Conditions

Trip generation characteristics for development projects are generally identified for the a.m. and the p.m. peak hours. Typically, these trip generation characteristics are presented for the peak hour of adjacent street traffic, which corresponds to the peak commute periods. The a.m. peak hour of adjacent street traffic occurs for one hour between 7:00 a.m. and 9:00 a.m.; the p.m. peak hour of adjacent street traffic occurs for one hour between 4:00 p.m. and 6:00 p.m.

Schools, however, have different peaking characteristics from the standard commute periods. The a.m. peak hour trip generation for schools is consistent with the peak hour of adjacent street traffic (i.e., 7:00 a.m. to 9:00 a.m.); however, the p.m. peak hour trip generation for schools is different. The peak hour of the school is between 2:00 p.m. and 4:00 p.m. Schools, especially elementary schools, typically have no trips generated during the p.m. peak hour of adjacent street traffic (i.e., 4:00 p.m. to 6:00 p.m.).

Table B summarizes the proposed peak hour and daily trip generation for the proposed school. The trip generation rates used represent peak hour trip generation for adjacent street traffic, and consequently no trips are generated for the typical p.m. peak hour.

Table B - Project Trip Generation

|                                            | A.M. Peak Hour<br>(7:00-9:00 a.m.) |      | P.M. Peak Hour<br>(4:00-6:00 p.m.) |     |     |       |
|--------------------------------------------|------------------------------------|------|------------------------------------|-----|-----|-------|
|                                            | In                                 | Out  | Total                              | In  | Out | Total |
| Proposed School at Build Out: 475 students |                                    |      |                                    |     |     |       |
| Trips/Student                              | 0.17                               | 0.12 | 0.29                               | --- | --- | 1.02  |
| Trip Generation                            | 81                                 | 56   | 137                                | 0   | 0   | 476   |

Source: ITE, *Trip Generation*, Sixth Edition, 1997.

The proposed school is forecast to generate about 480 daily trips, of which around 140 trips occur in the a.m. peak hour. It should be noted that the proposed school would generate approximately 120 peak hour trips during the school p.m. peak hour of the generator (i.e., 2:00 p.m. to 4:00 p.m.). This traffic, once distributed on the adjacent arterials during this mid-afternoon time frame, would not affect the level of service at intersections within proximity to the project site. These intermediate trips occur as the school day ends, when ambient traffic is low and few area residents are present to experience any impact during a short period of time.

The school would be attended by children from the surrounding residential areas. Examination of address data provided by the St. Helena Unified School District yields the potential service area of the proposed primary school. These data indicate that approximately 70 percent of the students would come from residential areas north of the proposed school, approximately 20 percent from areas east of the school, and approximately ten percent from areas adjacent, and west, of the proposed school. Figure 1, located in Appendix B, illustrates the a.m. peak hour project trip assignment. Again, it should be noted that the project would not generate p.m. peak hour (of adjacent street traffic) trips; therefore, no p.m. peak hour trip assignment is shown.

It is anticipated that a majority of the children would be bused into the school, while approximately one-third would be dropped-off by parents or would walk to school. It is also anticipated that a number of trips generated during the peak hours would be from adults dropping off students during the a.m. peak and picking them up at the end of the school day. In many cases, these trips may not actually be new trips but may be made as part of another trip, such as a parent dropping off a child at school while on the way to work. The remaining trips would be employees driving to and from the school.

The existing traffic base (without project) levels of service at the study area intersections are presented in Table A, above. According to the table, the unsignalized Main Street/Grayson Avenue intersection currently operates at LOS E and LOS F in the a.m. and p.m. peak hours, respectively. However, as indicated previously, the City's CIP list notes that this intersection has programmed improvements, and secured funding for realignment of Mills Lane and installation of a traffic signal, which is expected to be completed between 2003 and 2005. According to the General Plan Update EIR, with signalization the intersection of Main Street/Grayson Avenue is forecast to operate at LOS A in both peak hours. In standard traffic engineering practice, service levels (LOS A-F) are generally spaced within ten percent increments. For example, a 10 percent change in critical traffic volumes would incur a change in one service level (e.g., LOS B to LOS C). The project addition of 102 a.m. peak hour trips constitutes less than seven percent of traffic (compared to 2010 traffic conditions) at the intersection in the existing condition. This "less than" seven percent addition of project traffic would not significantly impact this intersection as it would continue to operate at LOS E in the a.m. peak hour. Because the proposed school would not generate p.m. peak hour trips (4:00 p.m. to 6:00 p.m.), the project would not impact the intersection during this period. The existing LOS would remain unchanged with the project.

The unsignalized intersection Main Street/Sulphur Springs Avenue intersection currently operates at LOS D and LOS E in the a.m. and p.m. peak hours. Based on the trip assignment, the project is forecast to add about 37 a.m. peak hour trips to the intersection. This project traffic addition constitutes less than three percent of traffic at the intersection in the existing condition. This less than three percent addition of project traffic would not significantly impact this intersection as it would continue to operate at LOS D in the a.m. peak hour. Although this intersection currently operates at LOS E in p.m.

Responses to Checklist

peak hour, the project would not contribute intersection traffic since its afternoon peak traffic period would occur before the evening commute period.

*Year 2010 Traffic Conditions*

Table C, below, presents the year 2010 study area intersection levels of service based on the analysis performed in the City's General Plan EIR (March 1993).

Table C - Year 2010 Level of Service Summary

| Intersection                                                           |       | Peak Hour |       |
|------------------------------------------------------------------------|-------|-----------|-------|
|                                                                        |       | A.M.      | P.M.  |
| 1. Main Street/Grayson Avenue/Mills Lane<br>(realigned and signalized) | LOS A | LOS E     | LOS A |
| 2. Main Street/Sulphur Springs Avenue                                  | LOS E | LOS E     | LOS E |

According to the table, the signalized intersection of Main Street/Grayson Avenue is forecast to operate at LOS A in both peak hours in the 2010 condition. It should be noted that the project site is currently zoned in the General Plan for Public and Quasi-Public (PQP) uses; therefore, some trips were already assumed in the General Plan Update traffic analysis to be generated to and from the site in the peak hours. The project addition of 102 a.m. peak hour trips constitutes approximately seven percent of traffic at the intersection in the 2010 condition. This seven percent addition of project traffic would not significantly impact this intersection as it would continue to operate at LOS A in the a.m. peak hour. Because the proposed school would not generate p.m. peak hour trips (4:00 p.m. to 6:00 p.m.), the project would not impact the intersection during the p.m. peak hour.

According to the General Plan Update EIR, the unsignalized intersection of Main Street/Sulphur Springs Avenue would still not meet Caltrans' signal warrants in 2010. This intersection is forecast to operate at LOS E in both the a.m. and p.m. peak hours. Based on the trip assignment, the project is forecast to add about 37 a.m. peak hour trips to the intersection. This project traffic addition constitutes about three percent of traffic at the intersection in the existing condition. This three percent addition of project traffic would not significantly impact this intersection as it would continue to operate at LOS E in the a.m. peak hour. Although this intersection currently operates at LOS E in p.m. peak hour, the project would not contribute traffic to the intersection since its afternoon peaking would occur before the evening commute period.

**b. Hazards to safety from design features or incompatible uses?**

*Less than Significant Impact.* The majority of traffic movements at the proposed school would occur on Grayson Avenue and South Crane Avenue. Adequate signage and crosswalks would be provided along these roadways.

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There are no obstructions to sight distance at this location. Pedestrian movements have been accommodated within the design of the school. Potential pedestrian/vehicle conflicts are minimized by isolating pedestrian movements on site, away from the street.

Access to the proposed school site would be provided via two access drive-ways. The Grayson Avenue access would provide ingress/egress movements for staff, buses, and parents dropping off the students. In addition, the eastern driveway on Grayson Avenue would provide bus turnout access for school busses. Based on the site plan, approximately four buses can be queued within the turnout. The school access driveways would be designed to comply with City of St. Helena design guidelines.

**c. Inadequate emergency access or access to nearby uses?**

**No Impact.** The proposed project would not alter access to nearby uses. Emergency access will be provided onto the school site via Grayson Avenue and an emergency gate located on the southern boundary of the school adjacent to the existing Crane Park parking lot.

**d. Insufficient parking capacity on-site or off-site?**

**Less than Significant Impact.** The proposed school project site would initially contain approximately 45 parking spaces, not including on-street parking along Grayson and Crane Avenue. At build out of the primary school, approximately 70 on-site spaces would be provided. During regular school sessions, the peak parking demand is approximately 30 vehicles (i.e., the projected number of staff members). Therefore, the initial and build out supply is more than adequate to accommodate the projected 30 teachers and staff, as well as visitors parking on site.

Parking demand may exceed on-site capacity during the three-to-four annual special school events. However, these events are infrequent and can be accommodated by on-street parking and overflow parking at the adjacent St. Helena High School and Crane Park parking lots. Events are short-term in duration; therefore, the proposed project would not have a significant impact on the adjacent streets. The parking supply would be adequate to serve the parking demand for initial development and build out of the proposed school.

**e. Hazards or barriers for pedestrians or bicyclists?**

**Less than Significant Impact.** Implementation of the project would not significantly affect the pedestrian or bicycle circulation in the area. Effective means of assuring pedestrian safety in the vicinity of the proposed school site have been incorporated as part of the proposed project. These measures include signage, development of a suggested route to school, and school crossing guards as needed and applicable.



*No Impact.* As stated in the Transportation Element of the City of St. Helena, "The size of the City is such that additional local transit service is not currently feasible." Based on the assessment, the proposed project would not create the need for new transit stops.

**c. Increase frequency of transit stops?**

*No Impact.* As stated in the Transportation Element of the City of St. Helena, "The size of the City is such that additional local transit service is not currently feasible." Current bus service is limited to inter-city routes only. Based on the assessment, the proposed project would not create the need for new bus routes or alternatives to the existing transit system.

**b. Need for new bus routes or alternatives to existing system?**

*No Impact.* Local public bus service in the greater St. Helena area is provided by Napa Valley Transit. This service provides transit service along the Highway 29 corridor, from Vallejo (Kaiser Hospital) through Napa to Calistoga. In addition, Amtrak connecting bus service and Greyhound bus service is also provided to St. Helena. The proposed project would not generate public transit ridership because the bussing of students would be provided by the St. Helena Unified School District through a school bussing program.

**a. Effects on existing transit facilities or increased demand?**

*Impacts upon transit facilities would be significant if there is a substantial demand for expanded system capacity, including new routes and more frequent stops, or a major disruption of access to existing services.*

**Significance Criteria**

**VII. TRANSIT FACILITIES**

*No Impact.* This site is not located along or over waterborne or air traffic corridors. There is an existing north-south railroad line on the east side of Main Street, but the project would not affect the existing line nor be constructed along its right-of-way. Therefore, the proposed project would not impede traffic flow from these carriers.

**g. Rail, waterborne or air traffic impacts?**

*No Impact.* The proposed project would support alternative transportation by providing off-street pick-up/drop-off areas, bussing, and installing additional bicycle racks on the project site.

**f. Conflicts with adopted policies supporting alternative transportation?**

**d. Need for new bus routes or alterations to existing system?**

**No Impact.** As stated in the Transportation Element of the City of St. Helena, "The size of the City is such that additional local transit service is not currently feasible." Based on the assessment, the proposed project would not create the need for new bus routes or alterations to the existing transit system.

## VIII. BIOLOGICAL RESOURCES

**Significance Criteria.** Biological impacts would be significant if the proposed project substantially affected a rare or endangered species of plant or animal or the habitat of the species (e.g., wetlands), interfered substantially with the movement of any resident or migratory fish or wildlife species, substantially diminished habitat for fish, wildlife or plants, or adversely affected a locally important species.

**a. Endangered, threatened, or rare species or their habitats (including but not limited to plants, fish, insects, animals, and birds)?**

**No Impact.** The project would be developed on a site that has been historically used for agriculture. Grapes are currently cultivated on the property so that there are no known threatened, endangered, or rare species or associated habitat. In addition, areas adjacent to the site have also been used for agriculture as well as the existing St. Helena High School, Crane Park, and single-family residences.

**b. Locally designated species?**

**No Impact.** There would be no impact on locally designated floral or faunal species. The site is presently used for the cultivation of grapes.

**c. Locally designated natural communities?**

**No Impact.** Implementation of the project would have no impact on locally designated natural communities such as oak forest or coastal habitat. The project site is currently used for agriculture.

**d. Wetland habitat?**

**No Impact.** The project site does not have any wetland habitat. The site is intensively used for the cultivation of grapes.

**e. Wildlife dispersal or migration corridors?**

**No Impact.** The proposed site and surrounding area are currently used for agricultural activities, the existing high school, Crane Park, and single-family residences. Implementation of the primary school project would not result in a significant adverse impact to wildlife dispersal or to migration corridors.

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Report to the City Council  
Regular City Council - 25 May 2021

**Agenda Section: CONSENT ITEMS**

**Subject:** Consideration and proposed adoption of a Resolution authorizing the City Manager to Execute a Professional Services Agreement with Aqua Sierra Controls, Inc. for Rutherford Pump Station Variable-Frequency Drive (VFD) and Programmable Logic Controller (PLC) Panel and Pump Installation in an amount not-to-exceed \$31,225.15.

**CEQA Determination:** Not a CEQA project

**Prepared By:** Martin Beltran, Management Analyst

**Reviewed By:** Clayton Church, Acting Public Works Director

**Approved By:** Mark T. Prestwich, City Manager

**BACKGROUND**

The City of St. Helena (City), in Napa County, owns and operates Rutherford Pump Station (RPS) located at 1851 CA-128 Rutherford, CA 94573.

The City's water system is responsible for delivering treated water to residential and commercial customers. The City of St. Helena provides water from three sources including the Bell Canyon Reservoir, Stonebridge Wells and treated water provided by the City of Napa's pipeline which connects the City's system at Rutherford on SR 29. The City provides water for over 2,600 residents and businesses within and outside City Limits. The Rutherford Pumping Station serves as the connection between the City of Napa's water supply to the City of St. Helena. This site monitors chlorine residual and injects chlorine to maintain residual in the system.

The City's Rutherford Pump Station is in need of new programmable logic controller (PLC), Variable Frequency Drive (VFD), and Pump Installation. A PLC is a type of computer commonly used in motor control applications. The traditional motor control circuit is hard-wired while PLC control is program-based. This section deals with the

unique installation requirements of these electronic control systems. The VFD is used for adjusting flow or pressure to the actual demand and the use of VFDs in pump systems greatly increases efficiencies in pumping operations.

### **DISCUSSION**

Pursuant to St Helena Municipal Code Sections 3.04.320-340, professional services shall be procured through negotiated contract to firms who have demonstrated an adequate level of experience, competence, staffing and other professional qualifications necessary for more than a satisfactory performance of the services required. Based on prior work Aqua Sierra Controls, Inc. has completed for the City and knowledge of the Rutherford Pump Station operations as Aqua Sierra built the VFD and PLC panels currently in place. In addition, as part of their scope of work Aqua Sierra will be training City staff on operations of these panels. City staff believes Aqua Sierra has demonstrated the level of experience, competence, staffing and other professional qualifications necessary for exceptional performance of the services required and described in the scope of work provided.

Water from the City of Napa is conveyed through the Rutherford Pump Station and provides approximately 30% of the City's water supply via this intertie to St. Helena residents and businesses. Further, the Rutherford Pump Station impacts the ability to meet system demand and in addition assists in maintaining water system pressure .

The proposal submitted by Aqua Sierra Controls, Inc. is to provide consulting services to assist the City of St. Helena with the installation of a 75HP motor and pump end, and the installation of new panel containing PLC and VFD. This work will establish redundancy in pumping operations at this site replacing outdated non-operable equipment.

### **FISCAL IMPACT**

The City's adopted FY 2020/21 Operations Budget allocated \$68,000 for Machinery & Equipment Maintenance for the Water Distribution budget. The total cost for the VFD & PLC Panel and Pump Installation is \$31,225.15 including installation, taxes, and prevailing wage.

### **RECOMMENDED ACTION**

Adopt a resolution authorizing the City Manager to execute a Professional Services Agreement with Aqua Sierra Controls, Inc. for Rutherford Pump Station VFD & PLC Panel and Pump Installation in an amount not-to-exceed \$31,225.15.

### **ATTACHMENTS**

[Attachment 1: Resolution](#)

[Attachment 2: Professional Services Agreement](#)

**CITY OF ST. HELENA**

**RESOLUTION No. 2021-**

**Resolution authorizing the City Manager to Execute a Professional Services Agreement with Aqua Sierra Controls, Inc. for Rutherford Pump Station VFD & PLC Panel and Pump Installation in an amount not-to-exceed \$31,225.15.**

**RECIT  
ALS**

- A. The City of St. Helena identified the need to upgrade the programmable logic controller (PLC) and Variable Frequency Drive (VFD), and complete a Pump Installation at the Rutherford Pump Station; and
- B. Rutherford Pump Station provides approximately 30% of the City's water supply from the City of Napa water source to the residents of St. Helena; and
- C. The City's FY 2020/2021 Budget identified \$68,000 for Machinery & Equipment Maintenance from Water Distribution, 561-5031-2315; and
- D. The proposal from Aqua Sierra Controls, Inc. is for a not to exceed amount of \$31,225.15 for Rutherford Pump Station VFD & PLC Panel and Pump Installation, and sufficient funding is available.

**RESOLUTION**

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

- 1. Authorizes the City Manager to Execute a Professional Services Agreement with Aqua Sierra

Controls, Inc. for Rutherford Pump Station VFD &  
PLC Panel and Pump Installation in an amount not-to-  
exceed \$31,225.15.

Approved at a Regular Meeting of the St. Helena City  
Council on May 25, 2021, by the following vote:

Mayor Ellsworth: \_\_\_\_\_  
Vice Mayor Dohring: \_\_\_\_\_  
Councilmember Chouteau: \_\_\_\_\_  
Councilmember Hall: \_\_\_\_\_  
Councilmember Hardy: \_\_\_\_\_

APPROVED:    ATTEST:

\_\_\_\_\_  
Geoff Ellsworth, Mayor  
Clerk

\_\_\_\_\_  
Cindy Tzaopoulos, City

## **AGREEMENT FOR PROFESSIONAL SERVICES**

THIS AGREEMENT, made and entered into on May 25, 2021 by and between the City of St. Helena, located in the County of Napa, State of California (City), and Aqua Sierra Controls, Inc. (Consultant).

### **RECITALS:**

A. City desires to employ Consultant to furnish professional services in connection with the project described as Rutherford Pump Station VFD & PLC Panel and Pump Installation.

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

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

### **SECTION 1 – BASIC SERVICES**

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

### **SECTION 2 – ADDITIONAL SERVICES**

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

### **SECTION 3 – TIME FOR COMPLETION**

The time for completion of Services shall be as identified in **Exhibit A, “Scope of Services”**. The parties expressly agree that time is of the essence in the performance of this Agreement.

### **SECTION 4 – COMPENSATION AND METHOD OF PAYMENT**

A. Subject to any limitations set forth in this Agreement, City agrees to pay consultant the amount specified in Exhibit A, “Compensation” attached hereto and made a part hereof. Total compensation shall not exceed \$31,225.15 (Thirty-One Thousand Two Hundred Twenty-Five Dollars and Fifteen Cents) 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

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Aqua Sierra Controls, Inc. 05252021



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 submitted to determine whether the work performed and expenses incurred are in compliance with the provisions of this Agreement. If no charges or expenses are disputed, the invoice shall be approved, and City will use its best efforts to cause Consultant to be paid within 30 days of receipt of invoice. If the City disputes any charges or expenses, the City will return the original invoice to Consultant for correction and resubmission. If the City reasonably determines, in its sole judgment, that the invoiced charges and expenses exceed the value of the Services performed to date and that it is probable that the Agreement will not be completed satisfactorily within the contract price, City may retain all or a portion of the invoiced charges and expenses. Within thirty (30) days of satisfactory completion of the project, City shall pay the retained amount, if any, to Consultant.

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

#### **SECTION 5 – STANDARD OF PERFORMANCE**

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

B. In order to induce City to enter into this Agreement, Consultant represents that it is duly organized, existing and in good standing under applicable state law; Consultant is licensed to perform all aspects of the Services; Consultant will employ only persons and Subconsultants with all required licenses and certifications; that Consultant is duly qualified to conduct business in the State; that Consultant has duly authorized the execution, delivery and performance of this Agreement and the Services to be performed herein; and that the Agreement does not violate or create a default under any instrument, agreement, order or decree binding on Consultant.

#### **SECTION 6 – INSPECTION AND FINAL ACCEPTANCE**

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

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

C. Professional Liability Insurance. When Consultant under this Agreement is duly licensed under California Business and Professions Code as an architect, landscape architect, environmental engineer or other professional engineer, or land surveyor ("design professional"), Consultant shall maintain at least \$2,000,000 of professional liability insurance. When Consultant is not a design professional, Consultant shall maintain at least \$1,000,000 of professional liability insurance combined single limit for each occurrence, insuring against professional errors and omissions in the Services performed by Consultant under this Agreement, including, without limitation, claims for negligence, misrepresentation, violation of good faith and fair dealing, and inaccurate advice arising out of, resulting from, or in connection with Services performed by Consultant under this Agreement.

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

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

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

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

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

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

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

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

## **SECTION 8 – INDEMNIFICATION**

A. To the fullest extent allowed by law (including without limitation California Civil Code Sections 2782 and 2782.8), as may be applicable, Consultant shall indemnify, defend, and hold harmless City, its agents, officers, officials, employees, representatives, and volunteers from any and all claims, demands, suits, loss, damages, injury, and/or liability (including any and all

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Aqua Sierra Controls, Inc. 05252021

costs and expenses in connection therewith, including legal fees and expert witness costs) (collectively, “Liabilities”), incurred by reason of any negligent or otherwise wrongful act or omission of Consultant, its officers, agents, employees, subconsultants, and subcontractors, or any of them, under or in connection with this Agreement; and Consultant agrees at its own cost, expense and risk to defend any and all claims, actions, suits, or other legal proceedings brought or instituted against City, its agents, officers, officials, employees and volunteers, or any of them, arising out of, pertaining to, or relating to such negligent or otherwise wrongful act or omission, and to pay and satisfy any resulting judgments.

B. When Consultant under this Agreement is duly licensed under California Business and Professions Code as an architect, landscape architect, professional engineer, or land surveyor (i.e., a “design professional,” pursuant to Civil Code § 2782.8(c)), the provisions of this section regarding Consultant’s duty to defend and indemnify apply only to claims that arise out of, pertain to, or relate to the negligence, recklessness, or willful misconduct of Consultant.

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

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

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

F. In the event that Consultant executes any subconsulting agreements in connection with the Services performed under this Agreement, Consultant shall place in all such subconsulting agreements, and cause its subconsultants to agree to, the indemnity and insurance obligations in favor of City and other Indemnitees, as provided herein, in the exact form and substance of those contained in this Agreement.

## **SECTION 9 – INDEPENDENT CONTRACTOR STATUS**

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

B. The personnel performing the Services under this Agreement on behalf of Consultant shall at all times be under Consultant's exclusive direction and control. Neither City, nor any 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

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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 – COMPLIANCE WITH CALIFORNIA LABOR CODE REQUIREMENTS**

A. Consultant is aware of the requirements of California Labor Code Sections 1720 et seq. and 1770 et seq., which require the payment of prevailing wage rates and the performance of other requirements on certain "public works" and "maintenance" projects ("Prevailing Wage Laws"). If the services are being performed as part of an applicable "public works" or "maintenance" project, as defined by the Prevailing Wage Laws, and if the total compensation is

\$1,000 or more, Consultant agrees to fully comply with such Prevailing Wage Laws. Consultant shall defend, indemnify and hold the City, its officials, officers, employees and agents free and harmless from any claims, liabilities, costs, penalties or interest arising out of any failure or alleged failure to comply with the Prevailing Wage Laws. It shall be mandatory upon the Consultant and all subconsultants to comply with all California Labor Code provisions, which include but are not limited to prevailing wages (Labor Code Sections 1771, 1774 and 1775), employment of apprentices (Labor Code Section 1777.5), certified payroll records (Labor Code Sections 1771.4 and 1776), hours of labor (Labor Code Sections 1813 and 1815) and debarment of contractors and subcontractors (Labor Code Section 1777.1). The requirement to submit certified payroll records directly to the Labor Commissioner under Labor Code section 1771.4 shall not apply to work performed on a public works project that is exempt pursuant to the small project exemption specified in Labor Code Section 1771.4.

B. If the services are being performed as part of an applicable “public works” or “maintenance” project, then pursuant to Labor Code Sections 1725.5 and 1771.1, the Consultant and all subconsultants performing such services must be registered with the Department of Industrial Relations. Consultant shall maintain registration for the duration of the Project and require the same of any subconsultants, as applicable. Notwithstanding the foregoing, the contractor registration requirements mandated by Labor Code Sections 1725.5 and 1771.1 shall not apply to work performed on a public works project that is exempt pursuant to the small project exemption specified in Labor Code Sections 1725.5 and 1771.1.

C. This Agreement may also be subject to compliance monitoring and enforcement by the Department of Industrial Relations. It shall be Consultant’s sole responsibility to comply with all applicable registration and labor compliance requirements. Any stop orders issued by the Department of Industrial Relations against Consultant or any subcontractor that affect Consultant’s performance of services, including any delay, shall be Consultant’s sole responsibility. Any delay arising out of or resulting from such stop orders shall be considered Consultant caused delay and shall not be compensable by the City. Consultant shall defend, indemnify and hold the City, its officials, officers, employees and agents free and harmless from any claim or liability arising out of stop orders issued by the Department of Industrial Relations against Consultant or any subcontractor.

#### **SECTION 17 – AUDIT AND INSPECTION OF RECORDS**

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

B. Consultant shall maintain all documents and records prepared by or furnished to Consultant during the course of performing the Services for at least three (3) years following completion of the Services. Such records include, but are not limited to, correspondence, internal memoranda, technical reports and investigations, calculations, books and accounts, accounting records documenting its work under its Agreement, and invoices, payrolls, records and all other data related to matters covered by this Agreement.



C. Consultant shall permit City to audit, examine and make copies, excerpts and transcripts from such records, and the Consultant shall in no event dispose of, destroy, alter, or mutilate said books, records, accounts, and data in any matter whatsoever for three (3) years after City makes the final or last payment or within three (3) years after any pending issues between City and Consultant with respect to this Agreement are closed, whichever is later.

#### **SECTION 18 – LIMITATION OF LIABILITY**

A. Consultant agrees that any liability of City arising in connection with this Agreement shall be limited exclusively to the City-entity identified as the “City” under this Contract. Under no circumstance shall any other City-entity be liable to Consultant under any theory, whether in contract, tort, or otherwise, and Consultant waives unconditionally any such claims. Consultant hereby waives and release other City-entites from any liability under this Agreement.

B. Notwithstanding any other provision of this Agreement, in no event shall City be liable, regardless of whether any claim is based on contract or tort, for any special, consequential, indirect or incidental damages, including, but not limited to, lost profits or revenue, arising out of or in connection with this Agreement or the Services performed hereunder.

#### **SECTION 19 – 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 20 – 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  
                                     1572 Railroad Avenue  
                                     St. Helena, California 94574

To Consultant:            Aqua Sierra Controls, Inc.  
                                     1650 Industrial Drive,  
                                     Auburn, CA 95603

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 21 – 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 22 – 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 23 – 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 24 – 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 25 – 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 26 – 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 27 – 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 28 – 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 29 – 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 30 – THIRD PARTY BENEFICIARIES**

Consultant's subconsultants shall agree to be bound to the terms of the Agreement to the extent of their scope of Services, including but not limited to, terms regarding indemnity and dispute resolution, and shall agree that City is deemed an express third party beneficiary of their subconsultant agreements. Nothing contained in this Agreement, however, shall operate to confer such or similar rights or benefits on persons or entities not party to this Agreement.

**SECTION 31 – STATUTES OF LIMITATION**

As between the parties to this Agreement, any applicable statute of limitations for action arising out of, pertaining to, or relating to any act or failure to act in connection with this Agreement shall commence to run on the date of City's issuance of the final Certificate for Payment, or termination of this Agreement, whichever is earlier, except for latent defects and/or deficiencies, for which the applicable statute of limitation shall begin to run upon discovery of the defect and/or deficiency and its cause.

**SECTION 32 – 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: Aqua Sierra Controls, Inc.

City:

By: **Joshua Lane**  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_

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

Approved as to Form:

By: \_\_\_\_\_  
Name: Ethan Walsh  
Title: City Attorney

Exhibit A  
“Scope of Services”

The following is our proposal to install the VFD panel and PLC panel at the Rutherford Pump Station. Aqua Sierra Controls, Inc. will demo your existing VFD panels and install the new panel.

**Rutherford Pump Station VFD & PLC Panel Installation**

Scope of Work

- Demo existing VFD control panels
- Turnkey installation of new VFD panel
- Turnkey installation of PLC panel
- Provide startup services.
- Provider operator training.

Equipment

- Lot Installation Materials

Inclusions

- Shipping and handling
- Sales tax
- Travel and mileage
- Hotels and meals
- Prevailing wage rates

Quotation Notes:

- Estimate lead time, equipment only: 2 – 4 weeks ARO & signed submittal is returned
- Delivery time is an estimate and subject to change
- Submittals can be provided in 2 weeks from receipt of order

**Rutherford Pump Station Pump Installation**

Scope of Work

- Turnkey installation of pump including electrical and plumbing. Provide operational testing and rotation testing.

Installation Materials

- Lot Gaskets
- Lot Anchors or Bolts



Exhibit B  
“Compensation”

Based on the proposed Scope of Work described above, Aqua Sierra Controls, Inc. not-to-exceed budget is \$31,225.15 as follows:

|                                                                       |                           |
|-----------------------------------------------------------------------|---------------------------|
| <i>Rutherford Pump Station VFD &amp; PLC Panel Installation .....</i> | <i>\$26,036.15</i>        |
| <i>Rutherford Pump Station Pump Installation .....</i>                | <i>\$5,189.00</i>         |
| <b><i>Total not-to-exceed amount .....</i></b>                        | <b><i>\$31,225.15</i></b> |



Report to the City Council  
Regular City Council - 25 May 2021

**Agenda Section: OLD BUSINESS**

**Subject: Consideration and Award of Non-Profit Grant Application Funding in the Fiscal Year (FY) 2021/22 Operations Budget in the Amount of \$209,530.**

**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

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**BACKGROUND**

In October 2018, the City Council adopted Resolution 2018-150, adopting an amended Non-Profit Funding Policy and Related Program Application Guidelines (Attachment 1). The policy established a framework for how the City provides financial assistance to non-profit agencies who provide direct programs, projects or services to St. Helena residents, and promote the City's mission and goals. The amended policy established two different categories that non-profit agencies could apply for funding:

- Programmatic Grant – Projects or programs which provide support services to the residents of the City of St. Helena. The minimum grant request is \$1,000 and the maximum grant request is \$30,000. The overall funding available in this category was anticipated to be \$140,000 in FY 2021/22.
- Community Enrichment Grant – Projects which promote or benefit the St. Helena community with arts, culture or education. The minimum grant request is \$1,000 and the maximum grant request is \$10,000. The overall funding available in this category was anticipated to be \$50,000 in FY 2020/21.



On January 15, 2021, staff posted the grant guidelines on the City's website, sent out a press release, and made an announcement at a City Council Meeting that the application was available. Applications were due March 15, 2021.

Applicants have been advised that awards are not guaranteed and that requests may be scaled down based on available funding.

### **DISCUSSION**

City staff received 26 applications requesting funding. Per the Policy, the applications were reviewed for completeness and all applications were presented for funding recommendations.

The City Council working group, consisting of Mayor Ellsworth and Vice Mayor Dohring, met to review applications with the City Manager and Finance Manager to make recommendations for FY 2021/22 non-profit funding. The City received a significantly larger response to the program than it had in previous years and cumulative funding requests exceeded the program budget by \$231,828.

The City continues face economic impacts from the COVID-19 pandemic while heading into Fiscal Year 2021-22 budget planning and is taking into consideration the financial constraints during budget planning. City staff and the Council working group closely evaluated each application and made funding recommendations for applications that closely aligned with the council goals and response to impacts from the pandemic. The decisions were extremely difficult and were based on both the City's continued financial constraints due to the pandemic while balancing and ensuring the needs of the community are met to the extent possible.

Below is a listing of the organizations by grant category that submitted an application and the recommended funding for the FY 2021/22 Operations Budget:

#### ***Community Enrichment Grant Applications - \$50,000 in Proposed Funding Available***

| <b>Applicant</b>                           | <b>Description</b>                            | <b>FY21 Award</b> | <b>FY22 Requested Funding</b> | <b>FY22 Recommended Funding</b> |
|--------------------------------------------|-----------------------------------------------|-------------------|-------------------------------|---------------------------------|
| Art Council Napa Valley (Attachment 2)     | Visual & Performing Arts Student of the Month | \$ -              | \$6,500                       | \$3,250                         |
| Boys and Girls Club (Attachment 3)         | Power Hour - Homework Assistance Program      | \$ -              | \$10,000                      | \$5,000                         |
| Federated Women of Upper NV (Attachment 4) | College Scholarship (2) \$1,000 Each          | \$ -              | \$2,000                       | \$ -                            |

|                                                |                                                       |                 |                 |                 |
|------------------------------------------------|-------------------------------------------------------|-----------------|-----------------|-----------------|
| Friends of the Cameo (Attachment 5)            | Cameo Cinema Drive-In                                 | \$10,000        | \$8,000         | \$8,000         |
| Lunchtime Productions (Attachment 6)           | CKT - Summer 2021 Saint Helena Drama Camps            | \$ -            | \$2,000         | \$2,000         |
| Napa Valley State Parks (Attachment 7)         | Summer Camp Scholarship & Outdoor Education Program   | \$ -            | \$5,000         | \$2,500         |
| Nimbus Arts (Attachment 8)                     | Nimbus Arts                                           | \$ -            | \$3,630         | \$3,630         |
| St. Helena Community Band (Attachment 9)       | Yearly Performances                                   | \$ -            | \$10,000        | \$4,000         |
| St. Helena Community Garden (Attachment 10)    | St. Helena Community Garden                           | \$ -            | \$5,450         | \$ -            |
| St. Helena Historical Society ( Attachment 11) | Pioneer Classroom and Education Center                | \$ -            | \$11,200        | \$5,000         |
| Upstage Napa Valley (Attachment 12)            | First Annual Upstage Napa Valley Playwrights Festival | \$ -            | \$6,095         | \$3,050         |
| <b>TOTALS</b>                                  |                                                       | <b>\$10,000</b> | <b>\$69,875</b> | <b>\$36,430</b> |

***Programmatic Grant Applications - \$140,000 in Proposed Funding Available***

| <b>Applicant</b>                              | <b>Description</b>                               | <b>FY21 Award</b> | <b>FY22 Requested Funding</b> | <b>FY22 Recommended Funding</b> |
|-----------------------------------------------|--------------------------------------------------|-------------------|-------------------------------|---------------------------------|
| Boys and Girls Club (Attachment 13)           | St. Helena Teen Club                             | \$30,000          | \$30,000                      | \$28,000                        |
| Friends & Foundation (Attachment 14)          | Technology Lending Program                       | \$ -              | \$12,576                      | \$ -                            |
| Mentis (Attachment 15)                        | Youth and Family Mental Health Treatment         | \$20,000          | \$30,000                      | \$20,000                        |
| Napa Valley Community Housing (Attachment 16) | Disaster Relief Fund for Low Income Residents at | \$ -              | \$10,000                      | \$ -                            |

|                                                         |                                                           |                   |                  |                  |
|---------------------------------------------------------|-----------------------------------------------------------|-------------------|------------------|------------------|
|                                                         | Nonprofit Communities                                     |                   |                  |                  |
| Ole Health (Attachment 17)                              | Ole Health Services                                       | \$1,988           | \$23,377         | \$5,000          |
| Our Town St. Helena (Attachment 18)                     | OTSH Transition Year Capacity Building                    | \$20,000          | \$30,000         | \$25,000         |
| Rianda House Senior Center (Attachment 19)              | Rianda House Senior Activity Center                       | \$30,000          | \$30,000         | \$25,000         |
| Saint Helena Family Center (Attachment 20)              | Enrollment Expansion with New Classroom Space             | \$ -              | \$30,000         | \$10,000         |
| Soroptimist International of St. Helena (Attachment 21) | Soroptimist Scholarship                                   | \$ -              | \$16,000         | \$ -             |
| St. Helena Cooperative Nursery School (Attachment 22)   | St. Helena Co-Op Nursery School                           | \$ -              | \$30,000         | \$10,000         |
| St. Helena Farmers Market (Attachment 23)               | Market Match Program                                      | \$5,100           | \$10,000         | \$5,100          |
| St. Helena Little League (Attachment 24)                | Uniforms & Equipment                                      | \$ -              | \$10,000         | \$ -             |
| St. Helena Preschool For All (Attachment 25)            | St. Helena Preschool For All Scholarships                 | \$ -              | \$30,000         | \$10,000         |
| St. Helena Catholic Church (Attachment 26)              | Additional Food Cards, Fuel Vouchers for Families in Need | \$ -              | \$30,000         | \$10,000         |
| UpValley Family Centers (Attachment 27)                 | Community Connections & Immigration Assistance            | \$30,000          | \$30,000         | \$25,000         |
|                                                         | <b>TOTALS</b>                                             | <b>\$137,088*</b> | <b>\$351,953</b> | <b>\$173,100</b> |

*\*An additional \$24,900 was awarded in FY21 Programmatic Grants to applicants that did not reapply in FY22.*

### **FISCAL IMPACT**

If the grant requests are awarded based on the recommendations of the Council working group for the FY 2021/22 Operations Budget, then \$184,530 will be expended from the General Fund and \$25,000 from the Affordable Housing Trust Fund.

### **RECOMMENDED ACTION**

It is recommended that the City Council approve funding to be included in the FY 2020/21 Operations Budget for the non-profit applicants as follows:

- Community Enrichment Grants - Arts Council Napa Valley \$3,250, Boys and Girls Club \$5,000, Friends of the Cameo \$8,000, Lunchtime Productions \$2,000, Napa Valley State Parks \$2,500, Nimbus Arts \$3,630, St. Helena Community Band \$4,000, St. Helena Historical Society \$5,000, and Upstage Napa Valley \$3,050.
- Programmatic Grants - Boys and Girls Club \$28,000, Mentis \$20,000, Ole Health \$5,000, Our Town St. Helena \$25,000, Rianda House Senior Center \$25,000, Saint Helena Family Center \$10,000, St. Helena Cooperative Nursery School \$10,000, St. Helena Farmers Market \$5,100, St. Helena Preschool For All \$10,000, St. Helena Catholic Church \$10,000, and UpValley Family Centers \$25,000.

The total aggregate amount of funding for FY 2021/22 is \$209,530.

### **ATTACHMENTS**

[Attachment 1 - P-FI-0003 r.1 Nonprofit Funding Policy](#)

[Attachment 2 - Arts Council Napa Valley](#)

[Attachment 3 - Boys and Girls Club](#)

[Attachment 4 - Federated Women of Upper NV](#)

[Attachment 5 - Friends of the Cameo](#)

[Attachment 6 - Lunchtime Productions](#)

[Attachment 7 - Napa Valley State Parks](#)

[Attachment 8 - Nimbus Arts](#)

[Attachment 9 - St. Helena Community Band](#)

[Attachment 10 - St. Helena Community Garden](#)

[Attachment 11 - St. Helena Historical Society](#)

[Attachment 12 - Upstage Napa Valley](#)

[Attachment 13 - Boys and Girls Club](#)

[Attachment 14 - Friends & Foundation](#)

[Attachment 15 - Mentis](#)

[Attachment 16 - Napa Valley Community Housing](#)

[Attachment 17 - Ole Health](#)

[Attachment 18 - Our Town St. Helena](#)

[Attachment 19 - Rianda House Senior Center](#)

[Attachment 20 - Saint Helena Family Center](#)

[Attachment 21 - Soroptimist International of St. Helena](#)  
[Attachment 22 - St. Helena Cooperative Nursery School](#)  
[Attachment 23 - St. Helena Farmers Market](#)  
[Attachment 24 - St. Helena Little League](#)  
[Attachment 25 - St. Helena Preschool For All](#)  
[Attachment 26 - St. Helena Catholic Church](#)  
[Attachment 27 - UpValley Family Centers](#)

|                                                                                   |                                                                      |                                            |
|-----------------------------------------------------------------------------------|----------------------------------------------------------------------|--------------------------------------------|
|  | <b>City of St. Helena</b><br><b>Administrative Policy</b><br>Finance | Policy<br><b>Non-Profit Funding Policy</b> |
|                                                                                   |                                                                      | <b>Page 1 of 3</b>                         |

|                                                       |                     |                            |            |
|-------------------------------------------------------|---------------------|----------------------------|------------|
| <b>Title:</b><br><br><b>Non-Profit Funding Policy</b> |                     | <b>Policy #</b>            | P-FI-0003  |
|                                                       |                     | <b>Revision #</b>          | 1          |
|                                                       |                     | <b>Implementation Date</b> | 2015-10-13 |
|                                                       |                     | <b>Last Update Date</b>    | 2018-10-23 |
| <b>Approval by City Council</b>                       | Resolution 2018-150 | <b>Date Approved</b>       | 2018-10-23 |

### **I. Purpose, Overview and Scope of this Policy**

The purpose of this policy is to set forth parameters and establish guidelines for annual grant funding of non-profit agencies based on availability of funds and award by the City Council.

### **II. Authority**

Updates to this policy require City Council approval.

### **III. Policy**

The City of St. Helena is committed to providing financial assistance to local non-profit organizations directly serving the community and/or benefiting the City of St. Helena. Programs and services must be consistent with the City's mission statement or support at least one of the City Council's three-year goals.

#### **A. Eligibility Requirements**

1. All applicants must possess a current IRS Not-for-Profit determination letter (IRS Form 501(c)(3)). Applicants must provide this determination letter as proof that they are a non-profit organization.
2. A non-profit organization must have been in operation for a minimum of one year by December 31<sup>st</sup> of the year preceding the application deadline.

#### **B. Accountability**

Non-profit organizations shall adhere to accountability standards set by the City of St. Helena and as required by law. Compliance with these standards is a criterion for funding. These standards include but are not limited to compliance with:

1. All financial requirements including submission of proof of expenditures as specified by the grant agreement.
2. Program performance measurement requirements including submission of a final report by the end of the fiscal year.
3. All other terms of the policy and grant agreement including meeting all deadlines.

#### **C. Funding Eligibility**

P-FI-0003

|                                                                                   |                                                                                                |                                            |
|-----------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------|--------------------------------------------|
|  | <p align="center"><b>City of St. Helena</b><br/> <b>Administrative Policy</b><br/> Finance</p> | Policy<br><b>Non-Profit Funding Policy</b> |
|                                                                                   |                                                                                                | Page 2 of 3                                |

1. Only one application per category per organization will be considered each year.
2. Grants are for programmatic expenses that are items recognized under Generally Accepted Accounting Principles (GAAP) as operating costs.

#### **D. Application Procedure**

1. Timeline
  - a. A public notice will be posted and available on the City of St. Helena's website with the current Program Guidelines and Grant Application at the beginning of each calendar year.
  - b. Completed applications must be returned to the City no later than the date indicated in each year's public notice. Applications received after the published deadline will be deemed ineligible for that year.
2. Application Requirements

A completed Grant Application is required, by the advertised deadline date along with all required documentation as identified in the current year's Program Guidelines and Grant Application.
3. Grant Awards

The posting of Program Guidelines and Grant Application for non-profit funding does not guarantee allocation of funds for this program nor award to any applicant. The City Council may determine to fund none, one, or multiple projects/services/programs within the minimum and maximum grant amount as identified by this policy. The City Council is not required to expend any particular allocation in a given year.
4. Funding Award
  - a. City staff will review applications for completeness and eligibility and forward all complete and eligible applications to the City Council working group.
  - b. The City Manager will schedule the date grant applications will be brought to the City Council for review. Staff will prepare a brief staff report and attach all complete and eligible applications and notify applicants of date applications will be presented to City Council. Applicants are strongly encouraged to attend the City Council meeting to respond to City Council questions regarding applications.
  - c. The City Council will approve final funding for non-profits prior to the adoption of the Annual Operating Budget.
  - d. Applicants will be notified of the final funding amount no later than June 30th.
  - e. Insurance will only be required for projects located or occurring on City owned property. Insurance coverage amounts will be reviewed

P-FI-0003

|                                                                                   |                                                                                                |                                            |
|-----------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------|--------------------------------------------|
|  | <p align="center"><b>City of St. Helena</b><br/> <b>Administrative Policy</b><br/> Finance</p> | Policy<br><b>Non-Profit Funding Policy</b> |
|                                                                                   |                                                                                                | Page 3 of 3                                |

and approved by the City's Administrative Services Manager prior to contract execution.

- f. Any non-profit organization awarded program funds must accept the funds by completing an agreement provided by the City which must be signed by the non-profit organization Director and the City Manager. The agreement and other contract requirements shall be signed by the organization and received by the Finance Department no later than August 31<sup>st</sup> of the fiscal year funds are awarded. Failure to comply with this date will result in funding awards being withdrawn.

5. Compliance

The consideration, award, and funding of any non-profit organization pursuant to the Non-profit Program, shall be carried out in a manner consistent with the Conflict of Interest Code and Non-Discrimination Policy for Appointed and Elected Officials of the City of St. Helena, adopted by the City Council on April 14, 2015.

6. Grant Reporting and Invoicing

Each funded organization will be required to submit a final grant report by the end of the fiscal year. This report should describe the funded program/project/service outcomes and shall include a financial report detailing expenditures that is signed by the organization's Director. Non-profit organizations shall include an invoice with the final report in the amount of the grant award. Grant funds are provided on a reimbursement basis only. Failure to comply with these reporting requirements may jeopardize funding.

**E. Updates to Program Application and Guidelines**

The City Manager is authorized to make updates to the Program Application and Guidelines as long as they adhere to this Non-Profit Funding Policy.

P-FI-0003





## City of St. Helena Non-Profit Funding Grant Program Guidelines FY 2021/22

The City of St. Helena invites all interested non-profit organizations to submit an application for funding. The annual “Non-Profit Funding Program” is designed to support local non-profit organizations directly serving the community and/or benefiting the City of St. Helena. Applicant programs and services must be consistent with the City’s mission statement or support at least one of the City Council’s three-year goals (see attached).

### **Funding Philosophy**

Due to limited resources, not all requests may be funded. The City encourages a goal of self-sufficiency for all initiatives funded by this program. Accordingly, all organizations requesting funds from the City should continue efforts to develop stable private funding sources. Submission of a complete application does not guarantee funding nor does receiving an award in the prior funding year.

### **Applicant Criteria**

Applicants may apply for project funding in one of the following categories:

- ♦ **Programmatic Grant** – Projects or programs which provide support services to the residents of the City of St. Helena. The minimum grant request is \$1,000 and the maximum grant request is expected to be \$30,000. The overall funding available in this category is \$140,000 per fiscal year.
- ♦ **Community Enrichment Grant** – Projects which promote or benefit the St. Helena community with arts, culture or education. The minimum grant request is \$1,000 and the maximum grant request is \$10,000. The overall funding available in this category is expected to be \$50,000 per fiscal year.

Actual grant funding is based upon funds appropriated by the City Council in the annual budget and are dependent on the City’s annual budget prioritization process.

### **Eligibility**

Eligibility has been established by the City of St. Helena Non-Profit Funding Policy (Resolution 2018-150). All applicants must possess a current IRS Not-for-Profit determination letter (IRS Form 501(c)(3)) and provide as proof that they are a non-profit organization.

- Only one application per agency per category will be considered each year.
- Grants are for programmatic expenses only (items recognized under Generally Accepted Accounting Principles (GAAP) as operating costs).
- The City will not fund the purchase, maintenance, or repair of capital assets.
- All applications must be submitted by the published deadline, be complete and contain all requested information and documents in order to be considered for funding.
- Non-profit organizations must be in existence for at least one year by December 31<sup>st</sup> of the year preceding the application deadline (or December 31, 2019 for this cycle).

Previous years' allocations are not a consideration for funding.

#### **Timeline, Submission and Grant Cycle**

Applications will be available to the public on January 15, 2021 and must be received no later than **March 15, 2021 by 5:00 PM.** Late and incomplete applications will not be accepted. It is anticipated that City Council will make the final funding recommendations in April of 2021 for the 2021/22 fiscal year.

Please submit grant applications to:

**By E-mail:**

[MKellogg@cityofsthelena.org](mailto:MKellogg@cityofsthelena.org)

The grant period for non-profits approved for funding for Fiscal Year 2021/22 will be from July 1, 2021 to June 30, 2022.

#### **Limitation on Awards**

The granting of City funding is solely a monetary contribution and not a co-sponsorship by the City of any event, program, service or activity for which funding is used unless specifically agreed to in writing by the City. Award of funding shall not eliminate the need for applicants to comply with applicable regulations or permit requirements for the program, event, service or activity being funded. Grant award does not authorize use of any City property.

Any expenses incurred before grant award are not eligible for reimbursement. Each successful project/program/service will be required to submit a final grant report including expenses, accomplishments, photos, etc. Appropriate documentation will be required and may include receipts, volunteer sign-in sheets, invoices or other documents.

#### **Grant Recipient Requirements**

Organizations receiving grant funding are required to:

- Submit a revised goals and activities description if not funded at the level requested;
- Submit a revised budget if not funded at the level requested;
- Enter into a grant agreement with the City of St. Helena;
- Obtain appropriate level of insurance as determined by the City of St. Helena and add the City of St. Helena as additionally insured, if required;
- Complete a final report describing program outcomes and financial statements detailing expenditures no later 30 days after the end of the funding period.

#### **Questions?**

All questions should be submitted via email to: Mandy Kellogg at [MKellogg@cityofsthelena.org](mailto:MKellogg@cityofsthelena.org)



## City of St. Helena Nonprofit Funding Program Grant Application and Budget FY 2021/22

The annual "Non-Profit Funding Program" is designed to support local non-profit organizations directly serving the community and/or benefiting the City of St. Helena. Applicant programs, projects and services ("Project") must be consistent with the City's mission statement or support at least one of the City Council's three-year goals (see attached).

Please answer the following questions as they apply to your Project.

Applications must be received no later than **March 15, 2021 by 5:00 PM**. Late and incomplete applications will not be accepted.

### Organizational Overview

|                                                   |                                   |
|---------------------------------------------------|-----------------------------------|
| Organization Name:                                | Arts Council Napa Valley          |
| Organization Mailing Address:                     | PO Box 2782 Napa, Ca 94558        |
| Organization Contact Person<br>(Name/Title):      | <b>Chris DeNatale, CEO</b>        |
| Organization Contact Email:                       | chris@artscouncilnv.org           |
| Organization Contact Telephone:                   | 415-297-3093                      |
| Organization Website:                             | artscouncilnv.org                 |
| Federal Tax ID Number and Status:                 | 94-2710866 501(c)3                |
| How long has your organization been in operation? | 1963 as org and 1981 as nonprofit |

Project Category:

- ☐ **Programmatic Grant** – Projects or programs which provide support services to the residents of the City of St. Helena.
- ☒ **Community Enrichment Grant** – Projects which promote or benefit the St. Helena community with arts, culture or education.

### Grant Request

|                         |                                               |
|-------------------------|-----------------------------------------------|
| Project Name:           | Visual & Performing Arts Student of the Month |
| Address of Project:     | All Napa County                               |
| Requested Grant Amount: | \$ 6500                                       |
| Matching Funds:         | \$ 19,500                                     |
| TOTAL Project Cost:     | \$ 27,000                                     |

**Application Questions** - Please answer the following questions on a separate sheet.

1. Describe how your Project ties to the City's Goals, Mission/Vision Statement.
2. Describe your Project including objectives and goals and explain how you will meet these goals within the deadline of June 30, 2022. Please provide a timeline for your Project.
3. Describe the community support for your Project.
  - a. What organizations, neighborhood associations, non-profits, residents, etc. are also involved in the Project?
  - b. What roles are they playing and how collaborative is the Project?
  - c. What other support exists for your Project?
4. Describe who will benefit from this Project and estimate how many people this Project may impact.
5. If you have received funding from other Napa County government agencies in the past two years, provide level of funding and how funding from the City of St. Helena will specifically benefit St. Helena residents.

**Cost Estimate**

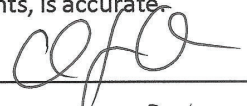
Include a high level description of all the program or project costs that will be paid for by City Funds. *If additional space is needed please attach a separate sheet.*

| Description                                 | Amount |
|---------------------------------------------|--------|
| St. Helena Art Student Scholarships         | 3,000  |
| St. Helena Arts Teacher Outreach & Supplies | 2,000  |
| St. Helena Student Awards & Cets            | 500    |
| Portion of Year End Winner Celebration      | 1000   |
|                                             |        |
|                                             |        |
| <b>Total Grant Request</b>                  | 6,500  |

**Authorized Representative**

I represent that this Application Packet describes the intended use of the requested City Grant funds to complete the Project or Program identified above and the elements listed in the Project Budget. I declare under penalty of perjury, under the laws of the State of California, that the information contained in this Application Packet, including required attachments, is accurate.

Print Name Chris DeNatale  
 Title CEO

Signature   
 Date 3-15-21





## City of St. Helena

### Vision Statement

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

### Mission Statement

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

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

*\*Vision and Mission Statements adopted by the City of St. Helena City Council on April 12, 2016, Resolution No. 2016-47.*

### City Council 3-Year Goals

- Improve and Maintain Safe and Reliable City Infrastructure with a Commitment to Environmental Stewardship & Public Health
- Stabilize, Maintain, and Improve Access to Housing
- Enhance Organizational Performance and Commit to Full Public Participation, Ongoing Communication, and Regional Collaboration
- Ensure Long-Term Economic Sustainability while Safeguarding St. Helena's Unique Culture & Quality of Life
- Support Thriving Families and Enhance the Safety, Well-Being, and Healthy Development of Our Youth
- Support Initiatives that Respond to and Plan for Climate Change

**1. Describe how your Project ties to the City's Goals, Mission/Vision Statement.**

This project celebrates the intersection of Arts and Education and gives St. Helena Arts Students the chance to get as much recognition as those who participate in sports.

2. Describe your Project including objectives and goals and explain how you will meet these goals within the deadline of June 30, 2022. Please provide a timeline for your Project.

Currently ACNV honors Arts Students across the county in all areas of the arts and also awards 5 distinguished students and an Artist of the Year. This money will allow ACNV to add a monthly St. Helena Specific winner each month as well as a St. Helena Student Artist of the Year. The process and connections are already in place.

3. Describe the community support for your Project.

We work with all the art teachers in the community as well as arts organizations such as Cafeteria Kids & Nimbus to get monthly nominations. We have recognized a number of St. Helena students but this would allow us to have a special spotlight category.

What organizations, neighborhood associations, non - profits, residents, etc. are also involved in the Project?

Sato Fund, The Napa Valley Community Foundation, and Festival Napa Valley all fund this effort. St. Helena residents Philippa Ward and Adam Weedman sit on our Board.

b. What roles are they playing and how collaborative is the Project?  
They aid in funding and outreach.

c. What other support exists for your Project?

We are supported by all arts teachers and arts organizations in Napa Valley in helping us identify students who need recognition.

4. Describe who will benefit from this Project and estimate how many people this Project may impact.

ACNV Education Alliance serves approximately 20,000 students in grades TK-12. 17,666 are enrolled in Napa Valley Unified School District. The remaining students are enrolled with St. Helena Unified, Calistoga Joint Unified, Howell Mountain Unified, or Pope Valley Unified School District. This grant will allow ACNV to recognize a special St. Helena Specific VAPA Student of the months so this particular grant will 100% serve all art students in St. Helena from K-12th grade.

5. If you have received funding from other Napa County government agencies in the past two years, provide level of funding and how funding from the City of St. Helena will specifically benefit St. Helena residents.

ACNV as the Local Arts Agency receives approximately 65,000 annually from the County of Napa to support all of our operations. This grant will allow ACNV to extend an already existing program to spotlight the talented arts students of St. Helena.

Grant Funding Received in last Year:  
Napa Valley Community Foundation  
Hewlett Foundation  
CA Arts Council  
County of Napa Arts & Culture Grants  
Sato Foundation

**Internal Revenue Service**

**Date:** March 9, 2005

ARTS COUNCIL OF THE NAPA VALLEY  
1303 JEFFERSON STE 100B  
NAPA CA 94559-2442

**Department of the Treasury**  
**P. O. Box 2508**  
**Cincinnati, OH 45201**

**Person to Contact:**

Ms. Benson #31-07273  
Customer Service Representative

**Toll Free Telephone Number:**

8:30 a.m. to 5:30 p.m. ET  
877-829-5500

**Fax Number:**

513-263-3756

**Federal Identification Number:**

94-2710866

Dear Sir or Madam:

This is in response to your request of March 9, 2005, regarding your organization's tax-exempt status.

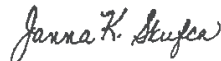
In September 1981 we issued a determination letter that recognized your organization as exempt from federal income tax. Our records indicate that your organization is currently exempt under section 501(c)(3) of the Internal Revenue Code.

Our records indicate that your organization is also classified as a public charity under sections 509(a)(1) and 170(b)(1)(A)(vi) of the Internal Revenue Code.

Our records indicate that contributions to your organization are deductible under section 170 of the Code, and that you are qualified to receive tax deductible bequests, devises, transfers or gifts under section 2055, 2106 or 2522 of the Internal Revenue Code.

If you have any questions, please call us at the telephone number shown in the heading of this letter.

Sincerely,



Janna K. Skufca, Director, TE/GE  
Customer Account Services



Internal Revenue Service  
District Director

Department of the Treasury

Date: **24 AUG 1983**

Person to Contact:  
Desk Officer  
Contact Telephone Number:  
(415) 556-5353

Employer Identification Number  
94- 271086**b**

▷ Napa County Arts Council, Inc.  
6516 Yount Street  
Yountville, CA 94599

— Dear Applicant:

Based on the information you recently submitted, we have classified your organization as one that is not a private foundation within the meaning of section 509(a) of the Internal Revenue Code because you are an organization described in section 509(a)(1) and 170(b)(1)(A)(vi).

Your exempt status under section 501(c)(3) of the Code is still in effect.

This classification is based on the assumption that your operations will continue as you have stated. If your sources of support, or your purposes, character, or method of operation change, please let us know so we can consider the effect of the change on your exempt status and foundation status.

Because this letter could help resolve any questions about your foundation status, you should keep it in your permanent records.

If you have any questions, please contact the person whose name and telephone number are shown above.

Sincerely yours,

  
District Director

Our determination letter of June 8, 1983 is modified to conform to this determination.

P.O. Box 36040, San Francisco, Calif. 94102

Letter 1078(DO) (6-77)

**Arts Council Napa Valley  
2019-2020 Budget v Actuals**

| 2019-2020 REVISED Budget                | Jun | 2019-2020 | Actuals to Budget |        |
|-----------------------------------------|-----|-----------|-------------------|--------|
| REVENUE                                 |     |           |                   |        |
| Earned Revenue                          |     |           |                   |        |
| Ticket Fees                             |     | 484       | 1,550             | 31.23% |
| Membership Dues/Fees                    | 2   | 758       | 0                 |        |
| Contracted Services/Performance Fees    |     | 0         | 0                 |        |
| Advertising Revenue                     |     | 0         | 6,500             | 0.00%  |
| Sponsorship Revenue                     |     | 0         | 6,500             | 0.00%  |
| Interest & Dividends                    |     | 0         | 0                 |        |
| Other Earned Revenue                    | 2   | 66        | 230               | 28.76% |
| Total Earned Revenue                    | 4   | 1,308     | 14,780            | 8.85%  |
| Contributions & Support                 |     |           |                   |        |
| Foundations                             |     | 109,500   | 117,500           | 93.19% |
| Corporations                            |     | 2,614     | 42,000            | 6.22%  |
| Individual Contributions                | 175 | 7,535     | 17,000            | 44.32% |
| Satisfaction of Prior Year Restrictions |     | 0         | 64,629            | 0.00%  |
| Government grants/contracts             |     | 108,667   | 142,000           | 76.53% |
| In-Kind Contributions                   |     | 0         | 20,000            | 0.00%  |
| Other Revenue                           |     | 0         |                   |        |
| Total Contributed Revenue               | 175 | 228,316   | 403,129           | 56.64% |
| Total Revenue                           | 179 | 229,624   | 417,909           | 54.95% |

**Arts Council Napa Valley  
2019-2020 Budget v Actuals**

| 2019-2020 REVISED Budget            | Jun      | 2019-2020 | Actuals to Budget |          |
|-------------------------------------|----------|-----------|-------------------|----------|
| EXPENSES                            |          |           |                   |          |
| Personnel                           |          |           |                   |          |
| Full Time                           |          |           |                   |          |
| Salaries                            | 9,458    | 110,986   | 120,000           | 92.49%   |
| Fringe                              | 1,223    | 17,686    | 33,794            | 52.33%   |
| Part Time                           |          |           |                   |          |
| Salaries                            | 1,610    | 25,992    | 33,600            | 77.36%   |
| Fringe                              | 190      | 3,516     | 4,598             | 76.46%   |
| Total Personnel                     | 12,482   | 158,180   | 191,992           | 82.39%   |
| Program & Admin (OTPS)              |          |           |                   |          |
| Specific Expenses                   |          |           |                   |          |
| Accounting                          | 150      | 2,770     | 1,900             | 145.79%  |
| Advertising and Marketing           | (175)    | 0         | 11,850            | 0.00%    |
| Artists & Performers - Non-Salaried |          | 0         | 800               | 0.00%    |
| Bank Fees                           | 148      | 1,524     | 1,900             | 80.20%   |
| Repairs & Maintenance               |          | 0         | 0                 |          |
| Catering & Hospitality              | 83       | 5,696     | 925               | 615.79%  |
| Conferences & Meetings              |          | 3,626     | 100               | 3625.89% |
| Depreciation                        |          | 0         | 0                 |          |
| Dues & Subscriptions                | 5        | 4,196     | 2,450             | 171.25%  |
| Equipment Rental                    |          | 0         | 0                 |          |
| Fundraising Other                   |          | 276       | 0                 |          |
| Grantmaking Expense                 |          | 45,750    | 50,000            | 91.50%   |
| Honoraria                           |          | 0         | 0                 |          |
| In-Kind Contributions               |          | 0         | 20,000            | 0.00%    |
| Insurance                           | 1,685    | 1,685     | 4,985             | 33.80%   |
| Interest Expense                    |          | 0         | 0                 |          |
| Internet & Website                  | 180      | 9,387     | 12,310            | 76.25%   |
| Lodging & Meals                     |          | 0         | 150               | 0.00%    |
| Office Expense - Other              |          | 1,270     | 400               | 317.40%  |
| Postage & Shipping                  | 106      | 739       | 775               | 95.36%   |
| Printing                            |          | 410       | 625               | 65.56%   |
| Programs - Other                    | 8,437    | 34,861    | 42,650            | 81.74%   |
| Professional Development            |          | 914       | 12,879            | 7.10%    |
| Professional Fees - Other           | 213      | 1,752     | 13,350            | 13.12%   |
| Rent                                | 1,148    | 12,700    | 14,400            | 88.19%   |
| Supplies - Office & Other           | 21       | (611)     | 1,000             | -61.09%  |
| Telephone                           |          | 0         | 312               | 0.00%    |
| Travel                              | 129      | 2,036     | 2,300             | 88.54%   |
| Total Direct OTPS                   | 12,128   | 128,981   | 196,061           | 65.79%   |
| Total Expenses                      | 24,610   | 287,160   | 388,053           | 74.00%   |
| Revenues Less Expenses              | (24,431) | (57,537)  | 29,856            |          |



| Annual Budget: Year 2020-2021                  |            |                  |               |                |                      |               |                   |             |
|------------------------------------------------|------------|------------------|---------------|----------------|----------------------|---------------|-------------------|-------------|
| Revenue Source                                 | Total      | Mission Programs |               |                |                      |               | Support Functions |             |
|                                                | 2020-21    | Education        | Public Grants | Govt Relations | Industry Development | Arts in April | G&A               | Fundraising |
| <b>REVENUES</b>                                |            |                  |               |                |                      |               |                   |             |
| <b>Earned Revenue</b>                          |            |                  |               |                |                      |               |                   |             |
| Ticket Fees                                    | \$ 8,100   |                  |               |                |                      |               |                   |             |
| State of the Arts                              | \$ 1,500   | \$ -             | \$ -          | \$ -           | \$ 1,500             | \$ -          | \$ -              | \$ -        |
| Rent GOTR                                      | \$ 6,600   | \$ -             | \$ -          | \$ -           | \$ -                 | \$ -          | \$ 6,600          | \$ -        |
| Mixers                                         | \$ -       | \$ -             | \$ -          | \$ -           | \$ -                 | \$ -          | \$ -              | \$ -        |
| Membership Dues/Fees                           | \$ -       | \$ -             | \$ -          | \$ -           | \$ -                 | \$ -          | \$ -              | \$ -        |
| Contracted Services/Performance Fees           | \$ -       | \$ -             | \$ -          | \$ -           | \$ -                 | \$ -          | \$ -              | \$ -        |
| Advertising Revenue                            | \$ 1,700   | \$ -             | \$ -          | \$ -           | \$ 1,700             | \$ -          | \$ -              | \$ -        |
| Creative Directory Features                    | \$ 1,200   | \$ -             | \$ -          | \$ -           | \$ 1,200             | \$ -          | \$ -              | \$ -        |
| Matchmaker Expo Booth Fees                     | \$ 500     | \$ -             | \$ -          | \$ -           | \$ 500               | \$ -          | \$ -              | \$ -        |
| State of the Arts                              | \$ 2,500   | \$ 0             | \$ 0          | \$ 0           | \$ 2,500             | \$ 0          | \$ 0              | \$ 0        |
| Arts in April                                  | \$ -       | \$ -             | \$ -          | \$ -           | \$ -                 | \$ -          | \$ -              | \$ -        |
| Creative Directory Sponsor Packages            | \$ 2,500   | \$ -             | \$ -          | \$ -           | \$ 2,500             | \$ -          | \$ -              | \$ -        |
| State of the Arts                              | \$ -       | \$ -             | \$ -          | \$ -           | \$ -                 | \$ -          | \$ -              | \$ -        |
| Interest & Dividends                           | \$ -       | \$ -             | \$ -          | \$ -           | \$ -                 | \$ -          | \$ -              | \$ -        |
| Other Earned Revenue                           | \$ 230     | \$ -             | \$ -          | \$ -           | \$ -                 | \$ -          | \$ -              | \$ 230      |
| <b>Total Earned Revenue</b>                    | \$ 12,530  | \$ 0             | \$ 0          | \$ 0           | \$ 4,200             | \$ 0          | \$ 230            | \$ 0        |
| <b>Contributions &amp; Support</b>             |            |                  |               |                |                      |               |                   |             |
| <b>Foundations</b>                             | \$ 180,500 | \$ 15,500        | \$ 40,000     | \$ -           | \$ 45,000            | \$ -          | \$ 30,000         | \$ 50,000   |
| Sato Family Foundation                         | \$ 10,000  | \$ 10,000        | \$ -          | \$ -           | \$ -                 | \$ -          | \$ -              | \$ -        |
| Hewlett Foundation                             | \$ 165,000 | \$ -             | \$ 40,000     | \$ -           | \$ 45,000            | \$ -          | \$ 30,000         | \$ 50,000   |
| Napa Valley Community Foundation               | \$ 5,500   | \$ 5,500         | \$ -          | \$ -           | \$ -                 | \$ -          | \$ -              | \$ -        |
| TBD WebBrand Development Grant                 | \$ -       | \$ -             | \$ -          | \$ -           | \$ -                 | \$ -          | \$ -              | \$ -        |
| TBD Videography Grant                          | \$ -       | \$ -             | \$ -          | \$ -           | \$ -                 | \$ -          | \$ -              | \$ -        |
| TBD Photography Grant                          | \$ -       | \$ -             | \$ -          | \$ -           | \$ -                 | \$ -          | \$ -              | \$ -        |
| TBD Regranting Fund                            | \$ -       | \$ -             | \$ -          | \$ -           | \$ -                 | \$ -          | \$ -              | \$ -        |
| Hewlett Foundation Search Grant                | \$ -       | \$ -             | \$ -          | \$ -           | \$ -                 | \$ -          | \$ -              | \$ -        |
| <b>Corporations</b>                            | \$ 4,500   | \$ 2,500         | \$ -          | \$ -           | \$ -                 | \$ -          | \$ -              | \$ 2,000    |
| Backen Assoc                                   | \$ -       | \$ -             | \$ -          | \$ -           | \$ -                 | \$ -          | \$ -              | \$ -        |
| The Doctors Company                            | \$ 2,000   | \$ -             | \$ -          | \$ -           | \$ -                 | \$ -          | \$ -              | \$ 2,000    |
| Safeway Open                                   | \$ -       | \$ -             | \$ -          | \$ -           | \$ -                 | \$ -          | \$ -              | \$ -        |
| Napa Valley Art Supplies                       | \$ -       | \$ -             | \$ -          | \$ -           | \$ -                 | \$ -          | \$ -              | \$ -        |
| Festival Napa Valley                           | \$ -       | \$ -             | \$ -          | \$ -           | \$ -                 | \$ -          | \$ -              | \$ -        |
| Napa Valley Education Foundation               | \$ -       | \$ -             | \$ -          | \$ -           | \$ -                 | \$ -          | \$ -              | \$ -        |
| Napa Valley Art Association                    | \$ -       | \$ -             | \$ -          | \$ -           | \$ -                 | \$ -          | \$ -              | \$ -        |
| NOTES for Education                            | \$ 2,500   | \$ 2,500         | \$ -          | \$ -           | \$ -                 | \$ -          | \$ -              | \$ -        |
| Community Projects                             | \$ -       | \$ -             | \$ -          | \$ -           | \$ -                 | \$ -          | \$ -              | \$ -        |
| TBD Alliance Funding Partners                  | \$ -       | \$ -             | \$ -          | \$ -           | \$ -                 | \$ -          | \$ -              | \$ -        |
| TBD Arts District Fund/Leader Funders          | \$ -       | \$ -             | \$ -          | \$ -           | \$ -                 | \$ -          | \$ -              | \$ -        |
| <b>Individual Contributions</b>                | \$ 15,500  | \$ -             | \$ -          | \$ -           | \$ -                 | \$ -          | \$ -              | \$ 15,500   |
| Board members                                  | \$ 6,500   | \$ -             | \$ -          | \$ -           | \$ -                 | \$ -          | \$ -              | \$ 6,500    |
| Writer & Spring appeals                        | \$ 7,500   | \$ -             | \$ -          | \$ -           | \$ -                 | \$ -          | \$ -              | \$ 7,500    |
| Other/General                                  | \$ 500     | \$ -             | \$ -          | \$ -           | \$ -                 | \$ -          | \$ -              | \$ 500      |
| Annual/Monthly Automatic Giving                | \$ 1,000   | \$ -             | \$ -          | \$ -           | \$ -                 | \$ -          | \$ -              | \$ 1,000    |
| (Additional line item)                         | \$ -       | \$ -             | \$ -          | \$ -           | \$ -                 | \$ -          | \$ -              | \$ -        |
| (Additional line item)                         | \$ -       | \$ -             | \$ -          | \$ -           | \$ -                 | \$ -          | \$ -              | \$ -        |
| (Additional line item)                         | \$ -       | \$ -             | \$ -          | \$ -           | \$ -                 | \$ -          | \$ -              | \$ -        |
| (Additional line item)                         | \$ -       | \$ -             | \$ -          | \$ -           | \$ -                 | \$ -          | \$ -              | \$ -        |
| <b>Satisfaction of Prior Year Restrictions</b> | \$ 43,000  | \$ 20,000        | \$ 20,000     | \$ -           | \$ 3,000             | \$ -          | \$ -              | \$ -        |
| Release of T/R Education Funds                 | \$ 10,000  | \$ 10,000        | \$ -          | \$ -           | \$ -                 | \$ -          | \$ -              | \$ -        |
| CEO development                                | \$ 3,000   | \$ -             | \$ -          | \$ -           | \$ 3,000             | \$ -          | \$ -              | \$ -        |
| CAC Grant                                      | \$ -       | \$ -             | \$ -          | \$ -           | \$ -                 | \$ -          | \$ -              | \$ -        |
| Disaster Recovery Grant                        | \$ 30,000  | \$ 10,000        | \$ 20,000     | \$ -           | \$ -                 | \$ -          | \$ -              | \$ -        |
| (Item)                                         | \$ -       | \$ -             | \$ -          | \$ -           | \$ -                 | \$ -          | \$ -              | \$ -        |
| (Item)                                         | \$ -       | \$ -             | \$ -          | \$ -           | \$ -                 | \$ -          | \$ -              | \$ -        |
| <b>Government grants/contracts</b>             | \$ 139,000 | \$ 15,000        | \$ -          | \$ 17,000      | \$ -                 | \$ -          | \$ 107,000        | \$ -        |
| California Arts Council                        | \$ 67,000  | \$ 15,000        | \$ -          | \$ 17,000      | \$ -                 | \$ -          | \$ 35,000         | \$ -        |
| County of Napa                                 | \$ 72,000  | \$ -             | \$ -          | \$ -           | \$ -                 | \$ -          | \$ 72,000         | \$ -        |
| AmCan TID                                      | \$ -       | \$ -             | \$ -          | \$ -           | \$ -                 | \$ -          | \$ -              | \$ -        |
| Napa TID                                       | \$ -       | \$ -             | \$ -          | \$ -           | \$ -                 | \$ -          | \$ -              | \$ -        |
| Callstoga TID                                  | \$ -       | \$ -             | \$ -          | \$ -           | \$ -                 | \$ -          | \$ -              | \$ -        |
| American Canyon                                | \$ -       | \$ -             | \$ -          | \$ -           | \$ -                 | \$ -          | \$ -              | \$ -        |
| City of Napa                                   | \$ -       | \$ -             | \$ -          | \$ -           | \$ -                 | \$ -          | \$ -              | \$ -        |
| Town of Yountville                             | \$ -       | \$ -             | \$ -          | \$ -           | \$ -                 | \$ -          | \$ -              | \$ -        |
| City of St Helena                              | \$ -       | \$ -             | \$ -          | \$ -           | \$ -                 | \$ -          | \$ -              | \$ -        |
| Callstoga                                      | \$ -       | \$ -             | \$ -          | \$ -           | \$ -                 | \$ -          | \$ -              | \$ -        |
| TBD Economic Impact Study Grant                | \$ -       | \$ -             | \$ -          | \$ -           | \$ -                 | \$ -          | \$ -              | \$ -        |
| TBD Arts District Evaluation Grant             | \$ -       | \$ -             | \$ -          | \$ -           | \$ -                 | \$ -          | \$ -              | \$ -        |
| <b>In-Kind Contributions</b>                   | \$ 20,000  | \$ 950           | \$ -          | \$ -           | \$ 1,700             | \$ 4,100      | \$ 11,000         | \$ 2,250    |
| Other revenue                                  | \$ -       | \$ -             | \$ -          | \$ -           | \$ -                 | \$ -          | \$ -              | \$ -        |
| Bill Dodd Holiday Party                        | \$ -       | \$ -             | \$ -          | \$ -           | \$ -                 | \$ -          | \$ -              | \$ -        |
| Miscellaneous                                  | \$ -       | \$ -             | \$ -          | \$ -           | \$ -                 | \$ -          | \$ -              | \$ -        |
| (additional line item)                         | \$ -       | \$ -             | \$ -          | \$ -           | \$ -                 | \$ -          | \$ -              | \$ -        |
| (additional line item)                         | \$ -       | \$ -             | \$ -          | \$ -           | \$ -                 | \$ -          | \$ -              | \$ -        |
| (additional line item)                         | \$ -       | \$ -             | \$ -          | \$ -           | \$ -                 | \$ -          | \$ -              | \$ -        |
| (additional line item)                         | \$ -       | \$ -             | \$ -          | \$ -           | \$ -                 | \$ -          | \$ -              | \$ -        |
| (additional line item)                         | \$ -       | \$ -             | \$ -          | \$ -           | \$ -                 | \$ -          | \$ -              | \$ -        |
| (additional line item)                         | \$ -       | \$ -             | \$ -          | \$ -           | \$ -                 | \$ -          | \$ -              | \$ -        |
| <b>Total Contributed Revenue</b>               | \$ 402,500 | \$ 53,950        | \$ 60,000     | \$ 17,000      | \$ 49,700            | \$ 4,100      | \$ 148,000        | \$ 69,750   |
| <b>Total Revenue by Program/Function</b>       | \$ 415,030 | \$ 53,950        | \$ 60,000     | \$ 17,000      | \$ 53,900            | \$ 4,100      | \$ 148,230        | \$ 69,750   |
| <b>EXPENSES</b>                                |            |                  |               |                |                      |               |                   |             |
| <b>Personnel:</b>                              |            |                  |               |                |                      |               |                   |             |
| Full Time                                      |            |                  |               |                |                      |               |                   |             |
| Salaries                                       | \$ 116,000 | \$ 17,800        | \$ 11,800     | \$ 21,320      | \$ 26,600            | \$ 5,280      | \$ 17,400         | \$ 13,800   |
| Fringe                                         | \$ 33,425  | \$ 4,178         | \$ 2,758      | \$ 5,849       | \$ 9,359             | \$ 1,838      | \$ 4,429          | \$ 5,014    |
| Part Time                                      |            |                  |               |                |                      |               |                   |             |
| Salaries                                       | \$ 22,800  | \$ 22,800        | \$ -          | \$ -           | \$ -                 | \$ -          | \$ -              | \$ -        |
| Fringe                                         | \$ 3,155   | \$ 3,155         | \$ -          | \$ -           | \$ -                 | \$ -          | \$ -              | \$ -        |
| <b>Total Personnel</b>                         | \$ 175,380 | \$ 47,934        | \$ 14,558     | \$ 27,169      | \$ 37,959            | \$ 7,118      | \$ 21,829         | \$ 18,814   |
| <b>Programs &amp; Admin (OTPS):</b>            |            |                  |               |                |                      |               |                   |             |
| Direct Expenses                                |            |                  |               |                |                      |               |                   |             |
| Total Direct OTPS                              | \$ 229,122 | \$ 21,660        | \$ 51,000     | \$ 450         | \$ 21,040            | \$ 4,800      | \$ 123,572        | \$ 6,600    |
| Shared Expenses                                |            |                  |               |                |                      |               |                   |             |
| Total Shared OTPS                              | \$ -       | \$ -             | \$ -          | \$ -           | \$ -                 | \$ -          | \$ -              | \$ -        |
| <b>Total Expenses by Program/Function</b>      | \$ 404,502 | \$ 69,594        | \$ 65,558     | \$ 27,619      | \$ 50,999            | \$ 11,918     | \$ 145,401        | \$ 25,414   |
| <b>Revenues Less Expenses</b>                  | \$ 10,528  | \$ (15,644)      | \$ (5,558)    | \$ (10,619)    | \$ (5,099)           | \$ (7,818)    | \$ 2,829          | \$ 44,336   |

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# ARTS COUNCIL NAPA VALLEY

## VISUAL & PERFORMING ARTS STUDENT OF THE MONTH PROGRAM

The VAPA Annual Arts Recognition & Scholarship Program honors exemplary students in all creative arts disciplines on a monthly basis and culminating with a Scholarship Awards Ceremony in the spring.



Isabella Christman  
Distinguished VAPA Student 19-20



Gavin Armendariz  
19-20 Student of the Year



Jasmin Cruz  
Distinguished VAPA Student 19-20

### THE LAUNCH YEAR OF THE VAPA STUDENT OF THE MONTH PROGRAM WAS A MAJOR SUCCESS, LEADING TO:

- 50 students recognized in Visual & Performing Art disciplines
- Students elementary-high school level recognized county-wide
- \$3,600 in scholarships awarded



## City of St. Helena Nonprofit Funding Program Grant Application and Budget FY 2021/22

The annual "Non-Profit Funding Program" is designed to support local non-profit organizations directly serving the community and/or benefiting the City of St. Helena. Applicant programs, projects and services ("Project") must be consistent with the City's mission statement or support at least one of the City Council's three-year goals (see attached).

Please answer the following questions as they apply to your Project.

Applications must be received no later than **March 15, 2021 by 5:00 PM.** Late and incomplete applications will not be accepted.

### Organizational Overview

|                                                   |                                                   |
|---------------------------------------------------|---------------------------------------------------|
| Organization Name:                                | The Boys & Girls Clubs of St Helena and Calistoga |
| Organization Mailing Address:                     | 1420 Tainter St St Helena CA 94574                |
| Organization Contact Person (Name/Title):         | <b>Lana Tillotson/Unit Director</b>               |
| Organization Contact Email:                       | lana@bgcshc.org                                   |
| Organization Contact Telephone:                   | 707-963-8944                                      |
| Organization Website:                             | www.bgcshc.org                                    |
| Federal Tax ID Number and Status:                 | 68-0226714                                        |
| How long has your organization been in operation? | Since 1989 (32 years)                             |

Project Category:

- ☐ **Programmatic Grant** – Projects or programs which provide support services to the residents of the City of St. Helena.
- ☒ **Community Enrichment Grant** – Projects which promote or benefit the St. Helena community with arts, culture or education.

### Grant Request

|                         |                                         |
|-------------------------|-----------------------------------------|
| Project Name:           | Power Hour- Homework Assistance Program |
| Address of Project:     | 1420 Tainter St St. Helena CA 94574     |
| Requested Grant Amount: | \$ 10,000                               |
| Matching Funds:         | \$40,000                                |
| TOTAL Project Cost:     | \$50,000                                |

**Application Questions - Please answer the following questions on a separate sheet.**

1. Describe how your Project ties to the City's Goals, Mission/Vision Statement.
2. Describe your Project including objectives and goals and explain how you will meet these goals within the deadline of June 30, 2022. Please provide a timeline for your Project.
3. Describe the community support for your Project.
  - a. What organizations, neighborhood associations, non-profits, residents, etc. are also involved in the Project?
  - b. What roles are they playing and how collaborative is the Project?
  - c. What other support exists for your Project?
4. Describe who will benefit from this Project and estimate how many people this Project may impact.
5. If you have received funding from other Napa County government agencies in the past two years, provide level of funding and how funding from the City of St. Helena will specifically benefit St. Helena residents.

**Cost Estimate**

Include a high level description of all the program or project costs that will be paid for by City Funds. *If additional space is needed please attach a separate sheet.*

| Description                                       | Amount   |
|---------------------------------------------------|----------|
| 4 tutors at \$16/hour, 10 hours/week for 16 weeks | \$10,240 |

**Total Grant Request \$10,000**

**Authorized Representative**

I represent that this Application Packet describes the intended use of the requested City Grant funds to complete the Project or Program identified above and the elements listed in the Project Budget. I declare under penalty of perjury, under the laws of the State of California, that the information contained in this Application Packet, including required attachments, is accurate.

Print Name **Nick Haley**

Signature 

Title **Director of Operations**

Date **Feb 10th, 2021**





## City of St. Helena

### Vision Statement

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

### Mission Statement

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

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

*\*Vision and Mission Statements adopted by the City of St. Helena City Council on April 12, 2016, Resolution No. 2016-47.*

### City Council 3-Year Goals

- Improve and Maintain Safe and Reliable City Infrastructure with a Commitment to Environmental Stewardship & Public Health
- Stabilize, Maintain, and Improve Access to Housing
- Enhance Organizational Performance and Commit to Full Public Participation, Ongoing Communication, and Regional Collaboration
- Ensure Long-Term Economic Sustainability while Safeguarding St. Helena's Unique Culture & Quality of Life
- Support Thriving Families and Enhance the Safety, Well-Being, and Healthy Development of Our Youth
- Support Initiatives that Respond to and Plan for Climate Change



Attachment 1: Application Questions 1-5

**Application Questions - Please answer the following questions on a separate sheet.**

1. Describe how your Project ties to the City's Goals, Mission/Vision Statement.

The mission of the Boys & Girls Club is "To provide all young people a safe, positive and unique place to develop their natural talents, and to inspire them to achieve their full potential." Every program we offer is delivered to our youth with this mission in mind. As such, our Power Hour Homework Assistance Program is a reflection of our mission, but also corresponds directly to the City's mission where it strives to engender "economic sustainability" by fostering a deep connection to the "historic small town character" of St. Helena. Funding this program is a direct investment in the children of St. Helena, who will in turn develop their natural talents and skills and deepen their hometown connection. The end result of this is an informed populace that is better prepared to cope with the modern age but also one that is deeply connected to retaining the small town nature of St. Helena.

2. Describe your Project including objectives and goals and explain how you will meet these goals within the deadline of June 30, 2021. Please provide a timeline for your Project.

The Power Hour Homework Assistance Program (PHAP) is designed to provide intensive tutorial support for St. Helena primary, elementary and junior high school students who struggle to fulfill academic achievement goals identified by their classroom teacher or school counselor. Additionally, this program will provide space for students who need a positive, nurturing environment to help them learn or improve study habit skills. This program has a demonstrable impact on school attendance and the academic proficiency of St. Helena youth through our partnership with the St. Helena School District, Napa County Office of Education and Boys & Girls Clubs of America.

This year, due to Covid restrictions, the Club will operate from 8am-5pm, doing so to accommodate distance learners, upon schools reopening, the Club continues to serve distance learners, as well as 9 cohorts on both the Primary campus, as well as in the St Helena Clubhouse. The PHAP program took on a whole new aspect, as students have needed academic assistance during their entire school day. Boys & Girls Club staff doubled the amount of hours worked, and we hired full-time credentialed teachers to accommodate the need.

Students participating in (PHAP) can work on individual homework assignments or work with other students on group projects. In the Club's Learning Center and Lounge, tutors, whose work is funded directly by this grant, assisted by their supervisor, are available to aid students in English, Spanish, math, science, computer skills and social studies.

Students are referred to the Power Hour Homework Assistance Program by a St. Helena classroom teacher, a school counselor, parent or they sign up themselves. There is ongoing communication among the Power Hour Homework Assistance Program tutors, school staff, parents, and students.

The Power Hour Homework Assistance Program is a collaboration with the St. Helena Schools.

Attachment 1: Application Questions 1-5

In terms of timeline, PHAP began on August 19<sup>th</sup> 2020 . The Program will run throughout the school year and will be conducted Monday through Thursday. The Program will end in June which coincides with the end of the City's fiscal year and the end of the Academic year.

3. Describe the community support for your Project.

a. What organizations, neighborhood associations, non-profits, residents, etc. are also involved in the Project?

The Boys & Girls Clubs of St. Helena and Calistoga has a strong working relationship with the St. Helena School District; primary, elementary, junior high schools and NCOE. We meet with school personnel on a regular basis to get referrals, progress reports, counseling updates and updates on how certain children in the program are doing. NCOE provides year round data on grades, test scores and program support. We have made extensive changes to our daily program and structure to accommodate the needs of the school district, and most importantly our students and their families.

b. What roles are they playing and how collaborative is the Project?

These partners support the successful orchestration of this program by communicating strengths and weakness as observed in the classroom and by identifying at risk students in need of additional support. This allows us to focus on areas and individual students that may need more attention.

c. What other support exists for your Project?

The Boys & Girls Clubs of St. Helena and Calistoga receives program support and academic resources from the Boys & Girls Clubs of America. They provide valuable resources for our staff, volunteers and members. The Napa Valley Vintners provides financial support for supplies used throughout the year.

4. Describe who will benefit from this Project and estimate how many people this Project may impact.

The Power Hour Program will benefit St. Helena children ages 5 to 12. Based on our most recent membership numbers over 950 children will be served by this Power Hour Program receiving direct homework assistance and tutoring. No child is turned away for any reason. If they cannot afford a membership (\$50 a school year), they will receive a scholarship.

5. If you have received funding from other Napa County government agencies in the past two years, provide level of funding and how funding from the City of St. Helena will specifically benefit St. Helena residents.

Attachment 1: Application Questions 1-5

We receive yearly funding from the Napa County Office of Education. The funding we receive is part of the State of California's ASES program which is the result of the 2002 voter-approved initiative Proposition 49. This funding, \$146,650.50 specifically for St. Helena, helps the Club provide literacy, academic enrichment and safe constructive alternatives for St. Helena youth in kindergarten through ninth grade. Part of our requirements are to show partnerships and buy-in from county and city governments. The \$10,000 requested helps us not only provide tutors but also makes us eligible for ASES funding and \$146,650.50 for the children of St. Helena.



Department of the Treasury  
Internal Revenue Service  
P.O. Box 2508, Room 4010  
Cincinnati OH 45201

In reply refer to: 4077550279  
May 09, 2013 LTR 4168C 0  
68-0226714 000000 00

00036325  
BODC: TE

BOYS & GIRLS CLUBS OF ST HELENA &  
CALISTOGA INC  
1420 TAINTER ST  
SAINT HELENA CA 94574-1949



09238

Employer Identification Number: 68-0226714  
Person to Contact: Sophia Brown  
Toll Free Telephone Number: 1-877-829-5500

Dear Taxpayer:

This is in response to your Sep. 25, 2012, request for information regarding your tax-exempt status.

Our records indicate that you were recognized as exempt under section 501(c)(3) of the Internal Revenue Code in a determination letter issued in December 1995.

Our records also indicate that you are not a private foundation within the meaning of section 509(a) of the Code because you are described in section(s) 509(a)(1) and 170(b)(1)(A)(vi).

Donors may deduct contributions to you as provided in section 170 of the Code. Bequests, legacies, devises, transfers, or gifts to you or for your use are deductible for Federal estate and gift tax purposes if they meet the applicable provisions of sections 2055, 2106, and 2522 of the Code.

Please refer to our website [www.irs.gov/eo](http://www.irs.gov/eo) for information regarding filing requirements. Specifically, section 6033(j) of the Code provides that failure to file an annual information return for three consecutive years results in revocation of tax-exempt status as of the filing due date of the third return for organizations required to file. We will publish a list of organizations whose tax-exempt status was revoked under section 6033(j) of the Code on our website beginning in early 2011.

INTERNAL REVENUE SERVICE

DEPARTMENT OF THE TREASURY

DISTRICT DIRECTOR

2 CUPANTA CIRCLE

MONTREY PARK, CA 91755-7406

Date:

DEC 22 1995

Employer Identification Number:

68-0226714

Case Number:

955286032

Contact Person:

GEORGE LOPEZ

Contact Telephone Number:

(213) 725-6641

Our letter Dated:

June 30

Addendum Applies:

NO

BOYS AND GIRLS CLUB OF ST HELENA  
1341 TAINTER  
ST HELENA, CA 94574-1944

Dear Applicant:

This modifies our letter of the above date in which we stated that you would be treated as an organization that is not a private foundation until the expiration of your advance ruling period.

Your exempt status under section 501(a) of the Internal Revenue Code as an organization described in section 501(c)(3) is still in effect. Based on the information you submitted, we have determined that you are not a private foundation within the meaning of section 509(a) of the Code because you are an organization of the type described in section 509(a)(1) and 170(b)(1)(A)(vi).

Grantors and contributors may rely on this determination unless the Internal Revenue Service publishes notice to the contrary. However, if you lose your section 509(a)(1) status, a grantor or contributor may not rely on this determination if he or she was in part responsible for, or was aware of, the act or failure to act, or the substantial or material change on the part of the organization that resulted in your loss of such status, or if he or she acquired knowledge that the Internal Revenue Service had given notice that you would no longer be classified as a section 509(a)(1) organization.

If we have indicated in the heading of this letter that an addendum applies, the addendum enclosed is an integral part of this letter.

Because this letter could help resolve any questions about your private foundation status, please keep it in your permanent records.

If you have any questions, please contact the person whose name and telephone number are shown above.

Sincerely yours,



Richard R. Oroasco  
District Director

Letter 1050 (DO/CG)



2/23/2021

**BOYS GIRLS CLUBS OF ST. HELENA AND CALISTOGA**  
**Budget Variance Report**  
**June 2020 and YTD**

|                                 | Current Month  | Current Month   | Current Month   | Year to Date     | Year to Date     | Year to Date     | Annual Budget    |
|---------------------------------|----------------|-----------------|-----------------|------------------|------------------|------------------|------------------|
|                                 | Actual         | Budget          | Variance        | Actual           | Budget           | Variance         |                  |
| <b>Income</b>                   |                |                 |                 |                  |                  |                  |                  |
| ASES Grants                     | 103,638        | 33,670          | 69,969          | 477,424          | 478,096          | (673)            | 478,096          |
| Vintners Grant                  | 0              | 0               | 0               | 200,000          | 200,000          | 0                | 200,000          |
| OJP - BGCA                      | 0              | 5,000           | (5,000)         | 24,883           | 30,000           | (5,117)          | 30,000           |
| BGCA - National                 | 0              | 0               | 0               | 2,500            | 2,500            | 0                | 2,500            |
| Calistoga - Teen Center         | 0              | 35,000          | (35,000)        | 70,000           | 70,000           | 0                | 70,000           |
| Calistoga - Enrichment Grant    | 0              | 0               | 0               | 0                | 5,000            | (5,000)          | 5,000            |
| St. Helena - Program Grant      | 10,000         | 0               | 10,000          | 10,000           | 5,000            | 5,000            | 5,000            |
| 21st Century Grant              | 60,628         | 0               | 60,628          | 80,117           | 0                | 80,117           | 0                |
| Foundations                     | 0              | 0               | 0               | 108,000          | 80,000           | 28,000           | 80,000           |
| Sports Fees                     | 255            | 0               | 255             | 7,920            | 9,000            | (1,080)          | 9,000            |
| Sports Sponsorships             | 0              | 0               | 0               | 4,750            | 4,500            | 250              | 4,500            |
| Facility Rentals                | 0              | 0               | 0               | 5,149            | 5,500            | (351)            | 5,500            |
| Concessions                     | 0              | 0               | 0               | 6,194            | 7,000            | (806)            | 7,000            |
| Membership Dues                 | 9,696          | 20,000          | (10,304)        | 60,533           | 75,000           | (14,467)         | 75,000           |
| The BIG Night - net             | 24,505         | 0               | 24,505          | 762,475          | 725,000          | 37,475           | 725,000          |
| Annual Campaign - net           | 0              | 0               | 0               | 127,869          | 45,000           | 82,869           | 45,000           |
| Calistoga Breakfast - net       | 0              | 0               | 0               | 743              | 45,000           | (44,257)         | 45,000           |
| Mail Campaign - net             | 400            | 0               | 400             | 71,526           | 55,000           | 16,526           | 55,000           |
| Contributions - General         | 2,000          | 300             | 1,700           | 6,764            | 16,000           | (9,236)          | 16,000           |
| Transfer from Earnings          | 0              | 0               | 0               | 0                | 30,000           | (30,000)         | 30,000           |
| Building Donation               | 0              | 0               | 0               | 15,000           | 0                | 15,000           | 0                |
| Miscellaneous & Trust Funds     | 0              | 0               | 0               | 6,786            | 5,000            | 1,786            | 5,000            |
| Personal Fall Appeal            | 0              | 0               | 0               | 55               | 0                | 55               | 0                |
| Transfer from Savings           | 0              | 0               | 0               | 0                | 40,000           | (40,000)         | 40,000           |
| In-kind Donations               | 0              | 0               | 0               | 0                | 0                | 0                | 0                |
| Interest Income                 | 50             | 0               | 50              | 527              | 0                | 527              | 0                |
| <b>Total Income</b>             | <b>211,173</b> | <b>93,970</b>   | <b>117,203</b>  | <b>2,049,504</b> | <b>1,932,986</b> | <b>116,507</b>   | <b>1,932,986</b> |
| <b>Expenses</b>                 |                |                 |                 |                  |                  |                  |                  |
| Salaries                        | 91,796         | 105,000         | (13,204)        | 1,188,623        | 1,250,000        | (61,377)         | 1,250,000        |
| Payroll Tax Expense             | 7,022          | 9,000           | (1,978)         | 103,256          | 98,000           | 5,256            | 98,000           |
| Employee Benefits               | 30,208         | 10,000          | 20,208          | 123,337          | 120,000          | 3,337            | 120,000          |
| Retirement Benefits             | 809            | 800             | 9               | 8,419            | 10,000           | (1,581)          | 10,000           |
| Workers Compensation Insurance  | 828            | 1,700           | (872)           | 6,129            | 21,000           | (14,871)         | 21,000           |
| Payroll & New Employees Expense | 124            | 500             | (377)           | 2,203            | 4,500            | (2,298)          | 4,500            |
| Advertising                     | 25             | 330             | (305)           | 665              | 3,900            | (3,235)          | 3,900            |
| Board & Meeting Expense         | 15             | 850             | (835)           | 10,411           | 10,500           | (89)             | 10,500           |
| Printing & Copying              | 454            | 800             | (346)           | 9,244            | 9,800            | (556)            | 9,800            |
| Postage                         | 0              | 200             | (200)           | 1,076            | 2,500            | (1,424)          | 2,500            |
| Utilities & Custodial           | 2,988          | 4,165           | (1,177)         | 48,095           | 50,000           | (1,905)          | 50,000           |
| Insurance                       | 0              | 4,000           | (4,000)         | 36,357           | 45,000           | (8,643)          | 45,000           |
| Professional Dues & BGCA        | 0              | 160             | (160)           | 20,219           | 12,000           | 8,219            | 12,000           |
| Office & Computer Supplies      | 1,694          | 1,000           | 694             | 9,497            | 14,000           | (4,503)          | 14,000           |
| Website & IT                    | 562            | 2,800           | (2,238)         | 27,292           | 35,000           | (7,708)          | 35,000           |
| Telephone                       | 653            | 750             | (97)            | 10,552           | 9,000            | 1,552            | 9,000            |
| Cable                           | 107            | 100             | 7               | 1,236            | 1,200            | 36               | 1,200            |
| Training & Conferences          | 1,052          | 3,000           | (1,948)         | 13,454           | 20,000           | (6,546)          | 20,000           |
| Miscellaneous Expense           | (96)           | 200             | (296)           | 117              | 3,000            | (2,883)          | 3,000            |
| Repairs & Maintenance           | 945            | 1,250           | (305)           | 20,973           | 18,000           | 2,973            | 18,000           |
| Program Supplies                | 771            | 10,000          | (9,229)         | 66,308           | 82,000           | (15,692)         | 82,000           |
| Club Trips                      | 0              | 2,000           | (2,000)         | 10,768           | 25,000           | (14,232)         | 25,000           |
| Teen Center Contingency         | 0              | 0               | 0               | 0                | 0                | 0                | 0                |
| Mileage Reimbursements          | 0              | 600             | (600)           | 3,271            | 7,200            | (3,929)          | 7,200            |
| Staff Supplies                  | 0              | 400             | (400)           | 3,031            | 7,000            | (3,969)          | 7,000            |
| Recognition & Awards            | 103            | 250             | (147)           | 3,414            | 4,000            | (586)            | 4,000            |
| Professional Services           | 2,242          | 2,000           | 242             | 35,437           | 38,000           | (2,563)          | 38,000           |
| Bank & Brokerage Fees           | 1,260          | 500             | 760             | 6,397            | 8,000            | (1,603)          | 8,000            |
| Taxes & Licenses                | 0              | 0               | 0               | 160              | 500              | (340)            | 500              |
| Deferred Maintenance            | 0              | 0               | 0               | 10,000           | 10,000           | 0                | 10,000           |
| Youth of the Year               | 0              | 0               | 0               | (2,855)          | 10,000           | (12,855)         | 10,000           |
| Rad Wagon                       | 0              | 0               | 0               | 2,219            | 2,500            | (281)            | 2,500            |
| Building & Endowment Donations  | 0              | 0               | 0               | 2,500            | 0                | 2,500            | 0                |
| <b>Total Expenses</b>           | <b>143,561</b> | <b>162,355</b>  | <b>(18,794)</b> | <b>1,751,805</b> | <b>1,931,460</b> | <b>(179,655)</b> | <b>1,931,460</b> |
| <b>Net Income (Loss)</b>        | <b>67,611</b>  | <b>(68,385)</b> | <b>135,997</b>  | <b>297,499</b>   | <b>1,136</b>     | <b>296,562</b>   | <b>1,136</b>     |

### Boys & Girls Clubs of St. Helena and Calistoga Budget

**2020-2021**

| Income                       |        |                |
|------------------------------|--------|----------------|
| Grants/Foundations           | Budget |                |
| ASES/21st Century            |        | \$478,096.44   |
| Vintners Grant               |        | \$200,000.00   |
| OJP - BGCA                   |        | \$0.00         |
| BGCA National Grants         |        | \$2,500.00     |
| Teen Centers                 |        | \$70,000.00    |
| 21st Century Grant           | x      | \$0.00         |
| Calistoga - Enrichment Grant |        | \$0.00         |
| SH - Program Grant           |        | \$20,000.00    |
| Other Foundations            |        | \$55,000.00    |
| Membership Dues/Fees         |        | \$7,500.00     |
| Sports Fees                  |        | \$4,500.00     |
| Sports Sponsorships          |        | \$5,500.00     |
| Facility Rentals             |        | \$5,500.00     |
| Concessions                  |        | \$6,250.00     |
| Special Events - Net         |        |                |
| Business Campaign            |        | \$65,000.00    |
| The Big Night                |        | \$200,000.00   |
| Mail Campaigns               |        | \$55,000.00    |
| Calistoga Breakfast          |        | \$55,000.00    |
| Contributions - General      |        | \$10,000.00    |
| Transfer from Earnings       |        | \$0.00         |
| Miscellaneous & Trust Funds  |        | \$5,000.00     |
| Transfer from Surplus        |        | \$350,000.00   |
| Payroll Protection Program   |        | 200,000.00     |
| Total Income                 | \$     | \$1,789,346.44 |
| Expenses                     |        |                |
| Salaries                     |        | \$1,165,000.00 |
| Payroll Tax Expense          |        | \$105,000.00   |
| Employee Benefits            |        | \$130,000.00   |
| Retirement Benefits          |        | \$10,000.00    |
| Workers Comp. Insurance      |        | \$8,400.00     |
| New Employee Exp             |        | \$1,900.00     |
| Advertising                  |        | \$2,500.00     |
| Board & Meeting Expenses     |        | \$10,500.00    |
| Printing/Copying             |        | \$9,600.00     |
| Postage                      |        | \$1,200.00     |
| Utilities & Custodial        |        | \$50,000.00    |
| Insurance                    |        | \$43,000.00    |
| Professional Dues/BGCA       |        | \$13,940.00    |
| Office/Computer Supplies     |        | \$7,000.00     |
| Website/IT                   |        | \$35,000.00    |
| Telephone                    |        | \$10,800.00    |
| Cable                        |        | \$0.00         |
| Training & Conferences       |        | \$10,000.00    |
| Miscellaneous Expenses       |        | \$3,000.00     |
| Repairs/Maintenance          |        | \$20,000.00    |
| Program Supplies             |        | \$75,000.00    |
| Mileage                      |        | \$7,200.00     |
| Club Trips                   |        | \$15,000.00    |
| Staff Supplies               |        | \$4,900.00     |
| Recognition & Awards         |        | \$4,000.00     |
| Red Wagon                    |        | \$2,500.00     |
| Youth of the Year            |        | \$4,000.00     |
| Professional Services        |        | \$38,000.00    |
| Bank Fees                    |        | \$6,000.00     |
| Taxes and Licenses           |        | \$500.00       |
| PPP Loan                     |        | \$32,500.00    |
| PPE Equipment                |        | \$5,000.00     |
| Deferred Maintenance         |        | \$10,000.00    |
| Total Expenses               |        | \$1,841,440.00 |

11:13 AM  
02/12/21  
Cash Basis

**BOYS & GIRLS CLUBS OF ST. HELENA AND CALISTOGA**  
**Profit & Loss**

January 1, 2020 through January 1, 2021

| Ordinary Income/Expense                |  | Jan 1, '20 - Jan 1, 21 |
|----------------------------------------|--|------------------------|
| Income                                 |  |                        |
| 4001.1 · ASES Grants                   |  | 393,699.24             |
| 4001.3 · Teen Centers                  |  | 70,000.00              |
| 4001.32 · Calistoga - Enrichment Grant |  | 5,405.34               |
| 4001.41 · St. Helena - Program Grant   |  | 10,000.00              |
| 4001.5 · Vintners Grant                |  | 100,000.00             |
| 4001.6 · OJP - BGCA                    |  | 8,045.04               |
| 4001.7 · BGCA - National               |  | 6,620.00               |
| 4001.10 · 21st Century Grant           |  | 60,628.23              |
| 4001.8 · Foundations                   |  | 205,500.00             |
| Total 4001 · Grants/Foundations        |  | 859,897.85             |





## City of St. Helena Nonprofit Funding Program Grant Application and Budget FY 2021/22

The annual "Non-Profit Funding Program" is designed to support local non-profit organizations directly serving the community and/or benefiting the City of St. Helena. Applicant programs, projects and services ("Project") must be consistent with the City's mission statement or support at least one of the City Council's three-year goals (see attached).

Please answer the following questions as they apply to your Project.

Applications must be received no later than **March 15, 2021 by 5:00 PM**. Late and incomplete applications will not be accepted.

### **Organizational Overview**

|                                                   |                                                     |
|---------------------------------------------------|-----------------------------------------------------|
| Organization Name:                                | <u>Federated Women of Upper Napa Valley (FWUNV)</u> |
| Organization Mailing Address:                     | <u>Po Box 383 St. Helena, Ca. 94574</u>             |
| Organization Contact Person (Name/Title):         | <u>Annette Smith - Parliamentarian</u>              |
| Organization Contact Email:                       | <u>fedwomenofunv@gmail.com</u>                      |
| Organization Contact Telephone:                   | <u>707-738-3792</u>                                 |
| Organization Website:                             | <u>https://fwunv.org/</u>                           |
| Federal Tax ID Number and Status:                 | <u>51013 7397 non profit 5013C</u>                  |
| How long has your organization been in operation? | <u>116 years - started in 1905 as SHWomen's</u>     |

Project Category:

- ☐ **Programmatic Grant** – Projects or programs which provide support services to the residents of the City of St. Helena.
- ☒ **Community Enrichment Grant** – Projects which promote or benefit the St. Helena community with arts, culture or education.

### **Grant Request**

|                         |                                            |
|-------------------------|--------------------------------------------|
| Project Name:           | <u>St. Helena High School Scholarships</u> |
| Address of Project:     | <u>St. Helena High School Grayson Ave.</u> |
| Requested Grant Amount: | <u>\$ 2,000.00</u>                         |
| Matching Funds:         | <u>\$ 0</u>                                |
| TOTAL Project Cost:     | <u>\$ 2,000.00</u>                         |

**Application Questions** - Please answer the following questions on a separate sheet.

1. Describe how your Project ties to the City's Goals, Mission/Vision Statement.
2. Describe your Project including objectives and goals and explain how you will meet these goals within the deadline of June 30, 2022. Please provide a timeline for your Project.
3. Describe the community support for your Project.
  - a. What organizations, neighborhood associations, non-profits, residents, etc. are also involved in the Project?
  - b. What roles are they playing and how collaborative is the Project?
  - c. What other support exists for your Project?
4. Describe who will benefit from this Project and estimate how many people this Project may impact.
5. If you have received funding from other Napa County government agencies in the past two years, provide level of funding and how funding from the City of St. Helena will specifically benefit St. Helena residents.

**Cost Estimate**

Include a high level description of all the program or project costs that will be paid for by City Funds. *If additional space is needed please attach a separate sheet.*

| Description                                      | Amount            |
|--------------------------------------------------|-------------------|
| 1 St. Helena High School Scholarship for College | \$1,000.00        |
| 1 St. Helena High School Scholarship for College | \$1,000.00        |
|                                                  |                   |
|                                                  |                   |
|                                                  |                   |
| <b>Total Grant Request</b>                       | <b>\$2,000.00</b> |

**Authorized Representative**

I represent that this Application Packet describes the intended use of the requested City Grant funds to complete the Project or Program identified above and the elements listed in the Project Budget. I declare under penalty of perjury, under the laws of the State of California, that the information contained in this Application Packet, including required attachments, is accurate.

Print Name Annette Smith

Signature \_\_\_\_\_

Title Parliamentarian of FWUNV

Date 3-1-2021



## City of St. Helena

### *Vision Statement*

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

### *Mission Statement*

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

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

*\*Vision and Mission Statements adopted by the City of St. Helena City Council on April 12, 2016, Resolution No. 2016-47.*

### *City Council 3-Year Goals*

- Improve and Maintain Safe and Reliable City Infrastructure with a Commitment to Environmental Stewardship & Public Health
- Stabilize, Maintain, and Improve Access to Housing
- Enhance Organizational Performance and Commit to Full Public Participation, Ongoing Communication, and Regional Collaboration
- Ensure Long-Term Economic Sustainability while Safeguarding St. Helena's Unique Culture & Quality of Life
- Support Thriving Families and Enhance the Safety, Well-Being, and Healthy Development of Our Youth
- Support Initiatives that Respond to and Plan for Climate Change

## Application Questions

*1. Describe how your project ties to the City's Goals, Mission/Vision Statement.*

We are applying for the Community Enrichment Grant that includes promoting education. What better way to promote education than to help St. Helena graduating seniors attend college or a trade school! The City's Vision statement includes "embracing a high quality of life." A college education definitely improves the quality of life not only for the student but for their family as well. One of the City Council's 3 – Year Goals is to "Support Thriving Families... and Healthy Development of Our Youth." Helping a student to get a college education or trade school skills continues the healthy development of our youth. Also, the City's Mission statement expresses a desire to strengthen partnerships with non-profits. The Federated Women also look forward to a partnership with the city and community through our many and various projects including our support of the renovation of Scout Hall.

*2. Describe your Project including objectives and goals and explain how you will meet these goals within the deadline of June 30, 2022. Provide a timeline.*

For many years the Federated Women of Upper Napa Valley (FWUNV) have offered 2 scholarships to St. Helena High School graduating seniors. We have very specific criteria for these scholarships:

- The student must be of the first generation in their family to attend college/trade school
- Maintain a 2.0 or better grade point average in High School
- Plan to attend a community college with the intent to transfer to a 4 year college or attend a trade school
- Participate in community service activities

The high school counselor recommends the students who meet the criteria and the FWUNV scholarship committee interviews and reviews the applications to make the final selections.

In years past we have given two \$500 scholarships but we realized that this was not enough money to make a significant difference in the students' college expenses. We voted to increase each scholarship to \$1,000 starting in June 2020.

**Timeline:** Our club meets September –June. During this time we have 2 major fundraisers – selling our delicious apple pies at the Harvest Festival in the fall and a Bingo Night in the spring. (These fundraisers help support our scholarship fund as well as several other community projects that we support.) Unfortunately, due to Covid restrictions the Harvest Festival was cancelled and instead we had a "virtual apple pie sale" last fall. Last year we also had to cancel our April 2020 Bingo night and are now considering a Zoom Bingo Night this spring. We hope to present the two Scholarships at the Senior Award Night at the High School if our budget allows this year. Although we present the two \$1,000 scholarships at the Awards Night, we do not release the funds to the students until they are attending the college of their choice in the fall of 2021.

3. *Describe the community support for your project.*

Our club of 38 senior citizens supports this project during the year by working on the fundraisers and also by making personal donations to the many different projects we support. The High School relies on the generous support of this community to offer scholarships to graduating seniors. We are proud to be a part of the network that encourages our students to further their education. We do not have any extra support for this project.

4. *Describe who will benefit from this project and estimate how many people this Project may impact.*

This project will directly benefit two graduating seniors from St. Helena High School and launch them into the next level of education. This project will impact two families who have never had a child attend college. The students will serve as a role model to other children in the family and neighborhood, showing the importance of education and motivating others. It may make a difference in the attitude and support of the family to see their child attend college. The ripple effect and influence for our community is huge.

5. *If you have received funding from other Napa County government agencies in the past two years, provide a level of funding and how funding from the City of St. Helena will specifically benefit St. Helena residents.*

The FWUNV have many community projects that they support throughout the year. One of our other main projects is called Reading Is Fun (RIF). We go to the St. Helena Boys and Girls Club, Stonebridge and Hunts Grove to read to the children bi-monthly. We give them a free new book and cookies. We try to instill the joy of reading and learning. This particular program is funded solely by outside grants and personal donations made specifically for RIF. These monies for RIF are held separately within our savings account. We do not use monies from our general budget for this. We have received grants for RIF through the Give Guide in 2018 and \$1,000 from Napa Valley Community Foundation in 2019. Other community projects that we support include Alpha K-9 – a service dog program for veterans suffering from PTSD, Voices – a Napa County program for adolescent foster kids, UpValley Family Centers, Rianda House, We Care, Preschool for All, and Pennies for Pines. Support for these community organizations come from our general fund and members' personal donations. Funding from the City of St. Helena for our Scholarship Fund will directly benefit two St. Helena families who have a graduating senior.

So in a nutshell, we are a community-focused women's service club hoping to make a difference in our St. Helena community. We raise money with our two major fundraisers (except during this year of COVID) and member donations and in the spring we give it all back to the community and start again in the fall. The fundraisers have been a challenge due to COVID restrictions.



CT0172060

Registry of Charitable Trusts  
P.O. Box 903447  
Sacramento, CA 94203-4470  
Telephone: (916) 445-2021

WEBSITE ADDRESS:

<http://ag.ca.gov/charities/>

**INITIAL  
REGISTRATION FORM  
STATE OF CALIFORNIA  
OFFICE OF THE ATTORNEY GENERAL  
REGISTRY OF CHARITABLE TRUSTS**  
(Government Code Sections 12580-12599.7)



**NOTE: A \$25.00 REGISTRATION FEE MUST ACCOMPANY THIS REGISTRATION FORM. MAKE CHECK PAYABLE TO DEPARTMENT OF JUSTICE.**

Pursuant to Section 12585, registration is required of every trustee subject to the Supervision of Trustees and Fundraisers for Charitable Purposes Act within thirty days after receipt of assets (cash or other forms of property) for the charitable purposes for which organized.

Every charitable (public benefit) corporation, association and trustee holding assets for charitable purposes or doing business in the State of California must register with the Attorney General, except those exempted by California Government Code section 12583. Corporations that are organized primarily as a hospital, a school, or a religious organization are exempted by Section 12583.

Name of Organization: California Federation of Women's Clubs  
D/B/A Federated Women of Upper Napa Valley

The name of the organization should be the legal name as stated in the organization's organizing instrument (i.e., articles of incorporation, articles of association, or trust instrument).

Official Mailing Address for Organization:

Address: P.O. Box 383

City: St. Helena

State: California

ZIP Code: 94574

Organization's telephone number:

Organization's e-mail address: None

Organization's fax number: None

Organization's website: None

All organizations must apply for a Federal Employer Identification Number from the Internal Revenue Service, including organizations that have a group exemption or file group returns.

Federal Employer Identification Number (FEIN):

51-0137397

Group Exemption FEIN (if applicable):

8288

All California corporations and foreign corporations that have qualified to do business in California will have a corporate number. Unincorporated organizations are assigned an organization number by the Franchise Tax Board upon application for California tax exemption.

Corporate or Organization Number: Group exemption under California  
Federation of Women's Clubs - # 212100000

**RECEIVED**  
Attorney General's Office

CT-1 REGISTRATION FORM (6/2007)

FEB 18 2011

Registry of  
Charitable Trusts

#19303 \$25

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                 |                                                                                             |  |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|---------------------------------------------------------------------------------------------|--|
| Names and addresses of ALL trustees or directors and officers (attach a list if necessary):                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                 |                                                                                             |  |
| Name <u>Priscilla J. Dale</u>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                 | Position <u>President</u>                                                                   |  |
| Address <u>25 San Juan Ct.</u>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                 |                                                                                             |  |
| City <u>St. Helena</u>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | State <u>CA</u> | ZIP Code <u>94574</u>                                                                       |  |
| Name <u>Sandra Tourney</u>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                 | Position <u>1st Vice President</u>                                                          |  |
| Address <u>1175 Starr Ave.</u>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                 |                                                                                             |  |
| City <u>St. Helena</u>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | State <u>CA</u> | ZIP Code <u>94574</u>                                                                       |  |
| Name <u>Debra Austin</u>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                 | Position <u>2nd Vice President</u>                                                          |  |
| Address <u>1 San Juan Ct.</u>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                 |                                                                                             |  |
| City <u>St. Helena</u>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | State <u>CA</u> | ZIP Code <u>94574</u>                                                                       |  |
| Name <u>Betty Studebaker</u>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                 | Position <u>Recording Secretary</u>                                                         |  |
| Address <u>P.O. Box 132</u>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                 |                                                                                             |  |
| City <u>St. Helena</u>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | State <u>CA</u> | ZIP Code <u>94574</u>                                                                       |  |
| Name <u>Joan Lombardi</u>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                 | Position <u>Treasurer</u>                                                                   |  |
| Address <u>1637 Spring St. #6</u>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                 |                                                                                             |  |
| City <u>St. Helena</u>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | State <u>CA</u> | ZIP Code <u>94574</u>                                                                       |  |
| Describe the primary activity of the organization. (A copy of the material submitted with the application for federal or state tax exemption will normally provide this information.) If the organization is based outside California, comment fully on the extent of activities in California and how the California activities relate to total activities. In addition, list all funds, property, and other assets held or expected to be held in California. Indicate whether you are monitored in your home state, and if so, by whom. Attach additional sheets if necessary. |                 |                                                                                             |  |
| <u>Fund-raising for donations to local school music programs, scholarships and youth leadership seminars; local Senior Center; Veterans Programs, Reading Is Fun (RTF) Program, USDA Penny Pine Program, Project Lifesaver. Funds are budgeted for any additional donations as needed.</u>                                                                                                                                                                                                                                                                                        |                 |                                                                                             |  |
| The organization will be required to file financial reports annually. All organizations must file the Annual Registration/Renewal Fee Report (RRF-1) within four months and fifteen days after the end of the organization's accounting period. Organizations with \$25,000 or more in either gross receipts or total assets are also required to file either the IRS Form 990, 990-EZ, or 990-PF. Forms can be found on the Charitable Trusts' website at <a href="http://ag.ca.gov/charities/">http://ag.ca.gov/charities/</a> .                                                |                 |                                                                                             |  |
| If assets (funds, property, etc.) have been received, enter the date first received:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                 | Registration with the Attorney General is required within thirty days of receipt of assets. |  |
| Date assets first received: <u>on-going fund-raising</u><br><u>\$9025 available as of 2/16/11</u>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                 |                                                                                             |  |
| What annual accounting period has the organization adopted?                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                 |                                                                                             |  |
| <input checked="" type="checkbox"/> Fiscal Year Ending <u>6/30/11</u> <input type="checkbox"/> Calendar Year                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                 |                                                                                             |  |

CT-1 REGISTRATION FORM (6/2007)



|                                                                                                                                                                                                                                                                                                       |                                              |                                                |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------|------------------------------------------------|
| Attach your founding documents as follows:                                                                                                                                                                                                                                                            |                                              |                                                |
| A) <b>Corporations</b> - Furnish a copy of the articles of incorporation and all amendments and current bylaws. If incorporated outside California, enter the date the corporation qualified through the California Secretary of State's Office to conduct activities in California.                  |                                              |                                                |
| B) <b>Associations</b> - Furnish a copy of the instrument creating the organization (bylaws, constitution, and/or articles of association).                                                                                                                                                           |                                              |                                                |
| C) <b>Trusts</b> - Furnish a copy of the trust instrument or will and decree of final distribution.                                                                                                                                                                                                   |                                              |                                                |
| D) <b>Trustees for charitable purposes</b> - Furnish a statement describing your operations and charitable purpose.                                                                                                                                                                                   |                                              |                                                |
| Has the organization applied for or been granted IRS tax exempt status Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>                                                                                                                                                            |                                              |                                                |
| Date of application for Federal tax exemption: <u>Under Stamp Exemption</u>                                                                                                                                                                                                                           |                                              |                                                |
| Date of exemption letter: <u>8/27/08</u> Exempt under Internal Revenue Code section 501(c) <u>3</u>                                                                                                                                                                                                   |                                              |                                                |
| If known, are contributions to the organization tax deductible? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>                                                                                                                                                                   |                                              |                                                |
| Attach a copy of the Application for Recognition of Exemption (IRS Form 1023) and the determination letter issued by the IRS.                                                                                                                                                                         |                                              |                                                |
| Does your organization contract with or otherwise engage the services of any commercial fundraiser for charitable purposes, fundraising counsel, or commercial coventurer? If yes, provide the name(s), address(es), and telephone number(s) of the provider(s): <u>No</u>                            |                                              |                                                |
| Commercial Fundraiser <input type="checkbox"/>                                                                                                                                                                                                                                                        | Fundraising Counsel <input type="checkbox"/> | Commercial Coventurer <input type="checkbox"/> |
| Name                                                                                                                                                                                                                                                                                                  |                                              |                                                |
| Address                                                                                                                                                                                                                                                                                               |                                              |                                                |
| City                                                                                                                                                                                                                                                                                                  | State                                        | ZIP Code                                       |
| Telephone Number                                                                                                                                                                                                                                                                                      |                                              |                                                |
| Commercial Fundraiser <input type="checkbox"/>                                                                                                                                                                                                                                                        | Fundraising Counsel <input type="checkbox"/> | Commercial Coventurer <input type="checkbox"/> |
| Name                                                                                                                                                                                                                                                                                                  |                                              |                                                |
| Address                                                                                                                                                                                                                                                                                               |                                              |                                                |
| City                                                                                                                                                                                                                                                                                                  | State                                        | ZIP Code                                       |
| Telephone Number                                                                                                                                                                                                                                                                                      |                                              |                                                |
| Commercial Fundraiser <input type="checkbox"/>                                                                                                                                                                                                                                                        | Fundraising Counsel <input type="checkbox"/> | Commercial Coventurer <input type="checkbox"/> |
| Name                                                                                                                                                                                                                                                                                                  |                                              |                                                |
| Address                                                                                                                                                                                                                                                                                               |                                              |                                                |
| City                                                                                                                                                                                                                                                                                                  | State                                        | ZIP Code                                       |
| Telephone Number                                                                                                                                                                                                                                                                                      |                                              |                                                |
| I declare under penalty of perjury that I have examined this registration form, including accompanying documents, and to the best of my knowledge and belief, the form and each document are true, correct, and complete.                                                                             |                                              |                                                |
| Signature <u>Joan M. Lombardi</u>                                                                                                                                                                                                                                                                     | Title <u>Treasurer</u>                       | Date <u>2/17/11</u>                            |
| If additional information is required, please refer to the Supervision of Trustees and Fundraisers for Charitable Purposes Act (Government Code sections 12580-12599.7), the Administrative Rules and Regulations pursuant to the Act (California Code of Regulations, Title 11, Sections 300-312.1). |                                              |                                                |
| If you have questions regarding registration, or need assistance, information is available on our website at <a href="http://ag.ca.gov/charities/">http://ag.ca.gov/charities/</a> or you can reach us by telephone at (916) 445-2021 or fax at (916) 444-3651.                                       |                                              |                                                |

CT-1 REGISTRATION FORM (6/2007)



# **Federated Women of Upper Napa Valley**

St. Helena, California 94574

## **BYLAWS**

Amended October 2005

### **ARTICLE I - Name**

Section 1. This organization shall be known as the **FEDERATED WOMEN of UPPER NAPA VALLEY**.

### **ARTICLE II - Objectives**

Section 1. Objectives of this club shall be charitable as defined by Section 501(C)3 of the Internal Revenue Code.

Section 2. This club shall strive to unite the women in an educational program along all lines of moral, social welfare, and civic interests.

### **ARTICLE III - Membership**

Section 1. Membership in the club shall be open to all those who are actively interested in the above objectives.

Section 2. Application for membership must be in writing, signed by two (2) members in good standing, who are personally acquainted with the applicant. The petition must be accompanied by one-year's club dues.

Section 3. When a member has been accepted by the Executive Board, she shall receive a welcome, a yearbook of the club and any other pertinent information.

Section 4. The annual dues of the Club shall be payable in advance of May 1st of each year. Dues for joining after January 1st shall be prorated. All dues and fees shall be made payable to the **FEDERATED WOMEN of UPPER NAPA VALLEY** and collected by the Club Treasurer. A yearbook shall be issued to each member who has paid her dues. Only names of those who have paid their dues by May 1st will appear in the club yearbook. District, State and General Federation dues are included in the annual dues of each member.

Any member whose dues are in arrears for six months shall be dropped from the membership roll after notification by the Treasurer. If a member desires to be re-instated, full payment of dues plus a penalty fee of \$2.00 is required.

Section 5. Once an active member is no longer able to attend meetings or take part in club activities she may be given honorary status, without voting privileges, at the discretion of the Executive Board.

### **ARTICLE IV - Officers**

Section 1. The officers shall be President, First Vice President, Second Vice President, Recording Secretary, Corresponding Secretary, Treasurer and Parliamentarian. The Parliamentarian and Corresponding Secretary shall be appointed by the President.

Section 2. Any member in good standing for at least one year shall be eligible for nomination to any office.

Section 3. The elective officers of this club shall be nominated by a nominating committee which shall consist of five members, two appointed by the President, three elected from the floor. The committee shall be selected at the regular meeting in March, to report at the regular meeting in April. Election to follow this report. Additional

nominations may be made from the floor provided consent of the candidate has been obtained. Officers shall be elected for a one-year term and may be elected for a second term. No office shall be held by the same person for more than two consecutive terms, except for the Recording Secretary and Treasurer.

Section 4. Newly elected officers shall assume office at the June meeting.

### **ARTICLE V - Duties of officers**

Section 1. The President shall preside at all meetings of the club, the Executive Board and Executive Committee. She shall present to the Executive Board for ratification, nominees for Chairs of Departments, Chairs of Standing Committees and Auditor and its decisions shall be referred to the club for ratification. She shall attend District meetings and the annual District Convention.

(b) She shall be an ex-officio member of all committees except the Nominating Committee.

Section 2. The First and Second Vice President shall assist the President. In her absence, they shall in their order assume the duties of the President. In case of resignation of or permanent disability of the President, the First Vice President shall assume all duties and prerogatives of the office of the President.

Section 3. The Recording Secretary shall keep the minutes of regular meetings and Executive Board meetings. She shall keep a correct and official list of Chairmen of Departments and of Standing and Special Committees. She shall have charge

of documents and papers pertaining to the work of the club. She shall perform such duties as are requested by the President or by the Executive Board.

Section 4. The Corresponding Secretary shall conduct the correspondence as directed by the President or Executive Board.

Section 5. The Treasurer shall hold all moneys belonging to the club and deposit it in the bank. She shall receive all dues giving a membership card as a receipt for same. She shall pay all bills that have been approved by a vote of the club with checks signed by any two of the following officers;

President, Recording Secretary, Treasurer. The Treasurer shall present a report of receipts and disbursements at each meeting and present a complete financial report at the last meeting of each club year and submit it to an auditor who shall examine the books and make a written report.

Section 6. The Parliamentarian shall perform the duties pertaining to her office and shall be Chairman of the Bylaws Committee.

#### ARTICLE VI - Executive Committee and Board

Section 1. The Executive Committee shall consist of the President, First and Second Vice Presidents, Recording Secretary, Corresponding Secretary, Treasurer, Parliamentarian, with succession to office in that order.

The Executive Board shall consist of the Executive Committee, Chairman of Departments, and Chairmen of Standing Committees.

Section 2. The Executive Board shall consider all new activities of the club and its decisions shall be referred to the club for information and discussion.

It will present for ratification any recommendations at the next regular meeting of the club. The Board shall be subject to the orders of the club and none of its acts shall conflict with action taken by the club.

Section 3. The Executive Board shall have the power to incur indebtedness and liability only for the ordinary and current expenses of the club. Any other indebtedness or liability shall be incurred by the consent of a two-third (2/3) vote of the members present at any regular meeting of the club.

Section 4. The President shall organize the yearbook.

Section 5. The Executive Board shall fill all vacancies among the officers, except the President. The First Vice President automatically steps up to presidency. Officers may be replaced for non-performance of duties only by two-third (2/3) vote of members present and voting at a regular meeting after all members have been notified by mail.

Section 6. The Executive Board shall have the power to change the day and time of a meeting when that day falls upon a holiday or in case of emergency.

Section 7. The Executive Committee shall meet at the call of the President. Five (5) members shall constitute a quorum.

#### ARTICLE VII - Meetings

Section 1. Regular meetings shall be held on the first Wednesday of the months September through June. Time and place to be determined by the Executive Board.

Section 2. The same guest shall not be invited to more than two meetings during the club year.

Section 3. The President may call a special meeting of the club upon the written demand of 15 members in good standing.

Section 4. Fifteen (15) members shall constitute a quorum at any club meeting.

Section 5. The Annual Meeting shall be the June meeting.

#### ARTICLE VIII - Budget

Section 1. Elected officers of the club shall draw up a tentative budget and present it to the Executive Board for recommendation to the club for action at the first club meeting of the year.

#### ARTICLE IX - Amendments

Section 1. The Constitution and Bylaws may be amended at any regular meeting of the organization by a two third (2/3) vote of the members present, a quorum being mandatory. A written notice of the intended change must be read at the previous meeting and copies of the intended change with the notice must be presented to each member. Fifteen (15) members shall constitute a quorum.

#### ARTICLE X - Dissolution

Section 1. If this organization should be dissolved its assets shall be distributed to another organization or organizations qualified under Section 501(C)3 of the Internal Revenue Code, as agreed upon by the majority of those present and voting. All members to have been given written notice of the expected dissolution and vote to dispose of assets. Such assets shall be those remaining after all debts and obligations are paid. No assets may be distributed to individual members.

#### ARTICLE XI - Parliamentary Authority

The rules contained in "Robert's Rules of Order Newly Revised" shall govern this club.

\*\*\*\*\*

By-Laws amended October 2005



UG-27-2008 14:50 From: IRS BMF C&amp;E C/D

8016203108

To: 707 967 8729

P.1/1

**INTERNAL REVENUE SERVICE**

Ogden, IRS Center

**Department of the Treasury**

P.O. Box 9941, Ogden, Utah 84409

MS 6273

**Refer Reply To: 0423235260****Date: August 27, 2008**

**CALIFORNIA FEDERATION OF WOMEN CLUBS<sup>15</sup>**  
**FEDERATED WOMEN OF UPPER NAPA VALLEY**  
**% JOAN LOMBARDI**  
**PO BOX 383**  
**ST HELENA CA 94574**

**Taxpayer Identification Number: 51-0137397****Dear Taxpayer:**

We received your request dated August 27, 2008 asking us to verify your employer identification number (EIN), name and group exemption status.

Your employer identification number is 51-0137397. Please keep this number in your permanent records. You should enter our name and EIN, exactly as shown above, on all federal tax forms that require its use, and on any related correspondence or documents.

Our records indicate that you have been assigned group exemption number (GEN) 8288, barring and problems with acceptance from the computer system, and you are classified as an 501 C (3) of the Internal Revenue Code.

If you have any questions, please call our Customer Service area at 1-877-829-0115. If you prefer, you may write to us at the address shown at the top of the first page of this letter.

Whenever you write, please include this letter and, in the spaces below, give us your daytime telephone number with the hours we can reach you. Also, you may want to keep a copy of this letter for your records.

Telephone Number ( ) \_\_\_\_\_ Hours \_\_\_\_\_

**Sincerely,**

*Candy Engle*  
**Candy Englemeter**

02/26/21  
Accrual Basis

**Federated Women**  
**Report of Operations**  
July 1, 2020 through February 26, 2021

|                                   | <u>Jul 1, '20 - Feb 26, 21</u> |
|-----------------------------------|--------------------------------|
| Income                            |                                |
| 4200 · Fundraising                |                                |
| 4204 · Virtual Pies               | 2,590.00                       |
| Total 4200 · Fundraising          | 2,590.00                       |
| 4300 · Donations                  |                                |
| 4102 · Donations                  | 61.00                          |
| 4108 · RIF                        | 93.00                          |
| Total 4300 · Donations            | 154.00                         |
| 4800 · Interest Income            | 1.47                           |
| 4900 · Uncategorized Income       | 74.24                          |
| Total Income                      | 2,819.71                       |
| Gross Profit                      | 2,819.71                       |
| Expense                           |                                |
| 5500 · Program and Donation       |                                |
| 5204 · Donation Expenses          | 4,270.00                       |
| 5212 · Pennies For Pines          | 136.00                         |
| 5219 · Alpha K9                   | 1,060.00                       |
| Total 5500 · Program and Donation | 5,466.00                       |
| 6000 · General & Admin            |                                |
| 6206 · Memorials                  | 100.00                         |
| 6207 · Liability Insurance        | 379.52                         |
| 6208 · Postage-P. O.              | 133.90                         |
| 6219 · Gen. Operating Expenses    | 647.07                         |
| Total 6000 · General & Admin      | 1,260.49                       |
| 6900 · Uncategorized Expenses     | 1,300.00                       |
| Total Expense                     | 8,026.49                       |
| Net Income                        | <u>(5,206.78)</u>              |

## Stephanie Killingsworth

---

**From:** Mandy Kellogg  
**Sent:** Wednesday, March 3, 2021 8:35 AM  
**To:** Stephanie Killingsworth  
**Subject:** FW: [External] Grant Application  
**Attachments:** Report of Operations.docx; fy\_2022\_nonprofit\_funding\_application.pdf; Application Questions.docx; 501 3C California Federation of Womens Club Founding Documents.pdf

**Categories:** Grants

Mandy Kellogg  
 Finance Manager  
 City of St. Helena  
 1572 Railroad Avenue St. Helena, CA 94574  
 (707) 968-2649 office | (707) 312-1260 mobile | (707) 963-7966 fax



**Wash your Hands | Wear a Mask | Watch your Distance**  
 Lávese sus manos | Use mascarilla | Mantenga su distancia

---

**From:** Annette Smith <lovemy3tees@aol.com>  
**Sent:** Friday, February 26, 2021 3:35 PM  
**To:** Mandy Kellogg <MKellogg@cityofstheleena.org>  
**Subject:** [External] Grant Application

Dear Mandy,

I am attaching 4 items for the grant application. I could not figure out how to sign with a signature so I just printed my name. If you need an actual signature I can drop off a hard copy for you.

Also, because of COVID we did not adopt a formal budget for this year. We have only met as a club through zoom a few times. So I did attach a Report of Operations from July 2020 - the present instead. Please let me know if this is sufficient. I would appreciate it if you would look over all my documents to see if they are acceptable. Please let me know if I am missing anything or need to redo a section. We feel quite handicapped because of COVID.  
 Gratefully, Annette Smith



## City of St. Helena Nonprofit Funding Program Grant Application and Budget FY 2021/22

The annual "Non-Profit Funding Program" is designed to support local non-profit organizations directly serving the community and/or benefiting the City of St. Helena. Applicant programs, projects and services ("Project") must be consistent with the City's mission statement or support at least one of the City Council's three-year goals (see attached).

Please answer the following questions as they apply to your Project.

Applications must be received no later than **March 15, 2021 by 5:00 PM**. Late and incomplete applications will not be accepted.

### Organizational Overview

|                                                   |                                                                |
|---------------------------------------------------|----------------------------------------------------------------|
| Organization Name:                                | <u>Friends of the Cameo/Cameo Cinema Fndn</u>                  |
| Organization Mailing Address:                     | <u>1340 Main St., St. Helena CA 94574</u>                      |
| Organization Contact Person<br>(Name/Title):      | <u>Cathy Buck, Owner &amp; Creative Director, Cameo Cinema</u> |
| Organization Contact Email:                       | <u>cathybuck25@gmail.com</u>                                   |
| Organization Contact Telephone:                   | <u>707-287-4172</u>                                            |
| Organization Website:                             | <u>www.cameocinema.com</u>                                     |
| Federal Tax ID Number and Status:                 | <u>46-1415228 Active Status</u>                                |
| How long has your organization been in operation? | <u>9 years</u>                                                 |

### Project Category:

- ☐ **Programmatic Grant** – Projects or programs which provide support services to the residents of the City of St. Helena.
- ☒ **Community Enrichment Grant** – Projects which promote or benefit the St. Helena community with arts, culture or education.

### Grant Request

|                         |                                           |
|-------------------------|-------------------------------------------|
| Project Name:           | <u>Cameo Cinema Drive-In</u>              |
| Address of Project:     | <u>1340 Main St., St. Helena CA 94574</u> |
| Requested Grant Amount: | <u>\$ 8,000.</u>                          |
| Matching Funds:         | <u>\$ 8,850.</u>                          |
| TOTAL Project Cost:     | <u>\$ 16,850.</u>                         |



**Application Questions** - Please answer the following questions on a separate sheet.

1. Describe how your Project ties to the City's Goals, Mission/Vision Statement.
2. Describe your Project including objectives and goals and explain how you will meet these goals within the deadline of June 30, 2022. Please provide a timeline for your Project.
3. Describe the community support for your Project.
  - a. What organizations, neighborhood associations, non-profits, residents, etc. are also involved in the Project?
  - b. What roles are they playing and how collaborative is the Project?
  - c. What other support exists for your Project?
4. Describe who will benefit from this Project and estimate how many people this Project may impact.
5. If you have received funding from other Napa County government agencies in the past two years, provide level of funding and how funding from the City of St. Helena will specifically benefit St. Helena residents.

**Cost Estimate**

Include a high level description of all the program or project costs that will be paid for by City Funds. *If additional space is needed please attach a separate sheet.*

| Description                                            | Amount        |
|--------------------------------------------------------|---------------|
| Set-Up & Break-down, Parking Attendants, Projectionist | \$2000        |
| Movie rental from Studios                              | \$1000        |
| Porta-potty rental, cleaning supplies, staff           | \$1250        |
| Staff (2 people) for Check-in plus Misc. Supplies      | \$ 600        |
| Marketing, Artwork, Promotion, PR, Targeted Marketing  | \$ 700        |
| Special Free Event for First Responders                | \$2450        |
| <b>Total Grant Request</b>                             | <b>\$8000</b> |

**Authorized Representative**

I represent that this Application Packet describes the intended use of the requested City Grant funds to complete the Project or Program identified above and the elements listed in the Project Budget. I declare under penalty of perjury, under the laws of the State of California, that the information contained in this Application Packet, including required attachments, is accurate.

Print Name Stacey Bressler

Signature Stacey Bressler

Title Cameo Cinema Foundation Board

Date March 15, 2021

City of St. Helena  
 Non-Profit Grant Application  
 Fiscal Year 2021 – 2022

**Cameo Cinema Drive-In Movie Program**

1. Describe how your Project ties to the City's Goals, Mission/Vision Statement

The past year has challenged our community in ways we never could have imagined. Now we are poised and ready for a summer renaissance. Art is an essential part of the community experience and can be the engine needed to drive St. Helena's revitalization. In the past it would have been impossible to imagine a world without art, but Covid-19 related shut-downs have given us a startling glimpse of an existence devoid of in-person community-centered arts experiences. People are ready to get out of their homes and re-engage with their community but require this to happen in a manner that reduces Covid anxiety. The **Cameo Cinema Drive-In** has been embraced by this community as a Covid-safe site for collective family entertainment. We provide a rare place where grandparents can share an evening out with their kids and grandkids without stressful exposure to others.

The Cameo team feels a great responsibility for stewarding our community's vision. The **Cameo Cinema Drive-In** is fully aligned with the City's Mission and Goals. Priorities in the City Council's Mission Statement include "preserving and embracing the historic, small-town, rural character of St. Helena" and "expanding and improving recreational services and facilities and cultural opportunities;" and the City Council's 3 Year Goals include "safeguarding St. Helena's Unique Culture and Quality of Life" and a need to "Support Thriving Families and Enhance the Safety, Well-Being, and Healthy Development of our Youth." The **Cameo Cinema Drive-In** provides a way to meet these goals and fosters an opportunity for local businesses to work together for mutual economic benefit. According to the highly regarded organization "Americans for the Arts," the average theater goer spends an additional \$30/person on dining, drinks and other purchases at local establishments beyond the theater itself.

2. Describe your Project including objectives and goals and explain how you will meet these goals within the deadline of June 30, 2022. Please provide a timeline for your project.

The objectives and goals of the **Cameo Cinema Drive-In** include:

- Providing safe place for community gathering that respects social distancing
- Bringing nostalgic summer entertainment back to St. Helena at an affordable price
- Establishing a much-needed sense of "normalcy" in still uncertain times
- Creating opportunities for partnership with local businesses
- Supporting our City Council's priorities to preserve and embrace our small-town character and expand family-friendly recreational and cultural activities
- Honoring our first responders and local heroes with a free event on September 1, 2021

This grant will support the **Cameo Cinema Drive-In's** Wednesday night programs for the months of July and August 2021 and allow us to honor our first responders and local heroes with a free event on September 1. Like most Arts organizations including museums and theaters, the revenue from ticket sales do not cover the Cameo's actual operating costs. We must rely on philanthropy and grants to exist. Donations from generous individuals and charitable organizations will be used by the Cameo Cinema Foundation to fund the set-up and opening of the **Cameo Drive-In** in April and support this program for the months of May and June. The \$8,000 grant from the City of St. Helena is needed to continue operation through July and August and offer a free event on September 1 for our first responders.



3. Describe the community support for your Project

- a. What organizations, neighborhood associations, non-profits, residents, etc. are also involved in the Project?
- b. What roles are they playing and how collaborative is the Project?
- c. What other support exists for your project?

We are delighted to partner with the prestigious Charles Krug Winery. In addition to providing a venue that can increase the number of cars, our partnership builds on mutual historical roots, commitment to quality and dedication to community service. Charles Krug was Napa Valley's first commercial winery while the Cameo is the oldest continuously running single screen theater in the country.

There is tremendous community demand based on positive experiences at last season's drive-in. Local organizations including the Boys and Girls Club, Rianda House, Nimbus Arts and the UpValley Family Centers have indicated a desire to promote and organize opportunities for their constituents to attend our programs. We receive emails daily from constituents eager to return to the **Cameo Cinema Drive-In!**

Partners for publicizing the **Cameo Cinema Drive-In** include the STAR, the St. Helena Chamber of Commerce Visitors' Center, Napa Valley Visitors' Center, NapaLife newsletter, St. Helena Living, Nextdoor St. Helena and all of the Cameo Cinema Foundation's social media outlets (Instagram, Facebook, Cameo Kids, etc.).

The expanded capacity made possible by our partnership with Krug Winery will allow us to promote to visitors in addition to residents. Hotels and restaurants are eager to participate in promotion. They, as well as local merchants, see the **Cameo Cinema Drive-In** as an exciting force to drive local business which is so essential for our City to recover economically.

4. Describe who will benefit from this Project and estimate how many people this Project may impact.

The **Cameo Cinema Drive-In** benefits everyone in our community. We expect to entertain approximately 3,000 people for our Wednesday evening programs during July and August and up to 320 first responders on September 1. This assumes 75 – 80 vehicles with an average of 4 people per car. The lovely setting at Charles Krug Winery is perfect for an evening out including a picnic dinner and a movie. We are working with local chef Nash Cognetti to offer boxed dinners and Charles Krug will be selling wine and non-alcoholic beverages. Patrons may also bring in their own food and beverages.

5. If you have received funding from other Napa County government agencies in the past two years, provide the level of funding and how funding from the City of St. Helena will specifically benefit St. Helena residents.

Friends of the Cameo, dba the Cameo Cinema Foundation, is grateful to the City of St. Helena for providing \$20,000 in grants last year to establish the **Cameo Cinema Drive-In**. We hope the **Cameo Cinema Drive-In** will become an annual tradition with your continued support. No other funding from Napa County government agencies has been received.

Most of us have fond memories of summer nights at the drive-in. The **Cameo Cinema Drive-In's** sold-out evenings in July and August 2020 provides the best proof that our community feels a benefit from this program. It is important to them to see the City of St. Helena listed as a sponsor.

INTERNAL REVENUE SERVICE  
P. O. BOX 2508  
CINCINNATI , OH 45201

Dear Applicant :  
DEPARTMENT OF THE TREASURY

Date :

**FEB 8 2013**

FRIENDS OF THE CAMEO  
C/O CATHY BUCK  
1340 MAIN ST  
SAINT HELENA, CA 94574

Employer Identification Number :  
46-1415228

179533.53389032 Contact Person:  
NICHOLAS R HINDS 31662 Contact Tel  
ephone Number : (877) 829-5500

Accounting period Ending :  
December 31

Public Charity Status :  
170 (b) (1) (A) (vi)

Form 990 Required:  
yes

Effective Date of Exemption:  
October 24, 2012

Contribution Deductibility:

Addendum Applies :  
NO

We are pleased to inform you that upon review of your application for tax exempt status we have determined that you are exempt from Federal income tax under section 501 (c) (3) of the Internal Revenue Code, contributions to you are deductible under section 170 of the Code. You are also qualified to receive tax deductible bequests, devises, transfers or gifts under section 2055, 2106 or 2522 of the Code. Because this letter could help resolve any questions regarding your exempt status, you should keep it in your permanent records .

Organizations exempt under section 501 (c) (3) of the Code are further classified as either public charities or private foundations. We determined that you are a public charity under the Code section (s) listed in the heading of this letter.

Please see enclosed Publication 4221-PC, Compliance Guide for 501 (c) (3) public Charities, for some helpful information about your responsibilities as an exempt organization .

Letter 947 (DO/ CC)

-2-

FRIENDS OF THE CAMEO

Sincerely,

A handwritten signature in dark ink, appearing to read "Holly O. Paz". The signature is stylized with a large, looped "H" and "P".

Holly O. Paz  
Director, Exempt Organizations  
Rulings and Agreements

Enclosure : Publication 4221 -PC

Friends of the Cameo  
2021 Budget - Annual Fund  
January through December 2021

|                                             | Jan 21   | Feb 21   | Mar 21   | Apr 21   | May 21    | Jun 21    | Jul 21    | Aug 21    | Sep 21    | Oct 21    | Nov 21   | Dec 21 | TOTAL          |
|---------------------------------------------|----------|----------|----------|----------|-----------|-----------|-----------|-----------|-----------|-----------|----------|--------|----------------|
| Ordinary Income/ Special Events             |          |          |          |          |           |           |           |           |           |           |          |        |                |
| Income                                      |          |          |          |          |           |           |           |           |           |           |          |        |                |
| 4000 - Income - Donations                   | 10,000   | 10,000   | 10,000   | 5,000    | 5,000     | 5,000     | 15,000    | 20,000    | 25,000    | 35,500    | 66,000   | 74,080 | 280,580        |
| 4030 - Income - In-Kind Donations           | 0        | 0        | 0        | 0        | 0         | 0         | 0         | 0         | 0         | 0         | 0        | 0      | 0              |
| 4050 - Income - Restricted Donations        | 2,000    | 2,000    | 2,000    | 2,000    | 2,000     | 2,000     | 2,000     | 2,000     | 2,000     | 10,000    | 10,000   | 10,000 | 48,000         |
| 4060 - Income - Restricted Grants           | 0        | 0        | 0        | 0        | 0         | 0         | 0         | 0         | 0         | 0         | 0        | 0      | 0              |
| 4310 - Loss/Gain on Sale of Securities      | 0        | 0        | 0        | 0        | 0         | 0         | 0         | 0         | 0         | 0         | 0        | 0      | 0              |
| Total Income                                | 12,000   | 12,000   | 12,000   | 7,000    | 7,000     | 7,000     | 17,000    | 22,000    | 27,000    | 45,500    | 76,000   | 84,080 | 328,580        |
| Gross Profit                                | 12,000   | 12,000   | 12,000   | 7,000    | 7,000     | 7,000     | 17,000    | 22,000    | 27,000    | 45,500    | 76,000   | 84,080 | 328,580        |
| Expense                                     |          |          |          |          |           |           |           |           |           |           |          |        |                |
| 6020 - Community Programming                | 30,000   | 30,000   | 30,000   | 25,000   | 25,000    | 25,000    | 20,000    | 20,000    | 20,000    | 15,000    | 15,000   | 15,000 | 270,000        |
| 6040 - Family Film Festival                 | 0        | 0        |          | 0        | 0         | 0         | 0         | 0         | 0         | 0         | 0        | 0      | 0              |
| 6070 - Special Events Expense               | 0        | 0        | 0        | 0        | 0         | 0         | 0         | 0         | 0         | 0         | 0        | 0      | 0              |
| 6080 - In-Kind Donations Used               | 0        | 0        | 0        | 0        | 0         | 0         | 0         | 0         | 0         | 0         | 0        | 0      | 0              |
| 6100 - Education Programs                   |          |          |          |          |           |           |           |           |           |           |          |        |                |
| 6110 - Film Camps                           | 0        | 0        | 0        | 0        | 0         | 0         | 0         | 0         | 0         | 0         | 0        | 0      | 0              |
| 6120 - Spring Filmmaking Workshop           | 0        | 0        | 0        | 0        | 0         | 0         | 0         | 0         | 0         | 0         | 0        | 0      | 0              |
| 6130 - Science on Screen                    | 0        | 0        | 0        | 0        | 0         | 0         | 0         | 0         | 0         | 0         | 0        | 0      | 0              |
| 6100 - Education Programs - Other           | 0        | 0        | 0        | 0        | 0         | 0         | 0         | 0         | 0         | 0         | 0        | 0      | 0              |
| Total 6100 - Education Programs             | 0        | 0        | 0        | 0        | 0         | 0         | 0         | 0         | 0         | 0         | 0        | 0      | 0              |
| 6200 - Fundraising                          |          |          |          |          |           |           |           |           |           |           |          |        |                |
| 6210 - Neon Consulting (Amarosa)            | 50       | 50       | 50       | 50       | 50        | 50        | 50        | 50        | 50        | 50        | 50       | 50     | 600            |
| 6200 - Fundraising - Other (Engraving)      | 500      | 100      | 100      | 100      | 100       | 100       | 100       | 100       | 100       | 100       | 100      | 500    | 2,000          |
| Total 6200 - Fundraising                    | 550      | 150      | 150      | 150      | 150       | 150       | 150       | 150       | 150       | 150       | 150      | 550    | 2,600          |
| 6400 - Administration                       |          |          |          |          |           |           |           |           |           |           |          |        |                |
| 6410 - Accounting (Julie)                   | 350      | 350      | 350      | 350      | 350       | 350       | 350       | 350       | 350       | 350       | 350      | 350    | 4,200          |
| 6420 - Admin Contractor (Stefani)           | 1,000    | 500      | 500      | 500      | 500       | 500       | 500       | 500       | 500       | 500       | 500      | 1,000  | 7,000          |
| 6430 - CPA                                  | 0        | 0        | 0        | 2,000    | 0         | 0         | 0         | 0         | 0         | 0         | 0        | 0      | 2,000          |
| 6440 - Donor Admin                          | 0        | 0        | 0        | 0        | 0         | 0         | 0         | 0         | 0         | 0         | 0        | 0      | 0              |
| 6450 - Postage and Shipping                 | 20       | 20       | 20       | 20       | 20        | 20        | 20        | 20        | 20        | 20        | 20       | 20     | 240            |
| 6400 - Administration - Other               | 0        | 0        | 0        | 0        | 0         | 0         | 0         | 0         | 0         | 0         | 0        | 0      | 0              |
| Total 6400 - Administration                 | 1,370    | 870      | 870      | 2,870    | 870       | 870       | 870       | 870       | 870       | 870       | 870      | 1,370  | 13,440         |
| 6500 - Banking                              |          |          |          |          |           |           |           |           |           |           |          |        |                |
| 6510 - Bank Service Charges                 | 0        | 0        | 0        | 0        | 0         | 0         | 0         | 0         | 0         | 0         | 0        | 0      | 0              |
| 6520 - Credit Card Merchant Fees            | 100      | 100      | 100      | 100      | 100       | 100       | 100       | 100       | 100       | 100       | 500      | 500    | 2,000          |
| 6500 - Banking - Other                      | 0        | 0        | 0        | 0        | 0         | 0         | 0         | 0         | 0         | 0         | 0        | 0      | 0              |
| Total 6500 - Banking                        | 100      | 100      | 100      | 100      | 100       | 100       | 100       | 100       | 100       | 100       | 500      | 500    | 2,000          |
| 6600 - Marketing                            |          |          |          |          |           |           |           |           |           |           |          |        |                |
| 6610 - Social Media                         | 200      | 200      | 200      | 200      | 200       | 200       | 200       | 200       | 200       | 200       | 200      | 200    | 2,400          |
| 6620 - Printing                             | 75       | 75       | 75       | 75       | 75        | 75        | 75        | 75        | 75        | 75        | 75       | 75     | 900            |
| 6630 - Social Media Contractor (Janet)      | 1,600    | 1,600    | 1,600    | 1,600    | 1,600     | 3,600     | 1,600     | 1,600     | 2,600     | 2,600     | 1,600    | 1,600  | 23,200         |
| 6640 - Website                              | 200      | 200      | 200      | 200      | 200       | 200       | 200       | 200       | 200       | 200       | 200      | 200    | 2,400          |
| 6600 - Marketing - Other (Banners, Posters) | 125      | 125      | 125      | 125      | 125       | 125       | 125       | 125       | 125       | 125       | 125      | 125    | 1,500          |
| Total 6600 - Marketing                      | 2,200    | 2,200    | 2,200    | 2,200    | 2,200     | 4,200     | 2,200     | 2,200     | 3,200     | 3,200     | 2,200    | 2,200  | 30,400         |
| 6800 - Insurance Expense                    |          |          |          |          |           |           |           |           |           |           |          |        |                |
| 6810 - Directors & Officers Insurance       | 0        | 0        | 0        | 0        | 0         | 0         | 0         | 1,500     | 0         | 0         | 0        | 0      | 1,500          |
| Total 6800 - Insurance Expense              | 0        | 0        | 0        | 0        | 0         | 0         | 0         | 1,500     | 0         | 0         | 0        | 0      | 1,500          |
| 7000 - Reserve                              | 0        | 0        | 0        | 0        | 0         | 0         | 0         | 0         | 0         | 0         | 0        | 0      | 0              |
| 7050 - Capital Expense (Projector Software) | 250      | 250      | 250      | 250      | 250       | 250       | 250       | 250       | 250       | 250       | 250      | 250    | 3,000          |
| 7200 - Dues and Subscriptions (Neon)        | 200      | 200      | 200      | 200      | 200       | 200       | 200       | 200       | 200       | 200       | 200      | 200    | 2,400          |
| 7300 - Office Supplies                      | 20       | 20       | 20       | 20       | 20        | 20        | 20        | 20        | 20        | 20        | 20       | 20     | 240            |
| 7500 - Repairs and Maintenance              | 250      | 250      | 250      | 250      | 250       | 250       | 250       | 250       | 250       | 250       | 250      | 250    | 3,000          |
| Total Expense                               | 34,940   | 34,040   | 34,040   | 31,040   | 29,040    | 31,040    | 24,040    | 24,040    | 26,540    | 20,040    | 19,440   | 20,340 | 328,580        |
| Net Ordinary Income                         | (22,940) | (22,040) | (22,040) | (24,040) | (22,040)  | (24,040)  | (7,040)   | (2,040)   | 460       | 25,460    | 56,560   | 63,740 | 0              |
| Other Income/Expense                        |          |          |          |          |           |           |           |           |           |           |          |        |                |
| Other Income                                |          |          |          |          |           |           |           |           |           |           |          |        |                |
| 9050 - Interest Income                      | 0        | 0        | 0        | 0        | 0         | 0         | 0         | 0         | 0         | 0         | 0        | 0      | 0              |
| Total Other Income                          | 0        | 0        | 0        | 0        | 0         | 0         | 0         | 0         | 0         | 0         | 0        | 0      | 0              |
| Net Income                                  | (22,940) | (22,040) | (22,040) | (24,040) | (22,040)  | (24,040)  | (7,040)   | (2,040)   | 460       | 25,460    | 56,560   | 63,740 | 0              |
| Cumulative Net Income                       | (22,940) | (44,980) | (67,020) | (91,060) | (113,100) | (137,140) | (144,180) | (146,220) | (145,760) | (120,300) | (63,740) | 0      | TCMcB<br>##### |

01/12/21  
Accrual Basis

**Friends of the Cameo**  
**Profit & Loss Budget vs. Actual**  
January through December 2020

|                                        | Jan - Dec 20 | Budget     | \$ Over Bud... |
|----------------------------------------|--------------|------------|----------------|
| Ordinary Income/Expense                |              |            |                |
| Income                                 |              |            |                |
| 4000 · Income - Donations              | 393,299.09   | 250,590.00 | 142,709.09     |
| 4030 · Income - In-Kind Donations      | 1,582.29     | 0.00       | 1,582.29       |
| 4050 · Income - Restricted Donations   | 2,500.00     | 48,000.00  | -45,500.00     |
| 4060 · Income - Restricted Grants      | 38,000.00    | 0.00       | 38,000.00      |
| 4310 · Loss/Gain on Sale of Securities | 5,586.43     | 0.00       | 5,586.43       |
| 4320 · Interest Income                 | 224.56       | 0.00       | 224.56         |
| Total Income                           | 441,192.37   | 298,590.00 | 142,602.37     |
| Gross Profit                           | 441,192.37   | 298,590.00 | 142,602.37     |
| Expense                                |              |            |                |
| 6020 · Community Programming           | 362,740.00   | 180,000.00 | 182,740.00     |
| 6040 · Family Film Festival            | 0.00         | 25,000.00  | -25,000.00     |
| 6080 · In-Kind Donations Used          | 1,582.29     | 0.00       | 1,582.29       |
| 6200 · Fundraising                     |              |            |                |
| 6210 · Neon Training & Customization   | 801.45       | 3,000.00   | -2,198.55      |
| 6220 · Fundraising Other               | 1,221.48     | 1,800.00   | -578.52        |
| Total 6200 · Fundraising               | 2,022.93     | 4,800.00   | -2,777.07      |
| 6400 · Administration                  |              |            |                |
| 6410 · Accounting                      | 3,800.00     | 6,000.00   | -2,200.00      |
| 6420 · Admin Management / Contractor   | 6,470.00     | 7,200.00   | -730.00        |
| 6430 · CPA                             | 2,800.00     | 3,000.00   | -200.00        |
| 6450 · Postage and Shipping            | 219.75       | 180.00     | 39.75          |
| Total 6400 · Administration            | 13,289.75    | 16,380.00  | -3,090.25      |
| 6500 · Banking                         |              |            |                |
| 6510 · Bank Service Charges            | 0.00         | 120.00     | -120.00        |
| 6520 · Credit Card Merchant Fees       | 2,925.72     | 1,530.00   | 1,395.72       |
| Total 6500 · Banking                   | 2,925.72     | 1,650.00   | 1,275.72       |
| 6600 · Marketing                       |              |            |                |
| 6610 · Social Media                    | 2,130.85     | 4,500.00   | -2,369.15      |
| 6620 · Printing                        | 5,751.67     | 2,040.00   | 3,711.67       |
| 6630 · Social Media Contractor         | 18,000.00    | 23,200.00  | -5,200.00      |
| 6640 · Website                         | 2,168.89     | 1,200.00   | 968.89         |
| 6650 · Marketing - Other               | 1,308.64     | 600.00     | 708.64         |
| Total 6600 · Marketing                 | 29,360.05    | 31,540.00  | -2,179.95      |
| 6700 · Licenses and Permits            | 20.00        | 0.00       | 20.00          |
| 6800 · Insurance Expense               |              |            |                |
| 6815 · General Liability               | 0.00         | 850.00     | -850.00        |
| 6810 · Directors & Officers Insurance  | 1,400.00     | 650.00     | 750.00         |
| Total 6800 · Insurance Expense         | 1,400.00     | 1,500.00   | -100.00        |
| 7050 · Capital Expense/Maintenance     | 4,453.27     | 0.00       | 4,453.27       |
| 7200 · Dues and Subscriptions          | 2,520.00     | 3,600.00   | -1,080.00      |
| 7300 · Office Supplies                 | 408.87       | 120.00     | 288.87         |
| 7500 · Repairs and Maintenance         | 51,340.11    | 9,000.00   | 42,340.11      |
| 7575 · Miscellaneous                   | 65.96        | 0.00       | 65.96          |
| Total Expense                          | 472,128.95   | 273,590.00 | 198,538.95     |
| Net Ordinary Income                    | -30,936.58   | 25,000.00  | -55,936.58     |
| Other Income/Expense                   |              |            |                |
| Other Income                           |              |            |                |
| 9100 · Unrealized Gains/Losses         | 12.10        | 0.00       | 12.10          |
| Total Other Income                     | 12.10        | 0.00       | 12.10          |
| Other Expense                          |              |            |                |

01/12/21  
Accrual Basis

**Friends of the Cameo**  
**Profit & Loss Budget vs. Actual**  
January through December 2020

|                     | <u>Jan - Dec 20</u> | <u>Budget</u>     | <u>\$ Over Bud...</u> |
|---------------------|---------------------|-------------------|-----------------------|
| 7000 · Reserve      | 0.00                | 50,000.00         | -50,000.00            |
| Total Other Expense | 0.00                | 50,000.00         | -50,000.00            |
| Net Other Income    | 12.10               | -50,000.00        | 50,012.10             |
| Net Income          | <u>-30,924.48</u>   | <u>-25,000.00</u> | <u>-5,924.48</u>      |

**Cameo Cinema Foundation**  
**Grants Received March 2020 – February 2021**

|                                                                                                                                                                                                                                                                                    |          |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|
| City of St. Helena<br>For activities to replace traditional July 4 programs                                                                                                                                                                                                        | \$10,000 |
| City of St. Helena, Community Enrichment Grant for 2019-2020                                                                                                                                                                                                                       | \$10,000 |
| Coolidge Corner Theatre/Alfred P. Sloan Foundation <i>Science on Screen</i> Grant<br>Allows small, independent theaters to create programs that pair classic, cult and documentary films with speakers who are notable figures from the worlds of science, technology and medicine | \$ 7,500 |
| Tides Foundation – A Force for Social Good<br>For general operating support due to Covid-19                                                                                                                                                                                        | \$ 5,000 |
| Marin Community Foundation<br>For general operating support due to Covid-19                                                                                                                                                                                                        | \$ 2,500 |



March 12, 2021

Cathy Buck  
Cameo Theater  
1340 Main St.  
St. Helena, CA 94574

Dear Cathy,

This letter is to confirm Charles Krug Winery's intent to host the Cameo Theater Drive-In Movie Theater on our property between April and October on our property at 2800 Main Street in St. Helena. We are thrilled to be able to partner with you in order to save the Cameo. The location of the proposed Drive In Theater will be on the north side of our property in the same space PG&E occupied during the fire recovery in October and November.

Charles Krug Winery will host Cameo guests on the lawn/picnic grounds for concessions prior to the movie. This is in our legally permitted space on the north side of the winery. Restrooms will also be provided to customers.

Please convey this to anyone who you need to. They are free to contact me for any further details. We are looking forward to this exciting opportunity to save our beloved Cameo Theater.

Regards,

*Jim Morris*

Jim Morris  
Vice President, Guest Relations  
Charles Krug Winery  
707-967-2215





## City of St. Helena Nonprofit Funding Program Grant Application and Budget FY 2021/22

The annual "Non-Profit Funding Program" is designed to support local non-profit organizations directly serving the community and/or benefiting the City of St. Helena. Applicant programs, projects and services ("Project") must be consistent with the City's mission statement or support at least one of the City Council's three-year goals (see attached).

Please answer the following questions as they apply to your Project.

Applications must be received no later than **March 15, 2021 by 5:00 PM**. Late and incomplete applications will not be accepted.

### **Organizational Overview**

|                                                   |                                                              |
|---------------------------------------------------|--------------------------------------------------------------|
| Organization Name:                                | <u>Lunchtime Productions Inc./DBA Cafeteria Kids Theater</u> |
| Organization Mailing Address:                     | <u>1241 Adams St., #1114, Saint Helena, CA 94574</u>         |
| Organization Contact Person (Name/Title):         | <u>Aimée Guillot/ Co-Executive Director</u>                  |
| Organization Contact Email:                       | <u>aimee@cafeteriakidstheater.org</u>                        |
| Organization Contact Telephone:                   | <u>415-595-0403</u>                                          |
| Organization Website:                             | <u>www.cafeteriakidstheater.org</u>                          |
| Federal Tax ID Number and Status:                 | <u>EIN: 30-0839728- 501(c)3 Nonprofit status</u>             |
| How long has your organization been in operation? | <u>6 years</u>                                               |

Project Category:

- ☐ **Programmatic Grant** – Projects or programs which provide support services to the residents of the City of St. Helena.
- ☒ **Community Enrichment Grant** – Projects which promote or benefit the St. Helena community with arts, culture or education.

### **Grant Request**

|                         |                                                  |
|-------------------------|--------------------------------------------------|
| Project Name:           | <u>CKT- Summer 2021 Saint Helena Drama Camps</u> |
| Address of Project:     | <u>Pending</u>                                   |
| Requested Grant Amount: | <u>\$ 2000.00</u>                                |
| Matching Funds:         | <u>\$ 0</u>                                      |
| TOTAL Project Cost:     | <u>\$ 3500.00</u>                                |

**Application Questions** - Please answer the following questions on a separate sheet.

1. Describe how your Project ties to the City's Goals, Mission/Vision Statement.
2. Describe your Project including objectives and goals and explain how you will meet these goals within the deadline of June 30, 2022. Please provide a timeline for your Project.
3. Describe the community support for your Project.
  - a. What organizations, neighborhood associations, non-profits, residents, etc. are also involved in the Project?
  - b. What roles are they playing and how collaborative is the Project?
  - c. What other support exists for your Project?
4. Describe who will benefit from this Project and estimate how many people this Project may impact.
5. If you have received funding from other Napa County government agencies in the past two years, provide level of funding and how funding from the City of St. Helena will specifically benefit St. Helena residents.

**Cost Estimate**

Include a high level description of all the program or project costs that will be paid for by City Funds. *If additional space is needed please attach a separate sheet.*

| Description                                                      | Amount       |
|------------------------------------------------------------------|--------------|
| SHES- Carpy Field- 1 week/ 3 hour drama camp                     | 1062.        |
| OR RLS- Practice Field- for same 1 week/3 hour drama camp        | 1062.        |
| 2 teaching artists 15./hr for 2 camps or 30 hours of instruction | 900.         |
|                                                                  |              |
|                                                                  |              |
|                                                                  |              |
| <b>Total Grant Request</b>                                       | <b>2000.</b> |

**Authorized Representative**

I represent that this Application Packet describes the intended use of the requested City Grant funds to complete the Project or Program identified above and the elements listed in the Project Budget. I declare under penalty of perjury, under the laws of the State of California, that the information contained in this Application Packet, including required attachments, is accurate.

Print Name Aimée Guillot

Signature \_\_\_\_\_

Title Co-Executive Director

Date 3/15/2021



## City of St. Helena

### *Vision Statement*

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

### *Mission Statement*

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

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

*\*Vision and Mission Statements adopted by the City of St. Helena City Council on April 12, 2016, Resolution No. 2016-47.*

### *City Council 3-Year Goals*

- Improve and Maintain Safe and Reliable City Infrastructure with a Commitment to Environmental Stewardship & Public Health
- Stabilize, Maintain, and Improve Access to Housing
- Enhance Organizational Performance and Commit to Full Public Participation, Ongoing Communication, and Regional Collaboration
- Ensure Long-Term Economic Sustainability while Safeguarding St. Helena's Unique Culture & Quality of Life
- Support Thriving Families and Enhance the Safety, Well-Being, and Healthy Development of Our Youth
- Support Initiatives that Respond to and Plan for Climate Change



**Lunchtime Productions, Inc.**  
**dba Cafeteria Kids Theater**  
 City of St. Helena  
 Non-Profit Funding  
 Grant Application 2021/2022

**1. Describe how your Project ties to the City's Goals, Mission/Vision Statement.**

Within The City of St. Helena's mission statement, specifically "...dedicated to serving the needs and desires of our citizens. Expanding and improving recreational services and facilities and cultural opportunities" Cafeteria Kids Theater (CKT) offers cultural enrichment to young people and families in St. Helena through classes in the performing arts. We are the only non-profit in Napa Valley dedicated to a performing arts education for kids and teens. We bring classes, productions, and workshops to young people of all ages. Within our programming we always include offerings for families in St. Helena, including camps and in-school residencies and workshops. We have also partnered with upvalley non-profit Nimbus Arts in some of our offerings. We have taught classes at Saint Helena Primary School, Saint Helena Elementary School, Saint Helena Montessori School, and offered workshops at the Saint Helena Farmers Market. We are currently leading a Virtual Drama Residency in all grade levels at Saint Helena Primary School, with an upcoming Virtual Drama Residency for all grade levels at Saint Helena Elementary School. Many of our students in our current After-School Production classes are populated with Saint Helena students ranging in age 7-17.

**2. Describe your Project including objectives and goals and explain how you will meet these goals within the deadline of June 30, 2022. Please provide a timeline for your Project.**

Our Project objective is to fund college students to be Teaching Artists to lead sections of virtual or in-person drama to primary and elementary age students from Saint Helena in Summer of 2021, as well as cover the cost of rentals for In-Person drama camps located in Saint Helena for Summer 2021. From the founding of Lunchtime Productions Inc, in 2014, up until 2020, all in-school drama residencies, after-school acting classes, summer camps, workshops, and productions have been taught by co-directors Aimée Guillot and/or Olivia Cowell. The addition of more trained teaching artists allows the dramatic arts to be brought into more St. Helena classrooms, and increase the amount of enrichment offerings in Saint Helena. This Project would create an opportunity for the next generation of educators to receive training in teaching the performing arts in these Covid challenged times. We have already trained selected college students in the Summer of 2020 and they are currently leading virtual drama classes for Winter/Spring 2021 In-school Residencies in Saint Helena as well as virtual After- School drama enrichment classes. The timeline for this project is June 2021-August 2021.

**3. Describe the community support for your Project. a. What organizations, neighborhood associations, non-profits, residents, etc. are also involved in the Project? b. What roles are they playing and how collaborative is the Project? c. What other support exists for your Project?**

We are currently leading a virtual in-school drama residency at Saint Helena Primary School for every classroom from TK- 2nd grade, with a similar residency planned for Saint Helena Elementary School in April 2021. We led a similar residency in the 2019-20 academic year and the feedback from parents, students, teachers and staff was overwhelmingly positive. We would be serving this same demographic with an emphasis on traditional theater games as curriculum for our summer camps whether in-person or virtual. Our support lies in organizations we have partnered with, along with institutions we have served including Nimbus Arts, Saint Helena Primary School, Saint Helena Elementary School, and Saint Helena Montessori School. This project is not a collaborative one, but will serve the residents of Saint Helena who have benefited from past collaborations and residencies in Saint Helena.

**4. Describe who will benefit from this Project and estimate how many people this Project may impact.**

Aimée Guillot and Olivia Cowell have collectively led Cafeteria Kids Theater into becoming a unique arts program impacting over 8,200 students since its inception in 2014. This Project to hire Teaching Artists for our Summer 2021 teaching team as well as fund location rentals would allow us to offer multiple upvalley virtual and in-person camps this summer in Saint Helena. In-person camps would be in accordance with Napa County Health mandates and guidelines. The performing arts instruction CKT provides is in demand throughout the area and with increased financial support to hire additional drama instructors, more students will feel the benefits of experiencing the arts in an inclusive and confidence-building environment. Important to the mission of our organization is the focus on providing opportunities for all children-- regardless of their socio-economic background. Four camps- two virtual and two in-person of approximately 15 campers each- equals an estimate of 90 students ages 7-17 being impacted by this project.

**5. If you have received funding from other Napa County government agencies in the past two years, provide level of funding and how funding from the City of St. Helena will specifically benefit St. Helena residents. Cost Estimate Include a high level description of all the program or project costs that will be paid for by City Funds. If additional space is needed please attach a separate sheet.**

**2018-** Napa County Arts and Culture Committee \$17,500 Grant: This grant was used to support capacity building. In August 2018 Lunchtime Productions Inc. dba Cafeteria Kids Theater developed a strategic fundraising plan with the consulting firm Ter Molen Watkins & Brandt, based out of Chicago and Los Angeles. Within that plan are two diversified funding streams which will allow for sustainability. There are two areas within the company that would greatly profit from dedicated fundraising: the implementation of a Teaching Artist Program and the growth of our Scholarship Funds.

Our goal in 2020 is to begin training teaching artists from Napa Valley College who will be leading drama classes in Napa Valley schools, as well as in our after-school programs. The added influx of teaching artists will allow us to meet the demands of NVUSD and SHUSD schools who have requested in-school and after-school residencies. Currently, Cafeteria Kids Theater offers partial scholarships to families who show financial need. In 2019, sixteen partial scholarships were awarded to participate in classes, camps, and the fall musical production. Our fundraising plan has allowed us to provide more scholarships (partial and full) in 2019 and open up our programming to a larger demographic.

**Rentals-** we need assistance with covering rental costs as we normally have access to space in Saint Helena for our camps through partnerships as well as operating under a more robust budget. Our revenue has been greatly impacted due to Covid 19 and our ability to gather for in-person classes. With the implementation of vaccinations and lessening of public health mitigations, we are intending to hold at least four in-person camps for Summer 2021, two in Napa and two in Saint Helena. Our camps in Saint Helena are usually well attended or oversubscribed with waitlists. Having additional teaching staff will allow us to potentially accommodate more kids and families in Saint Helena. Because theaters are still shuttered we are seeking to use outside space for our camps.

- SHES- Carpy Field- \$1,770. for one week 3 hour camps- as non profit we pay 60% of use= \$1062.
- RLS- Practice Field-\$1,770 for one week 3 hour camps-as non profit we pay 60% of use= \$1062.

**Teaching Artists:**

- 2 teaching artists 15./hr for 2 camps or 30 hours of instruction=  $30 \times 15 \times 2 = \$900$ .

**Total Ask:** \$2000.



INTERNAL REVENUE SERVICE  
P. O. BOX 2508  
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: JAN 21 2015

LUNCHTIME PRODUCTIONS INC  
1241 ADAMS ST STE 1114  
ST HELENA, CA 94574

Employer Identification Number:  
30-0839728  
DLN:  
17053295324014  
Contact Person:  
GERRY R MCLAUGHLIN ID# 31115  
Contact Telephone Number:  
(877) 829-5500  
Accounting Period Ending:  
June 30  
Public Charity Status:  
170(b)(1)(A)(vi)  
Form 990 Required:  
Yes  
Effective Date of Exemption:  
June 27, 2014  
Contribution Deductibility:  
Yes  
Addendum Applies:  
No

Dear Applicant:

We are pleased to inform you that upon review of your application for tax exempt status we have determined that you are exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code. Contributions to you are deductible under section 170 of the Code. You are also qualified to receive tax deductible bequests, devises, transfers or gifts under section 2055, 2106 or 2522 of the Code. Because this letter could help resolve any questions regarding your exempt status, you should keep it in your permanent records.

Organizations exempt under section 501(c)(3) of the Code are further classified as either public charities or private foundations. We determined that you are a public charity under the Code section(s) listed in the heading of this letter.

For important information about your responsibilities as a tax-exempt organization, go to [www.irs.gov/charities](http://www.irs.gov/charities). Enter "4221-PC" in the search bar to view Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, which describes your recordkeeping, reporting, and disclosure requirements.

Sincerely,

*Tamera Ripporda*

Director, Exempt Organizations

Letter 947

| Cafeteria Kids Theater        |                   |                   |                    | FY 2021            |               | FY 2021     |               |
|-------------------------------|-------------------|-------------------|--------------------|--------------------|---------------|-------------|---------------|
| P&L Actuals and Projections   |                   |                   |                    | June 30, 2021      | June 30, 2020 | YTD Actuals | Dec. 31, 2020 |
|                               | Actuals           | Actuals           | Actuals            | June 30, 2021      | June 30, 2020 |             |               |
|                               |                   |                   |                    |                    |               |             |               |
| <b>REVENUE</b>                |                   |                   |                    |                    |               |             |               |
| Class Registration Income     | \$ 84,502         | \$ 77,598         | \$ 42,090          | \$ 14,020          |               |             |               |
| Residencies Income            | \$ 24,671         | \$ 29,250         | \$ 20,750          | \$ -               |               |             |               |
| Operating Revenue             | \$ 109,173        | \$ 106,848        | \$ 62,840          | \$ 14,020          |               |             |               |
| Donations                     | \$ 24,983         | \$ 15,454         | \$ 12,974          | \$ 2,974           |               |             |               |
| Give Guide                    |                   |                   | \$ 5,890           | \$ -               |               |             |               |
| Facebook - Giving Tuesday     |                   |                   | \$ 3,200           | \$ -               |               |             |               |
| Events                        |                   | \$ 1,225          | \$ -               | \$ -               |               |             |               |
| Fundraising                   | \$ 24,983         | \$ 16,679         | \$ 22,064          | \$ 2,974           |               |             |               |
| Community Foundation          | \$ 2,500          | \$ 2,500          | \$ 1,500           | \$ 1,500           |               |             |               |
| Napa County                   | \$ 17,500         | \$ -              | \$ -               | \$ -               |               |             |               |
| Grasswood Foundation          | \$ -              | \$ -              | \$ 3,000           | \$ 3,000           |               |             |               |
| Grant Income                  | \$ 20,000         | \$ 2,500          | \$ 4,500           | \$ 4,500           |               |             |               |
| Merchandise Sales             | \$ 4,498          | \$ 4,000          | \$ -               | \$ -               |               |             |               |
| Ad Sales                      | \$ 2,700          | \$ 1,700          | \$ -               | \$ -               |               |             |               |
| Other Sales                   | \$ 7,198          | \$ 5,700          | \$ -               | \$ -               |               |             |               |
| Interest Income               | \$ 2              | \$ 2              | \$ 1               | \$ 1               |               |             |               |
| <b>Total Revenue</b>          | <b>\$ 161,356</b> | <b>\$ 131,729</b> | <b>\$ 89,405</b>   | <b>\$ 21,495</b>   |               |             |               |
| <b>EXPENSES</b>               |                   |                   |                    |                    |               |             |               |
| Accounting                    | \$ 3,307          | \$ 3,759          | \$ 2,800           | \$ 900             |               |             |               |
| Bank Charges                  | \$ 160            | \$ -              | \$ 20              | \$ 20              |               |             |               |
| Credit Card Fees              | \$ 1,572          | \$ 1,673          | \$ 1,238           | \$ 396             |               |             |               |
| Dues & Subscriptions          | \$ 912            | \$ 1,885          | \$ 1,552           | \$ 952             |               |             |               |
| Insurance                     | \$ 926            | \$ 945            | \$ 935             | \$ (10)            |               |             |               |
| Insurance Workers Comp        | \$ 4,677          | \$ 4,802          | \$ 4,834           | \$ 2,634           |               |             |               |
| Legal                         | \$ -              | \$ -              | \$ 350             | \$ 350             |               |             |               |
| Licenses and Fees             | \$ 30             | \$ 95             | \$ -               | \$ -               |               |             |               |
| Meals                         | \$ 1,405          | \$ 968            | \$ 178             | \$ 88              |               |             |               |
| Other                         |                   |                   | \$ 287             | \$ 287             |               |             |               |
| Payroll & Related             | \$ 79,399         | \$ 85,610         | \$ 86,092          | \$ 42,652          |               |             |               |
| Payroll - Teaching Artists    | \$ -              | \$ -              | \$ 1,325           | \$ 785             |               |             |               |
| Postage                       | \$ 26             | \$ 60             | \$ 344             | \$ 164             |               |             |               |
| Rent                          | \$ 5,556          | \$ 7,095          | \$ 6,275           | \$ 4,500           |               |             |               |
| Research & Development        | \$ 898            | \$ 196            | \$ 210             | \$ 210             |               |             |               |
| Telephone                     |                   | \$ 438            | \$ 1,022           | \$ 512             |               |             |               |
| Travel                        | \$ 55             | \$ -              | \$ -               | \$ -               |               |             |               |
| Website & IT                  | \$ 1,240          | \$ 1,314          | \$ 1,073           | \$ 473             |               |             |               |
| Operating Expenses            | \$ 100,163        | \$ 108,840        | \$ 108,534         | \$ 54,912          |               |             |               |
| Grant Expenses                | \$ 20,167         | \$ -              | \$ -               | \$ -               |               |             |               |
| Advertising & Promotion       | \$ 3,856          | \$ 2,605          | \$ 1,201           | \$ 901             |               |             |               |
| Development Video             | \$ 500            | \$ -              | \$ 2,730           | \$ 2,730           |               |             |               |
| Merchandise                   | \$ 4,218          | \$ 2,155          | \$ -               | \$ -               |               |             |               |
| Promotional Expenses          | \$ 8,574          | \$ 4,760          | \$ 3,931           | \$ 3,631           |               |             |               |
| Outside Services              | \$ 17,082         | \$ 7,544          | \$ 5,760           | \$ 3,800           |               |             |               |
| Royalties                     | \$ 1,480          | \$ 1,508          | \$ 3,279           | \$ 1,994           |               |             |               |
| Supplies & Props              | \$ 2,425          | \$ 4,641          | \$ 1,145           | \$ 545             |               |             |               |
| Streaming Theater Services    | \$ -              | \$ -              | \$ 1,400           | \$ 800             |               |             |               |
| Student Helper Reimbursements | \$ 1,290          | \$ -              | \$ 300             | \$ 200             |               |             |               |
| IT - hardware upgrade         | \$ -              | \$ -              | \$ 2,000           | \$ -               |               |             |               |
| Production Expenses           | \$ 22,277         | \$ 13,693         | \$ 13,883          | \$ 7,338           |               |             |               |
| <b>Total Expenses</b>         | <b>\$ 151,181</b> | <b>\$ 127,293</b> | <b>\$ 126,348</b>  | <b>\$ 65,881</b>   |               |             |               |
| <b>Net Income before PPP</b>  | <b>\$ 10,175</b>  | <b>\$ 4,436</b>   | <b>\$ (36,943)</b> | <b>\$ (44,386)</b> |               |             |               |
| PPP Loan                      |                   |                   | \$ 15,000          | \$ 15,000          |               |             |               |
| <b>Net Income</b>             | <b>\$ 10,175</b>  | <b>\$ 4,436</b>   | <b>\$ (21,943)</b> | <b>\$ (29,386)</b> |               |             |               |
| Cash Balance                  | \$ 40,486         | \$ 60,781         | \$ 38,838          | \$ 14,696          |               |             |               |





## City of St. Helena Nonprofit Funding Program Grant Application and Budget FY 2021/22

The annual "Non-Profit Funding Program" is designed to support local non-profit organizations directly serving the community and/or benefiting the City of St. Helena. Applicant programs, projects and services ("Project") must be consistent with the City's mission statement or support at least one of the City Council's three-year goals (see attached).

Please answer the following questions as they apply to your Project.

Applications must be received no later than **March 15, 2021 by 5:00 PM**. Late and incomplete applications will not be accepted.

### Organizational Overview

Organization Name: Napa Valley State Parks Association (NVSPA)  
 Organization Mailing Address: 3801 Saint Helena Hwy North, Calistoga 94515  
 Organization Contact Person (Name/Title): Patricia Clarey NVSPA Board Member  
 Organization Contact Email: patclarey1@gmail.com  
 Organization Contact Telephone: 415-244-2353  
 Organization Website: napavalleystateparks.org  
 Federal Tax ID Number and Status: 94-2469815 501c3 Nonprofit Corporation  
 How long has your organization been in operation? 1986 - 35 years

Project Category:

- ☐ **Programmatic Grant** – Projects or programs which provide support services to the residents of the City of St. Helena.  
☒ **Community Enrichment Grant** – Projects which promote or benefit the St. Helena community with arts, culture or education.

### Grant Request

Project Name: Summer Camp Scholarships + Outdoor Education Program  
 Address of Project: 3801 St Helena Hwy North, Calistoga 94515 *Bothe State Park*  
 Requested Grant Amount: \$ 5,000  
 Matching Funds: \$ 5,000  
 TOTAL Project Cost: \$ 10,000

**Application Questions** - Please answer the following questions on a separate sheet. - Attachment

1. Describe how your Project ties to the City's Goals, Mission/Vision Statement.
2. Describe your Project including objectives and goals and explain how you will meet these goals within the deadline of June 30, 2022. Please provide a timeline for your Project.
3. Describe the community support for your Project.
  - a. What organizations, neighborhood associations, non-profits, residents, etc. are also involved in the Project?
  - b. What roles are they playing and how collaborative is the Project?
  - c. What other support exists for your Project?
4. Describe who will benefit from this Project and estimate how many people this Project may impact.
5. If you have received funding from other Napa County government agencies in the past two years, provide level of funding and how funding from the City of St. Helena will specifically benefit St. Helena residents.

**Cost Estimate**

Include a high level description of all the program or project costs that will be paid for by City Funds. If additional space is needed please attach a separate sheet.

| Description                                                                                                                                                | Amount         |
|------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|
| \$3500 - up to 10 scholarships for underserved youth from Saint Helena community.                                                                          |                |
| \$1500 - to support 3 classes of approximately 105 total children from the local community plus 3 busses for school districts that don't have bus funding. |                |
| \$5,000                                                                                                                                                    |                |
| P4I - 2019 - 1,290 students served for field trips and summer camp                                                                                         |                |
| 452 students received Balen history tours at Bale Mill.                                                                                                    |                |
| <b>Total Grant Request</b>                                                                                                                                 | <b>\$5,000</b> |

**Authorized Representative**

I represent that this Application Packet describes the intended use of the requested City Grant funds to complete the Project or Program identified above and the elements listed in the Project Budget. I declare under penalty of perjury, under the laws of the State of California, that the information contained in this Application Packet, including required attachments, is accurate.

Print Name Patricia Clarey  
 Title Board Member Napa Valley State Parks Assoc.

Signature Patricia T. Clarey  
 Date 3-14-21

Attachment

**NAPA VALLEY STATE PARKS ASSOCIATION (NVSPA)****GRANT APPLICATION****SCHOLARSHIPS FOR BOTHE STATE PARK SUMMER CAMP AND OUTDOOR EDUCATION  
SUPPORT****MARCH 2021**

- **Describe how your Project ties to the City's Goals, Mission/Vision Statement.**

The project ties directly to many of the City's Goals and Mission/Vision Statement. The Summer Camp Scholarships at Bothe State Park are designed to help connect local children from underserved families with nature and educates them about the Napa Valley's natural and historical parks through hands on learning and exploration. In addition to the summer camp program, the Park conducts a robust outdoor Environmental Education Program. This program includes school field trips, virtual and guided hikes, and tours of the historic Bale Grist Mill. These activities support our family-friendly diverse and safe community by providing educational and recreational opportunities in a safe environment while providing hands on education about nature, climate change and preservation of our beautiful natural resources. In addition, the scholarships will provide opportunities for underserved youth in our community to experience our natural and historical parks in an educational and safe environment that might otherwise be out of reach due to its modest cost.

**2. Describe your Project including objectives and goals and explain how you will meet these goals within the deadline of June 30, 2022. Provide timeline a timeline for your project.**

Due to the global pandemic the 2020 summer camp program was suspended. We believe there will be pent up demand this summer for attendance in our programs. The Camp (Camp Calypso) is a day camp with one overnight at Bothe-Napa Valley State Park. The activities will include hiking, swimming, nature education, activities, crafts, group games, visits to the historic Bale Grist Mill and more. The Summer 2021 program is scheduled for August 2021 and is eligible for youth between the ages of 8-12. In addition to educational activities all supplies are provided. Extended Care (before and after camp hours) is also available for an additional cost. All appropriate social distancing and other pandemic related requirements that are in effect will be followed. We will take applications beginning May 1, 2021 and will announce scholarship recipients on or about May 30, 2021. The scholarships would cover the \$350 fee and, if needed, extended care costs.

The objective of the scholarship program is to expose a wider and more diverse part of our local community youth to nature and environmental education. We propose that \$3500 from this grant would provide up to 10 scholarships to underserved youth from Saint Helena.

The Outdoor Education Program will support the Bothe-Napa Valley State Park and Bale Grist Mill State Parks outdoor education programs. The outdoor education program includes school field trips, Bale Mill Tours, guided family and adult hikes and other outdoor activities.

The objective of the outdoor education program is to provide our local community, of all ages,



to nature and environmental education. We propose \$1500 from this grant would support these activities.

The Napa Valley State Parks Association would provide a \$5,000 matching grant to support both programs.

The summer camp will occur in August 2021 and school groups are expected to return in the fall of 2121.

**Timeline:**

|                     |                                                                                               |
|---------------------|-----------------------------------------------------------------------------------------------|
| May 1, 2021         | Announce summer camp and scholarship program                                                  |
| May 15-May 30, 2021 | Review applications                                                                           |
| May 30, 2021        | Announce recipients                                                                           |
| August 2021         | Summer Camp occurs                                                                            |
| Fall 2021           | Resume school group outdoor education activities                                              |
| December 2021       | Assess program for participation, diversity, quality of programming and improvements for 2022 |

**3. Describe community support for your Project**

- The Napa Open Space District will be intimately involved with the Napa Valley State Parks Association and Park staff with this project.
- The Napa Open Space District will provide some program support and staffing to both the summer camp and outdoor education program.
- Local school districts that participate in the outdoor education programs and local organizations that help identify children in need of scholarships to attend the summer camp.

**4. Describe who will benefit from this project and estimate how many people this Project may impact.**

10 underserved youth from our community will directly benefit from this funding by facilitating participation in the summer camp program. The other local camp participants will benefit by providing a safe and more diverse environment for outdoor nature activities. About 500-1000 students will benefit from the outdoor education program. In addition, the park offers other outdoor education activities for adults and families. In 2019, the last year that we held the summer camp and outdoor education activities, these programs supported 1,290 students for field trips and the summer camp. In addition, 452 students received Bale Mill tours to learn about Bale history.

**5. If you have received funding from other Napa County government agencies in the past two years, provide level of funding and how funding from the City of St. Helen will specifically benefit St. Helena residents.**

The Napa Valley State Parks Association (NVSPA) receives no funding from other Napa County

government agencies. Funding for the Bale Grist Mill, Bothe-Napa State Park and Robert Louis Stevenson State Park utilizes a unique funding structure for California State Parks. While the California State Parks owns the land, the State provides no funding for programs at the parks. All park operations are funded through a combination of Napa Valley Open Space funding, revenue from camping and entrance fees at Bothe and Bale Grist Mill and private donations and grants via the NVSPA. The programs outlined in the grant application will be solely funded by the NVSPA with some programmatic and staff support from the Napa Valley Open Space District. The Parks are actively used by Saint Helena residents for hiking, camping, swimming and other outdoor recreational activities. During the pandemic Bothe-Napa Valley State Park and Robert Louis Stevenson State Park remained open to help our residents experience the outdoors during this difficult year. Continuing our outdoor programming for youth and adults and providing an opportunity for underserved children to attend our summer camp further solidifies our strong partnership with the Saint Helena community.

P.O. Box 2508, Room 4010  
Cincinnati OH, 45201

In reply refer to: 4077567774  
Apr. 17, 2015 LTR 4168C 0  
94-2459815 000000 00  
00031444  
BODC: TE

NAPA VALLEY STATE PARKS ASSOCIATION  
3801 SAINT HELENA HWY  
CALISTOGA CA 94515-9652

15348

Employer Identification Number: 94-2459815  
Person to Contact: K GLEASON  
Toll Free Telephone Number: 1-877-829-5500

Dear Taxpayer:

This is in response to your Apr. 02, 2015, request for information regarding your tax-exempt status.

Our records indicate that you were recognized as exempt under section 501(c)(03) of the Internal Revenue Code in a determination letter issued in April 1978.

Our records also indicate that you are not a private foundation within the meaning of section 509(a) of the Code because you are described in section 509(a)(3).

Donors may deduct contributions to you as provided in section 170 of the Code. Bequests, legacies, devises, transfers, or gifts to you or for your use are deductible for Federal estate and gift tax purposes if they meet the applicable provisions of sections 2055, 2106, and 2522 of the Code.

Please refer to our website [www.irs.gov/eo](http://www.irs.gov/eo) for information regarding filing requirements. Specifically, section 6033(j) of the Code provides that failure to file an annual information return for three consecutive years results in revocation of tax-exempt status as of the filing due date of the third return for organizations required to file. We will publish a list of organizations whose tax-exempt status was revoked under section 6033(j) of the Code on our website beginning in early 2011.

4077567774  
Apr. 17, 2015 LTR 4168C 0  
94-2459815 000000 00  
00031445

NAPA VALLEY STATE PARKS ASSOCIATION  
3801 SAINT HELENA HWY  
CALISTOGA CA 94515-9652

If you have any questions, please call us at the telephone number  
shown in the heading of this letter.

Sincerely yours,



Tamera Ripperda  
Director, Exempt Organizations

2:16 PM  
02/01/21  
Cash Basis

**Napa Valley State Parks Association**  
**Profit & Loss Budget vs. Actual**  
January through December 2021

2021 Budget

|                                         | Jan - Dec 21 | Budget    |
|-----------------------------------------|--------------|-----------|
| <b>Ordinary Income/Expense</b>          |              |           |
| <b>Income</b>                           |              |           |
| <b>Donations</b>                        |              |           |
| Donations - General                     | 0.00         | 9,500.00  |
| <b>Total Donations</b>                  | 0.00         | 9,500.00  |
| <b>Fundraisers</b>                      |              |           |
| Online Auction                          | 500.00       | 30,000.00 |
| <b>Total Fundraisers</b>                | 500.00       | 30,000.00 |
| Membership Dues                         | 0.00         | 4,500.00  |
| Interest Income                         | 0.27         | 6.00      |
| <b>Total Income</b>                     | 500.27       | 44,006.00 |
| <b>Gross Profit</b>                     | 500.27       | 44,006.00 |
| <b>Expense</b>                          |              |           |
| <b>Personnel Independent/Prof</b>       |              |           |
| Bookkeeping                             | 0.00         | 1,000.00  |
| <b>Total Personnel Independent/Prof</b> | 0.00         | 1,000.00  |
| <b>Admin Expenses</b>                   |              |           |
| Bank Service Charges                    | 9.95         | 139.40    |
| Dues and Subscriptions                  | 0.00         | 50.00     |
| Insurance - D&O                         | 0.00         | 500.00    |
| insurance - Liability                   | 1,000.00     | 1,000.00  |
| Internet Hosting                        | 0.00         | 300.00    |
| Membership Development                  | 0.00         | 4,000.00  |
| Miscellaneous                           | 0.00         | 20.00     |
| Newsletter                              | 45.00        | 250.00    |
| Permits and Fees                        | 0.00         | 35.00     |
| Postage and Delivery                    | 0.00         | 50.00     |
| Prof Organizations                      | 50.00        | 150.00    |
| Tax Prep                                | 0.00         | 10.00     |
| Volunteer & Donor Appreciation          | 0.00         | 1,000.00  |
| <b>Total Admin Expenses</b>             | 1,104.95     | 7,504.40  |
| <b>Fundraiser Expenses</b>              |              |           |
| Auction expense                         | 0.00         | 6,000.00  |
| Fundraiser Expenses - Other             | 0.00         | 300.00    |
| <b>Total Fundraiser Expenses</b>        | 0.00         | 6,300.00  |
| <b>Park Operational Expenses</b>        |              |           |
| Mill                                    |              |           |
| Mill Maintenance                        | 0.00         | 1,000.00  |
| <b>Total Mill</b>                       | 0.00         | 1,000.00  |
| Building & Grounds                      | 0.00         | 2,093.00  |
| <b>Total Park Operational Expenses</b>  | 0.00         | 3,093.00  |
| <b>Total Expense</b>                    | 1,104.95     | 17,897.40 |
| <b>Net Ordinary Income</b>              | -604.68      | 26,108.60 |
| <b>Other Income/Expense</b>             |              |           |
| <b>Other Expense</b>                    |              |           |
| Restricted Donations Spent              |              |           |
| Bothe Pool                              | 0.00         | 5,000.00  |
| School Tours                            | 0.00         | 5,000.00  |
| Trail Maintenance                       | 0.00         | 3,000.00  |
| Nature Camp                             | 0.00         | 2,000.00  |



2:16 PM

02/01/21

Cash Basis

**Napa Valley State Parks Association**  
**Profit & Loss Budget vs. Actual**  
 January through December 2021

|                                  | Jan - Dec 21 | Budget     |
|----------------------------------|--------------|------------|
| Reenactment Program ( Tifft)     | 0.00         | 10,000.00  |
| Total Restricted Donations Spent | 0.00         | 25,000.00  |
| Total Other Expense              | 0.00         | 25,000.00  |
| Net Other Income                 | 0.00         | -25,000.00 |
| Net Income                       | -604.68      | 1,108.60   |

2020 Actuals

1:49 PM

02/01/21

Cash Basis

**Napa Valley State Parks Association**  
**Profit & Loss Prev Year Comparison**  
 January through December 2021

|                                         | Jan - Dec 21 | Jan - Dec 20 |
|-----------------------------------------|--------------|--------------|
| <b>Ordinary Income/Expense</b>          |              |              |
| <b>Income</b>                           |              |              |
| <b>Donations</b>                        |              |              |
| Donations - General                     | 0.00         | 9,469.27     |
| <b>Total Donations</b>                  | 0.00         | 9,469.27     |
| <b>Fundraisers</b>                      |              |              |
| Online Auction                          | 500.00       | 32,690.70    |
| Winter Dinner                           | 0.00         | 2,700.00     |
| <b>Total Fundraisers</b>                | 500.00       | 35,390.70    |
| Membership Dues                         | 0.00         | 4,475.00     |
| Interest Income                         | 0.27         | 3.77         |
| <b>Total Income</b>                     | 500.27       | 49,338.74    |
| <b>Gross Profit</b>                     | 500.27       | 49,338.74    |
| <b>Expense</b>                          |              |              |
| <b>Personnel Independant/Prof</b>       |              |              |
| Bookkeeping                             | 0.00         | 1,000.00     |
| <b>Total Personnel Independant/Prof</b> | 0.00         | 1,000.00     |
| <b>Admin Expenses</b>                   |              |              |
| Bank Service Charges                    | 9.95         | 139.40       |
| Dues and Subscriptions                  | 0.00         | 50.00        |
| Insurance - D&O                         | 0.00         | 496.25       |
| insurance - Liability                   | 1,000.00     | 903.00       |
| Internet Hosting                        | 0.00         | 271.34       |
| Membership Development                  | 0.00         | 1,926.18     |
| Miscellaneous                           | 0.00         | 20.00        |
| Newsletter                              | 45.00        | 212.31       |
| Permits and Fees                        | 0.00         | 35.00        |
| Postage and Delivery                    | 0.00         | 40.20        |
| Prof Organizations                      | 50.00        | 132.00       |
| Tax Prep                                | 0.00         | 7.00         |
| Volunteer & Donor Appreciation          | 0.00         | 607.19       |
| <b>Total Admin Expenses</b>             | 1,104.95     | 4,839.87     |
| <b>Fundraiser Expenses</b>              |              |              |
| Winter Dinner                           | 0.00         | 5,912.67     |
| Auction expense                         | 0.00         | 7,859.99     |
| Fundraiser Expenses - Other             | 0.00         | 300.00       |
| <b>Total Fundraiser Expenses</b>        | 0.00         | 14,072.66    |
| <b>Park Operational Expenses</b>        |              |              |
| Mill                                    |              |              |
| Mill Maintenance                        | 0.00         | 22,166.16    |
| <b>Total Mill</b>                       | 0.00         | 22,166.16    |
| Building & Grounds                      | 0.00         | 6,055.55     |
| <b>Total Park Operational Expenses</b>  | 0.00         | 28,221.71    |
| <b>Total Expense</b>                    | 1,104.95     | 48,134.24    |
| <b>Net Ordinary Income</b>              | -604.68      | 1,204.50     |

1:49 PM

02/01/21

Cash Basis

**Napa Valley State Parks Association**  
**Profit & Loss Prev Year Comparison**  
 January through December 2021

|                                  | Jan - Dec 21   | Jan - Dec 20      |
|----------------------------------|----------------|-------------------|
| Other Income/Expense             |                |                   |
| Other Income                     |                |                   |
| Restricted Donations             |                |                   |
| RLS improvements                 | 0.00           | 5,000.00          |
| Total Restricted Donations       | 0.00           | 5,000.00          |
| Total Other Income               | 0.00           | 5,000.00          |
| Other Expense                    |                |                   |
| Restricted Donations Spent       |                |                   |
| School Tours                     | 0.00           | 2,196.00          |
| Reenactment Program ( Tifft)     | 0.00           | 22,167.17         |
| Total Restricted Donations Spent | 0.00           | 24,363.17         |
| Total Other Expense              | 0.00           | 24,363.17         |
| Net Other Income                 | 0.00           | -19,363.17        |
| Net Income                       | <u>-604.68</u> | <u>-18,158.67</u> |

**GRANT FUNDING RECEIVED BY NAPA VALLEY STATE PARKS ASSOCIATION**

**MARCH 2020 – MARCH 2021**

|               |                                                                    |
|---------------|--------------------------------------------------------------------|
| <b>\$300</b>  | <b>Parks California – COVID-19 Small Grant Program</b>             |
| <b>\$4000</b> | <b>Two Friends Foundation – Matching grant for 2020 Give Guide</b> |

**GRANT FUNDING RECEIVED BY NAPA VALLEY STATE PARKS ASSOCIATION**

**MARCH 2020 – MARCH 2021**

|                |                                                                    |
|----------------|--------------------------------------------------------------------|
| <b>\$300</b>   | <b>Parks California – COVID-19 Small Grant Program</b>             |
| <b>\$6,352</b> | <b>Two Friends Foundation – Matching grant for 2020 Give Guide</b> |



## City of St. Helena Nonprofit Funding Program Grant Application and Budget FY 2021/22

The annual "Non-Profit Funding Program" is designed to support local non-profit organizations directly serving the community and/or benefiting the City of St. Helena. Applicant programs, projects and services ("Project") must be consistent with the City's mission statement or support at least one of the City Council's three-year goals (see attached).

Please answer the following questions as they apply to your Project.

Applications must be received no later than **March 15, 2021 by 5:00 PM**. Late and incomplete applications will not be accepted.

### **Organizational Overview**

|                                                   |                                       |
|---------------------------------------------------|---------------------------------------|
| Organization Name:                                | Nimbus Arts                           |
| Organization Mailing Address:                     | 649 Main Street, St. Helena, CA 94574 |
| Organization Contact Person (Name/Title):         | Jamie Graff, Executive Director       |
| Organization Contact Email:                       | jamie@nimbusarts.org                  |
| Organization Contact Telephone:                   | 707-963-5278                          |
| Organization Website:                             | www.nimbusarts.org                    |
| Federal Tax ID Number and Status:                 | 27-1503762                            |
| How long has your organization been in operation? | 2005                                  |

Project Category:

- ☒ **Programmatic Grant** – Projects or programs which provide support services to the residents of the City of St. Helena.
- ☒ **Community Enrichment Grant** – Projects which promote or benefit the St. Helena community with arts, culture or education.

### **Grant Request**

|                         |                                  |
|-------------------------|----------------------------------|
| Project Name:           | Nimbus Arts                      |
| Address of Project:     | Corner of Main and Spring Street |
| Requested Grant Amount: | \$ 3,630                         |
| Matching Funds:         | \$ 3,630                         |
| TOTAL Project Cost:     | \$ 7,260                         |

**Application Questions** - Please answer the following questions on a separate sheet.

1. Describe how your Project ties to the City's Goals, Mission/Vision Statement.
2. Describe your Project including objectives and goals and explain how you will meet these goals within the deadline of June 30, 2022. Please provide a timeline for your Project.
3. Describe the community support for your Project.
  - a. What organizations, neighborhood associations, non-profits, residents, etc. are also involved in the Project?
  - b. What roles are they playing and how collaborative is the Project?
  - c. What other support exists for your Project?
4. Describe who will benefit from this Project and estimate how many people this Project may impact.
5. If you have received funding from other Napa County government agencies in the past two years, provide level of funding and how funding from the City of St. Helena will specifically benefit St. Helena residents.

**Cost Estimate**

Include a high level description of all the program or project costs that will be paid for by City Funds. *If additional space is needed please attach a separate sheet.*

| Description                                                      | Amount            |
|------------------------------------------------------------------|-------------------|
| Dia de los Muertos Art Kit Materials and Assembly (200 @\$28/ea) | \$5,600.00        |
| Distribution of free Art Kits to community families              | \$500.00          |
| Assembly and Installation Labor                                  | \$910.00          |
| Assembly and Installation Materials and Equipment                | \$250.00          |
| TOTAL Project Budget                                             | \$7,260.00        |
| Funding from other sources (50%)                                 | (\$3,630.00)      |
| <b>Total Grant Request</b>                                       | <b>\$3,630.00</b> |

**Authorized Representative**

I represent that this Application Packet describes the intended use of the requested City Grant funds to complete the Project or Program identified above and the elements listed in the Project Budget. I declare under penalty of perjury, under the laws of the State of California, that the information contained in this Application Packet, including required attachment:

Jamie Graff

Print Name \_\_\_\_\_

Signature \_\_\_\_\_

Title Executive Director

Date 3/13/21



## 2021/22 Application Questions

### 1) Describe how your Project ties to the City's Goals, Mission/Vision Statement.

Nimbus Arts shares many of the same goals as the City of St. Helena with our mission, vision, and values fully aligned. Together, we seek to strengthen our community by forging stronger relationships between our citizens, regardless of age, economic or social differences. Our free community art programs foster and deepen connections across our community, while supporting the city's goals of citizen involvement and diversity.

In addition, Nimbus supports working artists through employment and exhibition opportunities, and believing that art, especially art created by and for our community, delivers economic and social benefits that are wide-ranging. Our programs are produced and presented in St. Helena's downtown core, supporting and enhancing its position as the social, cultural and economic heart of the city. Along with employing local artists, our community programs serve to add vitality and activity to St. Helena, reducing the need to venture elsewhere for engaging in public art activities programming, helping meet the city's sustainability goals.

Art is an important and essential part of Nimbus Arts' Healthy Community strategy, a mission and program priority, and supports the city's goals for economic vitality, and the wellbeing of everyone who calls St. Helena their home.

Our free community art activities have engaged, educated and entertained thousands of people and through our Hundreds of Hands initiative we've improved and enlivened community spaces through art installations created by our community.

Nimbus Arts also increases participation in larger community events and programs by promoting the free art activities through print and electronic marketing and communication materials. This serves both the city and the organization producing the event. The tasteful and informative cards include grant recognition and the logo of the City of St. Helena.

### 2) Describe your Project including objectives and goals and explain how you will meet these goals within the deadline of June 30, 2022. Please provide a timeline for your Project.

For the past 15 years, Nimbus Arts has served as an important and accessible resource for art education and activities for St. Helena residents and visitors. We continue this pillar of our mission by delivering community art activities and programs at festivals, fairs and events every year. From our inception, Nimbus Arts has responded to requests for free and low-cost community art activities from the City of St. Helena and its various departments by providing high-quality art programs for numerous city produced/supported events.

For more than a decade, Nimbus Arts has partnered with The UpValley Family Centers to produce an annual Día de los Muertos community celebration. The event honors the rich cultural tradition of Dia de





los Muertos and includes in-school cross- curricular education and art programming culminating in a vibrant community event of art, music, dance, food, and family. With pandemic restrictions in 2020, the event pivoted to at-home art activities that were combined with virtual programming to sustain established education and community-building attributes. Specifically, Nimbus artists had created dozens of 200 “art-kits-to go” with blank masks, along with art making supplies and materials.

The kits were distributed to community members directly through Nimbus Arts and also through the UpValley Family Centers, as well as other social service and health agencies and organizations throughout Napa County. Online group artmaking sessions led by Nimbus working artists helped guide the creation and personalization of the masks. On completion, community members returned their personalized masks to Nimbus where they were assembled and mounted at Main and Spring Streets in St. Helena. the Our Dia de los Muertos mask installation was a vibrant display of our community’s traditions, creativity, strength, and resilience. Especially in this time of pandemic restrictions and wildfire impacts, this community art program empowered self-expression and reaffirmed the personal and community connections forged by making art together.

This grant request if for funding to expand and repeat the Dia de los Muertos mask community art program for 2021. The program will be developed beginning in May 2021, with art kit distribution in October 2021, and with a public installation will span the last week of October through the early weeks of November 2021. Funds, if granted, will serve to match funding granted by Napa County through the CARES Act, \$2,630 and through a private foundation, \$1,000.

In summary, Nimbus Arts seeks to leverage the immense power of art to strengthen "community." Through this program, we'll celebrate the rich history and traditions of Día de los Muertos and celebrate the contributions and achievements of the Latinx community. We'll expand the free art education and activities we provide to our Latinx families and partnering organizations a way to connect through artmaking together.

### **3) Describe the community support for your Project.**

- a) What organizations, neighborhood associations, non-profits, residents, etc. are also involved in the Project?** Collaboration and support among other organizations is diverse and robust. As the primary provider of art programs and activities for over 15 years, Nimbus Arts is firmly established as a collaborator and partner with local organizations including the St. Helena Unified School District, Preschool for All St. Helena Montessori School, UpValley Family Center, the Boys and Girls Club, Rianda House, the St. Helena Chamber of Commerce, St. Helena Hospital/Adventist Health, St Helena Parks and Recreation Department, and more. Our production of this free community art program detailed in this request will engage these community organizations in various ways to promote program awareness and participation.
- b) What roles are they playing and how collaborative is the Project?** Roles and responsibilities vary between organizations and programs. For example, our annual Día de los Muertos event is produced in conjunction with the UpValley Family Center where our responsibilities are roughly divided. Other partnerships serve as distribution hubs for art kits, distributing them through their constituencies so that participation extends more deeply into the community and to those most in need. Our focus in 2020 was focused on families, especially those impacted by



pandemic restrictions and wildfires. In 2021, our focus will remain on families and we strive to connect this educational and fun activity to families with limited access to art programs.

- c) **What other support exists for your Project?** We recently were awarded a grant through Napa County that directs CARES Act funds to art and cultural programs. This initial grant will partially fund our 2021 Dia de los Muertos mask program. Receiving full grant funding from the city will ensure that the programs is fully staffed and provisioned. Should City of St. Helena grant funds be reduced (as was the case in 2019), or denied (2020), the available granted funds will be supplemented by Nimbus Arts and we will produce scaled-down version of this project. Our 2020 Dia de los Muertos mask program was significantly over-subscribed and due to reduced funding we were unable to meet demand.

- 4) **Describe who will benefit from this Project and estimate how many people this Project may impact.**

Our participation target for the 2021 Dia de los Muertos mask program is 250. We plan to prepare and package 275 art kits, a 10% contingency since some will be distributed and not returned. Distribution will follow several channels 1.) contact families and individuals who participated in the 2020 mask program, 2.) promote and distribute through Nimbus Arts (website, newsletters, e-mail announcements, etc.), 3.) through UpValley Family Centers to their constituents, and 4.) through other collaboration partners like COPE Family Center, Rianda House, Boys and Girls Club, Adventist Health and city and county agencies.

Production of the masks is often a family or group event. Based on 2020, we estimate each mask involves the participation (sometimes parental oversight) of two people. With 275 kits produced, and 250 returned, the program will touch between 500 and 550 community members.

- 5) **If you have received funding from other Napa County government agencies in the past two years, provide level of funding and how funding from the City of St. Helena will specifically benefit St. Helena residents.**

*Napa County government agency funding, 2019 & 2020 cycles:*

- 2019/20 Napa County Arts and Culture Advisory Committee - \$30,000
- 2020/21 Napa County Arts and Culture Advisory Committee - \$24,729

***Funding from the City of St. Helena will benefit St. Helena residents by:***

- Increasing access to family-friendly, free community art programs to residents of all ages and backgrounds.
- Create community art installations that beautify our neighborhoods and foster connections among residents, promoting and enhancing our small-town character.
- Increase economic vitality by enhancing our festivals, fairs, and events and elevating St. Helena's presence as an 'art hub'- attracting more visitors, improving our economic sustainability.
- Providing economic and marketing benefits so that working artists can reside in our community.
- Elevating art education programming to students in St. Helena schools through innovative, cross-curricular programs.



- Serving as an established and productive cultural asset, deeply connected to our community and fully aligned with the vision and mission of the City of St. Helena.



## City of St. Helena

### *Vision Statement*

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

### *Mission Statement*

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

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

*\*Vision and Mission Statements adopted by the City of St. Helena City Council on April 12, 2016, Resolution No. 2016-47.*

### *City Council 3-Year Goals*

- Improve and Maintain Safe and Reliable City Infrastructure with a Commitment to Environmental Stewardship & Public Health
- Stabilize, Maintain, and Improve Access to Housing
- Enhance Organizational Performance and Commit to Full Public Participation, Ongoing Communication, and Regional Collaboration
- Ensure Long-Term Economic Sustainability while Safeguarding St. Helena's Unique Culture & Quality of Life
- Support Thriving Families and Enhance the Safety, Well-Being, and Healthy Development of Our Youth
- Support Initiatives that Respond to and Plan for Climate Change



**Board of Directors**

Martha Doornink  
Secretary

Sue Furdek

David Garden, Jr.  
Vice President

Dana Johnson  
President

Matt Rogers

Claire Stull  
Treasurer

**Leadership Circle**

Anonymous (2)

Bettina & Don Bryant

The Chappellet Family

The David Butler Family Foundation

The Domus Fund

Martha & Ron Doornink

The Michael & Jodi Earls Family

Amy & Matt Follett

Trevor & Kelly Foster

Stephanie & Jim Gamble

Daniel & Ashley Govberg

Elaine & Rick Jones

E. Richard Jones Family Foundation

Dana Johnson & Mark Nelson

Matt & Amy Rogers

Rogers Family Foundation

Laurie Maurer Shelton & Family

Silver Oak & Twomey Cellars

Claire & Steven Stull

Bob & Maria Torres

**Nimbus Arts**  
**Grant Funding Received in the last 12 months**

**Government**

|            |                                                 |                   |
|------------|-------------------------------------------------|-------------------|
| 06/30/2020 | First Bank of the Lake (PPP funds)              | 116,851.14        |
| 07/14/2020 | Napa County Arts and Culture Advisory Committee | 22,229.00         |
| 07/14/2020 | Napa County Arts and Culture Advisory Committee | 2,500.00          |
| 07/21/2020 | Arts Council Napa Valley                        | 2,730.00          |
| 07/21/2020 | Arts Council Napa Valley                        | 400.00            |
|            |                                                 | <u>144,710.14</u> |

**Foundation**

|            |                                               |                  |
|------------|-----------------------------------------------|------------------|
| 06/08/2020 | Clif Family Foundation                        | 5,000.00         |
| 08/12/2020 | Michael D. and Jolynn Blair Family Foundation | 15,000.00        |
| 10/13/2020 | Napa Valley Vintners                          | 60,000.00        |
| 10/19/2020 | Damian Maldonado Memorial Foundation Inc      | 1,500.00         |
|            |                                               | <u>81,500.00</u> |
|            |                                               | 226,210.14       |

**nimbus arts**

649 Main Street, St. Helena, CA 94574 | 707.963.5278 ph | 707.963.0278 fx  
nimbusarts.org | info@nimbusarts.org

INTERNAL REVENUE SERVICE  
P. O. BOX 2508  
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: JUN 16 2010

NIMBUS ARTS  
3111 ST HELENA HWY STE 1B  
ST HELENA, CA 94574

Employer Identification Number:  
27-1503762  
DLN:  
17053134320040  
Contact Person:  
DEL TRIMBLE ID# 31309  
Contact Telephone Number:  
(877) 829-5500  
Accounting Period Ending:  
December 31  
Public Charity Status:  
509(a)(2)  
Form 990 Required:  
Yes  
Effective Date of Exemption:  
February 11, 2010  
Contribution Deductibility:  
Yes  
Addendum Applies:  
No

Dear Applicant:

We are pleased to inform you that upon review of your application for tax exempt status we have determined that you are exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code. Contributions to you are deductible under section 170 of the Code. You are also qualified to receive tax deductible bequests, devises, transfers or gifts under section 2055, 2106 or 2522 of the Code. Because this letter could help resolve any questions regarding your exempt status, you should keep it in your permanent records.

Organizations exempt under section 501(c)(3) of the Code are further classified as either public charities or private foundations. We determined that you are a public charity under the Code section(s) listed in the heading of this letter.

Please see enclosed Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, for some helpful information about your responsibilities as an exempt organization.

Letter 947 (DO/CG)

-2-

NIMBUS ARTS

We have sent a copy of this letter to your representative as indicated in your power of attorney.

Sincerely,

A handwritten signature in dark ink, appearing to read "Robert Choi". The signature is fluid and cursive, with a large initial "R" and a stylized "C".

Robert Choi  
Director, Exempt Organizations  
Rulings and Agreements

Enclosure: Publication 4221-PC

Letter 947 (DO/CG)

| Nimbus Arts<br>(Accrual based)                      |           | 2020 Actuals (Pending) | 2021 Operating Budget (as of 2.16.21) |
|-----------------------------------------------------|-----------|------------------------|---------------------------------------|
| <b>Income</b>                                       |           |                        |                                       |
| Contributed Income                                  |           |                        |                                       |
| Corporate                                           | \$        | 23,939.10              | \$ 12,000.00                          |
| Foundation                                          | \$        | 78,000.00              | \$ 75,000.00                          |
| Individual                                          | \$        | 145,264.39             | \$ 200,000.00                         |
| Pledge                                              | \$        | 75,000.00              |                                       |
| <b>Total Contributed Income</b>                     | <b>\$</b> | <b>322,203.49</b>      | <b>\$ 287,000.00</b>                  |
| <i>Grants (Not incl. COVID/Relief Grants/Loans)</i> |           |                        |                                       |
| Corporate                                           | \$        | -                      |                                       |
| Government                                          | \$        | 27,859.14              | \$ 35,000.00                          |
| Foundation                                          | \$        | 81,500.00              | \$ 25,000.00                          |
| <b>Total Grants</b>                                 | <b>\$</b> | <b>109,359.14</b>      | <b>\$ 60,000.00</b>                   |
| <i>Special Events</i>                               |           |                        |                                       |
| Special Event-Nimbash                               | \$        | 126,825.00             | \$ 300,000.00                         |
| Special Event Other                                 |           |                        |                                       |
| <b>Total Special Events</b>                         | <b>\$</b> | <b>126,825.00</b>      | <b>\$ 300,000.00</b>                  |
| <b>In-Kind</b>                                      |           |                        |                                       |
| <b>Total Contributed Income</b>                     | <b>\$</b> | <b>558,387.63</b>      | <b>\$ 647,000.00</b>                  |
| <b>Earned Income</b>                                |           |                        |                                       |
| Programming                                         |           |                        |                                       |
| Art programming                                     | \$        | 74,520.48              | \$ 110,000.00                         |
| Contracted Programs & Events                        | \$        | 37,931.00              | \$ 50,000.00                          |
| School Program                                      | \$        | 18,900.00              | \$ 35,000.00                          |
| Discounts                                           |           |                        |                                       |
| Programming                                         | \$        | (1,174.00)             |                                       |
| Art Kits                                            | \$        | (1,093.81)             | \$ (15,000.00)                        |
| <b>Total Discounts</b>                              | <b>\$</b> | <b>(2,267.81)</b>      | <b>\$ (15,000.00)</b>                 |
| Programming - Other                                 | \$        | -                      |                                       |
| <b>Total Programming</b>                            | <b>\$</b> | <b>129,083.67</b>      | <b>\$ 180,000.00</b>                  |
| Admin Fee                                           | \$        | -                      |                                       |
| <b>Total Earned Income</b>                          | <b>\$</b> | <b>129,083.67</b>      | <b>\$ 180,000.00</b>                  |
| <b>Merchandise sales</b>                            |           | <b>\$ 30,064.71</b>    | <b>\$ 70,000.00</b>                   |
| <b>Total Income</b>                                 | <b>\$</b> | <b>717,536.01</b>      | <b>\$ 897,000.00</b>                  |
| <b>Gross Profit</b>                                 | <b>\$</b> | <b>717,536.01</b>      | <b>\$ 897,000.00</b>                  |
| <b>Expense</b>                                      |           |                        |                                       |
| <i>Personnel Expenses</i>                           |           |                        |                                       |
| Salaries & Wages                                    |           |                        |                                       |
| Wages-officers and trustees                         | \$        | 125,376.52             | \$ 125,376.00                         |
| Wages-non officer                                   | \$        | 208,901.47             | \$ 209,000.00                         |
| Wages-Artist/Instructors                            | \$        | 139,036.06             | \$ 200,000.00                         |
| Bonus                                               | \$        | -                      |                                       |
| <b>Total Salaries &amp; Wages</b>                   | <b>\$</b> | <b>473,314.05</b>      | <b>\$ 534,376.00</b>                  |
| Payroll taxes                                       | \$        | 37,549.29              | \$ 42,750.00                          |
| Employee Benefits                                   |           |                        |                                       |
| Health insurance                                    | \$        | 38,213.31              | \$ 40,000.00                          |
| Workers comp                                        | \$        | 4,751.00               | \$ 5,000.00                           |
| Staff Development                                   | \$        | 286.92                 | \$ 250.00                             |
| <b>Total Employee Benefits</b>                      | <b>\$</b> | <b>43,251.23</b>       | <b>\$ 45,250.00</b>                   |
| <b>Total Personnel Expenses</b>                     | <b>\$</b> | <b>554,114.57</b>      | <b>\$ 622,376.00</b>                  |
| <i>Office Expenses</i>                              |           |                        |                                       |
| Art supplies and materials                          | \$        | 41,227.11              | \$ 51,000.00                          |
| Dues and Subscriptions                              | \$        | 8,998.79               | \$ 9,000.00                           |
| Merchandise                                         | \$        | -                      | \$ 2,500.00                           |
| Office & Art Equipment <600                         | \$        | 2,652.95               | \$ 2,000.00                           |
| Office supplies                                     | \$        | 4,789.74               | \$ 4,500.00                           |
| Postage and mailing                                 | \$        | 2,313.47               | \$ 3,000.00                           |
| Printing and copying                                | \$        | 6,048.61               | \$ 10,000.00                          |



|                                         |           |                     |           |                     |
|-----------------------------------------|-----------|---------------------|-----------|---------------------|
| Supplies and small tools                | \$        | 12,071.65           | \$        | 14,000.00           |
| Telephone/Internet                      | \$        | 10,705.32           | \$        | 11,000.00           |
| <b>Total Office Expenses</b>            | <b>\$</b> | <b>88,807.64</b>    | <b>\$</b> | <b>107,000.00</b>   |
| <b>Advertising/Outreach</b>             |           |                     |           |                     |
| Advertising & Outreach Expenses         | \$        | 10.00               | \$        | 100.00              |
| Conference, Convention, Meeting         | \$        | 3,152.95            | \$        | 5,000.00            |
| Entertainment                           | \$        |                     | \$        | 750.00              |
| Event Food                              | \$        |                     | \$        | 7,000.00            |
| Fundraiser expenses                     | \$        | 205.94              | \$        | 3,000.00            |
| Public Relations                        | \$        |                     | \$        |                     |
| Meals 50%                               | \$        | 781.85              | \$        | 800.00              |
| <b>Total Advertising/Outreach</b>       | <b>\$</b> | <b>4,150.74</b>     | <b>\$</b> | <b>16,650.00</b>    |
| <b>Travel</b>                           |           |                     |           |                     |
| Auto expenses                           | \$        | 664.01              | \$        | 900.00              |
| Mileage                                 | \$        | 441.70              | \$        | 300.00              |
| Travel -Visiting Artist & Staff         | \$        | 695.77              | \$        | -                   |
| <b>Total Travel</b>                     | <b>\$</b> | <b>1,801.48</b>     | <b>\$</b> | <b>1,200.00</b>     |
| <b>Occupancy (Rent Utilities)</b>       |           |                     |           |                     |
| Equipment rental/repair                 | \$        | 1,240.23            | \$        | 40,000.00           |
| Janitorial                              | \$        | 13,934.00           | \$        | 15,000.00           |
| Maintenance                             | \$        | 524.74              | \$        | 1,000.00            |
| Rent                                    | \$        | 176,810.00          | \$        | 212,250.00          |
| Utilities                               | \$        | 11,990.53           | \$        | 12,000.00           |
| <b>Total Occupancy (Rent Utilities)</b> | <b>\$</b> | <b>204,499.50</b>   | <b>\$</b> | <b>280,250.00</b>   |
| <b>Professional</b>                     |           |                     |           |                     |
| Accounting/Audit Fees                   | \$        | 4,790.50            | \$        | 4,900.00            |
| Bank Service Charges                    | \$        | 118.33              | \$        | 100.00              |
| Consultant Services-Artists             | \$        | 13,675.00           | \$        | 15,000.00           |
| Consultants other                       | \$        | 85,383.29           | \$        | 94,000.00           |
| Sale of Artist's work                   | \$        | 3,381.60            | \$        | 25,000.00           |
| Credit Card Fees                        | \$        | 5,674.43            | \$        | 14,000.00           |
| Instructors & Artists                   | \$        | 6,102.00            | \$        | 2,000.00            |
| Insurance-Corporate                     | \$        | 9,236.00            | \$        | 9,500.00            |
| Licenses/Permits/Taxes                  | \$        | 499.00              | \$        | 800.00              |
| non Artist Workers                      | \$        | 101.25              | \$        | 500.00              |
| Payroll fees                            | \$        | 14,323.63           | \$        | 16,031.00           |
| <b>Total Professional</b>               | <b>\$</b> | <b>143,285.03</b>   | <b>\$</b> | <b>181,831.00</b>   |
| <b>Miscellaneous</b>                    |           |                     |           |                     |
| Bad debts/Write offs                    | \$        | 450.03              |           |                     |
| Depreciation Amortization               | \$        |                     |           |                     |
| <b>Total Miscellaneous</b>              | <b>\$</b> | <b>450.03</b>       | <b>\$</b> | <b>-</b>            |
| <b>Total Expense</b>                    | <b>\$</b> | <b>997,108.99</b>   | <b>\$</b> | <b>1,209,307.00</b> |
| <b>Net Ordinary Income</b>              | <b>\$</b> | <b>(279,572.98)</b> | <b>\$</b> | <b>(312,307.00)</b> |
| <b>PANDEMIC/RELIEF INCOME*</b>          |           |                     |           |                     |
| PPP Loan- Total                         | \$        | 116,851.00          | \$        | 101,765.21          |
| PPP Loan- forgiven                      | \$        | 116,851.00          |           |                     |
| PPP Loan- debt                          | \$        | -                   |           |                     |
| <b>CA Relief Grant (pending)</b>        |           |                     | \$        | 25,000.00           |
| <b>Vanguard Fund</b>                    |           |                     |           |                     |
| VanGuard Account Withdrawal             | \$        | 45,105.39           |           |                     |
| <b>TOTAL- Pandemic/Relief</b>           | <b>\$</b> | <b>161,956.39</b>   | <b>\$</b> | <b>126,765.21</b>   |
| <b>Net Income</b>                       | <b>\$</b> | <b>(117,616.59)</b> | <b>\$</b> | <b>(185,541.79)</b> |



# nimbus news brief

## 2020-2021 FALL/WINTER HIGHLIGHTS

### Our gratitude to the Napa Valley Vintners

Nimbus Arts was recently awarded a grant from the Napa Valley Vintners (NVV) and its annual community fundraiser, Auction Napa Valley (ANV) to support our ongoing work of bringing the joy, engagement and healing powers of art to people of all ages, backgrounds and abilities throughout our community. We are deeply honored to have been selected for this grant and are very grateful to the NVV and ANV and its Board of Directors and members for their generosity and recognition of the importance of our mission. We are excited to direct this timely and important grant towards our primary mission — making art available and accessible to all — especially during this time of great need. Click [here](#) to read the full article published in the *Napa Valley Register* about the latest grants from the Napa Valley Vintners.



napa valley vintners

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### Nimbus Arts Pop Up + Farmstead's Community Farmers' Market

The talented team of Nimbus artists continues to create beautiful and original artwork that's perfect for adorning your homes and as gifts for others! The Nimbus artist marketplace, operating at the Farmstead Farmers' Market and on some week-ends as a pop-up at Nimbus Arts, offers art kit sales as well as original works created by Nimbus artists. The Farmstead Farmers' Market has been extended through April so stop in and check out the great art. Every purchase supports art and artists in our community.

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### 15 Years of Art together

Our commitment to the community has never been stronger. The role of community nonprofits comes into clear focus during times of need and stress — and 2020 provided plenty of challenges. Since our founding 15 years ago, Nimbus Arts has grown from a small series of art camps for young people to a full-blown Napa Valley-serving art center. Our belief that art improves lives and strengthens communities continues to be validated by our work and the support we receive from throughout the communities we serve. We are also proud to support local working artists through engagement, employment and commissions — allowing art and artists to thrive in our community.

After a decade and a half, we're continuing to expand our vision and artistic creativity across Napa Valley! Thank you to all our local artists, patrons, and supporters and to everyone throughout our cherished community. We look forward to another 15 years making art together!



### Collaborating and Supporting our community during the Holidays

Nimbus Arts, in collaboration with the Howell Mountain Vintners and Growers Association, assembled and distributed 100 free holiday ornament-making kits. These kits were directed to families in need, especially those who lost homes in the recent wildfires. Each kit included everything needed to make charming and joyful holiday ornaments. In tandem with at-home art kits, Nimbus extended and expanded its scholarship program in response to the wildfires and social distancing requirements so that art activities and education remain available, especially for those families highly impacted by the 2020 wildfires.



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### More + More Art Kits To-Go for our Community



Do you need a new at-home activity—something to help inspire creativity and start 2021 off right? Nimbus Art-Kits-To-Go are just what you need! Pick up a kit for your at-home art fix — we are creating new kits weekly just for you! You can even enjoy some cheer for Valentine's Day and beyond with other art lovers by joining one of

our online art programs. Sip n' Paint is a continuing favorite and join up with the Nimbus Art Club online to connect with other community artists. Check the Nimbus Arts website for options and more information, place your order online or by phone, and then pick up your kit behind Studio 2. What a simple and wonderful way to bring the joy of art into your home!

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### Nim+BUS: Let's get our "studio-on-wheels" movin'!

We've long dreamed of taking Nimbus Arts on the road — by creating a mobile studio fully stocked with art supplies and equipment so that it is at-the-ready to deliver art education and activities to community schools, events and private parties. Recent events, including social distancing restrictions and wildfires, demonstrated the need for us to deliver art activities beyond the walls of our three studios. To meet this need, our Nim+BUS will soon be moving from dream to reality. Long-term Nimbus teaching artist and Board member David Garden designed a prototype of our Nim+BUS "studio-on-wheels" that we're working hard to activate. When completed, the Nim+BUS will deliver a wide variety of art activities and formats, including painting and drawing, (CONTINUED)



**Nim+BUS** (CONTINUED): pottery and sculpture, mosaic, and a range of mixed media arts and crafts. It will also carry movable and adjustable single workstations that can serve students from toddlers to seniors, at whatever distance is required. We need your support to get this bus movin'! Your donation, large or small, will support our first steps to making our Nim+BUS a reality.

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### NIMBASH – new date for 2021!

Napa Valley's Arty-Party, NIMBASH, has been scheduled for Saturday, September 11, 2021. The early fall date is new for NIMBASH and will likely be coupled with an exciting new format. We anticipate creative restructuring will be required as we all move forward with a renewed focus on health and happiness. NIMBASH is the single largest fundraiser for Nimbus Arts and is vitally important to our mission. Please mark your calendar for the 11<sup>th</sup> NIMBASH fundraiser!

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### Nimbus Artist Profile: Margaret Dennett



Margaret Dennett taught high school Art and Drama for 20 plus years in the Napa Valley, and created the Art and Drama programs at New Tech High. After she retired from NVUSD in 2017, Margaret found herself sorely missing her daily contact with teens, so she volunteered to work with Court and Community (C+C) students at Nimbus. After a few months

of volunteering, Margaret took over ceramic instruction for our C+C program, and she's become a passionate teacher of both C+C programs and Nimbus studio classes. Margaret says, "This is a dream come true for me as I love ceramics and love working with teens. Sitting and creating with these teens can be both tough and magical; it's such a pleasure to watch them explore clay. Nimbus is giving them a safe place to test and challenge themselves, connect to working artists, and learn process and patience through wheel throwing and hand-building ceramics."

Margaret has also been inspired through teaching to delve more into her own art practices, including painting, printmaking and ceramics. Her art is ever-evolving, and her love of nature and place are major personal themes she continues to explore.

"The joy I get from art keeps me wanting to learn more. I have felt welcome at Nimbus from day one when I first volunteered. I hope to continue working with teens and also with the many children and adults who come to Nimbus, eager to create."

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### Our 2019 Annual Report Released

2019 carried an important theme for Nimbus Arts—HOME. Our 2019 Annual Report, available now on our website, documents our work and provides a detailed look at all that Nimbus does to make art accessible and available to people of all ages and backgrounds across the Napa Valley. Little did we know that HOME would also dominate 2020! Please visit [nimbusarts.org](http://nimbusarts.org) and check out our recently published 2019 Annual Report, and learn about how we continue to serve our community—our HOME—through even the most difficult times.

### Our Día de los Muertos Community Celebration



Due to COVID restrictions, our annual Día de los Muertos Community Celebration, co-produced with the UpValley Family Centers, transitioned to a remote community art event. Nimbus Arts created and distributed more than 250 free art-kits-to-go to the community and created a large-scale art installation featuring the work of dozens of community members and artists. The installation, sited at the corner of Main and Spring Streets in St. Helena, used the traditional

Día de los Muertos motif of masks to celebrate Mexican-American heritage and the life and memory of our family members. The Día de los Muertos activities were made possible by the sponsorship of the Walker Building Company, the John J. Griswold Foundation, the Damian Maldonado Memorial Foundation, and the Napa Valley Vintners.

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### Our Hundreds of Hands™ #008 – “Taking Liberties” Community Art Mobile Installation

Nimbus Arts began 2021 with “Taking Liberties”—a Mobile Mural displayed in St. Helena from Jan 19th – February 8th. Individual community artists each created their own interpretation of the Statue of Liberty, using their artistic voice to convey their hopes and aspirations, frustrations and fears, as we moved into the new year and inaugurated a new President. These individual artworks were then assembled into our community art installation.

Reflecting on the past year, many of our liberties have been restricted and we all miss time with friends and exploring and enjoying new experiences. Despite these restrictions to our liberties, **Our Lady Liberty Stands Tall!** and our community art mural will honor this symbol of our Democracy. More community art programs to engage and connect our community will continue through the year, thanks to the community support from people like you. The mural project was made possible through funding from the Napa Valley Vintners and Walker Building Company. Also, a special thanks to Laura Rombauer and Vintage Home for the use of their wonderful display space.



**nimbus arts**

649 Main Street, St. Helena, CA 94574 | 707.963.5278 ph | 707.963.0278 fx  
[nimbusarts.org](http://nimbusarts.org) | [info@nimbusarts.org](mailto:info@nimbusarts.org)



## City of St. Helena Nonprofit Funding Program Grant Application and Budget FY 2021/22

The annual "Non-Profit Funding Program" is designed to support local non-profit organizations directly serving the community and/or benefiting the City of St. Helena. Applicant programs, projects and services ("Project") must be consistent with the City's mission statement or support at least one of the City Council's three-year goals (see attached).

Please answer the following questions as they apply to your Project.

Applications must be received no later than **March 15, 2021 by 5:00 PM**. Late and incomplete applications will not be accepted.

### **Organizational Overview**

|                                                   |                                             |
|---------------------------------------------------|---------------------------------------------|
| Organization Name:                                | The Saint Helena Community Band (SHCB)      |
| Organization Mailing Address:                     | P O Box 261, St. Helena, CA 94574           |
| Organization Contact Person (Name/Title):         | <b>Kent Gaisford, Fund Raiser</b>           |
| Organization Contact Email:                       | kentgaisford@gmail.com                      |
| Organization Contact Telephone:                   | 650-703-7187                                |
| Organization Website:                             | www.sainthelenaband.org                     |
| Federal Tax ID Number and Status:                 | 26-2522806 NonProfit 501(c)(3) Organization |
| How long has your organization been in operation? | _____                                       |

Project Category:

- ☐ **Programmatic Grant** – Projects or programs which provide support services to the residents of the City of St. Helena.
- ☒ **Community Enrichment Grant** – Projects which promote or benefit the St. Helena community with arts, culture or education.

### **Grant Request**

|                         |                                                   |
|-------------------------|---------------------------------------------------|
| Project Name:           | Saint Helena Community Band - Yearly Performances |
| Address of Project:     | PO Box 261, St., Helena, CA 94574                 |
| Requested Grant Amount: | \$ 10,000                                         |
| Matching Funds:         | \$ 0                                              |
| TOTAL Project Cost:     | \$ 10,000                                         |

**Application Questions** - Please answer the following questions on a separate sheet.

1. Describe how your Project ties to the City's Goals, Mission/Vision Statement.
2. Describe your Project including objectives and goals and explain how you will meet these goals within the deadline of June 30, 2022. Please provide a timeline for your Project.
3. Describe the community support for your Project.
  - a. What organizations, neighborhood associations, non-profits, residents, etc. are also involved in the Project?
  - b. What roles are they playing and how collaborative is the Project?
  - c. What other support exists for your Project?
4. Describe who will benefit from this Project and estimate how many people this Project may impact.
5. If you have received funding from other Napa County government agencies in the past two years, provide level of funding and how funding from the City of St. Helena will specifically benefit St. Helena residents.

**Cost Estimate**

Include a high level description of all the program or project costs that will be paid for by City Funds. *If additional space is needed please attach a separate sheet.*

| Description                | Amount          |
|----------------------------|-----------------|
| Band Director              | 9,000           |
| Musical Scores             | 500             |
| Tech for Virtual Concerts  | 750             |
| Insurance                  | 600             |
| Dues, Registration, Legal  | 500             |
| Events + Advertising       | 700             |
| <b>Total Grant Request</b> | 10,000 (12,050) |

**Authorized Representative**

I represent that this Application Packet describes the intended use of the requested City Grant funds to complete the Project or Program identified above and the elements listed in the Project Budget. I declare under penalty of perjury, under the laws of the State of California, that the information contained in this Application Packet, including required attachments, is accurate.

Print Name Kent R. Gaisford

Signature Kent Gaisford Digitally signed by Kent Gaisford  
Date: 2021.02.26 08:44:39 -08'00'

Title Fund Raiser

Date February 26, 2021



## City of St. Helena Nonprofit Funding Program Grant Application and Budget FY 2021/2022

### Application Questions

1. Describe how your project ties to the City's Goals, Mission/Vision Statement.

The Saint Helena Community Band is an all-volunteer group of local musicians, promoting music appreciation, the arts, and music education throughout the community. The band performs its concerts throughout the year, both indoors and outdoors, for FREE.

2. Describe your Project including objectives and goals and explain how you will meet these goals within the deadline of June 30, 2020. Please provide a timeline for your Project.

The Saint Helena Community Band is continuing a (100-year old) Napa Valley tradition revived by Francis Ford Coppola in 2007. We enjoy sharing our talents throughout the Napa Valley. The band performs several concerts throughout the year; both indoors and outdoors. We bring the gift of music directly to the St. Helena Community

The Band's concert schedule runs from mid-September to July each year; divided into two seasons (Fall/Winter and Spring/Summer) We normally perform on average four to five concerts each season, for a total of 8-10 concerts each year.

3. Describe the community support for your project.

- a. What organizations, neighborhood associations, non-profits, residents, etc. are involved in the project?

Currently, the band is completely reliant on members to fund raise. Originally, Francis Ford Coppola was our benefactor, with a 10-year funding plan in place. However, that expired as of December 2017.

A subgroup of the Community Band formed a Dixieland band, who also perform at various venues. The Clif Family (formerly Velo Vino) has donated a percentage of their day's proceeds when the Dixieland Band played for their annual Sip & Support program.



- b. What roles are they playing and how collaborative is the project?

Coppola is no longer funding the ongoing operations of the Band. As a result, the Band must increase its own fundraising efforts.

- c. What other support exists for your project?

Band members regularly seek out local merchants to donate goods and services for raffles held at select concerts. Funds from the raffles help support the band. Additionally, an annual Solicitation Letter is mailed year-end to seek donations. The band has a mailing list of approximately 400. Our current fundraising goal is to raise at least \$5,000 by performing 6-8 concerts in a year (which has been greatly impacted by Covid-19).

4. Describe who will benefit from this project and estimate how many people this project/service/ program may impact.

The Saint Helena Community Band performs throughout the Napa Valley. Each concert brings in an audience of between 100-300 attendees.

Past (and ongoing) performances include:

- Yountville Seventh-Day Adventist Church
- California Veterans Home in Yountville
- Inglenook Annual Holiday Open House
- The Meadows in Napa Retirement Community
- Silverado Orchards Retirement Community
- Vineyard Valley Retirement Community
- White Barn
- St Helena Chamber “Concerts in the Park” series
- St Helena Annual July 4<sup>th</sup> Celebrations in Lyman Park
- Calistoga July 4<sup>th</sup> Celebrations in Pioneer Park

Additionally, a smaller, select group of band members perform Dixieland at the following:

- Clif Family Sip & Support
- Rianda House Fund Raisers
- St Helena Harvest Festival
- Napa Porchfest
- Auction Napa Valley

5. If you have received funding from other Napa County government agencies in the past two years, provide level of funding and how funding from the City of St. Helena will specifically benefit St. Helena residents.

N/A

List of Grant Funds Received Past 12 Months:

City of Saint Helena \$5,000



1:00 PM

02/08/21

Cash Basis

**Saint Helena Community Band**  
**Profit & Loss**  
**August 2019 through July 2020**

|                                               | Aug '19 - Jul 20 | Aug '18 - Jul 19 | % Change      |
|-----------------------------------------------|------------------|------------------|---------------|
| <b>Ordinary Income/Expense</b>                |                  |                  |               |
| <b>Income</b>                                 |                  |                  |               |
| 43400 · Income                                |                  |                  |               |
| 43440 · In Kind - Goods & Services            | 949.42           | 1,440.26         | -34.1%        |
| 43410 · Coppola                               | 0.00             | 7,500.00         | -100.0%       |
| 43415 · Fundraising                           |                  |                  |               |
| 43450 · Donations                             | 10,521.21        | 13,496.57        | -22.1%        |
| 43430 · Other Fundraising Income              |                  |                  |               |
| 43432 · Government                            | 5,000.00         | 10,000.00        | -50.0%        |
| <b>Total 43430 · Other Fundraising Income</b> | <b>5,000.00</b>  | <b>10,000.00</b> | <b>-50.0%</b> |
| <b>Total 43415 · Fundraising</b>              | <b>15,521.21</b> | <b>23,496.57</b> | <b>-33.9%</b> |
| <b>Total 43400 · Income</b>                   | <b>16,470.63</b> | <b>32,436.83</b> | <b>-49.2%</b> |
| 45000 · Investments                           |                  |                  |               |
| 45030 · Interest Income - Savings             | 352.44           | 337.53           | 4.4%          |
| <b>Total 45000 · Investments</b>              | <b>352.44</b>    | <b>337.53</b>    | <b>4.4%</b>   |
| <b>Total Income</b>                           | <b>16,823.07</b> | <b>32,774.36</b> | <b>-48.7%</b> |
| <b>Gross Profit</b>                           | <b>16,823.07</b> | <b>32,774.36</b> | <b>-48.7%</b> |
| <b>Expense</b>                                |                  |                  |               |
| 60900 · Business Expenses                     |                  |                  |               |
| 60920 · Business Registration Fees            | 152.00           | 157.00           | -3.2%         |
| <b>Total 60900 · Business Expenses</b>        | <b>152.00</b>    | <b>157.00</b>    | <b>-3.2%</b>  |
| 62100 · Contract Services                     |                  |                  |               |
| 62155 · Outside Performers                    | 250.00           | 500.00           | -50.0%        |
| 62110 · Accounting Fees                       | 700.00           | 600.00           | 16.7%         |
| 62150 · Musical Director                      | 7,200.00         | 12,600.00        | -42.9%        |
| <b>Total 62100 · Contract Services</b>        | <b>8,150.00</b>  | <b>13,700.00</b> | <b>-40.5%</b> |
| 65000 · Operations                            |                  |                  |               |
| 65060 · Bank Service Charges                  | 66.67            | 46.15            | 44.5%         |
| 65080 · Dues and Subscriptions                | 257.00           | 236.00           | 8.9%          |
| 65088 · Meals and Entertainment               | 0.00             | 482.26           | -100.0%       |
| 65087 · Music Equipment                       | 375.61           | 0.00             | 100.0%        |
| 65086 · Music Instruments                     | 40.37            | 537.56           | -92.5%        |
| 65085 · Music Scores                          |                  |                  |               |
| Dixie                                         | 0.00             | 160.38           | -100.0%       |
| 65085 · Music Scores - Other                  | 2,016.83         | 3,531.75         | -42.9%        |
| <b>Total 65085 · Music Scores</b>             | <b>2,016.83</b>  | <b>3,692.13</b>  | <b>-45.4%</b> |
| 65020 · Postage, Mailing Service              | 173.00           | 366.00           | -52.7%        |
| 65030 · Printing and Copying                  | 468.72           | 713.34           | -34.3%        |
| 65040 · Supplies                              | 0.00             | 46.42            | -100.0%       |
| 65015 · Uniforms                              | 51.80            | 48.10            | 7.7%          |
| 65090 · Fundraising                           | 724.90           | 900.79           | -19.5%        |
| 65095 · Events Expense                        | 639.60           | 624.44           | 2.4%          |
| <b>Total 65000 · Operations</b>               | <b>4,814.50</b>  | <b>7,693.19</b>  | <b>-37.4%</b> |
| 65100 · Other Types of Expenses               |                  |                  |               |
| 65120 · Insurance                             | 504.00           | 504.00           | 0.0%          |
| <b>Total 65100 · Other Types of Expenses</b>  | <b>504.00</b>    | <b>504.00</b>    | <b>0.0%</b>   |
| <b>Total Expense</b>                          | <b>13,620.50</b> | <b>22,054.19</b> | <b>-38.2%</b> |
| <b>Net Ordinary Income</b>                    | <b>3,202.57</b>  | <b>10,720.17</b> | <b>-70.1%</b> |
| <b>Net Income</b>                             | <b>3,202.57</b>  | <b>10,720.17</b> | <b>-70.1%</b> |

INTERNAL REVENUE SERVICE  
P. O. BOX 2508  
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: **NOV 05 2008**

THE ST HELENA COMMUNITY BAND  
PO BOX 261  
ST HELENA, CA 94574

Employer Identification Number:  
26-2522806  
DLN:  
17053179321008  
Contact Person:  
BENJAMIN L DAVIS ID# 31465  
Contact Telephone Number:  
(877) 829-5500  
Accounting Period Ending:  
March 31  
Public Charity Status:  
170(b)(1)(A)(vi)  
Form 990 Required:  
Yes  
Effective Date of Exemption:  
April 7, 2008  
Contribution Deductibility:  
Yes  
Addendum Applies:  
No

Dear Applicant:

We are pleased to inform you that upon review of your application for tax exempt status we have determined that you are exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code. Contributions to you are deductible under section 170 of the Code. You are also qualified to receive tax deductible bequests, devises, transfers or gifts under section 2055, 2106 or 2522 of the Code. Because this letter could help resolve any questions regarding your exempt status, you should keep it in your permanent records.

Organizations exempt under section 501(c)(3) of the Code are further classified as either public charities or private foundations. We determined that you are a public charity under the Code section(s) listed in the heading of this letter.

Please see enclosed Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, for some helpful information about your responsibilities as an exempt organization.

Letter 947 (DO/CG)

-2-

THE ST HELENA COMMUNITY BAND

We have sent a copy of this letter to your representative as indicated in your power of attorney.

Sincerely,

A handwritten signature in dark ink, appearing to read "Robert Choi". The signature is fluid and cursive, with the first name "Robert" and last name "Choi" clearly distinguishable.

Robert Choi  
Director, Exempt Organizations  
Rulings and Agreements

---

Enclosures: Publication 4221-PC

Letter 947 (DO/CG)

Attachment 10



**St. Helena  
Community Garden, Inc.**  
P.O. Box 1104  
St. Helena, CA 94574

March 15 2021

Dean Mandy,

Enclosed is the Community Garden's  
application for The City NonProfit Grant.

If you have any questions or need  
further information please contact me.

Susan Ortega 707-322-8454  
President of SHCG. Board of Directors

Thank You in appreciation,

Susan Ortega



## City of St. Helena Nonprofit Funding Program Grant Application and Budget FY 2021/22

The annual "Non-Profit Funding Program" is designed to support local non-profit organizations directly serving the community and/or benefiting the City of St. Helena. Applicant programs, projects and services ("Project") must be consistent with the City's mission statement or support at least one of the City Council's three-year goals (see attached).

Please answer the following questions as they apply to your Project.

Applications must be received no later than **March 15, 2021 by 5:00 PM**. Late and incomplete applications will not be accepted.

### Organizational Overview

|                                                                                                                                                                                                                                                                                       |                                                                                                                                                                                                           |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Organization Name:<br>Organization Mailing Address:<br>Organization Contact Person (Name/Title):<br>Organization Contact Email:<br>Organization Contact Telephone:<br>Organization Website:<br>Federal Tax ID Number and Status:<br>How long has your organization been in operation? | St. Helena Community Garden<br>P.O. Box 1104 St. Helena, CA 94574<br><br><b>Susann Ortega, President</b><br>sthelenagarden@gmail.com<br>707 963-3539    707 - 322-8454<br>N/A<br>27 3038922<br>Since 2010 |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

Project Category:

- ☐ **Programmatic Grant** – Projects or programs which provide support services to the residents of the City of St. Helena.
- ☒ **Community Enrichment Grant** – Projects which promote or benefit the St. Helena community with arts, culture or education.

### Grant Request

|                                                                                                           |                                                                                                |
|-----------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------|
| Project Name:<br>Address of Project:<br>Requested Grant Amount:<br>Matching Funds:<br>TOTAL Project Cost: | St. Helena Community Garden<br>Jacob Melly Park, St. Helena, CA<br>\$5,450<br>\$ 200<br>\$5650 |
|-----------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------|

**Application Questions - Please answer the following questions on a separate sheet.**

1. Describe how your Project ties to the City's Goals, Mission/Vision Statement.
2. Describe your Project including objectives and goals and explain how you will meet these goals within the deadline of June 30, 2022. Please provide a timeline for your Project.
3. Describe the community support for your Project.
  - a. What organizations, neighborhood associations, non-profits, residents, etc. are also involved in the Project?
  - b. What roles are they playing and how collaborative is the Project?
  - c. What other support exists for your Project?
4. Describe who will benefit from this Project and estimate how many people this Project may impact.
5. If you have received funding from other Napa County government agencies in the past two years, provide level of funding and how funding from the City of St. Helena will specifically benefit St. Helena residents.

**Cost Estimate**

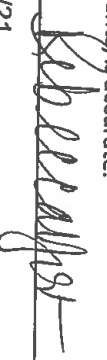
Include a high level description of all the program or project costs that will be paid for by City Funds. *If additional space is needed please attach a separate sheet.*

| Description                                                               | Amount      |
|---------------------------------------------------------------------------|-------------|
| Re-build composting bin                                                   | 1,500       |
| Replace sign at garden entrance                                           | 450         |
| Add additional shed roof to protect equipment                             | 1000        |
| Add pollinator garden                                                     | 500         |
| Maintenance-on going weeding, wood chip paths, replace garden bed borders | 1900        |
| Add 3 security lights                                                     | 300         |
| <b>Total Grant Request</b>                                                | <b>5650</b> |

**Authorized Representative**

I represent that this Application Packet describes the intended use of the requested City Grant funds to complete the Project or Program identified above and the elements listed in the Project Budget. I declare under penalty of perjury, under the laws of the State of California, that the information contained in this Application Packet, including required attachments, is accurate.

Print Name **Rebecca Yost**

Signature 

Title Board Member

Date 3/11/21

Application Questions for City of St. Helena Nonprofit Funding Program

1. The St. Helena Community Garden was created in 2010 to provide a place for the residents of St. Helena to “grow their own”. The Garden is located in Jacob Meily Park in St. Helena and provides garden plots to 30 St. Helena gardeners and their families. The garden plots include handicap accessible gardens. There are three sponsored “scholarship” gardens provided at no cost to low income families, other garden members pay \$50 per year which covers the cost of the insurance required by the City of St. Helena. The garden has been very successful and it is rare that there isn’t a wait-list of people wanting garden space. The goal is to be able to continue the success of the Garden.

The Garden therefore offers a place for families to come together (we have had several parent/child shared gardens) and at the same time provides an attractive addition to the public park in space that was formerly unused. It offers people without garden space a chance to enjoy the benefits of growing their own food with the support of other gardeners and advice from our board member who is a Master Gardener (Suzan Rada).

2. Our primary objective is to replace old framing in several garden beds and frame the last few beds which have not yet been framed. Framing the beds helps to maintain boundaries, control weeds and provide an overall cleaner look. This would include framing for a pollinator garden to promote bees and butterflies. Wood chips are crucial for weed control. A lean-to roof on the existing garden shed provides additional protection for tools. All of these projects could be completed once weather permits on-going outdoor activities.

3. A list of all of the contributors to the creation of the park is attached. The garden club, Heart and Soil has been a regular contributor. There are 30 St. Helena individuals and/or families who have gardens in the Community Garden.

4. There are 30 garden plots in the garden so the owners of those plots benefit directly. The garden is sited in a previously unused area of Jacob Meily park and is therefore an attractive addition. There is a program in place to provide extra vegetables grown in the Garden to the local food bank.

5. The Garden received a \$5,000 grant from the City of St. Helena in 2018 and utilized those funds primarily to upgrade the irrigation system. Since only people residing in the City of St. Helena are eligible to have a garden, the Garden is a direct benefit to St. Helena residents.

**Proof Non Profit Status**



3299828

**State of California**  
**Secretary of State**

I, DEBRA BOWEN, Secretary of State of the State of California,  
hereby certify:

That the attached transcript of \_\_\_\_\_ page(s) is a full, true and  
correct copy of the original record in the custody of this office.

IN WITNESS WHEREOF, I execute this  
certificate and affix the Great Seal of the State  
of California this day of \_\_\_\_\_



*Debra Bowen*  
DEBRA BOWEN  
Secretary of State

3299828

**ENDORSED - FILED**  
In the Office of the Secretary of State  
of the State of California

Articles of Incorporation  
Of

APR 20 2010

St. Helena Community Garden, Inc.  
A California Public Benefit Corporation

**ONE:** The name of this corporation is **ST. HELENA COMMUNITY GARDEN, INC.**

**TWO:** This corporation is a nonprofit public benefit corporation and is not organized for the private gain of any person. It is organized under the Nonprofit Public Benefit Corporation Law for charitable purposes. The specific purposes for which this corporation is organized are to provide opportunities to community residents for an enhanced gardening experience and to add to the fund of garden knowledge locally.

**THREE:** The name and address in the State of California of this corporation's initial agent for service of process is Susann M. Ortega, 1466 Railroad Avenue, St. Helena, CA 94574.

**FOUR:** (a) This corporation is organized and operated exclusively for charitable and educational purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code.

(b) Notwithstanding any other provision of these Articles, the corporation shall not carry on any other activities not permitted to be carried on (1) by a corporation exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code or (2) by a corporation contributions to which are deductible under Section 170(c)(2) of the Internal Revenue Code.

(c) No substantial part of the activities of this corporation shall consist of carrying on propaganda, or otherwise attempting to influence legislation, and the corporation shall not participate or intervene in any political campaign (including the publishing or distribution of statements) on behalf of, or in opposition to, any candidate for public office.

**FIVE:** The property of this corporation is irrevocably dedicated to charitable and educational purposes and no part of the net income or assets of the organization shall ever inure to the benefit of any director, officer or member thereof or to the benefit of any private person.

On the dissolution or winding up of the corporation, its assets remaining after payment of, or provision for payment of, all debts and liabilities of this corporation, shall be distributed to a nonprofit fund, foundation, or corporation which is organized and operated exclusively for charitable and educational purposes and which has established its tax-exempt status under Section 501(c)(3) of the Internal Revenue Code.

Susann M. Ortega  
Susann M. Ortega, Incorporator

april 2010  
Date

**Prior Year Actual Budget**

Saint Helena Community Garden, Inc.  
**Report of Operations**  
 01/29/20  
 Accrual Basis January through December 2019

|                               | Jan - Dec 19 |
|-------------------------------|--------------|
| Ordinary Income/Expense       |              |
| Income                        |              |
| Contributions / Organizations | 200.00       |
| Garden Rents                  | 1,200.00     |
| Total Income                  | 1,400.00     |
| Expense                       |              |
| Garden Expenses               |              |
| Equip Rental and Maintenance  | 87.62        |
| Garden Facilities & Supplies  | 604.69       |
| Irrigation system             | 5.21         |
| Lighting                      | 24.86        |
| Garden Borders                | 814.97       |
| Plants                        | 422.84       |
| Soil Amendments               | 60.00        |
| Total Garden Expenses         | 2,020.19     |
| Operating Expenses            |              |
| Board Meetings                | 130.00       |
| Insurance - Liability         | 1,121.10     |
| Legal Fees                    | 109.00       |
| Postage, Mailing Service      | 106.00       |
| Supplies                      | 111.20       |
| Total Operating Expenses      | 1,577.30     |
| Total Expense                 | 3,597.49     |
| Net Ordinary Income           | (2,197.49)   |
| Net Income                    | (2,197.49)   |

03/14/21  
Cash Basis

Saint Helena Community Garden, Inc.  
Report of Operations  
January through December 2020

|                               | Jan - Dec 20 |
|-------------------------------|--------------|
| Ordinary Income/Expense       |              |
| Income                        |              |
| Contributions / Organizations | 300.00       |
| Contributions / Individuals   | 200.00       |
| Garden Rents                  | 1,200.00     |
| Total Income                  | 1,700.00     |
| Expense                       |              |
| Garden Expenses               |              |
| Garden Facilities & Supplies  | 193.17       |
| Irrigation system             | 69.58        |
| Pest Controls                 | 20.56        |
| Plants                        | 64.82        |
| Total Garden Expenses         | 348.13       |
| Operating Expenses            |              |
| Insurance - Liability         | 1,131.56     |
| Legal Fees                    | 109.00       |
| Postage, Mailing Service      | 59.00        |
| Total Operating Expenses      | 1,299.56     |
| Total Expense                 | 1,647.69     |
| Net Ordinary Income           | 52.31        |
| Net Income                    | 52.31        |

**Current Year Operating Budget**

**Saint Helena Community Garden**  
**Budget**  
**January through December 2020**

|                               |  |                          |
|-------------------------------|--|--------------------------|
| Income                        |  |                          |
| Contributions / Organizations |  | \$ 300                   |
| Garden Rents                  |  | 1,350                    |
| Total Income                  |  | 1,650                    |
| Expense                       |  |                          |
| Garden Expenses               |  |                          |
| Equip Rental and Maintenance  |  | 100                      |
| Garden Facilities & Supplies  |  | 850                      |
| Irrigation system             |  | 100                      |
| Lighting                      |  | 300                      |
| Garden Borders                |  | 4,800                    |
| Plants                        |  | 250                      |
| Soil Amendments               |  | 100                      |
| Total Garden Expenses         |  | 6,500                    |
| Operating Expenses            |  |                          |
| Insurance - Liability         |  | 1,200                    |
| Legal Fees                    |  | 110                      |
| Postage, Mailing Service      |  | 110                      |
| Supplies                      |  | 130                      |
| Total Operating Expenses      |  | 1,550                    |
| Total Expense                 |  | 8,050                    |
| Net Ordinary Income           |  | <u><u>\$ (6,400)</u></u> |

03/08/17 Saint Helena Community Garden, Inc.  
 Actual Basis Donations 2010  
 As of December 31, 2010

| Type                                 | Date       | Num | Name                              | Memo                                                 | Amount   |
|--------------------------------------|------------|-----|-----------------------------------|------------------------------------------------------|----------|
| <b>Contributions / Organizations</b> |            |     |                                   |                                                      |          |
| Sales Receipt                        | 07/15/2010 | 20  | Sutter Home Winery                |                                                      | 1,000.00 |
| Sales Receipt                        | 08/05/2010 | 21  | St Helena Beautification          |                                                      | 1,000.00 |
| Sales Receipt                        | 10/01/2010 | 3   | Advanced Lighting Systems         |                                                      | 150.00   |
| Sales Receipt                        | 10/19/2010 | 22  | Bakshesh                          |                                                      | 220.00   |
| Deposit                              | 11/10/2010 |     | Loios                             | Cheers nght<br>Deposit                               | 25.00    |
| Sales Receipt                        | 11/17/2010 | 6   | St. Helena Cycles                 |                                                      | 25.00    |
| Sales Receipt                        | 11/17/2010 | 7   | Main Street Service               |                                                      | 100.00   |
| Sales Receipt                        | 12/01/2010 | 9   | St. Helena Renaissance Foundation |                                                      | 25.00    |
| Sales Receipt                        | 12/01/2010 | 10  | Health Spa Napa Valley            |                                                      | 20.00    |
| Sales Receipt                        | 12/01/2010 | 11  | TCW                               |                                                      | 50.00    |
| Sales Receipt                        | 12/01/2010 | 12  | V. Sauti Winery                   |                                                      | 50.00    |
| Sales Receipt                        | 12/01/2010 | 13  | St. Helena Farmers Market         |                                                      | 150.00   |
| Sales Receipt                        | 12/15/2010 | 16  | Coombs & Dunlap, LLP              |                                                      | 500.00   |
|                                      |            |     |                                   |                                                      | 50.00    |
| Total Contributions / Organizations  |            |     |                                   |                                                      | 3,340.00 |
| <b>Contributions / Individuals</b>   |            |     |                                   |                                                      |          |
| Sales Receipt                        | 07/15/2010 | 18  | Novak, Mary W.                    |                                                      | 500.00   |
| Deposit                              | 07/15/2010 |     |                                   | Farmers Market Table                                 | 16.00    |
| Sales Receipt                        | 08/11/2010 | 19  | Snowden, Scott                    |                                                      | 425.00   |
| Sales Receipt                        | 10/01/2010 | 1   | Cummings                          |                                                      | 100.00   |
| Sales Receipt                        | 10/01/2010 | 2   | Kelso                             |                                                      | 100.00   |
| Deposit                              | 10/20/2010 |     |                                   |                                                      | 42.00    |
| Sales Receipt                        | 10/22/2010 | 4   | Snowden, Scott                    | Harvest Festival<br>To Cover for liability insurance | 804.00   |
| Sales Receipt                        | 10/22/2010 | 5   | Merzon, B. Thomas                 |                                                      | 200.00   |
| Sales Receipt                        | 11/17/2010 | 8   | Saks, William A.                  |                                                      | 200.00   |
| Sales Receipt                        | 11/26/2010 | 17  | Snowden, Scott                    |                                                      | 3,816.36 |
| Sales Receipt                        | 12/15/2010 | 14  | Richards, James W.                |                                                      | 50.00    |
| Sales Receipt                        | 12/15/2010 | 15  | Beckstofer, W. Andrew             |                                                      | 100.00   |
| Sales Receipt                        | 12/22/2010 | 23  | Echtemeyer, Faith                 |                                                      | 50.00    |
| Sales Receipt                        | 12/22/2010 | 24  | Chehimi, Michael & Kathleen       |                                                      | 100.00   |
| Total Contributions / Individuals    |            |     |                                   |                                                      | 6,503.36 |
| TOTAL                                |            |     |                                   |                                                      | 9,843.36 |





## City of St. Helena Nonprofit Funding Program Grant Application and Budget FY 2021/22

The annual "Non-Profit Funding Program" is designed to support local non-profit organizations directly serving the community and/or benefiting the City of St. Helena. Applicant programs, projects and services ("Project") must be consistent with the City's mission statement or support at least one of the City Council's three-year goals (see attached).

Please answer the following questions as they apply to your Project.

Applications must be received no later than **March 15, 2021 by 5:00 PM.** Late and incomplete applications will not be accepted.

### Organizational Overview

|                                                   |                                              |
|---------------------------------------------------|----------------------------------------------|
| Organization Name:                                | <u>St. Helena Historical Society</u>         |
| Organization Mailing Address:                     | <u>P.O. Box 87 St. Helena CA 94574</u>       |
| Organization Contact Person<br>(Name/Title):      | <u>Leti Olivier, Executive Director</u>      |
| Organization Contact Email:                       | <u>leti.shistory@gmail.com</u>               |
| Organization Contact Telephone:                   | <u>707 967 5582</u>                          |
| Organization Website:                             | <u>shistory.org</u>                          |
| Federal Tax ID Number and Status:                 | <u>30-0087094 176(b)(1)(A)(vi) 501(c)(3)</u> |
| How long has your organization been in operation? | <u>19 years</u>                              |

### Project Category:

- ☐ **Programmatic Grant** – Projects or programs which provide support services to the residents of the City of St. Helena.
- ☒ **Community Enrichment Grant** – Projects which promote or benefit the St. Helena community with arts, culture or education.

### Grant Request

|                         |                                                 |
|-------------------------|-------------------------------------------------|
| Project Name:           | <u>Pioneer Classroom &amp; Education Center</u> |
| Address of Project:     | <u>1255 Oak Street, St. Helena 94574</u>        |
| Requested Grant Amount: | <u>\$ 11,200.00</u>                             |
| Matching Funds:         | <u>\$ 0</u>                                     |
| TOTAL Project Cost:     | <u>\$ 11,200.00</u>                             |

**Application Questions** - Please answer the following questions on a separate sheet.

1. Describe how your Project ties to the City's Goals, Mission/Vision Statement.
2. Describe your Project including objectives and goals and explain how you will meet these goals within the deadline of June 30, 2022. Please provide a timeline for your Project.
3. Describe the community support for your Project.
  - a. What organizations, neighborhood associations, non-profits, residents, etc. are also involved in the Project?
  - b. What roles are they playing and how collaborative is the Project?
  - c. What other support exists for your Project?
4. Describe who will benefit from this Project and estimate how many people this Project may impact.
5. If you have received funding from other Napa County government agencies in the past two years, provide level of funding and how funding from the City of St. Helena will specifically benefit St. Helena residents.

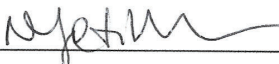
**Cost Estimate**

Include a high level description of all the program or project costs that will be paid for by City Funds. *If additional space is needed please attach a separate sheet.*

| Description                | Amount |
|----------------------------|--------|
| See attachment             |        |
|                            |        |
|                            |        |
|                            |        |
|                            |        |
| <b>Total Grant Request</b> |        |

**Authorized Representative**

I represent that this Application Packet describes the intended use of the requested City Grant funds to complete the Project or Program identified above and the elements listed in the Project Budget. I declare under penalty of perjury, under the laws of the State of California, that the information contained in this Application Packet, including required attachments, is accurate.

Print Name N. Leti OlivierSignature Title Executive DirectorDate 3/14/2021

**Pioneer Classroom and Education Center  
St. Helena Historical Society  
City of St. Helena Non-Profit Grant Program, 2021-2022**

1. Describe how your Project ties to the City's Goals, Mission/Vision Statement.

The Pioneer Classroom program is consistent with the city's Vision, Mission and 3-Year Goals.

- The Pioneer Classroom's focus on engagement of our schoolchildren in the history of St. Helena supports the Vision of a family-friendly diverse community that provides cultural and recreational opportunities and embraces its historic, small-town character. Oneroom schools, although mostly now demolished, remain national icons that symbolize our common past and reflect the homegrown values that were promoted during early education. The Pioneer Classroom will tell this story to St. Helena's children and give them a deeper understanding of their cultural heritage.
- The Pioneer Classroom is consistent with the city's Mission, in that it will bring to life for our young people the historical experience of learning in a one-room school. This educational and cultural opportunity, which is not currently provided by any other entity in St. Helena, will strengthen the city's partnerships with the non-profit sector.
- The Pioneer Classroom project is aligned with the 3-Year Goals of 1) safeguarding St. Helena's unique culture, and 2) supporting thriving families and enhancing the development of our youth.

2. Describe your Project including objectives and goals and explain how you will meet these goals within the deadline of June 30, 2022. Provide a timeline for your Project.

The St. Helena Historical Society has recently signed a lease to establish a Heritage Center in 5 rooms of the former St. Helena Catholic School, 1255 Oak Avenue. This is a huge step for a very small nonprofit organization. We renovated all five rooms, including an entirely new HVAC system that meets code and museum standards. Currently we are planning to have exhibition space in 2 of the rooms, an education center in one room, and storage and collections (back of the house activities) in 2 rooms.

We are applying for funding to equip one of these rooms, the education center, with furnishings replicating a one-room schoolhouse from the late 1800s/early 1900s. The main objective of our project is to provide elementary school children with an opportunity to experience an historically accurate immersion into the schoolroom of

more than 100 years ago using historic artifacts as well as modern media. While modern media was not to be found in the schoolrooms from 100 years ago, it will give us the opportunity to project and share historic photographs and images to enhance the experience.

The major goal is to have a room with the furnishings, media support, and materials to meet this objective. A secondary objective is to have the ability to provide programming for older students as well as adults with the goal of bringing the history of St. Helena alive. Examples of programs would be Native American history of the region, ethnic history of our European ancestry, the influence of the Chinese on our agriculture and landscape, histories of our pioneer families and traditions, and other programs that will be developed over time.

The timeline is to have the room refurbished (cleaned, painted, equipped with modern HVAC and including modern media to project and share historical artifacts) and ready to furnish by March 30, 2022.

Following that will be the furnishing of the space with benches for the children, AV support, chalk boards, era-appropriate clothing for the children, and stackable chairs for programs by June 30, 2022.

The curriculum for the children's Pioneer Classroom program will be developed by April 30, 2022.

A tentative schedule of programming for older students and adults (including both local residents and visitors) will be developed by June 30, 2022.

### 3. Describe the community support for your Project.

We will work with community organizations including Rianda House Senior Activity Center, the local schools, the Boys and Girls Club, Federated Women and other service organizations including Rotary and Soroptimist clubs and volunteers.

In addition the Hall winery has preserved materials from the original Vineland School, a oneroom school house dating back to the late 1800s. We have pressed tin ceiling pieces as well as door and window frames. We anticipate that we can incorporate some of this material into the Pioneer Classroom to add authenticity and character.

Retired teachers and volunteers will help to develop curriculum and programming.

Other support comes from our own organization. We have already purchased readers, slates, period furniture, and artifacts such as lunch buckets, pens and ink bottles, school bells, flags, and other items that children would find in a Pioneer Classroom. We will be renovating and improving the space, recruiting the volunteers, and setting priorities in the ensuing years' budgets to support the Project. We have the added advantage of having a consultant who has developed a similar program in Gig Harbor, Washington. She has been generously giving her time and expertise not only to the classroom/programming project but also to the development of the Heritage Center as a whole.

4. Describe who will benefit from the Project and estimate how many people this Project may impact.

The benefit of the Pioneer Classroom Project will potentially impact every 3-4th grade student in our St. Helena Unified School District as well as Howell Mountain School. The secondary objective of providing programming for older students and adults could potentially impact hundreds of residents and visitors.

After the initial launch of the Pioneer Classroom Project, there is the possibility to invite surrounding districts such as Calistoga and Napa to share the Pioneer Classroom experience.

5. Other grant funding and how funding from the City of St. Helena will specifically benefit St. Helena residents.

The St. Helena Historical Society has not received any funding from other Napa County government agencies in the past 2 years.

Funding from this grant will contribute to the creation of an interactive educational space that will help achieve St. Helena's goals of being family friendly as well as expanding cultural opportunities. The support will help the St. Helena Historical Society furnish one of the rooms that we are leasing to provide educational programs for children and adults. The overall benefit is to enrich the programs offered by the St. Helena Heritage Center as it develops as an educational resource for the citizens of St. Helena as well as visitors to our town.



INTERNAL REVENUE SERVICE  
P. O. BOX 2508  
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: **OCT 04 2006**

ST HELENA HISTORICAL SOCIETY  
PO BOX 87  
ST HELENA, CA 94574

Employer Identification Number:  
30-0087096  
DLN:  
17053252748036  
Contact Person:  
EDWINA O PERKINS ID# 31229  
Contact Telephone Number:  
(877) 829-5500  
Public Charity Status:  
170(b)(1)(A)(vi)

Dear Applicant:

Our letter dated August 2002, stated you would be exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code, and you would be treated as a public charity, rather than as a private foundation, during an advance ruling period.

Based on the information you submitted, you are classified as a public charity under the Code section listed in the heading of this letter. Since your exempt status was not under consideration, you continue to be classified as an organization exempt from Federal income tax under section 501(c)(3) of the Code.

Publication 557, Tax-Exempt Status for Your Organization, provides detailed information about your rights and responsibilities as an exempt organization. You may request a copy by calling the toll-free number for forms, (800) 829-3676. Information is also available on our Internet Web Site at [www.irs.gov](http://www.irs.gov).

If you have general questions about exempt organizations, please call our toll-free number shown in the heading.

Please keep this letter in your permanent records.

Sincerely yours,



Lois G. Lerner  
Director, Exempt Organizations  
Rulings and Agreements

Letter 1050 (DO/CG)

**Budget 2020-2021**

|                               | Jul '19 - Jun 20 | Budget        | Delta           |
|-------------------------------|------------------|---------------|-----------------|
| Ordinary Income/Expense       |                  |               |                 |
| Income                        |                  |               |                 |
| Contributed Revenue           |                  |               |                 |
| Fundraising Campaigns         |                  |               |                 |
| Art Auction                   | \$ 9,845.00      | \$ 100,000.00 |                 |
| Annual Fundraising            | \$ 488.70        | \$ 500.00     |                 |
| Fundraising Campaigns - Other |                  |               |                 |
| Total Fundraising Campaigns   | \$ 10,333.70     | \$ 100,500.00 | \$ (90,166.30)  |
| Grants                        |                  |               |                 |
| Government Grants             | \$ 5,000.00      | \$ 8,000.00   | \$ (3,000.00)   |
| Total Grants                  | \$ 5,000.00      | \$ 8,000.00   | \$ (3,000.00)   |
| Unrestricted Donations        |                  |               |                 |
| Bequests/Memorials            | \$ 70,748.00     | \$ 500.00     | \$ 70,248.00    |
| Total Unrestricted Donations  | \$ 70,748.00     | \$ 500.00     | \$ 70,248.00    |
| Contributed Revenue - Other   | \$ 645.00        | \$ 500.00     | \$ 145.00       |
| Total Contributed Revenue     | \$ 86,726.70     | \$ 109,500.00 | \$ (22,773.30)  |
| Interest Income               | \$ 110.91        | \$ 50.00      | \$ 60.91        |
| Self Generated Revenue        |                  |               |                 |
| Membership                    |                  |               |                 |
| Business Membership           | \$ 600.00        |               | \$ 600.00       |
| Contributing Membership       | \$ 1,050.00      |               | \$ 1,050.00     |
| Dual Membership               | \$ 40.00         |               | \$ 40.00        |
| Family Membership             | \$ 1,200.00      |               | \$ 1,200.00     |
| Individual Membership         | \$ 180.00        |               | \$ 180.00       |
| Membership - Other            | \$ 10,177.28     | \$ 15,000.00  | \$ (4,822.72)   |
| Total Membership              | \$ 13,247.28     | \$ 15,000.00  | \$ (1,752.72)   |
| Publication Sales             |                  |               |                 |
| Books                         | \$ -             | \$ 100.00     | \$ (100.00)     |
| Photos                        | \$ -             | \$ 1,000.00   | \$ (1,000.00)   |
| Total Publications Sales      | \$ -             | \$ 1,100.00   | \$ (1,100.00)   |
| Research Fees                 | \$ -             | \$ 1,500.00   | \$ (1,500.00)   |
| Events                        |                  |               |                 |
| Cemetery Tour                 | \$ -             | \$ 800.00     | \$ (800.00)     |
| Total Events                  | \$ -             | \$ 800.00     | \$ (800.00)     |
| Total Income                  | \$ -             | \$ 127,950.00 | \$ (127,950.00) |

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 \$ 500.00  
 \$ 100,500.00  
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 \$ 109,500.00  
 \$ 50.00  
 \$ 15,000.00  
 \$ 15,000.00  
 \$ 100.00  
 \$ 1,000.00  
 \$ 1,100.00  
 \$ 1,500.00  
 \$ 800.00  
 \$ 800.00  
 \$ 127,950.00

|                                  |               |               |                |               |
|----------------------------------|---------------|---------------|----------------|---------------|
| Cost of Goods Sold               | \$ -          | \$ (85.00)    | \$ 85.00       | \$ (85.00)    |
| Total Self Generated Revenue     | \$ 13,247.28  | \$ 15,050.00  | \$ (1,802.72)  | \$ 15,050.00  |
| Total Income                     | \$ 100,084.89 | \$ 124,600.00 | \$ (24,515.11) | \$ 124,600.00 |
| Gross Profit                     | \$ 100,084.89 | \$ 124,600.00 | \$ (24,515.11) | \$ 124,600.00 |
| Expense                          |               |               |                |               |
| Admini/Operating Expenses        |               |               |                |               |
| Bank Service Charges             | \$ 302.61     | \$ 200.00     | \$ 102.61      | \$ 300.00     |
| Contracted Services              |               |               |                |               |
| Accounting Services              | \$ 249.95     | \$ 1,600.00   | \$ (1,350.05)  | \$ 1,500.00   |
| IT Maintenance                   | \$ 224.85     | \$ 1,500.00   | \$ (1,275.15)  | \$ 1,000.00   |
| Organizational Development       |               |               |                |               |
| Bonnie Thoreen                   | \$ 11,925.00  | \$ 10,000.00  | \$ 1,925.00    | \$ 6,000.00   |
| Total Organizational Development | \$ 11,925.00  | \$ 10,000.00  | \$ 1,925.00    | \$ 6,000.00   |
| Total Contracted Services        | \$ 12,399.80  | \$ 13,100.00  | \$ (700.20)    | \$ 8,500.00   |
| Dues and Subscriptions           | \$ 784.00     | \$ 600.00     | \$ 184.00      | \$ 600.00     |
| General Administration           |               |               |                |               |
| Insurance                        |               |               |                |               |
| Liability Insurance              | \$ 549.04     | \$ 800.00     | \$ (250.96)    | \$ 800.00     |
| Truck Insurance                  | \$ 1,666.78   | \$ 1,000.00   | \$ 666.78      | \$ 1,000.00   |
| Total Insurance                  | \$ 2,215.82   | \$ 1,800.00   | \$ 415.82      | \$ 1,800.00   |
| Total General Administration     | \$ 2,215.82   | \$ 2,215.82   |                |               |
| Licenses, Fees, Permits          |               |               |                |               |
| sales tax                        | \$ 93.72      | \$ 8,500.00   | \$ (8,406.28)  | \$ 200.00     |
| Licenses, Fees, Permits - Other  | \$ 357.00     | \$ 1,000.00   | \$ (643.00)    | \$ 250.00     |
| Total Licenses, Fees, Permits    | \$ 450.72     | \$ 9,500.00   | \$ (9,049.28)  | \$ 450.00     |
| Rent                             |               |               |                |               |
| Catholic Church School           | \$ 21,000.00  | \$ -          | \$ 21,000.00   | \$ 54,000.00  |
| Total Rent                       | \$ 21,000.00  | \$ -          | \$ 21,000.00   | \$ 54,000.00  |
| Supplies                         |               |               |                |               |
| general                          | \$ 1,039.25   |               | \$ 1,039.25    | \$ 1,500.00   |
| membership                       | \$ 608.05     |               | \$ 608.05      | \$ 500.00     |
| Total Supplies                   | \$ 1,647.30   | \$ 1,600.00   | \$ 47.30       | \$ 1,600.00   |
| Telephone                        | \$ 1,643.26   | \$ 1,500.00   | \$ 143.26      | \$ 1,500.00   |
| Total Admini/Operating Expenses  | \$ 40,443.51  | \$ 26,500.00  | \$ 13,943.51   | \$ 66,950.00  |



| Development                        |  | \$ | -         |    | \$        | -  | \$          | 1,000.00 | \$ | 1,000.00    |
|------------------------------------|--|----|-----------|----|-----------|----|-------------|----------|----|-------------|
| Membership/History Center          |  |    |           |    |           |    |             |          |    |             |
| Membership Renewal Campaigns       |  |    |           |    |           |    |             |          |    |             |
| Total Membership/History Center    |  | \$ | 208.50    | \$ | 1,000.00  | \$ | (791.50)    |          | \$ | 1,000.00    |
| Total Development                  |  | \$ | 208.50    | \$ | 1,000.00  | \$ | (791.50)    |          | \$ | 1,000.00    |
| Heritage Center                    |  | \$ | 208.50    | \$ | 1,000.00  | \$ | (791.50)    |          | \$ | 12,000.00   |
| Payroll Expenses                   |  | \$ | 18,934.68 | \$ | -         | \$ | 18,934.58   |          | \$ | 50,000.00   |
| Postage                            |  | \$ | 387.40    | \$ | 900.00    | \$ | (512.60)    |          | \$ | 900.00      |
| Program Services                   |  |    |           |    |           |    |             |          |    |             |
| Collections Program                |  | \$ | 700.43    | \$ | 500.00    | \$ | 200.43      |          | \$ | 1,000.00    |
| equipment                          |  | \$ | 44.37     |    |           | \$ | 44.37       |          |    |             |
| Exhibits                           |  |    |           |    |           |    |             |          |    |             |
| Portable Core Exhibit              |  | \$ | 7,492.89  |    |           | \$ | 7,492.89    |          | \$ | 5,000.00    |
| Exhibits - Other                   |  | \$ | 158.41    |    |           | \$ | 158.41      |          |    |             |
| Total Exhibits                     |  | \$ | 7,651.30  | \$ | -         | \$ | 7,651.30    |          | \$ | 5,000.00    |
| Research Services Program          |  | \$ | 296.50    | \$ | 1,000.00  | \$ | (703.50)    |          | \$ | 500.00      |
| Signature Educational Events       |  |    |           | \$ | 250.00    | \$ | (250.00)    |          | \$ | 250.00      |
| Spirits of St. Helena, Cemetery    |  | \$ | 33.26     | \$ | 300.00    | \$ | (266.74)    |          | \$ | 300.00      |
| Total Signature Educational Events |  | \$ | 33.26     | \$ | 550.00    | \$ | (516.74)    |          | \$ | 550.00      |
| Special Activities/Events          |  |    |           |    |           |    |             |          |    |             |
| Annual Party                       |  | \$ | 383.96    | \$ | 500.00    | \$ | (116.04)    |          | \$ | 500.00      |
| Total Special Activities/Events    |  | \$ | 383.96    | \$ | 500.00    | \$ | (116.04)    |          | \$ | 500.00      |
| Voices of St. Helena Program       |  | \$ | 4,420.00  | \$ | 6,000.00  | \$ | (1,580.00)  |          | \$ | 1,000.00    |
| Total Program Services             |  | \$ | 13,529.82 | \$ | 8,550.00  | \$ | 4,979.82    |          | \$ | 8,550.00    |
| Uncategorized Expenses             |  | \$ | 712.32    | \$ | 200.00    | \$ | 512.32      |          | \$ | 200.00      |
| Total Expense                      |  | \$ | 74,216.13 | \$ | 37,150.00 | \$ | 37,066.13   |          | \$ | 139,600.00  |
| Net Ordinary Income                |  | \$ | 25,868.76 | \$ | 87,450.00 | \$ | (61,581.24) |          | \$ | (15,000.00) |
| Net Income                         |  | \$ | 25,868.76 | \$ | 87,450.00 | \$ | (61,581.24) |          | \$ | (15,000.00) |



## City of St. Helena Nonprofit Funding Program Grant Application and Budget FY 2021/22

The annual "Non-Profit Funding Program" is designed to support local non-profit organizations directly serving the community and/or benefiting the City of St. Helena. Applicant programs, projects and services ("Project") must be consistent with the City's mission statement or support at least one of the City Council's three-year goals (see attached).

Please answer the following questions as they apply to your Project.

Applications must be received no later than **March 15, 2021 by 5:00 PM**. Late and incomplete applications will not be accepted.

### **Organizational Overview**

|                                                   |                                                     |
|---------------------------------------------------|-----------------------------------------------------|
| Organization Name:                                | <u>Upstage Napa Valley</u>                          |
| Organization Mailing Address:                     | <u>P.O. Box 277, Calistoga, CA 94515</u>            |
| Organization Contact Person<br>(Name/Title):      | <u>H. Stuart Harrison</u><br><u>Board President</u> |
| Organization Contact Email:                       | <u>hstuart.harrison@gmail.com</u>                   |
| Organization Contact Telephone:                   | <u>707 299 8549</u>                                 |
| Organization Website:                             | <u>www.upstagenapavalley.org</u>                    |
| Federal Tax ID Number and Status:                 | <u>47-467-4201</u>                                  |
| How long has your organization been in operation? | <u>since July 2015</u>                              |

Project Category:

- ☐ **Programmatic Grant** – Projects or programs which provide support services to the residents of the City of St. Helena.
- ☒ **Community Enrichment Grant** – Projects which promote or benefit the St. Helena community with arts, culture or education.

### **Grant Request**

|                         |               |
|-------------------------|---------------|
| Project Name:           | <u></u>       |
| Address of Project:     | <u></u>       |
| Requested Grant Amount: | <u>\$6095</u> |
| Matching Funds:         | <u>\$</u>     |
| TOTAL Project Cost:     | <u>\$6095</u> |

**Application Questions** - Please answer the following questions on a separate sheet.

1. Describe how your Project ties to the City's Goals, Mission/Vision Statement.
2. Describe your Project including objectives and goals and explain how you will meet these goals within the deadline of June 30, 2022. Please provide a timeline for your Project.
3. Describe the community support for your Project.
  - a. What organizations, neighborhood associations, non-profits, residents, etc. are also involved in the Project?
  - b. What roles are they playing and how collaborative is the Project?
  - c. What other support exists for your Project?
4. Describe who will benefit from this Project and estimate how many people this Project may impact.
5. If you have received funding from other Napa County government agencies in the past two years, provide level of funding and how funding from the City of St. Helena will specifically benefit St. Helena residents.

**Cost Estimate**

Include a high level description of all the program or project costs that will be paid for by City Funds. *If additional space is needed please attach a separate sheet.*

| Description                | Amount        |
|----------------------------|---------------|
| on separate sheet          | \$6095        |
|                            |               |
|                            |               |
|                            |               |
|                            |               |
|                            |               |
| <b>Total Grant Request</b> | <b>\$6095</b> |

**Authorized Representative**

I represent that this Application Packet describes the intended use of the requested City Grant funds to complete the Project or Program identified above and the elements listed in the Project Budget. I declare under penalty of perjury, under the laws of the State of California, that the information contained in this Application Packet, including required attachments, is accurate.

Print Name H. Stuart Harrison

Signature \_\_\_\_\_

Title Board President Date 3/8/21



## City of St. Helena Nonprofit Funding Program Grant Application and Budget FY 2021/22

The annual "Non-Profit Funding Program" is designed to support local non-profit organizations directly serving the community and/or benefiting the City of St. Helena. Applicant programs, projects and services ("Project") must be consistent with the City's mission statement or support at least one of the City Council's three-year goals (see attached).

Please answer the following questions as they apply to your Project.

Applications must be received no later than **March 15, 2021 by 5:00 PM**. Late and incomplete applications will not be accepted.

### Organizational Overview

|                                                   |                                       |
|---------------------------------------------------|---------------------------------------|
| Organization Name:                                | Upstage Napa Valley                   |
| Organization Mailing Address:                     | P.O. Box 277, Calistoga, CA 94515     |
| Organization Contact Person<br>(Name/Title):      | H. Stuart Harrison<br>Board President |
| Organization Contact Email:                       | hstuart.harrison@gmail.com            |
| Organization Contact Telephone:                   | 707 299 8549                          |
| Organization Website:                             | www.upstagenapavalley.org             |
| Federal Tax ID Number and Status:                 | 47-467-4201                           |
| How long has your organization been in operation? | since July 2015                       |

Project Category:

- ☐ **Programmatic Grant** – Projects or programs which provide support services to the residents of the City of St. Helena.
- ☒ **Community Enrichment Grant** – Projects which promote or benefit the St. Helena community with arts, culture or education.

### Grant Request

|                         |                                                       |
|-------------------------|-------------------------------------------------------|
| Project Name:           | First Annual Upstage Napa Valley Playwrights Festival |
| Address of Project:     | P.O. Box 277, Calistoga, CA 94515                     |
| Requested Grant Amount: | \$ 6095                                               |
| Matching Funds:         | \$                                                    |
| TOTAL Project Cost:     | \$ 6095                                               |



## City of St. Helena

### *Vision Statement*

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

### *Mission Statement*

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

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

*\*Vision and Mission Statements adopted by the City of St. Helena City Council on April 12, 2016, Resolution No. 2016-47.*

### *City Council 3-Year Goals*

- Improve and Maintain Safe and Reliable City Infrastructure with a Commitment to Environmental Stewardship & Public Health
- Stabilize, Maintain, and Improve Access to Housing
- Enhance Organizational Performance and Commit to Full Public Participation, Ongoing Communication, and Regional Collaboration
- Ensure Long-Term Economic Sustainability while Safeguarding St. Helena's Unique Culture & Quality of Life
- Support Thriving Families and Enhance the Safety, Well-Being, and Healthy Development of Our Youth
- Support Initiatives that Respond to and Plan for Climate Change

## **Grant Proposal**

### **City of St. Helena Nonprofit Funding Program**

Upstage Napa Valley is pleased to submit this Grant proposal to the City of St. Helena in regards to its FY 2021/22 Nonprofit Funding Program. Here are the particulars.

- 1) Who we are: Upstage Napa Valley is a small community theatre company, with an emphasis on the 'small' and the 'community'. Our productions are performed at the Grace Episcopal Church in St. Helena, 90% of our actors are from the Napa Valley and 80% of our audiences are local. We do three performances per year at Grace, and one or two readings each year at the St. Helena Library. We enjoy regular coverage in the St. Helena Star and are currently supported by both individuals and groups throughout the community.

Over the past 10 months in shutdown, Upstage Napa Valley has been adapting the creative performing arts to video streaming. We have produced 4 original "Shelter in Place" episodes that can be viewed from our website ([www.upstagenapavalley.org](http://www.upstagenapavalley.org)). We released "Until the Flood" back in February, and are in current production of another independent series, "Shakespeare Gone Awry", to be released in March. All of our productions this past year have been rehearsed on Zoom and filmed in compliance with COVID-19 safety precautions.

- 2) What we are up to: We wish to apply for a Community Enrichment Grant as part of St. Helena's Nonprofit funding program for 2021/2022. We consider ourselves a very appropriate candidate under the umbrella of 'Projects that promote or benefit the St. Helena Community with arts, culture or education.' In fact we can't imagine a project or group that better fits that description!
- 3) What we propose: We are submitting this application to help fund our First Annual Upstage Napa Valley Playwrights Festival. The concept is to have established or 'budding' playwrights submit their 'single act' scripts to our script review committee. We'll limit the submissions to playwrights/writers living within a 30-mile radius of St. Helena. The scripts will have a post pandemic theme and be limited to performances of 10 to 20 minutes each. Our critic's board will select three or four of the top submissions and Upstage Napa Valley will oversee their production. The casts and technical crew will be made up primarily of St. Helena and Calistoga residents, similar to the makeup of most of our plays. We'll perform each play in a St. Helena venue most probably in one or more of the four churches in the 'Oak Street/Spring Street Triangle', perhaps with the ability of patrons to see all three performances on the same evening. Another idea under consideration is to stage the plays in the storefronts of local Main Street businesses. We

understand the need to remain flexible in this regard, and fortunately have learned how to adapt our performances to Pandemic protocols. We hope to be back on stage in a more traditional sense by this fall, but will be ready to adapt our Festival productions and program to fit current Covid guidelines.

- 4) Timing: We plan to send out invitations for script submissions later this spring, with deadlines for entries in mid May. We'll select the finalists in June, allowing plenty of time for rehearsals and ultimately performances in the fall. This timing seems to tie in nicely with the City's requirement that the grants be spent prior to the June 30, 2022 deadline. Support from the City funding program would allow us to offer the performances to residents at no cost.
- 5) Our Goals: The goal of our Playwrights Festival will be to make the Festival a true community project, with promotion, performances and personnel all St. Helena centric. We'd look forward to working with the City of St. Helena in coming up with creative ideas of how our collaboration might work and how we can best promote it.
- 6) Ties to St. Helena Mission/Vision Statements. It seems our project ties in nicely with St. Helena's Vision, Mission and Goals, particularly in regards to the city's stated Mission. In the areas of 'expanding and improving cultural opportunities', and 'facilitating full civic participation and ongoing communication', not to mention 'strengthening partnerships with the... public sector', our organization and proposed project seem like a natural.
- 7) Specific Benefits for St. Helena Residents: The benefits to the city of St. Helena are numerous. Not only will they have the opportunity to participate in all aspects of the project, but the public at large will have an opportunity to attend the performances, and witness firsthand the creative efforts of their neighbors, friends and families.
- 8) Cost Estimates: We've set the budget for our Playwrights Festival at \$6095. A detailed accounting is attached to this application.
- 9) Other grants: We have received no other grant monies from any other public sector entities in the last 3 years. Our small theatre company has been, until now, supported exclusively by ticket sales and contributions from our donors and members.

We respectfully submit this grant for your consideration.

|                                                                                                                      |                      |                 |
|----------------------------------------------------------------------------------------------------------------------|----------------------|-----------------|
|  <b>UPSTAGE<br/>NAPA<br/>VALLEY</b> |                      |                 |
| <b>Playwright Festival</b>                                                                                           |                      | <b>3/2/2021</b> |
|                                                                                                                      |                      |                 |
| <b><u>EXPENSE ITEMS</u></b>                                                                                          | <b><u>Budget</u></b> |                 |
| Actor Stipend                                                                                                        | \$ 900.00            |                 |
| Advertise Newspapers                                                                                                 | \$ 275.00            |                 |
| Costumes and props                                                                                                   | \$ 300.00            |                 |
| Designer (Posters + Programs)                                                                                        | \$ 400.00            |                 |
| Director Stipends                                                                                                    | \$ 300.00            |                 |
| Marketing (Eblast, Website, Social Media)                                                                            | \$ 200.00            |                 |
| Printing: Posters + Programs                                                                                         | \$ 750.00            |                 |
| Production Management and Supervision                                                                                | \$ 600.00            |                 |
| Rent to Storefronts or Churches                                                                                      | \$ 900.00            |                 |
| Set Construction                                                                                                     | \$ 600.00            |                 |
| Sound and Lights Tech                                                                                                | \$ 270.00            |                 |
| Video Tech                                                                                                           | \$ 600.00            |                 |
| <b>Total Expenses</b>                                                                                                | <b>\$6,095.00</b>    |                 |



INTERNAL REVENUE SERVICE  
P. O. BOX 2508  
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: DEC 16 2015

CALISTOGA THEATER COMPANY  
PO BOX 513  
CALISTOGA, CA 94515

Employer Identification Number:  
47-4674201  
DLN:  
17053308317015  
Contact Person:  
DAVID L. SLAUGHTER ID# 31188  
Contact Telephone Number:  
(877) 829-5500  
Accounting Period Ending:  
June 30  
Public Charity Status:  
509(a)(2)  
Form 990/990-EZ/990-N Required:  
Yes  
Effective Date of Exemption:  
July 16, 2015  
Contribution Deductibility:  
Yes  
Addendum Applies:  
No

Dear Applicant:

We're pleased to tell you we determined you're exempt from federal income tax under Internal Revenue Code (IRC) Section 501(c)(3). Donors can deduct contributions they make to you under IRC Section 170. You're also qualified to receive tax deductible bequests, devises, transfers or gifts under Section 2055, 2106, or 2522. This letter could help resolve questions on your exempt status. Please keep it for your records.

Organizations exempt under IRC Section 501(c)(3) are further classified as either public charities or private foundations. We determined you're a public charity under the IRC Section listed at the top of this letter.

If we indicated at the top of this letter that you're required to file Form 990/990-EZ/990-N, our records show you're required to file an annual information return (Form 990 or Form 990-EZ) or electronic notice (Form 990-N, the e-Postcard). If you don't file a required return or notice for three consecutive years, your exempt status will be automatically revoked.

If we indicated at the top of this letter that an addendum applies, the enclosed addendum is an integral part of this letter.

For important information about your responsibilities as a tax-exempt organization, go to [www.irs.gov/charities](http://www.irs.gov/charities). Enter "4221-PC" in the search bar to view Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, which describes your recordkeeping, reporting, and disclosure requirements.

Letter 947

-2-

CALISTOGA THEATER COMPANY

We sent a copy of this letter to your representative as indicated in your power of attorney.

Sincerely,

A handwritten signature in dark ink, appearing to read 'Jeffrey I. Cooper', is written over the typed name.

Jeffrey I. Cooper  
Director, Exempt Organizations  
Rulings and Agreements

Letter 947

|  <b>UPSTAGE<br/>NAPA<br/>VALLEY</b> | <b>3 Plays, 2 Readings,<br/>Membership/Annual Giving<br/>Drive, 2 auditions, Opening<br/>Night Gala + eMessaging</b> |
|------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------|
|                                                                                                                        | <b>2019-2020 ACTUAL CASH<br/>FLOW</b>                                                                                |
| <b><u>INCOME</u></b>                                                                                                   |                                                                                                                      |
| <b>Membership/Annual Giving</b>                                                                                        | <b>\$ 30,962.84</b>                                                                                                  |
| Ad Sales                                                                                                               | \$ 6,358.00                                                                                                          |
| Membership + Sponsors                                                                                                  | \$ 22,600.00                                                                                                         |
| Donations                                                                                                              | \$ 2,004.84                                                                                                          |
| <b>Production Income</b>                                                                                               | <b>\$ 9,267.80</b>                                                                                                   |
| Ticket Sales                                                                                                           | \$ 7,765.00                                                                                                          |
| Concessions                                                                                                            | \$ 932.80                                                                                                            |
| Raffle/Wine Raffle                                                                                                     | \$ 570.00                                                                                                            |
| <b>Tech Grant</b>                                                                                                      | <b>\$ 3,200.00</b>                                                                                                   |
| <b>Total Income</b>                                                                                                    | <b>\$ 43,430.64</b>                                                                                                  |
| <b><u>EXPENSES</u></b>                                                                                                 |                                                                                                                      |
| <b>Advertisements</b>                                                                                                  | <b>\$ 550.00</b>                                                                                                     |
| <b>Bank Charges</b>                                                                                                    | <b>\$ 263.57</b>                                                                                                     |
| <b>Board Expenses (Retreat)</b>                                                                                        | <b>\$ 97.78</b>                                                                                                      |
| <b>Books (Scripts)</b>                                                                                                 | <b>\$ 412.89</b>                                                                                                     |
| Director Research                                                                                                      | \$ 360.59                                                                                                            |
| Productions + Readings                                                                                                 | \$ 52.30                                                                                                             |
| <b>Cast Parties</b>                                                                                                    | <b>\$ 406.00</b>                                                                                                     |
| <b>Consultant Services</b>                                                                                             | <b>\$ 13,420.00</b>                                                                                                  |
| Actors                                                                                                                 | \$ 800.00                                                                                                            |
| Artistic Director                                                                                                      | \$ 5,750.00                                                                                                          |
| Designer                                                                                                               | \$ 2,270.00                                                                                                          |

|                                            |  | <u>2019-2020 ACTUAL CASH FLOW</u> |
|--------------------------------------------|--|-----------------------------------|
| Director                                   |  | \$ 2,000.00                       |
| Specialty Director                         |  |                                   |
| Stage Manager                              |  | \$ 1,000.00                       |
| Tech - Light & Sound                       |  | \$ 1,600.00                       |
| <b>Dues and Subscriptions</b>              |  | <b>\$ 267.00</b>                  |
| <b>Equipment</b>                           |  |                                   |
| <b>Gifts Given</b>                         |  |                                   |
| <b>Groceries</b>                           |  | <b>\$ 505.80</b>                  |
| Concessions                                |  | \$ 347.86                         |
| Library Readings                           |  | \$ 157.94                         |
| Membership Opening Night Gala              |  |                                   |
| <b>Insurance</b>                           |  | <b>\$ (13.87)</b>                 |
| Liability                                  |  | \$ 673.00                         |
| Worker's Comp                              |  | \$ (686.87)                       |
| <b>Internet (Hosting)</b>                  |  | <b>\$ 200.00</b>                  |
| <b>Legal Professional Fees</b>             |  |                                   |
| <b>License + Permits</b>                   |  | <b>\$ 4,749.32</b>                |
| <b>Marketing (Eblast, Website, FB etc)</b> |  | <b>\$ 2,450.00</b>                |
| Auditions (2)                              |  | \$ 200.00                         |
| Company Outreach (x4)                      |  | \$ 400.00                         |
| Library Readings (2)                       |  | \$ 200.00                         |
| Membership/Annual Giving (2)               |  | \$ 200.00                         |
| Productions                                |  | \$ 1,250.00                       |
| Website Updates                            |  | \$ 200.00                         |
| <b>Payroll Service</b>                     |  | <b>\$ 1,017.65</b>                |
| <b>Postage</b>                             |  | <b>\$ 253.54</b>                  |
| <b>Printing</b>                            |  | <b>\$ 2,061.55</b>                |
| Auditions                                  |  |                                   |
| Library Readings                           |  | \$ 53.12                          |
| Membership/Annual Giving                   |  | \$ 373.26                         |

|                           | <u>2019-2020 ACTUAL CASH FLOW</u> |
|---------------------------|-----------------------------------|
| Productions               | \$ 1,418.45                       |
| Stationary + Biz Cards    | \$ 216.72                         |
| <b>Props + Set</b>        | <b>\$ 1,396.31</b>                |
| <b>Rent</b>               | <b>\$ 3,200.00</b>                |
| <b>Supplies</b>           | <b>\$ 981.90</b>                  |
| <b>Taxes (Employment)</b> | <b>\$ 953.15</b>                  |
| <b>Utilities (Phone)</b>  | <b>\$ 263.40</b>                  |
| <b>Wages</b>              | <b>\$ 8,112.00</b>                |
| Admin Asst                | \$ 3,150.00                       |
| Artistic Director         | \$ 3,360.00                       |
| Tech - Light & Sound      | \$ 1,602.00                       |
| <b>Total Expenses</b>     | <b>\$ 41,547.99</b>               |
| <b>Net Annual Income</b>  | <b>\$ 1,882.65</b>                |

|                                                                                                                      |                                                                                                                      |                  |
|----------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------|------------------|
|  <b>UPSTAGE<br/>NAPA<br/>VALLEY</b> | <u>Shelter in Place Series x5, 3</u><br><u>Virtual Productions,</u><br><u>Membership Drive,</u><br><u>eMessaging</u> |                  |
|                                                                                                                      | <b>2020-2021 PROPOSED<br/>BUDGET</b>                                                                                 |                  |
| <b>INCOME</b>                                                                                                        |                                                                                                                      |                  |
| Donations and Membership                                                                                             | \$                                                                                                                   | 23,000.00        |
| Grants                                                                                                               | \$                                                                                                                   | 2,150.00         |
| Refunds                                                                                                              | \$                                                                                                                   | 1,900.00         |
| <b>Total Income</b>                                                                                                  | <b>\$</b>                                                                                                            | <b>27,050.00</b> |
| <b>EXPENSES</b>                                                                                                      |                                                                                                                      |                  |
| <b>Bank Charges</b>                                                                                                  | <b>\$</b>                                                                                                            | <b>250.00</b>    |
| <b>Board Expenses (Retreat)</b>                                                                                      | <b>\$</b>                                                                                                            | <b>500.00</b>    |
| <b>Books (Scripts)</b>                                                                                               | <b>\$</b>                                                                                                            | <b>300.00</b>    |
| <b>Consultant (Designer)</b>                                                                                         | <b>\$</b>                                                                                                            | <b>1,000.00</b>  |
| <b>Dues</b>                                                                                                          | <b>\$</b>                                                                                                            | <b>700.00</b>    |
| <b>Equipment</b>                                                                                                     | <b>\$</b>                                                                                                            | <b>-</b>         |
| <b>Insurance</b>                                                                                                     | <b>\$</b>                                                                                                            | <b>1,375.00</b>  |
| Liability                                                                                                            |                                                                                                                      |                  |
| Worker's Comp                                                                                                        | \$                                                                                                                   | 1,375.00         |
| <b>Internet (URL + Hosting)</b>                                                                                      | <b>\$</b>                                                                                                            | <b>400.00</b>    |
| <b>Legal Professional Fees</b>                                                                                       | <b>\$</b>                                                                                                            | <b>-</b>         |
| <b>Licenses</b>                                                                                                      | <b>\$</b>                                                                                                            | <b>2,000.00</b>  |
| <b>Marketing (Eblast, Social Media, Website)</b>                                                                     | <b>\$</b>                                                                                                            | <b>1,200.00</b>  |
| Company Outreach (x4)                                                                                                | \$                                                                                                                   | 200.00           |
| Membership /Annual Giving                                                                                            | \$                                                                                                                   | 200.00           |
| Productions (3)                                                                                                      | \$                                                                                                                   | 600.00           |
| Shelter in Place (5)                                                                                                 | \$                                                                                                                   | 200.00           |
| <b>Payroll Service</b>                                                                                               | <b>\$</b>                                                                                                            | <b>700.00</b>    |
| <b>Postage</b>                                                                                                       | <b>\$</b>                                                                                                            | <b>275.00</b>    |
| <b>Printing</b>                                                                                                      | <b>\$</b>                                                                                                            | <b>550.00</b>    |
| Membership/Annual Giving                                                                                             | \$                                                                                                                   | 400.00           |
| Stationary + Biz Cards                                                                                               | \$                                                                                                                   | 150.00           |
| <b>Props + Set</b>                                                                                                   | <b>\$</b>                                                                                                            | <b>600.00</b>    |
| <b>Registration</b>                                                                                                  | <b>\$</b>                                                                                                            | <b>50.00</b>     |
| <b>Rent</b>                                                                                                          |                                                                                                                      |                  |
| <b>Subscriptions</b>                                                                                                 | <b>\$</b>                                                                                                            | <b>300.00</b>    |
| <b>Supplies</b>                                                                                                      | <b>\$</b>                                                                                                            | <b>150.00</b>    |
| <b>Taxes (Employment)</b>                                                                                            | <b>\$</b>                                                                                                            | <b>1,741.00</b>  |
| <b>Utilities (Phone)</b>                                                                                             | <b>\$</b>                                                                                                            | <b>275.00</b>    |
| <b>Wages</b>                                                                                                         | <b>\$</b>                                                                                                            | <b>17,410.00</b> |
| Admin Asst                                                                                                           | \$                                                                                                                   | 5,000.00         |

|                          |                     |
|--------------------------|---------------------|
| Artistic Director        | \$ 10,000.00        |
| Tech - Light & Sound     | \$ 660.00           |
| Video Tech               | \$ 1,750.00         |
| <b>Total Expenses</b>    | <b>\$ 27,776.00</b> |
|                          |                     |
| <b>Net Annual Income</b> | <b>\$ (726.00)</b>  |



## City of St. Helena Nonprofit Funding Program Grant Application and Budget FY 2021/22

The annual "Non-Profit Funding Program" is designed to support local non-profit organizations directly serving the community and/or benefiting the City of St. Helena. Applicant programs, projects and services ("Project") must be consistent with the City's mission statement or support at least one of the City Council's three-year goals (see attached).

Please answer the following questions as they apply to your Project.

Applications must be received no later than **March 15, 2021 by 5:00 PM**. Late and incomplete applications will not be accepted.

### **Organizational Overview**

|                                                   |                                                |
|---------------------------------------------------|------------------------------------------------|
| Organization Name:                                | Boys & Girls Clubs of St. Helena and Calistoga |
| Organization Mailing Address:                     | 1420 Tainter St St. Helena CA 94574            |
| Organization Contact Person<br>(Name/Title):      | <b>Julian Frayre</b>                           |
| Organization Contact Email:                       | julian@bgcshc.org                              |
| Organization Contact Telephone:                   | 707-963-8944                                   |
| Organization Website:                             | www.bgcshc.org                                 |
| Federal Tax ID Number and Status:                 | 68-0226714                                     |
| How long has your organization been in operation? | Since 1989 (32 years)                          |

Project Category:

- ☒ **Programmatic Grant** – Projects or programs which provide support services to the residents of the City of St. Helena.
- ☐ **Community Enrichment Grant** – Projects which promote or benefit the St. Helena community with arts, culture or education.

### **Grant Request**

|                         |                                     |
|-------------------------|-------------------------------------|
| Project Name:           | St. Helena Teen Club                |
| Address of Project:     | 1420 Tainter St St. Helena CA 94574 |
| Requested Grant Amount: | \$30,000                            |
| Matching Funds:         | \$150,000                           |
| TOTAL Project Cost:     | \$180,000                           |



Application Questions - Please answer the following questions on a separate sheet.

1. Describe how your Project ties to the City's Goals, Mission/Vision Statement.
2. Describe your Project including objectives and goals and explain how you will meet these goals within the deadline of June 30, 2022. Please provide a timeline for your Project.
3. Describe the community support for your Project.
  - a. What organizations, neighborhood associations, non-profits, residents, etc. are also involved in the Project?
  - b. What roles are they playing and how collaborative is the Project?
  - c. What other support exists for your Project?
4. Describe who will benefit from this Project and estimate how many people this Project may impact.
5. If you have received funding from other Napa County government agencies in the past two years, provide level of funding and how funding from the City of St. Helena will specifically benefit St. Helena residents.

### Cost Estimate

*Include a high level description of all the program or project costs that will be paid for by City Funds. If additional space is needed please attach a separate sheet.*

| Description                                             | Amount   |
|---------------------------------------------------------|----------|
| 50% of funding for a full time St. Helena Teen Director | \$30,000 |
|                                                         |          |
|                                                         |          |
|                                                         |          |
|                                                         |          |
|                                                         |          |
|                                                         |          |
| Total Grant Request                                     | \$30,000 |

**Authorized Representative**

I represent that this Application Packet describes the intended use of the requested City Grant funds to complete the Project or Program identified above and the elements listed in the Project Budget. I declare under penalty of perjury, under the laws of the State of California, that the information contained in this Application Packet, including required attachments, is accurate.

Print Name **Nick Haley**

Signature \_\_\_\_\_

**Director of Operations**

Date Feb 10th, 2021



## City of St. Helena

### Vision Statement

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

### Mission Statement

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

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

*\*Vision and Mission Statements adopted by the City of St. Helena City Council on April 12, 2016, Resolution No. 2016-47.*

### City Council 3-Year Goals

- Improve and Maintain Safe and Reliable City Infrastructure with a Commitment to Environmental Stewardship & Public Health
- Stabilize, Maintain, and Improve Access to Housing
- Enhance Organizational Performance and Commit to Full Public Participation, Ongoing Communication, and Regional Collaboration
- Ensure Long-Term Economic Sustainability while Safeguarding St. Helena's Unique Culture & Quality of Life
- Support Thriving Families and Enhance the Safety, Well-Being, and Healthy Development of Our Youth
- Support Initiatives that Respond to and Plan for Climate Change



**BOYS & GIRLS CLUBS**  
OF ST. HELENA AND CALISTOGA

**Application Questions - Please answer the following questions on a separate sheet. 1. Describe how your Project ties to the City's Goals, Mission/Vision Statement.**

For approximately 30 years, the Boys & Girls Clubs of St. Helena and Calistoga has been in the forefront of youth development, working with young people from all ages and economic status. Our mission is to "To provide all young people a safe, positive and unique place to develop their natural talents, and to inspire them to achieve their full potential." We have worked hard to do just that each and every day since our founding in 1989 in St. Helena.

The Boys & Girls Club of St. Helena and Calistoga enriches the lives of young people and provides a safe haven in which they can learn and grow. We are dedicated to ensuring that our St. Helena community's disadvantaged youth and Teen population as a whole will have greater access to quality programs and services that will enhance their lives and shape their futures.

In a world that has never seemed more threatening and devoid of promise for a disproportionate number of America's children, the Boys & Girls Club of St. Helena and Calistoga provides youth, ages 6 to 18, with a tangible measure of hope. This past year has been an immense struggle for Teens in particular, and The Club has been able to offer them what they need and want most:

- Adults who respect and listen to them;
- A safe environment where they can have fun and be themselves; and
- Interesting, constructive activities that channel youthful energy into challenging pursuits.
- A dedicated space for all students participating in distance learning
- Free mental health counselors
- Free meals every day

All of this enriches our St. Helena community.

**2. Describe your Project including objectives and goals and explain how you will meet these goals within the deadline of June 30, 2020. Please provide a timeline for your Project.**

In order to accomplish our goal of serving a greater number of children through extended hours of operation, including opening earlier and closing later due to the needs of distance learners, the Boys & Girls Clubs of St. Helena and Calistoga will require additional funding. We, therefore, respectfully request a gift of \$30,000 from the City of St. Helena to help us reach out to the teens of our community and provide them with a positive, safe environment to become productive and responsible citizens.

Our project will provide an exclusive St. Helena Teen Space, a Teen Director, Teen



**BOYS & GIRLS CLUBS**  
OF ST. HELENA AND CALISTOGA

Program Director, Teen Backup staff, and access to vans for Teen trips for college tours and retreats. We are currently running a teen program for St. Helena youth, including separate cohorts for students attending RLS and St. Helena High School. We have also made a considerable investment into making our space safe and sanitized for everyone attending. This grant funding would help us to continue providing services as agreed to by the City Council.

**3. Describe the community support for your Project. a. What organizations, neighborhood associations, non-profits, residents, etc. are also involved in the Project? b. What roles are they playing and how collaborative is the Project? c. What other support exists for your Project?**

Our Teen Program first and foremost is supported by our Board and our Community. This project started with St. Helena parents asking us to do more for Teen as the City was closing their Teen Center. The push for this project came from parents and the school district. We work with NCOE, Up Valley Family Center, Mentis, National Boys & Girls Club, St. Helena High School and the St. Helena school district. We get support from the school district to pinpoint and share information on Teens that are struggling and need support. We also meet to discuss academic and mental health support. We are a non-profit supported by the community. The Board of the Boys & Girls Clubs of St. Helena and Calistoga has committed to funding Teen programs in St. Helena for \$150,000 a year and are actively looking for a site for a Teen center. We have since expanded to using multiple classrooms on the Elementary school campus.

**4. Describe who will benefit from this Project and estimate how many people this Project may impact.** St. Helena Teens from age 12 to 17 will benefit and be impacted by this program. Despite the pandemic and associated challenges, over 150 Teens are enrolled as members of our Teen Center in St. Helena. We expect that number to increase as restrictions allow us to function closer to 'normal' operations. We are hoping and planning to bring over 30 Teens to our annual retreat this summer, and we expect to serve over 500 community Teens with the help of this grant.

**5. If you have received funding from other Napa County government agencies in the past two years, provide level of funding and how funding from the City of St. Helena will specifically benefit St. Helena residents.**



**BOYS & GIRLS CLUBS**  
OF ST. HELENA AND CALISTOGA

We have not received any funding from other Napa County government agencies. The funding from the City of St. Helena will be vital to supporting us with providing Teen program and staff for the Teen population of St. Helena. The effectiveness of Boys & Girls Clubs has been proven repeatedly. An independent survey of Club alumni, conducted by Louis Harris & Associates, found that Clubs help young people grow into productive citizens.

The survey revealed our alumni's firm conviction that Club membership had a positive effect on their lives, provided the skills necessary for leadership, improved their relationships with others and influenced success in later life. In fact, more than half of the alumni said that their Boys & Girls Clubs saved *their lives*.

The Carnegie Corporation's report, A Matter of Time: Risk and Opportunity in the Non-School Hours, underscores the importance of community environment and institutions in contributing to the development of young people. The report emphasizes that the opportunity to make a positive contribution arises largely outside the structural academic environment. The report concludes that community-based youth development organizations, like a Boys & Girls Club Teen Center, represent a valuable community resource with considerable untapped potential.





Department of the Treasury  
Internal Revenue Service  
P.O. Box 2508, Room 4010  
Cincinnati OH 45201

In reply refer to: 4077550279  
May 09, 2013 LTR 4168C 0  
68-0226714 000000 00

00036325  
BODC: TE

BOYS & GIRLS CLUBS OF ST HELENA &  
CALISTOGA INC  
1420 TAINTER ST  
SAINT HELENA CA 94574-1949



09238

Employer Identification Number: 68-0226714  
Person to Contact: Sophia Brown  
Toll Free Telephone Number: 1-877-829-5500

Dear Taxpayer:

This is in response to your Sep. 25, 2012, request for information regarding your tax-exempt status.

Our records indicate that you were recognized as exempt under section 501(c)(3) of the Internal Revenue Code in a determination letter issued in December 1995.

Our records also indicate that you are not a private foundation within the meaning of section 509(a) of the Code because you are described in section(s) 509(a)(1) and 170(b)(1)(A)(vi).

Donors may deduct contributions to you as provided in section 170 of the Code. Bequests, legacies, devises, transfers, or gifts to you or for your use are deductible for Federal estate and gift tax purposes if they meet the applicable provisions of sections 2055, 2106, and 2522 of the Code.

Please refer to our website [www.irs.gov/efo](http://www.irs.gov/efo) for information regarding filing requirements. Specifically, section 6033(j) of the Code provides that failure to file an annual information return for three consecutive years results in revocation of tax-exempt status as of the filing due date of the third return for organizations required to file. We will publish a list of organizations whose tax-exempt status was revoked under section 6033(j) of the Code on our website beginning in early 2011.

INTERNAL REVENUE SERVICE

DEPARTMENT OF THE TREASURY

DISTRICT DIRECTOR

2 CUPANTA CIRCLE

MONTREY PARK, CA 91755-7406

Date:

DEC 22 1995

Employer Identification Number:

68-0226714

Case Number:

955286032

Contact Person:

GEORGE LOPEZ

Contact Telephone Number:

(213) 725-6641

Our letter Dated:

June 30

Addendum Applies:

NO

BOYS AND GIRLS CLUB OF ST HELENA  
1341 TAINTER  
ST HELENA, CA 94574-1944

Dear Applicant:

This modifies our letter of the above date in which we stated that you would be treated as an organization that is not a private foundation until the expiration of your advance ruling period.

Your exempt status under section 501(a) of the Internal Revenue Code as an organization described in section 501(c)(3) is still in effect. Based on the information you submitted, we have determined that you are not a private foundation within the meaning of section 509(a) of the Code because you are an organization of the type described in section 509(a)(1) and 170(b)(1)(A)(vi).

Grantors and contributors may rely on this determination unless the Internal Revenue Service publishes notice to the contrary. However, if you lose your section 509(a)(1) status, a grantor or contributor may not rely on this determination if he or she was in part responsible for, or was aware of, the act or failure to act, or the substantial or material change on the part of the organization that resulted in your loss of such status, or if he or she acquired knowledge that the Internal Revenue Service had given notice that you would no longer be classified as a section 509(a)(1) organization.

If we have indicated in the heading of this letter that an addendum applies, the addendum enclosed is an integral part of this letter.

Because this letter could help resolve any questions about your private foundation status, please keep it in your permanent records.

If you have any questions, please contact the person whose name and telephone number are shown above.

Sincerely yours,



Richard R. Oroasco  
District Director

Letter 1050 (DO/CG)

2/23/2021

**BOYS GIRLS CLUBS OF ST. HELENA AND CALISTOGA**  
**Budget Variance Report**  
**June 2020 and YTD**

|                                 | Current Month  | Current Month   | Current Month   | Year to Date     | Year to Date     | Year to Date     | Annual Budget    |
|---------------------------------|----------------|-----------------|-----------------|------------------|------------------|------------------|------------------|
|                                 | Actual         | Budget          | Variance        | Actual           | Budget           | Variance         |                  |
| <b>Income</b>                   |                |                 |                 |                  |                  |                  |                  |
| ASES Grants                     | 103,638        | 33,670          | 69,969          | 477,424          | 478,096          | (673)            | 478,096          |
| Vinters Grant                   | 0              | 0               | 0               | 200,000          | 200,000          | 0                | 200,000          |
| OJP - BGCA                      | 0              | 5,000           | (5,000)         | 24,883           | 30,000           | (5,117)          | 30,000           |
| BGCA - National                 | 0              | 0               | 0               | 2,500            | 2,500            | 0                | 2,500            |
| Calistoga - Teen Center         | 0              | 35,000          | (35,000)        | 70,000           | 70,000           | 0                | 70,000           |
| Calistoga - Enrichment Grant    | 0              | 0               | 0               | 0                | 5,000            | (5,000)          | 5,000            |
| St. Helena - Program Grant      | 10,000         | 0               | 10,000          | 10,000           | 5,000            | 5,000            | 5,000            |
| 21st Century Grant              | 60,628         | 0               | 60,628          | 80,117           | 0                | 80,117           | 0                |
| Foundations                     | 0              | 0               | 0               | 108,000          | 80,000           | 28,000           | 80,000           |
| Sports Fees                     | 255            | 0               | 255             | 7,920            | 9,000            | (1,080)          | 9,000            |
| Sports Sponsorships             | 0              | 0               | 0               | 4,750            | 4,500            | 250              | 4,500            |
| Facility Rentals                | 0              | 0               | 0               | 5,149            | 5,500            | (351)            | 5,500            |
| Concessions                     | 0              | 0               | 0               | 6,194            | 7,000            | (806)            | 7,000            |
| Membership Dues                 | 9,696          | 20,000          | (10,304)        | 60,533           | 75,000           | (14,467)         | 75,000           |
| The BIG Night - net             | 24,505         | 0               | 24,505          | 762,475          | 725,000          | 37,475           | 725,000          |
| Annual Campaign - net           | 0              | 0               | 0               | 127,869          | 45,000           | 82,869           | 45,000           |
| Calistoga Breakfast - net       | 0              | 0               | 0               | 743              | 45,000           | (44,257)         | 45,000           |
| Mail Campaign - net             | 400            | 0               | 400             | 71,526           | 55,000           | 16,526           | 55,000           |
| Contributions - General         | 2,000          | 300             | 1,700           | 6,764            | 16,000           | (9,236)          | 16,000           |
| Transfer from Earnings          | 0              | 0               | 0               | 0                | 30,000           | (30,000)         | 30,000           |
| Building Donation               | 0              | 0               | 0               | 15,000           | 0                | 15,000           | 0                |
| Miscellaneous & Trust Funds     | 0              | 0               | 0               | 6,786            | 5,000            | 1,786            | 5,000            |
| Personal Fall Appeal            | 0              | 0               | 0               | 55               | 0                | 55               | 0                |
| Transfer from Savings           | 0              | 0               | 0               | 0                | 40,000           | (40,000)         | 40,000           |
| In-kind Donations               | 0              | 0               | 0               | 0                | 0                | 0                | 0                |
| Interest Income                 | 50             | 0               | 50              | 527              | 0                | 527              | 0                |
| <b>Total Income</b>             | <b>211,173</b> | <b>93,970</b>   | <b>117,203</b>  | <b>2,049,504</b> | <b>1,932,986</b> | <b>116,507</b>   | <b>1,932,986</b> |
| <b>Expenses</b>                 |                |                 |                 |                  |                  |                  |                  |
| Salaries                        | 91,796         | 105,000         | (13,204)        | 1,188,623        | 1,250,000        | (61,377)         | 1,250,000        |
| Payroll Tax Expense             | 7,022          | 9,000           | (1,978)         | 103,256          | 98,000           | 5,256            | 98,000           |
| Employee Benefits               | 30,208         | 10,000          | 20,208          | 123,337          | 120,000          | 3,337            | 120,000          |
| Retirement Benefits             | 809            | 800             | 9               | 8,419            | 10,000           | (1,581)          | 10,000           |
| Workers Compensation Insurance  | 828            | 1,700           | (872)           | 6,129            | 21,000           | (14,871)         | 21,000           |
| Payroll & New Employees Expense | 124            | 500             | (377)           | 2,203            | 4,500            | (2,298)          | 4,500            |
| Advertising                     | 25             | 330             | (305)           | 665              | 3,900            | (3,235)          | 3,900            |
| Board & Meeting Expense         | 15             | 850             | (835)           | 10,411           | 10,500           | (89)             | 10,500           |
| Printing & Copying              | 454            | 800             | (346)           | 9,244            | 9,800            | (556)            | 9,800            |
| Postage                         | 0              | 200             | (200)           | 1,076            | 2,500            | (1,424)          | 2,500            |
| Utilities & Custodial           | 2,988          | 4,165           | (1,177)         | 48,095           | 50,000           | (1,905)          | 50,000           |
| Insurance                       | 0              | 4,000           | (4,000)         | 36,357           | 45,000           | (8,643)          | 45,000           |
| Professional Dues & BGCA        | 0              | 160             | (160)           | 20,219           | 12,000           | 8,219            | 12,000           |
| Office & Computer Supplies      | 1,694          | 1,000           | 694             | 9,497            | 14,000           | (4,503)          | 14,000           |
| Website & IT                    | 562            | 2,800           | (2,238)         | 27,292           | 35,000           | (7,708)          | 35,000           |
| Telephone                       | 653            | 750             | (97)            | 10,552           | 9,000            | 1,552            | 9,000            |
| Cable                           | 107            | 100             | 7               | 1,236            | 1,200            | 36               | 1,200            |
| Training & Conferences          | 1,052          | 3,000           | (1,948)         | 13,454           | 20,000           | (6,546)          | 20,000           |
| Miscellaneous Expense           | (96)           | 200             | (296)           | 117              | 3,000            | (2,883)          | 3,000            |
| Repairs & Maintenance           | 945            | 1,250           | (305)           | 20,973           | 18,000           | 2,973            | 18,000           |
| Program Supplies                | 771            | 10,000          | (9,229)         | 66,308           | 82,000           | (15,692)         | 82,000           |
| Club Trips                      | 0              | 2,000           | (2,000)         | 10,768           | 25,000           | (14,232)         | 25,000           |
| Teen Center Contingency         | 0              | 0               | 0               | 0                | 0                | 0                | 0                |
| Mileage Reimbursements          | 0              | 600             | (600)           | 3,271            | 7,200            | (3,929)          | 7,200            |
| Staff Supplies                  | 0              | 400             | (400)           | 3,031            | 7,000            | (3,969)          | 7,000            |
| Recognition & Awards            | 103            | 250             | (147)           | 3,414            | 4,000            | (586)            | 4,000            |
| Professional Services           | 2,242          | 2,000           | 242             | 35,437           | 38,000           | (2,563)          | 38,000           |
| Bank & Brokerage Fees           | 1,260          | 500             | 760             | 6,397            | 8,000            | (1,603)          | 8,000            |
| Taxes & Licenses                | 0              | 0               | 0               | 160              | 500              | (340)            | 500              |
| Deferred Maintenance            | 0              | 0               | 0               | 10,000           | 10,000           | 0                | 10,000           |
| Youth of the Year               | 0              | 0               | 0               | (2,855)          | 10,000           | (12,855)         | 10,000           |
| Rad Wagon                       | 0              | 0               | 0               | 2,219            | 2,500            | (281)            | 2,500            |
| Building & Endowment Donations  | 0              | 0               | 0               | 2,500            | 0                | 2,500            | 0                |
| <b>Total Expenses</b>           | <b>143,561</b> | <b>162,355</b>  | <b>(18,794)</b> | <b>1,751,805</b> | <b>1,931,460</b> | <b>(179,655)</b> | <b>1,931,460</b> |
| <b>Net Income (Loss)</b>        | <b>67,611</b>  | <b>(68,385)</b> | <b>135,997</b>  | <b>297,499</b>   | <b>1,136</b>     | <b>296,562</b>   | <b>1,136</b>     |



Boys & Girls Clubs of St. Helena and Calistoga Budget

| 2020-2021                    |                        |
|------------------------------|------------------------|
| Income                       | Budget                 |
| <b>Grants/Foundations</b>    |                        |
| ASES/21st Century            | \$478,096.44           |
| Vinthers Grant               | \$200,000.00           |
| OJP - BGCA                   | \$0.00                 |
| BGCA National Grants         | \$2,500.00             |
| Teen Centers                 | \$70,000.00            |
| 21st Century Grant           | x                      |
| Calistoga - Enrichment Grant | \$0.00                 |
| SH - Program Grant           | \$0.00                 |
| Other Foundations            | \$20,000.00            |
| <b>Membership Dues/Fees</b>  |                        |
| Sports Fees                  | \$55,000.00            |
| Sports Sponsorships          | \$7,500.00             |
| Facility Rentals             | \$4,500.00             |
| Concessions                  | \$5,500.00             |
|                              | \$6,250.00             |
| <b>Special Events - Net</b>  |                        |
| Business Campaign            | \$65,000.00            |
| The BIG Night                | \$200,000.00           |
| Mail Campaigns               | \$55,000.00            |
| Calistoga Breakfast          | \$55,000.00            |
|                              | \$10,000.00            |
| Contributions - General      | \$0.00                 |
| Transfer from Earnings       | \$5,000.00             |
| Miscellaneous & Trust Funds  | \$350,000.00           |
| Transfer from Surplus        |                        |
| Payroll Protection Program   | 200,000.00             |
| <b>Total Income</b>          | <b>\$ 1,789,346.44</b> |
| <hr/>                        |                        |
| <b>Expenses</b>              |                        |
|                              |                        |
| Salaries                     | \$1,165,000.00         |
| Payroll Tax Expense          | \$105,000.00           |
| Employee Benefits            | \$130,000.00           |
| Retirement Benefits          | \$10,000.00            |
| Workers Comp. Insurance      | \$8,400.00             |
| New Employee Exp             | \$1,900.00             |
| Advertising                  | \$2,500.00             |
| Board & Meeting Expenses     | \$10,500.00            |
| Printing/Copying             | \$9,600.00             |
| Postage                      | \$1,200.00             |
| Utilities & Custodial        | \$50,000.00            |
| Insurance                    | \$43,000.00            |
| Professional Dues/BGCA       | \$13,940.00            |
| Office/Computer Supplies     | \$7,000.00             |
| Website/IT                   | \$35,000.00            |
| Telephone                    | \$10,800.00            |
| Cable                        | \$0.00                 |
| Training & Conferences       | \$10,000.00            |
| Miscellaneous Expenses       | \$3,000.00             |
| Repairs/Maintenance          | \$20,000.00            |
| Program Supplies             | \$75,000.00            |
| Mileage                      | \$7,200.00             |
| Club Trips                   | \$15,000.00            |
| Staff Supplies               | \$4,900.00             |
| Recognition & Awards         | \$4,000.00             |
| Red Wagon                    | \$2,500.00             |
| Youth of the Year            | \$4,000.00             |
| Professional Services        | \$38,000.00            |
| Bank Fees                    | \$6,000.00             |
| Taxes and Licenses           | \$500.00               |
| PPP Loan                     | \$32,500.00            |
| PPE Equipment                | \$5,000.00             |
| Deferred Maintenance         | \$10,000.00            |
| <b>Total Expenses</b>        | <b>\$1,841,440.00</b>  |
|                              |                        |
|                              | <b>-\$52,093.56</b>    |

11:13 AM  
02/12/21  
Cash Basis

**BOYS & GIRLS CLUBS OF ST. HELENA AND CALISTOGA**  
**Profit & Loss**

January 1, 2020 through January 1, 2021

| Ordinary Income/Expense                |  | Jan 1, '20 - Jan 1, 21 |
|----------------------------------------|--|------------------------|
| Income                                 |  |                        |
| 4001.1 · ASES Grants                   |  | 393,699.24             |
| 4001.3 · Teen Centers                  |  | 70,000.00              |
| 4001.32 · Calistoga - Enrichment Grant |  | 5,405.34               |
| 4001.41 · St. Helena - Program Grant   |  | 10,000.00              |
| 4001.5 · Vintners Grant                |  | 100,000.00             |
| 4001.6 · OJP - BGCA                    |  | 8,045.04               |
| 4001.7 · BGCA - National               |  | 6,620.00               |
| 4001.10 · 21st Century Grant           |  | 60,628.23              |
| 4001.8 · Foundations                   |  | 205,500.00             |
| Total 4001 · Grants/Foundations        |  | 859,897.85             |



## City of St. Helena Nonprofit Funding Program Grant Application and Budget FY 2021/22

The annual "Non-Profit Funding Program" is designed to support local non-profit organizations directly serving the community and/or benefiting the City of St. Helena. Applicant programs, projects and services ("Project") must be consistent with the City's mission statement or support at least one of the City Council's three-year goals (see attached).

Please answer the following questions as they apply to your Project.

Applications must be received no later than **March 15, 2021 by 5:00 PM**. Late and incomplete applications will not be accepted.

### **Organizational Overview**

|                                                   |                                                 |
|---------------------------------------------------|-------------------------------------------------|
| Organization Name:                                | Friends & Foundation, St. Helena Public Library |
| Organization Mailing Address:                     | P. O. Box 171; St. Helena, CA 94574             |
| Organization Contact Person (Name/Title):         | Paige Pohlers Meek/Executive Director           |
| Organization Contact Email:                       | friends@shpl.org                                |
| Organization Contact Telephone:                   | 650-773-2293                                    |
| Organization Website:                             | www.supportshlibrary.org                        |
| Federal Tax ID Number and Status:                 | Tax ID# 26-3043296                              |
| How long has your organization been in operation? | 7 years                                         |

Project Category:

- ☒ **Programmatic Grant** – Projects or programs which provide support services to the residents of the City of St. Helena.
- ☐ **Community Enrichment Grant** – Projects which promote or benefit the St. Helena community with arts, culture or education.

### **Grant Request**

|                         |                                        |
|-------------------------|----------------------------------------|
| Project Name:           | Technology Lending Program             |
| Address of Project:     | 1492 Library Lane, St Helena, CA 94574 |
| Requested Grant Amount: | \$12,576.00                            |
| Matching Funds:         | \$-0-                                  |
| TOTAL Project Cost:     | \$12,576.00                            |

**Application Questions** - Please answer the following questions on a separate sheet.

1. Describe how your Project ties to the City's Goals, Mission/Vision Statement.
2. Describe your Project including objectives and goals and explain how you will meet these goals within the deadline of June 30, 2022. Please provide a timeline for your Project.
3. Describe the community support for your Project.
  - a. What organizations, neighborhood associations, non-profits, residents, etc. are also involved in the Project?
  - b. What roles are they playing and how collaborative is the Project?
  - c. What other support exists for your Project?
4. Describe who will benefit from this Project and estimate how many people this Project may impact.
5. If you have received funding from other Napa County government agencies in the past two years, provide level of funding and how funding from the City of St. Helena will specifically benefit St. Helena residents.

**Cost Estimate**

Include a high level description of all the program or project costs that will be paid for by City Funds. *If additional space is needed please attach a separate sheet.*

| Description                                                                    | Amount             |
|--------------------------------------------------------------------------------|--------------------|
| Purchasing of #20 new HP Laptops (discounted HP price of \$225 each)           | \$4,500.00         |
| Leasing #15 Wifi Hotspots (\$29/month for each Hotspot=\$348/year)             | \$5,220.00         |
| Tech Lending Program Staff (Casual Worker III - \$23.80/hr x 10 hrs per month) | \$2,856.00         |
|                                                                                |                    |
|                                                                                |                    |
|                                                                                |                    |
| <b>Total Grant Request</b>                                                     | <b>\$12,576.00</b> |

**Authorized Representative**

I represent that this Application Packet describes the intended use of the requested City Grant funds to complete the Project or Program identified above and the elements listed in the Project Budget. I declare under penalty of perjury, under the laws of the State of California, that the information contained in this Application Packet, including required attachments, is accurate.

Paige Pohlers Meek

Print Name \_\_\_\_\_

Signature Paige Pohlers Meek

Title Executive Director

Date March 11, 2021



## City of St. Helena

### Vision Statement

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

### Mission Statement

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

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

*\*Vision and Mission Statements adopted by the City of St. Helena City Council on April 12, 2016, Resolution No. 2016-47.*

### City Council 3-Year Goals

- Improve and Maintain Safe and Reliable City Infrastructure with a Commitment to Environmental Stewardship & Public Health
- Stabilize, Maintain, and Improve Access to Housing
- Enhance Organizational Performance and Commit to Full Public Participation, Ongoing Communication, and Regional Collaboration
- Ensure Long-Term Economic Sustainability while Safeguarding St. Helena's Unique Culture & Quality of Life
- Support Thriving Families and Enhance the Safety, Well-Being, and Healthy Development of Our Youth
- Support Initiatives that Respond to and Plan for Climate Change

## FRIENDS & FOUNDATION, ST. HELENA PUBLIC LIBRARY GRANT APPLICATION

### 1) Describing how our Project will tie to the City's Goals, Mission/Vision Statement.

This Technology Lending Program mirrors the Goals, Mission and Vision Statements of St. Helena by offering technology services to the local community for those citizens who don't have access to laptop computers or Wifi services. This program would begin through the recycling of used and donated laptops to the St. Helena Public Library which would be refurbished by HP and then returned back to the St. Helena Public Library. (see graphic artwork that will be used to help us communicate this recycling program within our community on page# 5) These refurbished laptops would then be made available in a technology lending program offered by the St. Helena Public Library. The Technology Lending Program would give our community the tools to be able to work and learn remotely either for school or for a profession while improving their own economic realities through their ability to work on a laptop device. This program would strengthen our partnerships with the private, non-profit and public sectors through the anticipated success of this program which would convey our commitment in wanting to give every citizen access to technology to support their individual growth. As we are close to retreating away from the hardships caused by the COVID-19 pandemic, the economic effects are still being felt by many in our community which is preventing many from having access to technology.

### 2) Describing our Project including our objectives and goals while explaining how we will meet these goals within the deadline of June 30, 2022. Providing a timeline for our Project.

Our project would be new to the St. Helena community in offering laptops and Wifi Hotspots for temporary use from the St. Helena Public Library in the same manner in which a book would be checked out from the library. It is our goal to provide members of our community with the necessary resources of laptops and Wifi Hotspots to enrich their personal and professional lives as referenced in these two attached articles. The objective is to empower the citizens of St. Helena ranging in all ages by having access to technology while anticipating their increased success with school and work.

We feel confident that we will meet our goals by the deadline of June 30, 2022 as we are ready to launch the recycling program in partnership with HP. We will communicate the laptop recycling program through the website and social media channels of the St. Helena Public Library and the Friends & Foundation of the St. Helena Public Library. HP would pick up donated laptops every two weeks from the St. Helena Public Library and then refurbish them to be equipped with updated Google Chrome book operating systems along with programs such as zoom installed on each device. The refurbishment program would take up to two weeks and at which time, the refurbished and updated laptops would be returned to the St. Helena Public Library. If this grant would be approved, the St. Helena Public Library would be able to purchase additional new laptops to supplement

## FRIENDS & FOUNDATION, ST. HELENA PUBLIC LIBRARY GRANT APPLICATION

the inventory of the refurbished laptops that we would receive back from HP as there is no guarantee of how many laptops will be donated for the recycling & refurbishing program. Furthermore, if we are approved for this grant we would be able to lease the much needed Hotspots that could accompany the checking out of the laptops as part of the Technology Lending Program being that many without access to laptop computers also may not have access to Wifi.

- “Students from economically challenged backgrounds gain more from laptop programs in general, especially in technical skills; that is likely because they start with less computer and digital experience outside the classroom. However, those with access to computers at home, one study notes, also performed better in ELA tests.”  
<https://journalistsresource.org/education/student-learning-laptops-measuring-effectiveness-laptops-american-classrooms/>
- ‘A key element in the academic success of students is active engagement in their learning. The teachers observed that access to laptop computers provided a big change in how their students were engaged in content and activities during the lesson.’ *The Impact of Laptop Computers on Student Learning Behaviors as Perceived by Classroom Teachers* By Rebecca Righi (see attached Thesis Report on the success of Laptops for students)

| <b>TIMELINE of Project:</b> | <b>1<sup>st</sup> Action</b>                                                                              | <b>2<sup>nd</sup> Action</b>                                  | <b>3<sup>rd</sup> Action</b>                                            | <b>4<sup>th</sup> Action</b>                                |
|-----------------------------|-----------------------------------------------------------------------------------------------------------|---------------------------------------------------------------|-------------------------------------------------------------------------|-------------------------------------------------------------|
| March – June 2021           | Collection of used laptops for recycle program.                                                           | Refurbished and upgraded by HP with new Google Chrome Systems | Added to Library Inventory for lending program to begin on July 1, 2021 | Made available to St. Helena Community for 1 week check out |
| July 2021                   | Purchasing of #20 new HP Laptops                                                                          | Receiving Laptops at Library.                                 | Added to Library Inventory for lending program to begin on July 1, 2021 | Made available to St. Helena Community for 1 week check out |
| July 2021                   | Leasing of #15 T-Mobile Wifi Hotspots                                                                     | Receiving Wifi Hotspots at Library.                           | Added to Library Inventory for lending program to begin on July 1, 2021 | Made available to St. Helena Community for 1 week check out |
| July 2021 – June 2022       | Staffing Cost managing the lending program – 1 PT/10 hours per month. Equivalent Staff/2.5 hours per week | Managing reservations of Laptops and Wifi HotSpots            | Managing return dates of laptops and Wifi Hotspots expected for return. | Cleaning, Charging and Managing Inventory                   |

## FRIENDS & FOUNDATION, ST. HELENA PUBLIC LIBRARY GRANT APPLICATION

### 3. Describe the community support for your Project.

- a. What organizations, neighborhood associations, non-profits, residents, etc. are also involved in the Project?

The Friends & Foundation Board raises funds for the St. Helena Public Library and would provide volunteer resources to support the Technology Lending Program and would help to communicate the program within the community. The Board of Trustees would also provide volunteer resources to help in the lending program while communicating the program to the overall community. This Technology Lending Program would be communicated to the local schools to make them aware of the available resources for their students and teachers. Other non-profit organizations serving all ages would be made aware of this program. Our generous library sponsors and donors would certainly enjoy seeing a new program like this within our community and would spread the word within their inner circles which could encourage future giving by our existing donors as well as attracting new donors. This would be a great program to attract volunteers of all ages who would want to help the community.

- b. What roles are they playing and how collaborative is the Project?

The Board of Directors and Board of Trustees would be working together to provide needed support to the library to ensure success of this new Technology Lending Program. These Boards have quarterly as well as monthly meetings where projects such as this, are discussed and agreed upon. The library staff leadership would communicate through the Board of Directors and Trustees to update them on what support is needed to ensure the success of the project.

- c. What other support exists for your Project?

HP Computers are supporting this project through the refurbishing of used laptops to be integrated back into our community while also allowing the St. Helena Public Library to purchase new laptops at a special discounted price. If any of the laptops are in need of service, HP will work with the St. Helena Public Library to assist with any needed servicing of the laptops.

### 4. Describe who will benefit from this Project and estimate how many people this Project may impact.

This project will benefit those individuals and families without access to laptops and Wifi. This program will impact the students from the



## FRIENDS & FOUNDATION, ST. HELENA PUBLIC LIBRARY GRANT APPLICATION

elementary grade level up to college & continuing education levels. In addition to this program positively impacting students, it will positively affect professionals who need to have access to laptops or WiFi while working remotely. The elderly will certainly have access to these resources as well and will enable them to continue in their quest for continued learning.

**Estimation of how many people this Project could impact:**

- #80 Laptop rentals per month based on #20 Laptops rented for 1 week by each library patron or #960 Total library patrons per year.
- #60 Hotspot rentals per month based on #15 Hotspots rented for 1 week by each library patron or #720 Total library patrons per year.

5. If you have received funding from other Napa County government agencies in the past two years, provide level of funding and how funding from the City of St. Helena will specifically benefit St. Helena residents.

Not applicable.

FRIENDS & FOUNDATION, ST. HELENA PUBLIC LIBRARY GRANT APPLICATION



ST. HELENA PUBLIC LIBRARY  
**FRIENDS&FOUNDATION**

St. Helena Public Library . 1492 Library Lane . St. Helena, CA 94574 . 707-963-5244

INTERNAL REVENUE SERVICE  
P. O. BOX 2508  
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: **OCT 16 2009**

THE ST HELENA PUBLIC LIBRARY  
FOUNDATION  
C/O BRETON A BLYTH  
1344 ADAMS ST  
ST HELENA, CA 94574

Employer Identification Number:  
26-3043296  
DLN:  
17053212322009  
Contact Person:  
MICHAEL J HANSON ID# 31127  
Contact Telephone Number:  
(877) 829-5500  
Accounting Period Ending:  
June 30  
Public Charity Status:  
170(b)(1)(A)(vi)  
Form 990 Required:  
Yes  
Effective Date of Exemption:  
March 27, 2008  
Contribution Deductibility:  
Yes  
Addendum Applies:  
No

Dear Applicant:

We are pleased to inform you that upon review of your application for tax exempt status we have determined that you are exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code. Contributions to you are deductible under section 170 of the Code. You are also qualified to receive tax deductible bequests, devises, transfers or gifts under section 2055, 2106 or 2522 of the Code. Because this letter could help resolve any questions regarding your exempt status, you should keep it in your permanent records.

Organizations exempt under section 501(c)(3) of the Code are further classified as either public charities or private foundations. We determined that you are a public charity under the Code section(s) listed in the heading of this letter.

Please see enclosed Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, for some helpful information about your responsibilities as an exempt organization.

**RECEIVED**  
Attorney General's Office

**FEB 16 2011**

**Registry of  
Charitable Trusts**

Letter 947 (DO/CG)  
**OCT 23 2009**

-2-

THE ST HELENA PUBLIC LIBRARY

We have sent a copy of this letter to your representative as indicated in your power of attorney.

Sincerely,

A handwritten signature in black ink, appearing to read "Robert Choi". The signature is fluid and cursive, with the first name "Robert" and last name "Choi" clearly distinguishable.

Robert Choi  
Director, Exempt Organizations  
Rulings and Agreements

Enclosure: Publication 4221-PC

Letter 947 (DO/CG)

# Friends and Foundation, St. Helena Public Library

Budget Overview: FY\_2021 - FY21 P&L

July 2020 - June 2021

|                                                  | TOTAL              |
|--------------------------------------------------|--------------------|
| Revenue                                          |                    |
| 4000 Contributions                               | 70,000             |
| 4100 Grants Income                               | 3,500              |
| 4101 Book sales                                  | 4,000              |
| 4102 Book recycling                              | 500                |
| 4103 Miscellaneous                               | 450                |
| <b>Total Revenue</b>                             | <b>\$78,450</b>    |
| GROSS PROFIT                                     | <b>\$78,450</b>    |
| Expenditures                                     |                    |
| 6000 Program Expenses                            |                    |
| 6002 Salaries                                    | 37,500             |
| 6004 Payroll Taxes                               | 3,068              |
| 6006 Payroll Services                            | 468                |
| 6100 Grants Expense                              |                    |
| 6102 Annual Contribution                         | 135,000            |
| 6125 Turley Grant Expenditures                   | 4,650              |
| <b>Total 6100 Grants Expense</b>                 | <b>139,650</b>     |
| <b>Total 6000 Program Expenses</b>               | <b>180,686</b>     |
| 7000 Administrative Expenses                     |                    |
| 7026 Accounting                                  | 1,325              |
| 7038 Dues & Subscriptions                        | 100                |
| 7042 Insurance                                   | 3,117              |
| <b>Total 7000 Administrative Expenses</b>        | <b>4,542</b>       |
| 8000 Fundraising Expenses - General              |                    |
| 8010 Licenses and Fees                           | 790                |
| 8012 Postage and Shipping                        | 650                |
| 8016 Office Expenses                             | 500                |
| 8024 Printing & Publications                     | 650                |
| <b>Total 8000 Fundraising Expenses - General</b> | <b>2,590</b>       |
| 8046 Telephone                                   | 672                |
| 8047 Bank Charges                                | 500                |
| 8048 Contingencies                               | 3,000              |
| <b>Total Expenditures</b>                        | <b>\$191,990</b>   |
| NET OPERATING REVENUE                            | <b>\$ -113,540</b> |
| Other Revenue                                    |                    |
| 9000 UBS Investments Income                      |                    |
| 9002 Dividends & Interest                        | 107,000            |
| 9008 Gain/Loss on Securities                     | 466,584            |
| <b>Total 9000 UBS Investments Income</b>         | <b>573,584</b>     |
| 9012 Interest - Bank                             | 550                |
| <b>Total Other Revenue</b>                       | <b>\$574,134</b>   |
| Other Expenditures                               |                    |

## Friends and Foundation, St. Helena Public Library

Budget Overview: FY\_2021 - FY21 P&amp;L

July 2020 - June 2021

|                                           | TOTAL            |
|-------------------------------------------|------------------|
| 9100 UBS Investments Expense              |                  |
| 9104 Investments Fees                     | 28,000           |
| <b>Total 9100 UBS Investments Expense</b> | <b>28,000</b>    |
| <b>Total Other Expenditures</b>           | <b>\$28,000</b>  |
| NET OTHER REVENUE                         | <b>\$546,134</b> |
| NET REVENUE                               | <b>\$432,594</b> |

# Friends and Foundation, St. Helena Public Library

Budget Overview: FY 2020 July 2019-June 2020 - FY20 P&L

July 2019 - June 2020

|                                                  | JUL 2019           | AUG 2019           | SEP 2019           | OCT 2019           | NOV 2019           | DEC 2019           | JAN 2020           | FEB 2020              | MAR 2020              | APR 2020            | MAY 2020            | JUN 2020           | TOTAL               |
|--------------------------------------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|-----------------------|-----------------------|---------------------|---------------------|--------------------|---------------------|
| Revenue                                          |                    |                    |                    |                    |                    |                    |                    |                       |                       |                     |                     |                    |                     |
| 4000 Contributions                               | 0.00               | 0.00               | 0.00               | 15,000.00          | 15,000.00          | 15,000.00          | 15,000.00          | 15,000.00             | 15,000.00             | 0.00                | 0.00                | 0.00               | \$90,000.00         |
| 4100 Grants Income                               | 0.00               | 0.00               | 0.00               | 0.00               | 0.00               | 0.00               | 0.00               | 3,500.00              | 0.00                  | 0.00                | 0.00                | 0.00               | \$3,500.00          |
| 4101 Book sales                                  | 350.00             | 350.00             | 350.00             | 350.00             | 350.00             | 350.00             | 350.00             | 350.00                | 350.00                | 350.00              | 350.00              | 150.00             | \$4,000.00          |
| 4102 Book recycling                              | 100.00             | 100.00             | 100.00             | 100.00             | 100.00             | 100.00             | 100.00             | 100.00                | 100.00                | 100.00              | 100.00              | 100.00             | \$1,200.00          |
| 4103 Miscellaneous                               | 0.00               | 0.00               | 0.00               | 100.00             | 100.00             | 100.00             | 100.00             | 100.00                | 100.00                | 100.00              | 100.00              | 63.00              | \$863.00            |
| 4300 Bookmark Event                              |                    |                    |                    |                    |                    |                    |                    |                       |                       |                     |                     |                    | \$0.00              |
| 4301 Bookmark Sponsorships                       | 0.00               | 0.00               | 10,000.00          | 25,000.00          | 20,000.00          | 0.00               | 0.00               | 0.00                  | 0.00                  | 0.00                | 0.00                | 0.00               | \$55,000.00         |
| 4302 Bookmark Ticket Sales                       | 0.00               | 0.00               | 0.00               | 0.00               | 15,000.00          | 18,000.00          | 6,175.00           | 0.00                  | 0.00                  | 0.00                | 0.00                | 0.00               | \$39,175.00         |
| 4303 donations in lieu of attendance             | 0.00               | 0.00               | 0.00               | 0.00               | 600.00             | 600.00             | 600.00             | 0.00                  | 0.00                  | 0.00                | 0.00                | 0.00               | \$1,800.00          |
| 4304 Bookmark Ask                                | 0.00               | 0.00               | 0.00               | 0.00               | 0.00               | 0.00               | 11,025.00          | 0.00                  | 0.00                  | 0.00                | 0.00                | 0.00               | \$11,025.00         |
| <b>Total 4300 Bookmark Event</b>                 | <b>0.00</b>        | <b>0.00</b>        | <b>10,000.00</b>   | <b>25,000.00</b>   | <b>35,600.00</b>   | <b>18,600.00</b>   | <b>17,800.00</b>   | <b>0.00</b>           | <b>0.00</b>           | <b>0.00</b>         | <b>0.00</b>         | <b>0.00</b>        | <b>\$107,000.00</b> |
| <b>Total Revenue</b>                             | <b>\$450.00</b>    | <b>\$450.00</b>    | <b>\$10,450.00</b> | <b>\$40,550.00</b> | <b>\$51,150.00</b> | <b>\$34,150.00</b> | <b>\$33,350.00</b> | <b>\$19,050.00</b>    | <b>\$15,550.00</b>    | <b>\$550.00</b>     | <b>\$550.00</b>     | <b>\$313.00</b>    | <b>\$206,563.00</b> |
| GROSS PROFIT                                     | \$450.00           | \$450.00           | \$10,450.00        | \$40,550.00        | \$51,150.00        | \$34,150.00        | \$33,350.00        | \$19,050.00           | \$15,550.00           | \$550.00            | \$550.00            | \$313.00           | \$206,563.00        |
| Expenditures                                     |                    |                    |                    |                    |                    |                    |                    |                       |                       |                     |                     |                    |                     |
| 6000 Program Expenses                            |                    |                    |                    |                    |                    |                    |                    |                       |                       |                     |                     |                    | \$0.00              |
| 6002 Salaries                                    | 6,250.00           | 6,250.00           | 6,250.00           | 6,250.00           | 6,250.00           | 6,250.00           | 6,250.00           | 6,250.00              | 6,250.00              | 6,250.00            | 6,250.00            | 6,250.00           | \$75,000.00         |
| 6004 Payroll Taxes                               | 511.00             | 511.00             | 511.00             | 511.00             | 511.00             | 511.00             | 511.00             | 511.00                | 511.00                | 511.00              | 511.00              | 515.00             | \$6,136.00          |
| 6006 Payroll Services                            | 41.00              | 41.00              | 41.00              | 41.00              | 41.00              | 41.00              | 41.00              | 41.00                 | 41.00                 | 41.00               | 41.00               | 49.00              | \$500.00            |
| 6010 ABC License for library events              | 75.00              | 75.00              | 75.00              | 75.00              | 225.00             | 75.00              | 75.00              | 75.00                 | 75.00                 | 75.00               | 75.00               | 75.00              | \$1,050.00          |
| 6100 Grants Expense                              |                    |                    |                    |                    |                    |                    |                    |                       |                       |                     |                     |                    | \$0.00              |
| 6102 Annual Contribution                         | 33,562.50          | 0.00               | 0.00               | 33,562.50          | 0.00               | 0.00               | 33,562.50          | 0.00                  | 0.00                  | 33,562.50           | 0.00                | 0.00               | \$134,250.00        |
| 6125 Turley Grant Expenditures                   | 5,000.00           | 0.00               | 0.00               | 0.00               | 0.00               | 0.00               | 0.00               | 0.00                  | 0.00                  | 0.00                | 0.00                | 0.00               | \$5,000.00          |
| <b>Total 6100 Grants Expense</b>                 | <b>38,562.50</b>   | <b>0.00</b>        | <b>0.00</b>        | <b>33,562.50</b>   | <b>0.00</b>        | <b>0.00</b>        | <b>33,562.50</b>   | <b>0.00</b>           | <b>0.00</b>           | <b>33,562.50</b>    | <b>0.00</b>         | <b>0.00</b>        | <b>\$139,250.00</b> |
| <b>Total 6000 Program Expenses</b>               | <b>45,439.50</b>   | <b>6,877.00</b>    | <b>6,877.00</b>    | <b>40,439.50</b>   | <b>7,027.00</b>    | <b>6,877.00</b>    | <b>40,439.50</b>   | <b>6,877.00</b>       | <b>6,877.00</b>       | <b>40,439.50</b>    | <b>6,877.00</b>     | <b>6,889.00</b>    | <b>\$221,936.00</b> |
| 7000 Administrative Expenses                     |                    |                    |                    |                    |                    |                    |                    |                       |                       |                     |                     |                    | \$0.00              |
| 7026 Accounting                                  | 0.00               | 0.00               | 0.00               | 0.00               | 0.00               | 0.00               | 1,325.00           | 0.00                  | 0.00                  | 0.00                | 0.00                | 0.00               | \$1,325.00          |
| 7038 Dues & Subscriptions                        | 100.00             | 0.00               | 0.00               | 0.00               | 0.00               | 0.00               | 0.00               | 0.00                  | 0.00                  | 0.00                | 0.00                | 0.00               | \$100.00            |
| 7042 Insurance                                   | 0.00               | 0.00               | 360.00             | 160.00             | 0.00               | 0.00               | 0.00               | 2,615.00              | 0.00                  | 0.00                | 0.00                | 0.00               | \$3,135.00          |
| <b>Total 7000 Administrative Expenses</b>        | <b>100.00</b>      | <b>0.00</b>        | <b>360.00</b>      | <b>160.00</b>      | <b>0.00</b>        | <b>0.00</b>        | <b>1,325.00</b>    | <b>2,615.00</b>       | <b>0.00</b>           | <b>0.00</b>         | <b>0.00</b>         | <b>0.00</b>        | <b>\$4,560.00</b>   |
| 8000 Fundraising Expenses - General              |                    |                    |                    |                    |                    |                    |                    |                       |                       |                     |                     |                    | \$0.00              |
| 8010 Licenses and Fees                           | 52.00              | 52.00              | 52.00              | 52.00              | 52.00              | 52.00              | 52.00              | 52.00                 | 52.00                 | 52.00               | 52.00               | 48.00              | \$620.00            |
| 8012 Postage and Shipping                        | 0.00               | 0.00               | 200.00             | 200.00             | 300.00             | 100.00             | 0.00               | 0.00                  | 0.00                  | 0.00                | 0.00                | 0.00               | \$800.00            |
| 8016 Office Expenses                             | 58.00              | 58.00              | 58.00              | 58.00              | 58.00              | 58.00              | 62.00              | 58.00                 | 58.00                 | 58.00               | 58.00               | 58.00              | \$700.00            |
| 8024 Printing & Publications                     | 0.00               | 0.00               | 400.00             | 0.00               | 0.00               | 0.00               | 0.00               | 0.00                  | 0.00                  | 0.00                | 0.00                | 0.00               | \$400.00            |
| <b>Total 8000 Fundraising Expenses - General</b> | <b>110.00</b>      | <b>110.00</b>      | <b>710.00</b>      | <b>310.00</b>      | <b>410.00</b>      | <b>210.00</b>      | <b>114.00</b>      | <b>110.00</b>         | <b>110.00</b>         | <b>110.00</b>       | <b>110.00</b>       | <b>106.00</b>      | <b>\$2,520.00</b>   |
| 8046 Telephone                                   | 55.00              | 55.00              | 55.00              | 55.00              | 55.00              | 55.00              | 55.00              | 55.00                 | 55.00                 | 55.00               | 55.00               | 55.00              | \$660.00            |
| 8047 Bank Charges                                | 0.00               | 50.00              | 50.00              | 50.00              | 50.00              | 50.00              | 50.00              | 50.00                 | 50.00                 | 50.00               | 50.00               | 0.00               | \$400.00            |
| 8048 Contingencies                               | 0.00               | 0.00               | 0.00               | 500.00             | 500.00             | 500.00             | 0.00               | 0.00                  | 500.00                | 0.00                | 500.00              | 500.00             | \$3,000.00          |
| 8350 Bookmark Event Expense                      | 3,000.00           | 0.00               | 1,000.00           | 1,000.00           | 5,000.00           | 1,000.00           | 20,000.00          | 0.00                  | 0.00                  | 0.00                | 0.00                | 0.00               | \$31,000.00         |
| <b>Total Expenditures</b>                        | <b>\$48,704.50</b> | <b>\$7,092.00</b>  | <b>\$9,052.00</b>  | <b>\$42,514.50</b> | <b>\$13,042.00</b> | <b>\$8,692.00</b>  | <b>\$61,983.50</b> | <b>\$9,707.00</b>     | <b>\$7,592.00</b>     | <b>\$40,604.50</b>  | <b>\$7,542.00</b>   | <b>\$7,550.00</b>  | <b>\$264,076.00</b> |
| NET OPERATING REVENUE                            | \$ -48,254.50      | \$ -6,642.00       | \$1,398.00         | \$ -1,964.50       | \$38,108.00        | \$25,458.00        | \$ -28,633.50      | \$9,343.00            | \$7,958.00            | \$ -40,054.50       | \$ -6,992.00        | \$ -7,237.00       | \$ -57,513.00       |
| Other Revenue                                    |                    |                    |                    |                    |                    |                    |                    |                       |                       |                     |                     |                    | \$0.00              |
| 9000 UBS Investments Income                      |                    |                    |                    |                    |                    |                    |                    |                       |                       |                     |                     |                    | \$0.00              |
| 9002 Dividends & Interest                        | 4,548.48           | 2,694.04           | 11,471.58          | 2,888.62           | 2,864.92           | 37,214.79          | 1,015.33           | 2,818.40              | 11,604.90             | 2,611.14            | 2,864.76            | 17,292.70          | \$99,889.66         |
| 9008 Gain/Loss on Securities                     | 17,264.51          | 42,651.27          | 20,075.16          | 20,424.34          | 19,335.31          | 7,077.09           | 41,898.79          | -200,344.59           | -372,386.19           | 253,410.16          | 113,769.29          | 38,708.21          | \$1,883.35          |
| <b>Total 9000 UBS Investments Income</b>         | <b>21,812.99</b>   | <b>45,345.31</b>   | <b>31,546.74</b>   | <b>23,312.96</b>   | <b>22,200.23</b>   | <b>44,291.88</b>   | <b>42,914.12</b>   | <b>-197,526.19</b>    | <b>-360,781.29</b>    | <b>256,021.30</b>   | <b>116,634.05</b>   | <b>56,000.91</b>   | <b>\$101,773.01</b> |
| 9012 Interest - Bank                             | 1.10               | 81.93              | 120.01             | 98.75              | 84.35              | 83.80              | 83.03              | 0.25                  | 0.18                  | 0.17                | 0.16                | 0.18               | \$553.91            |
| <b>Total Other Revenue</b>                       | <b>\$21,814.09</b> | <b>\$45,427.24</b> | <b>\$31,666.75</b> | <b>\$23,411.71</b> | <b>\$22,284.58</b> | <b>\$44,375.68</b> | <b>\$42,997.15</b> | <b>\$ -197,525.94</b> | <b>\$ -360,781.11</b> | <b>\$256,021.47</b> | <b>\$116,634.21</b> | <b>\$66,001.09</b> | <b>\$102,326.92</b> |
| Other Expenditures                               |                    |                    |                    |                    |                    |                    |                    |                       |                       |                     |                     |                    | \$0.00              |
| 9100 UBS Investments Expense                     |                    |                    |                    |                    |                    |                    |                    |                       |                       |                     |                     |                    | \$0.00              |

Thursday, March 11, 2021 12:52 PM GMT-08:00

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Friends and Foundation, St. Helena Public Library

Budget Overview: FY 2020 July 2019-June 2020 - FY20 P&L

July 2019 - June 2020

|                                           | JUL 2019          | AUG 2019      | SEP 2019      | OCT 2019          | NOV 2019      | DEC 2019      | JAN 2020          | FEB 2020       | MAR 2020       | APR 2020          | MAY 2020      | JUN 2020      | TOTAL              |
|-------------------------------------------|-------------------|---------------|---------------|-------------------|---------------|---------------|-------------------|----------------|----------------|-------------------|---------------|---------------|--------------------|
| 9104 Investments Fees                     | 7,000.00          | 0.00          | 0.00          | 7,000.00          | 0.00          | 0.00          | 7,000.00          | 0.00           | 0.00           | 7,000.00          | 0.00          | 0.00          | \$28,000.00        |
| <b>Total 9100 UBS Investments Expense</b> | <b>7,000.00</b>   | <b>0.00</b>   | <b>0.00</b>   | <b>7,000.00</b>   | <b>0.00</b>   | <b>0.00</b>   | <b>7,000.00</b>   | <b>0.00</b>    | <b>0.00</b>    | <b>7,000.00</b>   | <b>0.00</b>   | <b>0.00</b>   | <b>\$28,000.00</b> |
| <b>Total Other Expenditures</b>           | <b>\$7,000.00</b> | <b>\$0.00</b> | <b>\$0.00</b> | <b>\$7,000.00</b> | <b>\$0.00</b> | <b>\$0.00</b> | <b>\$7,000.00</b> | <b>\$0.00</b>  | <b>\$0.00</b>  | <b>\$7,000.00</b> | <b>\$0.00</b> | <b>\$0.00</b> | <b>\$28,000.00</b> |
| NET OTHER REVENUE                         | \$14,814.09       | \$45,427.24   | \$31,666.75   | \$16,411.71       | \$22,284.58   | \$44,375.68   | \$35,997.15       | \$ -197,525.94 | \$ -360,781.11 | \$249,021.47      | \$116,634.21  | \$56,001.09   | \$74,326.92        |
| NET REVENUE                               | \$ -33,440.41     | \$38,785.24   | \$33,064.75   | \$14,447.21       | \$30,392.58   | \$69,693.68   | \$7,369.65        | \$ -188,182.94 | \$ -352,823.11 | \$208,966.97      | \$109,642.21  | \$48,764.09   | \$16,813.92        |



ST. HELENA PUBLIC LIBRARY  
**FRIENDS & FOUNDATION**

**GRANTS RECEIVED IN FISCAL YEAR 2020-2021**

| Gift date | Fiscal year | First Name       | Last Name | GRANT<br>Gift amt. |
|-----------|-------------|------------------|-----------|--------------------|
| 12/31/20  | 2020/2021   | William          | Phelps    | 5,000              |
| 9/25/20   | 2020/2021   | Bob and Evalyn   | Trinchero | 5,000              |
| 1/14/21   | 2020/2021   | John and Holly   | Preston   | 2,750              |
| 10/29/20  | 2020/2021   | Dann and Susan   | Boeschen  | 2,500              |
| 12/23/20  | 2020/2021   | Bruce and Martha | Atwater   | 2,000              |
| 12/7/20   | 2020/2021   | Paul and Mary    | Slawson   | 2,000              |
| 9/23/20   | 2020/2021   | David and Linnea | Pearson   | 2,000              |
|           |             |                  |           | \$ 21,250          |

Yesterday at 2:04 PM

 Eitan, Roy (Transformation Organization) <roy.eitan@hp.com>

To:  SHPL Friends



To: City of St. Helena

I am excited to share information about a partnership we are launching with the Friends & Foundation of the St. Helena Public Library.

Last year, HP launched the HP Refresh Program to help support the growing need for access to laptops by underserved communities. Our goal is to gather unused computers, safely wipe the data using HP software, and donate them to students and other individuals in need. For more information about the program, please go to our [website](#).

This is a nationwide program, and our intention is to help local communities with the shortage of available laptops. As such, we have reached out to Paige Pohlman Meek and the Friends & Foundation of the St. Helena Public Library to develop a partnership based on similar program we ran with the San Jose public library.

The program work is divided into two parts:

Front end: The Friends & Foundation of the St. Helena Public Library and the library itself will market and collect used laptops.

Back end: A group of HP volunteers from our North California site will refresh these laptops and convert them to Chromebooks. These Chromebooks will then be sent back to the St. Helena team and will then be distributed to people in need within the local community.

The partnership with San Jose public library was very successful, and we are in discussions with few more library organizations in the region to launch similar programs to help close the digital divide.

We are excited to partner with you.

Thanks,

Roy Eitan

**Roy Eitan**  
Head of Business Process Excellence  
HP Transformation Organization

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A Thesis  
entitled  
The Impact of Laptop Computers on Student Learning Behaviors  
as Perceived by Classroom Teachers  
by  
Rebecca Righi  
Submitted to the Graduate Faculty as partial fulfillment of the requirements for the  
Master of Education Degree in Educational Administration and Supervision

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May 2012

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The purpose of this study was to determine the impact of laptop computers on student learning behaviors. Each student and teacher was equipped with a laptop computer in which they had 24/7 access. Qualitative research methodology was used in this study and the data consisted of classroom observations, a review of the teachers' lesson plans, and in-depth interviews with five classroom teachers. The results of this study revealed that laptop computers had a positive impact on student learning behaviors. Students were engaged in the learning process, produced higher quality work, and had improved communication with their teachers when they had access to laptop computers. Through analysis of the data, the researcher suggested that the changes in student behavior occurred because of personalized learning for each student, access to multiple materials and media, and the laptop computer serving as assistive technology.

*Key Words:* one-to-one program, laptop computers, learning behaviors, student engagement, deep learning

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## **Chapter One**

### **Introduction**

Students' lives today are filled with technology that gives them access to information and resources 24/7. Students are able to create multimedia content and immediately share it with the world and participate in social networks where people from all over the world share ideas, collaborate, and learn new things. Outside of the classroom, students have the freedom to pursue their passions in their own way and at their own pace. Opportunities for today's students are limitless, borderless, and instantaneous (Office of Educational Technology, U.S. Department of Education, 2010) so it only logical that their learning environment should reflect their everyday lives.

Forty-five of the fifty states in the United States have adopted the Common Core State Standards. The standards define the knowledge and skills students should have within their K-12 education careers so they will graduate from high school able to succeed in college courses and in workforce training programs. The Common Core Standards are focused, coherent and include rigorous content and application of knowledge through higher-order thinking skills. This new set of standards is based on evidence, research, and is internationally benchmarked so that students are prepared to succeed in our global economy and society (Council of Chief State School Officers and National Governors Association Center for Best Practices, 2010). With the implementation of these standards, American students should be fully prepared to compete successfully in the global economy. All students must be prepared to compete not only with their American peers in the next state, but with students from around the world (Council of Chief State School Officers and National Governors Association



Center for Best Practices, 2010). In order for students to think deeply, be globally competitive, and meet the new standards, it is essential they have access to technology.

Mike Muir, Bette Manchester and Jim Moulton (2005), authors of *Learning with Laptops*, explained that laptop computers can accelerate, enrich, and deepen basic skills, motivate and engage students in learning, increase the visibility of tomorrow's workers and connect students and schools to the real world. Just as pens and pencils were the predominant tools for knowledge and learning during a large part of the last century, computers and the Internet are key tools for learning and knowledge production for the 21<sup>st</sup> century (Warschauer, 2005). Demski (2012) says, "If we want our students to be able to find meaningful work and be contributing members of a global society, then we need to prepare them for their future, not our past" (p. 36).

It is imperative that students can interact with technology and the Internet because the 21<sup>st</sup> century offers us far more options to learn and grow intellectually. In fact, today more than a million people in the United States alone are learning online (Bonk, 2010). Laptop computers and wireless connectivity represent two of the fastest-growing technologies in schools (Warschauer, 2005). The opportunities that technology brings to the classroom open up walls so that a classroom is no longer a closed system (Demski, 2012).

The Office of Educational Technology in the U.S. Department of Education is calling for a 21<sup>st</sup> Century Model of Learning Powered by Technology (2010). This model calls for engaging and empowering experiences for all learners through the power of technology to provide personalized learning instead of a one-size-fits-all curriculum, pace of teaching, and instructional strategies. In order for this to happen, students need access

to technology that mirrors their everyday life and the reality of their future. The Office of Educational Technology through the U.S. Department of Education is recommending that students and educators have adequate broadband access to the Internet and adequate wireless connectivity both inside and outside of school. Additionally, it is recommended that each student and educator have at least one Internet access device, software, and resources for research, communication, multimedia content creation, and collaboration for use both inside and outside of school (2010).

Some school districts in Georgia, Florida, Kansas, Louisiana, Maine, Massachusetts, Michigan, Missouri, New Hampshire, California, Pennsylvania, and South Dakota are ahead of the curve and have already implemented one-to-one laptop computer initiatives. One-to-one laptop computer programs equip each student and educator with a laptop computer. One-to-one laptop computer initiatives have the potential to significantly impact education, and school districts implementing laptop programs report improvements in day-to-day operations (Holcomb, 2009). Districts are meeting one-to-one laptop programs with enthusiasm and many school principals are ordering more electronic learning tools and fewer textbooks (O'Hanlon, 2007).

## **Chapter Two**

### **Literature Review**

Across schools in every grade and in every subject, students involved in one-to-one laptop initiatives outperformed students in all other tech-distribution initiatives; however how the implementation of one-to-one initiative is implemented is equally important (Demski, 2012). “Laptops tend to amplify what is already taking place in schools,” says Mark Warschauer (2005), associate professor of education at the University of California-Irvine; “Whatever a school is doing well, it can probably do better with laptops” (p. 34). Laptop computers facilitate the kinds of learning, thinking and analysis that today’s world demands in the workplace. The computers give students “plentiful data at their fingertips” (p. 35) and they learn to access information, analyze it, critique it, and work into a wide variety of authentic products.

The literature about one-to-one laptop initiatives demonstrates that although there is no significant effect on student achievement, student learning behaviors are positively impacted. Students are more engaged due to personalization and are demonstrating their knowledge through deep, rich learning experiences. Teachers indicated that there is increased communication and interaction in student-to-teacher and student-to-student relationships.

While there are exceptions to the rule, laptop computer programs in general have not had any appreciable effect on student test scores. Even in Maine, whose achievement test scores are already the highest in the United States, scores failed to rise in the first phases of the state’s laptop program (Warschauer, 2005). An impressive laptop program in California was also examined and did not show gains in achievement test scores

(Warschauer, 2005). An exception to this rule are writing scores. Bryan Goodwin (2011), author of *One-to-One Laptop Programs Are No Silver Bullet*, said writing scores “edged up 3.44 points (in range of 80 points) in five years” (p.78). Studies by Lori Holcomb (2009), assistant professor of instructional technology at North Carolina State University and author of *Results and Lessons Learned from 1:1 Laptop Initiatives: A Collected Review*, found that students in one-to-one programs earned significantly higher test scores and grades for writing. The percentage of students who produced writing samples that met or exceeded writing performance standards for their grade rose from 70% in fall to 92% the following spring. The number of students who met performance standards over the course of one year increased 22% (Jeroski, 2003, as cited by Holcomb, 2009). The reason for this increase is that students spent more time using their laptops to write, edit, and reflect on their writing (2009).

“The evaluators speculated that the reason other subjects have not shown measurable growth could be that the state assessment does not measure the 21<sup>st</sup> century technology skills that laptop initiatives promote,” says Goodwin (2011, p. 78). Warschauer (2005) agrees with Goodwin: “The learning advantages that laptops bring to students through greater ease in searching for information, using multiple media, and revising writing – do not necessarily show up on paper-and-pencil tests. And second, because laptop programs are still in their infancy, and almost any technological innovation takes a number of years to have a full impact” (p. 34). The benefits and impact that 24/7 access to laptop computers bring cannot be measured on state achievement tests. Joe Hofmeister, technology director at Cincinnati Country Day School, says, “If a kid gets excited about Hamlet because he worked on set design on his tablet PC in class, or

he got to speak with actors playing Hamlet in the Globe Theater in London via videoconference, how do you measure that? Passion is a hard thing to measure” (O’Hanlon, 2007, p. 28).

One-to-one laptop programs make a difference outside school walls, and the benefits ultimately spill out to the community and into individual homes. Anita Givens, senior director of instructional materials and educational technology at the Texas Education Agency, explained, “We hear stories that parents have been able to get better jobs by learning how to use a computer with these laptops – that they’ve gotten raises” (O’Hanlon, 2007, p. 78). This rings true with what popular author Jim Collins (2001), author of Good to Great says about technology, “When used right, technology is an essential driver in accelerating forward momentum” ( p. 159). The impact of laptop computers is allowing students to become more engaged in their learning and provide optimal, personalized learning experiences. When students have access to laptop computers, their classroom walls expand globally and their learning behaviors improve. The information students have access to, combined with the multiple ways of demonstrating their knowledge, results in deeper learning for the students and increased communication with their teachers.

Students participating in one-to-one laptop programs demonstrate higher levels of engagement, and engaged students spend more time on task, work more independently, enjoy learning more and take part in a multitude of learning activities at school and home (Warschauer, 2005). Lisa Wilson, director of Freedom to Learn, Michigan’s one-to-one laptop initiative, observed many classrooms and found that technology-equipped students are more engaged in the education process. “I have never witnessed such a powerful

transformation as now,” she said. “I am in awe when I walk into the classrooms and see what these students are accomplishing, where students go with learning. There is no question that this is spurring a new way of learning. It’s like night and day – students are fueled by their own drive and their own capacity to learning” (O’Hanlon, 2007, p. 28). Wilson adds that a major difference is the absence of downtime in the classrooms. “The moment they walk in the door, they are learning. The students are completely engaged, and when they are engaged, things happen” (O’Hanlon, 2007, p. 28).

Studies by Holcomb (2009) showed that many one-to-one programs have reported a decrease in absentee rates while Goodwin (2011) and O’Hanlon (2007) found that discipline problems decreased as well because students are engaged in the learning process instead of finding ways to get in to trouble. Chrystalla Mouza (2008), author of *Learning with Laptops: Implementation and Outcomes in an Urban, Under-Privileged School*, observed that students became more motivated to complete their schoolwork and often went beyond required assignments, thereby improving the quality of their work. Thomas Greaves, CEO of the educational consulting firm The Greaves Group, suggested that “The student using technology is better able to personalize their learning than a teacher is” (Demski, 2012, p. 34). Students are more engaged because they have choice in how they represent their learning and understanding.

Technology provides an outlet to provide for a more personalized learning environment; Demski (2012) explained that personalizing learning is *not* individualized learning in which students share the same learning goals but progress through the curriculum at their own pace. Nor is it differentiated instruction where students share learning goals but receive instruction tailored to their individual learning needs. Will

Richardson (2012), the cofounder of Powerful Learning Practice, a program that offers professional development to educators around the globe about 21<sup>st</sup> century skills, explained that personalizing learning means allowing students to choose their own paths through a curriculum. The personalized learning experience is not just a possibility anymore, but an expectation. Karen Cator, director of the Office of Educational Technology at the U.S. Department of Education, explained that access to technology is “the essence and the nature of the opportunity to provide a much more personalized learning environment for students” (Demski, 2012, p. 34). She continued,

In any personalized learning model, the student – not the teacher – is the central figure. In a technophillic view of a personalized learning environment, students have access to traditional learning resources like books and hands-on materials, and time-honored support from people like teachers, parents, mentors, coaches, and schoolmates. But critically, they have ubiquitous access to technology, which allows them to connect to learning communities, information management and communication tools, personal learning networks, information and data, expertise and authoritative sources, online tutoring and guided sources tailored to their needs, knowledge-building tools, and peers with common interests (Demski, 2012, p. 34).

Personalized learning environments are powered by a student-centered classroom in which students have choice in what they learn, how they learn, and when they learn. When students have direct access to a laptop computer, the learning switch is always on and there is a chance to constantly keep learning in motion. Richardson (2012) explained, “The ability to learn what we want, when we want, with whomever we want as long as

we have access creates a huge push against a system of education steeped in time and place learning” ( p. 23). Personalization allows for a learning experience to be self-paced and diagnostically driven while still having the ability to adapt to a student’s specific learning styles, interests and backgrounds (Demski, 2012). When students have 24/7 access to laptop computers and choice in how they demonstrate their understanding, learning becomes personalized for all learners.

In a personalized learning environment fueled by student choice, each child follows a rubric that covers areas such as standards, learning outcomes, work ethic, and general requirements for assignments. Learning such as this requires students to create something new, to reflect deeply on their efforts and assess their work and progress as they learn. Personalized learning is a fundamental part of developing skills and dispositions that continue a learning process after a class ends (Richardson, 2012). Personalized learning results in a deep and profound learning experience that is richer than memorizing facts and spitting them out on a paper-pencil test.

Access to laptop computers and technology in general provides students with multiple sources for the same topic, thus resulting in project-based work that enables them to dig further and deeper (Warschauer, 2005). Leslie Wilson, director of Freedom to Learn, frequently observed many one-to-one classrooms and saw completely student-centered teaching and learning. She said, “All of the lessons are taught in project-and-team-based settings, so students are able to take the learning experience beyond where they are to continue to be successful. It’s no longer a passive learning experience” (O’Hanlon, 2007, p. 28).



Muir, Manchester, and Moulton (2005) found that students use the Internet to do research and apply information they find to enhance their projects rather than using the Internet as one big answer key. Their findings also suggested that teachers' lessons are more extensive, use up-to-date resources and provide more opportunities for students to explore knowledge and information in more depth. Creating work on laptops requires students to engage in project based learning and to tap into the highest levels of learning in Bloom's Taxonomy. Project based learning allows educators to address multiple intelligences and diverse learning styles but still give students more choice in synthesizing and applying their learning.

The software and web applications provided by direct access to laptop computers offer unlimited media for students to use to research and find information, as well as create projects that demonstrate thorough understanding and deep learning of a subject. For example, free software like Skype allows students to participate in face-to-face conversations with people all over the globe. The Smithsonian offers free videos, lectures, and online exhibitions, and National Geographic's website has a plethora of multimedia resources designed to take students on exciting adventures (Sloan, 2011). These resources allow students of *all* abilities and socioeconomic levels to participate in learning experiences. Muir, Manchester, and Moulton (2005) shared that a nearly illiterate special education student, who has never participated in class, produced an incredible iMovie telling the story of a bomber in World War II. This newly motivated student was able to demonstrate his understanding of a topic, despite his inability to read, because of the laptop he received in a one-to-one laptop program.

Laptop computers can foster communication, engagement, and interaction. Teachers do not need to know how to create the projects that students create; they only look for understanding of theme and the ability to communicate and demonstrate their understanding (Scherer & Cator, 2010). The benefit is that students get to see their teachers' genuine reactions to new discoveries as well as to challenges, and see the learning process modeled. Students begin to understand that there is no one "right" answer that the teacher expects; rather there are many answers. Students and teachers often made these discoveries together through dialogue as students explain their digital work (Richardson, 2012). Students are learning more through laptop programs because of fostered, collaborative instruction with their teacher and peers. The doors of communication are opened, and students' education goes beyond the classroom (O'Hanlon, 2007).

"Integrating technology into the classroom can provide teachers with instant data and offer a new exciting challenge for students," says Jennifer Henderson (2010), author of *Forming Assessment Through Technology*. "Everything is interactive. As a teacher, you can really see who understands what. It's easy to gauge student understanding" (p. 1). Findings from Mouza's 2008 study demonstrate increased interaction among students and teachers in laptop classrooms. Laptop students frequently traded skills with other students, shared technology related tips and would serve as peer tutors for technology and non-technology related topics. Peer sharing and collaboration was the key to the implementation of laptops in her classroom. Students who finished their work would volunteer to provide their peers with help in technical or academic support.

A one-size-fits-all approach to education does not lead to a level of student engagement, growth and academic success that schools strive to achieve. A successful customized approach to delivering instruction combines project based learning, collaborative learning, and combines different learning styles. The use of laptop computers with the aforementioned strategies simultaneously creates infinite opportunities for student growth because of the access to materials for research and production (Demski, 2012). A digital learning environment facilitates personalization, engagement, and collaboration with people in the classroom or across the world (Scherer & Cator, 2010).

The access to laptop computers impacts the learning behaviors of students – specifically their engagement level and depth of their completed work. Students are more engaged in the learning process because of the personalization that laptop computers offer. Because learning experiences are personal, students take ownership in their learning and produce quality work they can take pride in. As students collaborate with one another on projects and explain their work to their teachers, their communication skills and classroom relationships strengthen.

## **Chapter Three**

### **Methodology**

The purpose of this qualitative research study was to examine the impact of laptop computers on student engagement as perceived by classroom teachers. Specifically, this study examined the impact of unlimited access to laptop computers on student learning behaviors for middle school and high school students through a subjective view from their classroom teachers. The data collected from this study were duplicated data from a study the researcher was co-researching titled, “The Impact of Technology on Teaching Pedagogy.” Findings from that study also showed significant impact of laptop computers on student learning behaviors.

Qualitative research studies essentially provide a “complex, holistic picture” (Creswell, 1998, p. 17) with a detailed view of the topic. Therefore, the research questions should be “open ended, evolving, and nondirectional” (Creswell, 1998, p. 99). This qualitative research study sought to address the following question: How does access to a laptop computer impact student learning behaviors as perceived by classroom teachers?

Laptop computers facilitate the kinds of learning, thinking, and analysis that today’s world demands. Through laptop computers, students learn to access information, analyze and critique it, and work that information into a variety of authentic products (Warschauer, 2005). Thus, this research study provides insight into a small, but relevant, sample of teachers’ perceptions about the impact of access to laptop computers on student learning behaviors. The results of this study have the potential to contribute to the

improvement of student learning and achievement through encouraging teachers to include laptop computers and related technology into their instructional materials.

The examination of the impact of laptop computers on student learning behaviors requires a research methodology that enables the researchers to observe classroom behaviors of teachers and students using laptop computers. This thorough understanding is fostered through the collection and analysis of data gathered from multiple sources: classroom observations, interviews, and a review of documents. This qualitative research study provides evidence that laptop computers positively impact student learning behaviors.

Classroom observations, interviews with the teachers, and a review of documents were used in this study. The classroom observations prior to the interviews allowed for a more in-depth discussion of the technology and methodology used by the teacher. A qualitative approach was used because it allowed the researcher to develop a level of detail about the individual and place, as well as be highly involved in actual experiences of the participants (Creswell, 2003).

In this qualitative research study, the researcher recruited the participants; explained the informed consent to the participants; collected and secured the informed consent signed forms; conducted participant observations and wrote descriptive field notes either by hand or on a laptop; interviewed participants; viewed student work and teacher lesson plans about doing lessons with laptop computers and without laptop computers; transcribed interviews; conducted the data collection; and managed, analyzed, and interpreted the data.

Although the researcher was a graduate student in the Judith Herb College of Education, Health Science and Human Service (JHCEHSHS) during the time this study was conducted, her role in the research was wholly that of a researcher. This role was established through discussions with the teachers, administrators, and The University of Toledo faculty included in the research. The researcher also served as a graduate assistant in the Educational Foundations and Leadership Department of JHCEHSHS. During her time as a graduate assistant, she took part as co-researcher in a research study titled, “The Impact of Technology on Teaching Pedagogy,” which cultivated her interest in the impact of teachers using technologies in the classroom and the impact on student behavior. These additional roles provided the researcher with supplementary frameworks that influenced the analysis and interpretation of the data.

Creswell (1998) explains the importance of finding a site that is “accessible, willing to provide information” and that can shed light on a specific issue being explored (p. 111). Five teachers from a mid-western suburban school district were used in this qualitative study during the fourth quarter of the 2010-2011 academic school year. The teachers came from one middle school with approximately 700 students and one high school with approximately 1400 students. The students in both schools are predominately white, middle-class students. Both schools made Adequate Yearly Progress during the 2010-2011 school year.

This study focused on five teachers who taught language arts, science, or mathematics. Principals of the two schools identified these five teachers who were recognized as exemplary in their use of technology-based tools in their classrooms. Each teacher is considered to be technology literate among their principals and peers. Two of

the teachers have received a technology certificate from a university offering graduate level courses in technology integration.

In order to take part in this study, the teachers were required to sign the Institutional Review Board informed consent, which simply explicated the purpose of the study, the description of the procedures, potential risks, potential benefits, confidentiality, voluntary participation, and the contact information of the researcher and The University of Toledo Social, Behavioral, and Educational Institutional Review Board. It was made clear that the participants would remain anonymous and that their lesson plans and students' work would not be identified in the research study. To protect the teachers' anonymity, the following pseudonyms will be used: Ms. Jones, eighth grade math and science teacher; Ms. Elliott, seventh grade language arts teacher; Ms. Warren, eighth grade language arts teacher; Ms. Jackson, high school language arts teacher; and Ms. Leonard, eighth grade math teacher. Furthermore, the researcher assured the teachers that participation was voluntary and that they could opt out of the interview procedures at any time.

During the observations, the researchers were able to observe students' interaction and engagement with the laptop computers. Observing the classroom environment permitted the researchers to view the students' work and witness the completion of complex projects. The direct observations allowed the researchers to have a firsthand experience with participants and record the information accurately as it was revealed. Interviews with individual teachers provided historical information and allowed the teachers to elaborate on what the researcher viewed during the observations. Interviewers were used in order to control a line of questioning (Creswell, 1998) and allow teachers to

explain their lessons and the students' learning behaviors as laptop computers were integrated into their classroom.

Prior to the observations and interviews, the teachers were asked to provide copies of their lesson plans before laptop integration and after laptop integration. This request allowed the researchers to see the pedagogical shift with the use of laptop computers. The lesson plans were available to the researcher during the observation. During the observation, the researcher sat in the back of the classroom and jotted descriptive field notes either by hand or on her laptop. Directly after the lesson was completed, the researchers conducted a tape-recorded interview with the teacher. The interviews included thirteen open-ended questions (Appendix A). The researchers asked additional questions to participants as the interview progressed. The questions were to clarify their answers or to get an elaborated response. The additional questions asked were specific to the lesson the researcher observed or to the lesson plan documents the researchers reviewed.

Creswell (1998) recommends storing the qualitative data in printed transcripts and computer files. He also suggest that attention be paid to how the information will be organized and stored, along with creating backup copies or files of data collected. In this qualitative research study, the interviews were tape-recorded using a digital audio recording device, saved to a computer, then transcribed. The transcripts were printed and placed in a folder.

This research study was an offspring of a study that the researcher and her professor conducted entitled, "The Impact of Technology on Teaching Pedagogy." For "The Impact of Technology on Teaching Pedagogy," the researchers visited the school



sites to observe teachers using laptop computers in their lessons. Prior to observations the researchers would review the teachers' lesson plans on how the teachers would teach the same concept before they had daily access to laptops and after the 1:1 laptop initiative implementation. After the observations the researchers interviewed each teacher about their shift in pedagogy due to the integration of laptop computers.

In doing the coding and analysis of "The Impact of Technology on Teaching Pedagogy" as a co-researcher, the researcher found results about the impact of laptop computers on student learning behaviors were emerging. These emergent findings are the basis of this study: the impact of laptop computers on student learning behaviors.

In "The Impact of Technology on Teaching Pedagogy," interviews of the teachers were transcribed and coded by hand to sort, analyze, and code common themes that were discussed and described during the interviews. Lesson plans from previous years when technology was not available were reviewed and compared with current lessons with technology integration. These documents enabled the researcher to identify the shifts in teaching pedagogy, expectation of student production, and instructional materials as well as to serve as an unobtrusive source of information (Creswell, 2003). Common themes emerged from a cross analysis of the interviews, observations, and lesson plan documents.

For this research study, the same data were recoded with various colors of highlighters. Each color highlighter represented a different code. The codes were: engagement, work completion, expectations, communication with teachers, differentiation, and access to materials. The codes were based on interpretation and analysis of the researcher. The coding system was then revised and the most prevalent

codes that emerged from the data were the identified themes of the research study: student engagement, depth and efficiency of completed work, and communication with classroom teachers.

Since this research represented an ethnographic case study, the researcher collected multiple sources of data including field notes, observations, lesson plan documents, viewing student assignments, and interviews. For the specific analysis of the impact of laptop computers on student learning, the researcher chose to analyze data from all sources of data. The amount of data collected during qualitative research through multiple sources can be overwhelming. Consequently, the analysis process took time due to many readings of the collected data and reflecting on the research.

## **Chapter Four**

### **Findings**

The daily and direct use of laptops has impacted student learning behaviors as perceived by classroom teachers in a positive manner. As teachers made a shift in their pedagogical approach with the use of technology, the behaviors of the students made a shift as well. Teachers described themselves more as facilitators of instruction when using laptop computers with students rather than in the traditional role of the instructor that lectures in front of the classroom. The use of laptop computers each day in the classroom resulted in teacher perceptions that students were more engaged in learning, completing their work with more depth and efficiency, and having improved communication with their teachers.

#### **Student Engagement**

A key element in the academic success of students is active engagement in their learning. The teachers observed that access to laptop computers provided a big change in how their students were engaged in content and activities during the lesson. Ms. Warren said, “They really were much more actively taking on this learning. They wanted to do it. They wanted to participate. They wanted to create whatever it was we were doing.” Ms. Warren continued:

My affirmation is when I look around the classroom right now every student is engaged. They are all engaged in the learning and taking it seriously whereas before students would shut down the minute you give them an assignment to do that was challenging. They wouldn’t actively participate. They really are more engaged; they’re learning; they’re taking away and when they are done they have a project they are proud of. When they are done they are excited and definitely more invested.

Ms. Jones said:

Even with partner work after sharing a laptop, I see more engagement. Even if it's just working in a very slow pace they are getting something done instead of just putting their head down and saying, "I am bored."...It keeps kids more engaged and active in their learning instead of just staring at a piece of paper or listening to someone... there's fewer kids off task.

During an observation of a lesson on mythology, the researcher noted that students immediately began working. After the teacher began the class with a few reminders and instructions, the students moved their chairs and sat side-by-side with their partners and started researching Greek mythology. The students used websites that were saved on the teacher's shared hard-drive and were completely on-task. While one student was researching, the other was taking notes on their laptops and vice-versa. After completing the research, the students began to create their own mythological character. The teacher never had to redirect behavior.

In addition to students being more engaged, teachers found that students are enthusiastic about their work and what they are accomplishing. Ms. Jackson indicated that the students' motivation went sky high, and they get very animated about the use of laptop computers. Ms. Elliott said:

I think they're completely excited. There is so much more motivation. Some of the kids are resistant to paper-pencil work. Those kids are more motivated to be on the computer. They might need more verbal reminders to stay on the computer and remain on task but getting them through the resistance of even just starting a project is much more relevant than starting with paper [and] pencil.

The students are also more motivated because they have more choice in their assignments. The teachers used aspects of layered curriculum in their lessons. Ms. Jackson explained that she gave students the certain components that must be included in their assignments but how they do them is completely up to them. The choice and

freedom that the students have to complete their assignments sparks motivation within the students. According to Ms. Jackson,

There is so much [motivation] with flexibility or choice...choice is huge. So you got flexibility, teacher facilitated, and discovery learning [based off] of what is of interest of students, because all of this creates motivation.

The lesson plans reviewed by the researcher revealed that students have choice in the assignments they choose to complete. The students were not required to use a specific software programs or even complete the same type of assignments as their peers. The rubrics indicated that the students only had to demonstrate a high degree of understanding in a particular topic.

This generation of students has access to laptop computers and various technologies in their homes, so the use of technology is a familiar and integral part of their lives. It is logical to carry over technology use into a learning environment. Ms. Warren elaborated:

They have grown up using this technology their entire lives so it's natural for them to be able to do things. It was natural for them to be able to sit down and get started on this project in a matter of minutes. Had I said, 'Okay, we're going to handwrite this paper,' they would not have. They would've felt like, 'I don't want to do this at the end of the school year,' but the minute they got the computer they were looking at images, they were looking at science-fiction pictures, they were generating ideas and brainstorming.

According to Goodwin (2011) and O'Hanlon (2007), the involvement of technology in a classroom lessens behavior problems and disruptions in the learning environment. Teachers said that with technology integrated into daily lessons, students act out less because using technology is one of their strengths, and they do not need to misbehave to detract from completing their work. Ms. Warren indicated that she is more engaged with the students as well because she deals with fewer behavior disruptions.

Students may still have sidebar conversations but not as much as in previous years. The researcher observed that the students are focused when they are working on their laptop computers. They may get off task from time to time but they were usually focused on completing their work. Ms. Elliott said:

Students that have had behavior problems in the past definitely have less behavior problems now. They are more motivated to do the work because technology is involved. Many of the students are very good with technology so it does capture one of their strengths even if the content is not a strength. All of a sudden those students who are not good leaders can be a good leader and a good partnership, as they might know how to navigate through the technology.

### **Degree of Completed Work**

The increase in student engagement led to more time on task which ultimately led to completing more work. Ms. Jackson was proud of the level of work completion from the students in her classes. She said:

Every single student this year in all my classes turned in every single assignment. That is unheard of! I'm really proud of that...The thing that's different is technology use...I have given out – well they have earned – more A's...they all did acceptable work and then went beyond. It's like teaching gifted and talented to all levels. I have mastery learning. If they don't have everything on there from the rubric, I have them give it back to me. I don't accept it unless it's 100% or has all the rubric items.

The standard of what constitutes a grade of “A,” “B,” or “C” has changed too. In reviewing the lesson plans, the researcher noted that student work that would constitute a grade “A” prior to the use of technology would be equivalent to a lower grade on the rubrics used to assess students with access to laptop computers. The researcher inferred that the teachers had higher expectations of what students can accomplish with the use of laptop computers.

The researcher observed the students taking more pride in the work they were completing. The laptop computers are equipped with software that allows students to create high-tech, professional, and sleek projects and documents. Ms. Jackson explained that the software allows the students projects to look polished and professional with both their ideas and their brain work. Not only do students get a refined project or document, but also the computer knowledge and application behind it as well. Ms. Warren elaborated:

When you look at the significance of their projects now in the technology that they're using, it goes up in my classroom and they are proud of it. They are excited to share about it. They show it to their parents. It's definitely more professional, the work we are getting from them.

The researcher witnessed students problem solving, engaging in conversation within groups and using all types of interpersonal skills. The work that is produced on the laptop computers is more sophisticated than paper-pencil work so students have to problem solve, troubleshoot, find answers, and be creative on the fly. During an observation of Ms. Jackson's class, the researcher saw a group of students that lost their project because they did not save it correctly. The students asked for fifteen minutes to recreate a different version of their project and to figure out a new way to present their information. The students solved the problem, stayed calm, and found a solution. The creative problem solving occurred in addition to the deeper level of learning that the laptop computers allow the students to be engaged in. Ms. Jackson explained:

It's those skills that you don't realize; they're kind of like happy accidents where they are learning the different technology. Things come up, they get to problem solve. It's really not the particular software. It's about being able to take on a problem, use technology to help you solve the problem and then be creative about it.

Ms. Jones and Ms. Elliott referred to students' learning as a richer, deeper learning that is not just simple recall. As perceived by Ms. Leonard, in many cases students are synthesizing, evaluating, and creating, which are the highest levels of learning according to Bloom's Taxonomy. Ms. Warren explained:

You are seeing much more of the deeper analysis and synthesis level. They are processing it. They are not just trying to learn it so they can recall it for a test. They are applying it. ... It's definitely a deeper level thinking because they have to. They can't simply just spit out that information. They think about how it applies; how to transform.

During a classroom observation of a science lesson, the researcher studied a group of students interpreting Newton's laws. The students were creating a video and discussing with one another how to act out or demonstrate the laws. The students' conversation displayed understanding and application of the laws that had a more significant impact on them than memorizing the laws for a fill-in-the-blank test. Students also had a lot of choice during this assignment. Some students were working with a group creating a movie, while other students worked independently using animation software to demonstrate Newton's laws or create a movie with still pictures.

During an interview, Ms. Warren explained that she still practices lecturing and note taking to help students get basic knowledge and understanding about a topic before they start assignments. She explained that she does this so students will be prepared for other classes in high school and college but also because it's important for students to understand a concept before they can begin to think deeply about it. The projects students create using laptop computer software provide opportunities for students to transfer knowledge into application, synthesis, evaluation, and creation of something new. Ms. Warren said:



The software really allows students to use all the higher levels of Bloom's taxonomy. It's important for me to provide the foundational information, the understanding, the knowledge part that they need to help them. It's [higher level thinking] inherent in using technology.

### **Communication with Teachers**

Each student has an email account so classroom teachers can communicate with students via email to remind them about assignments, school events, or to clarify questions. Ms. Warren said she sends email updates once or twice a week to students about homework and other classroom happenings. Emails give students a direct line to their teacher in a nonthreatening environment. Ms. Warren said:

I feel like the kids feel valued. They feel like, 'I can ask my teacher anything' and she'll respond. It's on a variety of different levels. Sometimes it's 'what's due tomorrow?' or 'I don't understand this' or 'can you help me think about ideas?' I use it probably a great deal and before, [students had laptops] not so much. I always had kids who emailed me but it was much more sporadic and now it is [a] much more consistent basis. I probably get six or seven student emails over the weekend.

Along with communicating via email, teachers can communicate with students through an instant messaging program during class. The researcher observed a teacher using a program called LanSchool. Through LanSchool, teachers have access to view and monitor all their students' computer screens during class. This allows the students to ask teachers questions and also allows teachers to see if students are struggling through an assignment. Ms. Warren said:

You can have direct conversations with students without ever having a verbal conversation. If I see a student who was struggling I might send a message, 'what can I help you with?' It might be students who never ask any questions that would be too shy or embarrassed to ask.

Since the students are immersed in technology use in all of their classes, they are exposed to many types of software and programs. Ms. Jackson admitted that the students

know more about and better know how to use the software than the teachers do. Ms. Jones disclosed that she relied heavily on the students when she does not know the answer to a technology question or problem; students often know the answers and are eager and willing to share with their classmates a solution. The researcher observed that this facilitated learning environment made teachers more approachable to students and made for a shared classroom environment. Ms. Jackson shared:

I don't pretend that I know it all. I say, 'hey, teach me' or 'show me how to do that.' 'Can you show me? Oh, that's so cool.' So it's really a give and take learning environment. It's less teacher directed and more student. It's more teacher facilitated. .. Some of them [students] just have more experience with the actual software and how to use it. I let them go with it. They say can 'hey can I do this?' I say, 'sure, go for it.' I rarely say no to anything.

This research study generated findings pertaining to the impact of laptop computers on student learning behaviors through teachers' perceptions. The data indicated that students had noticeable classroom learning behavior changes through the daily use of laptop computers. Students were more engaged in their work, finishing their work to a higher degree of completion and depth, and have improved communication with their teacher. Through analysis of the data, the researcher proposed that the changes in student behavior occurred because of 1) student choices and options within assignments, 2) access to materials, and 3) the laptop computer serving as assistive technology.

#### **Student Choice and Options within Assignments**

The access to a laptop computer provided more options and opportunities for students to produce assignments for their teachers. Ms. Warren said her students have choices in what they do, but they do not have the choice not to do assignments. Ms. Jones

gave general guidelines in her assignments but ultimately allowed students to pick the medium in which to display their work and thinking. The students were able to take the information they learned and use it in ways that best showed their understanding. She elaborated by saying, “Giving something [assignments] some structure so kids have an idea what to do but then really letting them play with their strengths.” Ms. Jackson indicated that, “It’s a lot more organized chaos, a lot more learning, a lot more opportunities for every student to shine and pick their interest when they have choice.”

Allowing students to choose how they represent what they learned makes their learning personal. When learning is personal to students, they are able to reflect deeply on their efforts and assess their own work and progress. Reflection is fundamental in developing skills and dispositions to continue their learning after a class ends (Richardson, 2012). Teachers who have access to digital tools are able to spend more time each day on personalized learning and collaborative small-group instruction rather than traditional lectures (Demski, 2012). Choice creates motivation and gives students power, resulting in students taking ownership of their learning. When students are engaged in meaningful work, it encourages them to take charge of their own learning (Muir, Manchester, & Moulton, 2005).

### **Access to Materials**

Access to technology offers a vast array of resources, interest areas, and information that can come to a classroom. The classroom is not a closed system anymore because the Internet literally brings the world to a student’s fingertips. Ms. Elliott explained that she did not have to limit her projects based on the resources or books she had in her classroom because students had access to unlimited information, research, and

materials all over the Internet. Some of her recent projects could not have been completed without the use of technology because the research and pictures the students needed were too contemporary. The reports that the students needed were so current that the reports were only published online.

Ms. Leonard used the United Nations website that has a live feed of population data where students could physically see the counter moving. She said:

It allows for a greater number of experiences (especially if we are looking at generating data) that was impossible in the past. For example, in the advanced class we are working on exponential growth and decay. That class was able to work through a situation where they assessed a United Nations population data and actually saw the counter moving. They were just fascinated by that. It really adds relevance more than anything else.

Ms. Leonard spent multiple hours outside of class when she created lesson plans to find relevant resources for her students. She explained:

Everything in every class is different from the day before or the week before because of finding the resources and incorporating them, changing how I present something in order to make more logical progression given what they can discover with the technology.

Not only do students have access to the latest research and information, but they have access to software that can allow them to see and manipulate complex mathematical concepts. Ms. Leonard explained,

The lesson today which was the area of the trapezoid was like pulling teeth with paper and pencil version because they [students] had to construct a trapezoid ... which did not go well on the best day. Then they had to clone the trapezoid, manipulate it, and by the time all of that, they had to keep track of base one, base two, and height...kind of a nightmare. This [software] allowed so many more students to see and make that connection. They can flip it 100 times if they need to on the screen and change the trapezoid. To do that before they had to physically create the objects and that was very, very demanding on them.

Along with software to understand mathematical concepts, students have access to teacher-made materials and supplemental curriculum resources. During an observation the researcher saw that students have the option to access their textbooks online with a variety of study materials, quizzes, flashcards, and other resources. The teachers also put their self-made materials, assignment guidelines, and class materials on their websites for students to access at home. The teachers indicated that students who are absent or may need more time and/or help have the option to access materials with their laptop from home.

Students are completing their work with higher efficiency and competency because they have access to a variety of materials. Teachers indicated that students are no longer constrained to the print resources or human resources in a classroom because the Internet offered more resources than one can fathom. In fact, Demski (2012) found that the number one predictor for success in schools in a number of areas was the availability of fully digital-driven remedial courses that had online curriculum behind them. Students are not limited to the software that is installed on their laptop computers either. There are thousands of free software and programs available to download, present, publish, broadcast, and create multimedia posters and pages. The researcher saw students using a variety of programs.

### **Laptop Serving as Assistive Technology**

The laptop computer serves as a learning tool that can be tailored to individual student needs. Ms. Elliott explained that the laptop offers multiple ways of visual representation for students that need more explanation or clarification of directions. The researcher saw students use their headphones and laptop computer to get text read aloud

to them. The read-aloud feature is helpful for students who struggle with focusing or paying attention. Ms. Elliott said:

I also think that it's important for kids that struggle with attention because if they have the words right in front of them and the headphones on, I think it helped them focus so that somebody else's pencil sharpening or whatever does not distract them from what their assignment is.

Ms. Elliott also explained how students can navigate through reading grade-level content in order to complete assignments even if they cannot read and comprehend well:

I know that's [reading] a big challenge for them. In order for them to get through the assignment today, I knew they needed somebody to read it to them. They often do not want a teacher reading it to them. They want to do that part independently... the students have a choice to select the text that they want read to them...they can put headphones in and the text reads it. Often time that helps them get through their assignments at the pace of the rest of the class because they are not stumbling over words. It also does not necessarily interfere with their comprehension.

The laptop is a significant tool specifically for students with disabilities because of the read-aloud feature and visual presenting. For example, Ms. Jackson said:

I change things up, every 10 minutes things are different for them. As you noticed today, our schedule we did three separate things. Physically do different things. We're moving. Software allows me to cater to all three styles of learning: auditory, visual, kinesthetic. You saw today everyone using all three. With the scaffolded opportunities, my special education students have leveled the playing ground. You told me you couldn't pick them out. That's awesome. That's amazing. I'm really happy about that. It's the great equalizer. Technology can be a great equalizer.

The laptop computers also allow students to cater to their own personal learning style and techniques. During the observations, most of the teachers allowed the students to listen to music through their headphones while they're working in class to help them focus. During an interview, Ms. Elliott explained that she encouraged students to use Google Calendar or another type of electronic calendar to keep them organized. The computer can be used as a tool for students with poor organizational skills because papers

are not getting lost in the constant shuffle between classes and to and from school  
because documents can be saved electronically.

## Chapter Five

### Discussion

This small study supports the idea of the use of laptop computers in classrooms. The benefits that laptop computers bring to students' learning behaviors are immeasurable. The choices students have combined with the access to materials provide a learning environment that gives students infinite opportunities for success. The opportunities and experiences that students have in a technology-rich classroom are preparing them for post-secondary education and the current competitive job market. Access to laptop computers equip students with the 21<sup>st</sup> century skills that are necessary to survive in the real world. Ms. Jackson says,

[They need] 21<sup>st</sup> century skills. They're going to be working on computers, using software programs [in the workforce]. Their supervisors will say, "hey can you create this for me?" but then they don't tell you what software program to use or how to use it. You got to do a lot of problem solving and figuring things out for yourself.

Laptop computers bring the classroom alive to students. The academic freedom and expanded classroom that students have with their laptop computers creates unlimited opportunities for students to grow. It is every teacher's dream for their students to blossom into independent, critical thinkers and hard workers. Classroom observations revealed that the access to laptop computers puts students in positions in which they have to think deeply and take ownership in their learning. Ms. Jackson summed it up perfectly when she said, "The sky is the limit. Students are able to do what they can do and then discover, push themselves, [and] challenge themselves."

A one-to-one laptop program transforms the way a classroom operates. The use of laptop computers dramatically changes both the role of the teacher and the role of the



learner. A teacher is no longer the sage on a stage but a facilitator of learning. The teacher is a guide as the student navigates through a subject. The role of a passive student who listens to a lecture and recites facts back to the teacher is extinct. With the use of technology, students are involved in a process of discovery and exploratory learning. A laptop computer in the classroom exists as a cognitive tool to foster creativity, innovation, and assist in the development of a self-sufficient student.

It is not enough to simply equip each student with a laptop computer and expect a miraculous fix to the problems in classrooms. Teachers need to be educated on the benefits of incorporating laptop computers into their classrooms and then trained on how to integrate the computers effectively. Educators need to challenge their mental models of what a classroom *should* look like and have an open mind about what it *could* look like if each student had direct access to a laptop computer. Universities need to consider rethinking how they train their teachers, so that new teachers come into classrooms with a fresh and innovated perspective on the role of a teacher in the 21<sup>st</sup> century.

### **Limitations**

This research provided insight on the impact of laptop computers on student learning behaviors; however, there were limitations to the study. The sample of teachers was a small group of computer-literate teachers from one, small school district. Teachers who do not have technology skills may find the integration of laptop computers a challenge. Another limitation pertains to the demographics of the school because the students are middle class white students. Therefore, the results generated from this study cannot be used to generalize all teachers' perceptions on the impact of laptop computers on student learning behaviors.

**Recommendations for Further Research**

The results of this research study could lead into a variety of directions. It would be interesting to interview students and get their perceptions and thoughts on how their engagement, degree of learning, and communication with their teachers have changed. A larger study could also be conducted that compares the impact of laptop computers on student learning behaviors across specific content areas. Elementary schools could also be examined which would broaden the study about learning behaviors *while* students are being introduced and taught how to use laptop computers.

Laptop computers in classrooms have the potential to change the way teachers teach and the way students learn. A laptop computer is a versatile learning tool that serves as a source of limitless new knowledge and puts education directly in the hands of students. The preliminary findings of this study produce exciting results that could lead to increases in student learning and achievement.

## **Appendix A**

### **Interview Questions**

1. Can you recall a time when and how you made the connection between when you decided to use software to teach this lesson?
2. What were some of the challenges you faced when you worked through integrating technology into this lesson?
3. In what way is the use of software different from traditional ways to present concepts and lessons to students?
4. Have you noticed any changes in student behavior or learning on the lesson when you integrate technology?
5. If you were going to use Bloom's taxonomy (recall, application, comprehension, analysis, synthesis, evaluation) would you describe the shifts in student learning using that language when you integrate technology?
6. How would you have taught this same lesson 4 years ago pretechnology?
7. If you were looking down at your evolution of moving this lesson from a more traditional way of presenting to using software as part of your pedagogy, what would you see?
8. How would you describe your own shift in using technology pedagogy in your lesson design?
9. Are you the same, worse, or better teacher when using technology to teach?
10. Has your preparation time changed for lessons as you use more technology?
11. Would you be able to do the same lesson without technology?
12. In what ways is the use of software different from the traditional ways you used to

present content and lessons to students?

13. Is anything else that you want to tell me that I didn't ask you?

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## City of St. Helena Nonprofit Funding Program Grant Application and Budget FY 2021/22

The annual "Non-Profit Funding Program" is designed to support local non-profit organizations directly serving the community and/or benefiting the City of St. Helena. Applicant programs, projects and services ("Project") must be consistent with the City's mission statement or support at least one of the City Council's three-year goals (see attached).

Please answer the following questions as they apply to your Project.

Applications must be received no later than **March 15, 2021 by 5:00 PM**. Late and incomplete applications will not be accepted.

### **Organizational Overview**

|                                                   |                                            |
|---------------------------------------------------|--------------------------------------------|
| Organization Name:                                | Mentis                                     |
| Organization Mailing Address:                     | 709 Franklin Street, Napa, CA 94559        |
| Organization Contact Person<br>(Name/Title):      | <b>Rob Weiss, LCSW, Executive Director</b> |
| Organization Contact Email:                       | rweiss@mentisnapa.org                      |
| Organization Contact Telephone:                   | (707) 255-0966, ext. 118                   |
| Organization Website:                             | www.mentisnapa.org                         |
| Federal Tax ID Number and Status:                 | 94-01236934                                |
| How long has your organization been in operation? | over 70 years                              |

Project Category:

- ☒ **Programmatic Grant** – Projects or programs which provide support services to the residents of the City of St. Helena.
- ☐ **Community Enrichment Grant** – Projects which promote or benefit the St. Helena community with arts, culture or education.

### **Grant Request**

|                         |                                          |
|-------------------------|------------------------------------------|
| Project Name:           | Youth and Family Mental Health Treatment |
| Address of Project:     | 709 Franklin Street, Napa, CA 94559      |
| Requested Grant Amount: | \$ 30,000                                |
| Matching Funds:         | \$ 0                                     |
| TOTAL Project Cost:     | \$ 30,000                                |

**Application Questions** - Please answer the following questions on a separate sheet.

1. Describe how your Project ties to the City's Goals, Mission/Vision Statement.
2. Describe your Project including objectives and goals and explain how you will meet these goals within the deadline of June 30, 2022. Please provide a timeline for your Project.
3. Describe the community support for your Project.
  - a. What organizations, neighborhood associations, non-profits, residents, etc. are also involved in the Project?
  - b. What roles are they playing and how collaborative is the Project?
  - c. What other support exists for your Project?
4. Describe who will benefit from this Project and estimate how many people this Project may impact.
5. If you have received funding from other Napa County government agencies in the past two years, provide level of funding and how funding from the City of St. Helena will specifically benefit St. Helena residents.

**Cost Estimate**

Include a high level description of all the program or project costs that will be paid for by City Funds. *If additional space is needed please attach a separate sheet.*

| Description                | Amount           |
|----------------------------|------------------|
| See attached budget        | \$30,000         |
|                            |                  |
|                            |                  |
|                            |                  |
|                            |                  |
|                            |                  |
| <b>Total Grant Request</b> | <b>\$ 30,000</b> |

**Authorized Representative**

I represent that this Application Packet describes the intended use of the requested City Grant funds to complete the Project or Program identified above and the elements listed in the Project Budget. I declare under penalty of perjury, under the laws of the State of California, that the information contained in this Application Packet, including required attachments, is accurate.

Print Name Robert Weiss

Signature Robert Weiss

Title Executive Director

Date 3-11-21





## City of St. Helena

### Vision Statement

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

### Mission Statement

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

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

*\*Vision and Mission Statements adopted by the City of St. Helena City Council on April 12, 2016, Resolution No. 2016-47.*

### City Council 3-Year Goals

- Improve and Maintain Safe and Reliable City Infrastructure with a Commitment to Environmental Stewardship & Public Health
- Stabilize, Maintain, and Improve Access to Housing
- Enhance Organizational Performance and Commit to Full Public Participation, Ongoing Communication, and Regional Collaboration
- Ensure Long-Term Economic Sustainability while Safeguarding St. Helena's Unique Culture & Quality of Life
- Support Thriving Families and Enhance the Safety, Well-Being, and Healthy Development of Our Youth
- Support Initiatives that Respond to and Plan for Climate Change

## Mentis -City of St. Helena Project Proposal

## 1. Describe how your Project ties to the City's Goals, Mission/Vision Statement.

*Youth and Family Mental Health Treatment* aligns with the City of St. Helena's mission to strengthen partnerships between private, Non-profit and public sectors in order to improve the well-being and healthy development of our youth while supporting families to thrive. This project builds upon agency work over the last 15 years of delivering mental health care in the upper Napa Valley and responds directly to a critical need for youth and families. In Napa County, teens are struggling with the impacts of trauma and toxic stress. Local data estimates that 14.6% of children and youth have experienced two or more Adverse Childhood Experiences and only half (51.6%) are considered to be resilient (Napa County: Data Notebook 2019 For California Behavioral Health Boards And Commissions). Surveys of Napa secondary students show that 37% feel chronically sad or hopeless, 38% regularly use substances and 16% had seriously considered attempting suicide in the last year (2019-20 CA Healthy Kids Survey). Multiple natural disasters, isolation, school closures and major economic slowdowns due to the pandemic have culminated in elevated anxiety, depression and suicidality among local teens and created tremendous stress for parents and families. After the 2017 and 2020 wildfires school staff and agency partners witnessed a significant increase in the need for Mental Health care. Additionally, the pandemic has created stress, anxiety, and depression at nearly double the level that existed prior to COVID.

Through the generous support of the City our project will be able to provide expanded mental health services for youth and their families in St. Helena and support the overall health and wellness of families and the community at large. We will be able to accomplish this goal and respond to the urgent mental health needs of the community by working with our local partners.

## 2. Describe your Project including objectives and goals and explain how you will meet these goals within the deadline of June 30, 2022. Please provide a timeline for your Project.

Mentis, in collaboration with the Up Valley Family Center will provide both individual and group mental health treatment to youth, parents, and families. Mentis will provide these services on-site at the Family Center in St. Helena in both English and Spanish. The Boys and Girls Club is welcome to make referrals to us and to be seen by our therapist who will be co-located at the Family Center. Mental Health treatment services will be offered both in-person and remotely based upon health and safety conditions and client convenience. These services will be available to all youth, parents, and families that live in the St. Helena area and are uninsured, or have Medi-cal as their insurance, or have no other means to access mental health care. We will work with people

individually as well as offer support groups to parents that help them address challenging family issues in a safe and confidential environment. Services are free of charge, regardless of income level, insurance status, and citizenship status. We aim to promote health and wellness for youth, parents, and families that are struggling with a variety of challenges and problems that are causing significant emotional distress and difficulty for them academically, socially, and behaviorally at school, work, and at home. Services will focus on developing coping skills to address mental health issues and learning tools to reduce anxiety, depression, and trauma. The Mentis therapist will help both youth and adults address their mental health challenges and stresses that prevent their families from thriving while fostering wellness and stability. The service will be in partnership with the Up Valley Family Center and build upon our long standing collaboration. Mentis has been receiving referrals from the Family Center to deliver both individual and group treatment to local residents for the last 15 years, thus, we have established protocols and processes that will continue on without interruption. Since this is an ongoing service it will already be in place on July 1, 2021 and will continue through the next fiscal year.

3. Describe the community support for your Project.

a. What organizations, neighborhood associations, non-profits, residents, etc. are also involved in the Project?

This project will be led by Mentis in partnership the Up Valley Family Center in St. Helena. Additionally, referrals for treatment will also be made by staff at the Boys and Girls Club.

b. What roles are they playing and how collaborative is the Project?

- Mentis provides professional mental health services (individual and group treatment) for youth, parents, and their families.
- Boys and Girls Club provides a range of youth programs and activities to help kids develop and grow in a safe and positive environment.
- The Up Valley Family Center offers a range of programs to support local families and provide them with resources and connect them to services.

All of these agencies are familiar with each other, committed to helping youth, parents, and families and to providing comprehensive services and resources to address local needs. Mentis and the Up Valley Family Center have a long track record of collaboration and we began partnering with the Boys and Girls Club during the last year.

c. What other support exists for your Project?

In addition to the leadership at all the agencies supporting this effort, Mentis also has received support from the St. Helena Hospital Foundation over many years to provide mental health services in the upper Napa Valley. Mentis also participates in local health and wellness related events designed to educate St. Helena residents of available resources as well as sits on the mission integration committee for St. Helena Hospital.

4. Describe who will benefit from this Project and estimate how many people this Project may impact.

This grant will benefit children, teens, and adults residing in St. Helena who will be able to access bi-lingual mental health services through local agencies. It is our goal to serve at least 30 St. Helena residents with these funds.

Impact:

75% or more of youth/adults that access mental health care will demonstrate a reduction of symptoms (depression, anxiety, trauma) and show improvement in functioning and coping skills as measured at the beginning and end of treatment. The impact of our work is deeply felt by St. Helena residents due to the emotional toll of the pandemic.

5. If you have received funding from other Napa County government agencies in the past two years, provide level of funding and how funding from the City of St. Helena will specifically benefit St. Helena residents.

During the last several years Mentis received \$91,350 annually from Napa County Mental Health through the Mental Health Services Act to deliver mental health treatment and case management services to older adults residing in Napa County, including St. Helena. This service is delivered in partnership Rianda House. Additionally, we also have received \$93,750 from MSA (Master Settlement Tobacco Funds) from Napa County Health and Human Services. These funds are intended to help Mentis deliver mental health services throughout the County, including in St. Helena. City residents benefit as Mentis partners with the Up Valley Family Center, the Boys and Girls Club, and Rianda House to provide treatment and case management to local people of all ages.

**Mentis-St. Helena Youth/Family Mental Health Treatment Bu**  
FY 2021-2022

|                              |            | <u>Budget</u>   |
|------------------------------|------------|-----------------|
| <b>Funding Sources</b>       |            |                 |
| City of St Helena            |            | 30,000          |
| <b>Total Revenue</b>         | <b>\$</b>  | <b>30,000</b>   |
| <b>Expenses</b>              |            |                 |
| <b>Personnel</b>             | <b>FTE</b> |                 |
| Mental Health Therapist      | 0.2        | 11,200          |
| Program Manager              | 0.08       | 5,200           |
| Clinical Director            | 0.02       | 2,000           |
| Benefits at 22%              |            | 4,048           |
| <b>Total Personnel</b>       |            | <b>\$22,448</b> |
| <b>Operating</b>             |            |                 |
| Mileage                      |            | 700             |
| Supplies                     |            | 1,439           |
| Computer/Phone/Internet      |            | 750             |
| IT support                   |            | 750             |
| <b>Total Operating</b>       | <b>\$</b>  | <b>3,639</b>    |
| <b>Admin/Indirect at 15%</b> |            | <b>\$3,913</b>  |
| <b>Total Expenses</b>        |            | <b>\$30,000</b> |

udget

### Notes

---

delivering therapy services onsite at the Up Valley Family Center or remotely via telehealth

coordination/supervision/data gathering

Clinical oversight and reporting

medical/dental/vision/retirement/sick/vacation

traveling to St. Helena-Up Valley Family Center

supplies, food, childcare for parent groups

communications/data/documentation

setup/troubleshoot

bookkeeping, audit, utilities, insurance, etc.



CINCINNATI OH 45999-0038

In reply refer to: 0248364799  
Apr. 13, 2016 LTR 4168C 0  
94-1236934 000000 00  
00026083  
BODC: TE

MENTIS  
709 FRANKLIN ST  
NAPA CA 94559



027148

Employer ID Number: 94-1236934  
Form 990 required: YES

Dear Taxpayer:

This is in response to your request dated Apr. 04, 2016, regarding your tax-exempt status.

We issued you a determination letter in January 1958, recognizing you as tax-exempt under Internal Revenue Code (IRC) Section 501(c)(3).

Our records also indicate you're not a private foundation as defined under IRC Section 509(a) because you're described in IRC Sections 509(a)(1) and 170(b)(1)(A)(vi).

Donors can deduct contributions they make to you as provided in IRC Section 170. You're also qualified to receive tax deductible bequests, legacies, devises, transfers, or gifts under IRC Sections 2055, 2106, and 2522.

In the heading of this letter, we indicated whether you must file an annual information return. If a return is required, you must file Form 990, 990-EZ, 990-N, or 990-PF by the 15th day of the fifth month after the end of your annual accounting period. IRC Section 6033(j) provides that, if you don't file a required annual information return or notice for three consecutive years, your exempt status will be automatically revoked on the filing due date of the third required return or notice.

For tax forms, instructions, and publications, visit [www.irs.gov](http://www.irs.gov) or call 1-800-TAX-FORM (1-800-829-3676).

If you have questions, call 1-877-829-5500 between 8 a.m. and 5 p.m., local time, Monday through Friday (Alaska and Hawaii follow Pacific Time).

0248364799  
Apr. 13, 2016 LTR 4168C 0  
94-1236934 000000 00  
00026084

MENTIS  
709 FRANKLIN ST  
NAPA CA 94559

Sincerely yours,



Doris Kenwright, Operation Mgr.  
Accounts Management Operations 1



**Mentis Profit & Loss**  
**Actuals vs Budget**  
**07/01/19 - 6/30/20**

|                                       | FY 19.20<br>Total | Annual<br>Budget | Actual to Budget<br>YTD Variance |            |
|---------------------------------------|-------------------|------------------|----------------------------------|------------|
| <b>Revenue</b>                        |                   |                  | \$                               | %          |
| <u>Contracts:</u>                     |                   |                  |                                  |            |
| <i>Government Contracts</i>           | 371,181           |                  |                                  |            |
| <i>Other Contracts</i>                | 649,412           |                  |                                  |            |
| 4200 Contracts Total                  | 1,020,592         | 1,015,975        | 4,617                            | 100%       |
| <u>Grants:</u>                        |                   |                  |                                  |            |
| <i>Government Grants</i>              | 183,367           |                  |                                  |            |
| <i>Foundation Grants</i>              | 560,625           |                  |                                  |            |
| <i>Other Grants</i>                   | 257,168           |                  |                                  |            |
| 4100 Grants Total                     | 1,001,160         | 961,351          | 39,809                           | 104%       |
| 4400 Third Party Billing              | 182,112           | 413,000          | (230,888)                        | 44%        |
| 4500 Client Fees                      | 20,605            | 50,000           | (29,395)                         | 41%        |
| <u>Fundraising &amp; Development:</u> |                   |                  |                                  |            |
| <i>Events</i>                         | 22,750            |                  |                                  |            |
| <i>Corporate donors</i>               | 68,391            |                  |                                  |            |
| <i>Individual donors</i>              | 236,348           |                  |                                  |            |
| 4800 Fundraising & Development Total  | 327,489           | 400,000          | (72,511)                         | 82%        |
| 4905 Interest Income & gains          | 558               |                  | 558                              |            |
| 4980 Utility Reimbursement            | 14,197            | 16,800           | (2,603)                          | 85%        |
| 4955 Rental Income                    | 61,111            | 66,300           | (5,189)                          | 92%        |
| 4980 Other                            | 7,912             |                  | 7,912                            |            |
| <b>Total Revenue:</b>                 | <b>2,635,738</b>  | <b>2,923,426</b> | <b>(287,688)</b>                 | <b>90%</b> |
| <u>Expense</u>                        | -                 |                  |                                  |            |
| 6010 Payroll                          | 1,736,897         | 1,984,898        | (248,001)                        | 88%        |
| 6020 Payroll taxes, benefits          | 364,651           | 348,421          | 16,230                           | 105%       |
| Total Payroll & Benefits              | 2,101,549         | 2,333,319        | (231,770)                        | 90%        |
| 6500 Professional/Outside Services    | -                 |                  |                                  |            |
| 6505 Audit/CPA                        | 8,200             | 15,000           | (6,800)                          | 55%        |
| 6510 Financial Consultant             | 4,758             | 8,000            | (3,243)                          | 59%        |
| 6520 Consulting/IT                    | 113,317           | 82,060           | 31,257                           | 138%       |
| 6525 Internet & Website               | 6,873             | 6,700            | 173                              | 103%       |

|                                               |                  |                  |                  |             |
|-----------------------------------------------|------------------|------------------|------------------|-------------|
| 6530 Janitorial                               | 7,848            | 7,561            | 287              | 104%        |
| 6535 Landscaping                              | 5,400            | 8,025            | (2,625)          | 67%         |
| 6540 Program Subcontractor                    | 77,051           | 70,245           | 6,806            | 110%        |
| 6590 Other                                    | 4,846            | 2,500            | 2,346            | 194%        |
| <b>Total Professional/Outside Services</b>    | <b>228,291</b>   | <b>200,091</b>   | <b>28,200</b>    | <b>114%</b> |
| 7200 Client Services                          | -                | -                | -                |             |
| 7203 Resident Bills                           | 24,418           | 16,800           | 7,618            | 145%        |
| 7206 Program Supplies & Exp                   | 922              | -                | 922              |             |
| 7215 Community Outreach                       | 100              | 3,499            | (3,399)          | 3%          |
| <b>Total Client Services</b>                  | <b>25,440</b>    | <b>20,299</b>    | <b>5,141</b>     | <b>125%</b> |
| 7400 FACILITIES & SHARED Expenses             | -                | -                | -                |             |
| 7403 Rent                                     | 118,160          | 125,303          | (7,143)          | 94%         |
| 7409 Equipment & Furniture                    | 2,881            | 5,181            | (2,300)          | 56%         |
| 7412 Leasing/Rental                           | 9,035            | 2,000            | 7,035            | 452%        |
| 7415 Repair & Maintenance                     | 16,056           | 16,054           | 2                | 100%        |
| 7418 Computer Expense                         | 6,753            | 6,000            | 753              | 113%        |
| 7421 Utilities                                | 3,399            | 3,500            | (101)            | 97%         |
| 7424 Telephone & Internet                     | 20,497           | 21,318           | (821)            | 96%         |
| 7427 Property Tax                             | 2,407            | 3,200            | (793)            | 75%         |
| <b>Total Facilities &amp; Shared Expenses</b> | <b>179,188</b>   | <b>182,556</b>   | <b>(3,368)</b>   | <b>98%</b>  |
| 7460 Staff & Volunteers                       | -                | -                | -                |             |
| 7612 Fundraiser/Event                         | 2,984            | 72,516           | (69,532)         | 4%          |
| 7605 Meetings & Staff Functions               | 3,138            | 3,500            | (362)            | 90%         |
| 7607 Meals                                    | 2,458            | 3,000            | (542)            | 82%         |
| 7610 Travel/Mileage                           | 15,401           | 16,343           | (942)            | 94%         |
| 7615 Staff Training                           | 1,354            | 11,895           | (10,541)         | 11%         |
| 7620 Hiring Expenses                          | 3,413            | 1,500            | 1,913            | 228%        |
| 7650 Relocation                               | -                | -                | -                |             |
| <b>Total Staff &amp; Volunteers</b>           | <b>28,749</b>    | <b>108,754</b>   | <b>(80,005)</b>  | <b>26%</b>  |
| 8000 Other Operating                          | -                | -                | -                |             |
| 8003 Postage                                  | 1,875            | 2,400            | (525)            | 78%         |
| 8006 Printing                                 | 8,070            | 3,600            | 4,470            | 224%        |
| 8009 Advertising & Promotional                | 4,074            | 9,750            | (5,676)          | 42%         |
| 8012 Insurance                                | 18,765           | 18,000           | 765              | 104%        |
| 8018 Office Expenses & Supplies               | 13,929           | 16,168           | (2,239)          | 86%         |
| 8019 Covid Supplies & Equipment               | 550              | -                | 550              |             |
| 8021 Bank/CC Fees                             | 2,186            | 1,300            | 886              | 168%        |
| 8024 Licenses & Permits                       | (100)            | 600              | (700)            | -17%        |
| 8031 Dues & Subscriptions                     | 7,077            | 5,000            | 2,077            | 142%        |
| 8034 Merchant Service Fees                    | -                | -                | -                |             |
| 8901 Interest Expense                         | 586              | -                | 586              |             |
| <b>Total Other Operating</b>                  | <b>57,013</b>    | <b>56,818</b>    | <b>195</b>       | <b>100%</b> |
| <b>Total Expenses</b>                         | <b>2,620,230</b> | <b>2,901,837</b> | <b>(281,607)</b> | <b>90%</b>  |
| 9505 Depreciation                             | 39,600           | 19,047           | 20,553           | 208%        |

|                                      |                    |              |                 |
|--------------------------------------|--------------------|--------------|-----------------|
| 9505 Unrealized Gain/Loss Investment | 5,053              |              |                 |
| <b>Net Income:</b>                   | <b>(19,039.24)</b> | <b>2,542</b> | <b>(21,581)</b> |

**Mentis Grant Revenue****2020**

| <b>Grants</b>                       |            |
|-------------------------------------|------------|
|                                     |            |
| Adventist Health                    | \$ 79,000  |
| California Fire Foundation          | \$ 10,000  |
| Redwood Credit Union                | \$ 10,000  |
| County of Napa MSA                  | \$ 166,002 |
| Kaiser                              | \$ 40,000  |
| Napa Valley Community Foundation    | \$ 116,000 |
| Napa Valley Vintners                | \$ 450,000 |
| Napa Valley Unified School District | \$ 46,000  |
|                                     |            |

|                             |                   |
|-----------------------------|-------------------|
| <b>Total Grant revenue:</b> | <b>\$ 917,002</b> |
|-----------------------------|-------------------|



## City of St. Helena Nonprofit Funding Program Grant Application and Budget FY 2021/22

The annual "Non-Profit Funding Program" is designed to support local non-profit organizations directly serving the community and/or benefiting the City of St. Helena. Applicant programs, projects and services ("Project") must be consistent with the City's mission statement or support at least one of the City Council's three-year goals (see attached).

Please answer the following questions as they apply to your Project.

Applications must be received no later than **March 15, 2021 by 5:00 PM.** Late and incomplete applications will not be accepted.

### Organizational Overview

|                                                   |                                    |
|---------------------------------------------------|------------------------------------|
| Organization Name:                                | Napa Valley Community Housing      |
| Organization Mailing Address:                     | 150 Camino Dorado                  |
| Organization Contact Person (Name/Title):         | Erica Roetman Sklar, President/CEO |
| Organization Contact Email:                       | erica@nvch.org                     |
| Organization Contact Telephone:                   | 707-251-1067                       |
| Organization Website:                             | www.nvch.org                       |
| Federal Tax ID Number and Status:                 | 94-2442233, current                |
| How long has your organization been in operation? | 43 years                           |

Project Category:

- ☒ **Programmatic Grant** – Projects or programs which provide support services to the residents of the City of St. Helena.
- ☐ **Community Enrichment Grant** – Projects which promote or benefit the St. Helena community with arts, culture or education.

### Grant Request

|                         |                                                                        |
|-------------------------|------------------------------------------------------------------------|
| Project Name:           | Disaster Relief Fund for Low Income Residents at Nonprofit Communities |
| Address of Project:     | 150 Camino Dorado, Napa CA 94558                                       |
| Requested Grant Amount: | \$ \$10,000                                                            |
| Matching Funds:         | \$ \$1,000 This is St. Helena's portion of a pending grant request     |
| TOTAL Project Cost:     | \$ \$11,000                                                            |

**Application Questions** - Please answer the following questions on a separate sheet.

1. Describe how your Project ties to the City's Goals, Mission/Vision Statement.
2. Describe your Project including objectives and goals and explain how you will meet these goals within the deadline of June 30, 2022. Please provide a timeline for your Project.
3. Describe the community support for your Project.
  - a. What organizations, neighborhood associations, non-profits, residents, etc. are also involved in the Project?
  - b. What roles are they playing and how collaborative is the Project?
  - c. What other support exists for your Project?
4. Describe who will benefit from this Project and estimate how many people this Project may impact.
5. If you have received funding from other Napa County government agencies in the past two years, provide level of funding and how funding from the City of St. Helena will specifically benefit St. Helena residents.

### Cost Estimate

Include a high level description of all the program or project costs that will be paid for by City Funds. *If additional space is needed please attach a separate sheet.*

| Description                                                                     | Amount |
|---------------------------------------------------------------------------------|--------|
| Disaster Relief Emergency Funds for rental assistance, food, medicine, clothing | 10,000 |
|                                                                                 |        |
|                                                                                 |        |
|                                                                                 |        |
|                                                                                 |        |
|                                                                                 |        |
| <b>Total Grant Request</b>                                                      | 10,000 |

**Authorized Representative**

I represent that this Application Packet describes the intended use of the requested City Grant funds to complete the Project or Program identified above and the elements listed in the Project Budget. I declare under penalty of perjury, under the laws of the State of California, that the information contained in this Application Packet, including required attachments, is accurate.

Print Name ERICA R SKLAR

Signature \_\_\_\_\_

Title PRESIDENT & CEO

Date 8-14-21



## City of St. Helena

### Vision Statement

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

### Mission Statement

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

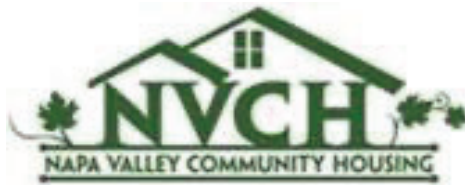
- Maintaining and improving our short and long-term economic sustainability
- Offering excellent professional services to all customers
- Establishing, improving and maintaining City infrastructure
- Maintaining and encouraging an environmentally sustainable community
- Preserving and embracing the historic,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

\*Vision and Mission Statements adopted by the City of St. Helena City Council on April 12, 2016, Resolution No. 2016-47.

### City Council 3-Year Goals

- Improve and Maintain Safe and Reliable City Infrastructure with a Commitment to Environmental Stewardship & Public Health
- Stabilize, Maintain, and Improve Access to Housing
- Enhance Organizational Performance and Commit to Full Public Participation, Ongoing Communication, and Regional Collaboration
- Ensure Long-Term Economic Sustainability while Safeguarding St. Helena's Unique Culture & Quality of Life
- Support Thriving Families and Enhance the Safety, Well-Being, and Healthy Development of Our Youth
- Support Initiatives that Respond to and Plan for Climate Change





**City of St. Helena Nonprofit Grant Application  
Fiscal Year 2021-2022  
Disaster Relief Fund: Low Income Residents at Nonprofit Communities in  
St. Helena**

**Describe how your Project ties to the City's Goals, Mission/Vision Statement.**

The City of St. Helena's vision to be a "family-friendly, diverse and safe community" which provides "a full range of housing opportunities" aligns perfectly with Napa Valley Community Housing's mission: The mission of Napa Valley Community Housing is to develop, preserve and manage affordable homes and, through our Resident Services Program, teach successful life and leadership skills.

Two of the City Council's goals: "Stabilize, Maintain and Improve Access to Housing" and "Support Thriving Families and Enhance the Safety, Well-Being and Healthy Development of our Youth" align with the purpose of this specific project by ensuring residents living in low-income St. Helena communities managed by nonprofits are able to stay in their homes through disasters and job losses due to pandemics, wildfires, or economic disasters.

**Describe your Project including objectives and goals and explain how you will meet these goals within the deadline of June 30, 2022. Please provide a timeline for your Project.**

Recent health, environmental and economic disasters have illustrated how tenuous basic shelter and life can be for low-income residents. While other community organizations have stepped forward with rental assistance, those programs often have limits to the number of times an applicant can receive assistance. In addition, residents may not qualify for unemployment benefits and/or residents are making rent payments but have little or no resources for food medicine and necessities. As a result, NVCH established a last resort (after other funding avenues have been exhausted) Disaster Relief Fund for necessities (rent, food, medicine, clothes). Because our Community Managers and Resident Services Teams know our residents, we can deploy money to residents in a knowledgeable and expeditious manner.

Goal: Keep low-income St. Helena residents safe and away from the "stress precipice" by ensuring families are able to stay in their homes, put food on the table, buy medical necessities and purchase clothing during 2021-22 regardless of which disaster may continue, or start anew.

Objective: Through our partnerships with Bridge Housing at Hunt's Grove, EAH Housing at Stonebridge, and Our Town St Helena (OTSH), NVCH will enable St Helena



residents from nonprofit managed affordable housing to apply for these disaster relief funds.

Bridge Housing/Hunt's Grove Contact: Marisol Vargas, Resident Manager, [mvargas@bridgehousing.com](mailto:mvargas@bridgehousing.com).

EAH Housing/Stonebridge Contact: Rachael Escareno, Community Manager, [rachael.escareno@eahhousing.org](mailto:rachael.escareno@eahhousing.org)

NVCH Contact: Marlene Santiago, VP Resident Services, [marlene@nvch.org](mailto:marlene@nvch.org)

**Objective:** Work with Community Managers and Resident Services to ensure all residents learn of all community funding opportunities, assist them with applications and when they have exhausted all other avenues for assistance, assist them with the application process for NVCH's last resort Disaster Relief Fund.

**Objective:** Upon receipt of a resident's application, reply within 48 hours with a decision to award/not award and amount of award.

**Objective:** Monetary award to be delivered within 48 hours after notice of award.

**Timeline:**

- June 30, 2021: Receive notice of funding from City of St. Helena
- July 2021: Meet with representatives from Bridge, EAH and OTSH to review the current program and integrate processes for their residents' participation
- July 2021-June 2022: Administer and manage Disaster Relief Fund Program.
- October 1, 2021: Check-in with OTSH, Bridge & EAH partners to give quarterly updates on program: requests for funding, amount awarded, balance of funds available as well as get input on how program is working and could be improved.
- Early January 2022: Quarterly meeting with OTSH, Bridge and EAH, see above.
- April 1, 2022: Quarterly meeting with OTSH, Bridge and EAH, see above.
- June 30, 2020: Submit final report to City of St. Helena

**Describe the community support for your Project.**

**What organizations, neighborhood associations, non-profits, residents, etc. are also involved in the Project? What roles are they playing and how collaborative is the Project? What other support exists for your Project?**

Direct involvement in this project includes collaboration with OTSH, Bridge Housing and EAH Housing. This partnership will look at not just one affordable housing community, but the entire scope of Disaster Emergency Relief needed for low-income residents in St. Helena. Each community possesses the direct knowledge of their residents, their needs, challenges and changing circumstances due to disasters and can respond quickly with direct aid, providing funds are available.

Other indirect support for this project includes the following organizations who will continue to provide their critically needed programs and are the first "go to" resources for residents in need: UpValley Family Centers, On The Move, Disability Services & Legal Center (DSLCL), NVCF, Season of Sharing, NEWS, CANV, Feed It Forward.

Additionally, we have a pending grant application with the Bank of Marin for \$7,000 to support this program. Upon receiving the award, a portion of the \$7000 will be allocated for our upvalley communities.

**Describe who will benefit from this Project and estimate how many people this Project may impact.**

This project may benefit a total of 597 low-income residents at:  
Hunt's Grove, 199 residents, NVCH/Bridge Housing  
Stonebridge. 298 residents, NVCH/EAH Housing  
Vista Del Valle, 58 residents, NVCH  
Pending new property acquisitions, 42 residents, NVCH & OTSH

**If you have received funding from other Napa County government agencies in the past two years, provide level of funding and how funding from the City of St. Helena will specifically benefit St. Helena residents.**

Prior Funding: City of Napa. CDBG Funding 2020-21, \$103,200.

Funding received from this grant award will only benefit St. Helena area residents of NVCH, OTSH, Bridge and EAH properties.



OGDEN UT 84201-0029

In reply refer to: 4077567774  
Sep. 27, 2016 LTR 4168C 0  
94-2442233 000000 00

00025537  
BODC: TE

NAPA VALLEY COMMUNITY HOUSING  
150 CAMINO DORADO  
NAPA CA 94558



008791

Employer ID Number: 94-2442233  
Form 990 required: Yes

Dear Taxpayer:

This is in response to your request dated Aug. 22, 2016, regarding your tax-exempt status.

We issued you a determination letter in July 1978, recognizing you as tax-exempt under Internal Revenue Code (IRC) Section 501(c)(3).

Our records also indicate you're not a private foundation as defined under IRC Section 509(a) because you're described in IRC Sections 509(a)(1) and 170(b)(1)(A)(vi).

Donors can deduct contributions they make to you as provided in IRC Section 170. You're also qualified to receive tax deductible bequests, legacies, devises, transfers, or gifts under IRC Sections 2055, 2106, and 2522.

In the heading of this letter, we indicated whether you must file an annual information return. If a return is required, you must file Form 990, 990-EZ, 990-N, or 990-PF by the 15th day of the fifth month after the end of your annual accounting period. IRC Section 6033(j) provides that, if you don't file a required annual information return or notice for three consecutive years, your exempt status will be automatically revoked on the filing due date of the third required return or notice.

For tax forms, instructions, and publications, visit [www.irs.gov](http://www.irs.gov) or call 1-800-TAX-FORM (1-800-829-3676).

If you have questions, call 1-877-829-5500 between 8 a.m. and 5 p.m., local time, Monday through Friday (Alaska and Hawaii follow Pacific Time).

4077567774  
Sep. 27, 2016 LTR 4168C 0  
94-2442233 000000 00  
00025538

NAPA VALLEY COMMUNITY HOUSING  
150 CAMINO DORADO  
NAPA CA 94558

Sincerely yours,



Jeffrey I. Cooper  
Director, EO Rulings & Agreement

|                                       |                        |
|---------------------------------------|------------------------|
| <b>NVCH BUDGET</b>                    |                        |
| <b>2020-21</b>                        |                        |
|                                       | <b>Approved Budget</b> |
| <b>REVENUE</b>                        |                        |
| Development Revenue                   | 2,000,000              |
| Sale Proceeds                         | 0                      |
| Bank Grants                           | 27,500                 |
| Other Grants                          | 7,700                  |
| Contributions                         | 31,400                 |
| Contributions - Events                | 40,000                 |
| Property Management Revenue           | 435,000                |
| Bookkeeping Revenue                   | 60,000                 |
| Asset Management Revenue              | 70,000                 |
| Incentive Management Revenue          | 5,000                  |
| Equity Partnership Income             | 150,000                |
| Unrealized Loss/Gain                  | 0                      |
| Home Sharing Program                  | 90,000                 |
| Interest Income - Construction        | 0                      |
| Interest Income - Operating           | 0                      |
| Interest Income - Investments         | 125,000                |
| Interest Income - Replacement Reserve | 0                      |
| Background Checks/Application Fees    | 0                      |
| Vehicle Usage                         | 30,000                 |
| Other Revenue                         | 0                      |
| Tenant Association Receipts           | 0                      |
| <b>TOTAL REVENUE</b>                  | <b>3,071,600</b>       |
| <b>EXPENSES</b>                       |                        |
| Marketing - Other                     | 5,000                  |
| Office Supplies                       | 6,000                  |
| Copier Expenses & Printing            | 11,000                 |
| Postage & Delivery                    | 4,000                  |
| Small Office Equipment                | 2,000                  |
| Legal                                 | 1,000                  |
| Board Activity                        | 1,000                  |
| Bank Charges                          | 800                    |
| Investment Fees                       | 28,000                 |
| Audit & Tax Expense                   | 5,500                  |
| Background Reports                    | 100                    |
| Professional Services                 | 60,000                 |
| Telephone/Internet Service            | 1,000                  |
| Grant/Event Expenses                  | 5,000                  |
| Home Sharing Grant Expenses           | 20,000                 |
| Scholarship Grants                    | 2,000                  |
| Program Services                      | 5,000                  |
| Payroll                               | 2,175,500              |
| Mileage & Travel Expenses             | 2,500                  |
| Dues & Conferences (training)         | 6,000                  |
| Staff Activity                        | 1,300                  |
| Staff Advertising & Recruiting        | 610                    |
| Computer Software & Maint.            | 15,000                 |
| Vacation Expenses                     | 10,000                 |

|                                   |                  |
|-----------------------------------|------------------|
| Other Administrative Expenses     | 1,000            |
| Payroll Contra - FA PR            | -60,000          |
| Payroll Contra - PM Adm           | -12,000          |
| Payroll Contra - MAG PR           | -80,000          |
| Payroll Contra - May PR           | -100,000         |
| Payroll Contra - PEC/SCH PR       | -90,000          |
| Payroll Contra - NVCH PR          | -170,000         |
| Payroll Contra - SIL PR           | -200,000         |
| Payroll Contra - RES PR           | -18,000          |
| Payroll Contra - AGV PR           | -60,000          |
| Payroll Contra - NPH PR           | -500,000         |
| Payroll Contra - NPHLP PR         | -20,000          |
| Payroll Contra - OAK PR           | -100,000         |
| Dev Adm Contra Exp                | 0                |
| Feasibility Studies               | 2,500            |
| Electricity                       | 11,000           |
| Water                             | 4,000            |
| Gas                               | 1,500            |
| Sewer                             | 4,000            |
| Janitorial & Cleaning Supplies    | 1,000            |
| Janitorial & Cleaning Contract    | 6,000            |
| Exterminating                     | 1,000            |
| Garbage & Trash Removal           | 1,000            |
| Grounds Contract                  | 7,000            |
| Repairs Materials                 | 3,000            |
| Repairs Contracts                 | 6,000            |
| Vehicle Maint & Equip. Expense    | 30,000           |
| Maint Equip.Op & Repairs          | 1,500            |
| Other Operating & Maintenance     | 550              |
| Real Estate Taxes                 | 625              |
| Payroll Taxes                     | 228,428          |
| Other Taxes, Licenses & Permits   | 3,000            |
| Property & Liability Insurance    | 24,000           |
| Worker's Compensation             | 85,000           |
| Dental/Vision Insurance Benefits  | 37,000           |
| Health Insurance Benefits         | 290,000          |
| Benefits - Retirement             | 70,000           |
| Benefits - Other (Life)           | 3,100            |
| Other Insurance                   | 6,000            |
| Mortgage Interest                 | 27,000           |
| <b>TOTAL OPERATING EXPENSES</b>   | <b>1,813,513</b> |
| Mortgage Principal                | 34,200           |
| <b>TOTAL CAPITAL EXPENDITURES</b> | <b>34,200</b>    |
| <b>TOTAL TO/(FROM) SAVINGS</b>    | <b>1,223,888</b> |

**NAPA VALLEY  
COMMUNITY HOUSING**

*(A California Nonprofit Public Benefit Corporation)*

**COMBINED FINANCIAL STATEMENTS  
AND  
INDEPENDENT AUDITOR'S REPORT**

**JUNE 30, 2020 AND 2019**

**THOMAS TOMASZEWSKI  
CERTIFIED PUBLIC ACCOUNTANT**

**Napa Valley Community Housing**  
*(A California Nonprofit Public Benefit Corporation)*  
**Combined Financial Statements**  
**June 30, 2020 and 2019**

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THOMAS TOMASZEWSKI  
CERTIFIED PUBLIC ACCOUNTANT

3811 TILDEN DRIVE • EL DORADO HILLS, CA 95762 •

## INDEPENDENT AUDITOR'S REPORT

Board of Directors  
Napa Valley Community Housing (NVCH)  
Napa, California

I have audited the accompanying financial statements of NVCH (a nonprofit organization) which comprise the statements of financial position as of June 30, 2020 and 2019, and the related statements of activities, functional expenses and cash flows for the years then ended, and the related notes to the financial statements.

### 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

My responsibility is to express an opinion on these financial statements based on my audits. I conducted my audits 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 of America. Those standards require that I plan and perform the audits to obtain reasonable assurance about whether the financial statements are free of 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 judgement, 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, I 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.

I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my audit opinion.

### Opinion

In my opinion, the financial statements referred to above present fairly, in all material respects, the financial position of NVCH as of June 30, 2020 and 2019, and the changes in its net assets, and its cash flows for the years then ended in accordance with accounting principles generally accepted in the United States of America.

### Other Matters

My audit was conducted for the purpose of forming an opinion on the financial statements taken as a whole. The accompanying supplementary information on pages 22-25 is presented for purposes of additional analysis and is not a required part of the basic financial statements. The accompanying schedule of expenditures of federal awards as required by Title 2 U.S. *Code of Federal Regulations* Part 200 *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*, is presented for the purposes of additional analysis and is not a required part of the financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In my opinion, the information is fairly stated, in all material respects, in relation to the basic financial statements as a whole.

### Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, I have also issued my report dated July 24, 2020 on my consideration of NVCH's internal control over financial reporting and on my tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements and other matters. The purpose of that report is solely to describe the scope of my testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of NVCH's 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 NVCH's internal control over financial reporting and compliance.

El Dorado Hills, California  
July 24, 2020

*Thomas Tomaszewski* Certified Public Accountant

**NAPA VALLEY COMMUNITY HOUSING**  
**STATEMENTS OF FINANCIAL POSITION -COMBINED**  
**JUNE 30, 2020 AND 2019**

|                                                       | 2020                 | 2019                 |
|-------------------------------------------------------|----------------------|----------------------|
| <b>Assets</b>                                         |                      |                      |
| <b>Current assets</b>                                 |                      |                      |
| Cash and cash equivalents (Notes 2 and 14)            | \$ 7,312,306         | \$ 2,462,352         |
| Other receivables & project in development (Note 6)   | 4,146,260            | 9,494,976            |
| Deposits & prepaids                                   | 71,177               | 82,809               |
| Tenant security deposits                              | 143,533              | 117,301              |
| <b>Total current assets</b>                           | <b>11,673,276</b>    | <b>12,157,438</b>    |
| <b>Fixed assets (Notes 2 and 7)</b>                   |                      |                      |
| Land                                                  | 4,182,812            | 2,962,612            |
| Buildings, improvements & equipment                   | 25,309,910           | 18,077,751           |
| <b>Total fixed assets</b>                             | <b>29,492,722</b>    | <b>21,040,363</b>    |
| Less: accumulated depreciation                        | (13,535,303)         | (9,994,032)          |
| <b>Fixed assets (net of accumulated depreciation)</b> | <b>15,957,419</b>    | <b>11,046,331</b>    |
| <b>Other assets</b>                                   |                      |                      |
| Investments (Note 5)                                  | 4,330,113            | 4,212,602            |
| Replacement reserves (Notes 3 and 14)                 | 1,243,174            | 866,466              |
| Operating reserves (Notes 3 and 14)                   | 718,510              | 530,878              |
| Tax & insurance reserves                              | 66,220               | 62,357               |
| Social services reserve                               | 27,801               | 0                    |
| Funds held in trust (Note 10)                         | 3,015                | 3,012                |
| Notes and interest receivable (Note 6)                | 29,077,307           | 26,487,346           |
| Non-amortizable assets                                | 184,074              | 125,674              |
| Investment in partnerships (Notes 2 and 8)            | 495,439              | 584,339              |
| <b>Total other assets</b>                             | <b>36,145,653</b>    | <b>32,872,674</b>    |
| <b>Total Assets</b>                                   | <b>\$ 63,776,348</b> | <b>\$ 56,076,443</b> |
| <b>Liabilities and Net Assets</b>                     |                      |                      |
| <b>Current liabilities</b>                            |                      |                      |
| Current portion - long term debt (Note 9)             | \$ 161,749           | \$ 457,965           |
| Accounts payable                                      | 242,446              | 177,982              |
| Deferred revenue                                      | 3,271                | 538                  |
| Mortgage interest payable (Note 9)                    | 13,235               | 12,949               |
| Security deposits payable                             | 144,419              | 117,300              |
| <b>Total current liabilities</b>                      | <b>565,120</b>       | <b>766,734</b>       |
| <b>Long-term liabilities</b>                          |                      |                      |
| Mortgages payable - long-term portion (Note 9)        | 4,337,086            | 3,309,046            |
| Notes payable (Note 9)                                | 13,147,111           | 8,707,492            |
| Demand notes payable (Note 12)                        | 100,000              | 100,000              |
| Interest payable - long-term (Note 9)                 | 6,808,188            | 4,562,848            |
| Funds held in trust (Note 10)                         | 3,078                | 3,076                |
| <b>Total long-term liabilities</b>                    | <b>24,395,463</b>    | <b>16,682,462</b>    |
| <b>Total liabilities</b>                              | <b>24,960,583</b>    | <b>17,449,196</b>    |
| <b>Net Assets</b>                                     |                      |                      |
| Without donor restrictions                            | 38,815,765           | 38,627,247           |
| With donor restrictions                               | 0                    | 0                    |
| <b>Total Net Assets</b>                               | <b>38,815,765</b>    | <b>38,627,247</b>    |
| <b>Total Liabilities and Net Assets</b>               | <b>\$ 63,776,348</b> | <b>\$ 56,076,443</b> |

See notes to financial statements

**NAPA VALLEY COMMUNITY HOUSING  
STATEMENTS OF ACTIVITIES - COMBINED  
FOR THE YEAR ENDED JUNE 30, 2020  
(With Comparative Totals for 2019)**

|                                                                   | 2020                          |                            |                      | 2019                 |
|-------------------------------------------------------------------|-------------------------------|----------------------------|----------------------|----------------------|
|                                                                   | Without Donor<br>Restrictions | With Donor<br>Restrictions | Total                |                      |
| <b>Support and Revenue</b>                                        |                               |                            |                      |                      |
| Contributions & Grants (Note 2)                                   | \$ 139,455                    | \$ 0                       | \$ 139,455           | \$ 159,479           |
| Contract Revenue                                                  | 90,000                        | 0                          | 90,000               | 95,684               |
| Development fees (Note 2)                                         | 1,156,877                     | 0                          | 1,156,877            | 440,595              |
| Rental income                                                     | 2,097,328                     | 0                          | 2,097,328            | 1,850,659            |
| Property management (Note 2)                                      | 303,649                       | 0                          | 303,649              | 324,337              |
| Asset management                                                  | 75,545                        | 0                          | 75,545               | 94,438               |
| Forgiveness of Debt                                               | 0                             | 0                          | 0                    | 275,000              |
| Other fees                                                        | 233,892                       | 0                          | 233,892              | 379,918              |
| Interest income                                                   | 1,225,369                     | 0                          | 1,225,369            | 1,076,506            |
|                                                                   | <u>5,322,115</u>              | <u>0</u>                   | <u>5,322,115</u>     | <u>4,696,616</u>     |
| Net assets released from donor restrictions:<br>(Notes 2 and 10): |                               |                            |                      |                      |
| Satisfaction of program payments                                  | <u>0</u>                      | <u>0</u>                   | <u>0</u>             | <u>0</u>             |
| Total support and revenue                                         | <u>5,322,115</u>              | <u>0</u>                   | <u>5,322,115</u>     | <u>4,696,616</u>     |
| <b>Expenses</b>                                                   |                               |                            |                      |                      |
| Program services:                                                 |                               |                            |                      |                      |
| Housing development                                               | 1,600,282                     | 0                          | 1,600,282            | 705,972              |
| Rental operations                                                 | 3,294,338                     | 0                          | 3,294,338            | 2,844,720            |
| Management & general                                              | 152,076                       | 0                          | 152,076              | 154,352              |
| Fundraising                                                       | 86,901                        | 0                          | 86,901               | 88,200               |
| Total expenses                                                    | <u>5,133,597</u>              | <u>0</u>                   | <u>5,133,597</u>     | <u>3,793,244</u>     |
| Change in Net Assets                                              | 188,518                       | 0                          | 188,518              | 903,372              |
| Net Assets, beginning of the year                                 | <u>38,627,247</u>             | <u>0</u>                   | <u>38,627,247</u>    | <u>37,723,875</u>    |
| Net Assets, end of the year                                       | <u>\$ 38,815,765</u>          | <u>\$ 0</u>                | <u>\$ 38,815,765</u> | <u>\$ 38,627,247</u> |

See notes to financial statements

**NAPA VALLEY COMMUNITY HOUSING  
STATEMENTS OF FUNCTIONAL EXPENSES  
FOR THE YEAR ENDED JUNE 30, 2020  
(With Comparative Totals for 2019)**

|                                 | Housing<br>Development | Rental<br>Operations | Management<br>and General | Fundraising | 2020<br>Total | 2019<br>Total |
|---------------------------------|------------------------|----------------------|---------------------------|-------------|---------------|---------------|
| Salaries and benefits           | \$ 378,250             | \$ 1,151,944         | \$ 120,352                | \$ 68,773   | \$ 1,719,319  | \$ 1,564,608  |
| Other expenses                  | 818,229                | 0                    | 0                         | 0           | 818,229       | 132,749       |
| Office expenses                 | 238,855                | 178,846              | 18,786                    | 10,735      | 447,222       | 328,816       |
| Maintenance                     | 61,094                 | 528,033              | 4,805                     | 2,746       | 596,678       | 464,075       |
| Utilities                       | 13,122                 | 175,926              | 1,032                     | 590         | 190,670       | 180,614       |
| Insurance & property taxes      | 37,943                 | 201,186              | 2,984                     | 1,705       | 243,818       | 192,674       |
| Interest - mortgages            | 21,659                 | 215,263              | 1,704                     | 973         | 239,599       | 228,689       |
| Operating expenses before other | 1,569,152              | 2,451,198            | 149,663                   | 85,522      | 4,255,535     | 3,092,225     |
| Other expenses:                 |                        |                      |                           |             |               |               |
| Interest - deferred notes       | 0                      | 303,582              | 0                         | 0           | 303,582       | 240,413       |
| Interest - financing costs      | 446                    | 37,747               | 0                         | 0           | 38,193        | 6,451         |
| Depreciation                    | 30,684                 | 501,811              | 2,413                     | 1,379       | 536,287       | 454,155       |
| Total functional expenses       | \$ 1,600,282           | \$ 3,294,338         | \$ 152,076                | \$ 86,901   | \$ 5,133,597  | \$ 3,793,244  |

See notes to financial statements

-4-



**NAPA VALLEY COMMUNITY HOUSING  
STATEMENTS OF CASH FLOWS  
FOR THE YEARS ENDED JUNE 30, 2020 & 2019**

| <b>Cash Flows from Operating Activities</b>                 | <b>2020</b>         | <b>2019</b>         |
|-------------------------------------------------------------|---------------------|---------------------|
| Change in net assets                                        | \$ 188,518          | \$ 903,372          |
| Depreciation                                                | 536,287             | 454,155             |
| Financing Costs - Interest                                  | 38,193              | 6,451               |
| K-1 Losses from Partnerships                                | 88,900              | 82,870              |
| (Increase) decrease in operating assets:                    |                     |                     |
| Other receivables                                           | 5,348,716           | (283,609)           |
| Investments                                                 | (117,511)           | (115,849)           |
| Deposits & prepaids                                         | 11,632              | (34,249)            |
| Notes receivable                                            | (2,589,961)         | (699,604)           |
| Increase (decrease) in operating liabilities:               |                     |                     |
| Accounts payable & accrued expenses                         | 64,750              | (187)               |
| Deferred revenue                                            | 2,733               | (1,004)             |
| Funds held in trust                                         | 2                   | 0                   |
| Accrued interest payable                                    | 2,245,340           | 197,689             |
| Security deposits payable                                   | 27,119              | 515                 |
| <b>Net Cash Provided by<br/>in Operating Activities</b>     | <b>5,844,718</b>    | <b>510,550</b>      |
| <b>Cash Flows from Investing Activities</b>                 |                     |                     |
| Purchase Improvements & equipment                           | (56,264)            | (103,118)           |
| Purchase Napa Magnolia Park fixed assets                    | (5,391,112)         | 0                   |
| Purchase Napa Magnolia Park amortizable assets              | (154,466)           | 0                   |
| Purchase Napa Magnolia Park Non-amortizable assets          | (58,400)            | 0                   |
| <b>Net Cash Used<br/>by Investing Activities</b>            | <b>(5,660,242)</b>  | <b>(103,118)</b>    |
| <b>Cash Flows from Financing Activities</b>                 |                     |                     |
| Proceeds from notes payable                                 | 465,200             | 0                   |
| Payments on notes payable                                   | (2,400)             | (277,400)           |
| Proceeds from Napa Magolia Park notes                       | 3,976,818           | 0                   |
| Proceeds from Napa Magolia Park mortgage                    | 959,435             | 0                   |
| Payments on mortgages payable                               | (111,339)           | (142,531)           |
| <b>Net Cash Provided/(Used) in<br/>Financing Activities</b> | <b>5,287,714</b>    | <b>(419,931)</b>    |
| <b>Net Increase/(Decrease) in Cash</b>                      | <b>5,472,190</b>    | <b>(12,499)</b>     |
| <b>Cash at the beginning of the period</b>                  | <b>4,039,354</b>    | <b>4,051,853</b>    |
| <b>Cash at the end of the year</b>                          | <b>\$ 9,511,544</b> | <b>\$ 4,039,354</b> |
| <b>Supplemental Information: Cash Interest paid</b>         | <b>\$ 239,599</b>   | <b>\$ 278,073</b>   |
| <b>Restricted Cash</b>                                      | <b>\$ 2,199,238</b> | <b>\$ 1,577,002</b> |
| <b>Cash and Cash Equivalents</b>                            | <b>7,312,306</b>    | <b>2,462,352</b>    |

See notes to financial statements

NAPA VALLEY COMMUNITY HOUSING AND AFFILIATES  
NOTES TO FINANCIAL STATEMENTS  
FOR THE YEARS ENDED JUNE 30, 2020 AND 2019

**NOTE 1 – ORGANIZATION AND NATURE OF ACTIVITIES**

Napa Valley Community Housing (NVCH), a California nonprofit public benefit corporation, was formed in February 1977 for the purpose of developing, owning and managing safe and affordable housing for residents of Napa County.

*Affiliated Organizations:*

Certain members of the Board of Directors of NVCH are members of the Board of Directors of Family Apartments, a California nonprofit public benefit corporation, as well as Pecan Schoolhouse, Inc., Mayacamas Village, Inc., and Napa Park Homes, Inc. (California nonprofit public benefit corporations). Pecan Schoolhouse, Inc. and Mayacamas Village, Inc. serve as general partner in three limited partnerships and limited partner in four limited partnerships that own affordable housing projects. All Board members serve without compensation. Napa Park Homes, LLC serves as the 0.01% general partner in Napa Park Homes, L.P.

**NOTE 2 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

*Basis of Presentation:*

The combined financial statements have been prepared in accordance with the accounting principles generally accepted in United States (GAAP). Revenues are recognized when earned and expenses are recognized when incurred.

*Adoption of Accounting Principle*

NVCH has adopted the provisions of Accounting Standards Update 2016-18, Statements of Cash Flows – Restricted Cash (*Topic 230*) (ASU 2016-18). Under the new accounting policy, all organizations that must report a schedule of cash flows must change the footnote and account groupings to include restricted cash in addition to cash and cash equivalents. Therefore on the statement of cash flows, restricted cash is included. The following table provides a reconciliation of cash reported within the statement of financial position that sum to the total of the same such amounts shown on the statement of cash flows.

|                         | <u>2020</u>        | <u>2019</u>        |
|-------------------------|--------------------|--------------------|
| Cash & Cash Equivalents | \$7,312,306        | \$2,462,352        |
| Security Deposits       | 143,533            | 117,301            |
| Operating Reserve       | 718,510            | 530,878            |
| Replacement Reserve     | 1,243,174          | 866,466            |
| Social Service Reserve  | 27,801             | 0                  |
| Tax & Insurance Reserve | <u>66,220</u>      | <u>62,357</u>      |
| Total Cash              | <u>\$9,511,544</u> | <u>\$4,039,354</u> |
| Total Restricted Cash   | <u>\$2,199,238</u> | <u>\$1,577,002</u> |

NAPA VALLEY COMMUNITY HOUSING AND AFFILIATES  
NOTES TO FINANCIAL STATEMENTS  
FOR THE YEARS ENDED JUNE 30, 2020 AND 2019

**NOTE 2 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)**

*Adoption of Accounting Principle*

NVCH has adopted the provisions of Accounting Standards Update 2014-09, Revenue from Contracts with Customers (Topic 606) (“ASU 2014-09”). Effective for the fiscal year, the organization adopted ASU 2014-09. The modifications under ASU 2014-09 were applied to all of the organization’s contracts with customers. (Management Fees and Development Management Fees). Management and development management fees are billed as incurred and in accordance with management agreements. A large portion of the organization’s revenue is derived from leases with tenants of the rental properties generally for terms of one year or less, which are accounted for in accordance with leases (Topic 840). Therefore, adoption of ASU 2014-09 had no impact on the recognition of rental revenue of the organization.

*Principles of Combination:*

The combined financial statements include the accounts of NVCH and its wholly controlled not-for-profit entities, Pecan Schoolhouse, Inc., Mayacamas Village, Inc. and Napa Park Homes, Inc. Intercompany balances and transactions have been eliminated from the combined financial statements. Limited Partners in each of seven Limited Partnerships in which NVCH is managing general partner have significant participating management rights, therefore NVCH is not deemed to control limited partnerships in which it is the managing general partner. Mayacamas Village Associates Limited Partnership, Pecan Court Associates, L.P., Schoolhouse Court Housing Associates, L.P. and Napa Magnolia Park, L.P. are combined in the NVCH financial statements because NVCH controls both partners.

*Cash and Cash Equivalents:*

Cash is defined as cash in demand deposit accounts as well as cash on hand. Cash equivalents are short-term, highly liquid investments that are readily convertible to known amounts of cash and investments so near their maturity that the risk of changes in value due to changes in interest rates is negligible. These are generally investments with maturity dates within three months of their acquisition date. Not included as cash equivalents are funds restricted as to their use, regardless of liquidity or the maturity dates of investments.

*Investments*

Investments are stated at fair value. Investment income is reported net of related investment expenses. Realized and unrealized gains and losses, in total, are reported separately from net investment income on the combined statement of activities

*Development in Progress:*

NVCH incurs costs during the development phase of each affordable housing project undertaken. NVCH records these costs as assets (development in progress), which are recoverable from the projects generally either from loan proceeds, from limited partner contributions, or from residual receipts generated by the projects. Any funds expended on a project that does not pass beyond the development stage are recorded as expenses when further activity on the project ceases.



NAPA VALLEY COMMUNITY HOUSING AND AFFILIATES  
NOTES TO FINANCIAL STATEMENTS  
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**NOTE 2 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)**

*Property and Equipment:*

NVCH records property and equipment at cost, or at fair market value, if donated. Maintenance and repairs are charged to expense as incurred; significant renewals and betterments are capitalized. Depreciation is computed using the straight-line method over the estimated useful lives of the assets, which range from 5 to 40 years.

*Contributions with Donor Restrictions:*

NVCH reports contributions as restricted support if they are received with donor stipulations that limit the use of the donated assets. When a donor restriction expires, that is, when a stipulated time restriction ends or purpose restriction is accomplished net assets with donor restrictions are reclassified to net assets without restrictions and reported in the Statement of Activities as net assets released from donor restrictions.

*Developer Fees:*

NVCH recognizes revenue from fees earned related to developing affordable housing projects in the year a project is substantially completed. During fiscal 2020 NVCH recognized \$1,156,877 in developer fee revenue from the Oak Creek and Napa Park Homes projects. During fiscal 2019, NVCH recognized developer fee revenue of \$440,595 from the Oak Creek, Stonebridge and Arroyo Grande Villas projects.

*Debt Issuance Costs*

Debt issuance costs, net of accumulated amortization, are reported as a direct deduction from the face amount of the mortgage loan payable to which such costs relate. Amortization of debt issuance costs is reported as a component of interest expense.

*Property Management Fee and Expense:*

NVCH records revenue from fees charged for management of properties it owns, which is matched by a management fee expense. These items have been eliminated from the Statement of Activities, and totaled \$135,489 and \$121,915 in fiscal 2020 and 2019, respectively. NVCH also receives a fee for managing property for which it has no ownership interest. Property management fees earned and recognized as revenue on non-owned properties totaled \$303,649 and \$324,337 in fiscal 2020 and 2019, respectively.

*Investments in Partnerships:*

Investments in partnerships generally consist of a 0.1% general partner interest. Although there are usually no other general partners in these partnerships, the general partner is not deemed to have a controlling interest. Significant control rests with the limited partners who hold a 99.9% interest. For this reason, these financial statements do not consolidate 100% of the activity in the partnerships. See Note 8 for summarized financial information of the limited partnerships.

*Income Taxes:*

No income tax provision has been included in the financial statements as NVCH has been qualified as tax-exempt under Section 501(c) (3) of the Internal Revenue Code and Section 23701(d) of the California Revenue and Taxation Code. As a 501(c) (3) tax-exempt organization. NVCH qualifies for the charitable contribution deduction. The Organization believes that it has appropriate support for any tax positions taken, and as such, does not have any uncertain tax positions that are material to the financial statements.



NAPA VALLEY COMMUNITY HOUSING AND AFFILIATES  
NOTES TO FINANCIAL STATEMENTS  
FOR THE YEARS ENDED JUNE 30, 2020 AND 2019

**NOTE 2 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)**

Estimates:

The preparation 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 disclosures of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenue and expenses during the reporting period. Actual results could differ from those estimates.

Subsequent Events

Subsequent events have been evaluated through July 24, 2020 which is the date the financial statements were available to be issued and there are no subsequent events requiring disclosure.

In early 2020, an outbreak of a novel strain of coronavirus (COVID-19) emerged globally. As a result, events have occurred including mandates from federal, state and local authorities leading to an overall decline in economic activity. The organization is not able to estimate the length or severity of this outbreak and the related financial impact. Management will continue to assess and monitor the situation as it evolves. If the length of the outbreak continues for an extended period of time the organization may have to seek alternative measures to finance its operations including use of reserves. The extent of the impact of COVID-19 on the organization's operational and financial performance is uncertain and cannot be determined at this time. The financial statements do not include any adjustments that might result if the organization is unable to continue as a going concern.

**NOTE 3 – RESTRICTED RESERVES**

Restricted cash at June 30, 2020 and 2019 consists of the following:

|                      | <u>2020</u>        | <u>2019</u>        |
|----------------------|--------------------|--------------------|
| Operating reserves   | \$ 718,510         | \$ 530,878         |
| Replacement reserves | <u>1,243,174</u>   | <u>866,466</u>     |
| Total                | <u>\$1,961,684</u> | <u>\$1,397,344</u> |

**NOTE 4 – CONTRIBUTED DEEDS OF TRUST**

At June 30, 2020 and 2019, the organization had contributed deeds of trust totaling \$172,800 (eight notes remaining out of ten in total) in the Marietta single family homes project for the benefit of the participants to ensure affordability of the homes. These contributed deeds of trust against the property sold, are repayable by the participants to Napa Valley Community Housing in case of default in complying with the terms and conditions of the deeds of trust, or upon foreclosure, refinancing or sale of the property. These deeds of trust, which are not included in the accompanying financial statements, shall be forgiven, beginning on the first day of the twenty-first year from the date the note was first written, with 10% of the then outstanding principal and interest forgiven every year on the same day of the year and all outstanding principal and interest forgiven on the thirtieth anniversary of the date first written.

NAPA VALLEY COMMUNITY HOUSING AND AFFILIATES  
NOTES TO FINANCIAL STATEMENTS  
FOR THE YEARS ENDED JUNE 30, 2020 AND 2019

**NOTE 5 – INVESTMENTS AND INVESTMENT INCOME AND FAIR VALUE MEASUREMENTS**

Investments are comprised of the following at June 30, 2020 and 2019:

| <u>2019</u>             | <u>Level 1</u> | <u>Level 2</u> | <u>Total</u> | <u>2020</u> | <u>Level 1</u> | <u>Level 2</u> | <u>Total</u> |
|-------------------------|----------------|----------------|--------------|-------------|----------------|----------------|--------------|
| Mutual Funds            | \$2,075,634    |                |              | \$2,188,674 |                |                |              |
| Certificates of Deposit |                | \$2,131,910    |              |             |                | \$2,127,956    |              |
| Common Stock            | \$ 5,058       |                |              | \$13,482    |                |                |              |
| Total                   |                |                | \$4,212,602  |             |                | \$4,330,112    |              |
| Total Realized Gain     | \$ 385,698     |                |              |             |                | \$210,390      |              |
| Total Unrealized Gain   | \$111,979      |                |              |             |                | \$304,527      |              |

Level 1: Inputs are quoted market prices in active markets for identical assets or liabilities that the entity has the ability to access at the measurement date.

Level 2: Inputs other than quoted prices with Level 1 that are observable, either directly or indirectly such as quoted prices for similar assets or liabilities in active markets, or observable for the asset or liability.

**NOTE 6 – NOTES RECEIVABLE**

Notes and accounts receivable at June 30, 2020 and 2019 were as follows:

Management has elected to use the direct write-off method to record any bad debts. No

bad debt expense is anticipated on the accounts receivable below.

Notes Receivable Napa Park Homes, Inc. at June 30, 2020 and 2019 were as follows:

Due from Napa Park Homes, L.P. in the amount of \$23,056,176 on August 1, 2017, bearing interest at 2.75%, compounded annually, annual payments of principal and interest begin in 2019, based on residual cash receipts. Final payment due in 57 years, on August 1, 2074.

Due from Napa Park Homes, L.P. in the amount of \$2,093,620 on August 1, 2017, bearing interest at 2.75% compounded annually, annual payments of principal and interest begin in 2019 based on residual receipts. Final payment due in 57 years, on August 1, 2074.

Due from Napa Park Homes, L.P. in the amount of \$1,861,559 on May 1, 2020, bearing interest at 2.75% compounded annually, annual payments of principal and interest begin in 2019 based on residual receipts. Final payment due in 57 years, on August 1, 2077.

Interest receivable totaling \$2,065,952 and \$1,337,550 has accrued as of June 30, 2020 and 2019, respectively.

NAPA VALLEY COMMUNITY HOUSING AND AFFILIATES  
NOTES TO FINANCIAL STATEMENTS  
FOR THE YEARS ENDED JUNE 30, 2020 AND 2019

**NOTE 6 – PROJECTS IN DEVELOPMENT AND ACCOUNTS RECEIVABLE**

Accounts receivable at June 30, 2020 and 2019 were as follows:

|                       |                     |                     |
|-----------------------|---------------------|---------------------|
| Shetler Avenue        | \$ 2,762,932        | \$ 0                |
| Lincoln               | 145,223             | 126,646             |
| Napa Park Homes, L.P. | 0                   | 1,350,000           |
| Napa Park Homes, L.P. | 1,175,500           | 7,992,320           |
| Other/Shared Housing  | <u>62,605</u>       | <u>26,010</u>       |
|                       | <u>\$ 4,146,260</u> | <u>\$ 9,494,976</u> |

**NOTE 7 – PROPERTY AND EQUIPMENT**

Property and equipment at June 30, 2020 and 2019 consist of the following:

|                                | <u>2020</u>         | <u>2019</u>         |
|--------------------------------|---------------------|---------------------|
| Land                           | \$ 4,182,812        | \$ 2,962,612        |
| Buildings and improvements     | 24,759,133          | 17,627,182          |
| Office furniture and equipment | <u>550,777</u>      | <u>450,569</u>      |
|                                | 29,492,722          | 21,040,363          |
| Less accumulated depreciation: |                     |                     |
| Buildings and improvements     | 13,209,346          | 9,673,708           |
| Furniture and equipment        | <u>325,957</u>      | <u>320,322</u>      |
|                                | 13,535,303          | 9,994,032           |
| Net                            | <u>\$15,957,419</u> | <u>\$11,046,331</u> |

**NOTE 8 – INVESTMENTS IN PARTNERSHIPS**

A listing of the partnerships and financial interest is as follows:

|                                   |                           | <i>Equity</i>      | <i>Equity</i>      |
|-----------------------------------|---------------------------|--------------------|--------------------|
|                                   | <i>Percentage</i>         | <i>June 30,</i>    | <i>June 30,</i>    |
| <u><i>Name of Partnership</i></u> | <u><i>of Interest</i></u> | <u><i>2020</i></u> | <u><i>2019</i></u> |
| Napa Magnolia Park L.P.           | 0.01%                     | 151,682            | 240,489            |
| Oak Creek Terrace L.P.            | 0.01 %                    | 114,225            | 114,290            |
| Arroyo Grande Villas L.P.         | 0.01 %                    | <u>229,532</u>     | <u>229,560</u>     |
|                                   |                           | <u>\$ 495,439</u>  | <u>\$ 584,339</u>  |

NAPA VALLEY COMMUNITY HOUSING AND AFFILIATES  
NOTES TO FINANCIAL STATEMENTS  
FOR THE YEARS ENDED JUNE 30, 2020 AND 2019

The following is a financial summary of limited partnerships for the year ended December 31, 2019 in which NVCH is a 0.005% - 0.1% general partner, (Napa Senior Apartments as 33% Limited Partner effective June 30, 2018 non-controlling interest):

| <u>Name of Partnership</u>        | <u>Assets</u>    | <u>Liabilities</u> | <u>Equity</u>  |
|-----------------------------------|------------------|--------------------|----------------|
| Napa Park Homes, L.P.             | 82,602,582       | 83,446,002         | (843,420)      |
| Silverado Creek Partners          | 7,272,722        | 9,062,889          | (1,790,167)    |
| Garden Court Limited Partnership  | 2,833,657        | 2,823,191          | 10,466         |
| Napa Senior Apartments L.P. (33%) | 6,490,962        | 8,410,329          | (1,919,367)    |
| Oak Creek Terrace L.P.            | 15,608,089       | 11,252,281         | 4,355,808      |
| Arroyo Grande Villas L.P.         | <u>5,897,553</u> | <u>5,641,705</u>   | <u>255,848</u> |
| Totals                            | \$120,705,565    | \$ 120,636,397     | \$ 69,168      |

The Garden Court Limited Partnership project is currently in development and is not operating as of June 30, 2020.

**NOTE 9 – NOTES PAYABLE**

Notes payable at June 30, 2020 and 2019 consist of the following:

|                                                                                                                                                                              | <u>2020</u>      |                                 | <u>2019</u>      |                                 |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|---------------------------------|------------------|---------------------------------|
|                                                                                                                                                                              | <u>Principal</u> | <u>Accrued Interest Payable</u> | <u>Principal</u> | <u>Accrued Interest Payable</u> |
| <u>Madison Street Group Home</u>                                                                                                                                             |                  |                                 |                  |                                 |
| Loan payable to the County of Napa, due June 13, 2019, bears no interest, loan is secured by the property and lender retains 75% equity position, and payments are deferred. |                  |                                 |                  |                                 |
|                                                                                                                                                                              | 181,559          | -                               | 181,559          | -                               |
| <u>Parkwood Group Home</u>                                                                                                                                                   |                  |                                 |                  |                                 |
| Loan payable to the City of Napa, due November 13, 2037, bears no interest, is secured by the property, and is payable annually out of net cash flow.                        |                  |                                 |                  |                                 |
|                                                                                                                                                                              | 74,896           | -                               | 74,896           | -                               |
| Loan Payable to the County of Napa, due November 13, 2037, bears no interest, is secured by the property, and is payable out of net cash flow.                               |                  |                                 |                  |                                 |
|                                                                                                                                                                              | 20,000           | -                               | 20,000           | -                               |



NAPA VALLEY COMMUNITY HOUSING AND AFFILIATES  
NOTES TO FINANCIAL STATEMENTS  
FOR THE YEARS ENDED JUNE 30, 2020 AND 2019

| NOTE 9 – NOTES PAYABLE (Continued)                                                                                                                                                                                                                                                                                                                                                              | <u>2020</u>      |                                         | <u>2019</u>      |                                         |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|-----------------------------------------|------------------|-----------------------------------------|
|                                                                                                                                                                                                                                                                                                                                                                                                 | <u>Principal</u> | <u>Accrued<br/>Interest<br/>Payable</u> | <u>Principal</u> | <u>Accrued<br/>Interest<br/>Payable</u> |
| <u>Parkwood</u>                                                                                                                                                                                                                                                                                                                                                                                 |                  |                                         |                  |                                         |
| Loan payable to the County of Napa, due November 13, 2037, bears no interest, is secured by the property, and is payable out of net cash flow.                                                                                                                                                                                                                                                  | 118,894          | -                                       | 118,894          | -                                       |
| <u>Whistle Stop Townhomes</u>                                                                                                                                                                                                                                                                                                                                                                   |                  |                                         |                  |                                         |
| Loan payable to the County of Napa, due December 30, 2034, bears interest at 3.5% per annum, is secured by the property, and interest and principal are payable out of residual receipts.                                                                                                                                                                                                       | 799,996          | 553,569                                 | 799,996          | 525,569                                 |
| Loan payable to the City of Napa (HOME), due December 20, 2029, bears interest at 3% per annum, is secured by the property, and interest and principal are payable out of residual receipts.                                                                                                                                                                                                    | 939,629          | 547,711                                 | 939,629          | 519,522                                 |
| Loan payable to Bank of America Community Development Bank (AHP Subsidy), due December 2029, bears interest at bank rate plus 3% per annum, and is secured by the property. Principal and interest are deferred, and the bank, at its sole discretion, may forgive the principal and interest provided all conditions of the AHP agreement have been met. Interest is not accrued on this note. | 263,629          | -                                       | 263,629          | -                                       |
| <u>Whistle Stop Townhomes</u>                                                                                                                                                                                                                                                                                                                                                                   |                  |                                         |                  |                                         |
| Loan payable to Housing Authority of the City of Napa, due December 20, 2034, bears interest at 3.5% per annum, is secured by the property, and interest and principal are payable out of residual receipts.                                                                                                                                                                                    | 44,000           | 27,578                                  | 44,000           | 26,038                                  |
| Loan payable to Mechanics Bank, due June 1, 2025, bears interest at 4.40% per annum, is secured by the property, and is payable in monthly installments of \$2,200. A balloon payment of \$215,482 is due May 10, 2035.                                                                                                                                                                         | 400,000          | 0                                       | 405,535          | 2,056                                   |

NAPA VALLEY COMMUNITY HOUSING AND AFFILIATES  
NOTES TO FINANCIAL STATEMENTS  
FOR THE YEARS ENDED JUNE 30, 2020 AND 2019

**NOTE 9 – NOTES PAYABLE (Continued)**

|                                                                                                                                                                                                                                                 | <u>2020</u>      |                                         | <u>2019</u>      |                                         |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|-----------------------------------------|------------------|-----------------------------------------|
|                                                                                                                                                                                                                                                 | <u>Principal</u> | <u>Accrued<br/>Interest<br/>Payable</u> | <u>Principal</u> | <u>Accrued<br/>Interest<br/>Payable</u> |
| <u>Oran Court</u>                                                                                                                                                                                                                               |                  |                                         |                  |                                         |
| Loan payable to Poppy Bank, due August 1, 2034, bears interest at 5.25% per annum, is secured by the property, and is payable in monthly installments of \$3,621.18. Due August 1, 2034.                                                        |                  |                                         |                  |                                         |
|                                                                                                                                                                                                                                                 | 642,070          | 0                                       | 625,390          | 0                                       |
| Loan payable to the County of Napa, due October 16, 2028, bears interest at 3% per annum, is secured by the property, and interest and principal are payable out of residual receipts.                                                          |                  |                                         |                  |                                         |
|                                                                                                                                                                                                                                                 | 471,195          | 296,769                                 | 471,195          | 282,633                                 |
| Loan payable to Housing Authority of the City of Napa, due March 12, 2019, bears interest at 4% per annum, is secured by the property, and interest and principal are payable out of residual annual net cash flow.                             |                  |                                         |                  |                                         |
|                                                                                                                                                                                                                                                 | 200,000          | 170,342                                 | 200,000          | 162,342                                 |
| <u>Villa de Adobe</u>                                                                                                                                                                                                                           |                  |                                         |                  |                                         |
| Loan payable to Mechanics Bank, bears interest at 4.40% per annum beginning June 1, 2020, in monthly amounts of \$1,859.13 and is secured by the property. A balloon payment of \$182,082 is due May 10, 2035. The loan was refinanced in 2020. |                  |                                         |                  |                                         |
|                                                                                                                                                                                                                                                 | 338,000          | 0                                       | 338,871          | 1,863                                   |
| <u>Villa de Adobe</u>                                                                                                                                                                                                                           |                  |                                         |                  |                                         |
| Loan payable to the County of Napa, due April 30, 2030, bears interest at 3% per annum, is secured by the property, and interest and principal are payable out of residual annual net cash flow.                                                |                  |                                         |                  |                                         |
|                                                                                                                                                                                                                                                 | 639,000          | 357,279                                 | 639,000          | 338,109                                 |

NAPA VALLEY COMMUNITY HOUSING AND AFFILIATES  
NOTES TO FINANCIAL STATEMENTS  
FOR THE YEARS ENDED JUNE 30, 2020 AND 2019

| NOTE 9 – NOTES PAYABLE (Continued)                                                                                                                                                                                                                                      | 2020             |                                         | 2019             |                                         |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|-----------------------------------------|------------------|-----------------------------------------|
|                                                                                                                                                                                                                                                                         | <u>Principal</u> | <u>Accrued<br/>Interest<br/>Payable</u> | <u>Principal</u> | <u>Accrued<br/>Interest<br/>Payable</u> |
| <u>Villa de Adobe</u>                                                                                                                                                                                                                                                   |                  |                                         |                  |                                         |
| Loan payable to Housing Authority of the City of Napa Community Development Block Grant Program (CDBG), due November 17, 2020, bears interest at 4% per annum, is secured by the property, and interest and principal are payable out of residual annual net cash flow. | 65,000           | 51,010                                  | 65,000           | 48,410                                  |
| Loan payable to Housing Authority of the City of Napa HOME program, due November 17, 2020, bears interest at 4% per annum, is secured by the property, and interest and principal are payable out of residual annual net cash flow.                                     | 150,695          | 114,232                                 | 150,695          | 108,204                                 |
| <u>Mayacamas Village</u>                                                                                                                                                                                                                                                |                  |                                         |                  |                                         |
| Loan payable to Berkadia, due March 1, 2025, bears interest at 2.88% per annum, is secured by the property, and is payable in monthly installments of \$3,577.83.                                                                                                       | 190,412          | 501                                     | 227,294          | 588                                     |
| Loan payable to the State of California, Department of Housing and Community Development (RHCP), due February 17, 2050, bears interest at 3% per annum, is secured by the property, and interest and principal are payable out of residual receipts.                    | 1,719,619        | 1,255,150                               | 1,719,619        | 1,203,561                               |
| Loan payable to Housing Authority of the City of Napa, due April 10, 2022, bears interest at 4% per annum, is secured by the property, and interest and principal are payable out of residual annual net cash flow.                                                     | 485,767          | 185,111                                 | 485,767          | 165,680                                 |
| <u>NVCH</u>                                                                                                                                                                                                                                                             |                  |                                         |                  |                                         |
| Mortgage payable to Mechanics Bank, on April 26, 2016, bears interest at 4.30% per annum, in monthly amount of \$3,706.26 and is secured by the property, final balloon payment due of \$492,608.68 on May 10, 2026.                                                    | 536,522          | 0                                       | 573,386          | 0                                       |

NAPA VALLEY COMMUNITY HOUSING AND AFFILIATES  
NOTES TO FINANCIAL STATEMENTS  
FOR THE YEARS ENDED JUNE 30, 2020 AND 2019

| NOTE 9 – NOTES PAYABLE (Continued)                                                                                                                                                                                             | <u>2020</u>      |                                         | <u>2019</u>      |                                         |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|-----------------------------------------|------------------|-----------------------------------------|
|                                                                                                                                                                                                                                | <u>Principal</u> | <u>Accrued<br/>Interest<br/>Payable</u> | <u>Principal</u> | <u>Accrued<br/>Interest<br/>Payable</u> |
| <u>Schoolhouse Court</u>                                                                                                                                                                                                       |                  |                                         |                  |                                         |
| Loan payable to the California HCD HOME program, due on May 1, 1998, due May 1, 2038, bears interest at 3% per annum, is secured by the property, and interest and principal are payable out of residual annual net cash flow. |                  |                                         |                  |                                         |
|                                                                                                                                                                                                                                | 388,605          | 158,993                                 | 388,605          | 152,632                                 |
| <u>Schoolhouse Court</u>                                                                                                                                                                                                       |                  |                                         |                  |                                         |
| Mortgage payable to CalHFA, due February 1, 2039, bears interest at 6.75% per annum, is secured by the property, and is payable in monthly installments of \$4,645.85.                                                         |                  |                                         |                  |                                         |
|                                                                                                                                                                                                                                | 604,628          | 3,444                                   | 619,097          | 3,522                                   |
| <u>Schoolhouse Court</u>                                                                                                                                                                                                       |                  |                                         |                  |                                         |
| Loan payable to Housing Authority of the City of Napa, due May 14, 2038, bears interest at 0% per annum, is secured by the property, principal is payable out of residual annual net cash flow.                                |                  |                                         |                  |                                         |
|                                                                                                                                                                                                                                | 591,166          | 0                                       | 591,166          | 0                                       |
| <u>Schoolhouse Court</u>                                                                                                                                                                                                       |                  |                                         |                  |                                         |
| Loan payable to the County of Napa, due September 23, 2037, bears interest at 0% per annum, is secured by the property, principal is payable out of residual annual net cash flow.                                             |                  |                                         |                  |                                         |
|                                                                                                                                                                                                                                | 71,795           | 0                                       | 71,795           | 0                                       |
| <u>Pecan Court</u>                                                                                                                                                                                                             |                  |                                         |                  |                                         |
| Loan payable to the California HCD HOME program, due on May 1, 1998, due May 1, 2038, bears interest at 3% per annum, is secured by the property, and interest and principal are payable out of residual annual net cash flow. |                  |                                         |                  |                                         |
|                                                                                                                                                                                                                                | 563,776          | 345,764                                 | 563,776          | 328,851                                 |
| <u>Pecan Court</u>                                                                                                                                                                                                             |                  |                                         |                  |                                         |
| Mortgage payable to CalHFA, due April 1, 2040, bears interest at 6.75% per annum, is secured by the property, and is payable in monthly installments of \$6,455.92.                                                            |                  |                                         |                  |                                         |
|                                                                                                                                                                                                                                | 845,523          | 4,813                                   | 865,294          | 4,920                                   |



NAPA VALLEY COMMUNITY HOUSING AND AFFILIATES  
NOTES TO FINANCIAL STATEMENTS  
FOR THE YEARS ENDED JUNE 30, 2020 AND 2019

| NOTE 9 – NOTES PAYABLE (Continued)                                                                                                                                                                                                   | <u>2020</u>      |                                         | <u>2019</u>      |                                         |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|-----------------------------------------|------------------|-----------------------------------------|
|                                                                                                                                                                                                                                      | <u>Principal</u> | <u>Accrued<br/>Interest<br/>Payable</u> | <u>Principal</u> | <u>Accrued<br/>Interest<br/>Payable</u> |
| <u>Pecan Court</u>                                                                                                                                                                                                                   |                  |                                         |                  |                                         |
| Loan payable to Housing Authority of the City of Napa, due May 15, 2038, bears interest at 4% per annum, is secured by the property, interest and principal is payable out of residual annual net cash flow.                         |                  |                                         |                  |                                         |
|                                                                                                                                                                                                                                      | 735,067          | 650,998                                 | 735,067          | 621,595                                 |
| <u>Pecan Court</u>                                                                                                                                                                                                                   |                  |                                         |                  |                                         |
| Loan payable to the County of Napa, due May 28, 2038, bears interest at 3% per annum, is secured by the property, interest and principal is payable out of residual annual net cash flow.                                            |                  |                                         |                  |                                         |
|                                                                                                                                                                                                                                      | 128,204          | 83,548                                  | 128,204          | 79,702                                  |
| <u>Napa Magnolia Park</u>                                                                                                                                                                                                            |                  |                                         |                  |                                         |
| Loan payable to Housing Authority of the City of Napa, due June 1, 2059, bears interest at 3.50% per annum, is secured by the property, principal is payable out of residual annual net cash flow.                                   |                  |                                         |                  |                                         |
|                                                                                                                                                                                                                                      | 221,125          | 96,024                                  | 0                | 0                                       |
| <u>Napa Magnolia Park</u>                                                                                                                                                                                                            |                  |                                         |                  |                                         |
| Loan payable to the County of Napa Trust Fund, due June 1, 2059, bears interest at 3.50% per annum, is secured by the property, principal is payable out of residual annual net cash flow.                                           |                  |                                         |                  |                                         |
|                                                                                                                                                                                                                                      | 850,000          | 471,989                                 | 0                | 0                                       |
| <u>Napa Magnolia Park</u>                                                                                                                                                                                                            |                  |                                         |                  |                                         |
| Loan payable to the California HCD HOME program, on December 1, 2005, due December 1, 2035, bears interest at 3% per annum, is secured by the property, and interest and principal are payable out of residual annual net cash flow. |                  |                                         |                  |                                         |
|                                                                                                                                                                                                                                      | 406,000          | 262,221                                 | 0                | 0                                       |
| <u>Napa Magnolia Park</u>                                                                                                                                                                                                            |                  |                                         |                  |                                         |
| Mortgage payable to Bank of the West, due December 1, 2035, bears interest at 5.60% per annum, is secured by the property, and is payable in monthly installments of \$7,577.28.                                                     |                  |                                         |                  |                                         |
|                                                                                                                                                                                                                                      | 940,614          | 4,477                                   | 0                | 0                                       |

NAPA VALLEY COMMUNITY HOUSING AND AFFILIATES  
NOTES TO FINANCIAL STATEMENTS  
FOR THE YEARS ENDED JUNE 30, 2020 AND 2019

| NOTE 9 – NOTES PAYABLE (Continued)                                                                                                                                                                           | <u>2020</u>         |                                         | <u>2019</u>         |                                         |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|-----------------------------------------|---------------------|-----------------------------------------|
|                                                                                                                                                                                                              | <u>Principal</u>    | <u>Accrued<br/>Interest<br/>Payable</u> | <u>Principal</u>    | <u>Accrued<br/>Interest<br/>Payable</u> |
| <u>Napa Magnolia Park</u>                                                                                                                                                                                    |                     |                                         |                     |                                         |
| Loan payable to Housing Authority of the City of Napa, due May 15, 2038, bears interest at 4% per annum, is secured by the property, interest and principal is payable out of residual annual net cash flow. |                     |                                         |                     |                                         |
|                                                                                                                                                                                                              | 300,000             | 162,943                                 | 0                   | 0                                       |
| <u>Napa Magnolia Park</u>                                                                                                                                                                                    |                     |                                         |                     |                                         |
| Loan payable to the California HCD FWHG, due June 17, 2034, bears interest at 3% per annum, is secured by the property, interest and principal is payable out of residual annual net cash flow.              |                     |                                         |                     |                                         |
|                                                                                                                                                                                                              | 2,199,694           | 1,016,957                               | 0                   | 0                                       |
| <u>Payroll Protection Loan</u>                                                                                                                                                                               |                     |                                         |                     |                                         |
| Note payable to Poppy Bank (U.S. Small Business Admin.) on May 6, 2020.                                                                                                                                      |                     |                                         |                     |                                         |
|                                                                                                                                                                                                              | 465,200             | 0                                       | 0                   | 0                                       |
| <u>Lande Way</u>                                                                                                                                                                                             |                     |                                         |                     |                                         |
| Mortgage payable to Bank of Napa, on May 15, 2017, \$180,000, bears interest at 5.00% per annum, in monthly amount of \$975.21 and is secured by the property, final payment due on May 10, 2047.            |                     |                                         |                     |                                         |
|                                                                                                                                                                                                              | 171,461             | 0                                       | 174,367             | 0                                       |
| <u>Lande Way</u>                                                                                                                                                                                             |                     |                                         |                     |                                         |
| Note payable to Town of Yountville, on May 24, 2017, \$60,000, bears interest at 0% per annum, in monthly amount of \$200.00 and is secured by the property, final payment due on May 24, 2042.              |                     |                                         |                     |                                         |
|                                                                                                                                                                                                              | 52,600              | 0                                       | 55,000              | 0                                       |
| Total                                                                                                                                                                                                        | 17,816,341          | 6,821,423                               | 12,536,726          | 4,575,797                               |
| Less: Financing Costs                                                                                                                                                                                        | ( 170,395)          | 0                                       | ( 62,223)           | 0                                       |
| Less: current portion                                                                                                                                                                                        | ( 161,749)          | (13,235)                                | ( 457,965)          | ( 12,949)                               |
| Total                                                                                                                                                                                                        | <u>\$17,484,197</u> | <u>\$6,808,188</u>                      | <u>\$12,016,538</u> | <u>\$4,562,848</u>                      |

NAPA VALLEY COMMUNITY HOUSING AND AFFILIATES  
NOTES TO FINANCIAL STATEMENTS  
FOR THE YEARS ENDED JUNE 30, 2020 AND 2019

As of June 30, 2020, long-term debt matures as follows:

|            |                      |
|------------|----------------------|
| 2021       | \$ 161,749           |
| 2022       | 169,751              |
| 2023       | 178,916              |
| 2024       | 187,112              |
| 2025       | 182,945              |
| Thereafter | <u>16,935,868</u>    |
|            | <u>\$ 17,816,341</u> |

**NOTE 10 – FUNDS HELD IN TRUST**

NVCH serves as a fiscal agent for the Napa Valley Housing Authority to collect and disburse contributions received for the Farm Worker Housing Program. As of June 30, 2020, \$3,015 of funds collected for the Farm Worker Housing Program had not been disbursed. In the prior year, \$3,012 of funds collected had not been disbursed.

**NOTE 11 – EMPLOYEE BENEFIT PLAN**

NVCH established a 403(b) retirement savings plan in 1996. Employees who work more than 20 hours per week become eligible to participate in the plan after six months of service. NVCH contributes 4% of employees' annual wages. NVCH contributed \$76,157 and \$66,132 for the years ended June 30, 2020 and 2019, respectively.

**NOTE 12 – DEMAND NOTES PAYABLE**

*Equity Transfers for Affiliate Demand Notes:*

NVCH entered into promissory "demand note" agreements in prior years with Stonebridge Housing Corporation and Calistoga Brannan Housing, Inc., in the amount of \$50,000 each. The notes were executed to provide those nonprofit corporations with sufficient equity.

**NOTE 13 – COMMITMENTS AND CONTINGENCIES**

NVCH is obligated under agreements to guarantee to various limited partnerships operating deficits as they arise.

NVCH has entered into indemnification (guarantee) agreements with investor limited partners in various limited partnerships pertaining to low-income housing tax credits and other tax benefits. In 2017, Napa Park Homes, L.P. acquired the Napa Park Homes project. Rehabilitation began in 2017, and was completed in 2019.

NVCH entered into a Memorandum of Understanding with EAH, Inc. a California nonprofit public benefit corporation to work together as co-developers for the refinance and rehabilitation of an 80-unit multi-family housing project known as Stonebridge Apartments located in St. Helena. EAH and NVCH have formed Stonebridge Housing, LLC, to serve as managing general partner of the Project.

Effective July 1, 2016 Mayacamas Village Inc. has replaced the Investor Limited Partner in Pecan Court Associates, L.P. and Schoolhouse Court Housing Associates, L.P. as the 99% interest.

Effective January 1, 2020 Mayacamas Village Inc. has replaced the Investor Limited Partner in Napa Magnolia Park, L.P. as the 99.99% interest.

NAPA VALLEY COMMUNITY HOUSING AND AFFILIATES  
NOTES TO FINANCIAL STATEMENTS  
FOR THE YEARS ENDED JUNE 30, 2020 AND 2019

**NOTE 14 –CASH AND CREDIT RISK AND OTHER RISKS AND UNCERTAINTIES**

NVCH considers all highly liquid debt instruments purchased with a maturity of three months or less to be cash equivalents. At times cash deposits exceed federally insured limits of the financial institution and expose NVCH to credit risk. At June 30, 2020 there were balances over the federally insured limits. NVCH believes it is not exposed to any significant risk of loss on these funds.

NVCH is subject to various risks and uncertainties in the ordinary course of business that could have adverse impacts on its operating results and financial condition. Future operations could be affected by changes in the economy or other conditions in the geographical area where its properties are located, or by changes in federal, state and local housing subsidies or the demand for such housing.

**NOTE 15 - IMPAIRMENT**

NVCH reviews its investment in rental property for impairment whenever events or changes in circumstances indicate that the carrying value of such property may not be recoverable. For assets held and used, it management's estimate of aggregate future cash flows to be generated by the property, undiscounted and without interest charges by the rental property including any eventual disposition of the real estate are less than the carrying amounts, an impairment loss has occurred. The amount of the impairment loss is equal to the excess of the asset's carrying value over its estimated fair value. The determination of undiscounted cash flows requires significant estimates by management. Subsequent changes in estimated undiscounted cash flows could impact the determination of whether impairment exists. No impairment loss has been recognized during years ended June 30, 2020 and 2019.

**NOTE 16 – LIQUIDITY AND AVAILABILITY OF FINANCIAL ASSETS**

The following reflects the Organization's financial assets as of the statement of financial position date:

Financial Assets available to meet cash needs for general expenditures within one year:

|                          | <u>2020</u>      | <u>2019</u>      |
|--------------------------|------------------|------------------|
| Cash:                    | \$7,312,306      | \$2,462,353      |
| Investments – Short term | <u>2,127,956</u> | <u>2,131,910</u> |
| Total                    | \$9,440,262      | \$4,594,263      |

**Independent Auditor's Report  
On Supplementary Information**

To the Board of Directors of  
Napa Valley Community Housing  
Napa, California

I have audited the financial statements of Napa Valley Community Housing for the fiscal year ended June 30, 2020, and have issued my opinion thereon date July 24, 2020, which is presented in the preceding section. My audit was made for the purpose of forming an opinion on the basic financial statements taken as a whole. The supplemental information is presented for purposes of additional analysis and is not a required part of the basic financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In my opinion, the information is fairly stated in all material respects in relation to the financial statements taken as a whole.

*Thomas Tomaszewski Certified Public Accountant*

El Dorado Hills, California  
July 24, 2020



NAPA VALLEY COMMUNITY HOUSING  
STATEMENTS OF FINANCIAL POSITION  
JUNE 30, 2020

| Assets                                 | General Operations | Madison Group Home | Parkwood Group Home | Whistle Stop | Ciran Court  | Villa de Adobe | Von Brandt House | Lande Way  | Maycamas Village | Pecan Court  | Schoolhouse Court | Napa Magnolia Park | Napa Park Homes Inc. | Pecan Schoolhouse Inc. | Eliminations | Total         |
|----------------------------------------|--------------------|--------------------|---------------------|--------------|--------------|----------------|------------------|------------|------------------|--------------|-------------------|--------------------|----------------------|------------------------|--------------|---------------|
| Current assets                         |                    |                    |                     |              |              |                |                  |            |                  |              |                   |                    |                      |                        |              |               |
| Cash and cash equivalents              | \$ 1,322,487       | \$ 21,408          | \$ 12,687           | \$ 67,851    | \$ 68,508    | \$ 100,170     | \$ 107,254       | \$ 718     | \$ 363,852       | \$ 3,590     | \$ 1,012          | \$ 25,418          | \$ 5,217,351         | \$ 0                   | \$ 0         | \$ 7,312,306  |
| Accounts receivable                    | 2,943,582          | 0                  | 0                   | 1,421        | 1,587        | 1,930          | 0                | 0          | 6,433            | 0            | 0                 | 15,807             | 1,175,500            | 0                      | 0            | 4,146,260     |
| Deposits & prepaids                    | 35,644             | 0                  | 0                   | 4,481        | 0            | 0              | 0                | 0          | 12,187           | 2,922        | 0                 | 15,933             | 0                    | 0                      | 0            | 71,177        |
| Security deposits                      | 0                  | 0                  | 0                   | 14,287       | 15,424       | 11,149         | 0                | 1,952      | 39,211           | 19,486       | 14,329            | 27,695             | 0                    | 0                      | 0            | 143,553       |
| Total current assets                   | 4,301,713          | 21,408             | 12,687              | 83,559       | 90,000       | 113,249        | 107,254          | 2,670      | 421,663          | 25,998       | 15,341            | 84,853             | 6,392,851            | 0                      | 0            | 11,673,276    |
| Fixed Assets                           |                    |                    |                     |              |              |                |                  |            |                  |              |                   |                    |                      |                        |              |               |
| Land                                   | 432,000            | 50,000             | 80,000              | 185,844      | 224,500      | 309,337        | 112,055          | 58,300     | 729,172          | 408,047      | 375,357           | 1,220,200          | 0                    | 0                      | 0            | 4,182,812     |
| Buildings, improvements & equipment    | 785,452            | 256,610            | 95,000              | 2,765,979    | 1,445,477    | 1,049,329      | 186,144          | 240,000    | 5,997,951        | 2,997,866    | 2,309,317         | 7,175,695          | 0                    | 0                      | 0            | 25,309,910    |
| Total fixed assets                     | 1,221,252          | 306,610            | 175,000             | 2,952,723    | 1,689,977    | 1,358,666      | 298,199          | 298,300    | 6,727,123        | 3,405,903    | 2,684,674         | 8,396,095          | 0                    | 0                      | 0            | 29,492,722    |
| Less: accumulated depreciation         | (250,035)          | (218,110)          | (61,750)            | (1,360,145)  | (724,442)    | (507,191)      | (91,188)         | (18,000)   | (3,993,352)      | (1,747,354)  | (1,457,151)       | (3,106,605)        | 0                    | 0                      | 0            | (13,535,303)  |
| Total                                  | 971,217            | 88,700             | 113,250             | 1,592,578    | 965,535      | 851,475        | 207,011          | 278,300    | 2,733,771        | 1,658,549    | 1,227,523         | 5,289,490          | 0                    | 0                      | 0            | 15,957,419    |
| Other Assets                           |                    |                    |                     |              |              |                |                  |            |                  |              |                   |                    |                      |                        |              |               |
| Investments                            | 4,330,113          | 0                  | 0                   | 0            | 0            | 0              | 0                | 0          | 0                | 0            | 0                 | 0                  | 0                    | 0                      | 0            | 4,330,113     |
| Replacement reserve                    | 71,750             | 66,802             | 31,752              | 201,353      | 139,063      | 38,010         | 0                | 4,102      | 179,198          | 115,354      | 65,468            | 330,322            | 0                    | 0                      | 0            | 1,243,174     |
| Operating reserve                      | 0                  | 10,400             | 4,040               | 110,223      | 56,463       | 54,941         | 0                | 0          | 185,542          | 84,045       | 41,529            | 171,327            | 0                    | 0                      | 0            | 718,510       |
| Tax & insurance reserve                | 0                  | 0                  | 0                   | 0            | 0            | 0              | 0                | 0          | 0                | 35,924       | 30,296            | 0                  | 0                    | 0                      | 0            | 66,220        |
| Social Services reserve                | 0                  | 0                  | 0                   | 0            | 0            | 0              | 0                | 0          | 0                | 0            | 27,801            | 0                  | 0                    | 0                      | 0            | 27,801        |
| Funds held in trust                    | 3,015              | 0                  | 0                   | 0            | 0            | 0              | 0                | 0          | 0                | 0            | 0                 | 0                  | 28,077,307           | 0                      | 0            | 3,015         |
| Notes and interest receivable          | 0                  | 0                  | 0                   | 0            | 0            | 0              | 0                | 0          | 0                | 0            | 0                 | 0                  | 0                    | 0                      | 0            | 0             |
| Non-amortizable assets                 | 0                  | 0                  | 0                   | 0            | 0            | 0              | 0                | 0          | 58,000           | 33,433       | 34,241            | 58,400             | 0                    | 0                      | 0            | 194,074       |
| Investments in partnerships            | 495,439            | 0                  | 0                   | 0            | 0            | 0              | 0                | 0          | 0                | 0            | 0                 | 0                  | 390,342              | (390,342)              | 0            | 495,439       |
| Total Other Assets                     | 4,900,317          | 77,202             | 35,792              | 311,576      | 195,526      | 92,951         | 0                | 4,102      | 422,740          | 288,756      | 171,534           | 587,850            | 29,077,307           | 390,342                | (390,342)    | 36,145,653    |
| Total Assets                           | \$ 10,173,247      | \$ 187,310         | \$ 161,729          | \$ 1,987,713 | \$ 1,231,061 | \$ 1,057,675   | \$ 314,265       | \$ 285,072 | \$ 3,578,204     | \$ 1,953,323 | \$ 1,414,398      | \$ 5,952,193       | \$ 35,470,158        | \$ 390,342             | \$ (390,342) | \$ 63,776,348 |
| Liabilities and Net Assets             |                    |                    |                     |              |              |                |                  |            |                  |              |                   |                    |                      |                        |              |               |
| Current Liabilities                    |                    |                    |                     |              |              |                |                  |            |                  |              |                   |                    |                      |                        |              |               |
| Current portion - long term debt       | \$ 19,295          | \$ 0               | \$ 0                | \$ 6,714     | \$ 10,273    | \$ 7,764       | \$ 0             | \$ 3,315   | \$ 38,506        | \$ 21,148    | \$ 15,477         | \$ 39,257          | \$ 0                 | \$ 0                   | \$ 0         | \$ 161,749    |
| Accounts payable & accrued liabilities | 148,695            | 78                 | 0                   | 26,953       | 2,362        | 1,733          | 464              | 28         | 18,172           | 14,225       | 5,625             | 24,221             | 0                    | 0                      | 0            | 242,446       |
| Mortgage interest payable              | 0                  | 0                  | 0                   | 0            | 0            | 0              | 0                | 0          | 501              | 4,813        | 3,444             | 4,477              | 0                    | 0                      | 0            | 13,235        |
| Security deposits payable              | 0                  | 0                  | 0                   | 15,173       | 15,424       | 11,149         | 0                | 1,952      | 39,211           | 19,486       | 14,329            | 27,695             | 0                    | 0                      | 0            | 144,419       |
| Due to/from                            | (97,273)           | 25,000             | 0                   | 2,000        | 3,396        | 2,207          | 0                | 64,700     | (76,268)         | 0            | 0                 | 0                  | 0                    | 76,268                 | 0            | 0             |
| Total Current Liabilities              | 70,707             | 25,078             | 0                   | 50,840       | 31,425       | 22,853         | 464              | 69,985     | 20,122           | 59,672       | 38,775            | 95,650             | 0                    | 76,268                 | 0            | 581,849       |
| Long-Term Liabilities                  |                    |                    |                     |              |              |                |                  |            |                  |              |                   |                    |                      |                        |              |               |
| Mortgage payable - long-term portion   | 507,863            | 0                  | 0                   | 393,286      | 631,797      | 330,236        | 0                | 164,925    | 145,286          | 824,375      | 589,151           | 750,167            | 0                    | 0                      | 0            | 4,337,086     |
| Note payable                           | 465,200            | 181,559            | 213,790             | 2,047,254    | 671,195      | 854,695        | 0                | 52,600     | 2,205,386        | 1,427,047    | 1,051,566         | 3,976,819          | 0                    | 0                      | 0            | 13,147,111    |
| Deferred Revenue                       | 100,000            | 0                  | 0                   | 0            | 0            | 0              | 0                | 0          | 0                | 0            | 0                 | 0                  | 0                    | 0                      | 0            | 100,000       |
| Funds held in trust                    | 0                  | 0                  | 0                   | 4            | 79           | 421            | 0                | 0          | 136              | 430          | 2,089             | 112                | 0                    | 0                      | 0            | 3,271         |
| Interest payable                       | 3,078              | 0                  | 0                   | 0            | 0            | 0              | 0                | 0          | 0                | 0            | 0                 | 0                  | 0                    | 0                      | 0            | 3,078         |
| Total Long-Term Liabilities            | 1,076,141          | 181,559            | 213,790             | 3,569,402    | 1,770,182    | 1,707,873      | 0                | 217,525    | 3,791,069        | 3,332,162    | 1,801,799         | 6,737,232          | 0                    | 0                      | 0            | 24,398,734    |
| Total Liabilities                      | 1,146,848          | 206,637            | 213,790             | 3,620,242    | 1,801,607    | 1,730,726      | 464              | 287,520    | 3,811,191        | 3,391,834    | 1,840,574         | 6,832,882          | 0                    | 76,268                 | 0            | 24,980,583    |
| Net Assets (Deficit)                   |                    |                    |                     |              |              |                |                  |            |                  |              |                   |                    |                      |                        |              |               |
| Without donor restrictions             | 9,026,399          | (19,327)           | (52,081)            | (1,632,529)  | (570,546)    | (673,051)      | 313,801          | (2,448)    | (232,987)        | (1,438,511)  | (426,176)         | (870,689)          | 35,470,158           | 314,074                | (390,342)    | 36,815,765    |
| With donor restrictions                | 0                  | 0                  | 0                   | 0            | 0            | 0              | 0                | 0          | 0                | 0            | 0                 | 0                  | 0                    | 0                      | 0            | 0             |
| Total net assets (deficit)             | 9,026,399          | (19,327)           | (52,081)            | (1,632,529)  | (570,546)    | (673,051)      | 313,801          | (2,448)    | (232,987)        | (1,438,511)  | (426,176)         | (870,689)          | 35,470,158           | 314,074                | (390,342)    | 36,815,765    |
| Total Liabilities and Net Assets       | \$ 10,173,247      | \$ 187,310         | \$ 161,729          | \$ 1,987,713 | \$ 1,231,061 | \$ 1,057,675   | \$ 314,265       | \$ 285,072 | \$ 3,578,204     | \$ 1,953,323 | \$ 1,414,398      | \$ 5,952,193       | \$ 35,470,158        | \$ 390,342             | \$ (390,342) | \$ 63,776,348 |

NAPA VALLEY COMMUNITY HOUSING  
SCHEDULES OF INCOME AND EXPENSE  
FOR THE YEAR ENDED JUNE 30, 2020

| Revenue                       | General<br>Operations | Madison<br>Group<br>Home | Parkwood<br>Group<br>Home | Whistle<br>Stop | Oran<br>Court | Villa de<br>Adobe | Von Brandt<br>House | Lands<br>Way | Maycamas<br>Village | Pecan<br>Court | Schoolhouse<br>Court | Napa<br>Magnolia<br>Park | Napa Park<br>Homes, Inc. | Pecan<br>Schoolhouse<br>Inc. | Eliminations | Total        |
|-------------------------------|-----------------------|--------------------------|---------------------------|-----------------|---------------|-------------------|---------------------|--------------|---------------------|----------------|----------------------|--------------------------|--------------------------|------------------------------|--------------|--------------|
| Contributions/Grants          | \$ 139,455            | \$ 0                     | \$ 0                      | \$ 0            | \$ 0          | \$ 0              | \$ 0                | \$ 0         | \$ 0                | \$ 0           | \$ 0                 | \$ 0                     | \$ 0                     | \$ 0                         | \$ 0         | \$ 139,455   |
| Contract Revenue              | 90,000                | 0                        | 0                         | 0               | 0             | 0                 | 0                   | 0            | 0                   | 0              | 0                    | 0                        | 0                        | 0                            | 0            | 90,000       |
| Rental Income                 | 0                     | 21,012                   | 20,750                    | 211,263         | 0             | 166,287           | 0                   | 19,332       | 678,732             | 318,956        | 227,366              | 201,420                  | 0                        | 0                            | 0            | 2,097,328    |
| Property management contracts | 439,136               | 0                        | 0                         | 0               | 0             | 0                 | 0                   | 0            | 0                   | 0              | 0                    | 0                        | 0                        | 0                            | 0            | 303,649      |
| Asset management fees         | 130,039               | 0                        | 0                         | 0               | 0             | 0                 | 0                   | 0            | 0                   | 0              | 0                    | 0                        | 0                        | 0                            | 0            | 135,489      |
| Developer fees                | 1,156,677             | 0                        | 0                         | 0               | 0             | 0                 | 0                   | 0            | 0                   | 0              | 0                    | 0                        | 0                        | 0                            | 0            | 75,545       |
| Sale of Property (net)        | 0                     | 0                        | 0                         | 0               | 0             | 0                 | 0                   | 0            | 0                   | 0              | 0                    | 0                        | 0                        | 0                            | 0            | 1,156,877    |
| Forgiveness of Debt           | 143,441               | 0                        | 0                         | 0               | 0             | 0                 | 0                   | 0            | 0                   | 0              | 0                    | 0                        | 0                        | 0                            | 0            | 0            |
| Miscellaneous fees            | 313,536               | 40                       | 19                        | 10,282          | 208           | 8,201             | 68,146              | 365          | 12,709              | 6,327          | 543                  | 5,126                    | 906,213                  | 0                            | (19,468)     | 233,892      |
| Interest Income               | 0                     | 0                        | 0                         | 218             | 146           | 55                | 1,121               | 2            | 406                 | 1,962          | 1,420                | 211                      | 0                        | 0                            | 0            | 1,225,369    |
| Total Income                  | 2,412,466             | 21,052                   | 20,769                    | 221,773         | 232,564       | 172,543           | 69,269              | 19,699       | 691,847             | 327,265        | 229,329              | 206,757                  | 906,213                  | 0                            | (209,451)    | 5,322,115    |
| Project expenses              | 0                     | 2,616                    | 3,960                     | 14,076          | 10,764        | 9,216             | 0                   | 720          | 47,796              | 19,725         | 13,104               | 13,572                   | 0                        | 0                            | (135,489)    | 0            |
| Management fees               | 0                     | 0                        | 0                         | 0               | 0             | 0                 | 0                   | 0            | 0                   | 0              | 0                    | 0                        | 0                        | 0                            | 0            | 0            |
| Administration                | 33,975                | 406                      | 406                       | 1,196           | 1,098         | 963               | 189                 | 0            | 9,118               | 4,466          | 2,477                | 3,192                    | 0                        | 0                            | 0            | 57,466       |
| Office supplies/software      | 0                     | 0                        | 0                         | 0               | 0             | 0                 | 0                   | 0            | 0                   | 0              | 0                    | 0                        | 0                        | 0                            | 0            | 0            |
| Office rent                   | 7,562                 | 0                        | 0                         | 0               | 0             | 0                 | 0                   | 0            | 0                   | 0              | 0                    | 0                        | 0                        | 0                            | 0            | 8,154        |
| Training                      | 16,033                | 0                        | 0                         | 252             | 193           | 178               | 1,457               | 0            | 0                   | 326            | 242                  | 24                       | 0                        | 0                            | 0            | 18,113       |
| Printing, copying & postage   | 7,727                 | 0                        | 0                         | 196             | 2,320         | 460               | 0                   | 0            | 5,817               | 0              | 0                    | 0                        | 0                        | 0                            | 0            | 16,510       |
| Dues & conferences            | 536                   | 0                        | 0                         | 0               | 0             | 0                 | 0                   | 0            | 0                   | 0              | 0                    | 0                        | 0                        | 0                            | 0            | 536          |
| Board of directors expense    | 0                     | 0                        | 0                         | 0               | 0             | 0                 | 0                   | 0            | 0                   | 0              | 0                    | 0                        | 0                        | 0                            | 0            | 0            |
| Equipment                     | 0                     | 0                        | 0                         | 0               | 0             | 0                 | 0                   | 0            | 0                   | 0              | 0                    | 0                        | 0                        | 0                            | 0            | 0            |
| Telephone                     | 11,839                | 7                        | 7                         | 3,410           | 1,773         | 4,810             | 3,736               | 0            | 6,862               | 6,080          | 1,880                | 30                       | 0                        | 0                            | 0            | 40,454       |
| Miscellaneous                 | 846                   | 24                       | 24                        | 60              | 58            | 48                | 301                 | 104          | 48                  | 36             | 36                   | 0                        | 20                       | 0                            | 0            | 1,304        |
| Travel                        | 1,321                 | 0                        | 0                         | 97              | 0             | 43                | 301                 | 0            | 301                 | 102            | 0                    | 292                      | 0                        | 0                            | 0            | 2,457        |
| Consulting                    | 42,106                | 0                        | 0                         | 0               | 0             | 0                 | 0                   | 0            | 0                   | 0              | 0                    | 3,577                    | 0                        | 0                            | 0            | 45,685       |
| Bookkeeping                   | 0                     | 1,656                    | 1,656                     | 1,938           | 2,340         | 1,368             | 0                   | 0            | 5,814               | 2,850          | 1,596                | 250                      | 0                        | 0                            | (19,468)     | 0            |
| Audit                         | 5,040                 | 700                      | 980                       | 3,020           | 2,380         | 1,680             | 0                   | 200          | 7,500               | 7,500          | 7,567                | 5,153                    | 6,000                    | 0                            | 0            | 47,720       |
| Legal                         | 106,482               | 0                        | 0                         | 100             | 100           | 100               | 0                   | 0            | 1,007               | 57             | 157                  | 24                       | 0                        | 0                            | 0            | 108,027      |
| Advertising                   | 3,488                 | 0                        | 0                         | 348             | 64            | 412               | 0                   | 128          | 541                 | 140            | 181                  | 1,825                    | 0                        | 0                            | 0            | 7,147        |
| Bad debt                      | 0                     | 0                        | 0                         | 244             | 0             | 0                 | 0                   | 0            | 0                   | 0              | 0                    | 0                        | 0                        | 0                            | 0            | 244          |
| Grant expenses                | 31,381                | 0                        | 0                         | 0               | 0             | 0                 | 0                   | 0            | 0                   | 0              | 0                    | 0                        | 0                        | 0                            | 0            | 31,381       |
| Contributions                 | 0                     | 0                        | 0                         | 0               | 0             | 0                 | 0                   | 0            | 0                   | 0              | 0                    | 0                        | 0                        | 0                            | 0            | 0            |
| Resident services             | 38                    | 0                        | 0                         | 1,726           | 14,656        | 0                 | 1,520               | 0            | 40,286              | 0              | 0                    | 3,778                    | 0                        | 0                            | 0            | 62,004       |
| Total Administration          | 268,376               | 2,763                    | 3,073                     | 12,577          | 25,002        | 10,062            | 7,203               | 432          | 77,314              | 21,557         | 14,136               | 18,145                   | 6,020                    | 0                            | (19,468)     | 447,222      |
| Salaries and benefits         | 0                     | 522                      | 522                       | 8,992           | 6,792         | 6,612             | 0                   | 62           | 29,451              | 13,637         | 7,422                | 7,189                    | 0                        | 0                            | 0            | 81,201       |
| Maintenance labor & benefits  | 0                     | 0                        | 0                         | 1,860           | 1,500         | 400               | 0                   | 0            | 20,202              | 18,108         | 2,400                | 8,826                    | 0                        | 0                            | 0            | 53,296       |
| Managers unit                 | 1,291,513             | 0                        | 0                         | 0               | 0             | 0                 | 0                   | 0            | 0                   | 0              | 0                    | 0                        | 0                        | 0                            | 0            | 1,291,513    |
| General payroll & benefits    | 0                     | 5,517                    | 5,517                     | 21,868          | 14,808        | 20,972            | 57,829              | 1,439        | 74,703              | 47,128         | 18,599               | 24,929                   | 0                        | 0                            | 0            | 293,309      |
| Manager labor & benefits      | 0                     | 0                        | 0                         | 0               | 0             | 0                 | 0                   | 0            | 0                   | 0              | 0                    | 0                        | 0                        | 0                            | 0            | 0            |
| Total Salaries and Benefits   | \$ 1,291,513          | \$ 6,039                 | \$ 6,039                  | \$ 32,720       | \$ 23,100     | \$ 27,984         | \$ 57,829           | \$ 1,501     | \$ 124,366          | \$ 76,873      | \$ 28,421            | \$ 40,944                | \$ 0                     | \$ 0                         | \$ 0         | \$ 1,719,319 |

See notes to financial statements

NAPA VALLEY COMMUNITY HOUSING  
SCHEDULES OF INCOME AND EXPENSE  
FOR THE YEAR ENDED JUNE 30, 2020

|                                             | General<br>Operations | Madison<br>Group<br>Home | Parkwood<br>Group<br>Home | Whistle<br>Stop     | Oran<br>Court      | Villa de<br>Adobe  | Von Brandt<br>House | Lands<br>Way      | Mayacamas<br>Village | Pecan<br>Court      | Schoolhouse<br>Court | Napa<br>Magnolia<br>Park | Napa Park<br>Homes, Inc. | Pecan<br>Schoolhouse<br>Inc. | Eliminations        | Total               |
|---------------------------------------------|-----------------------|--------------------------|---------------------------|---------------------|--------------------|--------------------|---------------------|-------------------|----------------------|---------------------|----------------------|--------------------------|--------------------------|------------------------------|---------------------|---------------------|
| <b>Maintenance</b>                          |                       |                          |                           |                     |                    |                    |                     |                   |                      |                     |                      |                          |                          |                              |                     |                     |
| Trash removal                               | 704                   | 0                        | 0                         | 13,466              | 18,748             | 12,508             | 380                 | 0                 | 56,984               | 16,245              | 5,882                | 14,455                   | 0                        | 0                            | 0                   | 139,382             |
| Exterminating, Janitorial, Cleaning         | 6,535                 | 0                        | 0                         | 4,939               | 1,788              | 4,350              | 2,342               | 0                 | 19,190               | 3,246               | 3,857                | 4,167                    | 0                        | 0                            | 0                   | 50,414              |
| Grounds contract                            | 5,604                 | 0                        | 0                         | 6,017               | 5,457              | 2,130              | 0                   | 0                 | 6,308                | 6,534               | 7,988                | 7,482                    | 0                        | 0                            | 0                   | 47,500              |
| Repairs material                            | 1,767                 | 155                      | 110                       | 4,815               | 2,724              | 6,268              | 233                 | 0                 | 13,834               | 6,581               | 4,093                | 4,292                    | 0                        | 0                            | 0                   | 44,852              |
| Security                                    | 0                     | 20                       | 20                        | 3,718               | 136                | 302                | 991                 | 0                 | 15,198               | 2,056               | 1,820                | 4,377                    | 0                        | 0                            | 0                   | 28,638              |
| Vehicle maintenance                         | 50,936                | 0                        | 70                        | 1,667               | 1,275              | 1,173              | 0                   | 0                 | 4,540                | 1,600               | 1,985                | 1,268                    | 0                        | 0                            | 0                   | 64,584              |
| Repairs contract                            | 3,069                 | 350                      | 7,850                     | 18,005              | 17,985             | 10,237             | 480                 | 275               | 37,852               | 15,344              | 61,133               | 4,101                    | 0                        | 0                            | 0                   | 178,727             |
| Painting & decorating                       | 0                     | 75                       | 0                         | 5,384               | 3,863              | 4,307              | 0                   | 0                 | 16,791               | 5,866               | 3,782                | 4,469                    | 0                        | 0                            | 0                   | 44,587              |
| <b>Total Maintenance</b>                    | <b>68,645</b>         | <b>870</b>               | <b>8,050</b>              | <b>58,041</b>       | <b>51,976</b>      | <b>41,275</b>      | <b>4,436</b>        | <b>275</b>        | <b>170,697</b>       | <b>57,482</b>       | <b>90,500</b>        | <b>44,531</b>            | <b>0</b>                 | <b>0</b>                     | <b>0</b>            | <b>595,678</b>      |
| <b>Utilities</b>                            |                       |                          |                           |                     |                    |                    |                     |                   |                      |                     |                      |                          |                          |                              |                     |                     |
| Electricity & Gas                           | 10,669                | 0                        | 0                         | 4,119               | 542                | 9,223              | 1,146               | 0                 | 9,312                | 4,552               | 332                  | 2,552                    | 0                        | 0                            | 0                   | 42,147              |
| Water & Sewer                               | 4,075                 | 511                      | 511                       | 14,367              | 12,420             | 9,144              | 1,730               | 387               | 57,057               | 19,976              | 19,947               | 5,396                    | 0                        | 0                            | 0                   | 146,523             |
| Laundry                                     | 0                     | 0                        | 0                         | 0                   | 0                  | 0                  | 0                   | 0                 | 0                    | 0                   | 0                    | 0                        | 0                        | 0                            | 0                   | 0                   |
| <b>Total Utilities</b>                      | <b>14,744</b>         | <b>511</b>               | <b>511</b>                | <b>18,486</b>       | <b>12,962</b>      | <b>18,367</b>      | <b>2,878</b>        | <b>387</b>        | <b>66,369</b>        | <b>24,528</b>       | <b>20,279</b>        | <b>10,650</b>            | <b>0</b>                 | <b>0</b>                     | <b>0</b>            | <b>190,670</b>      |
| <b>Insurance &amp; Property Taxes</b>       |                       |                          |                           |                     |                    |                    |                     |                   |                      |                     |                      |                          |                          |                              |                     |                     |
| Property & liability insurance              | 37,909                | 4,567                    | 2,397                     | 38,198              | 24,654             | 14,040             | 3,178               | 1,830             | 19,481               | 33,314              | 30,531               | 10,257                   | 0                        | 0                            | 0                   | 220,356             |
| Other Taxes, Licenses & Permits             | 4,114                 | 0                        | 0                         | 0                   | 0                  | 0                  | 0                   | 92                | 800                  | 825                 | 733                  | 400                      | 875                      | 0                            | 0                   | 7,839               |
| Property taxes                              | 608                   | 40                       | 40                        | 2,562               | 3,470              | 1,310              | 885                 | 3,460             | 2,973                | 191                 | 33                   | 0                        | 0                        | 0                            | 0                   | 15,623              |
| <b>Total Insurance &amp; Property Taxes</b> | <b>42,632</b>         | <b>4,607</b>             | <b>2,437</b>              | <b>40,760</b>       | <b>28,124</b>      | <b>15,350</b>      | <b>4,073</b>        | <b>5,402</b>      | <b>23,254</b>        | <b>34,330</b>       | <b>31,297</b>        | <b>10,657</b>            | <b>875</b>               | <b>0</b>                     | <b>0</b>            | <b>243,818</b>      |
| <b>Total project expenses</b>               | <b>\$ 1,685,910</b>   | <b>\$ 17,236</b>         | <b>\$ 24,070</b>          | <b>\$ 176,680</b>   | <b>\$ 151,928</b>  | <b>\$ 122,254</b>  | <b>\$ 76,417</b>    | <b>\$ 8,717</b>   | <b>\$ 506,726</b>    | <b>\$ 236,495</b>   | <b>\$ 197,737</b>    | <b>\$ 138,599</b>        | <b>\$ 8,865</b>          | <b>\$ 0</b>                  | <b>\$ (154,957)</b> | <b>\$ 3,197,707</b> |
| <b>Other expenses:</b>                      |                       |                          |                           |                     |                    |                    |                     |                   |                      |                     |                      |                          |                          |                              |                     |                     |
| Interest expense                            | 24,336                | 0                        | 0                         | 80,106              | 54,499             | 48,119             | 0                   | 8,797             | 76,984               | 107,754             | 52,860               | 89,726                   | 0                        | 0                            | 0                   | 543,181             |
| Mortgage & notes                            | 446                   | 0                        | 0                         | 8,883               | 16,332             | 3,690              | 0                   | 269               | 1,384                | 1,035               | 858                  | 3,276                    | 0                        | 0                            | 0                   | 38,192              |
| Interest - financing costs                  | 0                     | 0                        | 0                         | 2,000               | 1,872              | 1,728              | 0                   | 0                 | 10,000               | 12,000              | 12,000               | 14,894                   | 0                        | 0                            | (54,494)            | 0                   |
| Asset management fee                        | 88,900                | 0                        | 0                         | 0                   | 0                  | 0                  | 0                   | 0                 | 0                    | 0                   | 0                    | 0                        | 0                        | 0                            | 0                   | 88,900              |
| K-1 losses                                  | 0                     | 0                        | 0                         | 0                   | 0                  | 0                  | 0                   | 0                 | 0                    | 0                   | 0                    | 0                        | 0                        | 0                            | 0                   | 0                   |
| Project costs                               | 0                     | 0                        | 0                         | 0                   | 0                  | 0                  | 0                   | 0                 | 0                    | 0                   | 0                    | 729,328                  | 0                        | 0                            | 0                   | 729,328             |
| Depreciation                                | 34,478                | 3,225                    | 2,375                     | 69,172              | 35,355             | 26,233             | 4,316               | 8,000             | 123,760              | 72,708              | 56,955               | 101,622                  | 0                        | 0                            | 0                   | 535,287             |
| <b>Total Other expenses</b>                 | <b>148,158</b>        | <b>3,225</b>             | <b>2,375</b>              | <b>160,171</b>      | <b>110,058</b>     | <b>79,770</b>      | <b>4,316</b>        | <b>15,066</b>     | <b>212,138</b>       | <b>193,587</b>      | <b>122,673</b>       | <b>938,847</b>           | <b>0</b>                 | <b>0</b>                     | <b>(54,494)</b>     | <b>1,935,890</b>    |
| <b>Net Income (Loss)</b>                    | <b>\$ 578,418</b>     | <b>\$ 591</b>            | <b>\$ (5,676)</b>         | <b>\$ (115,078)</b> | <b>\$ (29,422)</b> | <b>\$ (29,481)</b> | <b>\$ (11,464)</b>  | <b>\$ (4,064)</b> | <b>\$ (30,017)</b>   | <b>\$ (102,817)</b> | <b>\$ (91,081)</b>   | <b>\$ (870,689)</b>      | <b>\$ 899,316</b>        | <b>\$ 0</b>                  | <b>\$ 0</b>         | <b>\$ 188,516</b>   |

See notes to financial statements  
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**NAPA VALLEY COMMUNITY HOUSING  
SCHEDULE OF SURPLUS CASH BY COST CENTER  
FOR THE YEAR ENDED JUNE 30, 2020**

|                                      | Parkwood<br>Group<br>Home | Whistle<br>Stop   | Oran<br>Court    | Villa de<br>Adobe |
|--------------------------------------|---------------------------|-------------------|------------------|-------------------|
| Net Income (Loss)                    | \$ (5,676)                | \$ (115,078)      | \$ (29,422)      | \$ (29,481)       |
| Addback:                             |                           |                   |                  |                   |
| Depreciation                         | 2,375                     | 69,172            | 35,355           | 26,233            |
| Interest - financing costs           | 0                         | 8,893             | 18,332           | 3,690             |
| Loan Fees                            |                           | (8,092)           | (12,705)         | (2,889)           |
| Deferred interest                    | 0                         | 57,729            | 22,136           | 27,798            |
| Asset management fees                | 0                         | 2,000             | 1,872            | 1,728             |
| Withdrawals from reserves            | 0                         | 0                 | 0                | 0                 |
| Less:                                |                           |                   |                  |                   |
| Principal payments on mortgage       | 0                         | (9,231)           | (10,317)         | (11,133)          |
| Deposits to reserves:                |                           |                   |                  |                   |
| Replacement reserve                  | (1,200)                   | (10,044)          | (6,000)          | (2,460)           |
| Operating reserve                    | (477)                     | (5,135)           | (4,636)          | (3,578)           |
| Operating subsidy & interest         | 0                         | 0                 | 0                | 0                 |
| Security deposit interest            | 0                         | (7)               | (8)              | (5)               |
| Interest earned on reserves          | (18)                      | (164)             | (137)            | (19)              |
| Reserve draws                        | 0                         | 0                 | 0                | 0                 |
| Surplus cash for distribution        | \$ <u>(4,996)</u>         | \$ <u>(9,957)</u> | \$ <u>14,470</u> | \$ <u>9,884</u>   |
| Disposition of surplus cash:         |                           |                   |                  |                   |
| Asset management fees                | 0                         | 0                 | 1,872            | 1,728             |
| Repayment of intercompany payable    | 0                         | 0                 | 0                | 0                 |
| Payments on City HOME loan, interest | 0                         | 0                 | 0                | 0                 |
| Payments on County loan, interest    | 0                         | 0                 | 0                | 0                 |
| Payments on City loan, interest      | 0                         | 0                 | 0                | 0                 |
| Payments on debt, principal          | 0                         | 0                 | 0                | 0                 |
|                                      | \$ <u>0</u>               | \$ <u>0</u>       | \$ <u>1,872</u>  | \$ <u>1,728</u>   |

See notes to financial statements

**NAPA VALLEY COMMUNITY HOUSING  
SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS  
FOR THE YEAR ENDED JUNE 30, 2020**

| <b>Grantor</b>                                                                 | <b>Federal<br/>CFDA<br/>Number</b> | <b>Pass-Through<br/>Number</b> | <b>Authorized<br/>Expenditures</b> |
|--------------------------------------------------------------------------------|------------------------------------|--------------------------------|------------------------------------|
| <u>U.S. Department Housing &amp; Urban Development</u>                         |                                    |                                |                                    |
| <u>Passthrough</u><br>Housing Authority City of Napa                           |                                    |                                |                                    |
| <b>Loans made in prior years for which continuing compliance is required</b>   |                                    |                                |                                    |
| Home Investment Partnerships Program (HOME) Loan<br><i>Whistle Stop</i>        | 14.239                             | 98-HOME-0317                   | 939,529                            |
| Home Investment Partnerships Program (HOME) Loan<br><i>Villa de Adobe</i>      | 14.239                             | 99-HOME-0008                   | 150,695                            |
| <u>Passthrough</u><br>California Department of Housing & Community Development |                                    |                                |                                    |
| <u>Passthrough</u><br>Housing Authority City of Napa                           |                                    |                                |                                    |
| Community Development Block Grant (Loan)<br><i>Villa de Adobe Loan</i>         | 14.218                             | 99008-CDBG                     | 65,000                             |
| <b>Total U.S. Department Housing &amp; Urban Development</b>                   |                                    |                                | <u>1,155,224</u>                   |
| <b>TOTAL FEDERAL AWARDS</b>                                                    |                                    |                                | <u><u>\$1,155,224</u></u>          |

**Notes to Schedule of Federal Awards**

1. The accompanying schedule of Federal Awards includes the Federal Award activity of NVCH under programs of the Federal Government for the year ended June 30, 2020. The information in this schedule is presented in accordance with the requirements of Title 2 U.S. Code of Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance).

2. The accrual basis of accounting is used for expenditures.

3. HOME and CDBG loans (3) payable to the Housing Authority of the City of Napa totaling \$1,155,224, have continuing tenant eligibility and other compliance requirements, ongoing.

4. The Corporation has elected not to use the 10% de minimus indirect cost rate allowed under the Uniform Guidance.

**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**

To the Board of Directors of  
Napa Valley Community Housing (NVCH)  
Napa, California

I 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 NVCH (a nonprofit organization), which comprise the statement of financial position as of June 30, 2020, and the related statements of activities, and cash flows for the period then ended, and the related notes to the financial statements, and have issued my report thereon dated July 24, 2020.

Internal Control Over Financial Reporting

In planning and performing my audit of the financial statements, I considered the organization's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing my opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the organization's internal control. Accordingly, I do not express an opinion on the effectiveness of the organization'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 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 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.

My 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. Given these limitations, during my audit I did not identify any deficiencies in internal control that I consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the organizations's financial statements are free from material misstatement, I 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 my audit and, accordingly, I do not

express such an opinion. The results of my tests disclosed no instances of noncompliance 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 my testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the organization'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 organization's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

*Thomas Tomaszewski Certified Public Accountant*

El Dorado Hills, California  
July 24, 2020



**INDEPENDENT AUDITOR'S REPORT ON COMPLIANCE FOR EACH MAJOR  
PROGRAM AND INTERNAL CONTROL OVER COMPLIANCE  
REQUIRED BY THE UNIFORM GUIDANCE**

To the Board of Directors of  
Napa Valley Community Housing (NVCH)  
Napa, California

Report on Compliance for Each Major Federal Program

I have audited NVCH's compliance with the types of compliance requirements described in the U.S. Office of Management and Budget (OMB) Compliance Supplement that could have a direct and material effect on each of the organization's major federal programs for the year ended June 30, 2020. The Organization's major federal programs are identified in the summary of auditor's results section of the accompanying schedule of findings and questioned costs.

Management's Responsibility

Management is responsible for compliance with federal statutes, regulations, and the terms and conditions of its federal awards applicable to its federal programs.

Auditor's Responsibility

My responsibility is to express an opinion on compliance for each of the organization's major programs based on my audit of the types of compliance requirement referred to above. I conducted my audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in Government Auditing Standards issued by the Comptroller General of the United States, and the audit requirements of Title 2 U.S. Code of Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance). Those standards and the Uniform Guidance require that I plan and perform the audit to obtain reasonable assurance about whether non-compliance with the types of compliance requirements referred to above that could have a direct and material effect on a major federal program occurred. An audit includes examining, on a test basis evidence about the organization's compliance with those requirements and performing such other procedures as I considered necessary in the circumstances.

I believe that my audit provides a reasonable basis for my opinion on compliance for each major federal program. However, my audit does not provide a legal determination of the organization's compliance.

Opinion on Each Major Federal Program

In my opinion, the organization complied in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended June 30, 2020.

Report on Internal Control Over Compliance

Management of the organization is responsible for establishing and maintaining effective internal control over compliance with the types of compliance requirements referred to above. In planning and performing my audit of compliance, I considered the organization's internal control over compliance with the types of requirements that could have a direct and material effect on each major federal program to determine the auditing procedures that are appropriate in the circumstances for the purpose of expressing an opinion on compliance for each major federal program and to test and report on internal control over compliance in accordance with Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, I do not express an opinion on the effectiveness of the organization's internal control over compliance.

A deficiency in internal control over compliance exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal program on a timely basis. A material weakness in internal control over compliance is a deficiency, or combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented or detected and corrected on a timely basis. A significant deficiency in internal control over compliance is a deficiency, or combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program that is less severe than a material weakness in internal control over compliance; yet important enough to merit attention by those charged with governance.

My consideration of internal control over compliance was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies. I did not identify any deficiencies in internal control over compliance that I consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

The purpose of this report on internal control over compliance is solely to describe the scope of my testing of internal control over compliance and the results of that testing based on the requirements of Uniform Guidance. Accordingly, this report is not suitable for any other purpose.

*Thomas Tomazewski, Certified Public Accountant*

El Dorado Hills, California  
July 24, 2020

**Napa Valley Community Housing  
Schedule of Findings and Questioned Costs  
For the Fiscal Year Ended June 30, 2020**

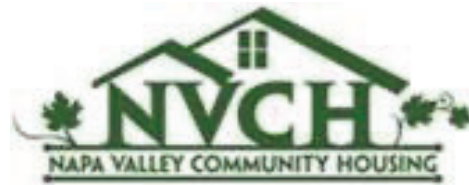
**A. Summary of Audit Results**

1. The auditor's report expresses an unmodified opinion on whether the financial statements of Napa Valley Community Housing were prepared in accordance with GAAP.
2. No material weaknesses were identified during the audit of the financial statements.
3. No instances of noncompliance material to the financial statements of Napa Valley Community Housing were disclosed during the audit.
4. No material weaknesses were identified during the audit of the major federal award programs.
5. The auditor's report on compliance for major federal award programs for Napa Valley Community Housing expresses an unmodified opinion.
6. Audit findings that are required to be reported in accordance with 2 CFR section 200.515(a) are reported in this Schedule.
7. The programs tested as major programs were:
 

|      |        |             |
|------|--------|-------------|
| HOME | 14.239 | \$1,090,224 |
| CDBG | 14.218 | \$ 65,000   |
8. The threshold for distinguishing Types A and B programs was \$750,000.
9. Napa Valley Community Housing was determined to be a low-risk auditee.

**B. Findings**

None



**City of St. Helena Nonprofit Grant Application  
Fiscal Year 2021-2022  
Disaster Relief Fund: Low Income Residents at Nonprofit Communities**

**Listing of Funding Received, Last 12 Months**

|                                           |           |
|-------------------------------------------|-----------|
| City of Napa CDBG                         | \$103,200 |
| Wells Fargo Foundation                    | \$ 20,000 |
| Bank of America Foundation                | \$ 10,000 |
| US Bank                                   | \$ 7,500  |
| Bank of The West                          | \$ 5,000  |
| Silicon Valley Bank                       | \$ 5,000  |
| California Coalition for Rural Housing #1 | \$ 10,834 |
| California Coalition for Rural Housing #2 | \$ 5,000  |





## City of St. Helena Nonprofit Funding Program Grant Application and Budget FY 2021/22

The annual "Non-Profit Funding Program" is designed to support local non-profit organizations directly serving the community and/or benefiting the City of St. Helena. Applicant programs, projects and services ("Project") must be consistent with the City's mission statement or support at least one of the City Council's three-year goals (see attached).

Please answer the following questions as they apply to your Project.

Applications must be received no later than **March 15, 2021 by 5:00 PM**. Late and incomplete applications will not be accepted.

### Organizational Overview

|                                                   |                                                                    |
|---------------------------------------------------|--------------------------------------------------------------------|
| Organization Name:                                | OLE Health                                                         |
| Organization Mailing Address:                     | 1141 Pear Tree Lane, Suite 100, Napa CA 94558                      |
| Organization Contact Person (Name/Title):         | Cynthia Trevino-Jimenez, OLE Health-UpValley Health Center Manager |
| Organization Contact Email:                       | cjimenez@olehealth.org                                             |
| Organization Contact Telephone:                   | 707-254-1774, ext. 3120                                            |
| Organization Website:                             | www.olehealth.org                                                  |
| Federal Tax ID Number and Status:                 | 23-7221695                                                         |
| How long has your organization been in operation? | 49 years                                                           |

Project Category:

- ☒ **Programmatic Grant** – Projects or programs which provide support services to the residents of the City of St. Helena.
- ☐ **Community Enrichment Grant** – Projects which promote or benefit the St. Helena community with arts, culture or education.

### Grant Request

|                         |                                       |
|-------------------------|---------------------------------------|
| Project Name:           | OLE Health Services                   |
| Address of Project:     | 1222 Pine Street, Suite A, St. Helena |
| Requested Grant Amount: | \$23,377                              |
| Matching Funds:         | \$3507                                |
| TOTAL Project Cost:     | \$26,884                              |

**Application Questions - Please answer the following questions on a separate sheet.**

1. Describe how your Project ties to the City's Goals, Mission/Vision Statement.
2. Describe your Project including objectives and goals and explain how you will meet these goals within the deadline of June 30, 2022. Please provide a timeline for your Project.
3. Describe the community support for your Project.
  - a. What organizations, neighborhood associations, non-profits, residents, etc. are also involved in the Project?
  - b. What roles are they playing and how collaborative is the Project?
  - c. What other support exists for your Project?
4. Describe who will benefit from this Project and estimate how many people this Project may impact.
5. If you have received funding from other Napa County government agencies in the past two years, provide level of funding and how funding from the City of St. Helena will specifically benefit St. Helena residents.

**Cost Estimate**

Include a high level description of all the program or project costs that will be paid for by City Funds. *If additional space is needed please attach a separate sheet.*

| Description                                                                                        | Amount |
|----------------------------------------------------------------------------------------------------|--------|
| Vaccine chest freezer for storing vaccines in SH and will maintain sale temp. 4 days without power | 2800   |
| Reduce barriers to medical access, nutrition 100x\$50, transp. 40 uberx\$25, gas 100x\$10          | 7000   |
| Patients' in-home monitoring devices-50 nebulizers, 500 digital thermometers, 200 oximeters        | 5925   |
| Patient monitoring/evaluating devices in the health center- Audiometer, ECG, PT INR, Hgb analyzer  | 6152   |
| Promoting healthy habits for SH patients- 500 water bottles, face masks, note/pen/pencil pouches   | 1500   |

**Total Grant Request \$23,377**

**Authorized Representative**

I represent that this Application Packet describes the intended use of the requested City Grant funds to complete the Project or Program identified above and the elements listed in the Project Budget. I declare under penalty of perjury, under the laws of the State of California, that the information contained in this Application Packet, including required attachments is accurate.

Print Name **Rose MacIsaac**

Signature

Title **Chief Financial & Administrative Office**

Date

**3/12/2021**

OLE Health FY 2021-2022 Nonprofit Grant Application

**1. Describe how your Project ties to the City's Goals, Mission/Vision Statement.**

The City's vision to have a family-friendly, diverse, and safe community, and particularly a community with a high quality of life are reflected in this project. Additionally, the City Council's 3-Year Goals, which include improving and maintaining safe and reliable City infrastructure with a commitment to environmental stewardship and public health ties directly to this project.

OLE Health believes a strong and healthy community depends on strong and health residents. OLE Health is a community health center that serves everyone no matter their ability to pay. OLE Health is the only federally qualified health center (FQHC) in Napa County. FQHCs are designed to address disparities in access to care. When people have a regular source of health care, they are more likely to have better health, fewer gaps in care, and lower costs. Recently, community health centers have been in the national and local news as we are playing an important role in testing for and vaccinating against COVID-19.

OLE has five locations in Napa Valley, including one in St. Helena, where 3,400 patients have made their medical home at OLE Health's location on Pine Street. OLE Health is a highly regarded, trusted community partner to those thousands of patients in St. Helena (SH) and is heavily relied upon by SH patients that do not have any other equal interactions with organizations to look for help.

OLE Health staff are culturally competent for residents that prefer the Spanish language (62% of SH patients prefer Spanish). Patients that are offered services with dignity and respect in a culturally competent manner are more likely to develop positive relationships with the providers and therefore keep scheduled appointments, receive preventive care to find chronic conditions early, resulting in improved health outcomes.

OLE Health in St. Helena offers a wide range of services for everyone from birth through every stage of life, including adult and pediatric medicine, immunizations, well child exams, women's health exams, perinatal care, diabetes testing and management, tuberculosis screening and treatment, immigration physicals, medical case management, behavioral health, nutrition education, and pharmacy assistance programs. OLE Health has dental services in Calistoga and Napa, where St. Helena patients may be seen for dental care.

**2. Describe your Project including objectives and goals and explain how you will meet these goals within the deadline of June 30, 2022. Please provide a timeline for your Project.**

The health center's overall goal is increase patient self-efficacy and satisfaction, improving clinical outcomes, health status, and quality of life. The project will strive to improve St. Helena patients' health by reducing barriers to receiving care; providing additional tools to evaluate patients' health inside the health center; offering tools to monitor health conditions in the patients' homes; and, promoting healthy habits.

This request includes four elements.

1.) *The purchase of a chest freezer to enable the health center to store vaccines, including COVID-19 vaccines.* There are many vaccines held for use at the health center. Some are stored

OLE Health FY 2021-2022 Nonprofit Grant Application

either frozen or refrigerated and stored in an appropriate freezer or refrigerator. Chest-like freezer units made with the technology to maintain temperatures in safe range without electricity for up to four days during power outages. In 2020, refrigerators made with the same technology helped OLE Health save thousands of refrigerated vaccines during the Glass fire, by keeping the vaccines in an appropriate temperature range for many days.

2.) *Support the patients' ability to adhere to their care plans by removing barriers.* Adherence to therapies is a primary determinant of treatment success. Failure to adherence is a serious problem which not only affects the patient but also the health care system. Patient Medication Adherence: Measures in Daily Practice. [www.ncbi.nlm.nih.gov/pmc/articles/PMC3191684](http://www.ncbi.nlm.nih.gov/pmc/articles/PMC3191684)  
This request proposes to offer St. Helena patients some basic assistance in special circumstances to reduce economic barriers to health, including the lack of nutrition and transportation needs to successfully keep their medical appointments.  
This objective will be carefully overseen by the OLE Health Controller.

Safeway or Visa cards for groceries will be judiciously offered to very low-income patients that are malnourished. The health center manager for St. Helena knows there are patients going without food; this is seriously dangerous for some patients. St. Helena health center has more than 300 patients with diabetes. When a pregnant patient, a diabetic patient, or a patient mending a critical wound tells the staff they are going without food due to loss of income the staff provides information on enrolling in Cal-Fresh or going to the food bank, but there are about 100 patients each year that cannot use these options.

Uber trip cards for about 40 SH patients without transportation and in need of specialty care, lab work, etc. The bus cannot be of much assistance to the SH patients living outside of the restricted bus route area and/or with several or severe physical limitations.

Gas vouchers of \$10 each to be used when low-income patients ask friends or relatives for a ride to appointments in Napa at OLE Health locations or with specialists. The estimate is for 100 patients that will not keep a specialist appointment in Napa due to financial restraints.

3.) *Improve the health of St. Helena patients by offering them expanded health monitoring assistance.*

a. *For patients to use at home: Nebulizers* for patients that need to inhale medication, such as for asthma; **digital thermometers** for measuring temperature of patients at home; **oximeters** to measure the oxygen level in blood for patients with cardio, pulmonary, lung cancer, asthma, and COVID-like symptoms.

b. *Improve patients' health with additional medical equipment used to evaluate patients' conditions in the health center.*

**Audiometer** to evaluate the hearing threshold of a person to determine the hearing threshold and to identify as well as quantify the degree of hearing loss of a person. From the results the appropriate referral for medical treatment or hearing aid fitting can be prescribed.

OLE Health FY 2021 -2022 Nonprofit Grant Application

**Electrocardiogram (ECG)** is a simple test used to check a patient's heart's rhythm and electrical activity. An ECG is often used alongside other tests to help diagnose and monitor conditions affecting the heart. It can be used to investigate symptoms of a possible heart problem, such as chest pain, palpitations, dizziness and shortness of breath.

**Prothrombin PT INR** machine is used for quantitative determination of prothrombin time from finger-stick whole blood. The monitoring device measures the time it takes an individual's blood to clot. A drop of blood is obtained by a finger-stick using a lancet. The drop of blood is placed on a test strip and analyzed by the device. INR monitors are designed to aid in the management of high-risk patients taking oral anticoagulants.

**Hgb analyzer** measures Hgb, a protein produced by your bone marrow and stored in red blood cells. It helps red blood cells transport oxygen from the lungs to the body through arteries. It also transports carbon dioxide (CO2) from the body back to the lungs through veins. Abnormally high or low Hgb can cause symptoms like exhaustion, dizziness, or shortness of breath indicating an underlying condition that needs to be diagnosed.

4.) *Promote healthy habits with practical give-away items for patients including:*

**Water bottles** with both the City of St Helena and OLE Health logos to promote the consumption of water with a catchy slogan like "more water to live better"

**Face masks** to give away to patients, which will benefit the community in general

**Pencil pouches** (with both logos), a pen, pencil, and little notebook where patients can make notes of their appointments, glucose level, blood pressure readings, etc.

**Timeline**

|                                   |              |                                                                                                                                                                            |
|-----------------------------------|--------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| July 1 – September 30, 2021       | Objective #1 | Purchase and install vaccine freezer                                                                                                                                       |
| July 1 – August 30, 2021          | Objective #2 | Health center manager works with the OLE Finance department to set up controlled system for purchase and distribution of gift cards for the most vulnerable patients       |
| September 1 – June 30, 2021       |              | Begin the activity with oversight by the Controller                                                                                                                        |
|                                   |              | Place orders for all funded monitoring devices                                                                                                                             |
| July 1, 2021 – September 30, 2021 | Objective #3 | Begin training staff to use and then begin utilizing the in-house equipment                                                                                                |
|                                   |              | Set up a controlled system for distribution of the in-home devices including tracking the patients and checking in on the patients' satisfaction and the devices' efficacy |
| December 1, 2021 – June 30, 2022  | Objective #4 | Place orders for promotional items and begin distribution during the holidays through the spring and early summer months                                                   |

OLE Health FY 2021-2022 Nonprofit Grant Application

**3. Describe the community support for your Project.**

**a. What organizations, neighborhood associations, non-profits, residents, etc. are also involved in the Project?** There are not any directly involved. UpValley Family Center provides guidance, support, and resources in the community and refers individuals and families to OLE Health's Calistoga and St. Helena Health Centers for primary and prevention healthcare services. The Rianda House is also a local partner agency that St. Helena Health Center staff refer senior citizens to for their programs, services, and resources needed to support independence and successful aging. OLE receives referrals from Rianda House of seniors in need of healthcare. St. Helena Unified School District is an important community partner, as they refer children to OLE's SH health center for Child Health Exams, vaccines, behavioral health, nutrition, TB tests, and more.

**b. What roles are they playing and how collaborative is the Project?** OLE has an MOU with UpValley Family Centers that explains our reciprocal agreement to refer clients/patients as appropriate to the other organization that can best serve the individual's needs. They are not directly involved in this request. Rianda House, St. Helena Unified School District and OLE Health are informal partners in regard to making referrals.

**c. What other support exists for your Project?** OLE Health has funding sources including Medi-Cal, Medicare, and patient fees to support most of the services provided. There is a gap in expenses and revenue, though, which necessitates the need to apply for funding assistance to all potential community partners. Approximately, 23% of patients are uninsured, and 76% have Medi-Cal, CHIP or Medicare. OLE has a sliding fee scale for patients with incomes under 200% of the federal poverty level. No one is ever turned away based on their ability to pay.

**4. Describe who will benefit from this Project and estimate how many people this Project may impact.** OLE Health provides primary care and prevention services for 3,400 individuals at the St. Helena health center on Pine Street. 31% of patients have circulatory and/or respiratory system disease; 62% of the patients prefer communicating in Spanish. Of the known income levels, 93% are under 200% of the federal poverty level. 11% are over 65 years of age, 33% are under 18 years, and 56% are 19 to 64 years old. The people most impacted by this project are agricultural workers, hospitality/service industry workers, unemployed parents, their children, and the older members of St. Helena.

**5. If you have received funding from other Napa County government agencies in the past two years, provide level of funding and how funding from the City of St. Helena will specifically benefit St. Helena residents.**

OLE Health has received Tobacco MSA funding from the county in the past two years. In FY 2019-2020, OLE was awarded \$119,834 for OLE's bilingual registered dietitian nutritionists providing nutrition support services to uninsured patients. In the current fiscal year, OLE received \$87,577 for converting in-person visits to telehealth, both telephone and video visits.

The Nonprofit Grant Program will benefit St. Helena residents with increased patient self-efficacy and satisfaction, improving clinical outcomes, health status, and quality of life. The



OLE Health FY 2021-2022 Nonprofit Grant Application

project will improve St. Helena patients' health by reducing barriers to receiving care; providing additional tools to evaluate patients' health inside the health center; and, by offering tools to monitor health conditions in the patients' homes. The benefits are especially critical for vulnerable patients with complex medical conditions. Many of OLE's low-income patients face multiple barriers of language, difficulty maintaining a healthful diet, and lack transportation which prevent them from receiving medical attention. Prolonged, undiagnosed conditions increase risk of causing their conditions to worsen and require hospitalization. Offering assistance to patients to reduce barriers to receive health care is a cost-effective approach to ensuring a strong and healthy community.

| OLE Health Request   |                              | 2021/2022       |
|----------------------|------------------------------|-----------------|
| Budget Justification |                              |                 |
|                      | Cost /Item                   |                 |
| Vaccine Freezer      |                              | \$2,800         |
| Nebulizers           | 50 x \$20                    | \$1,000         |
| Digital hermometers  | 500 x \$2.25                 | \$1,125         |
| Oximeters            | 200x \$19                    | \$3,800         |
| Audometer            |                              | \$913           |
| ECG machine          |                              | \$3,675         |
| PT INR machine       |                              | \$1,215         |
| Hgb analyzer         |                              | \$349           |
|                      |                              |                 |
| Gift cards           | Groceries 100x\$50           | \$5,000         |
|                      | Uber 40x\$25                 | \$1,000         |
|                      | Gas 100x \$10                | \$1,000         |
|                      |                              |                 |
| Promotional          | 500 x 3 items, approx \$1 ea | \$1,500         |
|                      |                              | \$23,377        |
|                      | tax&shipp 15%                | \$3,506.55      |
| <b>Total</b>         |                              | <b>\$26,884</b> |





Department of the Treasury  
Internal Revenue Service

P.O. Box 2508, Room 4010  
Cincinnati OH 45201

In reply refer to: 4051083720  
Nov. 17, 2016 LTR 4168C 0  
23-7221695 000000 00

00025231  
BDDC: TE



OLE HEALTH  
1100 TRANCAS ST STE 300  
NAPA CA 94558-2921

009525

Employer ID Number: 23-7221695  
Form 990 required: Yes

Dear Taxpayer:

This is in response to your request dated Oct. 26, 2016, regarding your tax-exempt status.

We issued you a determination letter in August 1973, recognizing you as tax-exempt under Internal Revenue Code (IRC) Section 501(c)(3).

Our records also indicate you're not a private foundation as defined under IRC Section 509(a) because you're described in IRC Sections 509(a)(1) and 170(b)(1)(A)(vi).

Donors can deduct contributions they make to you as provided in IRC Section 170. You're also qualified to receive tax deductible bequests, legacies, devises, transfers, or gifts under IRC Sections 2055, 2106, and 2522.

In the heading of this letter, we indicated whether you must file an annual information return. If a return is required, you must file Form 990, 990-EZ, 990-N, or 990-PF by the 15th day of the fifth month after the end of your annual accounting period. IRC Section 6033(j) provides that, if you don't file a required annual information return or notice for three consecutive years, your exempt status will be automatically revoked on the filing due date of the third required return or notice.

For tax forms, instructions, and publications, visit [www.irs.gov](http://www.irs.gov) or call 1-800-TAX-FORM (1-800-829-3676).

If you have questions, call 1-877-829-5500 between 8 a.m. and 5 p.m., local time, Monday through Friday (Alaska and Hawaii follow Pacific Time).



Department of the Treasury  
Internal Revenue Service  
Ogden, UT 84201-0038



125694.880562.445878.27022.1 AB 0.412 373  
OLE HEALTH  
1100 TRANCAS ST STE 300  
NAPA CA 94558-2921

125694

## We changed your mailing address

We updated our records for your mailing address.

We update our records anytime the address entered on a tax return is different from what we have in our records, or a Form 8822-B is received.

The address shown above is where we previously sent IRS notices and letters about your tax account. We will no longer mail notices and letters to that address. We also sent a confirmation notice to your new mailing address.

### What you need to do

Our update to your address may be for minor changes in words and abbreviations, such as using "Street" rather than "St." in your address. To avoid confusion, you or your tax preparer should always enter your correct mailing address in exactly the same way every time you file tax returns.

**If there should not be a change to your address,** call or write to us using the contact information at the top of this page. If you call, please review the most recent tax returns you filed for differences in addresses entered. For any written correspondence, include a copy of this notice. We can address concerns more quickly via telephone.

### Caution for employers regarding third-party payroll providers

If we find any issues with an account, we send a letter or notice to your address of record. We strongly caution any employer against changing the address of record to that of a payroll service provider or any other third party as it may significantly limit our ability to inform the employer of tax matters involving the business. The employer is ultimately responsible for depositing and paying all federal employment tax liabilities. For more information, visit [www.irs.gov](http://www.irs.gov) and search keywords, "Change of Address" or "Outsourcing Payroll Duties."

### Additional information

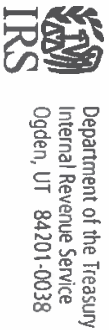
- Visit [www.irs.gov/cp148b](http://www.irs.gov/cp148b)
- For tax forms, instructions, and publications, visit [www.irs.gov/forms-pubs](http://www.irs.gov/forms-pubs) or call 800-TAX-FORM (800-829-3676).
- Keep this notice for your records.

If you need assistance, please don't hesitate to contact us.



|                    |                    |
|--------------------|--------------------|
| Notice             | CP148B             |
| Notice date        | December 23, 2019  |
| Employer ID number | XX-XXX1695         |
| To contact us      | Phone 800-829-0115 |

Page 1 of 1



125702, 880562, 445878, 27022, 1 AB 0, 412 373  
 1141 PEAR TREE LN STE 100  
 OLE HEALTH  
 NAPA CA 94558-6485



125702

## We changed your mailing address

We updated our records for your mailing address.

We update our records anytime the address entered on a tax return is different from what we have in our records, or a Form 8822-B is received.

The address shown above is where we will mail any IRS notice or letter about your tax account. We also sent a confirmation notice to your previous mailing address.

### What you need to do

Our update to your address may be for minor changes in words and abbreviations, such as using "Street" rather than "St." in your address. To avoid confusion, you or your tax preparer should always enter your correct mailing address in exactly the same way every time you file tax returns.

**If the mailing address for IRS notices and letters shown above is correct,** you do not need to do anything.

**If the mailing address shown above is incorrect,** call or write to us using the contact information at the top of this page. If you call, please review the most recent tax returns you filed for differences in addresses entered. For written correspondence, include a copy of this notice.

### Caution for employers regarding third-party payroll providers

If we find any issues with an account, we send a letter or notice to your address of record. We strongly caution any employer against changing the address of record to that of a payroll service provider or other third party as it may significantly limit our ability to inform the employer of tax matters involving the business. The employer is ultimately responsible for depositing and paying all federal employment tax liabilities. For more information, visit [www.irs.gov](http://www.irs.gov) and search keywords, "Change of Address" or "Outsourcing Payroll Duties."

### Additional information

- Visit [www.irs.gov/cp1484](http://www.irs.gov/cp1484)
  - For tax forms, instructions, and publications, visit [www.irs.gov/forms-pubs](http://www.irs.gov/forms-pubs) or call 800-TAX-FORM (800-829-3676).
  - Keep this notice for your records.
- If you need assistance, please don't hesitate to contact us.



|                    |                    |
|--------------------|--------------------|
| Notice             | CP 148A            |
| Notice date        | December 23, 2019  |
| Employer ID number | XX-XXX1695         |
| To contact us      | Phone 800 829-0115 |

Page 1 of 1

**OLE Health & OLE Health Foundation Combined  
FY 20-21 Budget**

| <b>Client Revenue</b>                     | <b>Combined</b>       |
|-------------------------------------------|-----------------------|
| CHDP                                      | 1,796,797             |
| Family Pact                               | 292,475               |
| Medi-Cal                                  | 3,708,350             |
| Medi-Cal Managed Care                     | 10,928,274            |
| Medicare                                  | 2,638,697             |
| Private Insurance & Other                 | 633,339               |
| Sliding Fee                               | 730,398               |
| Net Client Revenue                        | <u>20,728,329</u>     |
| <b>Expenses</b>                           |                       |
| Total Compensation                        | 26,705,070            |
| Other Operating Expenses                  | 14,891,023            |
| Total Operating & Administrative Expenses | <u>41,596,093</u>     |
| Net Uncompensated Care                    | <u>(20,867,764)</u>   |
| <b>Grants &amp; Other Revenue</b>         |                       |
| Contributions & Other Income              | 1,036,000             |
| Donation of Facilities                    | 758,305               |
| Fundraising                               | 1,800,000             |
| 340B Revenue                              | 5,475,161             |
| Grant/Contract Revenue                    | 6,664,322             |
| PHC and DTI QIP                           | 1,399,000             |
| Investment Income                         | 150,000               |
| Total Grants & Other Revenue              | <u>17,282,788</u>     |
| Net Operating Income/(Loss)               | <u>(3,584,976)</u>    |
| One Time Non-Op Revenue                   | 3,689,854             |
| <b>Net Excess/(Deficiency)</b>            | <u><u>104,878</u></u> |

*Note: Health Center and Foundation budgets are shown  
combined to match the way the OLE Health budget has been  
presented historically.*

**OLE Health**  
**Statement of Operations - Combined**  
**For the Fiscal Period Ended 6/30/2020**

|                                     | 2020<br>Actual   | 2020<br>Budget     | Variance         | 2019<br>Prior Actual |
|-------------------------------------|------------------|--------------------|------------------|----------------------|
| <b>CLIENT REVENUE:</b>              |                  |                    |                  |                      |
| CLIENT FEES - MEDICAL               | \$3,752,244      | \$4,674,764        | (\$922,520)      | \$3,873,993          |
| CLIENT FEES - MEDICAL MANAGED CARE  | 11,736,008       | 9,496,285          | 2,239,724        | 11,513,909           |
| CLIENT FEES - MEDICARE ADVANTAGE    | 7,260            | 0                  | 7,260            | 5,107                |
| ESTIMATED MEDICAL OVER/UNDER        | 119,817          | 0                  | 119,817          | 0                    |
| CLIENT FEES - MEDICARE & CROSSOVERS | 1,369,709        | 2,678,879          | (1,309,170)      | 1,828,145            |
| CLIENT FEES - CMSP                  | 101,928          | 0                  | 101,928          | 27,316               |
| CLIENT FEES - CHDP                  | 341,765          | 1,590,390          | (1,248,625)      | 357,409              |
| CLIENT FEES - HEALTHY FAMILIES      | 0                | 0                  | 0                | 0                    |
| CLIENT FEES - FAMILY PACT           | 262,653          | 182,279            | 80,375           | 329,772              |
| CLIENT FEES - PRIVATE & OTHER       | 589,488          | 692,328            | (102,840)        | 646,762              |
| CLIENT FEES - SLIDING FEE SCALE     | 4,103,754        | 5,497,494          | (1,393,739)      | 4,927,592            |
| SLIDING FEE SCALE & OTHER W/O/S     | (3,167,284)      | (4,679,186)        | 1,511,902        | (3,634,526)          |
| MEDICARE/MEDICAL SETTLEMENT         | (229,036)        | 0                  | (229,036)        | (1,634,124)          |
| PROVISION FOR BAD DEBT              | 0                | (50,000)           | 50,000           | (201,876)            |
| NET CLIENT REVENUE                  | 18,988,306       | 20,083,233         | (1,094,925)      | 18,039,479           |
| <b>EXPENSES:</b>                    |                  |                    |                  |                      |
| STAFF SALARIES & WAGES              | 17,109,033       | 17,477,520         | (368,487)        | 14,760,760           |
| BENEFITS                            | 5,717,434        | 6,117,132          | (399,699)        | 5,141,067            |
| CONTRACTED SERVICES                 | 22,826,467       | 23,594,652         | (768,186)        | 19,901,827           |
| TOTAL STAFF WAGES & BENEFITS        | 664,887          | 495,453            | 169,434          | 357,532              |
| TOTAL COMPENSATION                  | 23,491,354       | 24,090,105         | (598,752)        | 20,259,359           |
| OTHER OPERATING EXPENSES            | 12,293,216       | 10,352,442         | 1,940,774        | 8,201,377            |
| TOTAL OPERATING EXPENSES            | 35,784,570       | 34,442,547         | 1,342,023        | 28,460,736           |
| NET UNCOMPENSATED CARE              | (16,796,264)     | (14,359,314)       | (2,436,947)      | (10,421,257)         |
| <b>GRANTS AND OTHER REVENUE:</b>    |                  |                    |                  |                      |
| GRANT/CONTRACT REVENUE              | 5,549,017        | 5,727,580          | (178,563)        | 4,709,805            |
| PHP QP                              | 1,058,986        | 1,200,000          | (141,014)        | 1,687,254            |
| 340B PROGRAM REVENUE                | 6,643,538        | 4,083,422          | 2,560,116        | 3,818,100            |
| CONTRIBUTIONS & OTHER INCOME        | 2,671,024        | 69,432             | 2,601,593        | 193,583              |
| DONATION OF FACILITIES              | 706,638          | 549,857            | 156,781          | 608,680              |
| OLE HEALTH FOUNDATION               | 1,753,304        | 582,937            | 1,170,367        | 204,872              |
| TOTAL GRANTS & OTHER REVENUE        | 18,382,507       | 12,213,228         | 6,169,279        | 11,222,294           |
| NET OPERATING EXCESS/(DEFICIENCY)   | 1,586,243        | (2,146,086)        | 3,732,332        | 801,037              |
| <b>NON-OPERATING REVENUE:</b>       |                  |                    |                  |                      |
| MEANINGFUL USE                      | 0                | 102,000            | (102,000)        | 0                    |
| MEDICAL PRIOR YEAR RATE ADJUSTMENT  | 0                | 0                  | 0                | 1,050,984            |
| INVESTMENT INCOME                   | 430,269          | 223,680            | 206,589          | 413,870              |
| UNREALIZED GAIN/(LOSS)              | 95,810           | 147,316            | (51,506)         | 134,166              |
| REALIZED GAIN/(LOSS)                | (16,225)         | 0                  | (16,225)         | 6,921                |
| TOTAL NON-OPERATING REVENUE         | 509,854          | 472,996            | 36,858           | 1,605,941            |
| NET EXCESS/(DEFICIENCY):            | <b>2,096,097</b> | <b>(1,673,090)</b> | <b>3,769,190</b> | <b>2,406,978</b>     |
| <br>                                |                  |                    |                  |                      |
| BILLABLE VISITS                     | 102,363          | 112,584            | (10,221)         | 107,127              |
| CLIENT REVENUE PER VISIT            | 185.50           | 178.38             | 7.12             | 168.39               |
| COST PER VISIT                      | 349.59           | 305.93             | 43.66            | 265.67               |
| <br>                                |                  |                    |                  |                      |
| OPERATING MARGIN                    | 6.46%            | (8.31%)            | 14.77%           | 3.52%                |

OLE Health Grants for St. Helena Health Center  
FY 2019/2020

| Grant Name           | Term of Grant           | Projected 2019/2020 for St Helena |
|----------------------|-------------------------|-----------------------------------|
| HRSA 330, 2018 SAC   | April 2020 - March 2021 | \$91,517                          |
| HRSA, COVID-19       | April 2020 - March 2021 | \$52,438                          |
| MSA Napa County      | July 2020 - June 2021   | \$2,627                           |
| KP Care Coordination | July -June              | \$1,950                           |
| KP CalFresh Outreach | Oct through Sept.       | \$2,850                           |
| Napa Valley Vintners | 2021                    | \$24,000                          |
|                      | <b>TOTAL</b>            | <b>\$175,383</b>                  |



## City of St. Helena Nonprofit Funding Program Grant Application and Budget FY 2021/22

The annual "Non-Profit Funding Program" is designed to support local non-profit organizations directly serving the community and/or benefiting the City of St. Helena. Applicant programs, projects and services ("Project") must be consistent with the City's mission statement or support at least one of the City Council's three-year goals (see attached).

Please answer the following questions as they apply to your Project.

Applications must be received no later than **March 15, 2021 by 5:00 PM**. Late and incomplete applications will not be accepted.

### Organizational Overview

|                                                   |                                         |
|---------------------------------------------------|-----------------------------------------|
| Organization Name:                                | Our Town St. Helena                     |
| Organization Mailing Address:                     | P.O. Box 94, 94574 St. Helena, CA       |
| Organization Contact Person (Name/Title):         | Jennifer La Liberte, Executive Director |
| Organization Contact Email:                       | jenllconsulting@gmail.com               |
| Organization Contact Telephone:                   | (707) 812-9839                          |
| Organization Website:                             | www.OurTownStHelena.org                 |
| Federal Tax ID Number and Status:                 | 26-4247407                              |
| How long has your organization been in operation? | 11+ years                               |

Project Category:

- ☒ **Programmatic Grant** – Projects or programs which provide support services to the residents of the City of St. Helena.
- ☐ **Community Enrichment Grant** – Projects which promote or benefit the St. Helena community with arts, culture or education.

### Grant Request

|                         |                                                |
|-------------------------|------------------------------------------------|
| Project Name:           | OTSH Transition Year Capacity Building         |
| Address of Project:     | n/a                                            |
| Requested Grant Amount: | \$ 30,000                                      |
| Matching Funds:         | \$ 18,000 (grants received to date in CY 2021) |
| TOTAL Project Cost:     | \$                                             |

**Application Questions** - Please answer the following questions on a separate sheet.

1. Describe how your Project ties to the City's Goals, Mission/Vision Statement.
2. Describe your Project including objectives and goals and explain how you will meet these goals within the deadline of June 30, 2022. Please provide a timeline for your Project.
3. Describe the community support for your Project.
  - a. What organizations, neighborhood associations, non-profits, residents, etc. are also involved in the Project?
  - b. What roles are they playing and how collaborative is the Project?
  - c. What other support exists for your Project?
4. Describe who will benefit from this Project and estimate how many people this Project may impact.
5. If you have received funding from other Napa County government agencies in the past two years, provide level of funding and how funding from the City of St. Helena will specifically benefit St. Helena residents.

**Cost Estimate**

Include a high level description of all the program or project costs that will be paid for by City Funds. *If additional space is needed please attach a separate sheet.*

| Description                                                                                                                                                                                                                                                                                         | Amount          |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|
| Grant request is to support activities of OTSH as it builds organizational capacity to deliver affordable housing to the St. Helena community. These funds will leverage other grants and donations that will allow our organization to continue building capacity and ensuring our sustainability. | \$30,000        |
|                                                                                                                                                                                                                                                                                                     |                 |
|                                                                                                                                                                                                                                                                                                     |                 |
|                                                                                                                                                                                                                                                                                                     |                 |
|                                                                                                                                                                                                                                                                                                     |                 |
| <b>Total Grant Request</b>                                                                                                                                                                                                                                                                          | <b>\$30,000</b> |

**Authorized Representative**

I represent that this Application Packet describes the intended use of the requested City Grant funds to complete the Project or Program identified above and the elements listed in the Project Budget. I declare under penalty of perjury, under the laws of the State of California, that the information contained in this Application Packet, including required attachments, is accurate.

Print Name Jennifer La Liberte

Signature JENNIFER LALIBERTE

Title Executive Director

Date March 5, 2021





## City of St. Helena

### Vision Statement

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

### Mission Statement

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

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

*\*Vision and Mission Statements adopted by the City of St. Helena City Council on April 12, 2016, Resolution No. 2016-47.*

### City Council 3-Year Goals

- Improve and Maintain Safe and Reliable City Infrastructure with a Commitment to Environmental Stewardship & Public Health
- Stabilize, Maintain, and Improve Access to Housing
- Enhance Organizational Performance and Commit to Full Public Participation, Ongoing Communication, and Regional Collaboration
- Ensure Long-Term Economic Sustainability while Safeguarding St. Helena's Unique Culture & Quality of Life
- Support Thriving Families and Enhance the Safety, Well-Being, and Healthy Development of Our Youth
- Support Initiatives that Respond to and Plan for Climate Change



## City Grant Application Questions: Our Town St Helena

### 1. Describe how your Project ties to the City's Goals, Mission/Vision Statement.

Our Town St. Helena (OTSH) continues to work with the City of St. Helena (City) to develop a range of innovative, well-designed housing that is affordable for residents at low to moderate income levels. This effort is intensive and truly 'requires a village' to proactively work together. The work of OTSH is completely aligned with all six of the City Council's three-year goals, as described below. The City Council's Three-Year Goals support the City's mission and vision.

- **Infrastructure:** Any new housing units developed by OTSH include new infrastructure that ties to the larger city infrastructure and incorporates environmentally responsible materials and features.
- **Housing:** OTSH's main focus is to stabilize, maintain and improve access to housing that is affordable to vital members of our community.
- **Communication & Collaboration:** One of our goals for 2021 is to -- in partnership to with the City -- form a housing strategic planning group that meets regularly, sets shared goals and objectives and keeps communication lines open to ensure collaboration in order to accomplish key objectives. Also, OTSH has been facilitating a regional discussion about rehousing residents in the Deer Park community on the outskirts of town. As part of this effort, OTSH has developed an English and Spanish language survey to target those who have been displaced by wildfires to determine their plans and what type of housing they need, both temporarily and long term.
- **Thriving Families:** In order for families to be safe and healthy, they need housing they can afford. They must have sufficient resources after housing costs to pay for nutritious food, education, recreation, and all the things that enable families and youth to thrive.
- **Climate Change:** By providing homes near people's jobs, commutes are drastically reduced resulting in fewer emissions that contribute to climate change. St. Helena's workforce is predominantly commuting in from other areas due to unaffordability and lack of housing supply. It is vital to increase the production of housing in and near our town so we can make a positive impact on climate change.

### 2. Describe your Project including objectives and goals and explain how you will meet these goals within the deadline of June 30, 2022. Please provide a timeline for your Project.

We are calling our project "Transition Year Capacity Building". This is a year of growth and change for OTSH as long-standing Board members complete their terms this calendar year, while at the same time we strive to become a more sustainable organization. In February 2020, OTSH entered into a lease for an office space (pre-pandemic), hired a college student



bookkeeper / administrative assistant, and recruited and retained a part-time executive director. We are now in the process of recruiting an accountant. We have expanded the board to nine members from six and anticipate four of the founding members will transition off the board by the end of the year. Those members will carry with them vital institutional knowledge and community relationships, so we are working on capturing as much of that organizational DNA for our use.

As we manage this change, we continue to focus on delivering new housing and preserving existing housing for the community. The table below illustrates OTSH's 2021 project goals and objectives, and associated timelines.

| <b>OTSH Project Goals &amp; Objectives</b>                                                                                                                                                                                                                                  | <b>Timeline (deliverables by June 30, 2022)</b>                                                                                                                                                                                    |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Brenkle Court Self-Help Housing Project (8 ownership townhomes): complete project                                                                                                                                                                                           | Estimated completion: July 2021<br>Opening celebration: August 2021                                                                                                                                                                |
| 963 Pope Street Workforce Village (5 units)                                                                                                                                                                                                                                 | Hire general contractor: March 2021<br>Obtain financing: Summer 2021<br>Begin site preparation: Fall/winter 2021<br>Begin construction: Winter/spring 2021-22                                                                      |
| Christine Apartments (4 units): Acquire building and preserve affordability for 55 years                                                                                                                                                                                    | Close escrow: July 2021<br>CDBG grant to reimburse City: July 2021<br>Record deed restrictions: July 2021<br>Manage/maintain units: Ongoing                                                                                        |
| Purchase a site suitable for 30+ rental units: Work with City to secure property with funding from Farmstead hotel project                                                                                                                                                  | <i>Timing depends on many factors</i><br>Acquire property: Fall 2021<br>Partner w/Factory OS: Fall 2021<br>Partner w/Burbank Housing: Fall 2021<br>Begin predevelopment: Fall-winter 2021<br>Submit application: Winter 2021-2022  |
| Work with the City and others to establish concrete short- and long-term housing goals and objectives, including identifying a property (City-owned or other) for a larger housing project like Stonebridge Apartments (50-80 units); participate in Housing Element update | Dialog with City Manager and staff initiated in early 2021<br>Presentations to City Council and Planning Commission: spring 2021<br>Identify and evaluate site candidates: summer 2021<br>Pursue preferred site (to be determined) |
| Expand awareness of OTSH with the community through outreach and education; with other non-profits and industry groups through dialog, education and collaboration.                                                                                                         | New initiatives include expanding our e-newsletter email list; featuring organizations in OTSH's newsletter and social media in exchange for reciprocal coverage of OTSH.                                                          |

In addition to these community project goals, OTSH's Board of Directors has adopted internal goals for the organization, including increasing diversity and establishing a succession plan for the Board; forging strategic partnerships; and accessing housing project funding sources to further our mission.



Like any small non-profit organization, OTSH relies on grants and donations to support its operational budget. In 2020, we fell rather short of our \$250,000 grant and fundraising goal, largely due to COVID-19. A \$30,000 grant would cover approximately 15 percent of our operational expenses for the 2021-22 fiscal year, allowing OTSH to meet or exceed the project and organizational goals we have set.

One could say OTSH functions as the housing production arm of the City of St. Helena, and with the shortage of units compounded by additional housing loss through fires, fractional ownerships, and multi-family housing flips, our continued partnership with the City is more vital now than ever.

### **3. Describe the community support for your Project.**

#### **a. What organizations, neighborhood associations, non-profits, residents, etc. are also involved in the Project?**

Most recently, OTSH received support from approximately 85 local residents through the annual Napa Valley Give!Guide and year-end letter campaigns; local banks including Silicon Valley Bank and Mechanics Bank; and the Napa Community Foundation's Community Fund. For the Brenkle Court project, local churches, businesses, subcontractors, and residents have provided in-kind materials, equipment and labor. The City of St. Helena donated the land and granted fee waivers for this project and the 963 Pope Street project. The Brenkle Court project also received loans from the City's and County's affordable housing trust funds, as well as the Rural Community Assistance Corporation (RCAC). The project also received a \$140k grant from the Federal Home Loan Bank's Affordable Housing Program through a sponsorship from Silicon Valley Bank. For the Pope Street project, OTSH has partnered with Napa Valley Community Housing to co-manage the financing, construction and leasing, and the property once the project is complete. We are getting ready to do some site clean-up work on the 963 Pope Street property with community support through the Kiwanis Club.

#### **b. What roles are they playing and how collaborative is the Project?**

The roles are described in 3a above. Because we are a small non-profit organization and the projects we undertake or facilitate are complex and expensive, collaboration and partnerships are essential to everything we do. The Brenkle Court project is a perfect example where we have multiple funding partners at all levels of government; volunteers helping the families build their units; and local businesses, vendors and churches providing in-kind support and volunteer labor. Every project OTSH undertakes will be in partnership with local government, non-profit housing developers, and others.

#### **c. What other support exists for your Project?**

For our organization to operate, we rely largely on grants and donations, and to a lesser extent rental income and developer fees. Going forward, we will explore ways to create



more sustainable funding so we can build a reserve and possibly a funding pool for housing.

**4. Describe who will benefit from this Project and estimate how many people this Project may impact.**

The projects currently underway described above – Brenkle Court, Pope Street and Christine Apartments acquisition – will provide 13 new and 4 preserved income-qualified units, so depending on household size, would benefit 17-50 people. When the families move into their new homes at Brenkle Court and Pope Street, they will vacate rentals in our community, creating new rental stock. Most importantly, the greater community will benefit from having residents who work nearby, send their children to our schools, shop and dine at local businesses, and are 24-7 members of our city. If we are successful securing a larger site for a 30-unit project this calendar year, we can serve an additional 30 households within approximately three years, which would equate to approximately 100 people depending on the unit mix and household size.

**5. If you have received funding from other Napa County government agencies in the past two years, provide level of funding and how funding from the City of St. Helena will specifically benefit St. Helena residents.**

OTSH received a \$20,000 grant from the City of St. Helena in 2020 which is helping the organization to become more impactful. Since its inception in 2009, OTSH has been managed and operated by a small group of dedicated volunteers. In 2020 we hired a part-time executive director who is helping us plan strategic initiatives, expand our board membership, build a stronger partnership with the City and its residents, and do the heavy lifting that is required for delivering affordable housing to St. Helena.



3188111

# ARTICLES OF INCORPORATION OF

**Our Town St. Helena,**  
A California Nonprofit Public Benefit Corporation

**ENDORSED - FILED**  
in the office of the Secretary of State  
of the State of California

JAN 26 2009

1. NAME: The name of the corporation is Our Town St. Helena.
2. PURPOSES: This corporation is a nonprofit public benefit corporation and is not organized for the private gain of any person. It is organized under the Nonprofit Public Benefit Corporation Law for charitable purposes.

This corporation is organized exclusively for educational and charitable purposes, within the meaning of Internal Revenue Code section 501(c)(3) or the corresponding provision of any future United States internal revenue law. Despite any other provision in these articles, the corporation shall not, except to an insubstantial degree, engage in any activities or exercise any powers that do not further the purposes of this corporation, and the corporation shall not carry on any other activities not permitted to be carried on by (a) a corporation exempt from federal income tax under Internal Revenue Code section 501(c)(3) or the corresponding provision of any future United States internal revenue law, or (b) a corporation, contributions to which are deductible under Internal Revenue Code section 170(c)(2) or the corresponding provision of any future United States internal revenue law.

3. INITIAL AGENT FOR SERVICE OF PROCESS: The name and California address of the corporation's initial agent for service of process is MARY STEPHENSON, 1800 Adams Street, St. Helena, California 94574.

4. TAX EXEMPT STATUS:

(a) No substantial part of the activities of this corporation shall consist of lobbying or propaganda, or otherwise attempting to influence legislation, except as provided in Internal Revenue Code section 501(h); this corporation shall not participate or intervene in (including publishing or distributing statements) any political campaign on behalf of any candidate for public office.

(b) All corporate property is irrevocably dedicated to the purposes set forth in Article 2. No part of the net earnings of this corporation shall inure to the benefit of any of its directors, trustees, officers, private shareholders or members, or to individuals.

(c) On the winding up and dissolution of this corporation, after paying or adequately providing for the debts, obligations, and liabilities of the corporation, the remaining assets of this corporation shall be distributed to such organization (or organizations) organized and operated exclusively for educational and charitable purposes, which has established its tax exempt status under Internal Revenue Code section 501(c)(3) (or corresponding provisions of any future federal

Internal Revenue law).

(d) The corporation will distribute its income for each tax year at such time and in such manner as not to become subject to the tax on undistributed income imposed by Internal Revenue Code section 4942 or by corresponding provisions of any later federal tax laws.

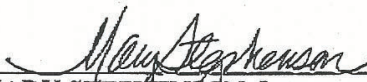
(e) The corporation will not engage in any act of self-dealing as defined in Internal Revenue Code section 4941(d) or in corresponding provisions of any later federal tax laws.

(f) The corporation will not retain any excess business holdings as defined in Internal Revenue Code section 4943(c) or in corresponding provisions of any later federal tax laws.

(g) The corporation will not make investments in a manner that would subject it to tax under Internal Revenue Code section 4944 or under corresponding provisions of any later federal tax laws.

(h) The corporation will not make any taxable expenditures as defined in Internal Revenue Code section 4945(d) or in corresponding provisions of any later federal tax laws.

IN WITNESS WHEREOF, the following incorporator has signed these Articles of Incorporation on 11/23/09, 2009.

  
\_\_\_\_\_  
MARY STEPHENSON, Incorporator





# **AMENDED ARTICLES OF INCORPORATION OF**

## **Our Town St. Helena**

A California Nonprofit Public Benefit Corporation

1. NAME: The name of the corporation is Our Town St. Helena.
2. PURPOSES: This corporation is a nonprofit public benefit corporation and is not organized for the private gain of any person. It is organized under the Nonprofit Public Benefit Corporation Law for charitable purposes.

This corporation is organized exclusively for educational and charitable purposes, within the meaning of Internal Revenue Code section 501(c)(3) or the corresponding provision of any future United States internal revenue law. Despite any other provision in these articles, the corporation shall not, except to an insubstantial degree, engage in any activities or exercise any powers that do not further the purposes of this corporation, and the corporation shall not carry on any other activities not permitted to be carried on by (a) a corporation exempt from federal income tax under Internal Revenue Code section 501(c)(3) or the corresponding provision of any future United States internal revenue law, or (b) a corporation, contributions to which are deductible under Internal Revenue Code section 170(c)(2) or the corresponding provision of any future United States internal revenue law.

3. INITIAL AGENT FOR SERVICE OF PROCESS: The name and California address of the corporation's initial agent for service of process is FRANK TOLLER, P, O, and BOX 558, St. Helena, California 94574.

4. TAX EXEMPT STATUS:

(a) No substantial part of the activities of this corporation shall consist of lobbying or propaganda, or otherwise attempting to influence legislation, except as provided in Internal Revenue Code section 501(h); this corporation shall not participate or intervene in (including publishing or distributing statements) any political campaign on behalf of any candidate for public office.

(b) All corporate property is irrevocably dedicated to the purposes set forth in Article 2. No part of the net earnings of this corporation shall inure to the benefit of any of its directors, trustees, officers, private shareholders or members, or to individuals.

(c) On the winding up and dissolution of this corporation, after paying or adequately providing for the debts, obligations, and liabilities of the corporation, the remaining assets of this corporation shall be distributed to such organization (or organizations) organized and operated exclusively for educational and charitable purposes, which has established its tax exempt status under Internal Revenue Code section 501(c) (3) (or corresponding provisions of any future federal



exclusively for educational and charitable purposes, which has established its tax exempt status under Internal Revenue Code section 501(c)(3) (or corresponding provisions of any future federal Internal Revenue law).

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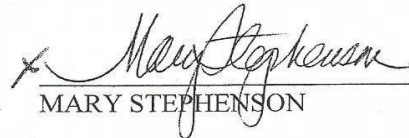
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(g) The corporation will not make investments in a manner that would subject it to tax under Internal Revenue Code section 4944 or under corresponding provisions of any later federal tax laws.

(h) The corporation will not make any taxable expenditures as defined in Internal Revenue Code section 4945(d) or in corresponding provisions of any later federal tax laws.

IN WITNESS WHEREOF, the following incorporator has signed these Articles of Incorporation on May 21<sup>st</sup>, 2010.

  
MARY STEPHENSON

| OUR TOWN ST. HELENA        |                                              | 12/31/20              |                      |                        | PROPOSED             |
|----------------------------|----------------------------------------------|-----------------------|----------------------|------------------------|----------------------|
| OPERATING BUDGET (SUMMARY) |                                              | BUDGET 2020           | ACTUAL               | OVER/(UNDER)           | BUDGET 2021          |
| REVENUE                    | 4000 - CONTRIBUTIONS & GRANTS (UNRESTRICTED) | \$ 210,000.00         | \$ 67,390.79         | \$ (142,609.21)        | \$ 200,000.00        |
|                            | 4070 - DEVELOPER FEES                        | \$ 40,000.00          | \$ 200.00            | \$ (39,800.00)         | \$ -                 |
|                            | 4500 - RESTRICTED REVENUE (GRANTS)           | \$ 10,000.00          | \$ 25,037.64         | \$ 15,037.64           | \$ 15,000.00         |
|                            | 4700 - USDA RD 523                           | \$ 116,000.00         | \$ 144,608.68        | \$ 28,608.68           | \$ 355,392.00        |
|                            | 4800 - RENTAL INCOME                         | \$ 55,116.00          | \$ 49,973.00         | \$ (5,143.00)          | \$ 84,516.00         |
|                            | 4900 - Sale of Real Property                 | \$ (24,824.00)        |                      | \$ 24,824.00           | \$ -                 |
|                            | <b>TOTAL REVENUE</b>                         | <b>\$ 406,292.00</b>  | <b>\$ 287,210.11</b> | <b>\$ (119,081.89)</b> | <b>\$ 654,908.00</b> |
| EXPENSES                   | 5050 - FRINGE BENEFITS                       | \$ 5,000.00           | \$ 1,029.65          | \$ (3,970.35)          | \$ 3,000.00          |
|                            | 5100 - TOTAL CONTRACT SERVICES               | \$ 128,000.00         | \$ 28,463.55         | \$ (99,536.45)         | \$ 139,000.00        |
|                            | 5200 - TOTAL - BANK FEES                     | \$ 35,550.00          | \$ 20,770.43         | \$ (14,779.57)         | \$ 40,600.00         |
|                            | 5300 - TOTAL - OFFICE SPACE                  | \$ 8,000.00           | \$ 16,411.62         | \$ 8,411.62            | \$ 15,900.00         |
|                            | 5400 - CONSUMABLE SUPPLIES                   | \$ 1,000.00           | \$ 2,379.79          | \$ 1,379.79            | \$ 2,000.00          |
|                            | 5600 - POSTAGE                               | \$ 400.00             | \$ 278.35            | \$ (121.65)            | \$ 600.00            |
|                            | 5800 - TOTAL - INSURANCE                     | \$ 44,280.00          | \$ 51,707.30         | \$ 7,427.30            | \$ 52,900.00         |
|                            | 5900 - TOTAL - TAXES & LICENSES              | \$ 18,104.00          | \$ 13,107.68         | \$ (4,996.32)          | \$ 10,025.00         |
|                            | 6000 - DUES & SUBSCRIPTIONS                  | \$ 800.00             | \$ 250.00            | \$ (550.00)            | \$ 1,200.00          |
|                            | 7100 - CONFERENCES & TRAINING FEES           |                       | \$ 530.08            | \$ 530.08              | \$ 2,500.00          |
|                            | 8000 - DEPRECIATION                          |                       |                      |                        |                      |
|                            | 9000 - USDA-RD REIMBURSABLE EXPENSE          |                       |                      |                        |                      |
|                            | 9500 - OTHER EXPENSE                         | \$ 25,000.00          | \$ 20.00             | \$ (24,980.00)         | \$ 30,000.00         |
|                            | PAYROLL EXPENSES                             | \$ 197,600.00         | \$ 119,289.97        | \$ (78,310.03)         | \$ 150,000.00        |
|                            | <b>TOTAL EXPENSES</b>                        | <b>\$ 462,934.00</b>  | <b>\$ 253,988.42</b> | <b>\$ (208,945.58)</b> | <b>\$ 446,525.00</b> |
|                            | <b>NET INCOME</b>                            | <b>\$ (56,642.00)</b> | <b>\$ 33,221.69</b>  | <b>\$ 89,863.69</b>    | <b>\$ 208,383.00</b> |

**GRANTS RECEIVED IN LAST 12 MONTHS**

|                                             |                     |
|---------------------------------------------|---------------------|
| City of St. Helena Non-Profit Grant 2020-21 | \$ 20,000.00        |
| Silicon Valley Bank                         | \$ 25,000.00        |
| Napa Community Foundation / Community Fund  | \$ 3,000.00         |
| SBA Covid Relief Grant                      | \$ 15,000.00        |
| Mechanics Bank                              | \$ 3,000.00         |
|                                             | <u>\$ 66,000.00</u> |



## City of St. Helena Nonprofit Funding Program Grant Application and Budget FY2019/20

The annual "Non-Profit Funding Program" is designed to support local non-profit organizations directly serving the community and/or benefiting the City of St. Helena. Applicant programs, projects and services ("Project") must be consistent with the City's mission statement or support at least one of the City Council's three-year goals (see attached).

Please answer the following questions as they apply to your Project.

Applications must be received no later than **March 15, 2021 by 5:00 PM**. Late and incomplete applications will not be accepted.

### **Organizational Overview**

Organization Name: Rianda House Senior Activity Center (Rianda House)  
 Organization Mailing Address: 1475 Main Street, St. Helena, CA 94574  
 Organization Contact Person (Name/Title): Julie Spencer, Executive Director  
 Organization Contact Email: julie@riandahouse.org  
 Organization Contact Telephone: (707) 963-8555  
 Organization Website: www.riandahouse.org  
 Federal Tax ID Number and Status: 501c3 #20-2411077  
 How long has your organization been in operation? 13 years

Project Category:

☒ **Programmatic Grant** – Projects or programs which provide support services to the residents of the City of St. Helena.

- **Community Enrichment Grant** – Projects which promote or benefit the St. Helena community with arts, culture or education.

### **Grant Request**

Project Name: Rianda House Senior Activity Center  
 Address of Project: 1475 Main Street, St. Helena, CA 94574  
 Requested Grant Amount: \$ 30,000 - Senior Center Wellness and Enrichment Programs  
 Matching Funds: \$492,750 - Funded through Grants, Fundraising Events & Donations  
 TOTAL Project Cost: \$522,750 - St. Helena Program Budget

**Cost Estimate**

Include a high-level description of all the program or project costs that will be paid for by City Funds. *If additional space is needed, please attach a separate sheet.*

| Description                                                      | Amount |
|------------------------------------------------------------------|--------|
| Program Manager - Salary                                         | 10,000 |
| Operations Manager - Salary                                      | 5,000  |
| Program Assistance – Wages                                       | 5,000  |
| Facilities Rentals (Counseling Annex, Classroom and Event Space) | 10,000 |
|                                                                  |        |
|                                                                  |        |
| <b>Total Grant Request</b>                                       | 30,000 |

**Authorized Representative**

I represent that this Application Packet describes the intended use of the requested City Grant funds to complete the Project or Program identified above and the elements listed in the Project Budget. I declare under penalty of perjury, under the laws of the State of California, that the information contained in this Application Packet, including required attachments, is accurate.

Print Name: Julie Spencer

Signature: Julie Spencer

Title: Executive Director

Date: 3.15.21

### Application Questions

#### 1. Describe how your Project ties to the City's Goals, Mission/Vision Statement.

Like the 13,000+ senior centers across the United States, Rianda House functions as a community focal point, providing a hub for community health and wellness programming. Municipalities rank their senior centers, schools, libraries, and teen centers as top funding priorities because the health of the community is measured by how well the senior population is thriving, along with how well youth are educated and how well families are supported.

Rianda House helps the City of St. Helena to continue to be a family-friendly, diverse and safe community where all residents, including seniors, enjoy a high quality of life. Specifically, Rianda House's programming and work in the community supports the City of St. Helena to fulfill its mission and reach its goals in the following ways:

- Offering excellent professional services to all customers

Two-thirds of cities in the US, including Napa, American Canyon, Cloverdale and Sebastopol, own, fund and operate their local senior centers in order to provide essential recreational, transportation, economic and cultural services for older residents. In, St. Helena, Rianda House has taken on this municipal mandate, providing the bulk of the funding for senior resident programming through private fundraising strategies.

- Establishing, improving and maintaining City infrastructure

Given that most senior center buildings are owned by local municipalities, Rianda House's welcoming, community-owned building on Main Street St. Helena provides a vital piece of City infrastructure used in 2020 by 500+ St. Helena residents. As the senior population in St. Helena continues to grow – seniors now make up 26.8% of the City population, (compared to 19.7% in Napa County) - Rianda House is more vital to the City infrastructure than ever.

- Preserving and embracing the historic, small-town, rural character of St. Helena.

Rianda House promotes the historic, small-town, rural character of St. Helena by partnering with the local Historical Society to spotlight our town's colorful past, creating intergenerational programs that connect seniors with local youth and by providing a beautiful, fun and lively space that celebrates aging and vibrant living. Older adults are able to access health, safety, financial and legal resources in their own town, share healthy meals, get their bodies moving in fun exercise classes, learn how to prepare for retirement, make new friends and find new purpose in this next chapter of life.

- Expanding and improving recreational services and facilities and cultural opportunities

Rianda House supplements the City's recreation programs for seniors, creates new solutions for regional transportation and helps to facilitate coordination between the City and community partners. For example, in past years (pre-covid), Rianda House has been able to offer St. Helena seniors more cultural excursions by partnering with the City of Calistoga to make trips more affordable. The eleven-member Rianda House Program Committee works to create, coordinate and promote local programming for seniors, including recreation programs and excursion, weekly Arts & Culture lecture series and life-long learning opportunities. Active members of the Program Committee include representatives of the City of St. Helena Recreation Department and Library; Napa Valley College UpValley Campus; Napa Valley History Society and City of Calistoga Recreation Services as well as retired professionals who remain active in the community.

Due to the influence of a steady stream of unprecedented challenges (pandemic, PSPS and wildfires), how we do what we do looked very different in 2020. Typically, programs are delivered indoors in group settings such as a class, workshop, counseling session, group discussion, congregate dining, or lecture at Rianda House, or various off-site locations in St. Helena and Calistoga. However, since March 2020, delivery of in-person programs paused to protect the safety of our senior community of participants, volunteers, instructors, board, and staff 65 years and older - the population identified most vulnerable to the COVID-19 virus. By April, the nimble Rianda House team pivoted and was working remotely Monday – Friday to successfully

morph Rianda House from a physical location into a Senior Center Without Walls. The Rianda House doors remained virtually wide open throughout 2020 to provide older adults easy access to vital resources, remote learning, and ways to stay connected to address isolation and fear.

- Facilitating full civic participation and ongoing communication

Rianda House is run on volunteer fuel, with 74 community members serving as greeters, program presenters, program committee members, vineyard committee members, gardeners, outreach ambassadors and Board members. Rianda House engages churches, local healthcare professionals and service clubs in hands-on opportunities that promote a vibrant civic life.

In response to the pandemic, Rianda House expanded its highly successful communication strategies to ensure that seniors have all of the information they need to stay safe and well, as well as to feel more connected to their community while living in isolation in their homes. From the beginning of the pandemic, staff changed the format of the monthly activities calendar to an enhanced newsletter that offers friendly reassurance, information about resources and classes and reminders of how to stay connected. The newsletter is delivered in three different formats to meet the needs of all local seniors, including email (1,000+ readers), print copies mailed to over 500 members and distributed to partner organizations and senior housing complexes (Woodbridge and Vineyard Valley) and at local businesses, and the agency's high traffic website. As the pandemic has progressed and needs and programming have morphed, Rianda House has adjusted the frequency and content of the newsletter to meet participant and programmatic needs in the moment. Altogether, over 1,800 seniors receive our informative newsletter.

- Strengthening partnerships with the private, non-profit and public sectors

Rianda House is a bridge to Napa County's aging network—connecting local seniors to vital community services that can help them stay healthy and independent. Rianda House provides a hub for no-cost senior wellness services that are not otherwise available locally in St. Helena. We maintain and nurture 22+ strategic partnerships with Napa County agencies that leverage resources and services that would not otherwise exist in the community. At no cost to our partners, Rianda House typically provides co-located partner staff with well-appointed counseling meeting space, expertise in local outreach and coordination of services. During the pandemic, connections to counseling and discussion groups are promoted in our monthly newsletter.

- Improve and maintain safe and reliable City infrastructure with a commitment to environmental stewardship and public health

Rianda House is an essential support to the public health of St. Helena. Research shows that older adults who participate in senior center programs can learn to manage and delay the onset of chronic disease and experience measurable improvements in their physical, social, spiritual, emotional, mental, and economic well-being.

- Enhance organizational performance

Rianda House supports the City's organizational performance by helping the City to serve more seniors and expand its work to a key population with a modest financial investment. Rianda House and the City of St. Helena have proven to be highly effective partners in providing enhanced services for older residents. Rianda House regularly uses the Carnegie Building to offer cultural and wellness events that are enthusiastically attended by local seniors. In the last year, Rianda House has worked diligently to amplify timely alerts during PSPS, the pandemic, and wildfires to keep older adults connected, prepared, and safe in uncertain times.

- Ensure long-term economic sustainability while safeguarding St. Helena's unique culture & quality of life

Rianda House's dynamic fundraising and partnership building work brings in hundreds of thousands of dollars' worth of in-kind contributions and cash donations to St. Helena each year. City of St. Helena funding allows Rianda House to leverage other funding sources in that it endorses and amplifies our vital work in the community.

- Commit to full public participation, ongoing communication, and regional collaboration



Rianda House leads the regional UpValley Senior Collaborative (UVSC) to identify needs, strengthen our shared responses to opportunities, leverage resources, advocate for seniors regionally and create new training and support programs that meet the specific needs of UpValley seniors, particularly in St. Helena. Rianda House coordinates and facilitates monthly meetings attended by 15+ partner agencies and community leaders, including local churches, Napa County Health & Human Services, Molly's Angels, Collabria Care, UpValley Family Center, UpValley Village, Adventist Health, Mentis, St. Helena Police, Supervisor Diane Dillon, St. Helena Firewise, Community Organizations Active in Disaster (COAD), and Director of the newly reformed Napa/Solano Area Agency on Aging. Ongoing agenda items include identifying and filling regional gaps in mental health, housing, food insecurities, transportation to key services, and an intensified focus on disaster preparedness for venerable seniors. Rianda House's leadership of this key collaborative ensures the organization's and the City's broad support in both private and public community arenas.

2. Describe your Project including objectives and goals and explain how you will meet these goals within the deadline of June 30, 2022. Please provide a project timeline.

Rianda House provides St. Helena seniors with programs, services and experiences that stimulate minds, strengthen bodies and promote independent living. Rianda House is not a typical senior center, but instead is a beautiful, fun and lively space that celebrates aging and vibrant living. Over the last 13 years, Rianda House has provided consistent, community-driven programming and advocacy to meet the needs of St. Helena seniors. Through in-house programming and strategic partnerships, Rianda House currently offers three key programs, all of which have been offered remotely over the past year:

- **Healthy Minds, Healthy Bodies** offers a full complement of prevention-focused, bilingual physical and mental health classes and services focusing brain fitness, strength training, falls prevention, nutrition, chronic disease prevention and management, congregate meals, grief support and health screenings.
- **Community Connections** provides a safety net of comprehensive services for seniors, families, caregivers and concerned individuals. Rianda House offers co-located services, information and referral to regional programs and resources and outreach and education to local seniors.
- **Friends for Life** provides opportunities to socialize, volunteer and connect with the larger community so that seniors can thrive. Keeping our older generation fully engaged creates a healthier community for generations to come.

In response to the pandemic and later to the Glass Fire evacuations and devastation, Rianda House quickly adapted its service strategies from being activity-based to creating hubs of information, referrals, connections, and basic need supplies to meet the access and functional needs of seniors. As a member of the Community Organizations Active in Disasters (COAD), Rianda House took the lead in organizing the local disaster response for seniors.

To stay closely connected to our senior community, the "Rianda House Cares" program was launched to provide weekly welfare calls to 300+ participants to offer friendly reassurance, vital connections to resources such as food and meal deliveries, senior shopping opportunities, face coverings, hygiene supplies, and just to stay in touch. By May, Rianda House had developed a weekly calendar of 22 remote learning classes such as Tai Chi, memoir writing, gents discussion group, creative arts, and current events – all virtually via Zoom. To help bridge the "digital divide" for individuals new to virtual learning, "Zoom Into The Future" class was offered bi-monthly to teach participants and instructors how to use remote learning tools. Throughout the week, seniors can log onto group exercise, technology, writing, meditation, history and current event classes, discussion circles, as well as support groups for Alzheimer's and Parkinson's patients and their caregivers. For some frail and homebound seniors, these online programs represent the first time they have been able to participate in group classes, even before the pandemic. Rianda House built its capacity to record and publish class sessions on its website to make them even more accessible to a wider range of seniors.

In 2021-22, an estimated 1,000 older adults (55-101 years young), including 500 St. Helena residents, will access health, safety, financial and legal resources at Rianda House, share healthy meals, get their bodies moving in fun exercise classes, learn how to prepare for retirement, make new friends, find new purpose in this next chapter of life -- *and flourish*.

**As the pandemic conditions continue to change and new needs and opportunities emerge, Rianda House's "Re-Opening Committee", made up participants, staff, Board members, instructors and partners, will work to create and implement a program plan that will reflect the needs and wants of**

**the senior community in St. Helena.** Rianda House has set three key objectives that will be met within the timeframe of this grant funding (July 1, 2021 to June 30, 2022):

- **Goal #1:** Design and fully implement a **hybrid program model of virtual and in-person offerings** to decrease isolation and increase opportunities for connection and wellness.
  - *Timeline for 2021-22:* The next year is sure to be filled with many transitions and shifts as more community members are vaccinated and we begin to navigate the reopening process. With input from participants, instructors and partner agencies, Rianda House will design and implement a robust hybrid program model that includes current drive-thru resource and social events and incorporates small group and individual in-person services and activities, as well as remote classes and services for seniors not able to reenter public life. In addition to groups, classes and workshops, Rianda House will work with its partners to offer both in-person and remote individual mental health, financial and health services in the format that is most comfortable and accessible to St. Helena seniors.
- **Goal #2:** Increase access to programming by creating a **comprehensive, COVID-safe facilities plan** that will allow for safe in-person gatherings.
  - *Timeline for 2021-22:* To be able to offer in-person programs for small cohorts and individuals, Rianda House will need to grow its physical footprint in St. Helena by creating a detailed facility plan that relies on both indoor and outdoor spaces. Rianda House will work with the City of St. Helena, churches, property managers and other community partners to rent or borrow indoor and outdoor locations that allow for more space to accommodate social distancing, air circulation and ease of access. In addition to park and other community spaces, Rianda House intends to renew its rental agreement with the Magnolia Room, which provides a dependable, cost-effective, welcoming and ADA appropriate facility to hold group meetings and events. In addition, Rianda House plans to reopen its counseling space to facilitate one-on-one services with health and wellness providers. Inherent in the facility plan will be detailed, extensive sanitation protocols that will support safety and health for older adults, staff, presenters and volunteers.
- **Goal #3: Improve program delivery and participant engagement** by hiring a bilingual program assistant with technical expertise.
  - *Timeline for 2021-22:* Providing both remote and in-person programming for seniors will require a large investment of time and staffing in logistics: from facilitating the online registration system, to coordinating breakout groups to maintain socially distanced cohorts, to sanitizing the senior center and other spaces between groups, more staff time is needed. Rianda House will recruit and hire a bilingual part-time program assistant to support and expand programming and outreach, especially to isolated Latino elders. This new staff member will work alongside the Program Manager to solicit input from participants, to provide technical assistance for scheduling, registration and Zoom meetings, and to ensure that all safety protocols are met.

As a result of this strategic program development work, Rianda House expects that more St. Helena seniors will be able to access the services that they need to be healthy and well, in their own town.

**To meet its goals for expanding programming, facilities and community engagement, Rianda House needs the support of its local community, especially the City of St. Helena.** This year, Rianda House has requested a programmatic grant in the amount of \$30,000 to support the diversity of easily accessible programs and resource opportunities offered at no cost to St. Helena seniors and their caregivers weekly, monthly and throughout the year. This City of St. Helena funding represents only 4.9% of Rianda House's \$522,750 budget to support the St. Helena programs and the operation of our facility. The renewal of this level of funding will demonstrate the City's strong commitment to the long-term wellness and enrichment of its older population.

3. Describe the community support for your Project.

- a. What organizations, neighborhood associations, non-profits, residents, etc. are also involved in the Project?
- b. What roles are they playing and how collaborative is the Project?
- c. What other support exists for your Project?



As the only senior center in the UpValley, Rianda House has become an expert in building and maintaining strong, nimble partnerships that allow us to respond effectively to challenges and opportunities. Rianda House uses its core “know-how” of building and nurturing strong, creative partnerships to leverage resources, knowledge and experiences in order to create new opportunities to address the needs and interests of local seniors.

Rianda House provides a hub for no-cost senior wellness services that are not otherwise available locally in UpValley communities. **We have created 22+ strategic partnerships with Napa County agencies that leverage resources and services that would not otherwise exist in the community.** At no cost to our partners, Rianda House provides co-located partner staff with well-appointed space, expertise in local outreach and coordination of services.

When existing services do not meet specific local needs, Rianda House creates new opportunities for seniors to improve their health and wellness and meet with support services counselors. This resource-efficient model is highlighted by key partnerships with:

- **Adventist Health St Helena** is a vital partner to help our senior clients manage chronic illnesses. Adventist Health provides educational programs and provides instructors for numerous wellness classes. This year, the **St. Helena Hospital Foundation** renewed their financial support for our Tai Chi senior exercise classes and will continue to coordinate older adult vaccination clinics with Rianda House. Early in 2021, together we were able to schedule and administer 500 vaccinations for individuals 65+.
- **Alzheimer’s Association**, provides educational workshops and support group facilitation for individuals and families just entering the daunting world of a new dementia diagnosis, facing cognitive issues, or looking for long-term strategies, and emotional coping support with locals facing the same challenges.
- **City of St. Helena Recreation Department** offers local facilities, including meeting space and the community pool, and works alongside Rianda House to develop and coordinate senior exercise opportunities that promote positive health practices and long-term improvements in health status.
- **Collabria Care**, a key partner, since 2008, in our Healthy Minds, Healthy Bodies and Community Connections programs in St. Helena and Calistoga. They provide on-site Brain Fitness classes and assessments, cognitive screenings, and grief and caregiver support, in both individual and group settings. Rianda House hosts their speaker’s series, where professionals deliver educational workshops, such as the “Living Well with Parkinson’s.” Their Information & Assistance Manager provides the Rianda House team with daily assistance in answering challenging resource inquiries.
- **Community Action Napa Valley’s Senior Nutrition Program** (aka Meals On Wheels), a key partner since 2008, offers nutritious meals to local seniors through congregate meals offered at Rianda three times per week and daily delivery of meals coordinated in our commercial kitchen to homebound persons. Each month, we partner to improve the health and social connectedness of 45 seniors.
- **Community Organizations Active in Disaster (COAD)** is coordinating the county-wide community response to the pandemic, and providing disaster preparedness training, and has helped Rianda House to leverage financial assistance, supplies, resources and information to keep seniors safe and healthy in their homes.
- **Health Insurance Counseling & Advocacy Program (HICAP)**, provides monthly counseling opportunities to meet one-on-one with a Medicare benefits and insurance specialist, as well as timely workshops to provide enrollment updates and 101 workshops to assist new individuals to better navigate the daunting Medicare system.
- **Innovative Health Solutions**, is one of Rianda House’s newest partners, and they provide a series of best practice wellness workshops, Matter of Balance and Food Smarts, tailored specifically for older adults to effect long-term changes that address fear of falling and fall prevention, and better nutritional habits. Programs are offered in both English and Spanish.
- **Mentis** helps us to expand our reach to Latinos and high needs seniors with bilingual service navigation, case management, home visitation and mental health screenings and therapy. Through our partnership with Mentis, we are able to provide a high level of mental health service expertise to very isolated people.

- ***Molly's Angeles***, provides Rianda House with a vital transportation referral system for older adults to obtain a no-cost ride to and from doctors appointments. This local connect is especially needed due to the lack of public transportation options to Adventist Health St. Helena. Rianda House volunteer recruitment efforts assist building the local capacity of this agency, located in Napa, to better service UpValley seniors.
- ***Napa County In-Home Support Services*** is helping Rianda House to expand the existing caregiver registry by providing local recruitment and on-site orientation and training in English and Spanish for potential providers. Because there are very few local housing options for skilled assisted living, the need for trained caregivers dramatically increases each year as the senior population in the County grows, making this a critical program in St. Helena.
- ***UpValley Family Centers*** provide Rianda House seniors vital disaster relief support, economic assistance services, income tax preparation support, case management for high-needs individuals, public awareness outreach to our Latino participants, such as fraud alerts and Census 2020 awareness.
- ***UpValley Village***, a fee-based membership organization, helps Rianda House to expand the local service net for St. Helena seniors by providing needed in-home services, outings and social activities for its members. Rianda House and UpValley Village also partner to offer social activities, wellness lectures and community outreach to support healthy aging, such as the very successful "Elderhood," enrichment series.

We continually continuously expand our partnerships and in-house program offerings through our leadership of the UpValley Senior Collaborative (UVSC), one of our intentional strategies for involving the community in our work. The UVSC works to identify needs, leverage resources and create new training and support programs that meet the specific needs of UpValley seniors. Rianda House coordinates and facilitates monthly meetings attended by 15 partner agencies and community leaders, including Napa County Health & Human Services, Molly's Angels, Collabria Care, UpValley Family Center, St. Helena Hospital, Mentis and Supervisor Diane Dillon.

Rianda House enjoys strong, consistent, unrestricted operating support from the local community as reflected in our community's enthusiastic response to the Rally4Rianda, fundraising appeals and calls for volunteers. In 2020, Rianda House engaged 144 new local donors who gave a total of \$23,500. These new donations, combined with a new estate gift and now forgiven PPP loan, account for \$139,000 in new funding that has allowed Rianda House to continue to expand offerings to local seniors and their families. In addition, Rianda House is supported by the community in the following ways:

- 74 volunteers support the organization as Board members, greeters, program presenters, program committee members, vineyard committee members, gardeners, outreach ambassadors.
- Local churches, including Grace Episcopal, St. Helena Presbyterian, St. Helena Methodist and Seventh-Day Adventist churches, offer funding and space in their buildings for classes and help with outreach.
- Local healthcare professionals offer classes, lectures and screenings in partnership with Rianda House and help with outreach to patients.
- Service clubs, including Soroptimists, Odd Fellows and Kiwanis support the Center through fundraising, facility improvements and special projects.

4. Describe who will benefit from this Project and estimate how many people this Project may impact.

During this 2021-2022 grant period, Rianda House we will serve approximately 1,000 seniors (55 – 101 years young), including 500 residents of St. Helena. Seniors who live in rural areas like St. Helena are particularly vulnerable to isolation – from their community, from resources and from opportunities to contribute and engage. Feelings of loneliness and isolation can lead to serious consequences for older adults, including cognitive decline and risk of dementia, long-term illness, depression, high blood pressure and poor diet. At the same time, stigma keeps many seniors from reaching out to get the help they need. Having lived most of their lives independently, many seniors find it hard to ask for help or don't know how to even begin.

There is no question that all generations of older adults need opportunities to socialize, to volunteer, to improve their health and wellness, to find resources and connect with the larger community. Keeping our older generation healthy and well by providing robust programming through Rianda House will create a healthier community for generations to come.

5. If you have received funding from other Napa County government agencies in the past two years, provide level of funding and how funding from the City of St. Helena will specifically benefit St. Helena residents.

Rianda House is immensely grateful to have received funding from the City of St. Helena since 2008, which has allowed us to provide consistent programming to the community and to leverage other grants by demonstrating local support for our work. Between 2015-2018, the City of St. Helena awarded Rianda House a Community Enrichment Grants in the amount of \$5,000 to 10,000 and in 2019 and 2020 provided programmatic grants in the amount of \$30,000. **This year, Rianda House respectfully requests that the City of St. Helena consider renewing their 2020 Programmatic Grant award level of \$30,000 to continue the city's substantial investment in local seniors.**

City of St. Helena funding will be applied to Rianda House's local work in St. Helena. Rianda House expends 85% of its total operating budget of \$615,000 in St. Helena, including programming, services, facility, fundraising and administrative costs. Additional funding for programming in Calistoga and makes up the balance (15%) of Rianda House's annual budget, is funded by Auction Napa Valley private donations, St. Helena Hospital Foundation and the City of Calistoga through their Enrichment Grant.

Should the City of St. Helena not fund or partially fund this program grant request of \$30,000, Rianda House will continue to work diligently to access other funding sources to make up for any budget shortfall. Currently, Rianda House is working to enhance fundraising strategies by increasing the number of donors who contribute annually, developing a systematic cultivation process for major donors, and exploring additional collaborative grant funding sources. However, as noted above, **a significant investment by the City of St. Helena will greatly increase our ability to leverage other funding sources to support St. Helena seniors.**

INTERNAL REVENUE SERVICE  
P. O. BOX 2508  
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: OCT 13 2005

GUNILDA RIANDA SENIOR CENTER  
ASSOCIATION  
1475 MAIN ST  
ST HELENA, CA 94574-1813

Employer Identification Number:  
20-2411077  
DLN:  
17053266017005  
Contact Person:  
DEL TRIMBLE ID# 31309  
Contact Telephone Number:  
(877) 829-5500  
Accounting Period Ending:  
DECEMBER 31  
Public Charity Status:  
170(b)(1)(A)(vi)  
Form 990 Required:  
YES  
Effective Date of Exemption:  
FEBRUARY 3, 2005  
Contribution Deductibility:  
YES  
Advance Ruling Ending Date:  
DECEMBER 31, 2009

Dear Applicant:

We are pleased to inform you that upon review of your application for tax exempt status we have determined that you are exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code. Contributions to you are deductible under section 170 of the Code. You are also qualified to receive tax deductible bequests, devises, transfers or gifts under section 2055, 2106 or 2522 of the Code. Because this letter could help resolve any questions regarding your exempt status, you should keep it in your permanent records.

Organizations exempt under section 501(c)(3) of the Code are further classified as either public charities or private foundations. During your advance ruling period, you will be treated as a public charity. Your advance ruling period begins with the effective date of your exemption and ends with advance ruling ending date shown in the heading of the letter.

Shortly before the end of your advance ruling period, we will send you Form 8734, Support Schedule for Advance Ruling Period. You will have 90 days after the end of your advance ruling period to return the completed form. We will then notify you, in writing, about your public charity status.

Please see enclosed Information for Exempt Organizations Under Section 501(c)(3) for some helpful information about your responsibilities as an exempt organization.

Letter 1045 (DO/CG)

-2-

GUNILDA RIANDA SENIOR CENTER

We have sent a copy of this letter to your representative as indicated in your power of attorney.

Sincerely,

A handwritten signature in cursive script, reading "Lois G. Lerner".

Lois G. Lerner  
Director, Exempt Organizations  
Rulings and Agreements

Enclosures: Information for Organizations Exempt Under Section 501(c)(3)

Letter 1045 (DO/CG)

**Rianda House Senior Activity Center**  
**2021 Operating Budget -- 2020 Actuals**

3.12.2021

|                                                         | <u>2021 Budget</u> | <u>Jan - Dec 20</u> |
|---------------------------------------------------------|--------------------|---------------------|
| <b>Ordinary Income/Expense</b>                          |                    |                     |
| <b>Income</b>                                           |                    |                     |
| <b>4000 · Contributions and Gifts</b>                   |                    |                     |
| 4005 · General Donation                                 | 22,500             | 19,534.48           |
| 4010 · Direct Appeal Revenue                            | 35,000             | 67,247.72           |
| 4015 · Board Contributions                              | 20,000             | 31,383.78           |
| 4020 · Grants and Foundations                           | 195,000            | 199,500.00          |
| 4030 · Planned Giving                                   | 4,500              | 74,375.00           |
| 4035 · Pledges                                          | 50,000             | 98,694.96           |
| 4040 · Recycling                                        | 0                  | 868.00              |
| <b>Total 4000 · Contributions and Gifts</b>             | <u>327,000</u>     | <u>491,603.94</u>   |
| <b>4100 · Fundraising Events &amp; Campaigns</b>        |                    |                     |
| 4110 · Fundraising Events - Other                       | 8,000              | 200.00              |
| 4125 · Annual Fundraising Event                         | 130,000            | 112,051.00          |
| 4140 · Brick Inscription                                | 500                | 0.00                |
| <b>Total 4100 · Fundraising Events &amp; Campaigns</b>  | <u>138,500</u>     | <u>112,251.00</u>   |
| <b>4200 · Program Revenue</b>                           |                    |                     |
| 4205 · Arts & Lectures                                  | 1,000              | 1,204.00            |
| 4210 · Programs                                         | 10,000             | 10,927.22           |
| <b>Total 4200 · Program Revenue</b>                     | <u>11,000</u>      | <u>12,131.22</u>    |
| <b>4300 · Miscellaneous Income</b>                      |                    |                     |
| 4305 · Dividend Income & Capital Gains                  | 8,000              | 17,477.58           |
| 4310 · Interest Income                                  | 7,500              | 9,425.13            |
| 4315 · Rent                                             | 0                  | 510.00              |
| 4320 · Refund / Rebate                                  | 0                  | 514.35              |
| <b>Total 4300 · Miscellaneous Income</b>                | <u>15,500</u>      | <u>27,927.06</u>    |
| <b>Total Income</b>                                     | 492,000            | 643,913.22          |
| <b>5100 · Special Events &amp; Campaign Costs</b>       |                    |                     |
| 5110 · Fundraising Events - other                       | 1,800              | 0.00                |
| 5125 · Annual Fundraising Event                         | 10,000             | 8,105.28            |
| 5150 · Brick inscription                                | 200                | 0.00                |
| <b>Total 5100 · Special Events &amp; Campaign Costs</b> | <u>12,000</u>      | <u>8,105.28</u>     |
|                                                         |                    | <u>8,105.28</u>     |
| <b>Income less Fundraising Costs</b>                    | 480,000            | 635,807.94          |
| <b>Expense</b>                                          |                    |                     |
| <b>6000 · Program Expense</b>                           |                    |                     |
| 6100 · Program Resources                                | 15,000             | 14,993.58           |
| 6200 · Instruction                                      | 15,000             | 9,160.00            |
| 6350 · Counseling Annex - Rent                          | 7,800              | 7,800.00            |
| 6400 · Salaries- Programing                             | 144,736            | 114,816.29          |
| 6450 · Payroll Expenses - Programing                    | 15,914             | 11,276.33           |
| 6500 · Community Outreach                               | 2,500              | 2,247.08            |
| 6600 · Reporting and Evaluations                        | 4,550              | 2,052.00            |
| 6700 · Newsletter & Calendar                            | 17,000             | 14,801.92           |

**Rianda House Senior Activity Center**  
**2021 Operating Budget -- 2020 Actuals**

3.12.2021

|                                       |         |            |
|---------------------------------------|---------|------------|
| 6750 · Marketing & Promotion          | 8,000   | 5,142.03   |
| 6800 · Supplies                       |         |            |
| 6805 · Hospitality                    | 2,000   | 879.43     |
| 6810 · House supplies                 | 2,200   | 3,453.00   |
| 6815 · Subscriptions - newspapers/mag | 300     | 433.98     |
| Total 6800 · Supplies                 | 4,500   | 4,766.41   |
| 6900 · Occupancy                      |         |            |
| 6905 · Janitorial Services            | 5,400   | 1,068.75   |
| 6910 · Repairs & Maintenance          | 6,600   | 7,886.52   |
| 6915 · Facility Improvements          | 5,000   | 2,229.04   |
| 6920 · Landscaping                    | 2,400   | 0.00       |
| 6925 · Utilities                      | 8,000   | 7,494.85   |
| 6930 · Pest Control                   | 300     | 200.00     |
| 6935 · Trash Removal                  | 1,000   | 1,078.05   |
| 6945 · Depreciation Expense           | 38,000  | 37,991.00  |
| Total 6900 · Occupancy                | 66,700  | 57,948.21  |
| Total 6000 · Program Expense          | 301,700 | 245,003.85 |
| 7000 · Management/General             |         |            |
| 7100 · Salaries - Management          | 66,476  | 64,477.68  |
| 7150 · Payroll Expenses - Management  | 9,294   | 6,347.62   |
| 7200 · Professional                   |         |            |
| 7205 · Accounting / Tax prep          | 7,600   | 6,600.00   |
| 7210 · Computer - IT Services         | 24,000  | 24,402.19  |
| 7215 · Outside Service                | 8,000   | 7,805.88   |
| Total 7200 · Professional             | 39,600  | 38,808.07  |
| 7300 · Meeting Expense                | 1,000   | 0.00       |
| 7400 · Meals & Entertainment          | 1,000   | 598.14     |
| 7500 · Travel                         | 1,000   | 344.28     |
| 7550 · Retirement Admin. Fees         | 2,000   | 1,980.00   |
| 7555 · 401-K Employer Match           | 7,930   | 8,756.61   |
| 7600 · Insurance                      |         |            |
| 7605 · Health insurance               | 12,000  | 12,000.00  |
| 7606 · Health Insurance - Stipend     | 18,000  | 16,846.21  |
| 7610 · Liability insurance            | 11,000  | 10,497.47  |
| 7615 · Workman's Comp                 | 5,500   | 3,427.00   |
| Total 7600 · Insurance                | 46,500  | 42,770.68  |
| 7700 · Office Expense                 |         |            |
| 7705 · Postage                        | 450     | 442.75     |
| 7710 · Telephone                      | 5,500   | 5,007.96   |
| 7715 · Copier Lease                   | 6,700   | 7,812.56   |
| 7720 · Office Supplies                | 2,500   | 8,371.92   |
| 7735 · Satellite Office - Rent        | 15,600  | 20,150.00  |
| Total 7700 · Office Expense           | 30,750  | 41,785.19  |
| 7800 · Electronic Communication       | 6,500   | 8,728.25   |
| 7900 · Other Management Expenses      |         |            |
| 7910 · Bank Charges                   | 700     | 787.95     |

**Rianda House Senior Activity Center**  
**2021 Operating Budget -- 2020 Actuals**

3.12.2021

|                                                     |                    |                   |
|-----------------------------------------------------|--------------------|-------------------|
| 7912 · Investment Advisory Fees                     | 3,000              | 2,825.00          |
| 7915 · Compliance fees & registration               | 500                | 312.66            |
| 7920 · Continuing Education                         | 1,750              | 280.00            |
| 7925 · Dues-Subscriptions-Membership                | 500                | 573.00            |
| <b>Total 7900 · Other Management Expenses</b>       | <b>6,450</b>       | <b>4,778.61</b>   |
| <b>Total 7000 · Management/General</b>              | <b>219,200</b>     | <b>219,375.13</b> |
| <b>8000 · Fundraising Expenses</b>                  |                    |                   |
| 8050 · Salaries - Fundraising                       | 66,477             | 62,374.27         |
| 8055 · Payroll Expenses - Fundraising               | 5,973              | 4,957.23          |
| 8100 · Direct Appeal Expenditures                   | 10,000             | 5,007.84          |
| 8200 · Direct Board Appeal Expense                  | 1,000              | 0.00              |
| 8400 · Grant & Fund Development                     | 5,000              | 2,601.00          |
| 8500 · Consulting                                   | 0                  | 0.00              |
| 8600 · Fundraising Admin                            | 5,250              | 6,859.68          |
| <b>Total 8000 · Fundraising Expenses</b>            | <b>93,700</b>      | <b>81,800.02</b>  |
| <b>9400 · Temporarily Restricted Projects</b>       |                    |                   |
| 9700 · Vineyard Group Restricted Funds              | 400                | 0.00              |
| <b>Total 9400 · Temporarily Restricted Projects</b> | <b>400</b>         | <b>0.00</b>       |
| <b>Total Expense</b>                                | <b>615,000</b>     | <b>546,179.00</b> |
| <b>Net Ordinary Income</b>                          | <b>(135,000) *</b> | <b>89,628.94</b>  |
| <b>2021 Other Income/Expense</b>                    |                    |                   |
| <b>Other Income</b>                                 |                    |                   |
| 9000 · Other Income                                 |                    |                   |
| 9350 · Board Allocated Funds                        | 135,000            |                   |
| <b>Total 9000 · Other Income</b>                    | <b>135,000</b>     |                   |
| <b>Total Other Income</b>                           | <b>0.00</b>        |                   |
| <b>Net Income</b>                                   | <b>0.00</b>        |                   |

\*

NOTE: This 2021 Operating Budget reflects a deficit situation. Incurring a budget deficit is an informed decision by the board to continue growing programs in a COVID related economic downturn. Program expansion is necessary to fulfill two key 2019-22 Strategic Planning goals: to expand programs for underserved populations by connecting more seniors with Rianda House's wellness and enrichment programs; and to significantly strengthen an increase in fundraising capacity. With this in mind, the Board remains committed to support this growth during these challenging times, especially for seniors.

Based on past Board experience and growing community support, the leadership is confident this budget gap is not a long-term trend. Rianda House has built strong emergency and growth reserves to fund potential budget gaps while staying true to our mission.



**Rianda House Senior Activity Center - 2020 Grant Funding Report**

| <b>Grants and Foundations</b>              | <b>Budget</b>  | <b>Actual</b>  |
|--------------------------------------------|----------------|----------------|
| Napa Valley Vintners                       | 90,000         | 90,000         |
| City of Calistoga                          | 7,000          | 1,500          |
| City of St. Helena                         | 30,000         | 30,000         |
| Prairie Foundation                         | 35,000         | 35,000         |
| St. Helena Hospital Foundation             | 5,000          | 5,000          |
| Napa Fund                                  | 5,000          | 5,000          |
| Turley Family Fund                         | 2,000          | 4,500          |
| Carpy Family Fund                          | 5,000          | 5,000          |
| Misc. Grants                               | 19,000         |                |
| NV Community Foundation                    |                | 10,000         |
| Hall Foundation                            |                | 1,000          |
| Census - 'Hard To Count Committee' Stipend |                | 10,000         |
| COAD - Participation Stipend               |                | 2,500          |
| <b>Total (budgeted \$198k)</b>             | <b>198,000</b> | <b>199,500</b> |



## City of St. Helena Nonprofit Funding Program Grant Application and Budget FY 2021/22

The annual "Non-Profit Funding Program" is designed to support local non-profit organizations directly serving the community and/or benefiting the City of St. Helena. Applicant programs, projects and services ("Project") must be consistent with the City's mission statement or support at least one of the City Council's three-year goals (see attached).

Please answer the following questions as they apply to your Project.

Applications must be received no later than **March 15, 2021 by 5:00 PM**. Late and incomplete applications will not be accepted.

### Organizational Overview

|                                                   |                                                                          |
|---------------------------------------------------|--------------------------------------------------------------------------|
| Organization Name:                                | The Saint Helena Family Center Inc., dba Sun and Stars Montessori School |
| Organization Mailing Address:                     | 1425 Oak Ave                                                             |
| Organization Contact Person<br>(Name/Title):      | <b>Tammy Harbison, Executive Director</b>                                |
| Organization Contact Email:                       | sunandstarsmontessori@gmail.com                                          |
| Organization Contact Telephone:                   | 707-967-1984                                                             |
| Organization Website:                             | www.sunandstarsmontessori.org                                            |
| Federal Tax ID Number and Status:                 | 942765955    Status: operating 501c3                                     |
| How long has your organization been in operation? | 40 years                                                                 |

Project Category:

- ☐ **Programmatic Grant** – Projects or programs which provide support services to the residents of the City of St. Helena.
- ☒ **Community Enrichment Grant** – Projects which promote or benefit the St. Helena community with arts, culture or education.

### Grant Request

|                         |                                               |
|-------------------------|-----------------------------------------------|
| Project Name:           | Enrollment Expansion with new classroom space |
| Address of Project:     | 1425 Oak Ave                                  |
| Requested Grant Amount: | \$30,000                                      |
| Matching Funds:         | \$0                                           |
| TOTAL Project Cost:     | \$60,360                                      |

**Application Questions** - Please answer the following questions on a separate sheet.

1. Describe how your Project ties to the City's Goals, Mission/Vision Statement.
2. Describe your Project including objectives and goals and explain how you will meet these goals within the deadline of June 30, 2022. Please provide a timeline for your Project.
3. Describe the community support for your Project.
  - a. What organizations, neighborhood associations, non-profits, residents, etc. are also involved in the Project?
  - b. What roles are they playing and how collaborative is the Project?
  - c. What other support exists for your Project?
4. Describe who will benefit from this Project and estimate how many people this Project may impact.
5. If you have received funding from other Napa County government agencies in the past two years, provide level of funding and how funding from the City of St. Helena will specifically benefit St. Helena residents.

**Cost Estimate**

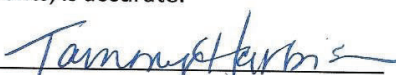
Include a high level description of all the program or project costs that will be paid for by City Funds. *If additional space is needed please attach a separate sheet.*

| Description                 | Amount |
|-----------------------------|--------|
| Hiring of full-time teacher | 50,000 |
| Furniture                   | 2,500  |
| Materials                   | 1,200  |
| Rent                        | 6,660  |
|                             |        |
|                             |        |
| <b>Total Grant Request</b>  | 30,000 |

**Authorized Representative**

I represent that this Application Packet describes the intended use of the requested City Grant funds to complete the Project or Program identified above and the elements listed in the Project Budget. I declare under penalty of perjury, under the laws of the State of California, that the information contained in this Application Packet, including required attachments, is accurate.

Print Name Tammy Harbison

Signature 

Title Executive Director

Date 03/15/2021

**Our Mission:  
Education for a New World**



**Maria Montessori believed that children are the seeds of humanity's future**

**We at Sun and Stars Montessori School are dedicated to providing the nurturing educational environment required for the complete and total fulfillment of our children- physically, emotionally, mentally and spiritually, in order to begin the process of the creation of a new world where humanity recognizes it's oneness and can thereby achieve a new level of peace and harmony.**

Our project ties to the City's goals in multiple ways. We support thriving families and enhance the safety, well-being, and healthy development of our youth. We promote high quality of life for our children and families. We teach children to be independent, safe, respectful, and responsible in many ways. They care for themselves, each other, and the environment. As in our Mission Statement, we are also dedicated to serving the needs and desires of our citizens.

It is our hope that we will be able to open another classroom for the 2021-22 school year to expand enrollment. This would enable us to accept more children within the current Covid restrictions.

With support we would begin preparations now.

- Spring 2021 Advertise to community, Registration, Hiring of Teacher(s)
- Summer 2021 Procurement of materials and set-up
- Fall 2021 Begin school year, maintain and continue enrollment as needed through June 2022.

We too promote a family-friendly community. The families of young children support our endeavors. There is great need for preschool and even more so as parents continue to physically go back to work. We work with non-profit, *St. Helena Preschool For All* who helps place children with a good-match school or childcare environment. Community members that are vested in quality early learning, support Sun and Stars and help build enrollment.

Funding from the City of St. Helena will specifically benefit residents as we serve working parents. Additionally, we genuinely believe that we provide a strong foundation in which children grow to be responsible citizens and will someday give back to their community.

**Other Grant Funding Received**

-offset revenue loss due to school closure and covid restrictions

December 2020 – Childcare Stabilization Fund (Community Resources for Children)

February 2021 – California Relief Fund for small business (Napa County)



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**Internal Revenue Service**

**Date:** September 23, 2004

Saint Helena Family Center, Inc.  
980 Dowsett Ln.  
Saint Helena, CA 94574

**Department of the Treasury**  
**P. O. Box 2508**  
**Cincinnati, OH 45201**

**Person to Contact:**  
Jamie Armas 31-08342  
Customer Service Representative  
**Toll Free Telephone Number:**  
8:00 a.m. to 6:30 p.m. EST  
877-829-5500  
**Fax Number:**  
513-283-3756  
**Federal Identification Number:**  
94-2785955

Dear Sir or Madam:

This is in response to your request of September 23, 2004, regarding your organization's tax-exempt status.

In October 1981 we issued a determination letter that recognized your organization as exempt from federal income tax. Our records indicate that your organization is currently exempt under section 501(c)(3) of the Internal Revenue Code.

Our records indicate that your organization is also classified as a public charity under sections 509(a)(1) and 170(b)(1)(A)(i) of the Internal Revenue Code.

Our records indicate that contributions to your organization are deductible under section 170 of the Code, and that you are qualified to receive tax deductible bequests, devises, transfers or gifts under section 2055, 2106 or 2522 of the Internal Revenue Code.

If you have any questions, please call us at the telephone number shown in the heading of this letter.

Sincerely,

*Janna K. Skulco*

Janna K. Skulco, Director, TF/GE  
Customer Account Services

10:32 AM  
03/15/21  
Accrual Basis

**Sun and Stars Montessori School**  
**Profit & Loss Budget vs. Actual**  
July 2015 through June 2016

|                                              | <u>Feb 20</u> | <u>Budget</u> | <u>\$ Over Budget</u> |
|----------------------------------------------|---------------|---------------|-----------------------|
| Ordinary Income/Expense                      |               |               |                       |
| Income                                       |               |               |                       |
| 4010 · Donations (Fundraising) Non-Auc       | 200.00        |               |                       |
| 4015 · Online Auctions                       | 799.10        | 1,200.00      | -400.90               |
| Total 4010 · Donations (Fundraising) Non-Auc | 999.10        | 1,200.00      | -200.90               |
| 4020 · General Tuition                       |               |               |                       |
| 4021 · Stars Tuition                         | 12,904.50     | 12,920.00     | -15.50                |
| 4022 · Suns Tuition                          | 20,732.00     | 18,800.00     | 1,932.00              |
| 4023 · Extra Hours                           | 5,732.00      | 5,000.00      | 732.00                |
| 4027 · Sibling Discounts                     | -402.50       | -400.00       | -2.50                 |
| 4020 · General Tuition - Other               | 0.00          | 0.00          | 0.00                  |
| Total 4020 · General Tuition                 | 38,966.00     | 36,320.00     | 2,646.00              |
| 4030 · Misc. Income                          |               |               |                       |
| 4038 · Materials Fee                         | 0.00          |               | 0.00                  |
| 4040 · Late Fee Income                       | 25.00         |               |                       |
| 4041 · French Lessons                        | 588.00        |               | 588.00                |
| 4042 · Music Together                        | 271.00        | 496.50        | -225.50               |
| 4030 · Misc. Income - Other                  | 27.00         | 0.00          | 15,013.00             |
| Total 4030 · Misc. Income                    | 911.00        | 496.50        | 414.50                |
| Total Income                                 | 40,876.10     | 38,016.50     | 2,859.60              |
| Gross Profit                                 | 40,876.10     | 38,016.50     | 2,859.60              |
| Expense                                      |               |               |                       |
| 6000 · Supplies.                             |               |               |                       |
| 6001 · Music Together                        |               |               |                       |
| Music Together Supplies                      | 966.00        | 84.42         | 881.58                |
| Total 6001 · Music Together                  | 966.00        | 84.42         | 881.58                |
| 6002 · Office Expense                        | 288.00        | 223.75        | 64.25                 |
| 6004 · Classroom Supplies                    | 67.00         |               |                       |
| 6004 · Classroom Supplies - Other            | 0.00          | 358.33        | -358.33               |
| Total 6004 · Classroom Supplies              | 67.00         | 358.33        | -291.33               |
| 6006 · Household Supplies                    | 44.27         | 268.83        | -224.56               |
| 6010 · Postage and Delivery                  | 14.06         | 4.17          | 9.89                  |
| 6012 · Credit Card Fees                      | 149.00        | 1,000.00      | -851.00               |
| 6017 · Rent                                  |               |               |                       |
| Pre-School                                   | 1,798.00      | 1,695.14      | 102.86                |
| Room 4                                       | 530.00        | 500.00        | 30.00                 |
| Toddler House                                | 3,129.00      | 2,949.04      | 179.96                |
| Total 6017 · Rent                            | 5,457.00      | 5,144.18      | 312.82                |
| 6020 · Tax, Licenses & Permits               | 400.00        | 70.58         | 329.42                |
| 6021 · Repairs & Maintenance                 |               |               |                       |
| 6024 · Janitorial                            | 935.00        | 1,000.00      | -65.00                |
| 6021 · Repairs & Maintenance - Other         | 0.00          | 50.00         | -50.00                |
| Total 6021 · Repairs & Maintenance           | 935.00        | 1,050.00      | -115.00               |

10:32 AM  
03/15/21  
Accrual Basis

**Sun and Stars Montessori School**  
**Profit & Loss Budget vs. Actual**  
July 2015 through June 2016

|                                                    | <b>Feb 20</b>    | <b>Budget</b>    | <b>\$ Over Budget</b> |
|----------------------------------------------------|------------------|------------------|-----------------------|
| <b>6026 · Utilities</b>                            |                  |                  |                       |
| 6023 · Telephone                                   | 161.00           | 111.83           | 49.17                 |
| 6032 · Internet                                    | 86.00            | 45.00            | 41.00                 |
| 6033 · Garbage                                     | 152.00           | 142.67           | 9.33                  |
| 6035 · Water                                       | 193.00           | 90.00            | 103.00                |
| 6036 · Gas & Electricity                           | 220.00           | 200.00           | 20.00                 |
| 6026 · Utilities - Other                           | 0.00             | 0.00             | 0.00                  |
| <b>Total 6026 · Utilities</b>                      | <b>812.00</b>    | <b>750.00</b>    | <b>62.00</b>          |
| <b>6027 · Professional Fees</b>                    |                  |                  |                       |
| 6027.1 · Music Together Teacher                    | 0.00             | 0.00             | 0.00                  |
| 6027.2 · French Teacher                            | 0.00             | 0.00             | 0.00                  |
| 6027.3 Athletics Program                           |                  |                  |                       |
| <b>Total 6027 · Professional Fees</b>              | <b>0.00</b>      | <b>0.00</b>      | <b>0.00</b>           |
| <b>6040 · Insurance Expense</b>                    | <b>503.00</b>    | <b>503.00</b>    |                       |
| <b>Total 6040 · Insurance Expense</b>              | <b>503.00</b>    | <b>503.00</b>    | <b>0.00</b>           |
| <b>6400 · Employee Expenses</b>                    |                  |                  |                       |
| 6401 · Employee Benefits                           | 657.00           | 1,000.00         | -343.00               |
| 6403 · Education & Training                        | 0.00             | 0.00             | 0.00                  |
| 6404 · Gifts/Appreciation Expense                  | 0.00             | 0.00             | 0.00                  |
| 6406 · Outside Services                            | 0.00             |                  |                       |
| 6400 · Employee Expenses - Other                   | 0.00             | 0.00             | 0.00                  |
| <b>Total 6400 · Employee Expenses</b>              | <b>657.00</b>    | <b>1,000.00</b>  | <b>-343.00</b>        |
| <b>6500 · Payroll Expenses</b>                     |                  |                  |                       |
| 6501 · Payroll                                     | 1,202.00         |                  |                       |
| 6501.05 · Admin                                    | 6,154.00         | 6,154.00         | 0.00                  |
| 6501.10 · Pre-School                               | 10,522.00        | 10,300.00        | 222.00                |
| 6501.15 · Toddler                                  | 7,161.00         | 7,000.00         | 161.00                |
| 6501.20 · After Care                               | 1,645.00         | 1,800.00         | -155.00               |
| 6503 · Payroll Taxes                               | 2,611.00         | 1,800.00         | 811.00                |
| 6506 · Payroll Service                             | 398.00           | 350.00           | 48.00                 |
| <b>Total 6501 · Payroll</b>                        | <b>29,693.00</b> | <b>27,404.00</b> | <b>2,289.00</b>       |
| <b>Total 6500 · Payroll Expenses</b>               | <b>29,693.00</b> | <b>27,404.00</b> | <b>2,289.00</b>       |
| 6800 · School Sponsored Events - Other             | 12.00            | 0.00             | 12.00                 |
| <b>Total 6800 · School Sponsored Events</b>        | <b>12.00</b>     | <b>0.00</b>      | <b>12.00</b>          |
| <b>6900 · Fundraising (Non-Auction) Exp.</b>       |                  |                  |                       |
| 6910 · Online Auction                              | 400.00           | 0.00             | 400.00                |
| <b>Total 6900 · Fundraising (Non-Auction) Exp.</b> | <b>400.00</b>    | <b>0.00</b>      | <b>400.00</b>         |
| <b>Total Expense</b>                               | <b>#REF!</b>     | <b>#REF!</b>     | <b>#REF!</b>          |
| <b>Net Ordinary Income</b>                         | <b>#REF!</b>     | <b>#REF!</b>     | <b>#REF!</b>          |
| <b>Other Income/Expense</b>                        |                  |                  |                       |
| <b>Other Income</b>                                |                  |                  |                       |
| 8100 · Interest Income                             | 167.00           | 0.00             | 167.00                |
| <b>Total Other Income</b>                          | <b>167.00</b>    | <b>0.00</b>      | <b>167.00</b>         |

10:32 AM  
03/15/21  
Accrual Basis

**Sun and Stars Montessori School**  
**Profit & Loss Budget vs. Actual**  
July 2015 through June 2016

|                      | <u>Feb 20</u> | <u>Budget</u> | <u>\$ Over Budget</u> |
|----------------------|---------------|---------------|-----------------------|
| Other Expense        |               |               |                       |
| 8300 · Other Expense | 0.00          | 0.00          | 0.00                  |
| Total Other Expense  | 0.00          | 0.00          | 0.00                  |
| Net Other Income     | 167.00        | 0.00          | 167.00                |
| Net Income           | <u>#REF!</u>  | <u>#REF!</u>  | <u>#REF!</u>          |



10:32 AM  
03/15/21  
Accrual Basis

**Sun and Stars Montessori School**  
**Profit & Loss Budget vs. Actual**  
July 2015 through June 2016

|                                              | <u>% of Budget</u> | <u>Feb 21</u> | <u>Budget</u> |
|----------------------------------------------|--------------------|---------------|---------------|
| Ordinary Income/Expense                      |                    |               |               |
| Income                                       |                    |               |               |
| 4010 · Donations (Fundraising) Non-Auc       |                    |               |               |
| 4015 · Online Auctions                       | 66.59%             | 0.00          | 0.00          |
| Total 4010 · Donations (Fundraising) Non-Auc | 83.26%             | 0.00          | 0.00          |
| 4020 · General Tuition                       |                    |               |               |
| 4021 · Stars Tuition                         | 99.88%             | 6,398.00      | 9,260.00      |
| 4022 · Suns Tuition                          | 110.28%            | 13,102.50     | 14,250.00     |
| 4023 · Extra Hours                           | 114.64%            | 2,275.00      | 4,000.00      |
| 4027 · Sibling Discounts                     | 100.63%            | -338.00       | -400.00       |
| 4020 · General Tuition - Other               | 0.0%               | 10,771.00     | 13,300.00     |
| Total 4020 · General Tuition                 | 107.29%            | 32,208.50     | 40,410.00     |
| 4030 · Misc. Income                          |                    |               |               |
| 4038 · Materials Fee                         | 0.0%               | 200.00        | 0.00          |
| 4040 · Late Fee Income                       |                    | 0.00          |               |
| 4041 · French Lessons                        | 100.0%             | 0.00          | 0.00          |
| 4042 · Music Together                        | 54.58%             | 0.00          | 0.00          |
| 4030 · Misc. Income - Other                  | 100.0%             | 15,013.00     | 0.00          |
| Total 4030 · Misc. Income                    | 183.48%            | 15,213.00     | 0.00          |
| Total Income                                 | 107.52%            | 47,421.50     | 40,410.00     |
| Gross Profit                                 | 107.52%            | 47,421.50     | 40,410.00     |
| Expense                                      |                    |               |               |
| 6000 · Supplies.                             |                    |               |               |
| 6001 · Music Together                        |                    |               |               |
| Music Together Supplies                      | 1,144.28%          | 0.00          | 0.00          |
| Total 6001 · Music Together                  | 1,144.28%          | 0.00          | 0.00          |
| 6002 · Office Expense                        | 128.72%            | 212.00        | 200.00        |
| 6004 · Classroom Supplies                    |                    |               |               |
| 6004 · Classroom Supplies - Other            | 0.0%               | 315.00        | 300.00        |
| Total 6004 · Classroom Supplies              | 18.7%              | 315.00        | 300.00        |
| 6006 · Household Supplies                    | 16.47%             | 6.47          | 150.00        |
| 6010 · Postage and Delivery                  | 337.17%            | 36.00         | 14.00         |
| 6012 · Credit Card Fees                      | 14.9%              | 148.95        | 150.00        |
| 6017 · Rent                                  |                    |               |               |
| Pre-School                                   | 106.07%            | 1,798.37      | 1,695.14      |
| Room 4                                       | 106.0%             | 0.00          | 500.00        |
| Toddler House                                | 106.1%             | 3,128.63      | 2,949.04      |
| Total 6017 · Rent                            | 106.08%            | 4,927.00      | 5,000.00      |
| 6020 · Tax, Licenses & Permits               | 566.73%            | 0.00          | 0.00          |
| 6021 · Repairs & Maintenance                 |                    |               |               |
| 6024 · Janitorial                            | 93.5%              | 525.00        | 600.00        |
| 6021 · Repairs & Maintenance - Other         | 0.0%               | 0.00          | 50.00         |
| Total 6021 · Repairs & Maintenance           | 89.05%             | 525.00        | 650.00        |

10:32 AM  
03/15/21  
Accrual Basis

**Sun and Stars Montessori School**  
**Profit & Loss Budget vs. Actual**  
July 2015 through June 2016

|                                                    | <u>% of Budget</u> | <u>Feb 21</u>    | <u>Budget</u>    |
|----------------------------------------------------|--------------------|------------------|------------------|
| <b>6026 · Utilities</b>                            |                    |                  |                  |
| 6023 · Telephone                                   | 143.97%            | 363.83           | 111.83           |
| 6032 · Internet                                    | 191.11%            | 174.10           | 45.00            |
| 6033 · Garbage                                     | 106.54%            | 157.98           | 142.67           |
| 6035 · Water                                       | 214.44%            | 434.42           | 218.00           |
| 6036 · Gas & Electricity                           | 110.0%             | 226.22           | 257.92           |
| 6026 · Utilities - Other                           | 0.0%               | 0.00             | 0.00             |
| <b>Total 6026 · Utilities</b>                      | <b>108.27%</b>     | <b>1,356.55</b>  | <b>775.42</b>    |
| <b>6027 · Professional Fees</b>                    |                    |                  |                  |
| 6027.1 · Music Together Teacher                    | 0.0%               | 0.00             | 0.00             |
| 6027.2 · French Teacher                            | 0.0%               | 0.00             | 0.00             |
| 6027.3 Athletics Program                           |                    |                  |                  |
| <b>Total 6027 · Professional Fees</b>              | <b>0.0%</b>        | <b>0.00</b>      | <b>0.00</b>      |
| <b>6040 · Insurance Expense</b>                    |                    |                  |                  |
| <b>Total 6040 · Insurance Expense</b>              | <b>100.0%</b>      | <b>503.29</b>    | <b>504.00</b>    |
| <b>6400 · Employee Expenses</b>                    |                    |                  |                  |
| 6401 · Employee Benefits                           | 65.7%              | 2,387.00         | 2,000.00         |
| 6403 · Education & Training                        | 0.0%               | 2,675.00         | 0.00             |
| 6404 · Gifts/Appreciation Expense                  | 0.0%               | 0.00             | 0.00             |
| 6406 · Outside Services                            |                    | 0.00             |                  |
| 6400 · Employee Expenses - Other                   | 0.0%               | 0.00             | 0.00             |
| <b>Total 6400 · Employee Expenses</b>              | <b>65.7%</b>       | <b>5,062.00</b>  | <b>2,000.00</b>  |
| <b>6500 · Payroll Expenses</b>                     |                    |                  |                  |
| <b>6501 · Payroll</b>                              |                    |                  |                  |
| 6501.05 · Admin                                    | 100.0%             | 6,154.00         | 6,154.00         |
| 6501.10 · Pre-School                               | 102.16%            | 11,140.00        | 11,000.00        |
| 6501.15 · Toddler                                  | 102.3%             | 7,146.00         | 7,000.00         |
| 6501.20 · After Care                               | 91.39%             | 0.00             | 0.00             |
| 6503 · Payroll Taxes                               | 145.06%            | 2,266.00         | 2,300.00         |
| 6506 · Payroll Service                             | 113.71%            | 385.00           | 250.00           |
| <b>Total 6501 · Payroll</b>                        | <b>108.35%</b>     | <b>27,091.00</b> | <b>26,704.00</b> |
| <b>Total 6500 · Payroll Expenses</b>               | <b>108.35%</b>     | <b>27,091.00</b> | <b>26,704.00</b> |
| 6800 · School Sponsored Events - Other             | 100.0%             | 138.00           | 0.00             |
| <b>Total 6800 · School Sponsored Events</b>        | <b>100.0%</b>      | <b>138.00</b>    | <b>0.00</b>      |
| <b>6900 · Fundraising (Non-Auction) Exp.</b>       |                    |                  |                  |
| 6910 · Online Auction                              | 100.0%             | 0.00             | 0.00             |
| <b>Total 6900 · Fundraising (Non-Auction) Exp.</b> | <b>100.0%</b>      | <b>0.00</b>      | <b>0.00</b>      |
| <b>Total Expense</b>                               | <b>#REF!</b>       | <b>#REF!</b>     | <b>#REF!</b>     |
| <b>Net Ordinary Income</b>                         | <b>#REF!</b>       | <b>#REF!</b>     | <b>#REF!</b>     |
| <b>Other Income/Expense</b>                        |                    |                  |                  |
| <b>Other Income</b>                                |                    |                  |                  |
| 8100 · Interest Income                             | 100.0%             | 33.00            | 0.00             |
| <b>Total Other Income</b>                          | <b>100.0%</b>      | <b>33.00</b>     | <b>0.00</b>      |

10:32 AM  
03/15/21  
Accrual Basis

**Sun and Stars Montessori School**  
**Profit & Loss Budget vs. Actual**  
July 2015 through June 2016

|                      | <u>% of Budget</u> | <u>Feb 21</u> | <u>Budget</u> |
|----------------------|--------------------|---------------|---------------|
| Other Expense        |                    |               |               |
| 8300 · Other Expense | 0.0%               | 0.00          | 0.00          |
| Total Other Expense  | 0.0%               | 0.00          | 0.00          |
| Net Other Income     | 100.0%             | 33.00         | 0.00          |
| Net Income           | <u>#REF!</u>       | <u>#REF!</u>  | <u>#REF!</u>  |

10:32 AM  
03/15/21  
Accrual Basis

**Sun and Stars Montessori School**  
**Profit & Loss Budget vs. Actual**  
July 2015 through June 2016

|                                              | <u>\$ Over Budget</u> | <u>% of Budget</u> |
|----------------------------------------------|-----------------------|--------------------|
| Ordinary Income/Expense                      |                       |                    |
| Income                                       |                       |                    |
| 4010 · Donations (Fundraising) Non-Auc       |                       |                    |
| 4015 · Online Auctions                       | 0.00                  | 0.0%               |
| Total 4010 · Donations (Fundraising) Non-Auc | 0.00                  | 0.0%               |
| 4020 · General Tuition                       |                       |                    |
| 4021 · Stars Tuition                         | -2,862.00             | 69.09%             |
| 4022 · Suns Tuition                          | -1,147.50             | 91.95%             |
| 4023 · Extra Hours                           | -1,725.00             | 56.88%             |
| 4027 · Sibling Discounts                     | 62.00                 | 84.5%              |
| 4020 · General Tuition - Other               | -2,529.00             | 80.99%             |
| Total 4020 · General Tuition                 | -8,201.50             | 79.7%              |
| 4030 · Misc. Income                          |                       |                    |
| 4038 · Materials Fee                         | 200.00                | 100.0%             |
| 4040 · Late Fee Income                       |                       |                    |
| 4041 · French Lessons                        | 0.00                  | 0.0%               |
| 4042 · Music Together                        | 0.00                  | 0.0%               |
| 4030 · Misc. Income - Other                  | #REF!                 | #REF!              |
| Total 4030 · Misc. Income                    | 15,213.00             | 100.0%             |
| Total Income                                 | 7,011.50              | 117.35%            |
| Gross Profit                                 | 7,011.50              | 117.35%            |
| Expense                                      |                       |                    |
| 6000 · Supplies.                             |                       |                    |
| 6001 · Music Together                        |                       |                    |
| Music Together Supplies                      | 0.00                  | 0.0%               |
| Total 6001 · Music Together                  | 0.00                  | 0.0%               |
| 6002 · Office Expense                        | 12.00                 | 106.0%             |
| 6004 · Classroom Supplies                    |                       |                    |
| 6004 · Classroom Supplies - Other            | 15.00                 | 105.0%             |
| Total 6004 · Classroom Supplies              | 15.00                 | 105.0%             |
| 6006 · Household Supplies                    | -143.53               | 4.31%              |
| 6010 · Postage and Delivery                  | 22.00                 | 257.14%            |
| 6012 · Credit Card Fees                      | -1.05                 | 99.3%              |
| 6017 · Rent                                  |                       |                    |
| Pre-School                                   | 103.23                | 106.09%            |
| Room 4                                       | -500.00               | 0.0%               |
| Toddler House                                | 179.59                | 106.09%            |
| Total 6017 · Rent                            | -73.00                | 98.54%             |
| 6020 · Tax, Licenses & Permits               | 0.00                  | 0.0%               |
| 6021 · Repairs & Maintenance                 |                       |                    |
| 6024 · Janitorial                            | -75.00                | 87.5%              |
| 6021 · Repairs & Maintenance - Other         | -50.00                | 0.0%               |
| Total 6021 · Repairs & Maintenance           | -125.00               | 80.77%             |

10:32 AM  
03/15/21  
Accrual Basis

**Sun and Stars Montessori School**  
**Profit & Loss Budget vs. Actual**  
July 2015 through June 2016

|                                                    | <u>\$ Over Budget</u> | <u>% of Budget</u> |
|----------------------------------------------------|-----------------------|--------------------|
| <b>6026 · Utilities</b>                            |                       |                    |
| 6023 · Telephone                                   | 252.00                | 325.34%            |
| 6032 · Internet                                    | 129.10                | 386.89%            |
| 6033 · Garbage                                     | 15.31                 | 110.73%            |
| 6035 · Water                                       | 216.42                | 199.28%            |
| 6036 · Gas & Electricity                           | -31.70                | 87.71%             |
| 6026 · Utilities - Other                           | 0.00                  | 0.0%               |
| <b>Total 6026 · Utilities</b>                      | <u>581.13</u>         | <u>174.94%</u>     |
| <b>6027 · Professional Fees</b>                    |                       |                    |
| 6027.1 · Music Together Teacher                    | 0.00                  | 0.0%               |
| 6027.2 · French Teacher                            | 0.00                  | 0.0%               |
| 6027.3 Athletics Program                           |                       |                    |
| <b>Total 6027 · Professional Fees</b>              | 0.00                  | 0.0%               |
| <b>6040 · Insurance Expense</b>                    |                       |                    |
| <b>Total 6040 · Insurance Expense</b>              | -0.71                 | 99.86%             |
| <b>6400 · Employee Expenses</b>                    |                       |                    |
| 6401 · Employee Benefits                           | 387.00                | 119.35%            |
| 6403 · Education & Training                        | 2,675.00              | 100.0%             |
| 6404 · Gifts/Appreciation Expense                  | 0.00                  | 0.0%               |
| 6406 · Outside Services                            |                       |                    |
| 6400 · Employee Expenses - Other                   | 0.00                  | 0.0%               |
| <b>Total 6400 · Employee Expenses</b>              | <u>3,062.00</u>       | <u>253.1%</u>      |
| <b>6500 · Payroll Expenses</b>                     |                       |                    |
| <b>6501 · Payroll</b>                              |                       |                    |
| 6501.05 · Admin                                    | 0.00                  | 100.0%             |
| 6501.10 · Pre-School                               | 140.00                | 101.27%            |
| 6501.15 · Toddler                                  | 146.00                | 102.09%            |
| 6501.20 · After Care                               | 0.00                  | 0.0%               |
| 6503 · Payroll Taxes                               | -34.00                | 98.52%             |
| 6506 · Payroll Service                             | 135.00                | 154.0%             |
| <b>Total 6501 · Payroll</b>                        | <u>387.00</u>         | <u>101.45%</u>     |
| <b>Total 6500 · Payroll Expenses</b>               | 387.00                | 101.45%            |
| 6800 · School Sponsored Events - Other             | 138.00                | 100.0%             |
| <b>Total 6800 · School Sponsored Events</b>        | <u>138.00</u>         | <u>100.0%</u>      |
| <b>6900 · Fundraising (Non-Auction) Exp.</b>       |                       |                    |
| 6910 · Online Auction                              | 0.00                  | 0.0%               |
| <b>Total 6900 · Fundraising (Non-Auction) Exp.</b> | <u>0.00</u>           | <u>0.0%</u>        |
| <b>Total Expense</b>                               | <u>#REF!</u>          | <u>#REF!</u>       |
| <b>Net Ordinary Income</b>                         | <u>#REF!</u>          | <u>#REF!</u>       |
| <b>Other Income/Expense</b>                        |                       |                    |
| <b>Other Income</b>                                |                       |                    |
| 8100 · Interest Income                             | 33.00                 | 100.0%             |
| <b>Total Other Income</b>                          | <u>33.00</u>          | <u>100.0%</u>      |

10:32 AM  
03/15/21  
Accrual Basis

**Sun and Stars Montessori School**  
**Profit & Loss Budget vs. Actual**  
July 2015 through June 2016

|                      | <u>\$ Over Budget</u> | <u>% of Budget</u> |
|----------------------|-----------------------|--------------------|
| Other Expense        |                       |                    |
| 8300 · Other Expense | 0.00                  | 0.0%               |
| Total Other Expense  | 0.00                  | 0.0%               |
| Net Other Income     | 33.00                 | 100.0%             |
| Net Income           | <u>#REF!</u>          | <u>#REF!</u>       |



## City of St. Helena Nonprofit Funding Program Grant Application and Budget FY 2021/22

The annual "Non-Profit Funding Program" is designed to support local non-profit organizations directly serving the community and/or benefiting the City of St. Helena. Applicant programs, projects and services ("Project") must be consistent with the City's mission statement or support at least one of the City Council's three-year goals (see attached).

Please answer the following questions as they apply to your Project.

Applications must be received no later than **March 15, 2021 by 5:00 PM**. Late and incomplete applications will not be accepted.

### Organizational Overview

|                                                   |                                           |
|---------------------------------------------------|-------------------------------------------|
| Organization Name:                                | Soroptimist International of St. Helena   |
| Organization Mailing Address:                     | P.O. Box 1007, Saint Helena, CA 94574     |
| Organization Contact Person<br>(Name/Title):      | Patty Herdell-DiTomaso, Finance Committee |
| Organization Contact Email:                       | pditomaso@herdellprinting.com             |
| Organization Contact Telephone:                   | 707-963-3634                              |
| Organization Website:                             | sisthelena.org                            |
| Federal Tax ID Number and Status:                 | 94-6093804                                |
| How long has your organization been in operation? | 67 years                                  |

### Project Category:

- ☒ **Programmatic Grant** – Projects or programs which provide support services to the residents of the City of St. Helena.
- ☐ **Community Enrichment Grant** – Projects which promote or benefit the St. Helena community with arts, culture or education.

### Grant Request

|                         |                                       |
|-------------------------|---------------------------------------|
| Project Name:           | Soroptimist Scholarship               |
| Address of Project:     | P.O. Box 1007, Saint Helena, CA 94574 |
| Requested Grant Amount: | \$ 16000.00                           |
| Matching Funds:         | \$                                    |
| TOTAL Project Cost:     | \$ 16000.00                           |





### **2021 Soroptimist Grant Request**

1. Describe how your project ties to the City's Goals etc.

The City Council has identified as one of its 3 year goals as:

#### **Support Thriving Families and Enhance the Safety, Well Being and Healthy Development of our Youth.**

By awarding scholarships to either college or trade schools to St. Helena High School's, deserving students we are enriching their lives and in turn our community when they return to enter our job market.

2. Describe project etc...

Our goals and objectives are to identify high achieving students that often have had huge obstacles to overcome to better their lives and their families by awarding them a scholarship to either a 2-year, 4-year college or trade school.

The scholarship applications are presented to Counselor Teri Linder at the high school in October of the current school year. The school then advertises to all Senior students a list of all available scholarship applications and their potential award amounts in December. The applicants present completed applications to Ms Linder in early May. She then presents the applicants to the Soroptimist Scholarship Committee for review. After a thorough review the committee decides the winners of the scholarships and identify the award amounts.

The awards are presented at the Annual Awards night, this years scheduled for June 3.

The winners DO NOT receive their awards until they provide proof of matriculation. They typically have One Full year to do so. However this last year the students were given TWO YEARS due to the pandemic situation and colleges doing distance learning. Based on committee recommendations this very well may occur again this year.

We can provide the city with a report of when the checks are actually issued over the course of the year. We understand that we might not get reimbursed until the checks are issued.

3. Describe the Community Support....perhaps someone else would like to tackle this one...

Soroptimist International of St. Helena has provided numerous programs and monetary relief to our cherished community since 1954. We do this by only holding only one annual fund raiser. Without the local community and their support of our annual crab feed and auctions, this could absolutely not happen. We are so fortunate to belong to such a giving community that truly enables us to raise the funds we need in order for us to give back to others who are less fortunate. With our annual 2 night event, we do utilize the help of two organizations to help us pull off what has been known to be the "best party in town". The St. Helena High School FFA members help serve our Friday night dinner and for the past 5 or 6 years we have had the Preschool For All parents help with the Saturday night dinner. In return, we make a monetary donation to their groups. As with all members of any non-profit, we are committed to service in our communities. It comes in all shapes and forms, and we strive to grow and help more in need each year.

4. Describe who will benefit etc.

Typically 10- 12 students receive awards, both male and female. Awards range from \$1,000 to \$3,000 based on the committee's recommendations. Out of all the non-profit organizations in St. Helena, we take immense pride that we are the largest monetary supporters for these young adults starting their college education.

5. N/A

Cost Estimate:

We are requesting \$16,000 to fund this program, there are no other costs involved. As you can imagine, our big annual fundraiser, The Crab Feed, did not happen as it usually does. The Scholarship funds were budgeted as a percentage of the net profit of this fundraiser. Thus the need from the City of St. Helena grant to assist.



*Soroptimist International  
of The Americas  
1709 Spruce Street  
Philadelphia, PA  
19103, USA*

215 893 9000 PHONE

215 893 5200 FAX

siahq@soroptimist.org E-MAIL

www.soroptimist.org URL

May 3, 2013

Soroptimist International of St. Helena, California, is a member club in good standing in Soroptimist International of the Americas, Inc. Further, Soroptimist International of St. Helena is a subordinate in good standing of Soroptimist International of the Americas, Inc.'s 501(c)(3) group exemption with the IRS (group 3899), and was admitted to the group in May 2003. The EIN on file with the IRS for Soroptimist International of St. Helena is: 94-6093804.

If you have any questions regarding the Soroptimist International of St. Helena's standing in our organization, please do not hesitate to contact our office. You may also consult the IRS' website Select Check at <<http://www.irs.gov/Charities-&-Non-Profits/Exempt-Organizations-Select-Check>> or the IRS exempt organization master file at <[http://www.irs.gov/uac/SOI-Tax-Stats-Exempt-Organizations-Business-Master-File-Extract-\(EO-BMF\)](http://www.irs.gov/uac/SOI-Tax-Stats-Exempt-Organizations-Business-Master-File-Extract-(EO-BMF))>.

Sincerely,



Lisa C. Mangiafico  
Senior Director of Information Services





## City of St. Helena

### Vision Statement

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

### Mission Statement

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

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

\*Vision and Mission Statements adopted by the City of St. Helena City Council on April 12, 2016, Resolution No. 2016-47.

### City Council 3-Year Goals

- Improve and Maintain Safe and Reliable City Infrastructure with a Commitment to Environmental Stewardship & Public Health
- Stabilize, Maintain, and Improve Access to Housing
- Enhance Organizational Performance and Commit to Full Public Participation, Ongoing Communication, and Regional Collaboration
- Ensure Long-Term Economic Sustainability while Safeguarding St. Helena's Unique Culture & Quality of Life
- Support Thriving Families and Enhance the Safety, Well-Being, and Healthy Development of Our Youth
- Support Initiatives that Respond to and Plan for Climate Change



## Secretary of State Certificate of Status

I, SHIRLEY N. WEBER, Ph.D., Secretary of State of the State of California, hereby certify:

**Entity Name:** SOROPTIMIST INTERNATIONAL OF ST. HELENA  
**File Number:** C0354633  
**Registration Date:** 05/15/1958  
**Entity Type:** DOMESTIC NONPROFIT CORPORATION  
**Jurisdiction:** CALIFORNIA  
**Status:** ACTIVE (GOOD STANDING)

As of March 11, 2021 (Certification Date), the entity is authorized to exercise all of its powers, rights and privileges in California.

This certificate relates to the status of the entity on the Secretary of State's records as of the Certification Date and does not reflect documents that are pending review or other events that may affect status.

No information is available from this office regarding the financial condition, status of licenses, if any, business activities or practices of the entity.



**IN WITNESS WHEREOF**, I execute this certificate and affix the Great Seal of the State of California this day of March 12, 2021.

A handwritten signature in black ink, appearing to read "Shirley N. Weber".

**SHIRLEY N. WEBER, Ph.D.**  
Secretary of State

**Certificate Verification Number:** RMW1K7Z

To verify the issuance of this Certificate, use the Certificate Verification Number above with the Secretary of State Certification Verification Search available at [bebizfile.sos.ca.gov/certification/index](http://bebizfile.sos.ca.gov/certification/index).

5:38 PM

03/09/21

Cash Basis

# Soroptimist International of St. Helena Profit & Loss Prev Year Comparison

July 1, 2020 through March 9, 2021

|                                  | Jul 1, '20 - Mar 9, 21 | Jul 1, '19 - Mar 9, 20 | \$ Change  | % Change  |
|----------------------------------|------------------------|------------------------|------------|-----------|
| Ordinary Income/Expense          |                        |                        |            |           |
| Income                           |                        |                        |            |           |
| 4000 · Member                    |                        |                        |            |           |
| 4005 · Membership Dues           | 867.30                 | 1,052.56               | -185.26    | -17.6%    |
| Total 4000 · Member              | 867.30                 | 1,052.56               | -185.26    | -17.6%    |
| 4100 · Club Activities           |                        |                        |            |           |
| 4105 · In-House Fundraisers      | 0.00                   | 99.30                  | -99.30     | -100.0%   |
| 4110 · Lovey Fines               | 55.00                  | 121.00                 | -66.00     | -54.6%    |
| 4189 · Cook Book Income          | 8,636.47               | 0.00                   | 8,636.47   | 100.0%    |
| 4190 · Other                     | 38.70                  | -150.00                | 188.70     | 125.8%    |
| Total 4100 · Club Activities     | 8,730.17               | 70.30                  | 8,659.87   | 12,318.5% |
| 4200 · Lunch Fees                |                        |                        |            |           |
| 4210 · Member                    | 240.00                 | 3,215.14               | -2,975.14  | -92.5%    |
| 4220 · Guest Lunch               | 0.00                   | 204.00                 | -204.00    | -100.0%   |
| Total 4200 · Lunch Fees          | 240.00                 | 3,419.14               | -3,179.14  | -93.0%    |
| 4400 · Fund Raising              |                        |                        |            |           |
| Special Event Income             |                        |                        |            |           |
| 4410 · Crab Feed                 |                        |                        |            |           |
| 4411 · Ticket Sales              |                        |                        |            |           |
| 4411a · Ticket Sales - Friday    | 0.00                   | 10,390.00              | -10,390.00 | -100.0%   |
| 4411b · Ticket Sales - Saturday  | 16,616.42              | 26,270.00              | -9,653.58  | -36.8%    |
| Total 4411 · Ticket Sales        | 16,616.42              | 36,660.00              | -20,043.58 | -54.7%    |
| 4412 · Raffle Ticket Sales       |                        |                        |            |           |
| 4412a · Friday Raffle            | 0.00                   | 1,960.00               | -1,960.00  | -100.0%   |
| 4412b · Saturday Raffle          | 0.00                   | 2,425.00               | -2,425.00  | -100.0%   |
| Total 4412 · Raffle Ticket Sales | 0.00                   | 4,385.00               | -4,385.00  | -100.0%   |
| 4413 · Auction                   |                        |                        |            |           |
| 4413.DF · Friday Dessert         | 0.00                   | 775.00                 | -775.00    | -100.0%   |
| 4413.DS · Saturday Dessert       | 0.00                   | 1,850.00               | -1,850.00  | -100.0%   |
| 4413.FF · Fund A Need Friday     | 0.00                   | 15,700.00              | -15,700.00 | -100.0%   |
| 4413.FS · Fund a Need Saturday   | 0.00                   | 24,560.00              | -24,560.00 | -100.0%   |
| 4413.L · Live Auction            | 0.00                   | 25,450.00              | -25,450.00 | -100.0%   |
| 4413.S · Silent                  | 0.00                   | 20,940.00              | -20,940.00 | -100.0%   |
| Total 4413 · Auction             | 0.00                   | 89,275.00              | -89,275.00 | -100.0%   |
| 4414 · Bar Sales                 |                        |                        |            |           |
| 4414a · Friday Bar               | 0.00                   | 1,880.00               | -1,880.00  | -100.0%   |
| 4414b · Saturday Bar             | 0.00                   | 3,796.00               | -3,796.00  | -100.0%   |
| Total 4414 · Bar Sales           | 0.00                   | 5,676.00               | -5,676.00  | -100.0%   |

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Cash Basis

# Soroptimist International of St. Helena Profit & Loss Prev Year Comparison

July 1, 2020 through March 9, 2021

|                                        | Jul 1, '20 - Mar 9, 21 | Jul 1, '19 - Mar 9, 20 | \$ Change          | % Change       |
|----------------------------------------|------------------------|------------------------|--------------------|----------------|
| 4415 · Merchant Fees Collected         | 0.60                   | 0.00                   | 0.60               | 100.0%         |
| 4416 · Donation                        | 4,194.75               | 1,525.00               | 2,669.75           | 175.1%         |
| 4417 · Event Sponsors                  | 0.00                   | 400.00                 | -400.00            | -100.0%        |
| 4419 · Crab Feed Other                 | 0.00                   | 540.00                 | -540.00            | -100.0%        |
| <b>Total 4410 · Crab Feed</b>          | <b>20,811.77</b>       | <b>138,461.00</b>      | <b>-117,649.23</b> | <b>-85.0%</b>  |
| <b>Total Special Event Income</b>      | <b>20,811.77</b>       | <b>138,461.00</b>      | <b>-117,649.23</b> | <b>-85.0%</b>  |
| <b>Total 4400 · Fund Raising</b>       | <b>20,811.77</b>       | <b>138,461.00</b>      | <b>-117,649.23</b> | <b>-85.0%</b>  |
| 4900 · Other Income                    |                        |                        |                    |                |
| 4910 · Miscellaneous Income            | 0.00                   | 1,875.00               | -1,875.00          | -100.0%        |
| 4915 · Change In Value of Investments  | 0.00                   | 759.73                 | -759.73            | -100.0%        |
| 4920 · Merchant Fees Collected Lunches | 9.72                   | 51.58                  | -41.86             | -81.2%         |
| 4900 · Other Income - Other            | 8,525.00               | 0.00                   | 8,525.00           | 100.0%         |
| <b>Total 4900 · Other Income</b>       | <b>8,534.72</b>        | <b>2,686.31</b>        | <b>5,848.41</b>    | <b>217.7%</b>  |
| <b>Total Income</b>                    | <b>39,183.96</b>       | <b>145,689.31</b>      | <b>-106,505.35</b> | <b>-73.1%</b>  |
| Cost of Goods Sold                     |                        |                        |                    |                |
| 5000 · COGS                            |                        |                        |                    |                |
| 5005 · Cookbook Expenses               | 5,009.00               | 0.00                   | 5,009.00           | 100.0%         |
| 5050 · Crab Feed                       |                        |                        |                    |                |
| 5051 · Merchant Fees                   | 1,788.61               | 5,110.21               | -3,321.60          | -65.0%         |
| 5052 · Auction COGS                    | 199.99                 | 4,302.70               | -4,102.71          | -95.4%         |
| 5053 · Dinner                          |                        |                        |                    |                |
| 5053.a · Dinner - Friday               | 0.00                   | 6,108.77               | -6,108.77          | -100.0%        |
| 5053.b · Dinner - Saturday             | 8,025.86               | 11,899.25              | -3,873.39          | -32.6%         |
| <b>Total 5053 · Dinner</b>             | <b>8,025.86</b>        | <b>18,008.02</b>       | <b>-9,982.16</b>   | <b>-55.4%</b>  |
| 5054 · Advertisement & Promotion       | 350.00                 | 678.21                 | -328.21            | -48.4%         |
| 5055 · Raffle                          |                        |                        |                    |                |
| 5055.b · Raffle - Saturday             | 0.00                   | 950.00                 | -950.00            | -100.0%        |
| 5055 · Raffle - Other                  | 0.00                   | 100.00                 | -100.00            | -100.0%        |
| <b>Total 5055 · Raffle</b>             | <b>0.00</b>            | <b>1,050.00</b>        | <b>-1,050.00</b>   | <b>-100.0%</b> |
| 5056 · Venue & Set Up                  | 1,000.00               | 10,223.25              | -9,223.25          | -90.2%         |
| 5057 · Bar                             |                        |                        |                    |                |
| 5057.a · Bar - Friday                  | 0.00                   | 330.00                 | -330.00            | -100.0%        |
| 5057.b · Bar - Saturday                | 0.00                   | 850.42                 | -850.42            | -100.0%        |
| <b>Total 5057 · Bar</b>                | <b>0.00</b>            | <b>1,180.42</b>        | <b>-1,180.42</b>   | <b>-100.0%</b> |
| 5058 · Decoration                      | 0.00                   | 1,411.08               | -1,411.08          | -100.0%        |
| 5059 · Entertainment                   | 0.00                   | 500.00                 | -500.00            | -100.0%        |
| <b>Total 5050 · Crab Feed</b>          | <b>11,364.46</b>       | <b>42,463.89</b>       | <b>-31,099.43</b>  | <b>-73.2%</b>  |
| <b>Total 5000 · COGS</b>               | <b>16,373.46</b>       | <b>42,463.89</b>       | <b>-26,090.43</b>  | <b>-61.4%</b>  |
| <b>Total COGS</b>                      | <b>16,373.46</b>       | <b>42,463.89</b>       | <b>-26,090.43</b>  | <b>-61.4%</b>  |
| <b>Gross Profit</b>                    | <b>22,810.50</b>       | <b>103,225.42</b>      | <b>-80,414.92</b>  | <b>-77.9%</b>  |

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Cash Basis

# Soroptimist International of St. Helena Profit & Loss Prev Year Comparison

July 1, 2020 through March 9, 2021

|                                                   | Jul 1, '20 - Mar 9, 21 | Jul 1, '19 - Mar 9, 20 | \$ Change        | % Change       |
|---------------------------------------------------|------------------------|------------------------|------------------|----------------|
| <b>Expense</b>                                    |                        |                        |                  |                |
| <b>Grants</b>                                     |                        |                        |                  |                |
| 6000 · Scholarships                               |                        |                        |                  |                |
| 6005 · Jeanne Bothe Memorial                      | 1,500.00               | 2,500.00               | -1,000.00        | -40.0%         |
| 6012 · 4 Year - Greta Ericson Achievem            | 1,500.00               | 2,500.00               | -1,000.00        | -40.0%         |
| 6020 · 4-Year                                     | 6,100.00               | 5,000.00               | 1,100.00         | 22.0%          |
| 6025 · Marnie Cunningham Memorial                 | 1,500.00               | 2,500.00               | -1,000.00        | -40.0%         |
| 6030 · Seana McGowan Memorial                     | 2,500.00               | 0.00                   | 2,500.00         | 100.0%         |
| 6090 · Other                                      | 3,000.00               | 3,500.00               | -500.00          | -14.3%         |
| <b>Total 6000 · Scholarships</b>                  | <b>16,100.00</b>       | <b>16,000.00</b>       | <b>100.00</b>    | <b>0.6%</b>    |
| 6100 · Contributions                              |                        |                        |                  |                |
| 6110 · Fellowship                                 | 0.00                   | 2,000.00               | -2,000.00        | -100.0%        |
| 6130 · Memorials                                  | 150.00                 | 25.00                  | 125.00           | 500.0%         |
| <b>Total 6100 · Contributions</b>                 | <b>150.00</b>          | <b>2,025.00</b>        | <b>-1,875.00</b> | <b>-92.6%</b>  |
| 6200 · Community                                  |                        |                        |                  |                |
| 6205 · Violet Richardson                          | 750.00                 | 750.00                 | 0.00             | 0.0%           |
| 6210 · Live Your Dream                            | 3,000.00               | 3,000.00               | 0.00             | 0.0%           |
| 6220 · Stop Human Trafficking                     | 0.00                   | 791.60                 | -791.60          | -100.0%        |
| 6222 · Women Helping Women Assist...              | 300.00                 | 500.00                 | -200.00          | -40.0%         |
| 6235 · Red Cross                                  | 500.00                 | 0.00                   | 500.00           | 100.0%         |
| 6262 · Monarch Resource Community                 | 0.00                   | 2,386.00               | -2,386.00        | -100.0%        |
| 6265 · Awards Presentation Expense                | 0.00                   | 25.83                  | -25.83           | -100.0%        |
| 6270 · Community Needs                            | 826.72                 | 500.00                 | 326.72           | 65.3%          |
| 6290 · Other                                      | 0.00                   | 250.00                 | -250.00          | -100.0%        |
| <b>Total 6200 · Community</b>                     | <b>5,376.72</b>        | <b>8,203.43</b>        | <b>-2,826.71</b> | <b>-34.5%</b>  |
| 6300 · Youth                                      |                        |                        |                  |                |
| 6315 · Dictionary                                 | 755.60                 | -740.00                | 1,495.60         | 202.1%         |
| 6335 · Leadership                                 | 0.00                   | 2,461.00               | -2,461.00        | -100.0%        |
| 6390 · Other                                      | 0.00                   | 300.00                 | -300.00          | -100.0%        |
| <b>Total 6300 · Youth</b>                         | <b>755.60</b>          | <b>2,021.00</b>        | <b>-1,265.40</b> | <b>-62.6%</b>  |
| <b>Total Grants</b>                               | <b>22,382.32</b>       | <b>28,249.43</b>       | <b>-5,867.11</b> | <b>-20.8%</b>  |
| <b>Special Event Expense</b>                      |                        |                        |                  |                |
| 7500 · Crab Feed - Prior Year Expenses            |                        |                        |                  |                |
| 7510 · Sales Tax Payable                          | 3,297.69               | 0.00                   | 3,297.69         | 100.0%         |
| <b>Total 7500 · Crab Feed - Prior Year Exp...</b> | <b>3,297.69</b>        | <b>0.00</b>            | <b>3,297.69</b>  | <b>100.0%</b>  |
| <b>Total Special Event Expense</b>                | <b>3,297.69</b>        | <b>0.00</b>            | <b>3,297.69</b>  | <b>100.0%</b>  |
| 6400 · Operations                                 |                        |                        |                  |                |
| 6405 · Hospitality                                | 0.00                   | 280.30                 | -280.30          | -100.0%        |
| <b>Total 6400 · Operations</b>                    | <b>0.00</b>            | <b>280.30</b>          | <b>-280.30</b>   | <b>-100.0%</b> |



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Cash Basis

# Soroptimist International of St. Helena Profit & Loss Prev Year Comparison

July 1, 2020 through March 9, 2021

|                                         | Jul 1, '20 - Mar 9, 21 | Jul 1, '19 - Mar 9, 20 | \$ Change         | % Change       |
|-----------------------------------------|------------------------|------------------------|-------------------|----------------|
| 6500 · Club Expense                     |                        |                        |                   |                |
| 6505 · Club Storage                     | 2,040.00               | 2,030.00               | 10.00             | 0.5%           |
| 6515 · Advertisement & Promo            | 0.00                   | 466.09                 | -466.09           | -100.0%        |
| 6520 · Bank Fees                        | -0.60                  | 0.00                   | -0.60             | -100.0%        |
| 6530 · Supplies                         | 206.16                 | 409.31                 | -203.15           | -49.6%         |
| 6535 · License & Fees                   | 80.00                  | 55.00                  | 25.00             | 45.5%          |
| 6545 · Website                          | 1,379.87               | 1,949.90               | -570.03           | -29.2%         |
| 6550 · Merchant Fees for Lunches        | 212.18                 | 71.90                  | 140.28            | 195.1%         |
| 6555 · Star Chapter Member Portal Fee   | 176.00                 | 663.00                 | -487.00           | -73.5%         |
| 6590 · Other                            | -195.00                | 59.21                  | -254.21           | -429.3%        |
| <b>Total 6500 · Club Expense</b>        | <b>3,898.61</b>        | <b>5,704.41</b>        | <b>-1,805.80</b>  | <b>-31.7%</b>  |
| 6600 · Meeting Expense                  |                        |                        |                   |                |
| 6605 · Lunch                            | 499.86                 | 5,128.04               | -4,628.18         | -90.3%         |
| 6615 · Guest/Speaker                    | 0.00                   | 503.75                 | -503.75           | -100.0%        |
| <b>Total 6600 · Meeting Expense</b>     | <b>499.86</b>          | <b>5,631.79</b>        | <b>-5,131.93</b>  | <b>-91.1%</b>  |
| 6700 · Dues Paid                        | 0.00                   | 287.88                 | -287.88           | -100.0%        |
| 6800 · Convention                       |                        |                        |                   |                |
| 6810 · SIA Con Biennial (FYE Even)      | 0.00                   | 370.00                 | -370.00           | -100.0%        |
| 6812 · SIA Mand Conv Fee (FYE Even)     | 0.00                   | 550.00                 | -550.00           | -100.0%        |
| 6815 · District                         | 0.00                   | 60.00                  | -60.00            | -100.0%        |
| <b>Total 6800 · Convention</b>          | <b>0.00</b>            | <b>980.00</b>          | <b>-980.00</b>    | <b>-100.0%</b> |
| 6900 · Club Projects                    |                        |                        |                   |                |
| 6905 · Out Going Director               | 0.00                   | 25.00                  | -25.00            | -100.0%        |
| 6910 · Out Going Governor               | 0.00                   | 30.00                  | -30.00            | -100.0%        |
| 6915 · Charter Gift                     | 0.00                   | 20.00                  | -20.00            | -100.0%        |
| 6925 · Out Going President              |                        |                        |                   |                |
| 6926 · Pin                              | 0.00                   | 731.65                 | -731.65           | -100.0%        |
| <b>Total 6925 · Out Going President</b> | <b>0.00</b>            | <b>731.65</b>          | <b>-731.65</b>    | <b>-100.0%</b> |
| 6930 · Taxes & Accounting               | 800.00                 | 800.00                 | 0.00              | 0.0%           |
| <b>Total 6900 · Club Projects</b>       | <b>800.00</b>          | <b>1,606.65</b>        | <b>-806.65</b>    | <b>-50.2%</b>  |
| <b>Total Expense</b>                    | <b>30,878.48</b>       | <b>42,740.46</b>       | <b>-11,861.98</b> | <b>-27.8%</b>  |
| <b>Net Ordinary Income</b>              | <b>-8,067.98</b>       | <b>60,484.96</b>       | <b>-68,552.94</b> | <b>-113.3%</b> |
| Other Income/Expense                    |                        |                        |                   |                |
| Other Income                            |                        |                        |                   |                |
| 8100 · Interest Income                  | 0.00                   | 2,186.40               | -2,186.40         | -100.0%        |
| 8105 · Dividend Income                  | 0.00                   | 4,695.12               | -4,695.12         | -100.0%        |
| 8110 · Gains and Losses in Portfolio    | 5,811.25               | 0.00                   | 5,811.25          | 100.0%         |
| <b>Total Other Income</b>               | <b>5,811.25</b>        | <b>6,881.52</b>        | <b>-1,070.27</b>  | <b>-15.6%</b>  |
| <b>Net Other Income</b>                 | <b>5,811.25</b>        | <b>6,881.52</b>        | <b>-1,070.27</b>  | <b>-15.6%</b>  |
| <b>Net Income</b>                       | <b>-2,256.73</b>       | <b>67,366.48</b>       | <b>-69,623.21</b> | <b>-103.4%</b> |



## City of St. Helena Nonprofit Funding Program Grant Application and Budget FY 2021/22

The annual "Non-Profit Funding Program" is designed to support local non-profit organizations directly serving the community and/or benefiting the City of St. Helena. Applicant programs, projects and services ("Project") must be consistent with the City's mission statement or support at least one of the City Council's three-year goals (see attached).

Please answer the following questions as they apply to your Project.

Applications must be received no later than **March 15, 2021 by 5:00 PM**. Late and incomplete applications will not be accepted.

### Organizational Overview

Organization Name: St. Helena Cooperative Nursery School  
 Organization Mailing Address: P.O. Box 493 Rutherford, CA 94573  
 Organization Contact Person (Name/Title): Jenny Clark / vice-president  
 Organization Contact Email: JL.Wagner88@gmail.com  
 Organization Contact Telephone: (707) 738-7817  
 Organization Website: sthelecoop.org  
 Federal Tax ID Number and Status: 941639779  
 How long has your organization been in operation? est. in 1966

Project Category:

- ☒ **Programmatic Grant** – Projects or programs which provide support services to the residents of the City of St. Helena.
- ☐ **Community Enrichment Grant** – Projects which promote or benefit the St. Helena community with arts, culture or education.

### Grant Request

Project Name: St. Helena Co-op Nursery School  
 Address of Project: 1201 Niebaum Lane Rutherford, CA 94573  
 Requested Grant Amount: \$ 30,000  
 Matching Funds: \$  
 TOTAL Project Cost: \$

**Application Questions** - Please answer the following questions on a separate sheet.

1. Describe how your Project ties to the City's Goals, Mission/Vision Statement.
2. Describe your Project including objectives and goals and explain how you will meet these goals within the deadline of June 30, 2022. Please provide a timeline for your Project.
3. Describe the community support for your Project.
  - a. What organizations, neighborhood associations, non-profits, residents, etc. are also involved in the Project?
  - b. What roles are they playing and how collaborative is the Project?
  - c. What other support exists for your Project?
4. Describe who will benefit from this Project and estimate how many people this Project may impact.
5. If you have received funding from other Napa County government agencies in the past two years, provide level of funding and how funding from the City of St. Helena will specifically benefit St. Helena residents. **NO**

**Cost Estimate**

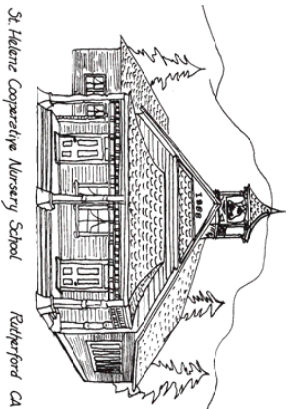
Include a high level description of all the program or project costs that will be paid for by City Funds. *If additional space is needed please attach a separate sheet.*

| Description                     | Amount              |
|---------------------------------|---------------------|
| 1. Co-op Administrator role     | \$12,000 - \$14,000 |
| 2. New hire / replace a teacher | \$20,000            |
| 3. Repairs + Maintenance        | \$4,000             |
| 4. Advertising + PR             | \$1,500             |
| 5. Annual cost of supplies      | \$3,250             |
| <b>Total Grant Request</b>      | <b>\$30,000</b>     |

**Authorized Representative**

I represent that this Application Packet describes the intended use of the requested City Grant funds to complete the Project or Program identified above and the elements listed in the Project Budget. I declare under penalty of perjury, under the laws of the State of California, that the information contained in this Application Packet, including required attachments, is accurate.

Print Name Jenny Clark Signature Jenny Clark  
 Title St. Helena Co-op Vice President Date 3/15/21



1. Describe how your Project ties to the City's Goals, Mission/Vision Statement.

The St. Helena Cooperative Nursery School is directly tied to the values of the city of St. Helena, providing a strong community foundation among our Co-op members. We are supported by the St. Helena Unified School District and serve many families of St. Helena. Our goal is to offer children an enriched and supportive introduction to their early years of school as they learn through a play-based curriculum.

Being a parent run, non-profit organization, the St. Helena Co-op Nursery School relies on parent involvement to remain economically sustainable. Through child-directed play we encourage mutual respect and open communication that allow the children to create their own lifelong relationships and feel a true sense of community. Our school is family-friendly as we realize that the first step into school must be successful and fun for both the child and his/her family. Twice a year parents attend the "Work Party" to prep the school at the start and end of each year. Active parent involvement not only allows parents to witness their child's growth at school but also meet other parents in the community with like values.

We are committed to providing a safe and diverse community for our children. Families of all cultures, religions, races and ethnic backgrounds are welcome.

We work in collaboration with St. Helena Preschool for All (SHPEA), which provides preschool access for socioeconomic disadvantaged children in St. Helena. The Co-op was integral in the conception and development of the program. Our school piloted and funded SHPEA for the first few years of the program.

The schoolhouse is a historical building built in 1888. Originally the Rutherford Grammar School, the building has served as a school for over 130 years. Today we are proud to maintain the infrastructure and charm of the original building. Over the years we have continued to upkeep the building and make improvements, such as install a new roof, paint, make repairs, and improve infrastructure in order to retain its historic, small-town character. Historical class photos from the old Rutherford Grammar School line the windows of St. Helena Co-op to remind us of those that came before us. Landscaping is maintained and trees are trimmed annually to beautify our natural environment.

We promote an environmentally sustainable community by utilizing solar power, environmentally safe products, and recycling. Paper scraps are often used as art projects, and "leftover" paints are put back into their jugs. When weighing decisions such as installing new insulation, the environmental impact of the product is taken into consideration.

The St. Helena Cooperative Nursery School shares a common goal with the City of St. Helena: "Support Thriving Families and Enhance the Safety, Well-Being, and Healthy Development of Our Youth". The importance of childcare and early childhood development is apparent now more than ever. The COVID-19 pandemic has posed additional challenges on families and children. Our school "promotes social, emotional, cognitive and physical learning", all of which are extremely important during these uncertain times. The children thrive off the stability and normalcy of going to Co-op regularly, while home life may be stressful. This time away from home also allows parents/caregivers to juggle their demands of work. Our goal is to support the social-emotional well-being of our youth.

2. Describe your Project including objectives and goals and explain how you will meet these goals within the deadline of June 30, 2022. Please provide a timeline for you Project.

Our objective is to continue operating the St. Helena Cooperative Nursery School, providing a safe learning environment



where our kids can experience the joy of hands-on learning through play. This program helps children gain confidence and communication skills, helping to prepare them for the next big step of kindergarten, many of which will go on to the St. Helena Primary School. Monthly food drives teach our children the importance of community and service to the public. Timeline: N/A

3. Describe the community support for your Project.

a. What organizations, neighborhood associations, non-profits, residents, etc. are also involved in the Project? As a cooperative, parent involvement is essential to keeping the school running on a day-to-day basis. We are very fortunate for our many neighbors, families, and alumni who support our program by donating money and volunteering their time. In addition, the Rogers J. Tricheo Family Foundation has generously donated \$25,000 with an offer to match another \$25,000 in donations from the community. Our strong alumni support helps match this amount through our annual letter drive. We hold an annual Community Dance at the Native Sons Hall (during non-COVID times) supported by local food and wine vendors.

b. What roles are they playing and how collaborative is the Project?

Each family holds a Parent Job, attends monthly general meetings (during non-COVID times), and participates by working in the classroom. Parents collaborate and work closely with the teachers on a daily basis.

We rely on volunteer work from parents and alumni to help keep the school alive, such as maintaining the building and assisting with repairs.

Bands for the Community Dance are booked by directors who work with BottleRock promoters. Typically, about 400 people from St. Helena and the valley attend, supporting the Co-op and bringing our community together for a fun night out.

c. What other support exists for you Project?

In June 2020 we received a PPP loan to help keep our four teachers employed. We have not received any grant assistance to date, but we are actively applying for grants to help support us, such as the CA Small Business Relief Grant Program.

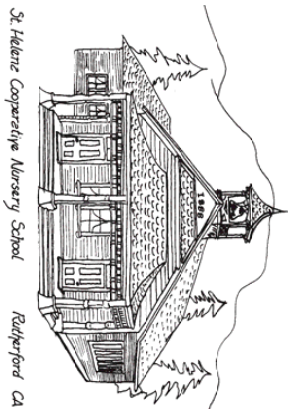
4. Describe who will benefit from this Project and estimate how many people this Project may impact.

The St. Helena Co-op Nursery school benefits the children and their families who are members of this cooperative. We have 30 kids enrolled this year (normal year is 65+). We are operating at less than half tuition income and hope to offer our regular sized classes next year.

Our local community benefits from the generosity of our Co-op community through a monthly food drive that impacts families throughout the valley. The teachers have creatively come up with a curriculum called Kindness Counts, which teaches generosity and compassion along with math, language, civic action and more. Kids experience the act of giving and supporting their community. The St. Helena Co-op continues to be one of the largest donors to the St. Helena Food Pantry. During harvest, kids collect health care items for the Napa Valley Farm Work Camp.

5. If you have received funding from other Napa County government agencies in the past two years, provide level of funding and how funding from the City of St. Helena will specifically benefit St. Helena residents.

No



**Cost Estimate description**

1. Co-op Administrator role: We plan to hire this new position to support the Executive Board. COVID prevented us from having the ability to fulfill this new job in the 2020/2021 school year.
2. Replace a teacher: One of our teachers will be resigning in June 2021. This change in staff will likely come with an increase in payroll cost.
3. Repairs & Maintenance: install new insulation
4. Adverting & PR: posters for fundraiser event, advertisement in the St. Helena Star
5. Annual Cost of Supplies
  - kitchen/bath: \$750
  - office: \$1,500
  - toys & equipment: \$1,000

From a financial sustainability standpoint, the St. Helena Cooperative Nursery School has a need for this grant due to the challenges caused by COVID-19.

- Historically, social events have been a large way in which we fundraise. We typically have at least six event related streams of income annually. Our 2020/2021 fiscal year sits at zero fundraising events.
- COVID-19 protocols have limited our student enrollment. Income from tuition is at 35% of a normal year.
- This fiscal year marks the second year in a row with no summer school (camp) related revenue.
- Despite our COVID reduced population and subsequent revenue, we maintained our teacher/instructor population and paying full salaries. The P&L reflects higher spending on payroll and a considerable shortfall in tuition related income.

ST. HELENA COOPERATIVE NURSERY SCHOOL      P.O. Box 493      RUTHERFORD CA 94573      (707) 963-7212

FROM : ERIN PRZYBYLINSKI - CISCO

FAX NO. :

Oct. 08 2008 11:36AM P1

**Internal Revenue Service**

**Date:** August 2, 2004

St. Helena Nursery School Corporation  
P.O. Box 493  
Rutherford, CA 94573

**Department of the Treasury**  
**P. O. Box 2508**  
**Cincinnati, OH 45201**

**Person to Contact:**

Steve Brown 31-07422  
Customer Service Representative  
**Toll Free Telephone Number:**  
8:00 a.m. to 6:30 p.m. EST  
877-829-5500

**Fax Number:**  
513-263-3756

**Federal Identification Number:**  
94-1639779

Dear Sir or Madam:

This is in response to your request of August 2, 2004, regarding your organization's tax-exempt status.

In February 1973 we issued a determination letter that recognized your organization as exempt from federal income tax. Our records indicate that your organization is currently exempt under section 501(c)(3) of the Internal Revenue Code.

Our records indicate that your organization is also classified as a public charity under sections 509(a)(1) and 170(b)(1)(A)(vi) of the Internal Revenue Code.

Our records indicate that contributions to your organization are deductible under section 170 of the Code, and that you are qualified to receive tax deductible bequests, devises, transfers or gifts under section 2055, 2106 or 2522 of the Internal Revenue Code.

If you have any questions, please call us at the telephone number shown in the heading of this letter.

Sincerely,



Janna K. Skufca, Director, TE/GE  
Customer Account Services

**PROPOSED 2020/2021 Budget  
Revenue**

|                                         |                      |
|-----------------------------------------|----------------------|
| Tuition                                 | \$ 156,000.00        |
| Registration                            | \$ 5,500.00          |
| Work Party Fees                         | \$ 1,500.00          |
| Fundraiser (moonlight, cardtear, dance) | \$ 40,000.00         |
| T-Shirts                                | \$ 600.00            |
| Interest                                | \$ 5,000.00          |
| Alumni Fund                             | \$ 6,000.00          |
| Jacobson Scholarship Fund               | \$ 5,000.00          |
| Amazon Smile, iGive, Amex Rebates       | \$ 1,000.00          |
| Donations                               | \$ 63,000.00         |
| <b>Total Revenue</b>                    | <b>\$ 283,600.00</b> |

**Expenses**

|                                            |                       |
|--------------------------------------------|-----------------------|
| Licensing                                  | \$ 242.00             |
| Adult Education                            | \$ 200.00             |
| Advertising & PR                           | \$ 1,500.00           |
| Bankcard fees/Penalties                    | \$ 200.00             |
| Continuing Education & First Aid for staff | \$ 400.00             |
| Dues & Subscriptions                       | \$ 400.00             |
| Employee SEP IRA                           | \$ 22,000.00          |
| Employee Flex Plan                         | \$ 33,000.00          |
| Fundraiser Expense                         | \$ 8,000.00           |
| Alumni Fund Expenses                       | \$ 200.00             |
| Gifts                                      | \$ 250.00             |
| Income Tax                                 | \$ 85.00              |
| Maintenance Savings/short and long term    | \$ 6,000.00           |
| Insurance General Liability                | \$ 2,800.00           |
| Insurance Workman's Comp.                  | \$ 3,000.00           |
| Payroll                                    | \$ 147,000.00         |
| Payroll Service                            | \$ 3,000.00           |
| Payroll Taxes                              | \$ 56,650.00          |
| Rent                                       | \$ 1,800.00           |
| Repairs & Maint.                           | \$ 4,000.00           |
| Admin Assistance/Professional Services     | \$ 750.00             |
| Co-op Administrator                        | \$ 7,000.00           |
| Supplies--Kitchen/Bath                     | \$ 750.00             |
| Supplies--Office                           | \$ 1,500.00           |
| Supplies--School                           | \$ 2,800.00           |
| Toys & Equipment                           | \$ 1,000.00           |
| T-Shirts                                   | \$ 800.00             |
| Utilities                                  | \$ 8,000.00           |
| <b>Total Expense</b>                       | <b>\$ 313,327.00</b>  |
| <b>Net Income</b>                          | <b>\$ (29,727.00)</b> |



# St. Helena Cooperative Nursery School

## Profit and Loss YTD Comparison

June 1, 2020 - March 2, 2021

|                                                 | TOTAL                     |                                | CHANGE               |
|-------------------------------------------------|---------------------------|--------------------------------|----------------------|
|                                                 | JUN 1, 2020 - MAR 2, 2021 | JUN 1, 2019 - MAR 2, 2020 (PP) |                      |
| Income                                          |                           |                                |                      |
| Fundraising & Promotion Income                  |                           |                                |                      |
| Alumni Fund Income                              | 38,868.60                 | 25,738.20                      | 13,130.40            |
| Annual Fundraiser                               |                           |                                |                      |
| Card Tear                                       |                           | 6,017.10                       | -6,017.10            |
| Live Auction                                    |                           | 4,900.00                       | -4,900.00            |
| Moonlight Magic                                 |                           | 1,000.00                       | -1,000.00            |
| Raffle                                          |                           | 2,018.67                       | -2,018.67            |
| Ticket Sales                                    |                           | 5,913.00                       | -5,913.00            |
| <b>Total Annual Fundraiser</b>                  |                           | <b>19,848.77</b>               | <b>-19,848.77</b>    |
| Donations                                       | 61,372.00                 | 49,349.61                      | 12,022.39            |
| E-Scrip Rebates                                 | 844.85                    | 1,282.53                       | -437.68              |
| T-Shirt Income                                  | 363.00                    | 703.80                         | -340.80              |
| Taylor, Ava & Jude Scholarship Fund             | 1,500.00                  | 285.00                         | 1,215.00             |
| <b>Total Fundraising &amp; Promotion Income</b> | <b>102,948.45</b>         | <b>97,207.91</b>               | <b>5,740.54</b>      |
| Interest                                        | 3,739.31                  | 6,966.50                       | -3,227.19            |
| Membership Income                               |                           |                                |                      |
| Academic Year Registration                      | 4,400.00                  | 6,700.00                       | -2,300.00            |
| Penalty Fees                                    | 25.00                     | 125.00                         | -100.00              |
| Project Reimbursements                          | 20.00                     |                                | 20.00                |
| Summer Camp                                     |                           | 240.00                         | -240.00              |
| Tuition                                         | 47,155.00                 | 135,873.70                     | -88,718.70           |
| Work Party Fees                                 |                           | 1,406.00                       | -1,406.00            |
| <b>Total Membership Income</b>                  | <b>51,600.00</b>          | <b>144,344.70</b>              | <b>-92,744.70</b>    |
| Sales                                           | 4,193.66                  | 247.00                         | 3,946.66             |
| Unapplied Cash Payment Income                   | -480.00                   | 370.00                         | -850.00              |
| <b>Total Income</b>                             | <b>\$162,001.42</b>       | <b>\$249,136.11</b>            | <b>\$ -87,134.69</b> |
| GROSS PROFIT                                    | <b>\$162,001.42</b>       | <b>\$249,136.11</b>            | <b>\$ -87,134.69</b> |
| Expenses                                        |                           |                                |                      |
| Dues and Subscriptions                          | 69.00                     | 69.00                          | 0.00                 |
| Educational Expense                             |                           |                                |                      |
| Adult Education                                 |                           | 137.97                         | -137.97              |
| Continuing Education                            | 43.00                     |                                | 43.00                |
| CPR / First Aid                                 | 475.00                    |                                | 475.00               |
| <b>Total Educational Expense</b>                | <b>518.00</b>             | <b>137.97</b>                  | <b>380.03</b>        |
| Facilities                                      |                           |                                |                      |
| Rent                                            | 1,800.00                  | 1,800.00                       | 0.00                 |
| Repairs and Maintenance                         | 2,664.55                  | 3,025.85                       | -361.30              |

# St. Helena Cooperative Nursery School

## Profit and Loss YTD Comparison

June 1, 2020 - March 2, 2021

|                                          | TOTAL                     |                                |                  |
|------------------------------------------|---------------------------|--------------------------------|------------------|
|                                          | JUN 1, 2020 - MAR 2, 2021 | JUN 1, 2019 - MAR 2, 2020 (PP) | CHANGE           |
| Utilities                                | 4,321.73                  | 6,626.15                       | -2,304.42        |
| <b>Total Facilities</b>                  | <b>8,786.28</b>           | <b>11,452.00</b>               | <b>-2,665.72</b> |
| Fees & Penalties                         |                           |                                |                  |
| Banking                                  | 42.00                     | 27.00                          | 15.00            |
| Credit Card                              | 95.00                     | 95.00                          | 0.00             |
| <b>Total Fees &amp; Penalties</b>        | <b>137.00</b>             | <b>122.00</b>                  | <b>15.00</b>     |
| Fundraising & Promotion                  |                           |                                |                  |
| Advertising and PR                       |                           | 113.75                         | -113.75          |
| Alumni Fund Expense                      | 167.35                    | 290.58                         | -123.23          |
| Annual Fundraiser Expense                |                           | 6,056.91                       | -6,056.91        |
| Event - Concert                          | -0.10                     | 3,572.03                       | -3,572.13        |
| Moonlight Magic                          |                           | 61.17                          | -61.17           |
| T-Shirt Expense                          | 583.76                    |                                | 583.76           |
| <b>Total Fundraising &amp; Promotion</b> | <b>751.01</b>             | <b>10,094.44</b>               | <b>-9,343.43</b> |
| Gifts                                    | 267.99                    | 5.34                           | 262.65           |
| Labor                                    |                           |                                |                  |
| Employee SEP / IRA                       | 16,903.10                 | 16,643.51                      | 259.59           |
| Flexible Spending                        | 23,786.72                 | 23,535.42                      | 251.30           |
| Flexible Spending Employee               | 4,249.88                  | 4,255.48                       | -5.60            |
| Payroll Service                          | 1,909.00                  | 1,756.50                       | 152.50           |
| Payroll Taxes                            | 36,875.67                 | 36,843.33                      | 32.34            |
| Wages                                    | 103,866.64                | 103,128.26                     | 738.38           |
| Worker's Comp Insurance                  | 2,231.00                  | 3,779.52                       | -1,548.52        |
| <b>Total Labor</b>                       | <b>189,822.01</b>         | <b>189,942.02</b>              | <b>-120.01</b>   |
| Licensing                                | 262.00                    | 242.00                         | 20.00            |
| Petty Cash                               |                           | 50.00                          | -50.00           |
| Professional Services                    |                           |                                |                  |
| Admin Assistance                         | 200.00                    |                                | 200.00           |
| Income Tax Prep                          | 550.00                    | 500.00                         | 50.00            |
| <b>Total Professional Services</b>       | <b>750.00</b>             | <b>500.00</b>                  | <b>250.00</b>    |
| Supplies                                 |                           |                                |                  |
| Kitchen and Bath                         | 340.37                    | 481.26                         | -140.89          |
| Office                                   | 1,343.00                  | 1,207.47                       | 135.53           |
| School                                   | 1,125.68                  | 2,055.53                       | -929.85          |
| Toys and Equipment                       | 1,569.18                  | 592.09                         | 977.09           |
| <b>Total Supplies</b>                    | <b>4,378.23</b>           | <b>4,336.35</b>                | <b>41.88</b>     |
| Taxes                                    |                           |                                |                  |
| Tax exemption & registration             |                           | 85.00                          | -85.00           |
| <b>Total Taxes</b>                       |                           | <b>85.00</b>                   | <b>-85.00</b>    |

# St. Helena Cooperative Nursery School

## Profit and Loss YTD Comparison

June 1, 2020 - March 2, 2021

|                       | TOTAL                     |                                |                      |  |
|-----------------------|---------------------------|--------------------------------|----------------------|--|
|                       | JUN 1, 2020 - MAR 2, 2021 | JUN 1, 2019 - MAR 2, 2020 (PP) | CHANGE               |  |
| Tuition Reimbursement | 600.00                    | 2,386.50                       | -1,786.50            |  |
| <b>Total Expenses</b> | <b>\$206,341.52</b>       | <b>\$219,422.62</b>            | <b>\$ -13,081.10</b> |  |
| NET OPERATING INCOME  | \$ -44,340.10             | \$29,713.49                    | <b>\$ -74,053.59</b> |  |
| NET INCOME            | \$ -44,340.10             | \$29,713.49                    | <b>\$ -74,053.59</b> |  |



Technology



Cooking



Music



Civic Action



Engineering

*We believe in academics at the Co-op.  
We just have a different delivery system.*



Writing



Reading



Science



Math



Art



Social-Emotional





## City of St. Helena Nonprofit Funding Program Grant Application and Budget FY 2021/22

The annual "Non-Profit Funding Program" is designed to support local non-profit organizations directly serving the community and/or benefiting the City of St. Helena. Applicant programs, projects and services ("Project") must be consistent with the City's mission statement or support at least one of the City Council's three-year goals (see attached).

Please answer the following questions as they apply to your Project.

Applications must be received no later than **March 15, 2021 by 5:00 PM.** Late and incomplete applications will not be accepted.

### Organizational Overview

|                                                   |                                                               |
|---------------------------------------------------|---------------------------------------------------------------|
| Organization Name:                                | St. Helena Farmers' Market                                    |
| Organization Mailing Address:                     | St. Helena Farmers Market, P.O. Box 70, St. Helena, CA 94574  |
| Organization Contact Person (Name/Title):         | <b>Ed Smith, Market Manager</b>                               |
| Organization Contact Email:                       | edsmith@sthelenafarmersmkt.org                                |
| Organization Contact Telephone:                   | 707 486.2662                                                  |
| Organization Website:                             | Sthelenafarmersmkt.org                                        |
| Federal Tax ID Number and Status:                 | : Federal Tax ID # 35-2367794   501c3 Non-Profit Organization |
| How long has your organization been in operation? | 35 years                                                      |

Project Category:

- ☒ **Programmatic Grant** – Projects or programs which provide support services to the residents of the City of St. Helena.
- ☐ **Community Enrichment Grant** – Projects which promote or benefit the St. Helena community with arts, culture or education.

### Grant Request

|                         |                                                             |
|-------------------------|-------------------------------------------------------------|
| Project Name:           | St. Helena Farmers' Market (SHFM)-Market Match Program      |
| Address of Project:     | St. Helena Farmers Market, P.O. Box 70, St. Helena CA 94574 |
| Requested Grant Amount: | \$10,000                                                    |
| Matching Funds:         | \$0                                                         |
| TOTAL Project Cost:     | \$10,000                                                    |

**Application Questions** - Please answer the following questions on a separate sheet.

1. Describe how your Project ties to the City's Goals, Mission/Vision Statement.
2. Describe your Project including objectives and goals and explain how you will meet these goals within the deadline of June 30, 2022. Please provide a timeline for your Project.
3. Describe the community support for your Project.
  - a. What organizations, neighborhood associations, non-profits, residents, etc. are also involved in the Project?
  - b. What roles are they playing and how collaborative is the Project?
  - c. What other support exists for your Project?
4. Describe who will benefit from this Project and estimate how many people this Project may impact.
5. If you have received funding from other Napa County government agencies in the past two years, provide level of funding and how funding from the City of St. Helena will specifically benefit St. Helena residents.

**Cost Estimate**

Include a high level description of all the program or project costs that will be paid for by City Funds. *If additional space is needed please attach a separate sheet.*

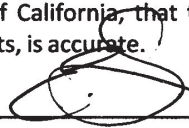
|                                                                                         |         |
|-----------------------------------------------------------------------------------------|---------|
| Market Match/qualified low-income St. Helena residents                                  | \$9,500 |
| Staff Hours Bookkeeping/Promotional Materials/translation, printing, material, supplies | \$500   |

**Total Grant Request \$10,000**

**Authorized Representative**

I represent that this Application Packet describes the intended use of the requested City Grant funds to complete the Project or Program identified above and the elements listed in the Project Budget. I declare under penalty of perjury, under the laws of the State of California, that the information contained in this Application Packet, including required attachments, is accurate.

Print Name Ed Smith

Signature 

Title Market Manager

Date 3-1-21

## City of St. Helena Non-Profit Grant Application

Fiscal Year 2021-2022

### 1. Describe how your project ties to the City's Goals, Mission/Vision Statement?

Food insecurity, now more than ever, remains a real and present problem in the St. Helena community. Recent events ranging from the Covid-19 pandemic, catastrophic fires, unemployment, general uncertainty, reoccurring power outages compromising storage and rising food costs have further compounded the impacts of our community's lack of access to affordable and nutritious foods. For many of us, this uncertainty and scarcity lurks just outside of our periphery, but sadly it remains a clear and insidious threat to many members of our community, everyone from seniors on fixed incomes to families with young children. Entering our 35<sup>th</sup> season, the St. Helena Farmers' Market is an essential component to maintaining our town's small-town character, while facilitating community engagement and encouraging an environmentally sustainable community by supporting diversity in agriculture. The goal of the St. Helena Farmers' Market (SHFM)- Market Match Program is to create greater access to healthy food choices for St. Helena's low-income population, thereby providing a direct impact on public health for our residents.

The St. Helena Farmers' Market is a California Certified Farmers' Market committed to supporting our local farmers and providing a place for the community to find, connect and learn about the finest farm-fresh and sustainably grown produce, direct from the source. As a 501(c)3 charitable organization, we are also committed to educating our consumers, the preservation of our natural environment and to sharing our space with other non-profits and community organizations to promote their causes. The continued partnership between the SHFM and the St. Helena Up-Valley Family Center, by way of the Market Match Program, has also allowed us to directly expand our community outreach during these recent crises. Over our 2020 season the SHFM became an access point for other essential services like distributing essential protective masks, additional food bank resources, free children's art kits and educational projects to low-income residents and families. Additionally, the SHFM has provided access to information regarding emergency services, mental health resource information and disaster preparedness information to the greater St. Helena community.

### 2. Describe your Project including objectives and goals and explain how you will meet these goals within the deadline of June 30, 2022. Please provide a timeline for your Project.

The SHFM Market Match will incentivize the existing Cal-Fresh Supplemental Nutrition Assistance Program (SNAP) benefits in which food stamps are distributed to low-income Californians on Electronic Benefit Transfer (EBT) cards. Market Match grant funds provide EBT shoppers with matched funds to increase their purchasing power of healthy foods at St. Helena Farmers' Market. During our weekly markets we operate a market information booth staffed with volunteers who process CalFresh/EBT transactions and provide superior customer service to inform shoppers and make them feel welcome.

In partnership with the St. Helena Up-Valley Family Center, the SHFM has been able to expand our outreach to low-income residents of St. Helena. By working together, the SHFM is now able to directly reach residents of St. Helena who are most in need and will benefit directly from the opportunity to access and purchase healthy food and produce from our grower vendors. Tokens are distributed to qualified low-income residents of St. Helena on a monthly basis during our market season (May-October) to be redeemable for the purchase of produce and food items from qualified grower vendors at the SHFM in accordance with the Cal Fresh SNAP guidelines. As part of the qualification procedure, recipients will have to establish income levels consistent with the Cal Fresh income guidelines and residency in St. Helena, both of which will be verified by the St Helena Up-Valley Family Center. Like the EBT cards, the tokens are then processed and recorded through the market information booth.

During the 2020 market season, the demand for the Market Match Program increased significantly compared to the previous two years. The SHFM was successfully able to substantially increase the use of this essential program. Our total outreach during the 2020 market season totals a record \$4,481 in funds used exclusively for fresh produce and healthy food items available at the market. A dramatic increase in both EBT use and low-income residents served by the St. Helena Up-Valley Family Center. EBT Market Match use set a record of \$1606 during the season. While the St. Helena Up-Valley Family center processed 68 applications on behalf of the SHFM, monetary use of the program increased 78% for those families. Due to this unprecedented demand, we anticipate running out of funds allocated by the 2019/2020 grant from St. Helena in the first two months of our market season, May-June 2021. Should this occur we will actively and aggressively try to raise whatever funds necessary to meet any shortfall to continue to serve the needs of our community should the SHFM be fortunate to receive an additional grant for the 2021/2022 calendar year. All indications lead us to believe demand and use of the SHFM Market Match Program will continue to increase in 2021. With our established program, we hope to have the funds necessary to continue to meet the growing needs of our low-income residents and families. If the challenges of 2020 taught us anything, it is now, more than ever, the importance of having a localized access point to provide necessary assistance, educational and informational resources to the broadest segments of our community.



It is important to note, attendance from low-income families was consistent throughout the 2020 season, which in turn provides our greater community access to our free educational programing. We are prepared to reinstate our chef's demos, lecture series, produce tastings, bilingual story time, children's education programing, and art projects as soon as the current health and safety guidelines allow. But in the meantime, we will continue to offer a broad selection of educational programing, children's art projects and kits, expanded online content focused on healthy eating, farming and environmental sustainability, as well as provide resource information to the greater community, free at no cost.

**3. Describe the community support for your Project.**

The 2021 season of the St. Helena Farmer's Market will mark 35 years of service to the St. Helena community. Our market operates ever Friday, May through October with participation of residents, local businesses, local government, partnering fellow non-profits and community organizations. The SHFM Market Match Program acts to build community by serving more people of all incomes at our Farmer's Market. This program also stimulates the local food economy, farming, agricultural diversity while supporting public health and food security.

**a. What organizations, neighborhood associations, non-profits, residents, etc. are also involved in the Project?**

Since receiving our first non-profit grant from the city of St. Helena in 2018 extensive time and effort has been invested to coordinate with all relevant Napa County officials, including Health & Human Services Agency of Napa County and CalFresh Analysts to understand how to best serve and access CalFresh Snap beneficiaries in our community. Marketing and outreach include local non-profits, like the St. Helena Up-Valley Family Center, Clinic Ole, and Rianda House as well as local churches, low-income housing facilities, and local food pantries. The collaborative efforts of the SHFM and these organizations continues today. With a strong foundation for promotional outreach and marketing materials SHFM looks forward to the opportunity to continue to maximize this investment by direct outreach to low-income St. Helena residents and EBT beneficiaries to address food insecurity and nutritional assistance to our community.

**b. What roles are they playing and how collaborative is the Project?**

SHFM Market Match Program's marketing efforts would continue to target and work in coordination with Up-Valley Family Centers, local churches, Olé Health Clinic, Schools, food pantries, and low-income housing projects in St. Helena.

Napa County officials will continue to assist in promoting the St. Helena Farmers' Market Match program directly to EBT recipients in the St. Helena community.

**c. What other support exists for your Project?**

As St. Helena is a small town, our population prohibits the SHFM from qualifying for other CalFresh/EBT market match programs or grants. However, food insecurity and income disparity are both equally present in our St. Helena community. Funds from this grant will provide essential assistance in addressing these needs and will allow the SHFM to continue collaborating with a wide range of community organizations, county services and local non-profits.

**4. Describe who will benefit from this Project and estimate how many people this Project may impact.**

This program will connect low-income consumers living in St. Helena with increased access to healthy food by promoting the purchase and consumption of local produce among low-income beneficiaries. Providing regular access to local produce will directly address food insecurity among our low-income residents. This program will also benefit and support our market's growers (all small-scale local farmers) with increased sales for their farm products.

**5. If you have received funding from other Napa County government agencies in the past two years, provide level of funding and how funding from the City of St. Helena will specifically benefit St. Helena residents.**

SHFM has not received funding from any other Napa County government agencies or foundations.

Funding from the City of St. Helena, by way of this grant, will directly benefit CalFresh/EBT recipients in our community as well as low-income residents of St. Helena by providing access to healthy food choices, assist in addressing food insecurity in our community and encourage economic diversity at St. Helena Farmers' Market.

INTERNAL REVENUE SERVICE  
P.O. BOX, .2508  
CINCINNATI, -OH 45201

DEPARTMENT OF THE TREASURY

Date: **MAR 18 2010**

ST HELENA FARMERS MARKET  
C/O ED SMITH  
PO BOX 70  
ST HELENA, CA 94574-0070

**Employer Identification Number:**

**35-2367794**

DLN:

17053212322049

Contact Person:

MARGARITA D BARRAGAN

ID# 95118

Contact Telephone Number:

(877) 829-5500

Accounting Period Ending:

December 31 Public

Charity Status: **170(5) (1)**

**(A) (vi)**

Effective Date of Exemption:

March 11, 2010

Contribution Deducibility:

Yes

Addendum Applies:

No

Dear Applicant:

We are pleased to inform you that upon review of your application for tax exempt status we have determined that you are exempt from Federal Income tax under section 501(c)(3) of the Internal Revenue Code. Contributions to you are deductible under section 170 of the Code. You are also qualified to receive tax deductible bequests, devises, transfers or gifts under section 2055, 2106 or 2522 of the Code. Because this letter could help resolve any questions regarding your exempt status, you should keep it in your permanent records.

Organizations exempt under section 501 (c) (3) of the Code are further classified as either public charities or private foundations. We determined that you are a public charity under the Code section(s) listed in the heading of this letter.

Please see enclosed Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, for some helpful information about your responsibilities as an exempt organization.

Letter 947 (DO/CG)

**St. Helena Farmers Market  
2020 Actual - 2021 Budget**

|                                              | <b>Actual<br/>2020</b> | <b>Budget<br/>2021</b> |
|----------------------------------------------|------------------------|------------------------|
| <b>Income</b>                                |                        |                        |
| <b>4010 · Farmers' Market Sales</b>          |                        |                        |
| 4013 · General store                         | 1,781.07               | 4,000.00               |
| 4014 · Stall fees                            | 30,745.00              | 36,560.00              |
| 4016 · Yearly Vendor dues                    | 2,000.00               | 2,100.00               |
| 4018 · Education space & service fee         | 13,629.57              | 13,000.00              |
| <b>Total 4010 · Farmers' Market Sales</b>    | <u>48,155.64</u>       | <u>55,660.00</u>       |
| <b>4110 · Donations</b>                      |                        |                        |
| 4111 · Donations                             | 5,020.00               | 7,500.00               |
| 4112 · Other Donations                       | 3,114.70               | 0.00                   |
| <b>Total 4110 · Donations</b>                | <u>8,134.70</u>        | <u>7,500.00</u>        |
| <b>4300 · PPP Grant</b>                      | <u>10,000.00</u>       | <u>0.00</u>            |
| <b>Total Income</b>                          | 66,290.34              | 63,160.00              |
| <b>Cost of Goods Sold</b>                    |                        |                        |
| <b>5000 · Cost of Merchandise Sold</b>       |                        |                        |
| 5060 · General Store                         | 1,500.81               | 2,985.00               |
| <b>Total 5000 · Cost of Merchandise Sold</b> | <u>1,500.81</u>        | <u>2,985.00</u>        |
| <b>5100 · Merchant Fees</b>                  | <u>1,336.05</u>        | <u>500.00</u>          |
| <b>Total COGS</b>                            | <u>2,836.86</u>        | <u>3,485.00</u>        |
| <b>Gross Profit</b>                          | 63,453.48              | 59,675.00              |
| <b>Expense</b>                               |                        |                        |
| <b>6000 · Direct Operating Expenses</b>      |                        |                        |
| 6020 · Advertising/Promotion                 | 396.57                 | 1,055.00               |
| 6030 · Automobile Expense                    | 640.00                 | 600.00                 |
| 6050 · Equipment                             | 578.00                 | 125.00                 |
| 6120 · Bank Service Charges                  | 3.62                   | 25.00                  |
| 6160 · Dues and Filing Fees                  | 1,886.00               | 2,000.00               |
| 6180 · Insurance                             |                        |                        |
| 6182 · D&O Insurance                         | 577.00                 | 600.00                 |
| 6185 · Liability Insurance                   | 594.66                 | 1,100.00               |
| 6190 · Workers Comp Insurance                | 815.12                 | 1,725.00               |
| <b>Total 6180 · Insurance</b>                | <u>1,986.78</u>        | <u>3,425.00</u>        |
| 6230 · Licenses and Permits                  | 496.24                 | 250.00                 |
| 6250 · Postage and Delivery                  | 162.00                 | 165.00                 |
| 6270 · Professional Fees                     |                        |                        |
| 6271 · Accounting                            | 4,937.50               | 4,600.00               |
| <b>Total 6270 · Professional Fees</b>        | <u>4,937.50</u>        | <u>4,600.00</u>        |
| 6340 · Telephone                             | 813.71                 | 800.00                 |
| <b>6560 · Payroll Expenses</b>               |                        |                        |
| 6564 · Payroll Processing                    | 161.75                 | 175.00                 |
| 6566 · Payroll taxes                         | 3,442.29               | 3,433.00               |

**St. Helena Farmers Market**  
**2020 Actual - 2021 Budget**

|                                                 | <b>2020</b>      | <b>2021</b>      |
|-------------------------------------------------|------------------|------------------|
| 6568 · Wages                                    | 33,374.58        | 34,264.00        |
| 6569 · Bonus                                    | 5,625.00         | 0.00             |
| <b>Total 6560 · Payroll Expenses</b>            | <b>42,603.62</b> | <b>37,872.00</b> |
| 6770 · Supplies                                 |                  |                  |
| 6772 · Market                                   | 1,860.34         | 1,750.00         |
| 6774 · Office                                   | 32.87            | 150.00           |
| <b>Total 6770 · Supplies</b>                    | <b>1,893.21</b>  | <b>1,900.00</b>  |
| <b>Total 6000 · Direct Operating Expenses</b>   | <b>56,397.25</b> | <b>52,817.00</b> |
| 6800 · Indirect Operating Expenses              |                  |                  |
| 6060 · Fundraiser expenses                      |                  |                  |
| 6064 · Movie                                    | 25.18            | 0.00             |
| 6065 · Other                                    | 184.52           | 275.00           |
| <b>Total 6060 · Fundraiser expenses</b>         | <b>209.70</b>    | <b>275.00</b>    |
| 6100 · Marketing                                |                  |                  |
| 6101 · Web (site & newsletter)                  | 279.87           | 300.00           |
| 6109 · General                                  | 34.00            | 0.00             |
| 6110 · Promotional                              | 615.89           | 650.00           |
| <b>Total 6100 · Marketing</b>                   | <b>929.76</b>    | <b>950.00</b>    |
| 6345 · Meals                                    | 20.45            | 50.00            |
| 6375 · EBT expenses                             | 169.00           | 0.00             |
| 6400 · Gifts                                    | 32.89            | 85.00            |
| <b>Total 6800 · Indirect Operating Expenses</b> | <b>1,361.80</b>  | <b>1,360.00</b>  |
| 6850 · Miscellaneous                            | -0.87            | 0.00             |
| <b>Total Expense</b>                            | <b>57,758.18</b> | <b>54,177.00</b> |
| <b>Net Ordinary Income</b>                      | <b>5,695.30</b>  | <b>5,498.00</b>  |
| <b>Other Income/Expense</b>                     |                  |                  |
| Other Expense                                   |                  |                  |
| 7080 · Taxes                                    |                  |                  |
| 7084 · State                                    | 800.00           | 800.00           |
| <b>Total 7080 · Taxes</b>                       | <b>800.00</b>    | <b>800.00</b>    |
| <b>Total Other Expense</b>                      | <b>800.00</b>    | <b>800.00</b>    |
| <b>Net Other Income</b>                         | <b>-800.00</b>   | <b>-800.00</b>   |
| <b>Net Income</b>                               | <b>4,895.30</b>  | <b>4,698.00</b>  |

|                           | <u>EBT Matching</u> | <u>UVFC</u> | <u>Admin</u> | <u>TOTAL</u> | <u>Received</u> |
|---------------------------|---------------------|-------------|--------------|--------------|-----------------|
| <b>Fy 2019-2020 Grant</b> |                     |             |              |              |                 |
| May 1-June 30, 2020       | \$395.00            | \$591.00    | \$100.00     | \$1,086.00   | \$1,077.00      |
| <b>Fy 2020-2021</b>       |                     |             |              |              |                 |
| July 1-October 31, 2020   | \$1,211.00          | \$2,284.00  | \$409.95     | \$3,904.95   | \$3,904.95      |





February 24, 2021

Nonprofit Grant Program  
City of St. Helena  
1480 Main Street  
St. Helena, CA 94574

*RE: St. Helena Farmer's Market Grant Application*

Dear Grant Review Committee:

The UpValley Family Centers of Napa County is pleased to write this letter acknowledging our partnership with the St. Helena Farmer's Market. Last year, we collaborated with St. Helena Farmer's Market to provide funds (tokens) to low-income families in order to increase their access to healthy, fresh food. Families who were connected through our office redeemed a total of \$2,284 in tokens at the Farmer's Market as a result of that grant.

We look forward to partnering with the St. Helena Farmer's Market again this year. It is a program that is addressing a critical issue - food insecurity - and is increasing families' access to nutritious food. With the pandemic's economic impact on our community over the past year, food security is more needed and more important than ever. This letter confirms that we commit to partner by accepting applications of low-income residents at our office in St. Helena and distributing tokens on behalf of the St. Helena Farmer's Market in accordance with the St. Helena Farmer's Market Match program guidelines. We hope that you will renew grant funding for this important program.

Sincerely,

A handwritten signature in black ink, appearing to read "Jenny Ocon", written in a cursive style.

Jenny Ocón, MSW  
Executive Director



## City of St. Helena Nonprofit Funding Program Grant Application and Budget FY 2021/22

The annual "Non-Profit Funding Program" is designed to support local non-profit organizations directly serving the community and/or benefiting the City of St. Helena. Applicant programs, projects and services ("Project") must be consistent with the City's mission statement or support at least one of the City Council's three-year goals (see attached).

Please answer the following questions as they apply to your Project.

Applications must be received no later than **March 15, 2021 by 5:00 PM**. Late and incomplete applications will not be accepted.

### **Organizational Overview**

|                                                   |                                 |
|---------------------------------------------------|---------------------------------|
| Organization Name:                                | St. Helena Little League        |
| Organization Mailing Address:                     | PO Box 241                      |
| Organization Contact Person<br>(Name/Title):      | <b>Hugh Davies/Board Member</b> |
| Organization Contact Email:                       | hdavies@schramsberg.com         |
| Organization Contact Telephone:                   | (707) 974-8072                  |
| Organization Website:                             | www.sthll.org                   |
| Federal Tax ID Number and Status:                 | 94-6126932                      |
| How long has your organization been in operation? | 6/1/1965                        |

Project Category:

- ☒ **Programmatic Grant** – Projects or programs which provide support services to the residents of the City of St. Helena.
- ☐ **Community Enrichment Grant** – Projects which promote or benefit the St. Helena community with arts, culture or education.

### **Grant Request**

|                         |                                               |
|-------------------------|-----------------------------------------------|
| Project Name:           | St. Helena Little League Uniforms & Equipment |
| Address of Project:     | PO Box 241, St Helena, CA 94574               |
| Requested Grant Amount: | \$ 10,000.00                                  |
| Matching Funds:         | \$ 10,000.00                                  |
| TOTAL Project Cost:     | \$ 20,000.00                                  |



**Application Questions** - Please answer the following questions on a separate sheet.

1. Describe how your Project ties to the City's Goals, Mission/Vision Statement.
2. Describe your Project including objectives and goals and explain how you will meet these goals within the deadline of June 30, 2022. Please provide a timeline for your Project.
3. Describe the community support for your Project.
  - a. What organizations, neighborhood associations, non-profits, residents, etc. are also involved in the Project?
  - b. What roles are they playing and how collaborative is the Project?
  - c. What other support exists for your Project?
4. Describe who will benefit from this Project and estimate how many people this Project may impact.
5. If you have received funding from other Napa County government agencies in the past two years, provide level of funding and how funding from the City of St. Helena will specifically benefit St. Helena residents.

**Cost Estimate**

Include a high level description of all the program or project costs that will be paid for by City Funds. *If additional space is needed please attach a separate sheet.*

| Description                                                               | Amount    |
|---------------------------------------------------------------------------|-----------|
| Uniforms (Hats, Jerseys, Socks, Belts)                                    | 5,000.00  |
| Equipment (Bats, Balls, Catcher Gear, Helmets, Tees, Gloves, Umpire Gear) | 5,000.00  |
|                                                                           |           |
|                                                                           |           |
|                                                                           |           |
|                                                                           |           |
| <b>Total Grant Request</b>                                                | 10,000.00 |

**Authorized Representative**

I represent that this Application Packet describes the intended use of the requested City Grant funds to complete the Project or Program identified above and the elements listed in the Project Budget. I declare under penalty of perjury, under the laws of the State of California, that the information contained in this Application Packet, including required attachments, is accurate.

Print Name Hugh Davies

Signature \_\_\_\_\_

Title Board Member

Date 3/15/2021



## City of St. Helena

### *Vision Statement*

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

### *Mission Statement*

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

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

*\*Vision and Mission Statements adopted by the City of St. Helena City Council on April 12, 2016, Resolution No. 2016-47.*

### *City Council 3-Year Goals*

- Improve and Maintain Safe and Reliable City Infrastructure with a Commitment to Environmental Stewardship & Public Health
- Stabilize, Maintain, and Improve Access to Housing
- Enhance Organizational Performance and Commit to Full Public Participation, Ongoing Communication, and Regional Collaboration
- Ensure Long-Term Economic Sustainability while Safeguarding St. Helena's Unique Culture & Quality of Life
- Support Thriving Families and Enhance the Safety, Well-Being, and Healthy Development of Our Youth
- Support Initiatives that Respond to and Plan for Climate Change

**Application Questions** - *Please answer the following questions on a separate sheet.*

1. Describe how your Project ties to the City's Goals, Mission/Vision Statement.

The City of St. Helena's support of this St. Helena Little League project ties very well to several of the goals established in the City's Mission Statement. The 56-year old Little League program helps connect St. Helena and its residents to its historic, small-town character. The SHLL program helps the city fulfill its goal of providing recreational services and facilities for its children and their parents. This is a fantastic program that brings together people from all parts of town and the surrounding community. The city's support of this project request will also help the city strengthen its partnership with a local community non-profit entity, in this case the St. Helena Little League.

2. Describe your Project including objectives and goals and explain how you will meet these goals within the deadline of June 30, 2022. Please provide a timeline for your Project.

The Little League motto is "Character, Courage & Loyalty" and in the 56 years that St Helena Little League has been a part of this community, these qualities have been imbued in thousands of children who have participated in its baseball and softball programs. Our goal each season is to provide an environment where skill-building and competition meets sportsmanship and teamwork. These goals are emphasized through annual coaching clinics for the all-volunteer coaches of our baseball and softball divisions where the development and encouragement of all players is emphasized, through Board member player advocates who ensure the children's best interests are prioritized over winning, and in strict adherence to fair play game time minimums. Additionally, Little League ensures that every interested player who lives within our district boundaries and attends an evaluation is guaranteed placement on a team through age 12.

Our primary need is help in offsetting the cost of the League's Uniform and Equipment program. For 2021, we are fielding over 200 players in Juniors, Intermediate, Majors, Minors, Super Rookies and Coach Pitch Baseball as well as Majors and Minors Softball teams. Our estimated expenditure totals \$20,000 with approximately \$8,000 for uniform needs and \$12,000 for equipment needs. Uniform costs include hats, jerseys, belts and socks for players. Our volunteer coaches cover the costs of their own jersey and hat. Equipment costs include bats, balls, catcher gear, helmets, batting tees, gloves, and umpire gear.

3. Describe the community support for your Project.

- a. What organizations, neighborhood associations, non-profits, residents, etc. are also involved in the Project?
- b. What roles are they playing and how collaborative is the Project?
- c. What other support exists for your Project?

St Helena Little League is comprised of 15 Board members who volunteer their time and personal resources to meet the League's yearly needs. As an all-volunteer organization, we

are dependent on parent-volunteers to manage and coach teams, score-keep/pitch-count/scoreboard games, umpire games, run the Snack Shack and meet LL safety requirements.

The bulk of our financial need is the annual cost of the maintenance and refurbishment of the Crane Park fields. The fields are leased to the League for 6 months of the year, during which time the League supplies the man power and approximately \$10,000 to support their seasonal maintenance needs, including mowing, edging, gopher abatement, grandstand painting, weeding, lining fields, cutting pitcher mounds and material needs such as sand, cinder, Snack Shack upkeep, etc. Throughout the season, the league pays a maintenance crew to mow, fix sprinklers and line the fields for games.

We understand that some of the costs detailed above are considered a capital expenditure and are therefore outside the eligibility requirements for this particular grant request but wanted to highlight the financial commitment that the St Helena Little League makes each year to create and maintain a beautiful and safe field environment for our children – and the children of visiting teams during regular season play from Calistoga, American Canyon, Suisun, and Yountville.

Additionally, the League each year seeks local sponsors whose contributions help to cover some of the uniform and equipment expenses. Please note the attached list of SHLL sponsors.

#### 4. Describe who will benefit from this Project and estimate how many people this Project may impact.

A truly great small town is defined by many things, including its commitment to the very things that make it *big*, such as quality schools, thoughtful neighbors, thriving local businesses & well-maintained parks. A town-based Little League which allows the children of our town to play, compete, learn and grow without the burden of travelling to Napa or Santa Rosa during the school week so they can still ride their bikes to practice or games and be home in time to enjoy dinner with their family and finish homework at a reasonable hour is a gift that many parents in our town have given to the children of St Helena by sustaining St Helena Little League through the years. It's difficult to quantify the impact of roughly 50 years x ~200 players/year plus sponsoring businesses proudly posting team plaques, dads mowing in the rain on a Saturday morning, extended family coming in from out of town to catch a game, a grandfather doing a "fly-by" in his own bi-plane on Opening Day, visiting All Stars tournament competitors complimenting aloud the beautiful park where their children are competing, and adults who played in SHLL as children returning to cheer on games speaks to the true impact Little League both directly and indirectly exerts on citizens within and outside of our town.

5. If you have received funding from other Napa County government agencies in the past two years, provide level of funding and how funding from the City of St. Helena will specifically benefit St. Helena residents.

St Helena Little League has used funds from the city's Grant Awards cycle in the past to purchase uniforms and equipment.

P 9410

See other side  
for instructions

STATE OF CALIFORNIA  
OFFICE OF THE ATTORNEY GENERAL  
REGISTRY OF CHARITABLE TRUSTS  
P. O. Box 13447  
SACRAMENTO, CALIFORNIA 95813

# REGISTRATION FORM

1. Official name and mailing address of organization: Federal Employer Identification Number  
 Napa Valley Little League  
 c/o Dale Brown  
 1336 D Oak Avenue  
 St. Helena, California 94574  
 94-6126932
2. Names and addresses of all trustees or directors and officers (attach list if necessary):  
 Bob Kyle, President Dale M. Brown, Secretary/Treasurer  
 1480 Main Street 1336 D Oak Avenue  
 St. Helena, California 94754 St. Helena, California 94574
3. Attach a statement fully describing the activities in which the organization expects to engage, including the standards, criteria, procedures or other means adopted or planned for carrying out the activities, the anticipated sources of revenue and the nature of contemplated expenditures. (A copy of the material submitted with the application for Federal or State tax exemption will normally provide this information.) If the organization is based outside California, comment fully on the extent of activities in California and how the California activities relate to total activities. In addition, list all funds, property and other assets held or expected to be held in California.
4. a) If assets (funds, property, etc.) have been received, enter the date first received. prior to 1974. Financial statements for past accounting periods may be required. See instructions on reverse.  
 b) If assets (funds, property, etc.) have not been received, enter the date when such receipts are first expected.
5. Annual accounting period adopted: Fiscal year ending \_\_\_\_\_, or calendar year ☒.
6. a) Corporations - Furnish a copy of the Articles of Incorporation. If incorporated outside California, enter the date the corporation qualified through the California Secretary of State's Office to conduct activities in California.  
 b) Unincorporated Entities - Furnish a copy of the instrument creating the organization.  
 c) All - Furnish a copy of the Federal Exemption Determination Letter.

X Dale M. Brown Secretary/Treasurer  
 Signature Title  
1336 D Oak Avenue, St. Helena, California 94574  
 Address  
March 29, 1985 (707) 963-9494  
 Date Telephone Number

Registration No. CT 57138  
 Date of Registration 4/10/85  
 For Registry use only

CT-1 (5-77)

|                                         | 12 Months<br>Actual<br>8/31/19 | 12 Months<br>Actual<br>8/31/20 | 12 Months<br>Budget<br>8/31/21 | 5 Months<br>YTD Actual<br>1/31/21 |
|-----------------------------------------|--------------------------------|--------------------------------|--------------------------------|-----------------------------------|
| <b>SHLL P&amp;L</b>                     |                                |                                |                                |                                   |
| <b>Revenue</b>                          |                                |                                |                                |                                   |
| Registration Fees                       |                                |                                |                                |                                   |
| Registrations                           | 35,611                         | 32,687                         | 8,750                          | -                                 |
| Refunds                                 | (2,433)                        |                                |                                | (2,047)                           |
| Total Registration Fees                 | 33,179                         | 32,687                         | 8,750                          | (2,047)                           |
| Sponsorships                            |                                |                                |                                |                                   |
| Uniforms                                |                                | 5,100                          | -                              |                                   |
| Signs                                   | 35,150                         | 32,450                         | 30,450                         | 1,100                             |
| Total Sponsorships                      | 35,150                         | 37,550                         | 30,450                         | 1,100                             |
| Grant Income - St Helena                | 10,500                         | -                              | 10,000                         | 10,370                            |
| Misc                                    |                                | 490                            | -                              | -                                 |
| Field Renovation Donations              |                                | -                              |                                | 500                               |
| Donations                               |                                | (1,000)                        | -                              | -                                 |
| <b>Total Revenue</b>                    | <b>\$ 78,829</b>               | <b>\$ 69,727</b>               | <b>\$ 49,200</b>               | <b>\$ 9,923</b>                   |
| Concession Income                       | 17,283                         |                                |                                |                                   |
| Concession Stand Expenses               | 14,389                         | 1,178                          | -                              | -                                 |
| <b>Net Concession Stand</b>             | <b>\$ 2,894</b>                | <b>\$ (1,178)</b>              | <b>\$ -</b>                    | <b>\$ -</b>                       |
| <b>Expenses</b>                         |                                |                                |                                |                                   |
| Accounting                              | 70                             | 100                            | 100                            | -                                 |
| Awards & Gifts                          | 1,806                          | -                              | -                              | -                                 |
| Charter & District                      | 1,211                          | 1,952                          | 1,952                          | 2,223                             |
| Covid Costs                             |                                | 546                            | -                              | -                                 |
| Dues & Subscriptions                    | 105                            |                                |                                |                                   |
| Fees & Taxes                            | 110                            | 46                             | -                              | 150                               |
| Field Rental                            |                                | 2,930                          | 3,000                          | -                                 |
| Maintenance & Repairs (landscaping)     | 8,395                          | 1,178                          | 14,400                         | -                                 |
| Misc                                    | (181)                          | 465                            | 3,000                          | 37                                |
| Postage                                 | 106                            | 118                            | 118                            | -                                 |
| Printing                                |                                | 3,079                          | -                              | -                                 |
| Reconciliation Discrepancies            | (15)                           | 1,600                          | -                              | 1,037                             |
| Tournaments                             | 556                            |                                |                                |                                   |
| Uniforms & Equipment                    | 46,972                         | 24,758                         | 17,500                         | -                                 |
| Umpires                                 | 1,825                          | -                              | -                              | -                                 |
| Utilities                               | 1,830                          | 1,589                          | 1,600                          | 449                               |
| Website                                 | 314                            | -                              | -                              | -                                 |
| Workshops                               | 350                            | 250                            | -                              | -                                 |
| <b>Total Operating Expenses</b>         | <b>\$ 63,454</b>               | <b>\$ 38,611</b>               | <b>\$ 41,670</b>               | <b>\$ 3,896</b>                   |
| <b>Capital Projects</b>                 |                                |                                |                                |                                   |
| Renovation Project                      |                                | 9,270                          | -                              | -                                 |
| Bull Pens                               |                                | 930                            | -                              | -                                 |
| Big Repairs                             | 3,911                          | 3,350                          | -                              | -                                 |
| <b>Total Capital Projects / Repairs</b> | <b>\$ 3,911</b>                | <b>\$ 13,550</b>               | <b>\$ -</b>                    | <b>\$ -</b>                       |
| <b>Other Income</b>                     | <b>19</b>                      | <b>17</b>                      | <b>-</b>                       | <b>4</b>                          |
| <b>Net Income (Loss)</b>                | <b>\$ 14,377</b>               | <b>\$ 16,405</b>               | <b>\$ 7,530</b>                | <b>\$ 6,031</b>                   |
| <b>Balance Sheet Highlights:</b>        |                                |                                |                                |                                   |
| Cash Balance                            |                                | \$ 166,506                     |                                | \$ 172,038                        |
| A/R - Sponsors                          |                                | \$ 10,600                      |                                | \$ 7,900                          |
| Accounts Payable                        |                                | \$ 765                         |                                | \$ -                              |

4 - Copy of SHLL\_PL\_Projection\_2021Season

# Napa Valley Little League

## Profit and Loss

September 2020 - January 2021

|                                | TOTAL             |
|--------------------------------|-------------------|
| Income                         |                   |
| Donations                      | 10,370.00         |
| Registration Fees              | -2,047.00         |
| Sponsorship                    |                   |
| Outfield Signs                 | 1,100.00          |
| <b>Total Sponsorship</b>       | <b>1,100.00</b>   |
| <b>Total Income</b>            | <b>\$9,423.00</b> |
| GROSS PROFIT                   | <b>\$9,423.00</b> |
| Expenses                       |                   |
| Bank Service Charges           | 37.20             |
| Charter & District Assessments | 2,223.43          |
| Fees & Taxes                   | 150.00            |
| Reconciliation Discrepancies   | 1,037.00          |
| Utilities                      | 415.50            |
| <b>Total Expenses</b>          | <b>\$3,863.13</b> |
| NET OPERATING INCOME           | <b>\$5,559.87</b> |
| Other Income                   |                   |
| Field Renovation Donations     | 500.00            |
| Other Income                   | 4.29              |
| <b>Total Other Income</b>      | <b>\$504.29</b>   |
| NET OTHER INCOME               | <b>\$504.29</b>   |
| NET INCOME                     | <b>\$6,064.16</b> |





## City of St. Helena Nonprofit Funding Program Grant Application and Budget FY 2021/22

The annual "Non-Profit Funding Program" is designed to support local non-profit organizations directly serving the community and/or benefiting the City of St. Helena. Applicant programs, projects and services ("Project") must be consistent with the City's mission statement or support at least one of the City Council's three-year goals (see attached).

Please answer the following questions as they apply to your Project.

Applications must be received no later than **March 15, 2021 by 5:00 PM**. Late and incomplete applications will not be accepted.

### Organizational Overview

|                                                   |                                        |
|---------------------------------------------------|----------------------------------------|
| Organization Name:                                | St. Helena Preschool For All Inc.      |
| Organization Mailing Address:                     | 465 Main Street St. Helena, CA 94574   |
| Organization Contact Person (Name/Title):         | <b>Julio Olguin Executive Director</b> |
| Organization Contact Email:                       | julio@shpreschoolforall.org            |
| Organization Contact Telephone:                   | 707-967-2800                           |
| Organization Website:                             | www.shpreschoolforall.org              |
| Federal Tax ID Number and Status:                 | 46-4214921                             |
| How long has your organization been in operation? | 10years/ Since 2010                    |

### Project Category:

- ☒ **Programmatic Grant** – Projects or programs which provide support services to the residents of the City of St. Helena.
- ☐ **Community Enrichment Grant** – Projects which promote or benefit the St. Helena community with arts, culture or education.

### Grant Request

|                         |                                           |
|-------------------------|-------------------------------------------|
| Project Name:           | St. Helena Preschool For All Scholarships |
| Address of Project:     | 465 Main Street St. Helena, CA 94574      |
| Requested Grant Amount: | \$30,000.00                               |
| Matching Funds:         | \$                                        |
| TOTAL Project Cost:     | \$255,000.00                              |

**Application Questions** - Please answer the following questions on a separate sheet.

1. Describe how your Project ties to the City's Goals, Mission/Vision Statement.
2. Describe your Project including objectives and goals and explain how you will meet these goals within the deadline of June 30, 2022. Please provide a timeline for your Project.
3. Describe the community support for your Project.
  - a. What organizations, neighborhood associations, non-profits, residents, etc. are also involved in the Project?
  - b. What roles are they playing and how collaborative is the Project?
  - c. What other support exists for your Project?
4. Describe who will benefit from this Project and estimate how many people this Project may impact.
5. If you have received funding from other Napa County government agencies in the past two years, provide level of funding and how funding from the City of St. Helena will specifically benefit St. Helena residents.

**Cost Estimate**

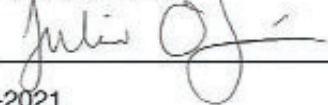
Include a high level description of all the program or project costs that will be paid for by City Funds. *If additional space is needed please attach a separate sheet.*

| Description                                                                         | Amount             |
|-------------------------------------------------------------------------------------|--------------------|
| We work with 5 local preschools on average it cost:                                 |                    |
| Part-time scholarship tuition: 12 months (3days per week, 3-4 per day) \$5,400      |                    |
| Full-time scholarship tuition: 12 months (5 days per week, 6 hours per day)\$10,800 |                    |
| Extended-time scholarship: 12 months (5days per week, 8 hours per day) \$ 12,600    |                    |
| The City Funds could cover a various combination of scholarships.                   |                    |
| Example: 3 Full-time scholarships for 3 students in need.                           | \$32,400.00        |
| <b>Total Grant Request</b>                                                          | <b>\$30,000.00</b> |

**Authorized Representative**

I represent that this Application Packet describes the intended use of the requested City Grant funds to complete the Project or Program identified above and the elements listed in the Project Budget. I declare under penalty of perjury, under the laws of the State of California, that the information contained in this Application Packet, including required attachments, is accurate.

Print Name Julio Olguin  
 Title Excutive Director

Signature   
 Date 3-12-2021



1. Describe how your Project ties to the City's Goals, Mission/Vision Statement.

*Our program strongly aligns with the City's mission to continue to be family friendly and diverse. St. Helena Preschool for All, ("SHPFA") directly impacts low- income families in St. Helena who cannot afford a preschool program for their child, with the majority being immigrants, children of immigrants, and English –language learners. Since the program began in 2010 we have provided 176 scholarships, which include the 19 children and families enrolled this year. Even with our program in place there were 11 children who entered Kindergarten and Transitional Kindergarten in the district without any preschool experience in 2020. The need for early childhood education opportunities and support from our program continues to be critical in the community in order for more families that want to stay in St. Helena and raise their children here. Our program helps the preschools be more diverse as the majority of children in our program are Latino, and since our partnership with the five local preschools the directors have reported that students and families have had opportunities to learn more about each other's culture and children have built strong friendships. Our program is creating a more diverse preschool culture that reflects the St. Helena Unified School District student demographic, 50% Latino, 50% Anglo.*

*SHPFA and the city of St. Helena are both dedicated to serving the needs and desires of our citizens, by both organizations working together to ensure that these families are given the opportunity to access to early childhood education programs that will increase their readiness to enter Kindergarten and Transitional Kindergarten and better preparing them to be successful students. Our program works with parents of children who are receiving a scholarship by providing a parent education component, this year the Upvalley Family Center is facilitating the TripleP program, (Positive Parenting Program) for the second year. We believe that by providing this opportunity parents will have additional support, strategies, and new parenting skills to support their children at home. Our program prepares and encourages our parents to become involved in their children's learning, this had led to our parents becoming more active at the St. Helena Unified District schools and having a stronger connection with our community.*

*Finally the strengthening of partnerships within the non-profit and public sector is critical and can have a tremendous positive impact not only on children, but their families too. Our organization has made a strong effort to create partnerships in the community. We feel that by having these partnerships our families will be more inclined to connect and build relationships with these local organizations. SHPFA and the City of St. Helena are an excellent example of identifying and connecting our families to the community and resources available to them. We are both dedicated to serving the needs and desires of the citizens and if we can work together to do so it will strengthen and unify our community.*

2. Describe your Project including objectives and goals and explain how you will meet these goals within the deadline of June 30, 2022. Please provide a timeline for your Project.

*St. Helena Preschool for All, Inc. ("SHPFA") is a non-profit corporation dedicated to providing all children in St. Helena an opportunity to experience preschool and succeed. To that end, SHPFA provides scholarships for underserved children in the St. Helena community ages 3 and 4- years old, to attend a preschool at one of five local participating preschools. Since 2010, 176 children have attended preschool through a SHPFA scholarship. Initially our program provided scholarships to 4-year old students only. This will be our fifth-year that our program has continued to provide scholarships to 3 and 4-year olds, thereby*



## Preschool For All 2

*enabling students to experience two- years of preschool before they enter Kindergarten. Our mission is to continue to provide an early childhood education experience for all those in need.*

**Goal 1: Continue to provide extended coverage to our families: includes longer hours, more days, and preschool through the summer.**

*In February 2019 our program expanded the hours and days of care provided at four of our participating preschools, previously we were providing 3-5 days of preschool and 3-4hours per day. Our families voiced the need for more hours and days, as many of our families require both parents to work in order to continue to live in St. Helena. We were able to begin to provide 5 days a week and offer 6 hours per day. We also found that many parents continued to work through the summer and still require the preschool coverage and so for the second time this summer we provided the opportunity for additional coverage options for families to continue in their preschool through the summer.*

*In the summer of 2020 our program took the final step to give families the option to keep their children in a preschool setting to 8 hours per day. We wanted to make sure that we could accommodate all families with various options of coverage. Early on in the pandemic and fires we had many families who unfortunately were affected by the loss of work hours, but having these extended hours allowed for parents to search for new work opportunities, and eventually return to work without the worry of who would care for their preschoolers. Of the 19 scholarships this year, 9 are extended days (M-F/ 8hours per day), 5 are full-time (M-F/6hours per day), and 3 are part-time (2-3 days per week, 3-4 hours per day.) In recent years we have seen the shift for additional coverage and our organization has been very receptive in continuing to provide this level of coverage for families in need. We know that it is a challenge for families to live and raise their kids in St. Helena, we are very determined to sustain this coverage moving forward and remove this financial obstacle and keep our families in St. Helena.*

**Goal 2: Continue to provide quality Parent Education programs.**

*Our program also works with the parents of participating families to involve them in the process and educate them in enriching their children's educational experience through monthly educational classes and speakers. Our organization feels very strongly about helping our parents become better parents by providing different educational options, through our programs parents learn new strategies, tools, and information to help them support and become more involved in their child's journey. Some of our programs include the Latino Literacy Project, a program that focuses on the importance of literacy thru bilingual and culturally relevant books, Triple P (Positive Parenting Program) that teaches families alternative strategies and tools to parent in a positive way, and lastly parents can attend Educational speakers presented by the St. Helena Unified School District. As members of a preschool community parents develop a better relationship and understanding of their wider community, participate in new activities with their preschool aged children, and meet other families preparing for Kindergarten.*

*Last year we were unable to provide these learning opportunities for our parents due to the health and safety guidelines that were in place from the pandemic. We began providing Triple P (Positive Parenting Program) classes in January 2021 in partnership with the Upvalley Family Center who are teaching the classes in English and Spanish. Parents learned about creating a bedtime routine and strategies on dealing with disobedience as part of their first two classes. Our families have given us positive feedback and are learning some new parenting skills through these*

## Preschool For All 3

*classes. Our monthly parent education classes are done via the Zoom platform and will continue until May in this format. Parents also received training to participate in the Zoom classes and have learned a new skill through this process.*

**Goal 3: Continue to provide opportunities for families to participate in community family activities.**

*Although our organization was unable to provide these opportunities over the last year we are hoping that beginning the summer of 2021 and continuing through 2022 we can provide these additional opportunities to our families. Our organization is very proud of the work we did prior to the pandemic to allow families to have the opportunity to be more involved in community activities. Our intention was to provide these activities for our families to become closer as members of our program through these experiences, which would help build the cohesion and support system for the future. This current group of children will enter Kindergarten together and hopefully continue their educational journeys in the future and having the preschool for all connection, we believe will benefit everyone.*

*In the past we have been able to provide two Christmas parties in collaboration with Nimbus Arts in which families celebrated and did art activities together. We have taken our families to trips to the Children's Museum of Sonoma & Connolly Ranch. Two summers ago we offered swim lessons through the St. Helena Unified School District pool & student lifeguards to every family member in our program. In addition two years ago in partnership with the St. Helena Parks & Recreation department we offered our children the opportunity to participate in: soccer, karate, gymnastics camp, and adventure day camp all free of costs. We would like to continue to provide our families with these opportunities, as we believe that it will also build a stronger connection to the St. Helena community.*

*Our program is currently raising funding for the upcoming 2021-2022 scholarships and additional cost to sustain the increased number of days, hours, summer program, and family activities for the 19 children currently in the program in St. Helena. The additional costs for these hours, days, and summer program have increased our spending over the last couple years. With the pandemic coming closer to an end we are already seeing an influx of families who are now in search of preschool/childcare opportunities in our community, as District schools remain open and parents return to their normal work schedules. In addition we are working diligently to reach many of these families who may be entering Kindergarten this summer and still have not managed to step foot inside a preschool, these students are our focus as we race against time to get them prepared. Along with the challenge of the cost of living in St. Helena, which continues to increase every year forcing both parents to work and leaves many families depending on our program even more. Our ability to provide a preschool opportunity has become even more crucial and necessary, along with the extra days, hours, and summer preschool in better supporting the working families in St. Helena in the future. SHPFA would like to be able to financially sustain these changes in our programming on a permanent basis. New Families have until May 7, 2021 to apply for a scholarship, with their children beginning preschool in September 2021. If we were to receive a grant from the City of St. Helena it would be a tremendous help to sustain this much-needed level of programming for all families who qualify.*

**3. Describe the community support for your Project.**

a. What organizations, neighborhood associations, non-profits, residents, etc. are also involved in the Project?

*Five local preschools, Little Backpacks Preschool, Mila's Preschool and Childcare, St. Helena Cooperative Nursery School, Sun & Stars Montessori School, Wee Care Childcare, partner with SHPFA to provide a preschool education to our students. Many of these preschools provide their own scholarships and other financial support to our students.*

*In 2019 the Roger J. Trinchero Family Foundation began to support our program and was instrumental in allowing our program to begin to expand and grow with the additional days, hours, summer coverage, and family activities. The St. Helena Unified School District has also continued to support us through use of their facilities, parent educational speakers, and funding for scholarships.*

*During the first three years of our program, SHPFA was administered by the UpValley Family Center. In 2014 our organization became a non-profit and set up its Board of Directors and Executive Director to administer the program, the UpValley Family Center has continued to support our program by providing community members information and referring families, last year they began providing a parent education component for our Spanish speaking families, and this year they continue to offer classes in both English and Spanish.*

*The Restaurant at Meadowood and St. Helena Rotary Club has provided significant financial support to SHPFA for the past three years. The City of St. Helena, Napa Valley Community Foundation, Soroptimist Club have also supported for the last few years. We participated in the 2020 Napa Valley Give!Guide, an online donation campaign that supports 57 local non-profits.*

*Over the years we have worked with Clinic Olé, St. Helena Public Library, Stonebridge and Hunt Avenue Apartments. In the summer of 2019 we collaborated with the St. Helena Parks and Recreation department to provide opportunities to many of our families to be involved in a community activity, which was a great partnership that introduced many families to these activities for the first time. Unfortunately there were no opportunities this past summer but we are hopeful that we will be able to offer some activities this upcoming summer. Finally our community has played a key role in the success of our project.*

b. What roles are they playing and how collaborative is the Project?

*The program has been able to sustain itself in the last few years because of the support of the St. Helena community, organizations, and businesses. Each plays a critical role in the success of the program.*

*The Roger J. Trinchero Family Foundation (RJTF) & St. Helena Unified School District, have been the principal organizations providing financial support to the program, the District for the past 7 years and the RJTF for the last three years. The support that we have received by Roger and his foundation has allowed our organization to develop and expand much of the programming that we feel will best support our families living in St. Helena in the future. The RJTF has allowed us to have a greater reach in our community, extend our coverage for children in preschool, opportunities for families to participate in community activities, and in 2021 we were able to offer our first scholarships in Angwin and Calistoga in partnerships with preschools in those communities and with direct funding from the RJTF.*

*The role the District plays in our program is a critical piece that we believe will make a huge impact in the future. As members of the program families begin to meet the District and are familiarized with the*

## Preschool For All 5

process and expectations on how to support their child through school. Our parents are more informed and have the opportunity to meet the Principal of the Primary school, our director works with families in assisting them to fill out their applications. Families also learn about ways they can volunteer and be a part of the school community, which builds family participation and engagement. Many of our former parents volunteer on school committee, in the classroom, and fieldtrips. The District also provides funding, use of facilities, and administrative staff support. The District staff also plays a huge role on our board of directors which include: Superintendent Marylou Wilson, St. Helena Primary School Principal Tamara Sanguinetti, Primary School Teacher Nadia Torres, and two members of the Board of Trustees from the St. Helena Unified School District. We believe that having district representation has made our program more effective as we have been able to help prepare our parents and students with this transition into the district. We feel that this partnership will continue to grow and will play a key role in the future.

***“ The investment that the St. Helena Preschool For All organization makes in providing a quality preschool experience definitely bolsters student success. Student’s ability to acclimate to school culture is accelerated. Students with preschool experience have increased early literacy skills and math skills that are noticeably stronger than students who do not have preschool experience. An added bonus of the program is the parent education component that translates to increased parent involvement in our school. I am extremely grateful to the St. Helena Preschool For All organization for providing opportunities for ALL children to have access to quality preschool programs.”***  
***St. Helena Primary School Principal Tamara Sanguinetti***

The role of our preschools is very important to our program. Since the beginning our participating preschools have opened up their doors and provided spaces in their preschools for our children. Since then we have created a close relationship with our preschools, and feel that they are the foundation of our program. They play a huge role, as they are responsible for getting our students ready academically and most importantly emotionally. (Little Backpacks Preschool, Mila’s Preschool, St. Helena Cooperative Nursery School, Sun & Stars Montessori, and Wee Care Childcare) During the early months of the pandemic our preschools faced the challenge of closing or remaining open to serve families. The preschools constantly had to adapt and adhere to new guidelines and changing information. This experience would dramatically impact our preschools, teacher, and families and change the preschool experience. Everything from social distancing to wearing masks, to many new protocols put in place to keep our preschool environments safe. Our organization was very proud of the work that was done by our preschools and teachers to get our students back into a happy and positive learning environment. We are grateful to our preschools for serving our community through these challenging times.

The role of the UpValley Family Center has been amazing in the last two years. In 2019 they began providing parent education opportunities to our families through the Triple P Program (Positive Parenting Program) in Spanish. They provided 2 classes in 2020 and we did not resume our parent education classes until January 2021. We began providing these classes through the Zoom platform and families have enjoyed and learned together through these classes. Parents are learning new skills and strategies and also have opportunities to connect with the Family Center for additional resources. Our organizations are working together to provide this valuable parenting information and building a network of support for families. We hope to return to in person once it is safe to do so, but in the meanwhile parents are very much engaged in learning via zoom.

In addition our community organizations have helped spread the word about our program, which has made it more accessible to our families. The Up Valley Family Center, Clinic Olé, St. Helena Public

Preschool For All 6

*Library, Stonebridge Apartments, and Hunt Avenue Apartments, have all been organizations that we have worked closely with for outreach of our organization. We have continued to use these organizations in order to reach those families who may benefit from our program. All of our materials and information are available through these locations. The community plays a very key role in the financial support of our program. Every year we continue to add to our growing list of donors. Many individual community members donate to SHPFA in order to invest in early childhood education. We also continue to get donations from our local businesses each year. Since 2017 the Restaurant at Meadowood has selected our organization as the beneficiary for their annual "12 days of Christmas" dinner event, which has provided a generous donation and provided gifts for our families during the holiday season. Unfortunately in 2020 the Restaurant was lost in the Glass Fire and ended their support of our program for the immediate future. This was a tremendous loss to Meadowood and to our organization, as we will no longer receive this funding for our families.*

*The role of local organizations has been crucial to our success because of the financial support, community awareness including their members and supporters. Many local organizations have also helped organize fundraising events with the proceeds going to our organization. We have worked very closely with the International Women's Soroptimist group, as our families volunteer at their yearly dinner and in return they donate to our program, unfortunately we did not participate in this event this past year because of the pandemic. We have worked with St. Helena Rotary Club the past five years as they organize an annual fundraiser with all proceeds going to SHPFA and participated in the 2020 Napa Valley Give!Guide for the past four year that supports various local non-profits both fundraising campaigns were on-line due to the pandemic.*

c. What other support exists for your Project?

*Along with the organizations and community behind this project, we also have the support of the 10 board of directors, and the 19 families who are receiving the scholarships, and 157 alumni families; through our program outreach we have developed a more diverse and larger network of supporters each year that continues to grow.*

4. Describe who will benefit from this Project and estimate how many people this Project may impact.

*This project will directly impact the children and families of St. Helena who will be receiving the scholarships. For many children, preschool is their first experience in a structured setting with teachers and groups of children. These childhood experiences will prepare the children to enter Kindergarten, and also help foster their physical, emotional, social, and cognitive development. The parents also benefit from their participation in the program. As members of a preschool community, parents attend monthly educational meetings, and parenting programs and develop a better relationship and understanding of their wider community, participate in new activities with their preschool aged children, and meet other families preparing for Kindergarten. The preschools also provide parents with valuable information and strategies for supporting their children's learning and development at home.*

*SHPFA directly impacts low- income families in St. Helena who cannot afford a preschool program for their child, with the majority being immigrants, children of immigrants, and English –language learners. We also have seen more families who could be considered middle class applying and requesting assistance. Since the program began in 2010 we have provided 176 scholarships, which include the 19 children and families enrolled this year. Even with our program in place there were 11 children who entered Kindergarten in the district without any preschool experience in 2020. This is why we have*



Preschool For All 7

*redoubled our outreach efforts to make sure all eligible families know about us. Our goal for the 2021-2022 school year is to place between 20-25 children in one of our partnering preschools. On average it costs \$5,400 to fund a part-time scholarship (3 days per week, 3-4 hours per day) or \$12,600 for an extended day scholarship (5 days per week, 8 hours per day) for twelve months of preschool. In addition to providing the preschool experience to our children, we are also providing parents the opportunity to work, educate themselves, or take care of younger siblings with the sense of stability and peace of mind. With the current high costs of living in St. Helena we have many more working families with both parents working and struggling to continue to be residents of this amazing town.*

*With the pandemic affecting so many families and children who did not get the opportunity to attend a preschool because they were closed due to Covid-19, or parents keeping their preschoolers home because of fear and anxiety. We realize that it will be critical to continue to provide this opportunity for early childhood education more than any other year because of the loss of learning. The Annie E. Casey Foundation reports the urgent need to respond in a December 14, 2020 report.*

***“ Schools have been disrupted so profoundly that the effects could damage the prospects of an entire generation of young people. And widening the racial disparities; requires policymakers to prioritize equitable solutions. To help get families through this crisis, we need decisive action”***

*We ask that the City of St. Helena prioritize the struggling families most in need by joining us in closing these gaps that the pandemic has widened.*

5. If you have received funding from other Napa County government agencies in the past two years, provide level of funding and how funding from the City of St. Helena will specifically benefit St. Helena residents.

*We have not received funding from any Napa County government agencies in the past two years. If we were to receive funding from the city of St. Helena it would directly go to the scholarships for the children in the 2021-2022 school year. The funding from the City of St. Helena will specifically benefit St. Helena residents because one of the eligibility requirements for receiving the scholarship is that the family must live in St. Helena, and have a financial need. With the pandemic and fires taking a toll on our families financially, physically, and mentally we know that this upcoming year will be critical in returning to a sense of normalcy, and most importantly begin the learning recovery phase for our preschool children. It will also help families tremendously by removing the pressure of this financial obstacle for many of our working parents. We recognize the cost of living in St. Helena continues to increase and that the housing opportunities are unrealistic for many of these families, but for those families who are making a sacrifice to live in St. Helena, we must continue to support them and remove these barriers to make it a more equitable solution, and will have a ripple effect on the positive future of our families and our community*

INTERNAL REVENUE SERVICE  
P. O. BOX 2508  
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: JUL 15 2014

ST HELENA PRESCHOOL FOR ALL INC  
465 MAIN STREET  
ST HELENA, CA 94574

Employer Identification Number:  
46-4214921  
DLN:  
17053343353013  
Contact Person:  
CUSTOMER SERVICE ID# 31954  
Contact Telephone Number:  
(877) 829-5500  
Accounting Period Ending:  
June 30  
Public Charity Status:  
170(b)(1)(A)(vi)  
Form 990 Required:  
Yes  
Effective Date of Exemption:  
October 2, 2013  
Contribution Deductibility:  
Yes  
Addendum Applies:  
No

Dear Applicant:

We are pleased to inform you that upon review of your application for tax exempt status we have determined that you are exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code. Contributions to you are deductible under section 170 of the Code. You are also qualified to receive tax deductible bequests, devises, transfers or gifts under section 2055, 2106 or 2522 of the Code. Because this letter could help resolve any questions regarding your exempt status, you should keep it in your permanent records.

Organizations exempt under section 501(c)(3) of the Code are further classified as either public charities or private foundations. We determined that you are a public charity under the Code section(s) listed in the heading of this letter.

For important information about your responsibilities as a tax-exempt organization, go to [www.irs.gov/charities](http://www.irs.gov/charities). Enter "4221-PC" in the search bar to view Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, which describes your recordkeeping, reporting, and disclosure requirements.

Sincerely,



Director, Exempt Organizations

Letter 947

### St. Helena Preschool for All Budget Comparison

|                                                | Prior Year<br>2019/2020 | Current Year<br>2020/2021 |
|------------------------------------------------|-------------------------|---------------------------|
|                                                | Budget                  | Approved Budget           |
| <b>Income</b>                                  |                         |                           |
| <b>Direct Public Support</b>                   |                         |                           |
| Community Donations                            | 50,000.00               | 15,000.00                 |
| Corporate Donations                            | 7,500.00                | 101,000.00                |
| Grant Funding                                  | 200,000.00              | 100,000.00                |
| Parent Fundraising                             | 3,500.00                | 0.00                      |
| <b>Total Direct Public Support</b>             | <b>261,000.00</b>       | <b>216,000.00</b>         |
| <b>Program Income</b>                          |                         |                           |
| Parent Cash Contributions                      | 3,500.00                | 1,000.00                  |
| SHUSD Contribution                             | 30,000.00               | 30,000.00                 |
| <b>Total Program Income</b>                    | <b>33,500.00</b>        | <b>31,000.00</b>          |
| <b>Savings Income - Certificate of Deposit</b> | <b>1,000.00</b>         | <b>2,000.00</b>           |
| <b>Total Income</b>                            | <b>295,500.00</b>       | <b>249,000.00</b>         |
| <b>Expense</b>                                 |                         |                           |
| <b>Business Expenses</b>                       |                         |                           |
| Bank Charges                                   | 100.00                  | 50.00                     |
| Business License/Reg Fees                      | 300.00                  | 100.00                    |
| Covid19 - Remote Learning                      | 0.00                    | 5,000.00                  |
| Office Supplies                                | 200.00                  | 0.00                      |
| Payroll Processing Fee                         | 1,008.00                | 936.00                    |
| Postage                                        | 100.00                  | 50.00                     |
| Website Domain                                 | 156.00                  | 156.00                    |
| Website Host                                   | 500.00                  | 0.00                      |
| <b>Total Business Expenses</b>                 | <b>2,364.00</b>         | <b>6,292.00</b>           |
| <b>Contract Services</b>                       |                         |                           |
| Accounting Fees                                | 600.00                  | 925.00                    |
| Consultant Services                            | 4,000.00                | 4,500.00                  |
| Executive Director                             | 2,766.00                | 0.00                      |
| Legal Fees                                     | 1,000.00                | 500.00                    |
| <b>Total Contract Services</b>                 | <b>8,366.00</b>         | <b>5,925.00</b>           |
| <b>Employee Expenses</b>                       |                         |                           |
| Cash in lieu of Benefits                       | 2,400.00                | 2,400.00                  |
| Cell Phone Reimbursement                       | 1,200.00                | 1,200.00                  |
| Executive Director Salary                      | 52,000.00               | 55,640.00                 |
| Mileage Reimbursement                          | 300.00                  | 200.00                    |
| <b>Total Employee Expenses</b>                 | <b>55,900.00</b>        | <b>59,440.00</b>          |
| <b>Family Activities</b>                       |                         |                           |
| Nimbus Arts Holiday Event                      | 1,500.00                | 1,300.00                  |
| Summer Swim Party                              | 750.00                  | 0.00                      |
| Summer Activities                              | 2,000.00                | 2,000.00                  |
| <b>Total Family Activities</b>                 | <b>4,250.00</b>         | <b>3,300.00</b>           |
| <b>Fundraising Expenses</b>                    |                         |                           |
| Marketing                                      | 1,000.00                | 1,200.00                  |

### St. Helena Preschool for All Budget Comparison

|                                        | 2019/2020          | 2020/2021         |
|----------------------------------------|--------------------|-------------------|
|                                        | Budget             | Approved Budget   |
| Postage, Mailing Service               | 200.00             | 300.00            |
| Printing and Copying                   | 500.00             | 500.00            |
| Supplies                               | 300.00             | 150.00            |
| <b>Total Fundraising Expenses</b>      | <b>2,000.00</b>    | <b>2,150.00</b>   |
| <b>Insurance</b>                       |                    |                   |
| Liability - Director & Officer         | 1,250.00           | 1,250.00          |
| Workers Compensation                   | 650.00             | 518.00            |
| <b>Total Insurance</b>                 | <b>1,900.00</b>    | <b>1,768.00</b>   |
| <b>Parent Education</b>                |                    |                   |
| Childcare Expense                      | 800.00             | 900.00            |
| Snacks                                 | 500.00             | 500.00            |
| Supplies                               | 300.00             | 200.00            |
| Translation Services                   | 0.00               | 500.00            |
| <b>Total Parent Education</b>          | <b>1,600.00</b>    | <b>2,100.00</b>   |
| <b>Parent Interns Expense</b>          | <b>5,000.00</b>    | <b>1,000.00</b>   |
| <b>Payroll Expenses</b>                |                    |                   |
| Federal Taxes                          | 4,080.00           | 5,000.00          |
| State Taxes                            | 840.00             | 600.00            |
| <b>Total Payroll Expenses</b>          | <b>4,920.00</b>    | <b>5,600.00</b>   |
| <b>Professional Development</b>        | <b>5,000.00</b>    | <b>0.00</b>       |
| <b>Summer Scholarships</b>             |                    |                   |
| Summer Camps                           | 6,000.00           | 2,000.00          |
| <b>Total Summer Camps</b>              | <b>6,000.00</b>    | <b>2,000.00</b>   |
| <b>Preschool Scholarships</b>          |                    |                   |
| Little Backpacks Preschool             | 72,960.00          | 62,700.00         |
| Mila's Large Family Day Care           | 64,800.00          | 43,200.00         |
| Registration Fees                      | 1,500.00           | 1,400.00          |
| St. Helena Coop                        | 19,880.00          | 4,090.00          |
| Sun & Stars Montessori                 | 41,305.00          | 45,435.00         |
| Wee Care Childcare                     | 23,274.00          | 6,768.00          |
| Wee Care Childcare 2                   | 10,400.00          | 0.00              |
| <b>Total Scholarships</b>              | <b>240,119.00</b>  | <b>165,593.00</b> |
| <b>Student Scholarship Funds</b>       |                    |                   |
| Jaime Rubio Scholarship Fund           | 1,000.00           | 1,000.00          |
| <b>Total Student Scholarship Funds</b> | <b>1,000.00</b>    | <b>1,000.00</b>   |
| <b>Total Expenses</b>                  | <b>332,419.00</b>  | <b>254,168.00</b> |
| <b>Net Profit (loss)</b>               | <b>(36,919.00)</b> | <b>(5,168.00)</b> |

## St. Helena Preschool for All Budget Comparison

|                                         | Difference          |
|-----------------------------------------|---------------------|
|                                         | Increase/(decrease) |
| <b>Income</b>                           |                     |
| <b>Direct Public Support</b>            |                     |
| Community Donations                     |                     |
| Corporate Donations                     |                     |
| Grant Funding                           |                     |
| Parent Fundraising                      |                     |
| <b>Total Direct Public Support</b>      | (45,000.00)         |
| <b>Program Income</b>                   |                     |
| Parent Cash Contributions               |                     |
| SHUSD Contribution                      |                     |
| <b>Total Program Income</b>             | (2,500.00)          |
| Savings Income - Certificate of Deposit | 1,000.00            |
| <b>Total Income</b>                     | (46,500.00)         |
| <b>Expense</b>                          |                     |
| <b>Business Expenses</b>                |                     |
| Bank Charges                            |                     |
| Business License/Reg Fees               |                     |
| Covid19 - Remote Learning               |                     |
| Office Supplies                         |                     |
| Payroll Processing Fee                  |                     |
| Postage                                 |                     |
| Website Domain                          |                     |
| Website Host                            |                     |
| <b>Total Business Expenses</b>          | 3,928.00            |
| <b>Contract Services</b>                |                     |
| Accounting Fees                         |                     |
| Consultant Services                     |                     |
| Executive Director                      |                     |
| Legal Fees                              |                     |
| <b>Total Contract Services</b>          | (2,441.00)          |
| <b>Employee Expenses</b>                |                     |
| Cash in lieu of Benefits                |                     |
| Cell Phone Reimbursement                |                     |
| Executive Director Salary               |                     |
| Mileage Reimbursement                   |                     |
| <b>Total Employee Expenses</b>          | 3,540.00            |
| <b>Family Activities</b>                |                     |
| Nimbus Arts Holiday Event               |                     |
| Summer Swim Party                       |                     |
| Summer Activities                       |                     |
| <b>Total Family Activities</b>          | (950.00)            |
| <b>Fundraising Expenses</b>             |                     |
| Marketing                               |                     |

## St. Helena Preschool for All Budget Comparison

|                                        | Difference          |
|----------------------------------------|---------------------|
|                                        | Increase/(decrease) |
| Postage, Mailing Service               |                     |
| Printing and Copying                   |                     |
| Supplies                               |                     |
| <b>Total Fundraising Expenses</b>      | 150.00              |
| Insurance                              |                     |
| Liability - Director & Officer         |                     |
| Workers Compensation                   |                     |
| <b>Total Insurance</b>                 | (132.00)            |
| Parent Education                       |                     |
| Childcare Expense                      |                     |
| Snacks                                 |                     |
| Supplies                               |                     |
| Translation Services                   |                     |
| <b>Total Parent Education</b>          | 500.00              |
| Parent Interns Expense                 | 4,000.00            |
| Payroll Expenses                       |                     |
| Federal Taxes                          |                     |
| State Taxes                            |                     |
| <b>Total Payroll Expenses</b>          | 680.00              |
| Professional Development               | (5,000.00)          |
| Summer Scholarships                    |                     |
| Summer Camps                           |                     |
| <b>Total Summer Camps</b>              | (4,000.00)          |
| Preschool Scholarships                 |                     |
| Little Backpacks Preschool             |                     |
| Mila's Large Family Day Care           |                     |
| Registration Fees                      |                     |
| St. Helena Coop                        |                     |
| Sun & Stars Montessori                 |                     |
| Wee Care Childcare                     |                     |
| Wee Care Childcare 2                   |                     |
| <b>Total Scholarships</b>              | (74,526.00)         |
| Student Scholarship Funds              |                     |
| Jaime Rubio Scholarship Fund           |                     |
| <b>Total Student Scholarship Funds</b> | 0.00                |
| <b>Total Expenses</b>                  | (78,251.00)         |
| <b>Net Profit (loss)</b>               | 31,751.00           |



## City of St. Helena Nonprofit Funding Program Grant Application and Budget FY 2021/22

The annual "Non-Profit Funding Program" is designed to support local non-profit organizations directly serving the community and/or benefiting the City of St. Helena. Applicant programs, projects and services ("Project") must be consistent with the City's mission statement or support at least one of the City Council's three-year goals (see attached).

Please answer the following questions as they apply to your Project.

Applications must be received no later than **March 15, 2021 by 5:00 PM**. Late and incomplete applications will not be accepted.

### **Organizational Overview**

|                                                   |                                                            |
|---------------------------------------------------|------------------------------------------------------------|
| Organization Name:                                | St. Vincent de Paul Ministry of St. Helena Catholic Church |
| Organization Mailing Address:                     | 1255 Oak Ave., St. Helena, CA 94574                        |
| Organization Contact Person (Name/Title):         | John Boyle, President                                      |
| Organization Contact Email:                       | john9170@sbcglobal.net                                     |
| Organization Contact Telephone:                   | 707-363-1923                                               |
| Organization Website:                             | N/A                                                        |
| Federal Tax ID Number and Status:                 | 82-4046355 Non-Profit 501(c)(3) Exempt from Fed. Income    |
| How long has your organization been in operation? | 20+ Years                                                  |

Project Category:

- ☒ **Programmatic Grant** – Projects or programs which provide support services to the residents of the City of St. Helena.
- ☐ **Community Enrichment Grant** – Projects which promote or benefit the St. Helena community with arts, culture or education.

### **Grant Request**

|                         |                                                           |
|-------------------------|-----------------------------------------------------------|
| Project Name:           | Additional Food Cards, Fuel Vouchers for Families in Need |
| Address of Project:     | 1255 Oak Ave., St. Helena, CA 94574                       |
| Requested Grant Amount: | \$ 30,000                                                 |
| Matching Funds:         | \$ None                                                   |
| TOTAL Project Cost:     | \$ 30,000                                                 |

**Application Questions** - Please answer the following questions on a separate sheet.

1. Describe how your Project ties to the City's Goals, Mission/Vision Statement.
2. Describe your Project including objectives and goals and explain how you will meet these goals within the deadline of June 30, 2022. Please provide a timeline for your Project.
3. Describe the community support for your Project.
  - a. What organizations, neighborhood associations, non-profits, residents, etc. are also involved in the Project?
  - b. What roles are they playing and how collaborative is the Project?
  - c. What other support exists for your Project?
4. Describe who will benefit from this Project and estimate how many people this Project may impact.
5. If you have received funding from other Napa County government agencies in the past two years, provide level of funding and how funding from the City of St. Helena will specifically benefit St. Helena residents.

**Cost Estimate**

Include a high level description of all the program or project costs that will be paid for by City Funds. *If additional space is needed please attach a separate sheet.*

| Description                                                                                                              | Amount          |
|--------------------------------------------------------------------------------------------------------------------------|-----------------|
| Fuel Vouchers                                                                                                            | \$5,000         |
| Food Gift Cards                                                                                                          | \$20,000        |
| Holiday Assistance Program                                                                                               | \$5,000         |
| Separate Sheets: See Exhibit D for Budget and Question #4<br>(Background and more detailed information in Questions 1-3) |                 |
| <b>Total Grant Request</b>                                                                                               | <b>\$30,000</b> |

**Authorized Representative**

I represent that this Application Packet describes the intended use of the requested City Grant funds to complete the Project or Program identified above and the elements listed in the Project Budget. I declare under penalty of perjury, under the laws of the State of California, that the information contained in this Application Packet, including required attachments, is accurate.

Print Name\_\_\_\_\_

Signature\_\_\_\_\_

Title\_\_\_\_\_

Date \_\_\_\_\_





## City of St. Helena

### Vision Statement

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

### Mission Statement

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

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

*\*Vision and Mission Statements adopted by the City of St. Helena City Council on April 12, 2016, Resolution No. 2016-47.*

### City Council 3-Year Goals

- Improve and Maintain Safe and Reliable City Infrastructure with a Commitment to Environmental Stewardship & Public Health
- Stabilize, Maintain, and Improve Access to Housing
- Enhance Organizational Performance and Commit to Full Public Participation, Ongoing Communication, and Regional Collaboration
- Ensure Long-Term Economic Sustainability while Safeguarding St. Helena's Unique Culture & Quality of Life
- Support Thriving Families and Enhance the Safety, Well-Being, and Healthy Development of Our Youth
- Support Initiatives that Respond to and Plan for Climate Change

**Application Questions** - Please answer the following questions on a separate sheet.

1. Describe how your Project ties to the City's Goals, Mission/Vision Statement.
2. Describe your Project including objectives and goals and explain how you will meet these goals within the deadline of June 30, 2022. Please provide a timeline for your Project.
3. Describe the community support for your Project.
  - a. What organizations, neighborhood associations, non-profits, residents, etc. are also involved in the Project?
  - b. What roles are they playing and how collaborative is the Project?
  - c. What other support exists for your Project?
4. Describe who will benefit from this Project and estimate how many people this Project may impact.
5. If you have received funding from other Napa County government agencies in the past two years, provide level of funding and how funding from the City of St. Helena will specifically benefit St. Helena residents.

**Cost Estimate**

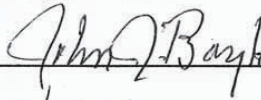
Include a high level description of all the program or project costs that will be paid for by City Funds. *If additional space is needed please attach a separate sheet.*

| Description                                                                                                              | Amount          |
|--------------------------------------------------------------------------------------------------------------------------|-----------------|
| Fuel Vouchers                                                                                                            | \$5,000         |
| Food Gift Cards                                                                                                          | \$20,000        |
| Holiday Assistance Program                                                                                               | \$5,000         |
| Separate Sheets: See Exhibit D for Budget and Question #4<br>(Background and more detailed information in Questions 1-3) |                 |
| <b>Total Grant Request</b>                                                                                               | <b>\$30,000</b> |

**Authorized Representative**

I represent that this Application Packet describes the intended use of the requested City Grant funds to complete the Project or Program identified above and the elements listed in the Project Budget. I declare under penalty of perjury, under the laws of the State of California, that the information contained in this Application Packet, including required attachments, is accurate.

Print Name JOHN J. BOYLE

Signature 

Title President

Date 3/14/2021

### **Application Questions**

The St. Vincent de Paul (SVdP) Ministry of the St. Helena Catholic Church (SHCC) would administer this grant. This ministry:

- Has IRS 501 (C)(3) non-profit status (Exhibit A)
- Has been an all-volunteer ministry of the SHCC for over 20 years
- Serves the City of St. Helena and near-by communities including Angwin, Lake Berryessa, Pope Valley, and Rutherford
- Does not limit our services to SHCC members
- Has no overhead expenses; all funds received go directly to those we serve
- Budget and funds are managed separately from the SHCC parish
- Would ensure that the grant budget remain separate from the operating budgets of the SVdP Ministry and SHCC

**Q. 1. Describe how your Project ties to the City's Goals, Mission/Vision Statement.**

Our project ties into the City's goals, mission/vision statement in the following ways:

- Contributes to family-friendly sustainability by helping those in need
- Serves the diverse community irrespective of race, religion, gender, age, sexual orientation, or immigration status
- Retains the small-town character of a community church assisting local residents
- Strengthens partnerships with private, non-profit and public sectors including, but not limited to:
  - Private donors and local businesses
  - UpValley Family Centers, local churches, St. Helena Community Food Pantry, Azteca Market
  - Holiday Assistance Program: UpValley Family Centers, Adventist Health St. Helena, St. Helena Montessori School, St. Helena Fire Department, Toys for Tots, Salvation Army, Boy Scouts Troop 1, Interact Club of St. Helena High School, and other local businesses
  - Supports families and youth in need (so they can thrive)

**Q. 2. Describe your Project including objectives and goals and explain how you will meet these goals within the deadline of June 30, 2022. Please provide a timeline for your Project.**

**Description:** Our goal is to offer temporary, limited financial assistance so that a family facing a life hardship can bridge a gap. The financial assistance we provide falls into three main areas:

1. Regular on-going assistance is provided twice monthly in the form of:

## St. Vincent de Paul Ministry Programmatic Grant Application

2

- a. Grocery gift cards (\$25-\$75)
  - b. Fuel Vouchers (\$25)—temporarily suspended due to the high demand for food cards since April, 2020, due to the Covid 19 Pandemic, lost jobs, closed businesses
2. Limited one-time partial rent assistance, utility bill payments, and other miscellaneous emergency expenses (car repairs, etc.)
3. Holiday Assistance Program (HAP)
  - a. Approximately 150 Family gift boxes with food, toys for children, gift cards for teens and seniors (approximately 600 individuals).
  - b. Salvation Army coordinates the toy collections for Napa County. UpValley Family Centers enter the information from applicants to the HAP into a database provided by Salvation Army. This information is used by the Salvation Army to determine the toy distribution by age groups. The database also provides information to UpValley Family Centers to help determine how best to serve the individuals/families with the food baskets, turkeys and gifts.

**Timelines:**

- Since the Covid 19 Pandemic, we hold office hours on Tuesdays twice a month at 10 am and serve approximately 50-75 individuals each time. We buy the food gift cards and regularly distribute one hundred \$25 food cards/month and would like to increase it to 200 cards/month, based on current needs. Our goal is also to reinstate the fuel vouchers. On office day, we follow the Centers for Disease Control and Prevention Covid-19 protocols of masking and social distancing to protect volunteers as well as our clients. We maintain a confidential database of our clients with names and addresses to verify their residency.
- Rent and utility requests come in randomly and we respond as financial resources permit.
- The Holiday Assistance Program planning begins in September and involves donations and toy collections from local entities, chiefly Salvation Army, Toys for Tots, Steves Hardware, St. Helena Fire Department, Adventist Health St. Helena, parishioners of St. Helena Catholic Church, Calvary Christian Church of St Helena, and St. Helena Presbyterian Church. The National Wild Turkey Association and the St. Helena Montessori School have donated turkeys. Distribution Day will be December 18, 2021.

**Q. 3. Describe the community support for your project.**

We have formal and informal partnerships with other local non-profit organizations and public sector agencies. Our partners and their roles are as follows:

- UpValley Family Centers:
  - Assistance with ongoing identification of families in need of rental assistance.

- Close coordination in planning and implementing the Holiday Assistance Program (September-December).
- St. Helena Food Pantry:
  - SVdP routinely refers our clients to the Pantry's Thursday afternoon distributions.
  - One of our SVdP Ministry members sits on their Board of Directors.
- Local churches:
  - Parishioners of St. Helena Catholic Church: Individual donations throughout the year, with an in-pew collection every month in which there are five Sundays. An extra appeal is made at Christmas for the Holiday Assistance Program.
  - Calvary Christian Church in St. Helena: A monthly donation (those donations have been ongoing for the past eleven years).
- Various other community agencies for the Holiday Assistance Program:
  - Salvation Army, Steves Hardware, Parishioners of St. Helena Catholic Church, St. Helena Fire Department, Adventist Health of St. Helena, St. Helena Presbyterian Church, Toys for Tots, Boy Scouts Troop #1, St. Helena High School Interact Club, National Wild Turkey Association, and St. Helena Montessori School.
- St. Helena Catholic Church:
  - Provides us with a venue for our twice-monthly distributions.
  - Provides the gymnasium space and freezer space for the organization and distribution of food and gifts for the Holiday Assistance Program.

**Q. 4. Describe who will benefit from this Project and estimate how many people this Project may impact.**

- Our program will impact residents of St. Helena and nearby communities.
- Based on our current costs, we estimate that 200 individuals/families will be served by this project. We can then tailor the number of food cards depending on the family needs and family size. We can also reinstate the fuel voucher program. The number of food cards for the Holiday Assistance Program (HAP) can also be increased.

**Q. 5. If you have received funding from other Napa County government agencies in the past two years, provide level of funding and how funding from the city of St. Helena will specifically benefit St. Helena residents.**

- No other funding has been received from other Napa County agencies.
- The aid we provide supplements family food and gasoline budgets. The HAP provides for holiday extras for the family. The aid permits these residents to remain part of our community, enriching the diversity that we value.



Exhibit A  
2 of 3

**Internal Revenue Service**  
**P.O. Box 2508**  
**Cincinnati, OH 45201**

**Department of the Treasury**

**Date: November 2, 2020**

**Person to Contact:**

R. Meyer ID# 0110429

**Toll Free Telephone Number:**

877-829-5500

United States Conference of Catholic  
Bishops  
3211 4<sup>th</sup> Street, NE  
Washington, DC 20017-1194

**Group Exemption Number:**

0928

Dear Sir/Madam:

This responds to your July 23, 2020, request for information regarding the status of your group tax exemption.

Our records indicate that you were issued a determination letter in March 1946, that you are currently exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code, and are not a private foundation within the meaning of section 509(a) of the Code because you are described in sections 509(a)(1) and 170(b)(1)(A)(i).

With your request, you provided a copy of the *Official Catholic Directory for 2020*, which includes the names and addresses of the agencies and instrumentalities and the educational, charitable, and religious institutions operated by the Roman Catholic Church in the United States, its territories, and possessions that are subordinate organizations under your group tax exemption. Your request indicated that each subordinate organization is a non-profit organization, that no part of the net earnings thereof inures to the benefit of any individual, and that no substantial part of their activities is for promotion of legislation. You have further represented that none of your subordinate organizations is a private foundation under section 509(a), although all subordinates do not all share the same sub-classification under section 509(a). Based on your representations, the subordinate organizations in the *Official Catholic Directory for 2020* are recognized as exempt under section 501(c)(3) of the Code under GEN 0928.

Donors may deduct contributions to you and your subordinate organizations as provided in section 170 of the Code. Bequests, legacies, devises, transfers, or gifts to them or for their use are deductible for federal estate and gifts tax purposes if they meet the applicable provisions of section 2055, 2106, and 2522 of the Code.

Subordinate organizations under a group exemption do not receive individual exemption letters. Subordinate organizations are not listed in Tax Exempt Organization Search (Pub 78 data), and many are not listed in the Exempt Organizations Business Master

Exhibit A  
3 of 3

File extract, or EO BMF. Donors may verify that a subordinate organization is included in your group exemption by consulting the *Official Catholic Directory*, the official subordinate listing approved by you, or by contacting you directly. IRS does not verify the inclusion of subordinate organizations under your group exemption. See IRS Publication 4573, *Group Exemption*, for additional information about group exemptions.

Each subordinate organization covered in a group exemption should have its own EIN. Each subordinate organization must use its own EIN, not the EIN of the central organization, in all filings with IRS.

If you have any questions, please call us at the telephone number shown in the heading of this letter.

Sincerely,

A handwritten signature in cursive script that reads "Stephen A. Martin".

Stephen A. Martin  
Director, Exempt Organizations  
Rulings and Agreements

| Saint Helena Catholic Church<br>St Vincent de Paul Ministry<br>Fiscal years Summary |                     |                     |                                | Exhibit B |  |
|-------------------------------------------------------------------------------------|---------------------|---------------------|--------------------------------|-----------|--|
|                                                                                     | Ended June 30, 2019 | Ended June 30, 2020 | Year-to Date February 28, 2021 |           |  |
| Income:                                                                             |                     |                     |                                |           |  |
| Donations                                                                           | \$ 13,917           | \$ 40,238           | \$ 33,327                      |           |  |
| 5th Sunday                                                                          | \$ 11,704           | (A) \$ 4,730        | (A) \$ 1,635                   |           |  |
|                                                                                     | \$ 25,621           | \$ 44,968           | \$ 34,962                      |           |  |
| Expenses:                                                                           |                     |                     |                                |           |  |
| Rent Requests                                                                       | \$ 3,200            | \$ 8,169            | \$ 1,500                       |           |  |
| Fuel Vouchers                                                                       | \$ 3,664            | \$ 3,601            | (B) \$ 613                     |           |  |
| Utilities Requests                                                                  | \$ 646              | \$ 987              | \$ 372                         |           |  |
| Parish Emergency Aid Fund                                                           | \$ 4,000            | \$ 4,000            | \$ 3,000                       |           |  |
| Christmas -Holiday Assistance Program                                               | \$ 2,786            | \$ 2,422            | \$ 12,000                      |           |  |
| Food Gift Cards                                                                     | \$ 6,460            | (C) \$ 38,463       | (C) \$ 19,600                  |           |  |
| Other                                                                               | \$ 579              | \$ 859              | \$ -                           |           |  |
|                                                                                     | \$ 21,335           | \$ 58,501           | \$ 37,085                      |           |  |
| Increase (Decrease) in Fund Balance                                                 | \$ 4,286            | \$ (13,533)         | \$ (2,123)                     |           |  |
| Footnotes:                                                                          |                     |                     |                                |           |  |
| (A) Reduced 5th Sunday collections                                                  |                     |                     |                                |           |  |
| (B) Elimination of fuel vouchers                                                    |                     |                     |                                |           |  |
| (C ) Increase demand for food gift cards                                            |                     |                     |                                |           |  |



Saint Helena Catholic Church  
 St Vincent de Paul Ministry  
 Fiscal Year 2021-2022

Exhibit D

| ESTIMATED BUDGET                           |                  |                  |
|--------------------------------------------|------------------|------------------|
|                                            | Operating Budget | (A) Grant Budget |
| Income:                                    |                  |                  |
| City Grant                                 | \$ -             | \$ 30,000        |
| Donations                                  | \$ 45,000        | \$ -             |
| 5th Sunday                                 | \$ 5,000         | \$ -             |
|                                            | \$ 50,000        | \$ 30,000        |
| Expenses:                                  |                  |                  |
| Rent Requests                              | \$ 2,000         | \$ -             |
| Fuel Vouchers                              | \$ -             | (B) \$ 5,000     |
| Utilities Requests                         | \$ 500           | \$ -             |
| Parish Emergency Aid Fund                  | \$ 4,000         | \$ -             |
| Christmas-Holiday Assistance Program (HAP) | \$ 12,000        | (C) \$ 5,000     |
| Food Gift Cards                            | \$ 31,300        | (D) \$ 20,000    |
| Other                                      | \$ 200           | \$ -             |
|                                            | \$ 50,000        | \$ 30,000        |
|                                            | \$ -             | \$ -             |

Footnotes:

- (A) Grant Funds will be accounted for separately
- Grant Funds will provide:
- (B) Resumption of fuel vouchers
- (C) Increase number of food gift cards available for HAP
- (D) Increase number of food gift cards available for families throughout the year

| Saint Helena Catholic Church<br>St Vincent de Paul Ministry<br>Six Month Summary Fiscal Year 2020 |                    |                   |                   | Exhibit C |
|---------------------------------------------------------------------------------------------------|--------------------|-------------------|-------------------|-----------|
|                                                                                                   | July-December 2019 | January-June 2020 | Total Fiscal Year |           |
| Income:                                                                                           |                    |                   |                   |           |
| Donations                                                                                         | \$ 13,660          | \$ 26,577         | \$ 40,237         |           |
| 5th Sunday                                                                                        | \$ 3,141           | \$ 1,590          | \$ 4,731          |           |
|                                                                                                   | \$ 16,801          | \$ 28,167         | \$ 44,968         |           |
| Expenses:                                                                                         |                    |                   |                   |           |
| Rent Requests                                                                                     | \$ 4,829           | \$ 3,340          | \$ 8,169          |           |
| Fuel Vouchers                                                                                     | \$ 1,025           | \$ 2,575          | \$ 3,600          |           |
| Utilities Requests                                                                                | \$ 987             | \$ -              | \$ 987            |           |
| Parish Emergency Aid Fund                                                                         | \$ 2,000           | \$ 2,000          | \$ 4,000          |           |
| Christmas-Holiday Assistance Program                                                              | \$ 1,355           | \$ 1,068          | \$ 2,423          |           |
| Food Gift Cards                                                                                   | \$ 8,297           | \$ 30,165         | \$ 38,462         |           |
| Other                                                                                             | \$ 699             | \$ 161            | \$ 860            |           |
|                                                                                                   | \$ 19,192          | \$ 39,309         | \$ 58,501         |           |
| Increase (Decrease) in Fund Balance                                                               | \$ (2,391)         | \$ (11,142)       | \$ (13,533)       |           |

## Exhibits A Through D



Exhibit A  
1 of 3

## Diocese of Santa Rosa

Chancery

February 23, 2021

TO WHOM IT MAY CONCERN:

The Pastor of St. Helena Catholic Church of St. Helena, A Corporation Sole, 1340 Tainter Street St. Helena Ca, 94574 is under the ecclesiastical jurisdiction and control of the Roman Catholic Bishop of Santa Rosa, A Corporation Sole. The Pastor of St. Helena Catholic Church of St. Helena, A Corporation Sole's employer identification number is 82-4046355.

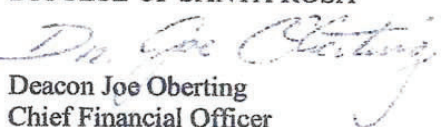
The Roman Catholic Diocese of Santa Rosa has incorporated all of the parishes in the Diocese. Our parent organization, the United States Conference of Catholic Bishops (USCCB) annually receives a group ruling that includes all organizations listed in the Official Catholic Directory, a copy of the listing including Pastor of St. Helena Catholic Church of St. Helena, A Corporation Sole is included. The group ruling specifically exempts parishes and schools from federal income and certain other federal taxes under group rulings issued by the Internal Revenue Service, which apply also to auxiliary and affiliate activities of the Roman Catholic Church. The IRS group ruling is attached.

All of the parishes and schools in the Diocese are organized and operated as non-profit entities and are exempt from California bank and corporation taxes under Section 23701(d) of the Revenue and Taxation Code of California.

If further information is required, please contact our Chancery Office at the address or telephone number below.

Sincerely yours,

DIOCESE OF SANTA ROSA

  
Deacon Joe Oberting  
Chief Financial Officer

PO Box 1297, Santa Rosa, CA 95402-1297  
(707) 566-3300 [www.srdiocese.org](http://www.srdiocese.org)



## City of St. Helena Nonprofit Funding Program Grant Application and Budget FY 2021/22

The annual "Non-Profit Funding Program" is designed to support local non-profit organizations directly serving the community and/or benefiting the City of St. Helena. Applicant programs, projects and services ("Project") must be consistent with the City's mission statement or support at least one of the City Council's three-year goals (see attached).

Please answer the following questions as they apply to your Project.

Applications must be received no later than **March 15, 2021 by 5:00 PM**. Late and incomplete applications will not be accepted.

### Organizational Overview

|                                                   |                                          |
|---------------------------------------------------|------------------------------------------|
| Organization Name:                                | UpValley Family Centers of Napa County   |
| Organization Mailing Address:                     | 1440 Spring Street, St. Helena, CA 94574 |
| Organization Contact Person (Name/Title):         | <b>Jenny Ocon, Executive Director</b>    |
| Organization Contact Email:                       | jocon@upvalleyfamilycenters.org          |
| Organization Contact Telephone:                   | (707) 965-5010 x200                      |
| Organization Website:                             | www.upvalleyfamilycenters.org            |
| Federal Tax ID Number and Status:                 | 501(c)3 status; Tax ID 80-0023012        |
| How long has your organization been in operation? | 21 years                                 |

Project Category:

- ☒ **Programmatic Grant** – Projects or programs which provide support services to the residents of the City of St. Helena.
- ☐ **Community Enrichment Grant** – Projects which promote or benefit the St. Helena community with arts, culture or education.

### Grant Request

|                         |                                                              |
|-------------------------|--------------------------------------------------------------|
| Project Name:           | Community Connections & Immigration Assistance in St. Helena |
| Address of Project:     | 1440 Spring Street, St. Helena, CA 94574                     |
| Requested Grant Amount: | \$ 30,000                                                    |
| Matching Funds:         | \$ 251,440                                                   |
| TOTAL Project Cost:     | \$ 281,440                                                   |



**Application Questions** - Please answer the following questions on a separate sheet.

1. Describe how your Project ties to the City's Goals, Mission/Vision Statement.
2. Describe your Project including objectives and goals and explain how you will meet these goals within the deadline of June 30, 2022. Please provide a timeline for your Project.
3. Describe the community support for your Project.
  - a. What organizations, neighborhood associations, non-profits, residents, etc. are also involved in the Project?
  - b. What roles are they playing and how collaborative is the Project?
  - c. What other support exists for your Project?
4. Describe who will benefit from this Project and estimate how many people this Project may impact.
5. If you have received funding from other Napa County government agencies in the past two years, provide level of funding and how funding from the City of St. Helena will specifically benefit St. Helena residents.

**Cost Estimate**

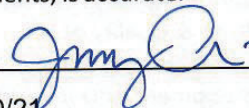
Include a high level description of all the program or project costs that will be paid for by City Funds. *If additional space is needed please attach a separate sheet.*

| Description                            | Amount        |
|----------------------------------------|---------------|
| Immigration Program Coordinator Salary | 8,500         |
| Community Liaison in St. Helena        | 8,500         |
| Communications & Volunteer Coordinator | 3,000         |
| Program Manager                        | 2,000         |
| Benefits and Payroll Taxes             | 5,280         |
| Rent & Occupancy Costs                 | 2,720         |
| <b>Total Grant Request</b>             | <b>30,000</b> |

**Authorized Representative**

I represent that this Application Packet describes the intended use of the requested City Grant funds to complete the Project or Program identified above and the elements listed in the Project Budget. I declare under penalty of perjury, under the laws of the State of California, that the information contained in this Application Packet, including required attachments, is accurate.

Print Name Jenny Ocon

Signature 

Title Executive Director

Date 3/10/21



**City of St. Helena  
Nonprofit Grant Application  
Fiscal Year 2021-2022**

**Application Questions**

**1. Describe how your Project ties to the City's Goals, Mission/Vision Statement**

The proposed project contributes to the City's mission to serve the needs and desires of its citizens in several ways. The UpValley Family Centers helps to strengthen families, to improve residents' short- and long-term economic sustainability, and to facilitate social inclusion and civic participation, for and with low-income St. Helena residents. We do this by connecting low-income households with the information, resources and services they need to improve their health and well-being and enhance their ability to participate fully in the St. Helena community.

By supporting economic stability and full civic participation among low-income residents, many of who speak Spanish and identify as Latino/a, and by offering family-focused resources and services for clients of all ages, the UpValley Family Centers also supports the City's vision of being a family-friendly, diverse, and safe community.

**2. Describe your project including objectives and goals and explain how you will meet these goals within the deadline of June 30, 2022. Please provide a timeline for your project.**

The UpValley Family Centers requests a grant from the City of St. Helena to support our Community Connection Services, including financial stability resources, and our Immigration Services.

The Community Connection Services at the UpValley Family Centers provide St. Helena residents with access to information, guided referrals, other resources, and opportunities that support individual and family well-being. We provide a one-stop shop where people of all ages can access a variety of programs and assistance in English and Spanish: in addition to providing a variety of direct services ourselves, we also partner with over 40 organizations based in Napa County and beyond to make their services available through our Spring Street office. Indeed, our Community Connections Service is often the first point of contact for clients in search of assistance, providing a crucial pathway to accessing the resources they need to survive and thrive.

The Community Connection Service identifies each client's particular interest or need, and connects them either to the services provided by UpValley Family Centers itself, or to those provided through our office by one of our partner organizations (including mental health counseling, legal services, and health care).

Services and programs provided directly by UVFC fall into four main categories. Our Education programs include parent-child early learning playgroups, primary- and elementary school tutoring, youth mentoring, as well as ESL and other adult education. Our Economic Success programs include free tax preparation assistance, enrollment assistance for health insurance and government benefit programs, emergency aid, as well as financial



**City of St. Helena  
Nonprofit Grant Application  
Fiscal Year 2021-2022**

coaching, workforce development training, and other services aimed at strengthening families' economic stability. Our Family and Senior Wellness program provides guided referrals to health and wellness resources, domestic violence support, crisis response and relief services, and comprehensive case management. Our Community and Civic Engagement programs, finally, include community outreach and education efforts around voting, civil rights, and wellness (including drug prevention). In addition, UVFC provides immigration support through individual consultations, Know-Your-Rights workshops, and citizenship classes. We also offer application assistance for Naturalization and Permanent Residence or DACA renewal, provided by staff who are accredited by the US Department of Justice.

The low-income families we serve face mounting uncertainty - including a rising cost of living - and have been among the hardest hit by the COVID-19 pandemic and two recent wildfires. Because most low-wage jobs in hospitality or agriculture cannot be done from home, thousands of employees were laid off or had their work hours drastically reduced - while others faced increased risk of exposure as "essential workers." Kids who don't have a private place to study or a workable internet connection at home struggle with distance learning; the barriers are even greater for those who are English Learners, and those with parents who don't have the language or computer skills to help them. Many of these families are ineligible for any form of government assistance, and have little to no reserves to fall back on. The UpValley Family Centers provides a crucial source of support for these households by offering accurate and bilingual information, a safe space to seek out resources, a voice to advocate on their behalf - and a comprehensive suite of services and programs that address the community's most pressing needs.

We request funding in fiscal year 2022 for the following program goals:

- To serve at least 700 low-income St. Helena residents, empowering them with local access to information and resources that may otherwise only be available in Napa, Santa Rosa, or elsewhere. Services provided will include (but are not limited to) guided referrals, application assistance, translation assistance, and check-free pay.
- To provide at least 25 families in St. Helena with comprehensive case management services in order to accommodate multiple intersecting needs, including financial stability.
- To provide free services to assist 50 individuals in St. Helena with their naturalization applications, DACA, Permanent Resident Status renewals, or general consultations. Clients seeking to obtain US citizenship will be offered free citizenship classes and/or a tutor to prepare them for their citizenship interview and exam.
- Conduct ongoing community outreach on immigration topics, distributing informational bulletins in both English and Spanish throughout the community and via social media and the web.





**City of St. Helena  
Nonprofit Grant Application  
Fiscal Year 2021-2022**

We plan to achieve these goals by June 30, 2022 through

- Outreach about UVFC services through social media, local press, and in person as COVID-19 safety precautions allow – at local preschools, schools, and service clubs, as well as door-to-door outreach at local apartment complexes;
- Engaging community volunteers, such as our Promotoras, to spread the word about services available at UVFC;
- Organizing free (and COVID-safe) community events, such as our annual Día de los Muertos celebration, which celebrates the diversity of the St. Helena community and provides fun arts activities for all ages to enjoy;
- Scheduled appointments for local families, during which our expert bilingual staff will provide information, services, and assistance at our St. Helena office;
- Collaboration and coordination with the One Napa Valley Citizenship Legal Services Initiative, which conducts outreach and legal assistance to help immigrants in Napa County know their rights, stabilize their immigration status, and gain citizenship.

Both our Community Connection and Immigration services will be ongoing throughout the year. A Día de los Muertos event will take place in late October or early November 2021.

**3. Describe the community support for your Project.**

- a. **What organizations, neighborhood associations, non-profits, residents, etc. are also involved in the project?**
- b. **What roles are they playing and how collaborative is the project?**
- c. **What other support exists for your project?**

With a twenty-year track record of service in the upvalley community, including over 15 years in St. Helena, UVFC enjoys strong support from a variety of organizations, nonprofits, and local residents. We maintain close working relationships with many direct service organizations to provide social services to local St. Helena residents. These organizations include (but are not limited to) the Boys & Girls Club, Community Health Initiative, Immigration Institute of the Bay Area, Mentis, the Mexican Consulate, Napa County Health and Human Services, NEWS (Nurturing Empowerment Worth Safety), Nimbus Arts, OLE Health, Adventist Health, ParentsCAN, Pediatric Dental Initiative, St. Helena Farmer's Market, Grace Episcopal Church, and the St. Vincent de Paul Society of the St. Helena Catholic Church. We also collaborate with the St. Helena Unified School District to coordinate student and family behavioral health counseling services, parent education workshops, and tutoring for elementary and primary school students; UVFC's youth mentors have always had a weekly presence on the campuses of both RLS Middle School and St. Helena High School, and as of 2020 we also maintain an office at the St. Helena Elementary School. The St. Helena Public Library and the St. Helena Police Department make referrals to UVFC for families or individuals in need of resources or assistance. We also partner with the St. Helena Police Department to implement a Youth



**City of St. Helena  
Nonprofit Grant Application  
Fiscal Year 2021-2022**

Diversion Program, and with the St. Helena Library to provide free tax preparation services. Our Community Connections staff stay up-to-date on locally available resources, and continually track the stated needs of the families we serve, so that we can work to make sure that necessary services are made available in St. Helena.

UVFC receives annual donations from local service clubs and faith-based organizations to support our emergency aid and holiday assistance programs, which directly serve low-income households in St. Helena. Local banks and foundations make grants to support our Volunteer Income Tax Assistance (VITA) program, which serves approximately 300 local low-income families and brings over \$400,000 in refunds back to St. Helena every year. Local residents serve as volunteers for our VITA, school tutoring, and naturalization civics tutoring programs. We receive in-kind support from the Boys & Girls Club and the St. Helena Presbyterian Church, both of which provide their space for our ongoing classes and programs. We also maintain good working relationships with the apartment managers at Stonebridge and Hunts Grove Apartments, where we conduct outreach and provide occasional workshops.

**4. Describe who will benefit from this project and estimate how many people this project may impact.**

We plan to serve at least 700 St. Helena residents through our Community Connections program. We plan to provide at least 50 of those individuals with free USCIS application assistance or a general consultation. We expect a majority of individuals served to be low-income.

The services provided by UVFC have the potential to impact more than just the clients who come into our offices. Our services aim to provide people with the resources they need to increase their wellbeing and unlock opportunities for growth – so that they can in turn help their communities grow stronger. Our parent education programs, for example, empower parents to foster greater well-being for their children, who as a result will be better prepared for academic success, and thereby have better access to a lifetime of opportunities for advancement. Our VITA tax preparation services, meanwhile, help generate refunds for our clients – refunds they will in turn spend locally, helping to boost local businesses and organizations. As such, the impact of our programs can reverberate through several generations and help strengthen the local community overall.

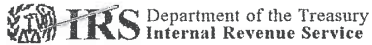


**City of St. Helena  
Nonprofit Grant Application  
Fiscal Year 2021-2022**

**5. If you have received funding from other Napa County Government agencies in the past two years, provide level of funding and how funding from the City of St. Helena will specifically benefit St. Helena residents.**

We received the following funds from Napa County Health and Human Services for FY 2020 and 2021 (July 1, 2019 to June 30, 2021):

- Mental Health Services Act Prevention & Early Intervention funds, in the amount of \$150,320, for our CLARO/CLARA Youth Mentoring Programs at middle schools and high schools in St. Helena and Calistoga. This funding reaches approximately 60 junior/senior high students in St. Helena each year, with weekly mentoring groups, field trips and volunteer/civic engagement opportunities for youth.
- MediCal Administrative Activities funds, in the amount of \$45,000 for Medi-Cal outreach and application facilitation up-valley. This funding allows our staff to conduct widespread outreach to St. Helena residents about the Medi-Cal program, which expanded since the Affordable Care Act was passed. It also allows us to support local St. Helena residents with completing the Medi-Cal application and support for them to access Medi-Cal covered services.
- Master Settlement Agreement funds in the amount of \$127,260 for Triple P (Positive Parenting Program) implementation. This grant allows UVFC to provide St. Helena parents with children ages 0-17 with research-based parenting support services in English and Spanish. Triple P services provide parents with simple, practical strategies to help them confidently manage their child's behavior, prevent problems and build strong healthy relationships.
- Master Settlement Agreement funds in the amount of \$118,125 for our new Student and Family Assistance Program. This grant allows UVFC to work closely with the St. Helena Unified School District to ensure that all students and families in need of additional supports are connected with appropriate wraparound services, including households experiencing hardship as a result of COVID-19 related reasons.
- Napa County Office of Education subcontracts a federal Drug Free Communities grant with UVFC in the amount of \$135,578. This grant supports the UpValley Partnership for Youth and allows us to raise awareness and conduct public education in English and Spanish focused on prevention of youth substance use and abuse. The grant has enabled a broad-based coalition, including the St. Helena police department, local schools, nonprofits and faith groups to plan prevention activities in St. Helena during Red Ribbon Week, and to hold educational town hall meetings on emerging issues like vaping and the legalization of marijuana.



CINCINNATI OH 45999-0038

In reply refer to: 0248222270  
Oct. 06, 2014 LTR 4168C 0  
80-0023012 000000 00

00021055  
BODC: TE

UP VALLEY FAMILY CENTERS OF NAPA  
COUNTY  
1500 CEDAR ST  
CALISTOGA CA 94515



004824

Employer Identification Number: 80-0023012  
Person to Contact: Gordon Schnur  
Toll Free Telephone Number: 1-877-829-5500

Dear Taxpayer:

This is in response to your Mar. 14, 2014, request for information regarding your tax-exempt status.

Our records indicate that you were recognized as exempt under section 501(c)(03) of the Internal Revenue Code in a determination letter issued in February 2002.

Our records also indicate that you are not a private foundation within the meaning of section 509(a) of the Code because you are described in section(s) 509(a)(1) and 170(b)(1)(A)(vi).

Donors may deduct contributions to you as provided in section 170 of the Code. Bequests, legacies, devises, transfers, or gifts to you or for your use are deductible for Federal estate and gift tax purposes if they meet the applicable provisions of sections 2055, 2106, and 2522 of the Code.

Please refer to our website [www.irs.gov/eo](http://www.irs.gov/eo) for information regarding filing requirements. Specifically, section 6033(j) of the Code provides that failure to file an annual information return for three consecutive years results in revocation of tax-exempt status as of the filing due date of the third return for organizations required to file. We will publish a list of organizations whose tax-exempt status was revoked under section 6033(j) of the Code on our website beginning in early 2011.

0248222270  
Oct. 06, 2014 LTR 4168C 0  
80-0023012 000000 00  
00021056

UP VALLEY FAMILY CENTERS OF NAPA  
COUNTY  
1500 CEDAR ST  
CALISTOGA CA 94515

If you have any questions, please call us at the telephone number  
shown in the heading of this letter.

Sincerely yours,

*Richard McKee*

Richard McKee, Department Manager  
Accounts Management Operations



UpValley Family Centers of Napa County  
Statement of Revenues and Expenditures  
From 7/1/2019 Through 6/30/2020

Jul 1 2019 to June 30 2020

Revenue

|                                 |              |
|---------------------------------|--------------|
| Foundations                     | 1,235,923.31 |
| Non Profits                     | 132,073.94   |
| Corporate                       | 285,814.57   |
| Government                      | 857,444.23   |
| Individual                      | 422,061.26   |
| Special events                  | 106,631.45   |
| Service Fees                    | 2,749.48     |
| Interest and Dividends          | 48,357.89    |
| Donated use of facilities       | 25,338.24    |
| Realized Gain/Loss              | (46,846.29)  |
| Unrealized investment gain/loss | (4,353.00)   |

Total Revenue 3,065,195.08

Expenditures

|                                |                     |
|--------------------------------|---------------------|
| Salaries & Wages - Other       | 1,532,795.78        |
| Benefits Package               | 253,219.20          |
| Payroll Taxes                  | 123,483.81          |
| Professional Fees              | 322,169.67          |
| Non-Personnel Expenses         | 452,859.35          |
| Facility and Equipment Expense | 147,359.83          |
| Staff Development              | 27,279.74           |
| Misc Expense                   | 54,453.22           |
| Grants to Other Organizations  | <u>90,000.00</u>    |
| Total Expenditures             | <u>3,003,620.60</u> |

Net Revenue Over Expenditures 61,574.48

Up Valley Family Centers of Napa County  
FY 21 Revised Approved Budget

| UpValley Family Centers Budget                               | FY21 Revised Budget |
|--------------------------------------------------------------|---------------------|
| <b>REVENUE</b>                                               |                     |
| RESTRICTED FOUNDATION GRANTS                                 | \$1,150,398         |
| RESTRICTED SERVICE GROUPS                                    | \$54,431            |
| RESTRICTED GOVERNMENT GRANTS                                 | \$1,272,225         |
| RESTRICTED CORPORATE GRANTS                                  | \$206,512           |
| INDIVIDUALS WITH DONOR RESTRICTIONS                          | \$145,289           |
| RESTRICTED NAPA FIRE                                         |                     |
| UNRESTRICTED GRANTS                                          | \$371,000           |
| UNRESTRICTED SERVICE CLUBS                                   | \$9,630             |
| INDIVIDUALS WITHOUT DONOR RESTRICTIONS                       | \$344,437           |
| UNRESTRICTED CORPORATE                                       | \$83,838            |
| SPECIAL EVENTS                                               | \$6,601             |
| IN KIND DONATIONS                                            | \$24,932            |
| EARNED REVENUE INVESTMENTS                                   | \$36,000            |
| EARNED REVENUE FEES                                          | \$515               |
| <b>TOTAL REVENUE</b>                                         | <b>\$3,705,807</b>  |
| <b>EXPENSE</b>                                               |                     |
| Professional Fees                                            | \$400,545           |
| Non-Personnel Expenses                                       | \$734,070           |
| Facility and Equipment Expenses                              | \$161,350           |
| Staff Development                                            | \$25,867            |
| Miscellaneous Expenses                                       | \$60,272            |
| Grants to Other Organizations                                | \$66,500            |
| <b>Total nonpersonnel</b>                                    | <b>\$1,448,604</b>  |
| <i><b>Personnel</b></i>                                      | <b>\$1,768,954</b>  |
| Fringe benefits and payroll taxes -Full and Part time Staff- | \$400,999           |
| <b>Total personnel</b>                                       | <b>\$2,169,954</b>  |
| <b>TOTAL EXPENSE</b>                                         | <b>\$3,618,557</b>  |
| <b>TOTAL SURPLUS/DEFICIT (RESULTS)</b>                       | <b>\$87,249</b>     |
| Board Designated Facilities Fund                             | \$ 25,000           |
| Board Designated Operational Reserve Fund                    | \$ 25,000           |
| Net income                                                   | \$ 62,249           |



UpValley Family Centers of Napa County  
Detail grant revenue  
From 2/1/2020 Through 2/28/2021

Feb 1 2020 to Feb 28 2021

**Foundation**

|                                            |                     |
|--------------------------------------------|---------------------|
| Kaiser Permanente                          | 123,740.98          |
| Napa Valley Community Foundation           | 446,219.16          |
| United Way Bay Area                        | 119,461.31          |
| Cowell Foundation                          | 44,200.00           |
| St. Josephs Health Foundation              | 11,646.96           |
| Latino Community Foundation                | 126,758.52          |
| St. Helena Hospital Foundation             | 97,354.57           |
| Rose Foundation                            | 18,750.00           |
| Gasser Foundation                          | 10,000.00           |
| Auction Napa Valley                        | 248,800.71          |
| Amerisource Bergen Foundation              | 3,767.39            |
| Silicon Valley Community Foundation        | 10,000.00           |
| Sidney Stern Memorial Trust                | 2,500.00            |
| Mary Crocker Trust                         | 10,000.00           |
| Grant Makers Concerned with Immigrants and | 104,017.00          |
| Schulze Family Foundation                  | 5,000.00            |
| Napa County Farm Bureau Foundation         | 6,970.00            |
| Joseph & Vera Long Foundation              | 10,000.00           |
| Menits                                     | 4,625.57            |
| Immigration Legal Resource Center          | 5,000.00            |
| Planned Parenthood                         | 3,333.00            |
| Total Revenue                              | <b>1,412,145.17</b> |

**Corporate**

|                                       |                   |
|---------------------------------------|-------------------|
| Queen of the Valley                   | 1,493.10          |
| Adventist Health -St. Helena Hospital | 30,000.00         |
| Wells Fargo Bank                      | 20,905.91         |
| Westamerica Bank                      | 2,500.00          |
| Citibank                              | 4,500.00          |
| UMPQUA Bank                           | 5,000.00          |
| Bank of America                       | 3,200.00          |
| PG&E                                  | 55,000.00         |
| Burbank Housing                       | 10,000.00         |
| The Doctors Company                   | 2,000.00          |
| Total Revenue                         | <b>134,599.01</b> |

**Government**

|                                                  |                     |
|--------------------------------------------------|---------------------|
| Calistoga Junior Unified School District         | 151,377.76          |
| City of Calistoga                                | 250,915.95          |
| City of St. Helena                               | 57,500.00           |
| Master Settlement Agreement                      | 137,431.89          |
| First Five                                       | 2,200.00            |
| PEI Mental Health Services Act                   | 79,875.45           |
| Medical Administration Activities                | 25,133.55           |
| St. Helena Unified School District               | 137,102.62          |
| Napa County Office of Education                  | 75,598.00           |
| CA Department of Social Services                 | 39,500.00           |
| Catholic Charities/FEMA/CalOES                   | 44,154.00           |
| Substance Abuse and Mental Health Services Admin | 750.00              |
| Napa County Executive Office                     | 166,798.45          |
| California Family Rights Act                     | 11,537.06           |
| Total Revenue                                    | <b>1,179,874.73</b> |

**Total Revenue 2,726,618.91**





**Cindy Tzaopoulos**

---

**From:** Jennifer La Liberte <jenllconsulting@gmail.com>  
**Sent:** Tuesday, May 25, 2021 12:42 PM  
**To:** Public Comment  
**Subject:** [External] Agenda item 11.1 -- Community Grants

Dear Mayor and City Council members,

On behalf of the Board of Directors of Our Town St. Helena, I would like to thank the City for the recommended programmatic grant to our organization. This funding is not insignificant, and will help us continue to provide housing that is affordable for our vital community members. We look forward to working collaboratively with the City and others to solve the community's housing challenges.

Sincerely,

Jennifer La Liberte  
Executive Director, Our Town St. Helena





Report to the City Council  
Regular City Council - 25 May 2021

**Agenda Section: OLD BUSINESS**

**Subject: St. Helena Chamber of Commerce Annual Report and FY 2021-22 Budget**

**CEQA Determination:** Not a CEQA project

**Prepared By:** Mark T. Prestwich, City Manager

**Reviewed By:** April Mitts, Finance Director

**Approved By:** Mark T. Prestwich, City Manager

**BACKGROUND**

Historically the City of St. Helena works with the St. Helena Chamber of Commerce ("Chamber:") and the local business community to invest funding to market and promote St. Helena as a desirable tourist destination choice. The City and the Chamber have previously entered into promotional and marketing services and agreements with each other.

The most recent agreements are summarized in Table 1.

Table 1 - Summary of Chamber Agreements since 2015

| <b>Date</b>   | <b>Resolution/Agreement</b>                     | <b>Term</b>           | <b>Annual Amount</b> |
|---------------|-------------------------------------------------|-----------------------|----------------------|
| July 14, 2015 | Resolution 2015-74                              | FY 15/16 and FY 16/17 | \$210,000            |
| July 14, 2017 | Resolution 2017-78<br>Amendment #1              | FY 17/18              | \$210,000            |
| June 26, 2018 | STH Contract: FY 2018-047                       | FY 18/19              | \$210,000            |
| May 28, 2019  | Resolution 2019-63<br>STH Contract: FY 2019-094 | FY 19/20              | \$210,000            |

|               |                                                 |          |           |
|---------------|-------------------------------------------------|----------|-----------|
| June 23, 2020 | Resolution 2020-064<br>STH Contract: FY 2020-99 | FY 20/21 | \$210,000 |
|---------------|-------------------------------------------------|----------|-----------|

Via each agreement, the Chamber of Commerce assists the City with promotion of local businesses to maintain and generate increased hotel and sales tax revenues which directly contributes to the quality of life for local residents through the funding of City services.

The most recent agreement is provided as Attachment 1.

### **DISCUSSION**

Pursuant to Section 5 of the Agreement, the Chamber is required to provide an annual written report of all expenditures funded under the agreement, including:

- Statistics of visitor activity including the number of visitors to the St. Helena Welcome Center and number of referrals to St. Helena businesses
- Utilization and traffic counts on the Chamber website
- Hours of operations and staffing levels at the St. Helena Welcome Center.
- Reports on advertising, press coverage, and press releases with dates of publication or release.
- Status of projects/programs and Special Event Production.

### **FISCAL IMPACT**

Not applicable.

### **RECOMMENDED ACTION**

Receive and file, and provide direction regarding preparation of an amendment to the City's agreement with the St. Helena Chamber of Commerce for Fiscal Year 2021/22.

### **ATTACHMENTS**

[Attachment 1 - STH Contract FY2020-099 Marketing Promotional Services Agreement for FY2021](#)  
[City Presentation 2020-2021](#)

STH CONTRACT FY 2020 - 099

**MARKETING AND PROMOTIONAL SERVICES AGREEMENT BETWEEN THE  
CITY OF ST. HELENA AND THE ST. HELENA CHAMBER OF COMMERCE**

**THIS MARKETING AND PROMOTIONAL SERVICES AGREEMENT** ("Agreement") is made and entered into on June 23, 2020 ("Effective Date") by and between the City of St. Helena, a municipal corporation located in the County of Napa, State of California ("City"), and the St. Helena Chamber of Commerce, a California Non-Profit Corporation ("Chamber"). The City and Chamber are sometimes hereinafter referred to collectively as the "Parties."

**RECITALS**

- A. City seeks to work with the Chamber of and the local business community to invest funding to market and promote St. Helena as a desirable tourist destination choice.
- B. California Government Code Section 37110 provides the City with authorization to utilize City General Funds to, among other things, promote the City.
- C. Chamber represents it is recognized by the Internal Revenue Service as a Section 501[c][6] nonprofit organization.
- D. Chamber represents it is directed by an elected Board of Directors from the local business community with a professional staff, and is organized and equipped to carry on promotional and marketing activities on behalf of the City in accordance with this Agreement.
- E. City and Chamber have previously entered into similar promotional and marketing services agreements.
- F. City seeks to have the Chamber continue to sponsor and support a variety of community building activities, including cooperating with the City and local volunteers to produce Jingle All the Way for the benefit of City residents and the local business community, and the Chamber desires to conduct such community building activities.

- G. The City 2020-21 annual operating budget includes an allocation of TWENTY-FIVE THOUSAND DOLLARS (\$25,000) for Jingle All the Way.

**Therefore,** for the consideration hereinafter specified, the Parties agree as follows:

Section 1. Scope of Services. Chamber shall provide the services outlined in Exhibit A attached hereto, including dedicating Chamber efforts and allocating 14% (THIRTY THOUSAND DOLLARS - \$30,000) of the contracted TWO HUNDRED TEN THOUSAND DOLLARS (\$210,000) contract amount to the Special Events Production activities set forth on Exhibit A. The Parties acknowledge and agree that to foster the success of Jingle All the Way ("Event"), the Chamber shall dedicate a substantial portion of Chamber Special Events Production activities to the Event. Subject to Section 22 of this Agreement, the Parties may agree to Scope of Services modifications mutually acceptable to the Parties and confirmed in writing signed by the Parties.

Section 2. Term of Agreement. The term of this Agreement shall commence on July 1, 2020 and shall terminate on June 30, 2021 unless sooner terminated in accordance with its terms.

Section 3. Compensation. For the Scope of Services provided in Exhibit A, the City will pay the Chamber the annual sum of TWO HUNDRED TEN THOUSAND DOLLARS (\$210,000). Said payments shall be made in quarterly installments of FORTY-FIVE THOUSAND DOLLARS (\$45,000) toward Tourism Marketing and Promotional Efforts paid on July 1, 2020, October 31, 2020, January 31, 2021, and April 30, 2021. In addition, the City shall advance THIRTY THOUSAND DOLLARS (\$30,000) for Special Events Production for the activities and in the amounts set forth on Exhibit A.

Notwithstanding the foregoing, the Parties acknowledge and agree that: (a) the cost of production of Jingle All the Way is likely to exceed the City's TWENTY-FIVE THOUSAND DOLLARS (\$25,000) contribution and the TWENTY THOUSAND DOLLARS (\$20,000) Chamber allocation on Exhibit A (such amounts combined, the "City/Chamber Funds"); (b) the Chamber and local volunteers intend to raise additional funds for the Event through contributions to a Chamber foundation ("Contributions"); (c) in the event that the amount of the City/Chamber Funds plus Contributions on hand are insufficient to pay any Event deposits as of the date they are due, the City Manager is authorized to make a full or partial advance disbursement of up to FORTY-FIVE THOUSAND DOLLARS (\$45,000) for each quarterly installment, as necessary; (d) the Chamber and Chamber foundation assume the responsibility to account for Contributions including, without limitation, allocation of any

portion of Contributions to cover advance disbursements to the Chamber made pursuant to the foregoing clause; (e) the City Manager may disburse City/Chamber Funds and any advance disbursement amounts directly to the vendor or to the Chamber in order to pay Event deposit expenses; and (f) in no event shall the City be obligated to disburse more than TWO HUNDRED TEN THOUSAND DOLLARS (\$210,000) to or on behalf of the Chamber during the term of this Agreement.

Section 4. Accounting. On or prior to the Effective Date, the Chamber shall deliver to the City a written copy of the Chamber's complete operating budget for the 2020-2021 fiscal year and a copy of the prior fiscal year budget and actual expenditures. The Chamber shall account for all City funding provided under this Agreement and shall keep complete and accurate books and records for all expenditures associated with the City funding provided under this Agreement. Upon not less than 10 calendar days' notice from the City, the Chamber shall make available to the City and submit to inspection, review, and audit by the City and/or other governmental agencies with jurisdiction, all the Chambers' books, records, and financial statements.

Section 5. Performance Evaluation and Tracking. For the purpose of evaluating the effectiveness of the Tourism, Marketing and Promotional Efforts and the Special Events Production provided by the Chamber under this Agreement, the Chamber shall provide to the City a mid-year review on a date selected by the City, and a final written report at the end of the fiscal year. The mid-year review and final report shall include a report of all expenditures funded under this Agreement, and shall include the following information as of the date of reporting:

- Statistics of visitor activity including the number of visitors to the St. Helena Welcome Center and number of referrals to St. Helena businesses.
- Utilization and traffic counts on the Chamber web-site.
- Hours of operation and staffing levels at the St. Helena Welcome Center. Hours of operation shall generally be 9:00 a.m. to 5:00 p.m. weekdays, 10:00 a.m. to at least 2:00 p.m. on weekends, except for holidays and Chamber staffed special events. Hours may be reduced during the off-season period of January – May.
- Reports on advertising, press coverage, and press releases with dates of publication or release.
- Status of projects/programs and Special Events Production outlined in Exhibit A, "Scope of Services," including, without limitation, dates, estimated attendees and expenditures.



The City Manager and the Chamber's President/CEO shall meet periodically to discuss and review marketing trends, business climate, etc., within St. Helena and the Napa Valley region and Special Events Productions.

Section 6. Independent Contractors. The Parties understand and agree that in the performance of its work and services under this Agreement, Chamber is and at all times shall remain a wholly independent contractor and not an officer, employee or agent of City. Chamber shall obtain no rights or benefits that accrue to City employees. 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

Section 7. Indemnification by Chamber. The Chamber shall, upon the City's written demand and with legal counsel acceptable to the City, defend, indemnify, and hold harmless the City, its agents, officers, City Council members, and employees for all liability, actions, claims, damages, costs, or expenses, including reasonable attorney's fees and legal expenses including expert fees and costs, which may be asserted by any person, including the Chamber, arising out of or in connection with the Chamber's performance of services under this Agreement.

Section 8. Indemnification by City. The City shall, upon the Chamber's written demand and with legal counsel acceptable to the Chamber, defend, indemnify, and hold harmless the Chamber, its agents, officers, and employees for all liability, actions, claims, damages, costs, or expenses, including reasonable attorney's fees and legal expenses including expert fees and costs, which may be asserted by any person, including the City, arising out of or in connection with the City's performance under this Agreement .

Section 9. Insurance Requirements. Chamber shall procure and maintain for the duration of the Agreement 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 Chamber, 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. Chamber shall maintain limits no less than:
1. General Liability: \$1,000,000 per occurrence for bodily injury, personal injury and property damage including operations, products and completed operations, as applicable. If Commercial General Liability Insurance or other form with a General Liability Insurance or other form with a general aggregate limit is used, either the general aggregate limit shall apply separately to this project/location or the general aggregate limit shall be twice the required occurrence limit.
  2. Automobile Liability: \$1,000,000 per accident for bodily injury and property damage.
  3. Employer's Liability: \$1,000,000 per accident for bodily injury or disease.
- C. 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.
- D. 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 Chamber or Chamber's subconsultants; or automobile owned, leased, hired or borrowed by the Chamber.
  2. For any claims related to Chamber's conduct while performing the work of this project, the Chamber'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 Chamber'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.

E. Waiver of Subrogation. The workers compensation policy is to 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.

F. 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.

G. Verification of Coverage. Chamber 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 10. Nondiscrimination. The Chamber shall comply with all applicable federal, state, and local laws, rules, and regulations in regard to nondiscrimination in employment because of race, ancestry, color, sex, sexual orientation, gender, gender identity, gender expression, age, national origin, religion, marital status, medical condition, or physical or mental disability.

Section 11. Governing Law. City and Chamber agree that the law governing this Agreement shall be that of the State of California.

Section 12. Compliance with Laws. Chamber shall comply with all applicable laws, ordinances, codes, and regulations of the Federal, State, and Local Agencies (including, without limitation, the City).

Section 13. Disclosure/Provision of Information. Brochures, maps, or other promotional materials produced by Chamber using the funds arising out of this Agreement may include the City logo on the material. Any information developed by Chamber pursuant to this Agreement shall be provided to the City upon request and Chamber expressly grants City full legal

authority and license to use and distribute any such materials.

Section 14. Waiver. The Parties agree that a waiver, breach, or violation of any term or condition of this Agreement shall not be deemed to be a waiver of any other term or condition contained herein or a waiver of any subsequent breach or violation of the same or any other term or condition. The City's acceptance of Chamber's performance of any work or services shall not be deemed to be a waiver of City's rights or Chamber's obligations under this Agreement.

Section 15. Assignment/Delegation. Neither party hereto shall assign, sublet, or transfer any interest in or duty under this Agreement without the prior written consent of the other Party, and no assignment shall be of any force or affect whatsoever, and shall be void, unless and until the other Party shall have so consented.

Section 16. Conflict of Interest/Anti-Fraud and Anti-Corruption Policies. The Chamber covenants that it presently has no interest and shall not acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance of its services under this Agreement. The Chamber further covenants that in the performance of the Scope of Services under this Agreement, Chamber will not knowingly employ any person having any such conflict of interest with the City.

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(s) / subconsultant's(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 17. Attorney's Fees. In the event either Party brings an action or proceeding for damages arising out of the other's performance under this Agreement, or to establish the rights or remedies of either party, the prevailing party shall be entitled to recover its reasonable attorney's fees and costs as part of such action or proceeding or any post-judgment legal proceedings.

Section 18. No Third Party Beneficiaries. Nothing contained in this Agreement shall be construed to create, and the Parties do not intend to create, any rights or remedies to any person or entity not a Party to this Agreement. In the event that Chamber enters into any agreements with third parties in connection with the work and services provided under this Agreement, City shall be deemed an intended third party beneficiary of such agreements.

Section 19. Notices. All notices and other communications required or permitted to be given under this Agreement shall be in writing, and shall be personally served or mailed, return-receipt requested, addressed to the respective Parties as follows:

CEO/President  
St. Helena Chamber of Commerce  
1320A Main Street  
St. Helena, CA 94574

City Manager  
City of St. Helena  
1572 Railroad Avenue  
St. Helena, CA 94574

Section 20. Prior Agreements. This Agreement, including all Exhibits attached hereto, represents the entire understanding of the Parties as to those matters contained herein. No prior oral or written understanding shall be of any force or effect with respect to those matters covered under this Agreement.

Section 21. Representations. Chamber represents it is recognized by the Internal Revenue Service as a section 501(c)(6) nonprofit organization, that it is directed by an elected Board of Directors from the local business community with a professional staff, and is organized and equipped to carry on the Scope of Services to be provided to the City in accordance with the terms of this Agreement.

Section 22. Entire Agreement/ Interpretation. Both Parties acknowledge that by entering into this Agreement, the City is not assuming any obligation to operate, supervise, or fund Chamber or any other obligations to Chamber other than those expressly provided in this Agreement. This Agreement constitutes the entire agreement among the Parties and may not be modified or changed, except by written instrument executed by both Parties. No provision of this Agreement is to be interpreted for or against either Party because that Party or that Party's legal representative drafted such provision.

Section 23. Termination. This Agreement may be terminated prior to June 30, 2021 as follows: By either Party, if the other Party fails to perform any of its obligations hereunder, within the time and in the manner provided, or otherwise violates any of the terms of this Agreement. The Party terminating the Agreement shall give written notice of such termination, stating the reasons for such termination in such event. Termination shall be effective 30 days following such written notice. Upon the termination of this Agreement by either Party, (1) any accrued but unpaid compensation due the Chamber shall be paid to the Chamber within thirty (30) days after receipt of the Chamber's invoice following such termination; and (2) Chamber shall repay to City within thirty (30) days after receipt of the Chamber's invoice following such termination the pro-rata portion of any quarterly payment remaining post-termination. Compensation to the Chamber or Chamber's reimbursement to City due upon termination shall be prorated. For example, if the Agreement were terminated on February 28, 2021, then FIFTEEN THOUSAND DOLLARS (\$15,000) of the FORTY-FIVE THOUSAND DOLLARS (\$45,000) of quarterly funds advanced on January 31 for Tourism Marketing and Promotion Efforts would be returned to the City for the services not performed during March 2021 of the installment period plus funds disbursed for Special Events Production that had not occurred prior to the termination date.

Section 24. Special Provisions. This Agreement is subject to the following special provisions:

The Parties are required to provide certificates of coverage for Jingle All the Way ("Event")

and shall name each other as additional insureds for the Event, as set forth below.

Hold harmless: to the fullest extent permitted by law, Chamber shall hold harmless, defend at its own expense, and indemnify City its officers, employees, agents, contractors, consultants, and volunteers, from and against any and all liability, claims, losses, damages, or expenses, including reasonable attorney's fees, arising out of, relating to, or resulting from all acts or omissions of contractor or its officers, agents, or employees in rendering services under this contract; excluding, however, such liability, claims, losses, damages, or expenses arising from City's sole negligence, active negligence, or willful misconduct.

Hold harmless: to the fullest extent permitted by law, City shall hold harmless, defend at its own expense, and indemnify Chamber its officers, employees, agents, and volunteers, from and against any and all liability, claims, losses, damages, or expenses, including reasonable attorney's fees, arising out of, relating to, or resulting from, all acts or omissions of City or its officers, agents, or employees in rendering services under this contract; excluding, however, such liability, claims, losses, damages, or expenses arising from Contractor's sole negligence, active negligence, or willful misconduct.

Both Parties shall procure and maintain for the duration of the agreement insurance against claims for injuries to persons or damages to property which may arise out of relate to, or result from the performance of the work hereunder by the respective party, its agents, representatives, or employees.

#### MINIMUM SCOPE AND LIMIT OF INSURANCE

Coverage shall be at least as broad as:

Commercial General Liability (CGL): Insurance Services Office Form CG 00 01 covering CGL on an "occurrence" basis, including products and completed operations, property damage, bodily injury and personal & advertising injury with limits no less than \$1,000,000 per occurrence. If a general aggregate limit applies, either the general aggregate limit shall apply separately to this project/location (ISO CG 25 03 or 25 04) or the general aggregate limit shall be twice the required occurrence limit.

If the parties maintain broader coverage and/or higher limits than the minimums shown above, the parties require and shall be entitled to the broader coverage and/or the higher limits. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available.

#### Other Insurance Provisions

The insurance policies are to contain, or be endorsed to contain, the following. provisions:

#### Additional Insured Status

The parties, their officers, officials, employees, contractors, consultants, and volunteers are to be covered as additional insureds on the other party's CGL policy with respect to liability arising out of, relating to, or resulting from work or operations performed by or on behalf of the respective party, including liability arising out of, relating to, or resulting from materials, parts, or equipment furnished in connection with such work or operations. General liability coverage can be provided in the form of an endorsement (at least as broad as ISO Form CG 20 10 11 85 or both CG 20 10, CG 20 26, CG 20 33, or CG 20 38; and CG 20 37 forms if later revisions used).

#### Primary Coverage

For any claims related to this contract, the insurance coverage shall be primary insurance coverage at least as broad as ISO CG 20 01 04 13 as respects to the parties, its officers, officials, employees, and volunteers. Any insurance or self-insurance maintained by the parties, its officers, officials, employees, or volunteers shall be excess and shall not contribute with it.

#### Notice of Cancellation

Each insurance policy required above shall state that coverage shall not be canceled, except with notice.

#### Acceptability of Insurers

Insurance is to be placed with insurers authorized to conduct business in the state with a current A.M. Best's rating of no less than A:VII, unless otherwise acceptable to the parties.

#### Claims Made Policies

If any of the required policies provide coverage on a claims-made basis:

1. The Retroactive Date must be shown and must be before the date of the contract or the beginning of contract work.
2. Insurance must be maintained and evidence of insurance must be provided for at least five (5) years after completion of the contract of work.
3. If coverage is canceled or non-renewed, and not replaced with another claims-made policy form with a Retroactive Date prior to the contract effective date, the Consultant must purchase "extended reporting" coverage for a minimum of five (5) years after completion of contract work.

#### Verification of Coverage

The parties shall furnish the other with original Certificates of Insurance including all required amendatory endorsements (or copies of the applicable policy language effecting coverage required by this clause) and a copy of the Declarations and Endorsement Page of the CGL policy listing all policy endorsements before work begins. However, failure to obtain the required documents prior to the work beginning shall not waive the Consultant's obligation to provide them. The parties reserve the right to require complete, certified copies of all required



insurance policies, including endorsements required by these specifications, at anytime.

**Subcontractors**

Consultant shall require and verify that all subcontractors maintain insurance meeting all the requirements stated herein, and Contractor shall ensure that City is an additional insured on insurance required from subcontractors.

**Special Risks or Circumstances**

The parties reserve the right to modify these requirements, including limits, based on the nature of the risk, prior experience, insurer, coverage, or other special circumstances.

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.

Chamber:

By: 

Name: Amy Carabba-Salazar

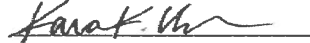
Title: President & CEO

By: 

Name: Maya DeRosa Title:

Acting City Manager

Approved as to Form:

By: 

Name: Kara K. Ueda, City Attorney

**Exhibit A Scope of Services****St. Helena Chamber of Commerce Marketing and Promotional Services Agreement****Tourism, Marketing, and Promotional Efforts**

The St. Helena Chamber of Commerce ("Chamber") shall use its best efforts to proactively market the City of St. Helena, downtown merchants, and Chamber members to promote tourism and local businesses by implementing an effective marketing and promotional strategy designed to maintain and generate increased TOT and sales tax revenue to the City's General Fund thereby directly contributing to the quality of life for local residents through the funding of core town services. Chamber's marketing and promotional efforts shall include, without limitation, the following activities:

- Direct and implement a Public Relations strategy which can include retaining a public relations professional to assist in the marketing and exposure of the City of St. Helena as a high-end destination.
- Direct and implement a Marketing Strategy with an overall "Visit St. Helena" message designed to directly and indirectly benefit all businesses in and around St. Helena.
- Maintain a robust, timely and current web-site and provide a link to the City web-site. The site should be mobile friendly and easy to navigate.
- Operate and staff a Welcome Center on a daily basis. Hours of operation shall generally be 9:00 a.m. to 5:00 p.m. weekdays, 10:00 a.m. to at least 2:00 p.m. weekends, except for holidays and Chamber staffed Special Events. Chamber may reduce weekend hours during Jan - May.
- Produce and update as necessary various City promotional information such as but not limited to a walking map of St. Helena and other such information.

**Special Events Production**

Special Events Productions are to be held in St. Helena and generally available to the community with no entrance fee but may include nominal costs for special activities and food and beverages. The Chamber will use its best efforts to provide support and assistance to the following community activities and in the following amounts, including but not limited to:

|                                                                 |                 |
|-----------------------------------------------------------------|-----------------|
| Summer Concert Series & Drive-In (Summer 2020)                  | \$6,500         |
| Jingle All the Way Event                                        | \$20,000        |
| Celebrate St. Helena                                            | \$2,500         |
| Misc. Events (Earth Day, Neighborhood Table, and Sidewalk Sale) | \$1,000         |
| <b>TOTAL</b>                                                    | <b>\$30,000</b> |



# 2020 – 2021 Chamber City Contract Marketing Report



# St. Helena Destination Marketing

## Strategic Priority

*Build a strong Economic Recovery Marketing plan to generate revenue and traffic to the destination. Market St. Helena as the best of California's Wine Country. Generate revenue for area business with low impact on the community, in alignment with the mission/vision of the City ~~Goals~~ Helena.*

- *More visitors -staying longer - Heads to Beds*
  - *Visitor Spending Up*
  - *Incentives to Come and Visit*
  - *Promote Brand Awareness*

## Objectives

- *Position St. Helena as a world class destination*
- *Educate consumers as to why St. Helena is a must travel destination*
- *Drive Traffic through strategic digital advertising & new marketing assets*
- *Focus on lifestyle, passion & experience*

**Marketing Report 2020-2021**

**ST. HELENA**  
CHAMBER OF COMMERCE  


# Destination Marketing Budget July 2020-MAY 2021

| Revenue            |                                  |
|--------------------|----------------------------------|
| City of St. Helena | \$210,000                        |
|                    | 25K Up valley Recovery Marketing |
| STHTID             | \$40,000                         |
| Visit Napa Valley  | \$9,000                          |
| Chamber Holidays   | \$52,536                         |
|                    | \$12,145                         |
| <b>Total</b>       | <b>\$348,681</b>                 |

| Expenses                                            |                |
|-----------------------------------------------------|----------------|
| Brand Positioning & Digital Advertising             | \$14,528       |
| Abbi Agency/Up Valley Campaign                      | \$25,000       |
| LBE campaign/video ad campaigns content/photography | \$21,293       |
| Social Media Marketing                              | \$13,864       |
| PR & Marketing                                      | \$114,187      |
| Welcome Center                                      | \$36,887       |
| Administration & Chamber Expenses                   | \$170,881      |
| Community Events                                    | \$20,410       |
| <b>Total</b>                                        | <b>417,050</b> |





# What does the Chamber Do?

## **St. Helena Chamber of Commerce:**

- Support local businesses & created a shop local campaign #94574
- Launched Covid-19 Recovery Response Resource Center
- 9 Free Membership workshops
- Leadership Series open to the public
- Membership retention 95%
- Monthly member Minute
- 152% sthelenacom increase in pageviews
- Bookings to businesses/virtual Live Chat feature
- Operate Welcome Center 7 days a week
- Raised 30K for the St. Helena Gift Card Challenge
- Manage all tourism promotions, new map, Tripadvisor, etc for St. Helena

## **Destination Marketing:**

- 18 media placements **so far** in 2021, including XXXXXX
- over 1600 blogs, posts, tweets & other shared messaging
- Strong Impression #'s from the Coverage book
- 75K Digital Ad Campaign, Wide Open Wanderland Featuring St. Helena
- 27K followers on IG. Reach is up 221%
- 12 marketing videos
- Hosted 26 journalists/influencers for strategic coverage
- Produced wine passport to drive traffic to St. Helena
- Two newsletters to an audience of nearly 6K (4) times a month
- Paid marketing campaigns & digital ads

## Press Coverage Book

**THE ABBI  
AGENCY**™

### St. Helena 2021 Media Placements



**18**

PIECES OF COVERAGE:



**82.9K**

ESTIMATED COVERAGE VIEWS:



**6**

LINKS FROM COVERAGE:



**370K**

FOLLOWERS:

### St. Helena 2020 Media Placements



**41**

PIECES OF COVERAGE:



**879K**

ESTIMATED COVERAGE VIEWS:



**406**

SOCIAL SHARES:



**14**

LINKS FROM COVERAGE:



**74**

AVERAGE DOMAIN AUTHORITY:



**95.5K**

CIRCULATION:

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BY MEGAN WOOD | MARCH 30, 2021

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(EST.) MONTHLY VISITS: ?

6.73M

(EST.) COVERAGE VIEWS: ?

19.6K

Los Angeles Times

APR 02, 2021

(EST.) MONTHLY VISITS: ?

45.5M

(EST.) COVERAGE VIEWS: ?

40.2K



# Press

THE ABBY AGENCY

## CROISSANTS & CAVIAR

SAN FRANCISCO TRAVEL AND LIFESTYLE BLOG

CALIFORNIA - NAPA VALLEY

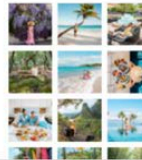
### 10 THINGS TO DO IN ST. HELENA FOR THE PERFECT WEEKEND GETAWAY

APRIL 24, 2021 NO COMMENTS



Hello and welcome to our blog. We're so glad you're here! [Learn more about us!](#)

INSTAGRAM



We frequent wine country many times a year and it's *always* a grand time! When planning a trip to wine country, there are so many regions to consider: Napa Valley, Sonoma, Healdsburg, Calistoga, St. Helena, and Yountville amongst others. We had never been to St. Helena before, so choosing this region was an easy choice! The charming town St. Helena is home to some of the country's best wineries and restaurants. You can experience wineries that feature world class award-winning wines. You can dine at restaurants that feature farm-to-table menus showcasing the beauty of the region. St.

<https://www.croissantsandcaviar.com/10-things-to-do-in-st-helena-for-the-perfect-weekend-getaway/> via the

THE ABBY AGENCY

About Contact Lightroom Presets Pinterest E-Book Shop Prints

f t i y p h

Bon Traveler

MAY 03, 2021

## BON TRAVELER

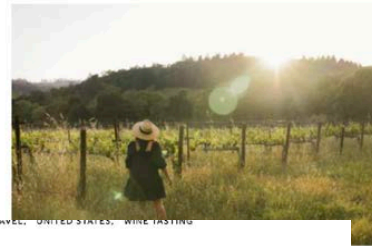
TRAVEL WELL. TRAVEL OFTEN.

DESTINATIONS - TRAVEL TIPS - LIVING - LOCAL - SHOP - Q -

CALIFORNIA - GUIDES

### The Weekend Guide To St. Helena, Napa Valley

MAY 3, 2021



CALIFORNIA - CITY GUIDES - TRAVEL - UNITED STATES - WINE TASTING

MEET BON TRAVELER



A Northern California based blog for design-lovers, abroad and at home.

Meet Jessica and learn more about her journey.

[READ MORE](#)

(EST.) MONTHLY VISITS: 76.8K

Powered by SimilarWeb

(EST.) COVERAGE VIEWS: 6.5K

LINKS FROM COVERAGE (INFO)

1

## My Favorite St. Helena Wineries + Weekend Travel Guide

MAY 5, 2020 - KARA - 10 MINUTE READ - CONTAINS AFFILIATE LINKS



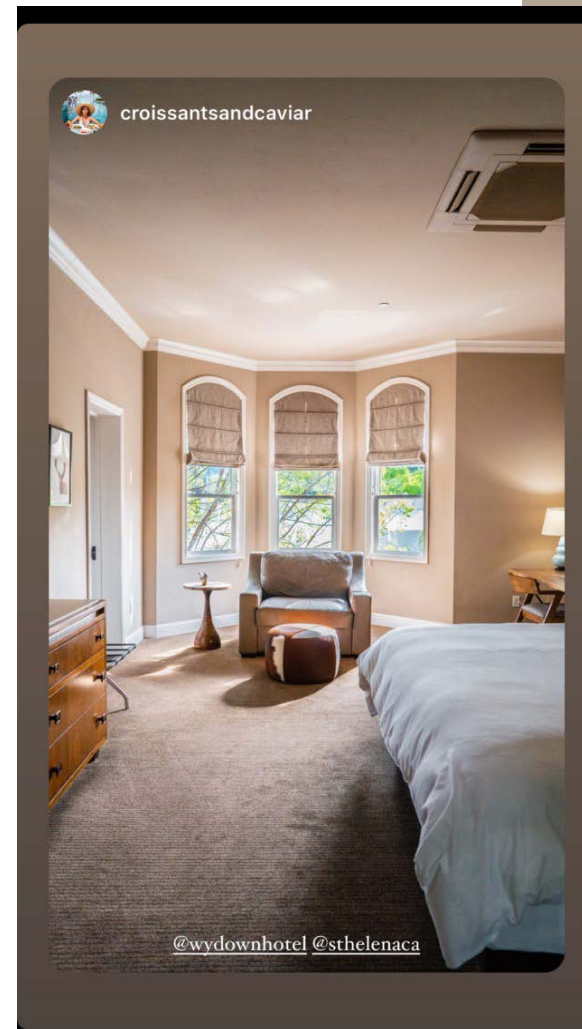
# Influencer Visits

**Completed** Total reach in one month: 342,400

|        |                      |                     |
|--------|----------------------|---------------------|
| 15K    | @Munch.with.Momo     | Monica Vimolchalao  |
| 18.8K  | @NapaValleyTip       | Isabel Freeman      |
| 21.2K  | @SashaBonar          | Sasha Bonar         |
| 12.9K  | @Vinoforbreakfast    | Hannah Spiegel      |
| 26.1K  | @Yay.janelle         | Janelle             |
| 5K     | @mcreativenapa       | Michelle Ewart      |
| 9.2K   | @Croissantsandcaviar | Shwetha Kotekar     |
| 11.9K  | @TinaTasteyTravels   | Tina Y              |
| 178K   | @theyummyfoodie      | Eddia Zamora        |
| 12K    | @Galuxsee            | Karli Mullane       |
| 3k     | @wheretowineinnapa   | Madison Seger       |
| 29.3 K | @piecesofemerald     | Jennifer Vathongxay |

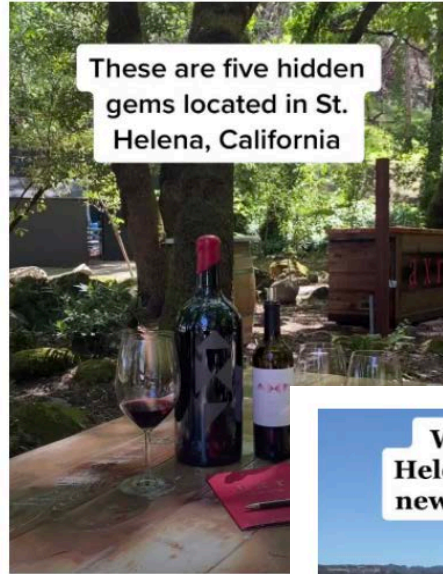
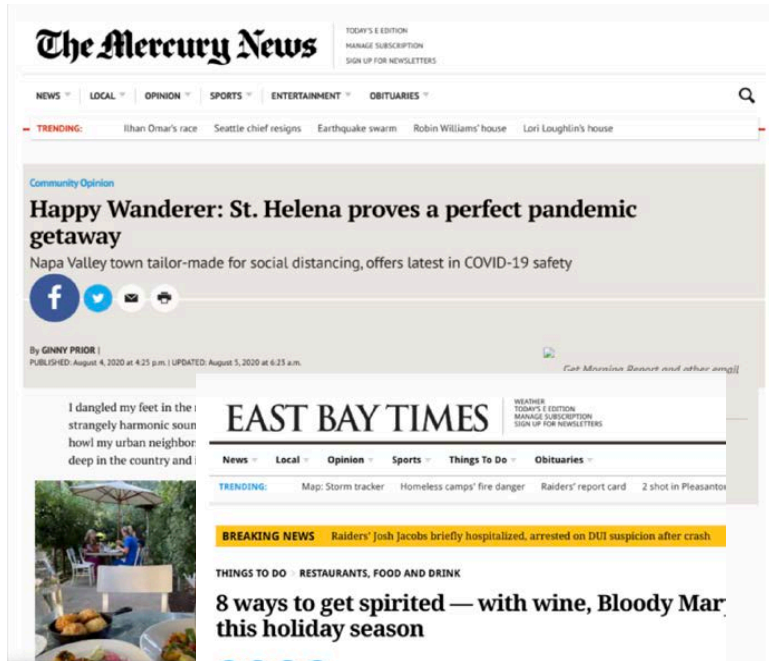
## Upcoming

|       |                  |                   |
|-------|------------------|-------------------|
| 26K   | @AlexisDelChiaro | Alexis Del Chiaro |
| 110K  | @TheBonTraveler  | Jessica Wright    |
| 20.3K | @Darlingcoco     | Coco              |
| 21.3K | @BordeauxBlonde  | Sara Renee        |



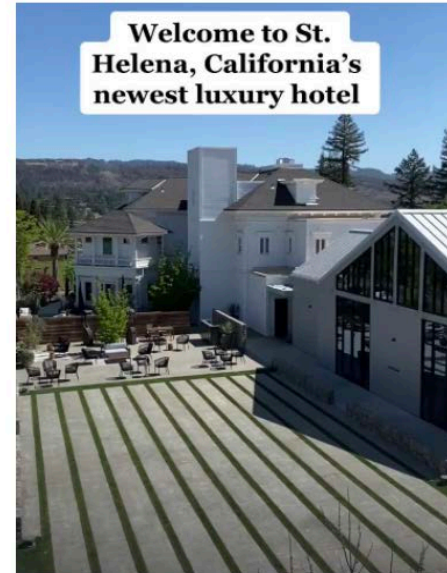


# Marketing Highlights



Have you ever visited St. Helena? ✨🍷 @st

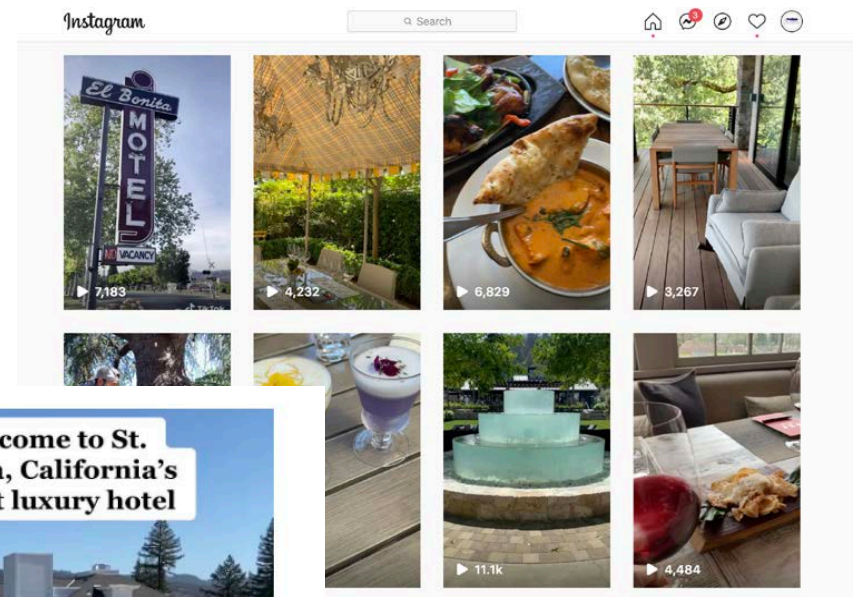
▶ 63.6K



Inside the newest #luxuryhotel in...

▶ 13.7K

1w ago



# Up Valley DM Campaign

## 2-Week Update (3/15-3/31)

Campaign launched 3/15, generating quality engagement. Initial performance indicates the campaign is reaching an interested user with strong CTRs and volume of sessions.

### St. Helena

#### GDN

Impressions: 852,344 (16% to goal)

CTR: 1.05% (0.50% goal)

Sessions: 6,165 (31% to goal)

TOS: 0:25 (0:30 goal)

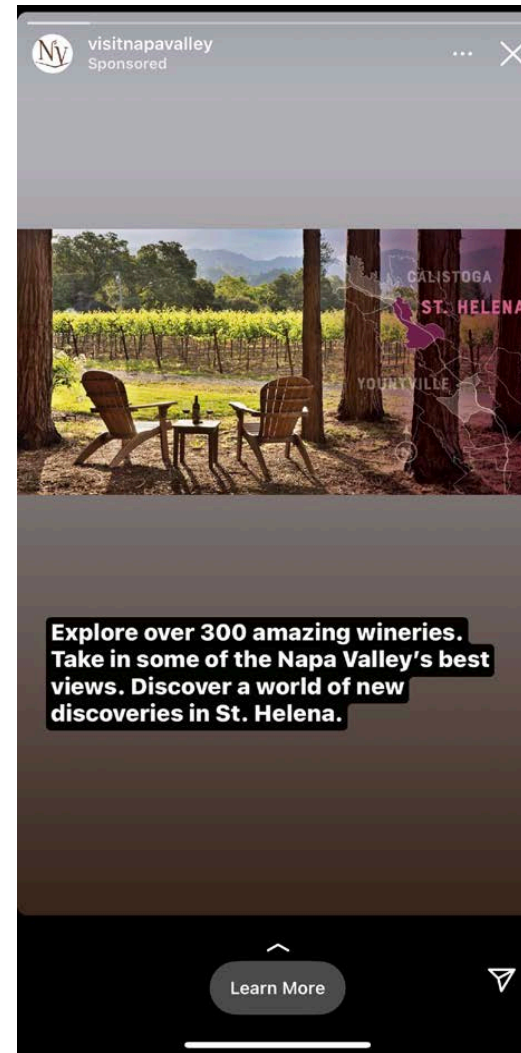
#### Facebook

Impressions: 205,087 (31% to goal)

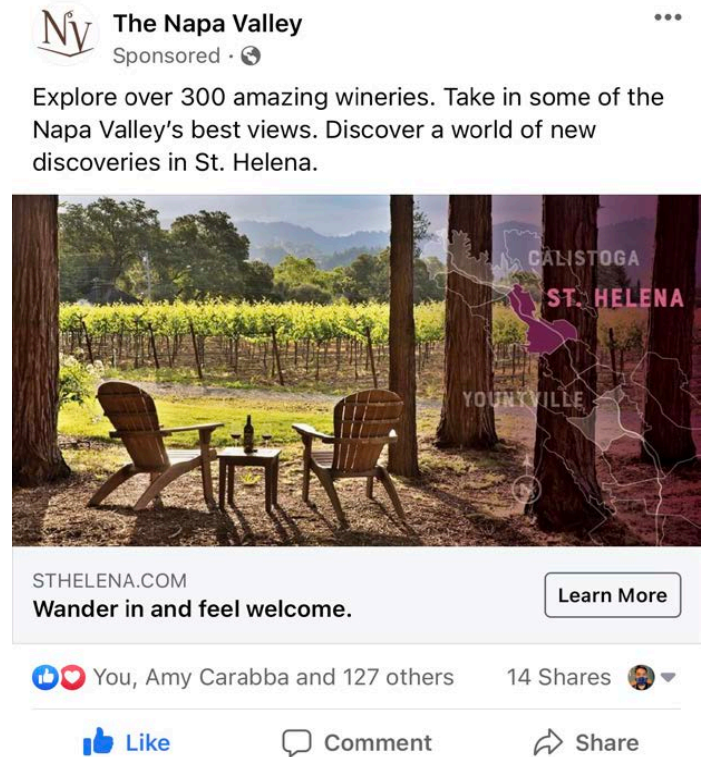
CTR: 0.53% (0.40% goal)

Sessions: 1,105 (52% to goal)

TOS: 0:32 (0:30 goal)



**mering**  
A company of The Shipyard





## Destination Marketing Emails



**What type of St. Helena travel  
will you be in 2021?**

Explore & plan your next trip as travel awaits **YOU**

*The Wine Wanderer...*



We know you love wine country.  
Here's **five reasons** to fall in love with St. Helena.

*Home Away From Home...*



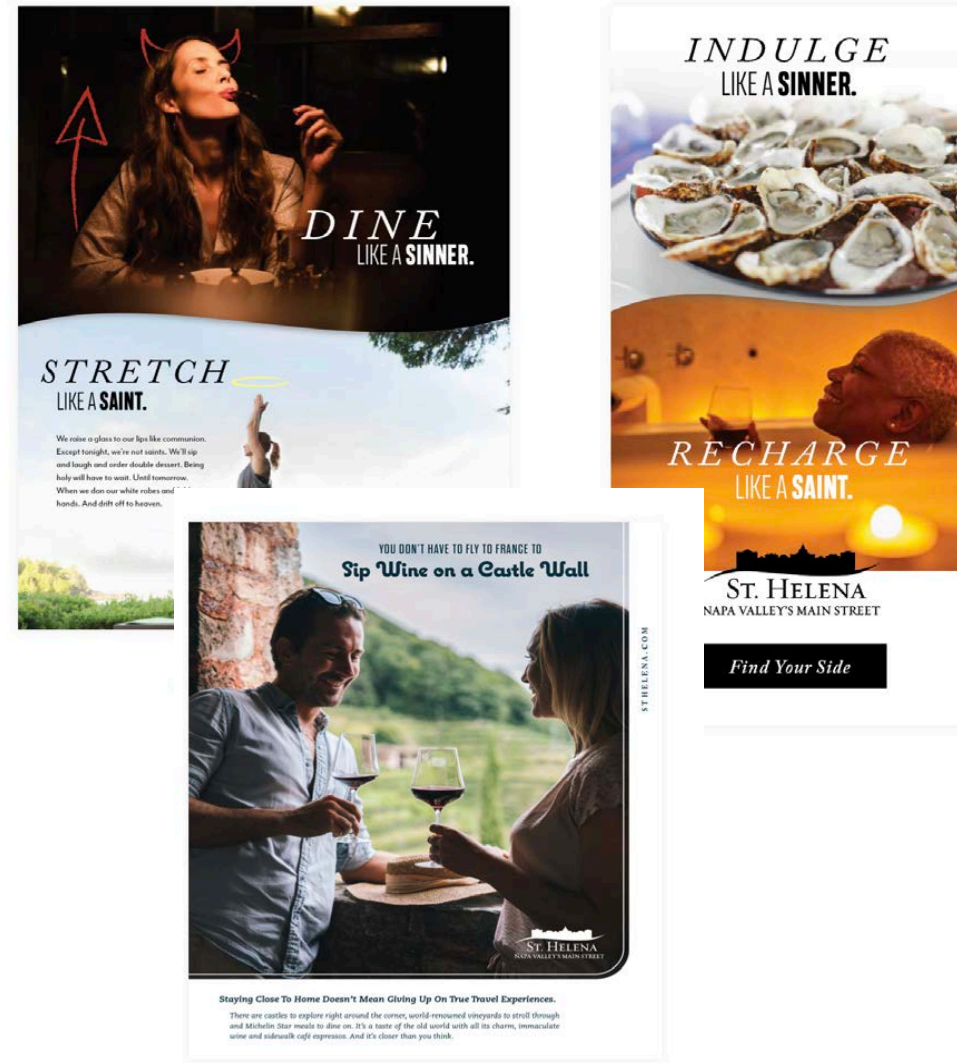
*Mustard Season  
St. Helena!*

atural beauty of wine country shines just  
ring in the radiance of mustard season

# Upcoming Press & Marketing Campaigns

## Media Visits:

- Nora Tarte, San Joaquin Magazine – June Story
- The Bon Traveler – Hotel Feature
  - TikTok
  - Instagram
  - Facebook
  - Pinterest
  - Blog
- Style Magazine (Sacramento-Stockton-Modesto) Jur
- AAA Magazine TBD
- Sacramento Magazine- July



PRINT EXAMPLE



# Business Recovery Marketing Plan



## Phase 1

### Business Recovery Destination Marketing Plan



Timeframe: Upon Approval through June 30, 2021

- Logo & Brand Guidelines Refresh
- Digital Ad Campaign
- New Destination Marketing Splash Page
- New Photography Assets
- New Video Assets
- Empty Storefront Window Decals
- Project Management by The Abbi Agency

Total Budget Allocated from the City of St. Helena **\$50,000**

## Phase 2

### Business Recovery Destination Marketing Plan



Timeframe: July 1, 2021 - June 30, 2022

- Video Asset Refresh
  - New Short-Form Video Assets For Use In Streaming
  - Paid & Organic Social
  - Nine(9) Videos Total | To Be Used Quarterly:
    - 3 at :30 seconds
    - 3 at :15 seconds
    - 3 at :10 seconds
- Continuous Digital Ad Campaign
  - Refreshed Search & Social Creative
  - Native Content
  - Focus On Overnight Extended Stays in St. Helena
  - Strategic Paid Influencer Marketing & Photography Assets
  - StHelena.com Website Enhancements
- Project Management by The Abbi Agency

Total Budget Allocated from the City of St. Helena **\$100,000** To Be Disbursed Quarterly (\$25k)

## Welcome Center

- Open Seven Days: 10am-5pm
- In Person & Virtual
- Keeping 24/7 Chat
- Over 1200 visitors in just March





## Recent & Upcoming Events

- Wine Barrel Egg Hunt
- Virtual Leadership Workshop Series
- Free workshops for Members
- Summer Concerts
- Drive in Movie Theatre
- Sidewalk Sale
- Earth Day
- Holidays in St. Helena



## Conversations In Leadership

A 3-Part Virtual Series on  
Leadership & the Napa Valley

Part 2

Leadership & Marketing in Napa Valley

4.8.2021 - 2 pm



Leading with innovation and creativity is an integral part of marketing our world-renowned destination. Join us for part two of *Conversations in Leadership* where we will talk and engage in discussion about marketing and leadership in Napa Valley.

Presented by:  Pacific Union College  ST. HELENA  
CHAMBER OF COMMERCE



Report to the City Council  
Regular City Council - 25 May 2021

**Agenda Section: OLD BUSINESS**

**Subject:** Discussion on bike facilities along South Crane Avenue from Grayson Avenue to Sulphur Springs Avenue, direction on the preferred facility. The recommended bike facility options are as follows:

(1) Add temporary Class III sharrows, leave on-street parking, with the intent of having a future project that would construct a Class I shared use Path in the eastbound direction on South Crane Avenue. (Segments 3 and 4);

(2) Add Class II bike lanes in the eastbound and westbound direction on South Crane Avenue, and restrict parking on the east and west side of South Crane Avenue (Segment 3 and 4).

If Option (2) is selected, consideration of adoption a Resolution rescinding Resolution 2021-32 and adding portions of South Crane Avenue to the City's list of red zones (parking prohibitions).

**CEQA Determination:** CEQA will be completed as part of project design

**Prepared By:** Edrees Argand, Assistant Engineer

**Reviewed By:** John Wanger, Interim City Engineer

**Approved By:** Mark T. Prestwich, City Manager

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**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 Grayson Avenue and South Crane Avenue Rehabilitation, Capital Improvement Project R19-05. Per the City's pavement management software program (StreetSaver),

both Grayson Avenue and South Crane Avenue were recommended for complete reconstruction with Pavement Condition Indexes (PCI's) as low as 33 and 24 respectively.

The project scope includes, at a minimum, full reconstruction (preferred design options are recycle in place, full depth reconstruction, etc., as applicable), installation of new pavement markers, striping, adjustment of existing utilities to pavement finished grade, installation of traffic detector loops at Grayson/Main Street, incorporating feasible elements from the City's adopted bike and pedestrian plan, installation/upgrading of ADA compliant pedestrian ramp, and removal and reconstruction of failed curb, gutter and sidewalk segments.

The project is currently funded with Measure T funds and the adopted CIP budget is for the design and environmental phase with the anticipation that additional funds will be programmed, as well as grant funding applied for, once construction costs are identified based on 100% design.

On April 28, 2020, City Council authorized the City Manager to execute a Professional Services Agreement with BKF for design of the R19-05 project.

This project is divided into four segments and at March 9, 2021 City Council meeting, the City Council was asked to provide a recommendation the segments that could require the removal of parking, as removal of parking requires the City Council to adopt a resolution. Here is a list of the four segments (please note that only two segments involve the removal of parking, if that recommendation was made)

| Segment | Location                                                            | Recommendation from City Council                                                                                                                                                                                                                                                |
|---------|---------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1       | Grayson Avenue from Main Street to High School Sports Fields        | <b>Option Chosen:</b> Class III Sharrows; removal of parking not required                                                                                                                                                                                                       |
| 2       | Grayson Avenue from High School Sports Fields to South Crane Avenue | <b>Option Chosen:</b> Class II Bike Lanes; removal of parking required. Council adopted Resolution 2021-32 rescinding Resolution 2020-94 and adding portions of Grayson Avenue to the City's list of red zones (parking prohibitions) at the March 9, 2021 City Council meeting |
| 3       | South Crane Avenue from Grayson Avenue to Crane Park Sports Fields  | Class II would require removal of parking.<br>Class III would not require removal of parking.                                                                                                                                                                                   |

|   |                                                                            |                                                                                                                                  |
|---|----------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------|
|   |                                                                            | No decision was made by the City Council at the March 9, 2021 City Council meeting.                                              |
| 4 | South Crane Avenue from Crane Park Sports Fields to Sulphur Springs Avenue | ATSC recommended Class II; no removal of parking required.<br><br>No decision was made at the March 9, 2021 City Council meeting |

At the March 9, 2021 City Council meeting, the City Council did not make a recommendation on segments 3 and 4, and requested City staff to bring more information on the costs and timeline for the design and construction phase of implementing a Class I bike path in the eastbound direction on South Crane Avenue (segments 3 and 4).

### **DISCUSSION**

The potential Class I shared use path would be located on the east side of South Crane Avenue and would be approximately 0.5 miles long. The Class I facility would avoid the loss of parking, but is a more significant project than adding Class II bike lanes on the eastbound and westbound direction of South Crane Avenue. The Class II bike lanes would require the removal of a significant amount of on-street and shoulder parking on South Crane Avenue.

Class I shared use path requirements are list below:

- The path must have a minimum 8-foot-wide paved path with two 2-foot shoulders to accommodate two-way bike and pedestrian traffic.
- The edge of the paved path must be separated from the adjacent edge of the roadway by a minimum of 5-feet or separated by a vertical barrier. It should be noted that for the portion of South Crane south of the existing sidewalk at the primary school, the use of a vertical barrier in this area would not allow a tractor to turn between adjacent vine rows. A vertical barrier is also not in line with the rural nature of this area that the public has voiced concerns about maintaining. For these reasons, the use of a barrier is no longer considered as an option.
- Obstructions such as utility poles cannot be located within the shared use path.

A Class I shared use path along South Crane Avenue would provide pedestrian connectivity between Sulphur Springs Avenue and the existing sidewalk near the St. Helena Primary School. The Class I facility would provide a bike facility without needing to lose on-street parking. A portion of South Crane Avenue (south of the Primary School) would need to be re-aligned to the west edge of the City's right of way in order to provide the required horizontal separation between the edge of the roadway and the shared used path. Realignment of the roadway is outside of the current scope of this pavement rehabilitation project, but should be considered at this time as not to preclude the future construction of the Class I facility. The existing overhead power and communication lines

along a portion of South Crane Avenue would need to be undergrounded. Tree removal near the Primary School meandering walkway would be required. The improvements would occupy all of the City's available right-of-way, leaving no excess right-of-way beyond the edge of the road or path. Depending on the alignment, additional right-of-way near the Primary School may be needed.

Timeframe for overall project completion is difficult to estimate, as it is largely controlled by the City's ability to secure funding and develop a Class I shared use project. Additionally, work related to the undergrounding of the overhead lines will take a significant amount of time to coordinate and implement (to be done either before, or along with, the Class I bike path installation). However, much of time associated with undergrounding the overhead utilities can be overlapped with other tasks, such as project design. The following general timeframes estimates are provided in Table 1.

Table 1 - General Timeframe Estimates

| <b>Item</b>                                                       | <b>Estimated Timeframe</b>   |
|-------------------------------------------------------------------|------------------------------|
| Creation of City project and award of the project to a consultant | 6 months to 1.5 years        |
| PG&E undergrounding of overhead facilities                        | 3 years                      |
| Design*                                                           | 6 months to 1 year           |
| Construction                                                      | 3 months to 6 months         |
| <b>Total Estimated Timeframe</b>                                  | <b>3.75 Years to 6 Years</b> |

\*can run concurrently to undergrounding activities

If City Council provides direction to proceed with Class II bike lanes in both directions for Segment 3, it will require parking to be prohibited along both sides of Segment 3. The attached resolution will need to be approved either at this Council meeting or when the project(s) advertise for construction in order to enforce parking restrictions on South Crane Avenue. The restrictions would not go into effect until the proposed paving and striping improvements for South Crane Avenue are constructed.

### **FISCAL IMPACT**

Costs for a Class I shared use path come from four main sources in addition to City staff time. The four main sources are easement acquisition, utility provider coordination and relocation, design costs, and construction costs.

The City might not have adequate right-of-way to widen the existing meandering walkway by the Primary School to become a Class I facility. Costs associated with right-of-way acquisition cannot be easily estimated and are subject to negotiations with the affected property owner. City staff would need to begin correspondence with the School District to understand if the District would support the development near the Primary School and to assess the amount of right-of-way that would be needed to facilitate the project. The cost is unknown, but is estimated between \$50,000 to \$100,000 for general budgeting purposes.

Approximately 0.3 miles of existing overhead power and communication lines would need to be undergrounded to support the Class I facility. General information obtained from PG&E's website indicates that underground costs are typically around \$800,000 per mile of line. Underground costs could be expected to be at least \$240,000 for general budgeting purposes, but will likely be more expensive.

Design of a Class I facility in this area would encounter a number of challenges. These challenges include safety and design considerations for accommodating vineyard/tractor traffic near and over the path during, driveway crossings, utility conflict resolution, and retrofitting the existing meandering walkway to become a Class I facility. Design costs will vary depending on the final scope of work, among other factors. Design costs could be expected to be at least \$100,000 for general budgeting purposes.

Construction costs represent the largest single cost component. The Napa County Bicycle Master Plan includes general cost estimates, per mile, for various bicycle facilities. According to the 2018 Plan, Class I shared use paths can be expected to cost about \$920,000 per mile of pathway for construction-related costs. Construction costs could be expected to be at least \$460,000 for general budgeting purposes.

All combined, estimated costs for constructing a Class I bike path along South Crane would be a minimum of \$850,000 to \$900,000 in today's dollars. Table 2 provides a summary of the costs for general budgeting purposes.

Table 2 - Estimated Costs in 2021's Numbers

| Item                     | General Budgeting Purpose Costs |
|--------------------------|---------------------------------|
| Right-of-Way Acquisition | \$50,000-\$100,000              |
| Underground Utility      | \$240,000                       |
| Design                   | \$100,000                       |
| Construction             | \$460,000                       |
| <b>Total</b>             | <b>\$850,000-\$900,000</b>      |

The construction of Class II bike lanes will require minor roadway widening, striping and signing. The costs associated with the pavement widening for the Class II facility would be between \$175,000 to \$200,000.

#### **RECOMMENDED ACTION**

Staff is looking for the following direction:

- Discussion on bike facilities along South Crane Avenue,
- Direction to staff on preferred facility, and if Class II bike lanes are preferred, consideration of adopting a Resolution rescinding Resolution 2021-32 and adding portions of South Crane Avenue to the City's list of red zones (parking prohibitions).

The preferred facilities are as follows:

(1) Add temporary Class III sharrows, leave on-street parking, with the intent of having a future project that would construct a Class I shared use Path in the eastbound direction on South Crane Avenue. (Segments 3 and 4);

(2) Add Class II bike lanes in the eastbound and westbound direction on South Crane Avenue, and restrict parking on the east and west side of South Crane Avenue (Segment 3 and 4). Parking removal would only be on segment 3.

If Option (2) is selected, consideration of adoption a Resolution rescinding Resolution 2021-32 and adding portions of South Crane Avenue to the City's list of red zones (parking prohibitions).

#### **ATTACHMENTS**

[Attachment 1: Resolution Red Zones](#)

[Attachment 2: 191770 EXHB-South Crane Class I Bikeway](#)

[Attachment 3: 191770 EXHB-South Crane Class II Bike Lanes](#)

[Attachment 4: R19-05 Capital Improvement Program Sheet](#)



**CITY OF ST. HELENA**

**RESOLUTION NO. 2021-**

**Resolution rescinding Resolution 2021-32 and adding portions of South Crane Avenue 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. 2021-32 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.
4. The new restrictions would not go into effect until the proposed paving and striping improvements for Grayson Avenue and South Crane Avenue are constructed.

**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.
6. Class II Bike lane only, which would require parking to be prohibited along the south side. Commencing at the southeast intersection of Grayson Avenue and South Crane Avenue thence 700 feet easterly along the south side of Grayson Avenue.

**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.
5. Class II Bike lanes only, which would require parking to be prohibited along the east side. Commencing at the southeast intersection of Grayson Avenue and South Crane Avenue thence 800 feet southerly along the east side of South Crane Avenue.
6. Class II Bike Lanes only, which would require parking to be prohibited along the west side. Commencing at the southwest intersection of Grayson Avenue and South Crane Avenue thence 800 feet southerly along the west side of South Crane Avenue.

**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.
16. Class II Bike lanes only, which would require parking to be prohibited along the south side. The vehicle travelway (centerlane) would not be striped.

**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) TAITER 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 April 27, 2021 by the following vote:

|                         |       |
|-------------------------|-------|
| Mayor Ellsworth:        | _____ |
| Vice Mayor Dohring:     | _____ |
| Councilmember Hardy:    | _____ |
| Councilmember Chouteau: | _____ |
| Councilmember Hall:     | _____ |

APPROVED:

ATTEST:

\_\_\_\_\_  
Geoff Ellsworth, Mayor

\_\_\_\_\_  
Cindy Tzaopoulos, City Clerk











## Grayson and South Crane Rehab

**Project No:** 0207-R19-05

**Category:** Streets

**Project Location:** Grayson and South Crane



**PROJECT PURPOSE & DESCRIPTION:** This project will reconstruct Grayson and South Crane Avenues. Accessibility improvements to sidewalks and curb ramps will be included as part of the project whenever applicable.

**NOTES:** Resolution 2020-36 - PSA with BKF for design for \$175,139

**EXPENDITURE ACCOUNTS:**

**Fund:** 741 **Dept:** 5014

| EXPENDITURES              |           |                |         |         |         |         |         | PROJECT TOTAL |
|---------------------------|-----------|----------------|---------|---------|---------|---------|---------|---------------|
|                           | Total YTD | Rollover Funds | 2020-21 | 2021-22 | 2022-23 | 2023-24 | 2024-25 |               |
| 3110 - Design             |           | 200,000        |         |         |         |         |         | 200,000       |
| <b>EXPENDITURE TOTALS</b> |           | 200,000        |         |         |         |         |         | 200,000       |
|                           |           |                |         |         |         |         |         |               |
| <b>FUNDING SOURCES</b>    |           |                |         |         |         |         |         |               |
| 240-Measure T             |           | 200,000        |         |         |         |         |         | 200,000       |
| <b>FUNDING TOTALS</b>     |           | 200,000        |         |         |         |         |         | 200,000       |



Report to the City Council  
Regular City Council - 25 May 2021

**Agenda Section: OLD BUSINESS**

**Subject:** Consideration of a Resolution authorizing the City Manager or Designee to Execute a Lease with Napa Valley Community College District (NVCCD) regarding use of a portion of the Napa Valley College St. Helena Upper Valley Campus for City Hall and Police Department Municipal Purposes

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

**Prepared By:** Mark T. Prestwich, City Manager

**Reviewed By:** April Mitts, Finance Director

**Approved By:** Mark T. Prestwich, City Manager

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**BACKGROUND**

The Napa Valley Community College (NVC) St. Helena Upper Valley Campus (UVC) has served the St. Helena community for over 20 years with high quality community education, fee-based, and non-credit classes. Additionally, the center is home to the Napa Valley Cooking School’s food and wine enthusiast program and hosts a number of annual events including the esteemed Napa Valley Writers’ Conference. With the exception of COVID-19 related impacts on in-classroom training, NVC is continuing to offer all of its other classes, programs, and special events previously scheduled at the UVC.

On January 15, 2020, the City of St. Helena and NVC issued a joint statement announcing they had recently started exploring opportunities for the Upper Valley Campus to collaborate with community organizations that might make use of extra space on the campus, enhance value as a community resource, and contribute to the mission of the college. A series of events, including the December 2019 smoke damage at City Hall, led the Council to prioritize entering into a discussion with Napa Valley College. Initial conversations were subsequently discontinued.

On September 4, 2020, a second joint statement was issued noting that in conjunction with a recent Napa Valley College community forum, surveys, and college stakeholder discussions, representatives of the NVC Board of Trustees and designated members of the St. Helena City Council, and their respective administrators held meetings to evaluate opportunities for strategic collaboration.

As a result of these discussions, representatives of both entities announced a commitment to further strengthen and expand their collaboration, and reached an agreement to negotiate a lease with the City for use of a portion of the property.

The following benefits were envisioned:

- Shared use of the property ensures that the College will continue to fulfill its mission of providing quality educational and training programs, including for example the Hospitality, Culinary and Tourism Management program, and related viticulture programs.
- Shared use will ensure that the College will sustain and enhance community education programming and events, including the acclaimed Napa Valley Writer's Conference and City events.
- The City and College envision the opportunity to collaborate to offer mentoring or internship possibilities to College students, in particular in the fields of accounting and finance, justice administration, engineering, and public administration.

On January 14, 2021, at a regularly scheduled meeting of the Governing Board of Trustees of Napa Valley Community College District ("Board"), the Board unanimously adopted a resolution authorizing College Administration to enter into a lease with the City. The action permits the City to lease for municipal purposes, including general office use by City Departments and as private and public meeting space during the day and evenings, a portion of the real property commonly known as the Upper Valley Campus at 1088 College Avenue located in St. Helena in Napa County, California which is not needed for school classroom buildings.

### **DISCUSSION**

As a result of continuing negotiations between NVC and City representatives, a proposed five-year lease has been developed to provide the City with the opportunity to lease an unused portion of the NVC campus for City Hall and Police Department operations. The Culinary Arts Building will remain NVC's exclusive use, with Fine Arts Rooms 8A and 8B as NVC's priority use but available to the City per NVC's Administrative Procedures subject to their fee schedule rates.

The proposed lease also includes the following terms:

- **Rent.** The City will pay \$2.50 square foot per month for approximately 8,000 square feet. The City may offset the lease amount to \$2.00 per square foot

provided the City provides sweeping of the parking areas on at least a monthly basis and more frequently based on seasonal needs. The proposed lease also includes a two year optional rent term that would adjust by the consumer price index, provided the annual rent increase shall not exceed three percent.

- **Pro Rata Share of Utility Costs.** The City will be responsible for a pro rata share of all utilities and services serving the Premises including garbage service, water, electricity, natural gas, and internet.
- **Tenant Improvements.** The City shall be responsible to pay not more than \$75,000 for any required Americans with Disabilities Act (ADA) improvements.
- **Roofing.** The lease allows the City to undertake Tenant Improvements to the premises, some of which will require advance written consent. Additionally, if the parties agree the roof needs to be replaced before the start of the sixth year of the lease, the City will contribute a pro rata share of the cost of roof repair based on its percentage of space used within Building A and the percentage of time remaining on the lease as compared to a 30 year life of the roof.
- **Landscape Maintenance.** The City shall be responsible for landscape maintenance.

The proposed lease also anticipates a phased transition to the NVC campus with rent commencing for the City Hall portion of the building on the first day of the month 90 days after the possession date, and for the Police Department portion of the building rent commencing on the first day of the month 180 days after the possession date. An extension of time is included in the event delays are experienced due to review of plans by the State Architect.

Transition of City Hall and Police operations to the NVC Upper Valley Campus will allow the City to consider options associated with parcels at the former City Hall site (1480 Main Street) and Interim City Hall site (1572 Railroad Avenue).

#### **FISCAL IMPACT**

The annual cost of the full NVC facilitated is currently estimated at approximately \$216,000 annually. Tenant improvements will be necessary to address Americans with Disabilities Act (ADA) needs, construction of a joint break room for the administrative departments and Police Department, and approximately eight offices, and an interview room. Tenant improvements are preliminarily estimated to cost approximately \$500,000, which does not include: contingencies, a temporary Police Department shower/locker rooms, and potential utility site improvements. The City will incur additional moving and Information Technology (IT) expenses associated with the transition. The City has appropriated \$400,000 to date for the transition expenses associated with the move to the Upper Valley Campus.

#### **RECOMMENDED ACTION**

Adopt Resolution authorizing the City Manager or designee to execute a lease in substantially the form included with the agenda for a regular meeting at which this Resolution was approved, submit to minor edits as approved by the City Manager in consultation with the City Attorney, for a portion of the Napa Valley Community College

District (NVCCD) Upper Valley Campus at 1088 College Avenue, St. Helena, CA 94574  
for City Hall and Police Department Municipal Purposes.

**ATTACHMENTS**

- [1. Upper Valley Campus St Helena Site Plan](#)
- [2. Proposed Upper Valley Campus Lease](#)
- [3. Resolution - NVC Lease](#)







**LEASE**

**By and Between**

**Napa Valley Community College District**

**and**

**City of St. Helena**

**for**

**a portion of the real property commonly known as Upper Valley Campus  
1088 College Avenue located in St. Helena in Napa County, California**

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## LEASE

This Lease ("Lease") is made and entered into as of the Effective Date as defined herein by the Napa Valley Community College District, a political subdivision of the State of California ("Landlord" or "College") and the City of St. Helena, a municipal corporation ("Tenant" or "City"), collectively referred to as the "Parties."

**WHEREAS**, Education Code section 81430 provides that a community college district may lease for a term not exceeding 99 years, to the federal government or its agencies, to the state, or to any county, city and county, city or special district, or to any other school district, any real property belonging to the district, which is not or will not at the time of delivery of title or possession be needed for school classroom buildings by the district owning it;

**WHEREAS**, the City and College desire to permit the City to lease for municipal purposes, including general office use by City Departments and as private and public meeting space during the day and evenings, a portion of the real property commonly known as the Upper Valley Campus at 1088 College Avenue located in St. Helena in Napa County, California which is not needed for school classroom buildings;

**WHEREAS**, on January 14, 2021 at a regularly scheduled meeting of the Governing Board of Trustees of Napa Valley Community College District (the "Board"), the Board unanimously adopted a resolution authorizing College Administration to enter into a lease with the City upon the terms and conditions herein and directed Administration to arrange for Notice of the Resolution to be published no less than once a week for three weeks in accordance with Education Code section 81432;

**WHEREAS**, Notice was published in [identify newspaper] on [identify dates] and on \_\_\_\_\_, 2021 at a regularly scheduled meeting, the Board approved the Lease and directed Administration to take all steps necessary to finalize and execute the Lease; and

**WHEREAS**, this Lease shall be effective upon execution and approval by the respective governing bodies of both the Napa Valley Community College District and the City of St. Helena.

**NOW THEREFORE**, for valuable consideration, the receipt of which is hereby acknowledged, the Parties agree as follows.

### **Article 1. Definitions**

**1.1 Definitions.** In addition to the definitions within the body of this Lease, the terms set forth below shall have the following meanings:

- a. "City Hall Portion of the Premises" shall mean the portion of the Premises that will be used for general office use and public and private meeting space by all City departments

excluding the Police Department. The Parties acknowledge and agree that the City Hall Portion of the Premises consists of \_\_\_\_\_ square feet in Building “A”.

- b. “City Hall Rent Commencement Date” is defined in Section 4.1 of this Lease.
- c. “Effective Date” shall mean the date upon which this Lease has been ratified by the respective governing bodies of each Party and executed by both parties. The Effective Date shall be shown as the later of the dates upon which the Lease has been executed by the Parties as shown on the Signature Page of this Lease.
- d. “Landlord” shall mean the owner or owners at the time in question of the fee title of the Premises, and in the event of any transfer of such title, Landlord herein named (and in case of any subsequent transfers, the then-grantor) shall be relieved, from and after the date of such transfer, of all liability as respects Landlord’s obligations thereafter to be performed, provided that any funds in the hands of Landlord or the grantor at the time of such transfer in which Tenant has an interest, shall be delivered to the grantee and the grantee shall expressly assume Landlord’s obligations under this Lease which arise after the transfer. The obligations contained in this Lease to be performed by Landlord shall be binding on Landlord’s successors and assigns only during their respective periods of ownership.
- e. “Police Department Portion of the Premises” is defined as that portion of the Premises that will be used for administrative and operational purposes by the City’s Police Department. The Parties acknowledge and agree that the Police Department Portion of the Premises consists of \_\_\_\_\_ square feet in Building “A”.
- f. Police Department Rent Commencement Date” is defined in Section 4.1 of this Lease.
- g. “Possession Date” is defined in Section 3.3 of this Lease.
- h. “Premises” shall mean 7,979 square feet of the “A” building, which space is comprised of that portion of the floor plan more particularly depicted in **Exhibit A**, attached hereto and incorporated herein by this reference, on the Property, defined below, to be used by Tenant for municipal purposes as well as exclusive use of the outdoor patio area adjacent to the Library, the Science Room and the Director’s Office as also depicted in **Exhibit A**, and nonexclusive use of the courtyard, outdoor patio area adjacent to the Art Room, unreserved parking stalls, restrooms, and circulation area /common space.
- i. “Property”: Assessor’s Parcel Number: 009-070-035-000 located in St. Helena, County of Napa, State of California.
- j. “Rent Commencement Date” is defined in Section 4.1 of this Lease
- k. “Taxes and Assessments” shall mean all taxes, assessments, charges, levies, Possessory Interest Tax as outlined in Section 107.6 of the California Revenue and Taxation Code

and governmental fees, general and special, ordinary and extraordinary, unforeseen as well as foreseen, of any kind or nature whatsoever.

- l. "Tenant Improvements" shall mean certain modifications to the buildings to improve the working environment and efficiency of space for use of the Premises for City staff, and further modifications to accommodate the use and occupancy of a portion of the space by the City Police Department including the installation of windows and "hardening" of the Police Department Portion of the Premises, installation of a shower facility to be used by City staff, improvements to the Premises that are required to be made in order to comply with the Americans with Disabilities Act, the need for which are triggered by the improvements made to the Premises by the City, and other improvements as deemed necessary or appropriate by the City in its sole discretion. Tenant Improvements shall also mean placement of City servers and IT equipment on the Premises.
- m. "Tenant's Estate" shall mean all of Tenant's rights, title and interest in this Lease.
- n. "Term" shall include both Lease and, if mutually agreed to, Option Terms.
- o. "Uninsurable Loss" means the cost to restore the Tenant Improvements to the condition required below, which is caused by (i) earthquake; (ii) pollution liability; (iii) flood; or (iv) any other casualty which Tenant is not otherwise required to obtain and maintain insurance coverage pursuant to Article 11, Insurance. Notwithstanding the preceding, Uninsurable Loss shall not include: (a) loss caused by flood, if flood insurance can be obtained at commercially reasonable rates; or (b) loss caused by Tenant's contamination.
- p. "Year of Lease Term" means a twelve (12) month period. The first Year of the Lease Term commences on the first day of the month following the Effective Date. Each succeeding Year of the Lease Term is the next twelve (12) months, except that the last Year of the Lease Term will end on the last day of the Lease Term.

## **Article 2. Premises**

**2.1 Premises.** For and in consideration of the covenants and agreements contained herein and other valuable consideration, Landlord hereby Leases to Tenant, and Tenant Leases from Landlord, the Premises upon all of the other terms and conditions set forth in this Lease.

**2.2 Culinary Arts Building.** Tenant expressly acknowledges that Landlord retains the exclusive use of the Culinary Arts Building located on the Property and depicted on Exhibit A as well as any right of access over and across the portions of the Premises to which City has nonexclusive use as necessary for gaining access to the Culinary Arts Building.

**2.3 Fine Arts Room #8A and 8B.** Tenant expressly acknowledges that Landlord retains priority use of the Fine Arts Rooms for events and classes. However, when not used by Landlord for College purposes, Tenant may, upon no less than five (5) business days' notice to Landlord, rent the Fine Arts Rooms for recreational programs, meeting space or other City use at

the Civic Center fee schedule rates established and maintained pursuant to Napa Valley Community College District's Board Policy 6700 and corresponding Administrative Procedures.

**2.4 Parking Lot.** Tenant acknowledges that other than the parking stalls expressly reserved for the use of City Police Department vehicles as Premises defined above, the remainder of the parking lot will be shared by City and College. Neither the City nor College shall block, reserve or otherwise impede the use of any parking stalls without the express written agreement of the other party in advance.

**2.5 Courtyard and Outdoor Space.** Tenant shall have nonexclusive use and enjoyment of the courtyard, outdoor patio area adjacent to the Art Room, unreserved parking stalls, restrooms, and circulation area /common space on the Property. Provided, however, upon five (5) business days' notice to Tenant, Landlord shall have exclusive use of the courtyard and outdoor space for College's Culinary program and other for certain College hosted events, including, without limitation, Día de Los Muertos and the Napa Valley Writer's Conference, a week-long summer program. In the event that the College identifies other College-hosted events requiring cooperation and coordination between Landlord and Tenant, the Parties shall meet and confer to determine the feasibility of hosting the event at the Property during the term of the Lease.

### Article 3. Term and Commencement

**3.1 Initial Term.** The initial term of this Lease ("Lease Term") shall be for five (5) years, unless sooner terminated as herein provided, commencing on the Effective Date.

**3.2 Option Terms.** City shall have the option ("Option"), in its sole discretion to extend the Lease Term for an additional two (2) year term (the "Option Term"). The City shall notify Landlord in writing that the City is exercising the Option not less than ninety (90) days prior to the end of the Lease Term. If the City fails to provide such notice within the time provided herein, then the Option is waived by the City.

**3.3 Possession, Acceptance and Condition of Premises.** On the Effective Date, Landlord leases the Premises on an "as-is" basis and represents it is unaware of any agreement granting to any third party any right to occupy any portion of the Premises (except for recorded title exceptions), provided, however, that Landlord shall remove all of Landlord's personal property from the Premises not less than fifteen (15) days after the Effective Date. At such time that all of Landlord's personal property has been fully removed from the Property, Landlord shall notify the Tenant in writing that such personal property has been fully removed from the Property. The date that Tenant received such written notice from Landlord shall be the date upon which Tenant takes possession of the Premises (the "**Possession Date**"). Tenant shall accept the Premises in its then "as is" condition and take possession of the Premises as of the Possession Date, so long as Landlord has removed all its personal property as provided herein. Landlord shall, upon request, provide any and all reports it has prepared or received or

investigations it has performed related to the Premises. Tenant acknowledges that neither Landlord nor any party acting on behalf of Landlord has made any representation or warranty (except as may be explicitly set out in this Lease) as to any matter relating to the Premises and that Tenant is relying solely on its own investigations in executing this Lease.

#### **Article 4. Rent**

**4.1 Rent.** In consideration of the Landlord's entering this Lease for the Premises, during the Lease Term and the Option Term, if applicable, Tenant shall pay two dollars and fifty cents per square foot (\$2.50/sq. foot) per month as set forth in this Section 4.1. Payment of such rent by Tenant to Landlord shall commence as follows: Payment of rent for the City Hall Portion of the Premises shall commence on the first day of the month ninety (90) days after the Possession Date, subject to an extension of the Rent Commencement Date equal to the number of days that Landlord may take to determine whether the Tenant Improvements are subject to review by the State Architect and, if the Tenant Improvements are subject to review by the State Architect, the amount of time that elapses before approval of the Tenant Improvements by the State Architect (the "City Hall Rent Commencement Date"). The parties acknowledge that the Police Department Portion of the Premises require more extensive tenant improvements, and City's occupation of the Police Department Portion of the Premises will be delayed. Therefore the payment of rent for the Police Department Portion of the Premises shall commence on the first day of the month one hundred eighty (180) days after the Possession Date, subject to an extension of the Rent Commencement Date equal to the number of days that Landlord may take to determine whether the Tenant Improvements are subject to review by the State Architect and, if the Tenant Improvements are subject to review by the State Architect, the amount of time that elapses before approval of the Tenant Improvements by the State Architect (the "Police Department Rent Commencement Date"). The rent to be paid by Tenant is based on the square footage of the portion of the Premises located within Building "A", exclusive of hallways, which the parties agree consists of \_\_\_\_\_ square feet. Of that \_\_\_\_\_ square feet, \_\_\_\_\_ square feet of the total Premises comprises the City Hall Portion of the Premises. On the City Hall Rent Commencement Date, Tenant shall pay to Landlord rent consisting of \_\_\_\_\_ dollars (\$\_\_\_\_\_) per month, which is equal to the per square foot rent for the City Hall Portion of the Premises, until the Police Department Rent Commencement Date. On the Police Department Rent Commencement Date and thereafter for the term of this Lease, Tenant shall pay to Landlord rent for the entirety of the Premises, which consists of \_\_\_\_\_ (\$\_\_\_\_\_) per month. Notwithstanding the foregoing, such rent is subject to the rent offset set forth in Section 4.2 below.

**4.2 Rent Offset.** The Rent to be paid pursuant to Section 4.1 shall be offset to two dollars per square foot (\$2.00/sq. foot) per month provided that Tenant performs the sweeping of the parking areas on at least a monthly basis and more frequently based on seasonal need in accordance with Section 7.3 of this Lease. For so long as the offset obligations are met, Tenant shall pay to Landlord rent consisting of \_\_\_\_\_ dollars (\$\_\_\_\_\_) per month from the City Hall Rent Commencement Date until the Police Department Rent Commencement Date, and \_\_\_\_\_ dollars (\$\_\_\_\_\_) per month thereafter.



**4.3 Option Term Rent.** In the event that Tenant exercises the Option Term, the Rent for each year of the Option Term shall increase by a percentage equal to the increase in the Consumer Price Index for All Urban Consumers (CPI-U) during the twelve months preceding such rent increase, provided that the annual rent increase shall not exceed three percent (3%). The first rent increase shall occur at the commencement of the Option Term, and the second rent increase shall occur on the first anniversary of the commencement of the Option Term.

## **Article 5. Utilities**

**5.1 Pro Rata Share of Utility Costs.** Tenant shall be responsible to pay a pro rata share of all utilities and services serving the Premises, including, garbage service, water (irrigation and domestic), electricity, natural gas, and internet. Such pro rata share shall be based on a percentage of the total cost of the utilities listed above for the Property, equivalent to the percentage of the total building space on the Property that is leased by Tenant, which the Parties agree is fifty-six percent (56%). Landlord shall pay utility costs and invoice Tenant each month. Said invoice shall include actual copies of invoices received for services. Except to the extent caused by the acts or omissions of Landlord, Landlord shall not be liable for any charges or damages directly or indirectly resulting from, nor shall the Rent or any monies owed Landlord under this Lease be abated by reason of (a) the installation, use or interruption of use of any equipment used in connection with the furnishing or any such utilities or services; (b) the failure to furnish or delay in furnishing any such utilities or services; or (c) the limitation, curtailment, rationing or restriction on use of water, electricity, gas or any other form of energy or any other service or utility serving the Premises. Tenant shall be obligated to cooperate in a commercially reasonable manner with the efforts of Federal, State, or local governmental agencies or utility suppliers in reducing energy or other resource consumption.

**5.1 Reserved.**

## **Article 6. Taxes and Assessments**

**6.1 Reserved.**

**6.2 Cooperation in Obtaining Tax Exemption.** Landlord shall cooperate with Tenant in completing any documentation or providing information necessary for Tenant to obtain any exemption from taxes and/or assessments on the premises to which it may be legally entitled.

## **Article 7. Use**

**7.1 Use.** Any use of the Premises shall be for municipal purposes, including but not limited to general office use by City Departments and as private and public meeting space during the day and in the evenings. The parties acknowledge and agree that “municipal purposes” include use of the Premises by the City’s Police Department for law enforcement purposes, including but not limited to use of the Premises for interviews of suspects or witnesses of crimes, short term holding or detention of individuals taken into custody by the Police Department, storage of firearms, ammunition and evidence. Any other uses must be approved by Landlord in writing (electronic mail shall be sufficient), which approval shall not be unreasonably withheld.

Failure to obtain such approval shall constitute a material breach of this lease and Tenant Default.

**7.2 Compliance with Laws.** Tenant shall, and shall require all licensees, sublessees, assignees and invitees to comply with all laws, orders, ordinances, rules and regulations of all Federal, State, County and municipal authorities regulating the development, use and occupancy of the Premises.

**7.3 Cleanliness.** Tenant shall keep portions of the Premises to which Tenant retains exclusive use in a neat, clean, litter-free and graffiti-free condition, and Landlord and Tenant shall each keep the portions of the Premises and Property to which they have nonexclusive use in a neat, clean and litter-free and graffiti-free condition, including but not limited to cleaning up and restoring such non-exclusive areas after any events held on the Property. Additionally, Tenant shall be responsible for sweeping the parking areas on at least a monthly basis, provided that Tenant shall sweep more frequently based on seasonal need. In the event that such additional sweeping is required, the Parties shall agree in writing as to the frequency and timing of such sweeping.

**7.4 Noise.** Tenant shall comply with any and all laws, ordinances, regulations, conditions of approval, and rules related to noise.

## **Article 8. Tenant Improvements, Repairs and Maintenance**

**8.1 Responsibility for Tenant Improvements.** The Parties agree that Tenant shall be responsible for the cost of the Tenant Improvements, except that to the extent that Tenant must make improvements to the Premises in order to ensure compliance with the Americans with Disabilities Act ("ADA Improvements"), Tenant shall be responsible to pay not more than Seventy-Five Thousand Dollars (\$75,000.00) for such ADA Improvements. In the event that the ADA Improvements, if any, cost more than \$75,000.00, upon completion of such ADA Improvements, Tenant shall provide Landlord with an invoice documenting such costs, and Landlord shall reimburse Tenant for the costs in excess of \$75,000.00 within thirty (30) day of receipt of such invoice.

**8.2 Tenant's Duty to Maintain and Repair Exclusive Use Areas.** Tenant covenants and agrees, throughout any Term of this Lease, without cost to Landlord, to keep and maintain the Premises, all Tenant Improvements, in good order, condition and repair, in a well-maintained, safe, clean and sanitary condition and in compliance with all applicable laws, ordinances, regulations and rules applicable thereto; to promptly make all necessary repairs caused by Tenant or arising out of Tenant's use of the Premises.

**8.3 Landlord's Duty to Maintain and Repair.** Landlord, at its cost, shall be responsible to maintain and replace: (a) the structural components of the Premises and other improvements that are part of the Premises, which structural components including the foundations, bearing and exterior walls, sub-flooring and roof (subject to cost contribution from the Tenant for costs of roof repair as set forth in Section 8.3); (b) those portions of the unexposed electrical, plumbing, and sewage systems lying outside the Premises; (c) the building systems

(i.e. electrical, plumbing, fire, life, safety) and HVAC serving the Premises; (d) (except as set forth in Section 7.3) landscape areas, walkways and parking areas, including, without limitation, restriping and repaving of same, and (e) portions of the Premises damaged as a result of any patent or latent defect in the Premises. Landlord shall have no responsibility to repair damage to the Premises caused by the gross negligence or intentional misconduct of Tenant.

**8.4 Roofing.** Landlord, at Landlord's sole cost and expense, shall maintain the roof and bear the cost of any required roof repairs during the Term of this Lease, except that in the event that, based on the mutual agreement of Landlord and Tenant, and no earlier than before the start of the sixth year of the lease, the roof of Building "A" is required to be replaced, then the Tenant shall contribute a pro rata share of the cost of the roof repair based on percentage of space within Building "A" occupied by Tenant, and the percentage of time remaining on the Lease, as compared to an anticipated thirty (30) year life of the roof. Landlord and Tenant agree that Tenant is leasing seventy-seven percent (77%) of the space within Building "A". Therefore, as an example, if the parties agree to replace the roof with three years remaining on the Lease Term (and the new roof will have an anticipated 30 year life), the Tenant will pay a share of the cost of the new roof equal to 10% (the percentage of time for which the Tenant will have the benefit of the new roof) multiplied by 77% (the percentage of space within Building "A" leased by the Tenant) multiplied by the cost of the new roof. Landlord shall provide Tenant with all documentation reasonably requested by Tenant to demonstrate the cost of the replacement roof.

**8.5 No Waste or Nuisance.** Tenant shall not permit any odors, smoke, dust, gas, substances or noise to emanate from the Premises that would constitute a nuisance or would disturb, obstruct or endanger the owners or occupants of neighboring properties. Tenant shall not use or allow the Premises to be used for any immoral, improper or unlawful purpose, nor shall Tenant cause or maintain or permit any nuisance in, on or about the Premises. No waste, materials or refuse shall be dumped upon or permitted to remain outside the Premises except in trash containers placed inside exterior enclosures. Landlord acknowledges that participants in certain recreational activities may make noise, and such noise will not be considered a nuisance pursuant to this section.

**8.6 Landlord's Rights.** If Tenant fails to perform Tenant's obligations, Landlord may, at its option (but shall not be required to), enter upon the Premises after ten (10) days prior written notice to Tenant (except in the case of an emergency, in which case no notice shall be required), perform such obligations on Tenant's behalf and put the same in good order, condition and repair, and the cost thereof together with interest thereon at the maximum rate of five percent (5%) shall become due and payable to Landlord which shall be payable within sixty (60) days of notice of completion of said performance.

**8.7 No Landlord Obligations.** Except as otherwise set forth herein, it is intended by the Parties that Landlord shall have no obligation, in any manner whatsoever, to repair and maintain the Premises nor to repair or replace any Tenant Improvements located thereon nor the equipment therein, all of which obligations are intended to be that of the Tenant. Tenant expressly waives the benefit of any statute now or hereinafter in effect which would otherwise afford Tenant the right to make repairs at Landlord's expense or to terminate this Lease because of Landlord's failure to keep the premises in good order, condition and repair.

**8.8 Future Tenant Improvements.** The Parties acknowledge that as of the time of the making of this Lease, Tenant plans to undertake the Tenant Improvements to the Premises, which are authorized pursuant to this Lease and do not require further approval from Landlord. The Parties further acknowledge that during the Term, Tenant may wish to make *additional* improvements. Any such additional improvements to the Premises shall be subject to the following provisions:

- a. Tenant may not construct or cause to be constructed any alterations, additions or improvements on the Premises without Landlord's advance written consent. Landlord shall not unreasonably withhold, condition or delay such consent, but the Parties acknowledge that any improvements must comply with applicable laws and regulations and be consistent with the Landlord's standards and potential future use of the Premises as a public school site. If Tenant wishes to make improvements, it shall provide plans of sufficient detail to satisfy the Landlord as to the nature and quality of the work. All alterations shall comply with all applicable local regulations and, where applicable, be approved by the Division of State Architect. Landlord may (in its sole discretion) agree in writing to allow non-DSA compliant changes to be made on such terms as Landlord may require.
- b. Except to the extent such improvements are necessitated by the acts or omissions of Landlord or any patent or latent defects in the building comprising the Premises, Tenant hereby waives any prior, present, or future claim for reimbursement from Landlord for any improvements to the Premises. Tenant shall not be entitled to any such reimbursement unless expressly agreed by Landlord in writing.

**8.9 Signage.** Signage shall be permitted on the exterior surface of the Premises, on Landlord's property adjacent to Pope Street, and in the parking lot that serves the premises to advertise Tenant's use of the Premises and to provide direction and information to the public regarding the location and use of the Premises by Tenant and its departments. Such signage shall be subject to Landlord's prior written approval, which shall not be unreasonably withheld, conditioned or delayed. Tenant shall be solely responsible for obtaining all necessary approvals (including any necessary governmental approvals) for signage, and shall pay all costs related to the design, installation, maintenance and repair of such signage. Tenant shall be responsible for removal of all such signage at the termination of this Lease.

## **Article 9. Hazardous Materials**

**9.1 Hazardous Materials.** Landlord and Tenant agree as follows with respect to the existence or use of Hazardous Materials on the Premises. As used herein, the term "Hazardous Materials" means any hazardous or toxic substance, material or waste which is or becomes regulated by any local governmental authority, the State of California or the United States Government. The term "hazardous Materials" includes, without limitation, petroleum products, asbestos, PCBs and any material or substance which is: (i) listed or defined by hazardous or extremely hazardous pursuant to Title 22 of the California Code of Regulations, Division 4.5; (ii) defined as a "hazardous waste" pursuant to the Federal Resource Conservation and Recovery

Act, 42 U.S.C. 6901 *et seq.*; or (iii) defined as a “hazardous substance” pursuant to the Comprehensive Environmental Response, Compensation and Liability Act, 42 U.S.C. 9601 *et seq.* As used herein, the term “Hazardous Materials Law” shall mean any statute, law, ordinance or regulation of any governmental body or agency (including the United States Environmental Protection Agency, the California Regional Water Quality Control Board and the California Department of Toxics Substances Control) which regulates the use, storage, release or disposal or any Hazardous Material.

## **9.2 Responsibility of Tenant.**

a. Tenant shall not cause or permit any Hazardous Material to be generated, brought onto, used, stored or disposed of in or about the Premises and Improvements by Tenant or its agents, employees, contractors, subtenants, assignees or invitees, except for limited quantities of standard janitorial and household supplies (which shall be used and stored in strict compliance with Environmental Laws).

b. Tenant shall comply with all Environmental Laws.

c. From and after the Effective Date, Tenant shall be solely responsible for all environmental matters affecting the Premises and any Tenant Improvements caused by Tenant’s use or activities on the Premises, including without limitation, the use of or entry onto the Premises by Tenant’s agents, employees, contractors, subtenants, assignees or invitees.

d. Tenant has been afforded the opportunity to enter the Premises for the purpose of conducting tests and engineering studies, to satisfy itself as to the condition of the Premises with respect to Hazardous Materials.

It shall be the duty of Tenant to insure that the Premises and Tenant Improvements are at all times in strict compliance with all Hazardous Materials Laws and that all activities conducted in or about the Premises and Tenant Improvements comply in every respect with all applicable Hazardous Materials Laws, including, but not limited to, all notification, record-keeping and maintenance requirements of such Laws.

## **9.3 To the best of the Landlord’s knowledge, without duty of investigation:**

a. There are no Hazardous Materials on, under or about the Premises or any adjacent real property, and the Premises is not in violation of any federal, state or local law, ordinance or regulation relating to industrial hygiene or to the environmental conditions on, under or about the Premises including, but not limited to, soil and groundwater condition. Landlord further represents and warrants that Landlord has no actual knowledge of nor, to Landlord's actual knowledge, no third party has used, generated, manufactured, stored or disposed of on, under or about the Premises or transported to or from the Premises any Hazardous Materials;

b. the Premises has not been used as a mine, a landfill, a dump, or other disposal facility, industrial or manufacturing facility, or a gasoline service station;

c. no underground storage tank is now located in the Premises or has previously been located therein;

d. no notice of any Environmental Regulation violation or any alleged violation thereof has been issued or given by any governmental entity or agency which in any way relates to Hazardous Substances;

e. no person, party or private or governmental agency or entity has given any notice of or asserted any claim, cause of action, penalty, cost or demand for payment compensation, whether or not involving any injury or threatened injury to human health, the environment or natural resources, resulting or allegedly resulting from any activity or event described above.

f. there are not now any actions, suits, proceedings or damage settlements relating in any way to Hazardous Substances, in upon, under over or from the Premises;

g. the Premises is not listed in the United States Environmental Protection Agency's National Priorities List of Hazardous Waste Sites or any other list of Hazardous Substance sites maintained by any federal, state or local governmental agency; and

i. the Premises is not subject to any lien or claim for lien or threat of a lien in favor of any governmental entity or agency as a result of any release or threatened release of any Hazardous Substance.

**9.4 Hazardous Materials Indemnification.** Tenant shall indemnify, defend and hold harmless Landlord from and against all liabilities, claims, including, without limitation, claims made by or related to any third party disposing of hazardous materials on the Premises, costs and expenses (including, without limitation, any fines, penalties, administrative and judicial proceedings and orders, litigation costs, attorneys' fees, response costs, remedial actions and consulting, engineering and construction costs) caused by Tenant's breach of the provisions of Article 9 of this Lease or as a result of the disposal, storage, transportation, generation, release or threatened release of any Hazardous Materials by Tenant, its agents, employees, contractors, subtenants, assignees or invitees, provided, however, that such indemnification, defense and hold harmless shall not apply to any liabilities, claims, costs and expenses due to the gross negligence or willful misconduct of Landlord or the presence of any Hazardous Materials on or about the Premises prior to the commencement of this Lease.

**9.5 Tenant Action.** If the presence of Hazardous Materials on the Premises and any Tenant Improvements due to Tenant's or Tenant's agents, employees, contractors, subtenants, assignees or invitees' disposal, storage, transportation, generation, release or threatened release thereof results in contamination or deterioration of water or soil resulting in a level of contamination greater than the levels established as acceptable by any governmental agency having jurisdiction over such contamination, then Tenant shall, at its sole cost and expense, promptly take any and all action necessary to investigate and remediate such contamination if

required by law or as a condition to the issuance or continuing effectiveness of any governmental approval which relates to the use of the Premises and Improvements or any part thereof.

**9.6 Notice.** Landlord and Tenant shall each give written notice to the other as soon as reasonably practicable of: (i) any communication received from any governmental authority concerning Hazardous Materials which relates to the Premises and Improvements; and (ii) any contamination of the Premises and Improvements by Hazardous Materials which requires a response, including, without limitation, investigation, removal or remediation under Hazardous Materials Law. Landlord shall provide Tenant any of the items described in this Section that have been received by Landlord or which Landlord knows to exist prior to the date of execution of this Lease.

**9.7 Testing.** The use of invasive testing methods by Landlord, resulting from Landlord's Right to Inspect for the presence of Hazardous Materials, shall be scheduled and otherwise conducted by Landlord to reasonably accommodate Tenant's use of the Premises and the Improvements.

**9.8 Survival.** The obligations of Tenant under this Section shall survive the expiration or earlier termination of this Lease. The rights and obligations of Landlord and Tenant with respect to issues relating to Hazardous Materials are exclusively established by this Section. In the event of any inconsistency between any part of this Lease and this Section, the terms of this Section shall control.

## **Article 10. Liens**

**10.1 Notice of Nonresponsibility.** Landlord shall record, or, at Landlord's request, Tenant shall record on Landlord's behalf, all appropriate notices of nonresponsibility in connection with a "work of improvement," (as defined in California's Mechanic's Lien Law commencing with Civil Code section 8400) to be undertaken by Tenant. Tenant shall provide Landlord with at least ten (10) calendar days' advance written notice of the proposed commencement of any work of improvement costing in excess of ten thousand dollars (\$10,000) on the Premises and/or the initial delivery to Premises of material for work costing in excess of ten thousand dollars (\$10,000), so that Landlord may record or require Tenant to record on its behalf the required notices of nonresponsibility.

**10.2 Landlord Free from Liability.** Landlord shall not be liable for any labor or materials furnished or to be furnished to Tenant, and no mechanic's lien or other lien shall attach to or affect the Landlord's Estate as a result of Tenant's construction of a work of improvement. Nothing in this Lease shall be deemed or construed in any way as constituting the request of or by Landlord to any contractor, subcontractor, laborer, supplier or materialman for the performance of any work as giving Tenant any right, power or authority to contract for or permit, as to Landlord's Estate, the rendering of any services or the furnishing of any materials for any work of improvement on the Premises which would subject Landlord's Estate to a lien. Tenant shall pay or cause to be paid the total cost and expense of all works of improvement, as that phrase is defined in the mechanics' lien law for the State of California in effect when the work commences, undertaken at the direction of Tenant and in any way associated with the



construction of the Improvements. No such payment for any work of improvement shall be construed as a payment of Rent or as a payment in lieu of Rent under this Lease.

**10.3 Mechanic's Liens.** Tenant shall not suffer or permit to be enforced against the Premises, the Tenant Improvements, or any portion thereof, any mechanics', materialmen's contractors' or subcontractors' lien or liens arising from any work of improvement by or at the direction of Tenant, however it or they may arise. Tenant may, however, in good faith and at Tenant's sole cost and expense, contest the validity of any such asserted lien, claim or demand provided that Tenant has furnished Landlord with the bond required under California's Mechanic's Lien Law or any comparable statute hereafter enacted for providing a bond freeing the Landlord's Estate from the effect of such a lien, claim or demand. In the event no such statute should exist, Tenant shall supply Landlord in any amount of no less than one hundred fifty percent (150%) of any lien, claim or demand. Tenant shall indemnify, protect, defend and hold Landlord and Landlord's successors and assigns, the Premises and the Tenant Improvements free and harmless from and against all claims arising out of any mechanics' liens for works of improvement performed on the Premises by or at the direction of Tenant or its affiliates, together with reasonable attorneys' and experts' fees and all costs and expenses reasonably incurred in defending or otherwise protecting against such claims.

**10.4 Landlord's Right to Discharge Lien.** If Tenant does not cause to be recorded a bond under California's Mechanic's Lien Law (or any comparable statute hereafter enacted for providing a bond or other security freeing the Landlord's Estate from the effect of such a lien, claim or demand) and a final judgment has been rendered by a court of competent jurisdiction for the foreclosure of a mechanic's, materialmen's, contractors' or subcontractors' lien, claim or demand, and if Tenant fails to stay the execution of the judgment by lawful means or to pay the judgment, Landlord shall have the right, but not the duty, to pay or otherwise discharge, stay or prevent the execution of any such judgment or lien or both. Upon demand therefore by Landlord, Tenant shall reimburse Landlord for all sums paid by Landlord under this Section, together with all Landlord's reasonable attorneys' fees and costs, plus interest on those sums, fees and costs.

**10.5 Applicability of Article 10.** No reference to the Mechanic's Lien Law made in this Lease shall be construed to be an agreement or an acknowledgment that such law applies to improvements constructed pursuant to this Lease, or that such improvements are, or are not, public works.

**10.6 Stop Notices.** Without limiting any other obligation herein, Tenant shall defend, indemnify and hold harmless Landlord in any action relating to any stop notice relating to any work performed by Tenant on the Premises.

## **Article 11. Insurance**

### **11.1 Tenant Insurance.**

- a. Commercial General and Automobile Liability:

(1) Tenant agrees to obtain and maintain at all times during the term of this Lease, Commercial General and Automotive Liability Insurance protecting Tenant in the amounts set forth below, including bodily injury and property damage, as a combined single limit or equivalent. Coverage shall be in accordance with the limits specified and the provisions indicated herein. Claims-made policies are not acceptable. When an umbrella or excess coverage is in effect, it must follow the form of the underlying coverage. Such insurance shall not be cancelled or materially altered to reduce coverage without giving Landlord advance written notice of such cancellation or change, and it shall be the responsibility of Tenant to notify Landlord of such change or cancellation.

(a) Upon execution of the Lease, Tenant shall obtain and maintain Commercial General Liability Insurance in the amount of Five Million Dollars (\$5,000,000) per occurrence and Automobile Liability Insurance in the amount of One Million Dollars (\$1,000,000) per occurrence. Such insurance shall name Landlord, as defined above, as an additional insured and specify that such insurance shall be primary.

(b) Upon commencement of Tenant Improvements (and any subsequent project on the Premises), Tenant shall require the contractor and any subcontractors obtain and maintain Commercial General and Automobile Liability Insurance.

b. Tenant's Property, Fixtures and Equipment Insurance: Tenant shall obtain and maintain insurance on the Tenant Improvements, its own contents and betterments and its personal property contained within or on the Premises under a standard "all risk" policy.

c. Workers' Compensation Insurance: Tenant shall, during the term of this Lease and at no expense to Landlord, maintain workers' compensation insurance as required by law.

d. Certificates of Insurance and Endorsements: Upon written request by Landlord, Tenant shall provide the required Certificate of Insurance with endorsements.

e. REMIF Self Insurance Fund. The parties acknowledge and agree that the requirements of this Section 11.1 may be satisfied by Tenant's self-insurance through the Redwood Empire Municipal Insurance Fund ("REMIF"). satisfies.

**11.2 Landlord Insurance on Premises.** During the Term, Landlord shall maintain policies of insurance covering loss of or damage to the Premises for the full replacement value thereof. Such policy shall provide protection against all perils included within the classification of fire, extended coverage, vandalism, malicious mischief, special extended perils (all risk), sprinkler leakage and any other perils which Landlord deems reasonably necessary. Landlord shall have the right to obtain flood and earthquake insurance. Landlord shall not be required to obtain insurance for Tenant's fixtures or equipment installed by Tenant on the Premises. Tenant shall not do or permit anything to be done which invalidates any such insurance policies.

## **Article 12. Damage and Destruction**

**12.1 Damage or Destruction to Premises or Property.** If the Premises or the Property are totally or partially damaged or destroyed, rendering the Premises totally or partially inaccessible or unusable and insurance proceeds paid to Landlord are sufficient to cover the full cost to repair, replace and restore the same, Landlord shall promptly repair, replace or restore the Premises or the Property to substantially the same condition as they were in immediately before such damage or destruction. Such damage or destruction shall not terminate this Lease. However, if the Premises or the Building do not appear to be capable of being repaired, replaced or restored within six (6) months after the issuance of building permits or, if required, approval by the Division of the State Architect, for the repair, replacement and restoration work (or if building permits are not required therefor, then within six (6) months after the date of damage or destruction), as determined by Landlord in the exercise of its reasonable judgment within sixty (60) days following such damage or destruction, then Landlord or Tenant may terminate this Lease by written notice thereof to the other party. If this Lease is so terminated in either of the above circumstances, then all insurance proceeds relating to the Premises or the Property and any other property of Landlord shall be paid to Landlord, and neither party shall be liable to the other except with respect to accrued but unpaid obligations, and except for those obligations that expressly survive the expiration or earlier termination of this Lease. During any period that the Premises are totally or partially inaccessible or unusable because of damage or destruction to the Premises and/or Building as described in the first sentence of this Section 12.1, there shall be equitable abatement of Rent for such period. Nothing contained in this Section 12.1 shall obligate Landlord to repair or restore any of the Tenant Improvements, or Tenant's furniture, fixtures, equipment, materials, supplies, inventory or other personal property of Tenant located at or used in connection with the Premises.

## **Article 13. Assignments and Subleases**

**13.1 Assignment.** Tenant shall not assign or sublease any interest in the Lease without the prior written consent of Landlord.

## **Article 14. Right to Inspect**

**14.1 Landlord and its authorized agents and representatives** shall have the right throughout the Term of this Lease to enter the Premises at all reasonable times during usual business hours and upon reasonable notice, provided however, that Tenant shall have the right to accompany Landlord and its authorized agents and representatives when they are on the Premises, and the Tenant may limit access to areas occupied by the City Police Department if deemed necessary by Tenant, in its sole discretion, to ensure public safety and to ensure the Police Department can adequately and safely carry out its duties and responsibilities.

## **Article 15. Default, Cure and Termination**

**15.1 Events of Default.** Each of the following shall constitute a default by Tenant and a breach of this Lease (Sometimes referred to herein as "Event of Default"):

- a. Failure of Tenant to pay, when due, Rent, taxes, assessments or any other monetary obligations of Tenant under this Lease;
- b. Failure of Tenant to procure and maintain insurance as required by this Lease;
- c. Failure of the Tenant to perform or observe, as and when required by the terms of this Lease, any nonmonetary obligation, or covenant (express or implied) of Tenant hereunder, including, but not limited to maintaining the Premises;
- d. Tenant's abandonment of the Premises or any part thereof or of Tenant's estate hereunder without payment of Rent;
- e. The subjection of any part of Tenant's interest in this Lease or the Premises to a writ of attachment, execution or other levy, or to seizure under legal process, if not released or bonded in any amount determined in writing by the Landlord within sixty (60) days after entry or levy;
- f. An assignment by Tenant for the benefit of creditors or the filing of a voluntary or involuntary petition by or against Tenant under any law for the purpose of adjudicating Tenant as bankrupt; or for extending time for payment, adjustment, or satisfaction of Tenant's liabilities; or for reorganization, dissolution, or arrangement on account of or to prevent bankruptcy or insolvency; unless the assignment or proceeding, and all consequent orders, adjudications, custodies and supervisions are dismissed, vacated or otherwise permanently stayed or terminated within sixty (60) days after the assignment, filing or other initial event;
- g. The appointment of a receiver to take possession of the Premises or of Tenant's interest in the leasehold estate or of Tenant's operations on the Premises for any reason, including, but not limited to, an assignment for benefit of creditors or voluntary or involuntary bankruptcy proceedings, but not including receivership (i) pursuant to any Tenant Mortgage permitted by provisions of this Lease, or (ii) instituted by Landlord, the Event of Default being not the appointment of a receiver at Landlord's instance, but the event justifying the receivership, if any.
- h. Tenant's use of the Premises for purposes other than general municipal purposes without the prior written consent of Landlord.

**15.2 Right to Cure.** Landlord shall, before exercising any remedy for an Event of Default, give written notice of such default to Tenant. Tenant shall have thirty (30) days after such notice is given to cure any monetary default (subject to late charges and interest during such default) and sixty (60) days to cure any nonmonetary default except to the extent the default cannot reasonably be cured within said period and, in the opinion of Landlord, the default does not pose a threat of imminent danger of safety to persons or damage to property or a threat to insurance coverage. Landlord shall refrain from pursuing its remedies resulting from a

nonmonetary default if Tenant, within said sixty (60) day period, commences to cure the default and thereafter in good faith diligently pursues the completion of such cure.

**15.3 Nothing in the foregoing sections** shall be construed to mitigate or delay the accrual of any interest, penalties or other damages applicable to any default as otherwise provided in this Lease.

**15.4 Notice of Termination.** Landlord may terminate this Lease following an Event of Default as specified in Section 15.1 above by giving Tenant written notice of termination, in which event this Lease shall terminate on the date set forth for termination in such notice. Any termination under this Section shall not relieve Tenant from its obligation to pay sums then due Landlord or from any claim against Tenant for damages or Rent previously accrued or then accruing. In no event shall any one or more of the following actions by Landlord, in the absence of a specific written election by Landlord to terminate this Lease, constitute a termination of this Lease: (i) appointment of a receiver or keeper in order to protect Landlord's interest hereunder; (ii) consent to any subletting of the Premises or assignment of this Lease by Tenant, whether pursuant to the provisions hereof or otherwise; or (iii) any other action by Landlord or Landlord's agent intended to mitigate the adverse effects of any breach of this Lease by Tenant, including, without limitation, any action taken to maintain and preserve the Premises or any action taken to re-let the Premises or any portions thereof to the extent such actions do not affect a termination of Tenant's right to possession of the Premises.

**15.5 In the Event Tenant breaches this Lease** and abandons the Premises, this Lease shall not terminate unless Landlord gives Tenant written notice of its election to so terminate this Lease. No act by or on behalf of Landlord intended to mitigate the adverse effect of such breach, including those described in this Section, shall constitute a termination of Tenant's right to possession unless Landlord gives Tenant written notice of termination. Should Landlord not terminate this Lease by giving Tenant written notice, Landlord may enforce all its rights and remedies under this Lease.

**15.6 In the Event Landlord terminates this Lease**, as the result of a default, Landlord shall be entitled, at Landlord's election, to damages in an amount as set forth in California Civil Code Section 1951.2 as in effect on the Effective Date. For purposes of computing damages pursuant to California Civil Code Section 1951.2, an interest rate of five percent (5%) per annum, simple interest, shall be used where permitted.

**15.7 Nothing in this Section shall limit Landlord's right to indemnification** from Tenant as provided in this Section or elsewhere in this Lease.

**15.8 For purposes of this Lease**, one party's consent to or approval of any act by the other party requiring the first party's consent or approval shall not be deemed to waive or render unnecessary the first party's consent to or approval of any subsequent similar act by the other party. The receipt by Landlord of any Rent or payment with or without knowledge of the breach of any provision hereof shall not be deemed a waiver of any such breach unless such waiver is in writing and signed by Landlord. No delay or omission in the exercise of any right or remedy accruing to either party upon any breach by the other party under this Lease shall impair such

right or remedy or be construed as a waiver of any such breach theretofore or thereafter occurring. The waiver by either party of any breach of any provision of this Lease shall not be deemed to be a waiver of any subsequent breach of the same or of any other provisions herein contained.

**15.9 At any time that an Event of Default** has occurred and remains uncured and is not an incurable default, it shall not be unreasonable for Landlord to deny or withhold any consent or approval requested of it by Tenant which Landlord would otherwise be obligated to give under any other provision of this Lease.

**15.10 Early Termination by Tenant.** Notwithstanding the foregoing, the parties agree that at any time after the end of the third full Year of the Lease Term, the Tenant may, at its sole discretion, terminate this Lease in the event that the Tenant secures alternative space for use as Tenant's City Hall and for related municipal purposes. In the event of termination under this Section 15.10, Tenant shall provide Landlord with not less than ninety (90) days written notice of such termination.

#### **Article 16. Notices, Demands and Communications Between the Parties**

Formal notices, demands, acceptances, approvals and communications between or among Landlord and Tenant shall be sufficiently given if, and shall not be deemed given unless, personally delivered or dispatched by registered or certified mail, or reputable overnight delivery service with a receipt showing date of delivery, to the principal offices of Landlord and Tenant as follows:

**Landlord:** Napa Valley Community College District  
Attention: Robert W. Parker  
2277 Napa-Vallejo Highway  
Napa, CA 94558  
Phone: (707) 256-7175

With a copy to: School and College Legal Services  
5350 Skylane Blvd.  
Santa Rosa, CA 95403  
Attn: Erin Stagg  
Email: [estagg@scsclscal.org](mailto:estagg@scsclscal.org)  
Phone: (707) 524-2690

**Tenant:** City of St. Helena  
1572 Railroad Ave.  
St. Helena, CA 94574  
Attention: City Manager

With a copy to: Best Best & Krieger, LLP  
500 Capitol Mall, Suite 1700

Sacramento, CA 95814  
 Attn: Ethan Walsh  
 Email: [Ethan.Walsh@bbklaw.com](mailto:Ethan.Walsh@bbklaw.com)  
 Phone: (916) 325-4000

Such written notices, demands and communications may be sent in the same manner to such other addresses as the affected party may from time to time designate by mail as provided in this Section. Delivery shall be deemed to have occurred at the time indicated on the receipt for delivery or refusal of delivery.

#### **Article 17. Surrender of Premises**

**17.1 Ownership of Improvements.** Unless otherwise agreed in writing, the determination as to what Tenant Improvements constitute personal property and which improvements constitute fixtures (and deemed part of the Landlord's property) shall be determined in accordance with the California Civil Code. Tenant is strongly encouraged to meet and confer with Landlord to make this written determination prior to commencing any project.

**17.2 Furniture and Trade Fixtures.** Upon termination of this Lease, any furniture, furnishings, trade fixtures or business equipment may be removed by Tenant; provided however, that Tenant shall, with due diligence cause any part of the Premises damaged by such removal to be promptly repaired.

**17.3 Survival.** The provisions of this Section shall survive the expiration or earlier termination of this Lease.

#### **Article 18. Sale of Landlord's Interest**

**18.1 Right to Sell or Encumber.** Landlord shall have the right at any time and from time to time during the Term hereof, to encumber, sell or assign to any person or entity all or any portion of its fee interests in the Premises, subject, however, to Tenant's estate and the provisions of this Section.

**18.2 Payment of Landlord's Costs.** Under various provisions of this Lease or otherwise, the Parties shall or may request that the other Party execute, approve or join in the application for various governmental approvals or other actions pertaining to the Premises, grant easement, protest or join in the protest of taxes, Assessments or the application of any law, rule or regulation respecting the Premises, or review or approve any other matter pertaining to the use and enjoyment, financing, construction, subletting, assignment or other aspect in Tenant's interest in the Premises and this Lease. The Parties agree to respond to each such request in a timely manner. Unless otherwise expressly agreed to in writing and approved by the respective governing bodies, the Parties shall each bear their own costs in connection with any of the foregoing matters.

**18.3 Acquisition By Eminent Domain.** Under any circumstance where the Premises occupied by Tenant under this Lease is acquired by any agency through the exercise of eminent



domain or other legislative authority, the property shall be valued for purposes of the eminent domain proceedings as unencumbered by this Lease and further, valuation shall be based on the Premises designation at the time of acquisition. The preceding sentence shall only apply as between the Parties to this Lease and in no way shall impact the valuation for purposes of the eminent domain action.

#### **Article 19. Miscellaneous Provisions**

**19.1 Local, State and Federal Laws.** Tenant shall comply with all applicable Federal and State laws, including all applicable labor standards for public works.

**19.2 Nondiscrimination During Construction.** Tenant, for itself and its successors and assigns, agrees that in the work for the Tenant Improvements, Tenant will comply and will require the contractor and subcontractors comply with all Federal, State and local Nondiscrimination laws.

#### **19.3 Nonliability of Officials, Employees and Agents.**

**19.3.1 Landlord.** No member, official, employee or agent of Landlord shall be personally liable to Tenant, or any successor-in-interest, in the event of any default or breach by Landlord or for any amount which may become due to Tenant or on any obligation under the terms of this Lease.

**19.3.2 Tenant.** No officer, official, employee, or agent of Tenant shall be personally liable to Landlord or any successor-in-interest, in the event of any default or breach by Landlord or for any amount which may become due to Tenant or on any obligation under the terms of this Lease.

**19.4 Enforced Delay.** In addition to specific provisions of this Lease, performance by either party shall not be deemed to be in default where delays or defaults are due to war, insurrection, strikes, lockouts, riots, floods, earthquakes, fires, pandemic, quarantine restrictions, freight embargoes, lack of transportation, court order or any other similar causes beyond the control or without the fault of the party claiming extension of time in which to perform. An extension of time for any such cause shall be deemed granted if notice by the party claiming such extension is sent to the other within ten (10) days from the commencement of the cause and such extension of time is not rejected in writing by the other party within ten (10) days of receipt of the notice.

**19.5 Title of Parts and Sections.** Any titles of Sections or Subsections of this Lease are inserted for convenience of reference only and shall be disregarded in interpreting any part of its provisions.

**19.6 Severability.** If any term, provision, covenant or condition of this Lease is held in a final disposition by a court of competent jurisdiction to be invalid, void or unenforceable, the remaining provisions shall continue in full force and effect unless the rights and obligations of

the Parties have been materially altered or abridged by such invalidations, voiding or unenforceability.

#### **19.7 Third-Party Lawsuits.**

**a.** In the event legal action is commenced by a third party or parties, the effect of which is to directly or indirectly challenge or compromise the enforceability, validity or legality of this Lease, and/or the power of the Landlord to enter into the foregoing or perform Landlord's obligations hereunder or thereunder, either Landlord or Tenant may (but shall have no obligation to) defend such action. Upon commencement of any such action, Landlord and Tenant shall meet in good faith and seek to establish a mutually acceptable method of defending such action and shall cooperate in good faith in defense of such action.

**b.** If any action is filed to contest the length of term of this Lease, the Landlord and Tenant will be deemed to have consented to entering into a Lease of such lesser term as a court of competent jurisdiction may find appropriate and that neither party to the Lease shall be liable to the other party or any third party for entering into this Lease or for damages related thereto by reason of the aforementioned judicial proceeding.

**19.8 Binding Upon Successors: Covenants to Run With the Land.** This Lease shall be binding upon and inure to the benefits of the heirs, administrators, executors, successors-in-interest and assigns of each of the Parties. Any reference in this Lease to a specifically named party shall be deemed to apply to any heir, administrator executor, successor-in-interest or assign of such party who has acquired an interest in compliance with the terms of this Lease or under the law. The terms of this Lease shall run with the land and shall bind all successors-in-title to the Premises until the termination of this Lease. Every contract, deed, or other instrument hereafter executed covering or conveying the Premises or any portion thereof shall be held conclusively to have been executed, delivered and accepted subject to such covenants and restrictions for the term of this Lease, regardless of whether such covenants or restrictions are set forth in such contract, deed, or other instrument, unless Landlord or Tenant, as may be applicable, expressly releases the Premises or the applicable portion of the Premises from the requirements of this Lease.

**19.9 Parties Not Co-Ventures.** Except to the extent that there is a mutual interest between the Parties in the development of the Premises for a use stated herein for the benefit of the community, nothing in this Lease is intended to or does establish the Parties as partners, co-ventures or principal and agent with one another in the discharge of financial obligations and payment of rent.

**19.10 Entire Understanding of the Parties.** This Lease and the Exhibit hereto constitute the entire understanding and agreement of the Parties with respect to the subject matter hereof, and there are no such agreements or representations between the Parties except as expressed herein.

**19.11 Counterparts.** This Lease may be executed in any number of counterparts, each of which when executed and delivered shall constitute a duplicate original, but all counterparts together shall constitute a single agreement.

**19.12 Amendments.** The Parties may amend this Lease, extend applicable time periods and/or waive any obligations only in writing signed by both Parties. Landlord and Tenant agree to mutually consider reasonable requests for amendments for this Lease which requests may be made by any of the Parties hereto, provided that such requests are consistent with this Lease and would not substantially alter the rights and obligations of the Parties hereunder.

**19.13 Reserved.**

**19.14 Indemnification.** The Parties agree to indemnify, defend and hold harmless the other Party, its officers, agents, and employees for any and all liabilities, claims, losses or expenses of any nature, including attorneys' fees and court costs, caused by, arising out of or in connection with, either directly or indirectly, the performance of this Lease. Provided, however, that such indemnification, defense and hold harmless shall not apply to any liabilities, claims, costs and expenses due to the sole negligence, gross negligence or willful misconduct of the Party to be indemnified.

**19.15 Institution of Legal Actions.** In addition to any other rights or remedies following notice and opportunity to cure, any party may institute legal action to cure, correct or remedy any default to recover damages for any default or to obtain any other remedy consistent with the purpose of this Lease. Such legal actions must be instituted in the Superior Court of Napa County, State of California.

**19.16 Applicable Law.** The laws of the State of California shall govern the interpretation and enforcement of this Lease.

**19.17 Service of Process.** In the event that any legal action is commenced by Tenant against Landlord, service of process on Landlord shall be made by personal service upon Landlord's President or in such other manner as may be provided by law. In the event that any legal action is commenced by Landlord against Tenant, service of process on Tenant shall be made by personal service upon Tenant's City Manager at Tenant's address or in such other manner as may be provided by law.

**19.18 Rights and Remedies as Cumulative.** Except as otherwise expressly stated in this Lease, the rights and remedies of the Parties are cumulative and the exercise by any party of one or more such rights or remedies shall not preclude the exercise by it at the same or different times of any other rights or remedies for the same breach or default or any other breach or default by the other party.

**19.19 Quiet Enjoyment.** Landlord covenants and agrees that Tenant, upon paying the Rent and all other charges herein provided for and observing and keeping all covenants, agreements and conditions of this Lease on its part to be observed and kept, shall quietly have and enjoy the Premises during the term of this Lease without hindrance or molestation by anyone

claiming by or through Landlord, subject, however, to the expectations, reservations and conditions of this Lease.

**19.20 Interpretation.** Landlord may agree to interpretations of Lease provisions, changes in reporting requirements and insurance requirements in a writing signed by the President and approved by the Board of Trustees.

**IN WITNESS WHEREOF, Landlord and Tenant** have executed this Lease through their respective officers or representatives duly authorized, as of the day and year first above written.

**“Landlord”**

**Napa Valley Community College District**

By: \_\_\_\_\_  
Its: \_\_\_\_\_

Dated: \_\_\_\_\_

**“Tenant”**

**City of St. Helena**

By: \_\_\_\_\_  
Its: \_\_\_\_\_

Dated: \_\_\_\_\_

**EXHIBIT A**

**Depiction of Premises**

**[to be inserted]**

**CITY OF ST. HELENA**

**RESOLUTION NO. 2021-\_\_**

RESOLUTION AUTHORIZING THE CITY MANAGER, OR  
DESIGNEE, TO EXECUTE A LEASE WITH NAPA VALLEY  
COMMUNITY COLLEGE DISTRICT (NVCCD) REGARDING  
USE OF A PORTION OF THE NAPA VALLEY COLLEGE ST.  
HELENA UPPER VALLEY CAMPUS FOR CITY HALL AND  
POLICE DEPARTMENT MUNICIPAL PURPOSES

**RECITALS**

- A. The Napa Valley Community College (NVC) St. Helena Upper Valley Campus (UVC) has served the St. Helena community for over 20 years with high quality community education, fee-based, and non-credit classes; and
- B. With the exception of COVID-19 related impacts on in-classroom training, NVC is continuing to offer all of its other classes, programs, and special events previously scheduled at the UVC; and
- C. On January 15, 2020, the City of St. Helena and NVC issued a joint statement announcing they had recently started exploring opportunities for the UVC to collaborate with community organizations that might make use of extra space on the campus, enhance value as a community resource, and contribute to the mission of the college; and
- D. A series of events, including the December 2019 smoke damage at City Hall, led the Council to prioritize entering into a discussion with NVC, initial conversations were subsequently discontinued; and
- E. On September 4, 2020, a second joint statement was issued noting that in conjunction with a recent NVC community forum, surveys, and college stakeholder discussions, representatives from the NVC Board of Trustees and designated members of the St. Helena City Council, and their respective administrators, held meeting to evaluate opportunities for strategic collaboration; and
- F. As a result of these discussions, representatives of both entities announced a commitment to further strengthen and expand their collaboration, and reached an agreement to negotiate a lease with the City for use of a portion of the property; and
- G. On January 14, 2021, at a regularly scheduled meeting of the Governing Board of Trustees of Napa Valley Community College District, the Board unanimously adopted a resolution authorizing the College Administration to enter into a lease with the City; and

- H. The action by the Board of Trustees permits the City to lease for municipal purposes, including general office use by City Departments and as private and public meeting space during the day and evenings, a portion of the real property commonly known as the Upper Valley Campus at 1088 College Avenue located in St. Helena in Napa County, California which is not needed for school classroom buildings; and
- I. As a result of continuing negotiations between NVC and City representatives, a five-year lease has been developed to provide the City with the opportunity to lease an unused portion of the NVC campus for City Hall and Police Department operations; and
- J. The lease anticipates a phase transition to the NVC campus with rent commencing for the City Hall portion of the building on the first day of the month 90 days after the possession date, and for the Police Department portion of the building rent commencing on the first day of the month 180 days after the possession date; and
- K. An extension of time is included in the event delays are experienced due to review of plans by the State Architect; and
- L. Transition of City Hall and Police operations to the NVC Upper Valley Campus will allow the City to consider options associated with parcels at the former City Hall site (1480 Main Street) and Interim City Hall site (1572 Railroad Avenue).

### RESOLUTION

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

- 1. Project is exempt from the requirements under Section 15061(b)(3) the "General Rule" in that it can be seen with certainty that there is no possibility that the activity in question may have a significant effect on the environment; and
- 2. Authorizing the City Manager, or designee, to execute a lease with Napa Valley Community College District regarding use of a portion of the Napa Valley College St. Helena Upper Valley Campus for City Hall and Police Department Municipal Purposes.

Approved at a Regular Meeting of the St. Helena City Council on May 25, 2021, by the following vote:

|                                |       |
|--------------------------------|-------|
| <b>Mayor Ellsworth:</b>        | _____ |
| <b>Vice Mayor Dohring:</b>     | _____ |
| <b>Councilmember Chouteau:</b> | _____ |
| <b>Councilmember Hall:</b>     | _____ |



**Councilmember Hardy:** \_\_\_\_\_

APPROVED:

ATTEST:

\_\_\_\_\_  
Geoff Ellsworth, Mayor

\_\_\_\_\_  
Cindy Tzaopoulos, City Clerk





Report to the City Council  
Regular City Council - 25 May 2021

**Agenda Section:** **NEW BUSINESS**

**Subject:** **2021 City of St. Helena Pavement Management Program Report**

**CEQA Determination:** **Not a CEQA project**

**Prepared By:** Edrees Argand, Assistant Engineer

**Reviewed By:** John Wanger, Interim City Engineer

**Approved By:** Mark T. Prestwich, City Manager

**BACKGROUND**

The City utilizes the StreetSaver Pavement Management Program (PMP) which is a computerized data management tool used in prioritizing pavement treatments. The PMP assists City staff in developing cost-effective and strategic recommendations on the maintenance program for City streets.

The condition of pavements is quantified through the use of a Pavement Condition Index (PCI) which ranges from 0 to 100. The numerical ranges for PCI's correspond to: Excellent 100-90, Very Good 89-70, Good 69-50, Poor 49-25, and Very Poor 24-0. The PCI is calculated based on a field survey, then adjusted each year for deterioration and any maintenance treatments that were performed. The PMP calculates a PCI for each City street segment and provides recommended treatment programs for various budget scenarios. The PMP utilizes a pro-active maintenance strategy where streets are maintained before there is major deterioration. Comparatively lower-cost investments that prevent a street from falling into major disrepair is a proven strategy in raising the pavement quality of City streets in the most cost-effective manner.

The City's PMP was recently updated by Harris & Associates. This work was performed as part of the Metropolitan Transportation Commission's (MTC) Pavement Management Technical Assistance Program, Round 21 (PTAP-21). Harris & Associates' pavement management update report (PMP Report) presents the funding needs and various budget

scenarios. Staff will use the recommendations from this pavement management update to identify and plan the most cost-effective strategies to preserve and improve the street network.

### **DISCUSSION**

The City's roadway network consists of approximately 26 centerline miles. This roadway network is made up of approximately one centerline mile of arterial streets, 11 centerline miles of collector streets, and 14 centerline miles of residential streets; with a current reconstruction value of over \$21 million.

Taken as a network, the citywide average Pavement Condition Index (PCI) is 50. MTC's State of Repair report states that approximately 75 percent of a pavement's serviceable life has been expended by the time its PCI rating falls to 60. The PMP Report shows that approximately 35% of the City's roadway network is in "Excellent" or "Very Good" condition, 20% is in "Good" or "Fair" condition, 15% is in "Poor" condition, and 30% is in "Very Poor" condition.

The PMP Report provides a budget needs analysis that shows an initial five-year investment of \$11M is needed to increase the average PCI to 80 as recommended by best management practices for pavement practices. It is cost-effective to keep pavement segments at or above 70 PCI because the cost to maintain a high PCI is less than to bring a low PCI to a high PCI.

The PMP Report by Harris & Associates analyzed five different scenarios:

1. No Funds (\$0)
2. Maintain PCI of 50 (\$550K)
3. 5 Point Increase in PCI (\$775K)
4. Expected Annual Budget (\$800K)
5. Budget Needs Average (\$2.2M)

The following table presents the results of budget needs and the four alternate scenarios.

| <b>Scenario</b>                  | <b>PCI (2025)</b> | <b>Five Year Funding</b> | <b>Deferred Maintenance</b> |
|----------------------------------|-------------------|--------------------------|-----------------------------|
| Existing                         | 50                | -                        | \$10.3M                     |
| No Funds (\$0)                   | 41                | \$0                      | \$12.6M                     |
| Maintain PCI of 50 (\$550K)      | 50                | \$2.75M                  | \$9.8M                      |
| 5 Point Increase in PCI (\$775K) | 55                | \$3.875M                 | \$8.7M                      |

|                                 |    |       |        |
|---------------------------------|----|-------|--------|
| Expected Annual Budget (\$800K) | 55 | \$4M  | \$8.6M |
| Budget Needs Average (\$2.2M)   | 80 | \$11M | \$1.3M |

The above table and the PMP Report illustrate that by deferring maintenance, the cost to repair the roadway network increases. Historical data further emphasizes this point, as it costs nearly 32 times as much to repair a road in “Poor or Very Poor” condition as it does to maintain a road that is in “Good” condition.

The financial reality is that the City does not have unlimited financial resources. However, the infusion of Countywide Measure T funds will help the City considerably reduce the backlog of deferred street maintenance. In addition, City staff will continue to utilize cost-effective strategies that maximize every dollar invested in street maintenance.

Based on the PMP Report and recommendations, the following strategies are recommended:

1. Receive and file this report.
2. Update the PMP database annually, including completed maintenance projects, new and changed streets, maintenance and rehabilitation decision trees and associated unit costs, and treatment strategies (new technologies).
3. Inspect the street network surveyed every 2 years for arterials/collectors and 5 years for residential streets. This requirement complies with State and Federal funding grants.
4. Update the PMP report every two years, as required by State and Federal funding.
5. Continue to look for new funding opportunities and funding sources.

#### **FISCAL IMPACT**

There is no fiscal impact associated with receiving and filing this report.

#### **RECOMMENDED ACTION**

Receive and file the report.

#### **ATTACHMENTS**

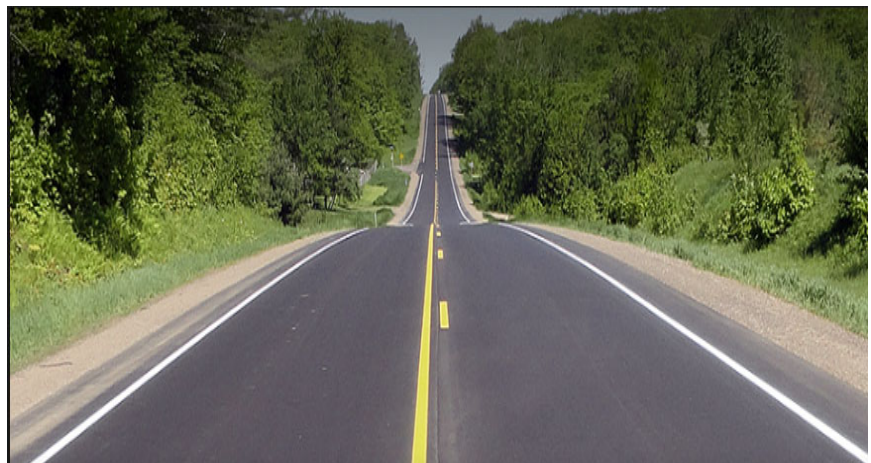
[PTAP-21 St Helena PMP Final Report](#)

[PTAP-21 - St. Helena Powerpoint](#)

# **PTAP-21 City of St Helena Final Report**

## **2020-21 Pavement Management Program Update**

**March 2, 2021**



Prepared by:



**Harris & Associates**<sub>SH</sub>

The preparation of this report has been financed in part by grants from the Federal Highway Administration, U.S. Department of Transportation. The contents of this report do not necessarily reflect the official views or policy of the U.S. Department of Transportation.

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**ACRONYMS & ABBREVIATIONS**

|              |                                         |
|--------------|-----------------------------------------|
| <b>AC:</b>   | Asphalt Concrete                        |
| <b>CIP:</b>  | Capital Improvement Plan                |
| <b>DBE:</b>  | Disadvantage Business Enterprise        |
| <b>DM:</b>   | Deferred Maintenance                    |
| <b>FC:</b>   | Functional Classification               |
| <b>GASB:</b> | Governmental Accounting Standards Board |
| <b>GIS:</b>  | Geographic Information System           |
| <b>MTC:</b>  | Metropolitan Transmission Commission    |
| <b>OL:</b>   | Overlay                                 |
| <b>PCC:</b>  | Portland Cement Concrete                |
| <b>PCI:</b>  | Pavement Condition Index                |
| <b>PM:</b>   | Preventative Maintenance                |
| <b>PMP:</b>  | Pavement Management Program             |
| <b>PTAP:</b> | Pavement Technical Assistance Program   |
| <b>ST:</b>   | Surface Type                            |

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## **EXECUTIVE SUMMARY**

In June of 2020, Harris & Associates updated the Pavement Management Program (PMP) for the City of St Helena under a contract with the Metropolitan Transportation Commission (MTC) of the San Francisco Bay Area for their Pavement Technical Assistance Program (PTAP), Round 21. For this update, a total of approximately 24 centerline miles of the City's 26 centerline miles were surveyed. Streets that had maintenance within the last two years were not surveyed as part of this update. Field distress surveys were performed by QES as part of a DBE requirement. The PMP provides a management tool to inventory street pavement, assess pavement condition, record historical maintenance, forecast budget needs, and view impacts of funding on citywide pavement condition over time.

The PMP is also a software-based tool for analyzing pavement conditions and recommending rehabilitation strategies based on funding levels. The software focuses on providing cost effective recommendations that enhance the overall system Pavement Condition Index (PCI)\*. In general, asphalt concrete pavement deteriorates over time by both traffic loading and weathering. The Metropolitan Transportation Commission (MTC) software recommends that 2% of the budget to be put towards preventive maintenance treatments† such as surface seals or crack seals. The remaining budget is allocated to more expensive asphalt concrete overlays and reconstructions. Preventive maintenance treatments are important because they can sustain a street's PCI at a high level at a relatively low cost. Preventive maintenance treatments can be applied to many streets (large pavement area) for a fraction of the cost to overlaying a single asphalt street (small pavement area).

The City currently uses MTC's Pavement Management System StreetSaver® online version. The City uses the software to help make cost-effective decisions related to the street network, maximizing the City's return on investment from available maintenance and rehabilitation funds; generating a prioritized plan and identifying specific areas in need of maintenance and rehabilitation.

For the City of St Helena, the following five annual budget scenarios were generated with 2% of the annual budget applied towards preventative maintenance.

1. No Funds (\$0)
2. Maintain PCI of 50 (\$550K)
3. Five Point Increase in PCI (\$775K)
4. Expected Annual Budget (\$800K)
5. Budget Needs Average (\$2.2M)

## **PURPOSE**

The Pavement Management Program assists the City by providing current distress survey data

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\* Calculated by an algorithm developed by the Army Corps of Engineers.

† Preventive maintenance is a schedule of planned maintenance actions aimed at the prevention of failure of streets. These actions are designed to detect, preclude, or mitigate degradation of a streets segment. The goal of a preventive maintenance approach is to minimize degradation and thus sustain or extend the useful life of the street.

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used to evaluate current pavement conditions. This helps to maintain an agency-defined desirable level of pavement performance while optimizing the expenditure of limited fiscal resources. A PMP system is also required to be eligible to apply and obtain federal funds.

Specifically, the program provides administrators and maintenance personnel with:

- A current inventory of all public roadways
- The current pavement condition for all public roadways
- A project list of all pavement segments in need of maintenance, rehabilitation, or replacement
- The most cost effective level of maintenance or repair appropriate at the time of the survey
- A forecast of budget needs for maintenance, rehabilitation, or replacement of deficient pavement sections for a selected time period, at various alternative overall condition levels

## **NETWORK DESCRIPTION**

The City of St Helena's pavement network is comprised of approximately 26 centerline miles and is divided into 223 pavement management segments. To assist in planning maintenance needs, the City's streets were grouped according to functional class. Table 1 (below) shows the City's pavement mileage and PCI by functional class.

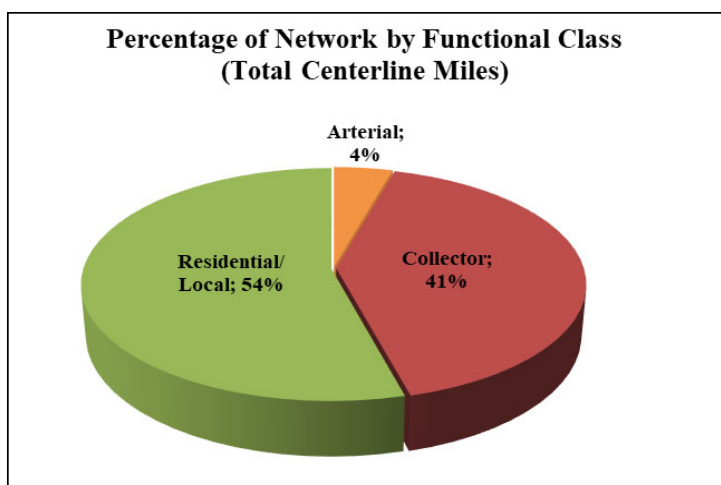
**Table 1**

| <b>Pavement Mileage by Functional Class</b> |                       |                                |                         |                                     |            |
|---------------------------------------------|-----------------------|--------------------------------|-------------------------|-------------------------------------|------------|
| <b>Classification</b>                       | <b>Total Sections</b> | <b>Total Center Line Miles</b> | <b>Total Lane Miles</b> | <b>Percentage of Street Network</b> | <b>PCI</b> |
| Arterial                                    | 11                    | 1.13                           | 2.25                    | 4%                                  | 71         |
| Collector                                   | 82                    | 10.80                          | 21.43                   | 41%                                 | 48         |
| Residential/Local                           | 130                   | 14.10                          | 27.59                   | 54%                                 | 50         |
| <b>Totals</b>                               | <b>223</b>            | <b>26.03</b>                   | <b>51.27</b>            | <b>100%</b>                         | <b>50</b>  |

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Figure 1 (below) displays the percentage of each functional class in the overall network

**Figure 1**



The City's pavement network has a current reconstruction value of over \$21 million. The current network reconstruction value (consisting of moderate base failure repair, removal of existing surface, and pavement overlay) by functional class is displayed in Table 2 (below):

**Table 2**

| Network Reconstruction Value |              |             |                           |                          |                                   |
|------------------------------|--------------|-------------|---------------------------|--------------------------|-----------------------------------|
| Functional Class             | Surface Type | Lane Miles  | Unit Cost/<br>Square Foot | Pavement Area<br>(in SF) | Cost to Replace<br>(in thousands) |
| Arterial                     | AC           | 0.2         | \$9.44                    | 10,500                   | \$99                              |
|                              | AC/AC        | 2.1         | \$9.44                    | 205,468                  | \$1,941                           |
| Collector                    | AC           | 1.7         | \$6.67                    | 130,065                  | \$867                             |
|                              | AC/AC        | 19.5        | \$6.67                    | 1,569,597                | \$10,464                          |
|                              | AC/PCC       | 0.3         | \$6.67                    | 21,350                   | \$142                             |
|                              | PCC          | 0.0         | \$6.67                    | 1,800                    | \$12                              |
| Residential/Local            | AC           | 5.1         | \$4.00                    | 419,745                  | \$1,679                           |
|                              | AC/AC        | 21.3        | \$4.00                    | 1,684,774                | \$6,739                           |
|                              | AC/PCC       | 1.1         | \$4.00                    | 96,616                   | \$386                             |
| <b>Grand Total</b>           |              | <b>50.2</b> |                           | <b>4,043,299</b>         | <b>\$21,943</b>                   |

Table 2 (above) provides network replacement costs sorted by Functional Class and Surface Type. For each combination of Functional Class and Surface Type, the number of Lane Miles, Unit Cost (sq.ft.), Pavement Area (sq.ft.), and the cost to replace (in thousands) is reported. The replacement cost is based on the Category V ("Very Poor") treatment cost provided in the Decision Tree for each functional class and surface type combination. Grand totals are provided at the bottom of applicable columns.

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It is important to consider the overall investment the City has in its pavements. The unit cost to repair a street segment in very poor condition (consisting of moderate base failure repair, removal of existing surface, and pavement overlay to reconstruction) is from \$9.44 per square foot or \$85.00 per square yard. The cost to reconstruct all streets (full replacement of the pavement, base, and structure of the Streets) is over \$21 million.

## EXISTING PAVEMENT CONDITION

The PCI is an overall measure of the condition of the street surface based on a scale of zero (0) (failed) to one hundred (100) (excellent). Table 3 (below) provides a brief description of the different distresses generally found in each PCI range.

**Table 3**

| PCI Breakdown Descriptions |           |                                                                                                                                                    |
|----------------------------|-----------|----------------------------------------------------------------------------------------------------------------------------------------------------|
| PCI Range                  | Condition | Description                                                                                                                                        |
| 90-100                     | Excellent | Little or no distress.                                                                                                                             |
| 70-89                      | Very Good | Little or no distress, with the exception of utility patches in good condition, or minor to moderate hairline cracks; typically lightly weathered. |
| 50-69                      | Good      | Light to moderate weathering, light load-related base failure, moderate linear cracking.                                                           |
| 25-49                      | Poor      | Moderate to severe weathering, moderate levels of base failure, moderate to heavy linear cracking.                                                 |
| 0-24                       | Very Poor | Extensive weathering, moderate to heavy base failure, failed patches, extensive network of moderate to heavy linear cracking.                      |

Upon completion of this survey, a Pavement Condition Index (PCI) was calculated for each PMP segment to reflect the overall pavement condition. A PCI of 0 would correspond to a badly deteriorated pavement with no remaining service life whereas a PCI of 100 would correspond to a pavement with no observed distresses. A summary of each segments representative PCI and remaining service life can be found in the Pavement Condition Index Report in Appendix I.

The Citywide average Pavement Condition Index (PCI) is 50. ‡PCI's for the City's pavement network were based on a visual distress rating system. The overall condition of City of St Helena's street network rests in the "Good" range. MTC's State of Repair report states that "Approximately 75 percent of a pavement's serviceable life has been expended by the time its PCI rating falls to 60." City of St Helena's average PCI condition by functional class can be found in Table 4 (below).

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‡Note: PCI weighted by area.

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**Table 4**

| <b>PCI By Functional Class</b> |            |
|--------------------------------|------------|
| <b>CLASSIFICATION</b>          | <b>PCI</b> |
| Arterial                       | 71         |
| Collector                      | 48         |
| Residential/Local              | 50         |
| <b>Overall Network</b>         | <b>50</b>  |

Figure 2 (below) shows the City’s total pavement mileage by condition category:

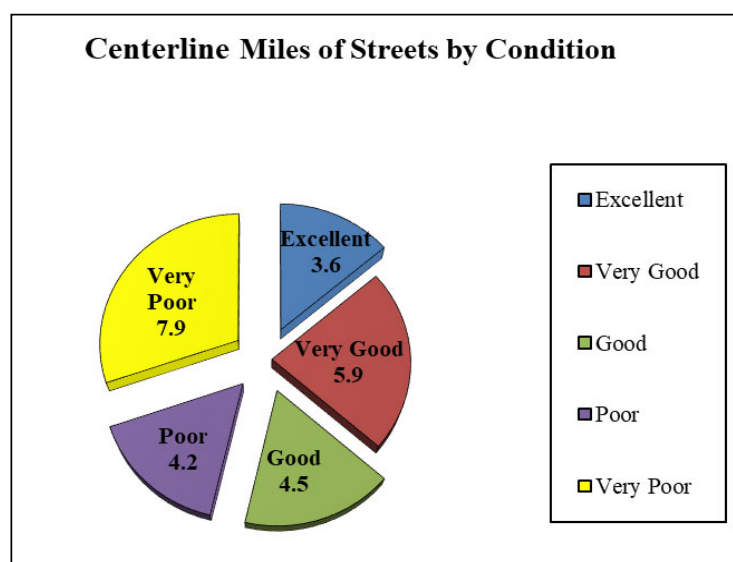
**Figure 2**

Table 5 (below) breaks down the percentage of the street network by functional class (by area) in each condition category. Approximately 35% of the City’s network is in the “Excellent” & “Very Good” condition category and approximately 20% is in the “Good/Fair” condition category. About 15% is in the “Poor” category and less than 30% of streets are in the “Very Poor” condition category.

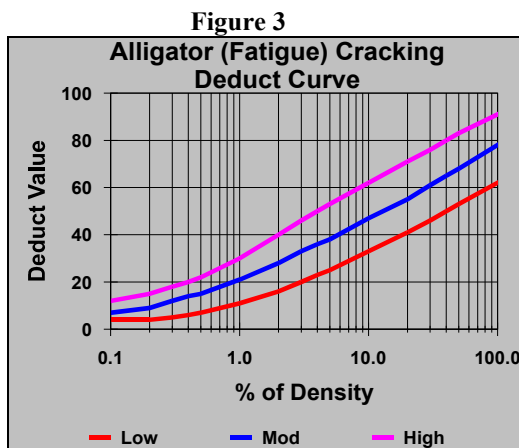
**Table 5**

| <b>Percentage of Network Area by Functional Class and Condition Category</b> |                  |                 |                  |                    |               |
|------------------------------------------------------------------------------|------------------|-----------------|------------------|--------------------|---------------|
| <b>Condition Class</b>                                                       | <b>PCI Range</b> | <b>Arterial</b> | <b>Collector</b> | <b>Residential</b> | <b>Total</b>  |
| <b>Excellent/Very Good (I)</b>                                               | 70-100           | 3.4%            | 11.4%            | 20.2%              | 35.0%         |
| <b>Good/Fair (II/III)</b>                                                    | 50-69            | 1.8%            | 10.9%            | 7.2%               | 19.9%         |
| <b>Poor (IV)</b>                                                             | 25-49            | 0.0%            | 5.8%             | 9.3%               | 15.1%         |
| <b>Very Poor/Failed (V)</b>                                                  | 0-24             | 0.0%            | 13.5%            | 16.5%              | 30.0%         |
| <b>Totals</b>                                                                |                  | <b>5.2%</b>     | <b>41.6%</b>     | <b>53.2%</b>       | <b>100.0%</b> |

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After the survey distress data was input into the program, a distress rating was calculated for each PMP segment. The distress rating was calculated using MTC's developed algorithms. The algorithms initially assign each pavement segment a score of 100 and then deducts point values based on the pavement distresses found within the segment weighted by the quantity of each distress. The algorithms assign deduct values based on the severity and the density of each distress. Figure 3 (below) is an example of the alligator cracking distress deduct curve:



The algorithms weigh the total deduct value within a segment and then calculate a total distress rating between 0 (failed) and 100 (excellent).

## PAVEMENT MANAGEMENT STRATEGY

A visual survey of approximately 24 centerline miles of the City's 26 centerline miles of streets was conducted to assess the existing surface condition of each individual pavement segment within the street network. Streets that received maintenance within the past two years were excluded from field distress surveys. Field distress surveys were performed by QES as part of a DBE requirement. Data, including distress types and quantities, segment length and width, etc. were collected/verified for all surveyed streets. Data was categorized by street name and "pavement" segment. PMP segment limits were identified by determining the logical maintenance practices that would be applied to each street and may vary from street to street, i.e. intersection to intersection, change in pavement width, drainage conditions, crown of the roadway, etc.

Once the PCI's have been calculated for all the PMP segments, budget analyses and workload predictions can commence. Predictions of future pavement performances were based on a pavement deterioration curve developed by MTC. As a pavement ages, the system predicts the PCI of the pavement based on the deterioration curves.

Studies have shown that the life cycle of a pavement falls in a particular pattern over time (See Figure 4 below). Please note that this figure is not to scale. A street's pavement begins its life in excellent condition and generally remains in excellent condition for a few years without the need of any maintenance. Over time, however, the condition of the street starts to worsen and the rate

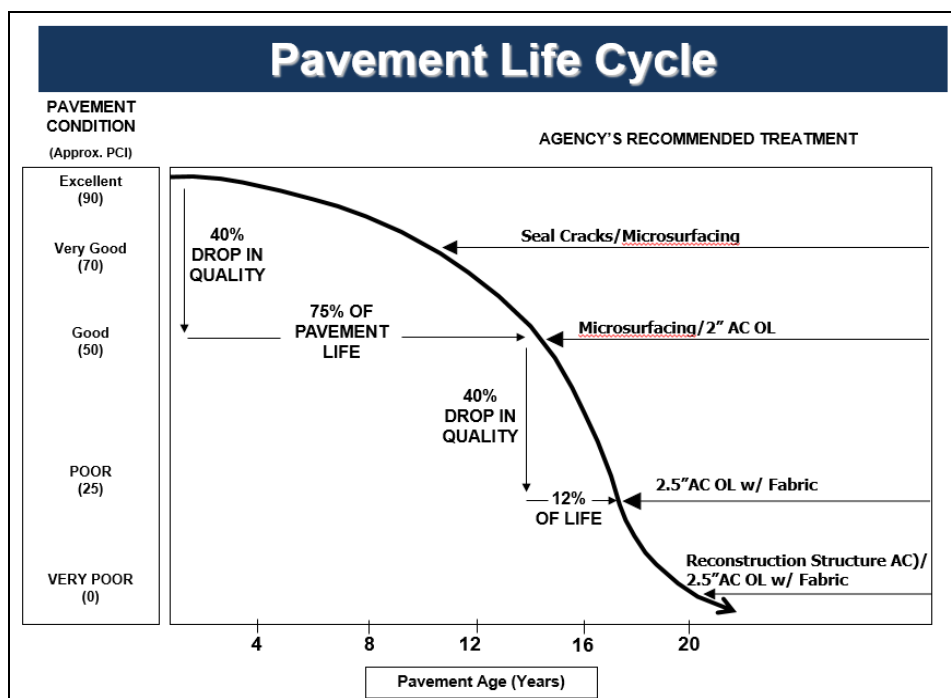


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at which its pavement condition deteriorates\* will increase dramatically as the street passes the midpoint of its life. As a result of this continued deterioration, the quantity and cost of the maintenance activities needed to rehabilitate the pavement will increase in both scope and costs. It is at this half way point that pavement repair options must be weighed.

**Figure 4**

**PAVEMENT MANAGEMENT – APPLYING A COST EFFECTIVE TREATMENT**



Questions must be asked such as: Will the investment related to a preventive maintenance treatment be offset by the opportunity cost of not doing such a repair? Is the pavement in such a state that it would be better to simply wait until the pavement completely deteriorates before making the repair? The answers (and, indeed, the questions themselves) depend upon the individual pavement segment. Figure 4 (above) illustrates the benefit of addressing pavement concerns before the pavement condition reaches a poor or failed state. Maintenance activities increase the PCI value as they are applied to the segment and thus extend the pavements life. By allowing \$40.00/SY to Overlay or \$85.00/SY to reconstruct structure. In other words, delays in repairs can result in very large cost increases. It is not simply "pay today or pay tomorrow" but rather a "pay today or pay more tomorrow" proposition. Overall pavement maintenance costs are greatly reduced by the timely application of crack seals and slurry/micro seals before the subgrade fails and requires a total pavement reconstruction.

\* A typical pavement section will deteriorate 40% in the first 75% of its lifespan. However, that same pavement section, if untreated, will experience another 40% reduction in overall quality in only the next 12% of lifespan, effectively deteriorating an equivalent amount in only one-sixth (1/6) of the time.

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Table 6 (below) describes the condition categories, their equivalent PCI range, and typical prescribed maintenance treatments:

**Table 6**

| <b>Agency's Maintenance Treatments By Condition Category</b> |                  |                                      |
|--------------------------------------------------------------|------------------|--------------------------------------|
| <b>Condition</b>                                             | <b>PCI Range</b> | <b>Typical Maintenance Treatment</b> |
| Excellent                                                    | 90-100           | Do Nothing.                          |
| Very Good                                                    | 70-89            | Seal Cracks/ Microsurfacing          |
| Good                                                         | 50-69            | Microsurfacing/ 2" AC Overlay        |
| Poor                                                         | 25-49            | 2.5" AC Overlay with Fabric          |
| Very Poor                                                    | 0-24             | Reconstruct Structure (AC)           |

Table 6 created by Harris & Associates based on feedback from the City.

The maintenance strategy described above was based on PCI scores and the corresponding condition category. Streets with PCI scores from 90-100 are considered to be in "Excellent" condition and require no treatment. Streets with score from 70 to 89 are considered "Very Good" and may require seal cracks or microsurfacing. Streets with scores from 50 to 69 are considered "Good," but may require a microsurfacing or 2" AC overlay. Streets with scores from 25 to 49 are considered "Poor" and require a 2.5" AC overlay with fabric. Streets with scores below 25 are "Very Poor" and are in need of a structure reconstruction. After this update, approximately 4 miles of the City's streets are in the "Excellent" condition category, approximately 8 miles are in the "Very Good" category, approximately 5 miles are in the "Good" condition category, approximately 4s mile are in the "Poor" condition category there are about 8 miles of streets in the "Very Poor" condition category.

## **BUDGET NEEDS**

Following the treatment strategy described in Table 6 (above) the MTC PMP software generated a Needs analysis. The Needs analysis projects the total budget needed to bring the City's pavement system to a condition where most pavement sections require only preventive maintenance (i.e., PCI = 70 or higher). It is cost effective to keep pavement segments at or above a 70 PCI because the cost to maintain a high PCI is less than to bring a low PCI to a high PCI. The Needs analysis treatment cost details can be found in Appendix II-A.

The Budget Needs Average is defined as the cumulative budget needs (approximately \$10.8M) divided by the number of years in the analysis period (5 years). For this update, the Budget Needs Average was \$2.2 million per year. After the Budget Needs was calculated, Budget Scenarios were ran to determine the funding levels required to maintain and/or improve the current PCI level and generate a list of street maintenance for the next five (5) years. The software analyzed each pavement management segment and assigned each with a specific maintenance treatment (including do nothing) in order to maximize the improvement of the entire pavement network. Maintenance treatments were allocated to as many PMP segments as the annual budget would allow. The budget scenarios tested were calculated utilizing a 2% fixed preventative-maintenance-split, 3% interest, and 3% inflation. Citywide maintenance needs (over the five-year analysis) were calculated to be approximately \$2.2M. The results of the budget needs analysis are summarized in Table 7 (below).

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Table 7

| Budget Needs Analysis |             |                                |                      |                      |
|-----------------------|-------------|--------------------------------|----------------------|----------------------|
| Year                  | PCI Treated | Preventative Maintenance (\$M) | Rehab (\$M)          | Total Needs (\$M)    |
| 2021                  | 90          | \$ 83,108                      | \$ 10,181,250        | \$ 10,264,358        |
| 2022                  | 86          | \$ 6,009                       | \$ 140,523           | \$ 146,532           |
| 2023                  | 85          | \$ 40,206                      | \$ 13,085            | \$ 53,291            |
| 2024                  | 83          | \$ 93,660                      | \$ 79,172            | \$ 172,832           |
| 2025                  | 82          | \$ 281                         | \$ 210,996           | \$ 211,277           |
| <b>Totals</b>         | <b>N/A</b>  | <b>\$ 223,264</b>              | <b>\$ 10,625,026</b> | <b>\$ 10,848,290</b> |

Preventative Maintenance (PM) is a schedule of planned maintenance actions aimed at preventing the failure of streets. These actions are designed to detect, preclude, or mitigate degradation of a street segment. The goal of preventative maintenance is to minimize degradation and thus sustain or extend the useful life of the street. To reach that level of preventive maintenance for the entire network within the next 5 years (2021-2025), the Budget Needs analysis determined a total need of approximately \$2.2 million per year. See Appendix II -A for the Needs - Projected PCI/Cost Summary.

The MTC PMP software recommended spending 2% of the budget toward preventive maintenance because it was the optimum level according to the specific conditions of the City's network. This meant that the program selected 3% of the annual budget towards crack seals and slurry seals while the remainder of the budget was spent towards overlays and reconstructions. These budgets do not account for stopgap maintenance repairs, such as emergency pothole repair.

## BUDGET ANALYSIS/SCENARIOS

After the MTC PMP software analyzed the pavement system according to the specified annual budgets over the 5 year analysis period, trends were evident in the PCI and deferred maintenance backlog (the amount of necessary reconstruction and overlays not performed each year due to budget constraints). An increase in deferred maintenance showed that necessary rehabilitation is currently not being performed. The total deferred maintenance in 2020 was approximately \$10.3 million.

*Deferred maintenance consists of pavement maintenance that is needed but cannot be performed due to lack of funding. Shrinking budgets have forced many agencies to defer much needed street maintenance. Deferring maintenance not only increases the frequency of resident complaints about the network condition, but also increases the costs to repair the streets. It is cost effective to keep the pavement above a certain PCI because the cost to maintain a high PCI is less than the cost to bring a street segment with a low PCI to a high PCI.*

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For this update, the following five annual budget scenarios were generated:

1. No Funds (\$0)
2. Maintain PCI of 50 (\$550K)
3. Five Point Increase in PCI (\$775K)
4. Expected Annual Budget (\$800K)
5. Budget Needs Average (\$2.2M)

The following terms are defined for each of the budget scenarios:

**“Year”** – Year of the program

**“Budget”** – The projected budget for the given year

**“Work Program”** – The amount of money programmed to be expended, not to exceed the budget, based on the pavement maintenance needs as prioritized.

**“Deferred”** or **“Deferred Maintenance”** – The amount of money project for pavement maintenance that cannot be performed due to the lack of funding. The total pavement maintenance needs less the work program.

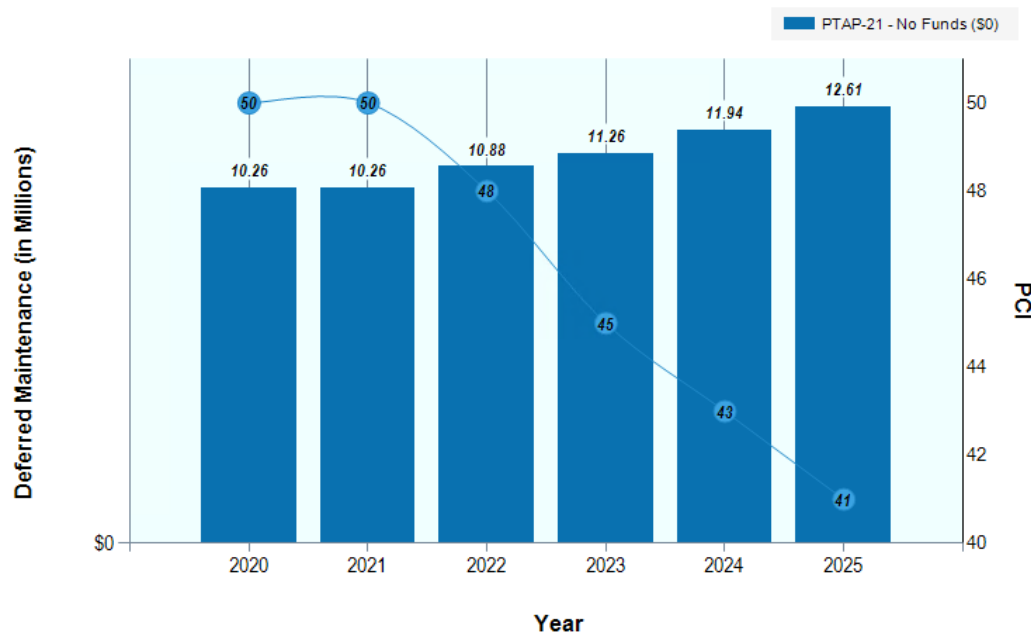
**“Average Condition”** – The projected average pavement Condition Index after completion of the Work Program.

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**No Funds (\$0)** - If the City spent no money over the next 5 years on pavement maintenance needs, the amount of deferred maintenance (or “backlog”) would increase from approximately \$10.3 million to approximately \$12.6 million and the average pavement condition index would decrease from 50 to 41.

| No Funds (\$0)               |        |              |                      |                     |
|------------------------------|--------|--------------|----------------------|---------------------|
| Year                         | Budget | Work Program | Deferred Maintenance | Average Network PCI |
| 2020<br>(Prior to Treatment) |        |              | \$10,264,335         | 50                  |
| 2021                         | \$0    | \$0          | \$10,264,335         | 50                  |
| 2022                         | \$0    | \$0          | \$10,875,901         | 48                  |
| 2023                         | \$0    | \$0          | \$11,206,876         | 45                  |
| 2024                         | \$0    | \$0          | \$11,936,712         | 43                  |
| 2025                         | \$0    | \$0          | \$12,605,844         | 41                  |

**Scenario Comparison - Deferred Maintenance and PCI**

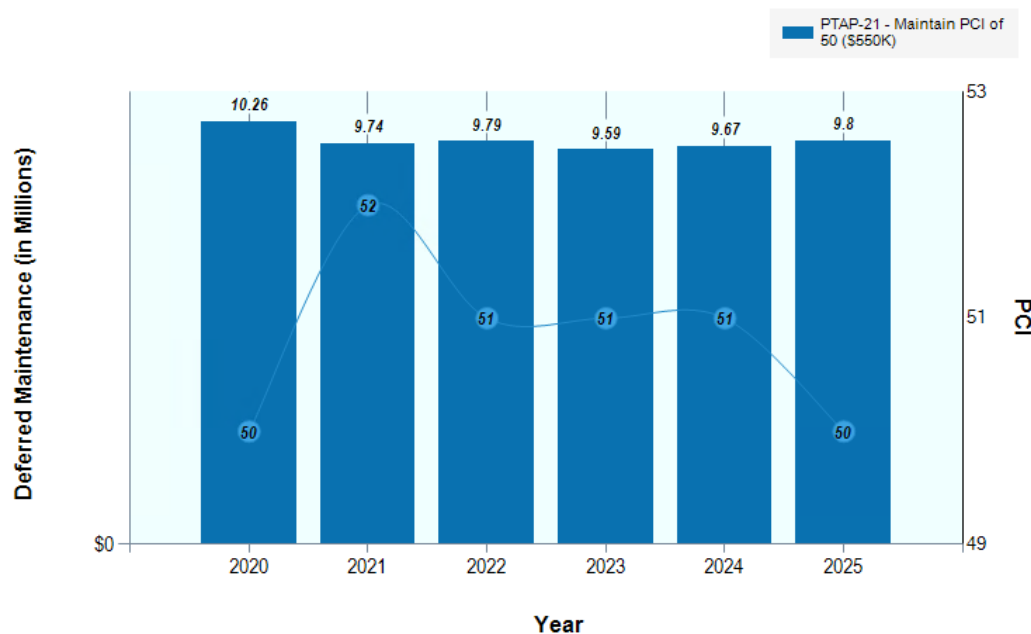


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**Maintain PCI of 50 (\$550K)** – In order to maintain the network PCI of 50 over the next 5 years, approximately \$550 thousand per year would need to be budgeted. Using this budget, the deferred maintenance would decrease from approximately \$10.3 million in 2020 to approximately \$9.8 million in 2025.

| Maintain PCI of 50 (\$550K)  |           |              |                      |                     |
|------------------------------|-----------|--------------|----------------------|---------------------|
| Year                         | Budget    | Work Program | Deferred Maintenance | Average Network PCI |
| 2020<br>(Prior to Treatment) |           |              | \$10,264,335         | 50                  |
| 2021                         | \$550,000 | \$525,090    | \$9,736,249          | 52                  |
| 2022                         | \$550,000 | \$548,849    | \$9,786,216          | 51                  |
| 2023                         | \$550,000 | \$548,956    | \$9,589,557          | 51                  |
| 2024                         | \$550,000 | \$547,992    | \$9,668,312          | 51                  |
| 2025                         | \$550,000 | \$547,544    | \$9,803,403          | 50                  |

**Scenario Comparison - Deferred Maintenance and PCI**

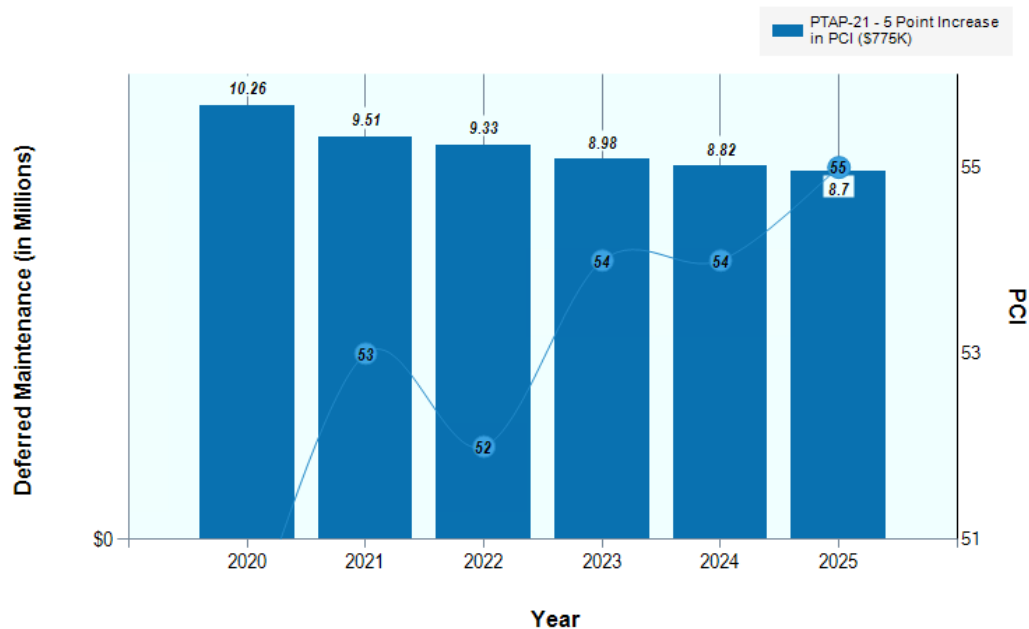


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**Five Point Increase in PCI (\$775K)** – In order for the City to increase its network PCI by 5 points over the next 5 years, approximately \$775 thousand per year would need to be budgeted and the average amount of deferred maintenance would decrease from approximately \$10.3 million to approximately \$8.7 million in 2025.

| Five Point Increase in PCI (\$775K) |           |              |                      |                     |
|-------------------------------------|-----------|--------------|----------------------|---------------------|
| Year                                | Budget    | Work Program | Deferred Maintenance | Average Network PCI |
| 2020<br>(Prior to Treatment)        |           |              | \$10,264,335         | 50                  |
| 2021                                | \$775,000 | \$752,033    | \$9,512,306          | 53                  |
| 2022                                | \$775,000 | \$774,243    | \$9,327,073          | 52                  |
| 2023                                | \$775,000 | \$774,186    | \$8,984,225          | 54                  |
| 2024                                | \$775,000 | \$773,838    | \$8,818,975          | 54                  |
| 2025                                | \$775,000 | \$773,342    | \$8,702,790          | 55                  |

**Scenario Comparison - Deferred Maintenance and PCI**

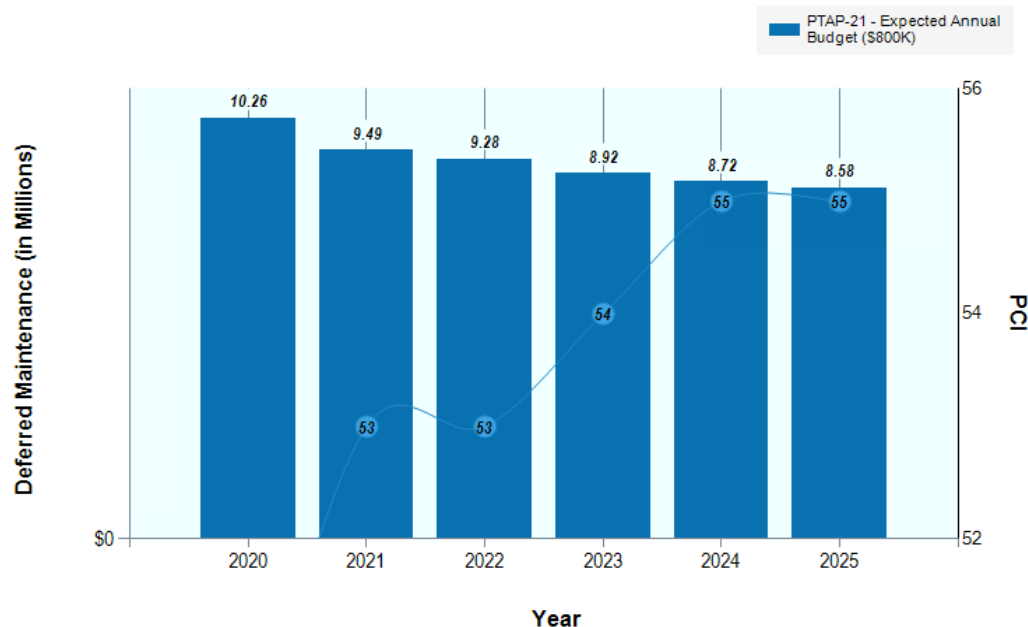


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**Expected Annual Budget (\$800K)** – The City has estimated its expected annual maintenance budget over the next 5 years to be \$800 thousand. Using this budget, the deferred maintenance would decrease from \$10.3 million in 2020 to approximately \$8.6 million in 2025 and the network PCI would increase from a 50 to a 55

| Expected Annual Budget (\$800K) |           |              |                      |                     |
|---------------------------------|-----------|--------------|----------------------|---------------------|
| Year                            | Budget    | Work Program | Deferred Maintenance | Average Network PCI |
| 2020<br>(Prior to Treatment)    |           |              | \$10,264,335         | 50                  |
| 2021                            | \$800,000 | \$770,611    | \$9,493,729          | 53                  |
| 2022                            | \$800,000 | \$798,539    | \$9,288,643          | 53                  |
| 2023                            | \$800,000 | \$798,619    | \$8,915,057          | 54                  |
| 2024                            | \$800,000 | \$798,717    | \$8,722,855          | 55                  |
| 2025                            | \$800,000 | \$798,577    | \$8,578,550          | 55                  |

**Scenario Comparison - Deferred Maintenance and PCI**



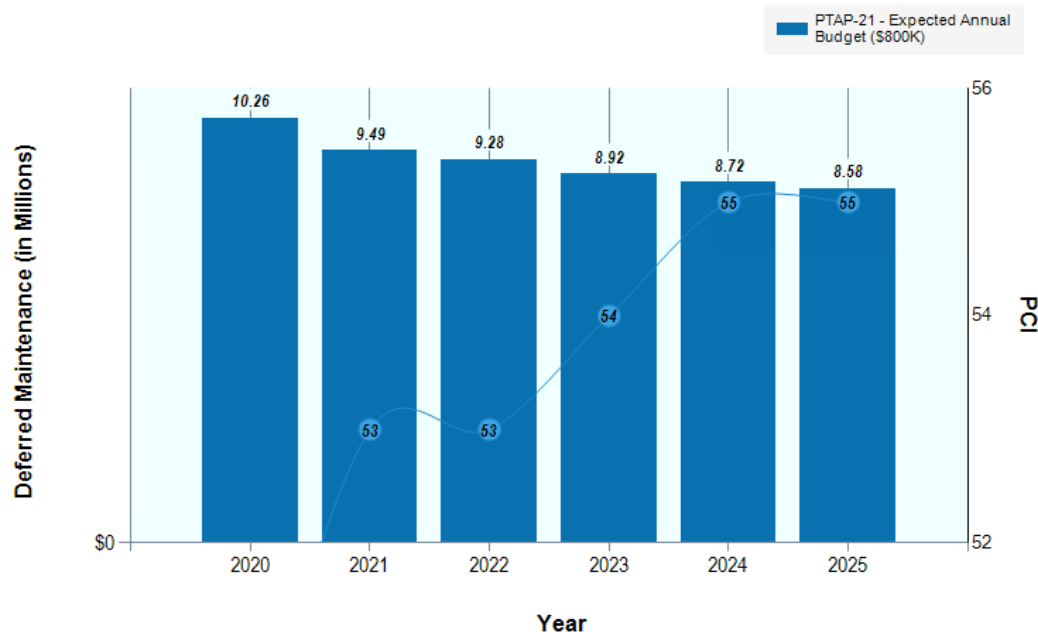


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**Budget Needs Average (\$2.2M)** – In order to get the network to an optimal level in which only preventative maintenance is needed, approximately \$2.2 million would need to be budgeted each year. This would increase the network PCI from a 50 to an 80 and decrease the deferred maintenance to \$1.3 million in 2025.

| Budget Needs Average (\$2.2M) |             |              |                      |                     |
|-------------------------------|-------------|--------------|----------------------|---------------------|
| Year                          | Budget      | Work Program | Deferred Maintenance | Average Network PCI |
| 2020<br>(Prior to Treatment)  |             |              | \$10,264,335         | 50                  |
| 2021                          | \$2,200,000 | \$2,145,268  | \$8,119,074          | 59                  |
| 2022                          | \$2,200,000 | \$2,197,559  | \$6,468,695          | 66                  |
| 2023                          | \$2,200,000 | \$2,197,614  | \$4,616,672          | 72                  |
| 2024                          | \$2,200,000 | \$2,172,878  | \$2,921,364          | 76                  |
| 2025                          | \$2,200,000 | \$2,087,957  | \$1,313,636          | 80                  |

**Scenario Comparison - Deferred Maintenance and PCI**



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Figure 5 and 6 (below) show the impact each of the five budgets have on the PCI and deferred maintenance backlog. These charts can also be found in Appendix II-B & C. The Cost Summary Reports, which provide information on pavement funding distribution by pavement condition and the Network Condition Summary Reports, which project pavement condition trends, can be found in Appendix II-D.

Figure 5

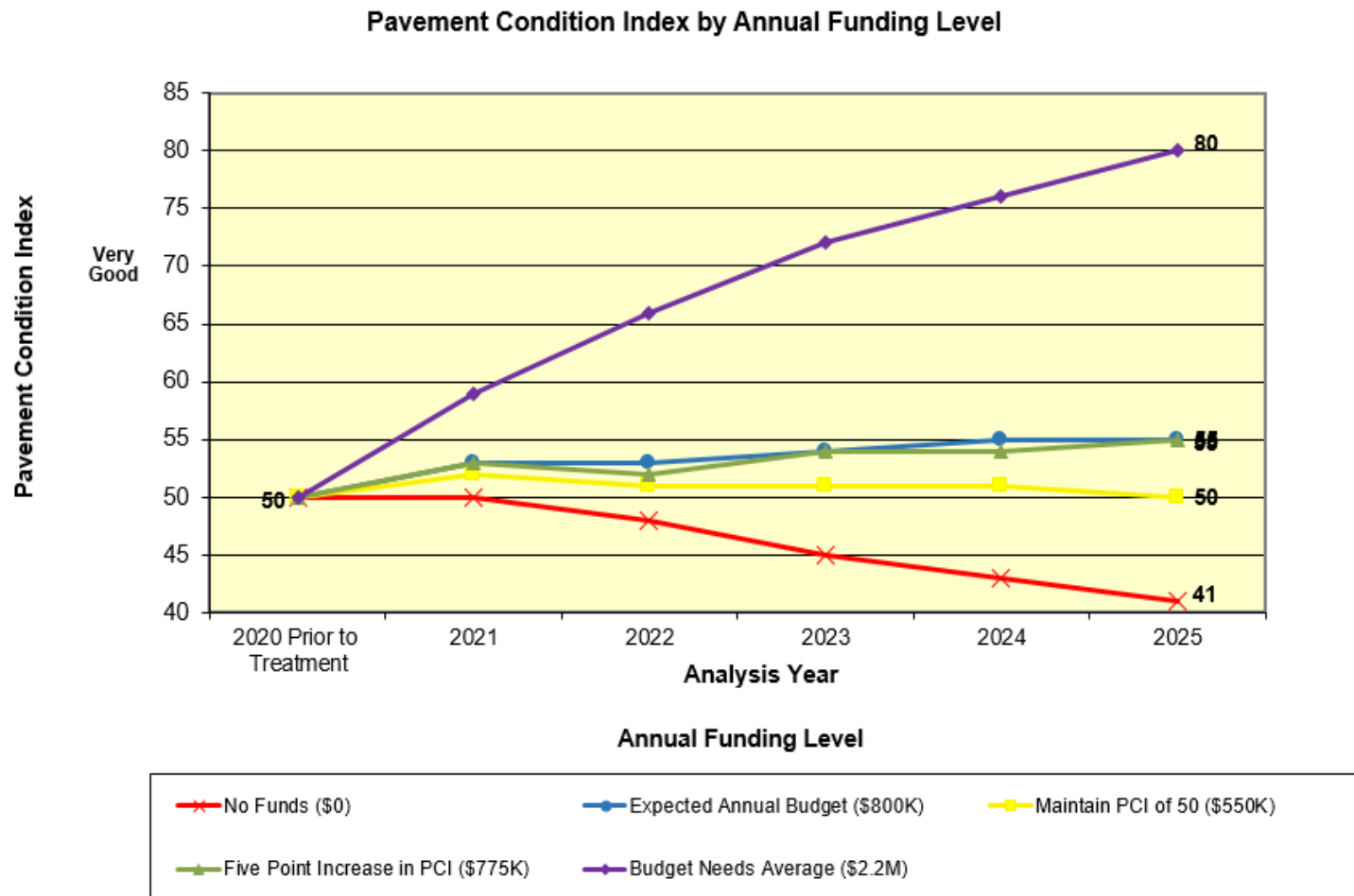


Figure 6

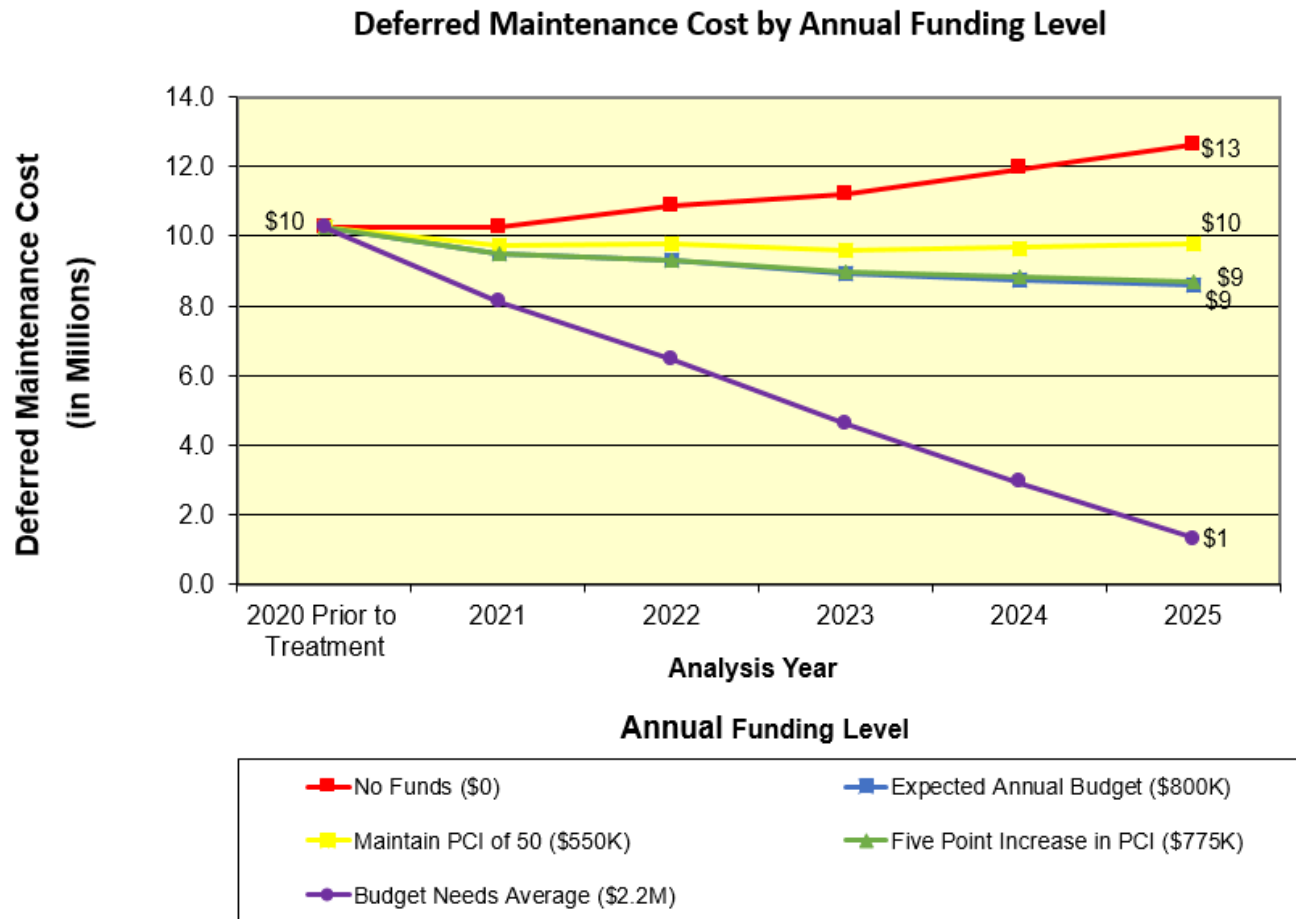
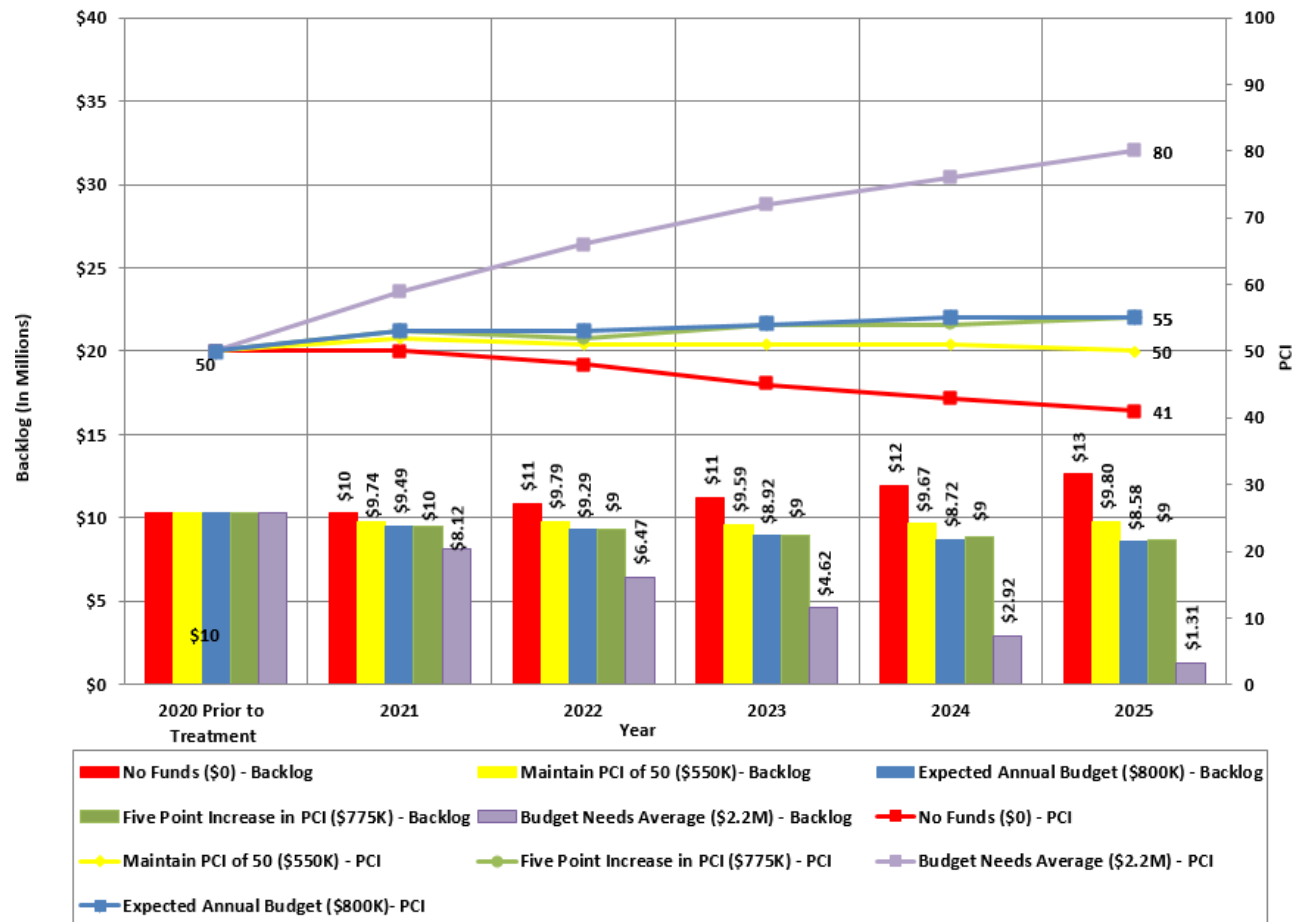


Figure 7

PCI & Deferred Maintainace Chart

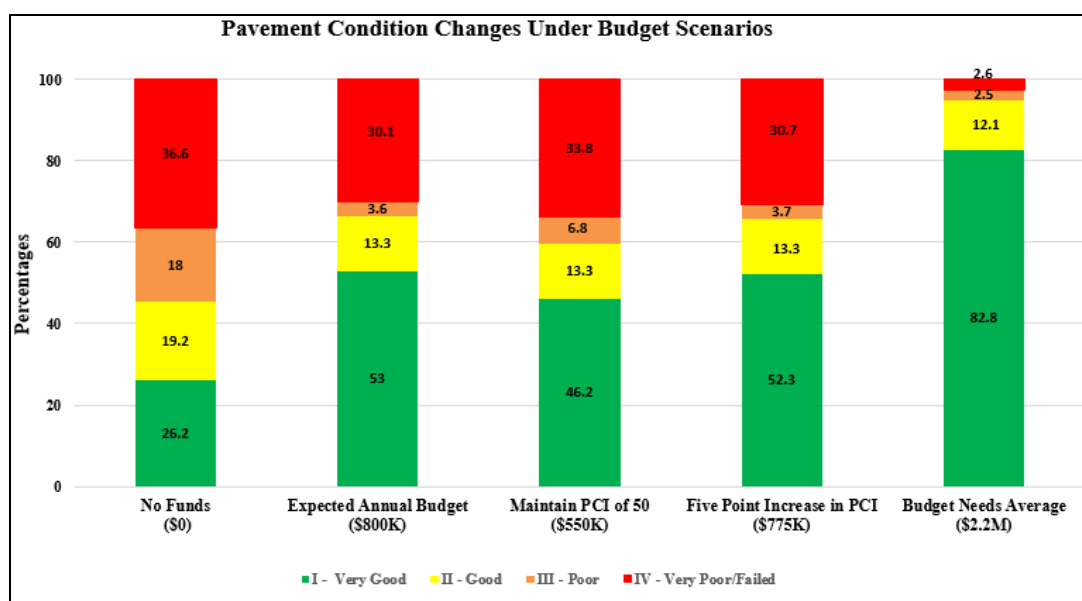


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Figure 7 (above) shows the impacts of the City’s network PCI and backlog for the five generated scenarios.

Figure 8 (below) contrasts the pavement changes under the analyzed budget scenarios. The percentage of streets in the “*Poor*” and “*Very Poor*” condition categories (shown in red and orange) should be closely monitored as these represent the greatest liability to the City in regards to expense and serviceability.

**Figure 8**



## PROGRAM BUDGET OPTIONS AND PMP SUGGESTIONS

Based on the needs analysis results from the StreetSaver program, it would cost the City an average of approximately \$2.2M per year for the street network to reach an optimal level where only preventative maintenance is required. This budget, however, is most likely not feasible for the Agency. The City has an expected annual budget of \$800K. Under this budget, the City’s network PCI improves from 50 in 2020 to 55 in 2025 as well as decreases the deferred maintenance from about \$10.3M to about \$8.6M. Another option would be for the City to spend \$775K per year for five years. Under this scenario, the City’s PCI will still increase by five points, decreases the deferred maintenance, and would save the City about \$25K per year to achieve similar results than that of spending \$800K.

The City should utilize cost effective treatments where appropriate, such as microsurfacing and crack seals and continue to evaluate emerging cost effective techniques such as thin-bonded wearing

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courses and rubberized overlays. Any maintenance and rehabilitation treatments that are performed should always be input into the MTC PMP software (Harris can do this at the agencies request).

Harris & Associates commends the City for its active participation in the pavement management program and recommends that the City continue to maintain its pavement management program in order to be eligible for federal grants and funding. Harris recommends that all arterial and collector routes be re-surveyed every two years and all residential streets every four years. The costs for the distress surveys should be included in the annual pavement management budget.

The City should also perform annual database updates that include:

- Reviewing and updating the decision tree (maintenance activities and unit costs)
- Updating the street network when streets are annexed or newly constructed
- Continuing to input maintenance and rehabilitation activities

The City should update its Finance Department with any changes or adjustments that have been made to the street network and subsystems (streets assets and pavement subsystems that have been acquired through annexation, deletion, etc.) for GASB-34 compliance.

The City should continue utilizing the StreetSaver Online GIS module or in-house GIS to assist in managing the streets within the City limits. GIS technology is very useful to spatially view tabular Reports and data that are derived from the pavement management system, such as scenarios, identification of maintenance and rehabilitation treatments, planning, maintenance and rehabilitation history, pavement condition index, etc.

The City of St Helena's street network is currently in the range of MTC's "Good" condition category. To help maintain and or improve the current condition, certain projects have been recommended within the context of this report. Annual work program reports for the expected annual budgets can be found in Appendix II-E. These reports provide detailed listings of suggested maintenance projects for the City of St Helena based on the overall PMP suggested needs funding and base annual budgets. The report also provides a first step in identifying segments to be treated under City of St Helena's annual work programs.

#### **LIMITS OF STUDY**

It must be recognized that this report is limited to the existing pavement repairs. It does not include existing deficiencies for right-of-way concrete sidewalks, curb & gutter, drainage, trees, bus pads and non-structural improvements such as decorative crosswalks, medians, lighting and street furniture. Costs for these right-of-way repairs and improvements throughout the City would easily exceed the deferred maintenance costs (the cost of crucial maintenance work not performed in a specific year) identified in this report and can be identified and estimated separately in future reports.

The following recommendations generated by the Pavement Management Program are for planning purposes only. The resulting general recommendations are not intended to replace sound engineering judgment, which should dictate specific needs for an individual project. Final project recommendations should be weighed against the actual approach the City wishes to utilize in scheduling the workloads for contracting purposes. Once a street segment is identified for repair, a closer site visit and detailed project repair scope is required.

Maintenance and rehabilitation projects should be based on a combination of the system's recommendations weighed against the City's preferences, budget constraints, and other contributing

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factors. In addition, further refinements may be warranted from an engineering staff review of the pavement condition. For example, a particular pavement section may have been selected for a treatment in a given year but that work may need be postponed in order to coordinate activities with other planned work; such as utility replacement work.

## **MAINTENANCE STRATEGY DEVELOPMENT**

Based on the results of the condition survey and input from the City, pavement maintenance/rehabilitation strategies were developed. A standard agreement at the outset was to identify the City's maintenance work program for the next five (5) years, showing resource alternatives that affect the maintenance backlog and increase the overall condition of the pavement network.

Strategies have been recommended to try to come up with the most cost-effective work programs. A listing of the maintenance activities utilized in the strategy development can be found in Appendix III-C. Each activity represents the type of work that has been recommended for the long-term maintenance recommendations of the City's streets.

## **ANNUAL BUDGET PROJECTIONS**

The budgeting process was approached with the following in mind: generate a work program for the next five (5) years based upon actual street pavement conditions and determine the funding levels required to maintain and/or improve the current level (PCI) of overall condition.

Based on current and projected pavement maintenance needs, annual work plan program alternatives have been prepared. A detailed work plan program for the City's expected annual budget (2% applied towards PM) can be found in Appendix II-E,.

The following section provides a description of the methodology and rationale utilized in determining the recommended actions identified in this report.

## **MAINTENANCE STRATEGY ASSIGNMENTS**

The PCI is used by the program to schedule maintenance activities for each pavement segment. The program recommends a specific maintenance activity based on the PCI and budget constraints. The City has selected a series of maintenance activities to apply to the pavement network. The unit costs for each maintenance activity account for various construction costs including labor materials, design, for construction inspection and for contingency. Definitions of each maintenance activity are defined as below:

**1. Crack Seals - A surface treatment generally utilized to prevent entry of water or other non compressible substances into the pavement.**

Crack seals are used to fill individual pavement cracks to prevent entry of water or other non-compressible substances such as sand, dirt, rocks or weeds. Crack sealant is typically used on early stage longitudinal cracks, transverse cracks and reflection cracks. It is placed over the existing pavement surface and is typically applied at three (3) year intervals

**2. Microsurfacing – A surface treatment generally utilized to provide new wearing surfaces**



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**and prevent water penetration of the pavement surface, thereby extending pavement life.**

Microsurfacing is a polymer-modified cold-mix paving system that begins as a mixture of dense-graded aggregate, asphalt emulsion, water, and mineral fillers. While conventional slurry seal is widely used as an economical treatment for sealing and extends the service life, micro surfacing has added capabilities including advanced polymers and other modern additives.

**3. Overlays - The application of treatments that are more cost-effective alternatives to reconstruction of the entire pavement surfaces, but provide the required structural support.**

An asphalt layer is placed over the existing pavement surface. Cold planing is typically performed prior to the overlay to provide a level surface for the overlay, reduce excessive crowning, and assure alignment with existing gutter line. This typically includes base repair and crack sealing prior to the application of an overlay. This treatment provides a new wearing surface and increased structural strength to the pavement section. An overlay is typically designed for a ten to fifteen (10-15) year life.

**4. Overlay with Fabric - are made from polypropylene or polyester fibers and are used in conjunction with asphalt resurfacing projects.**

A liquid asphalt tack coat is sprayed on existing (or pre-leveled) pavement surface followed by the installation of the overlay fabric. A final aggregate asphalt surface course is then placed directly on the overlay fabric. The heat from the asphalt surface brings the underlying liquid tack coat through the fabric creating a fabric-saturated membrane that is bonded to the old and new pavement. It has been found that Pavement Overlay Fabric will delay reflective cracking in asphalt pavement overlays. The Pavement Overlay Fabric forms a waterproof barrier which prevents moisture from infiltrating the pavement and subgrade

**5. Reconstruction – The removal and replacement of either the pavement surface only or both the pavement and base.**

When the pavement surface is severely distressed and has reached the end of its service life, reconstruction methods are recommended. Some of these methods include Full Depth Reclamation (FDR) in which the old asphalt and base materials are pulverized, mixed with cement and water, and compacted to produce a strong, durable base for either an asphalt or concrete surface. Cold in Place Recycling is another method used in which two to five inches of the current street surface are pulverized down to a specific aggregate size, mixed with a rejuvenating asphalt emulsion, and then reused to pave that same street. After a reconstruction, the pavement segment is considered new with a full life extension (typically 28 years).

## **MAINTENANCE DECISIONS**

Once the City has selected the appropriate maintenance activities and calculated unit costs, the “Maintenance Decision Tree” (a StreetSaver application that lists all the treatments and corresponding unit costs; found in Appendix III-C) was updated. This decision tree assigns appropriate treatments by the specific needs of the streets.

The decision tree lists costs associated with treatments on specific types of pavement according to the jurisdiction. StreetSaver® uses a decision tree to model the decision-making process that agencies follow to select a maintenance or rehabilitation strategy. The decision tree contains

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"branches" for each functional classification, surface type, and condition category. Jurisdictions can outline their maintenance and rehabilitation strategy, choosing a treatment for each branch.

After the decision tree was established, selected budgets and work assignments were generated for each work program on an annual basis. Using the MTC recommended pavement deterioration curve for each pavement surface type and functional class, the program calculated the PCI based on the condition survey; then depending on what category the PCI was in, a preventative maintenance or rehab treatment was selected based on the weighted effectiveness and available budget. Both current and future work requirements for each pavement segment within the City were then determined.

## **PAVEMENT MANAGEMENT PROGRAM REPORTS**

This report contains a comprehensive assemblage of pavement management reports ranging from summary reports to annual maintenance and rehabilitation scheduled reports. These reports represent reasonable projections of pavement maintenance needs and performance based on the visual condition assessment, unit cost estimates, and pavement deterioration models.

It is important to note that pavement segment dimensions and surface area, along with the recommended treatment and repair costs presented in this report, are for initial planning purposes only and will be subject to project level evaluation, design, and cost estimation. This is noteworthy due to the "implied" accuracy of reporting length and width to the nearest foot, surface area to the nearest square foot, and treatment and repair unit costs and project estimates to the nearest penny and dollar, respectively.

## **SYSTEM MAINTENANCE**

Harris & Associates recommends that the City continue developing annual maintenance plans while also working towards reducing the present backlog of rehabilitation projects.

In order to ensure that report outputs are accurate and credible, it is essential that the integrity of all data files be maintained. Prior to generating scenarios, all necessary updates to unit cost information and treatment data should be complete. In addition, the entire pavement network will have to be re-surveyed at regular intervals, as noted earlier in this report. This not only allows future work to be scheduled based on the most current condition data available, but it also provides City personnel with a means to more accurately monitor rates of pavement deterioration.

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**APPENDIX I**

**PAVEMENT CONDITION INDEX (PCI) REPORT / REMAINING  
SERVICE LIFE (RSL) REPORT**

## Section PCI Listing Report

This report lists the Pavement Condition Index (PCI) for each pavement management section.

|                          |                                                              |
|--------------------------|--------------------------------------------------------------|
| <b>Street Name:</b>      | Street Name                                                  |
| <b>Street ID:</b>        | Street Identifier - 6 characters                             |
| <b>Section ID:</b>       | Section Identifier – 6 characters                            |
| <b>From:</b>             | Beginning of Section                                         |
| <b>To:</b>               | End of Section                                               |
| <b>Length:</b>           | Length of Section (LF)                                       |
| <b>Width:</b>            | Width of Section (LF)                                        |
| <b>Functional Class:</b> | Type of Functional Class for Section                         |
| <b>Surface Type:</b>     | Type of surface for Section                                  |
| <b>PCI:</b>              | Pavement Condition Index (PCI) number at time of calculation |
| <b>PCI Date:</b>         | Date of Inspection or PCI calculation                        |

## Section PCI/RSL Listing

Printed: 12/15/2020

| Street ID | Section ID | Street Name    | From                      | To                        | Length | Width | Area   | Functional Class                    | Surface Type | Current PCI | Remaining Life |
|-----------|------------|----------------|---------------------------|---------------------------|--------|-------|--------|-------------------------------------|--------------|-------------|----------------|
| ADAMS     | 10         | ADAMS ST       | HUDSON AV                 | ALLYN AV                  | 475    | 34    | 16,150 | R - Residential/Local               | O - AC/AC    | 58          | 15.46          |
| ADAMS     | 20         | ADAMS ST       | ALLYN AV                  | STOCKTON ST               | 730    | 34    | 24,820 | R - Residential/Local               | O - AC/AC    | 70          | 22.91          |
| ADAMS     | 30         | ADAMS ST       | STOCKTON ST               | KEARNEY ST                | 710    | 38    | 26,980 | R - Residential/Local               | C - AC/PCC   | 70          | 22.91          |
| ADAMS     | 40         | ADAMS ST       | KEARNEY ST                | OAK AV                    | 400    | 40    | 16,000 | R - Residential/Local               | C - AC/PCC   | 83          | 31.5           |
| ADAMS     | 50         | ADAMS ST       | OAK AV                    | MAIN ST                   | 355    | 32    | 11,360 | C - Collector                       | O - AC/AC    | 69          | 16.33          |
| ADAMS     | 60         | ADAMS ST       | 60' E/O MAIN ST           | MAIN ST                   | 60     | 30    | 1,800  | C - Collector                       | P - PCC      | 41          | 8.69           |
| ADAMS     | 70         | ADAMS ST       | COP BEFORE RAILROAD AV    | 60' E/O MAIN ST           | 406    | 27    | 10,962 | C - Collector                       | O - AC/AC    | 67          | 15.78          |
| ADAMS     | 75         | ADAMS ST       | COP @ LIBRARY LN          | COP BEFORE RAILROAD AV    | 324    | 37    | 11,988 | R - Residential/Local               | O - AC/AC    | 87          | 39.13          |
| ADAMS     | 80         | ADAMS ST       | COP @ BUSINESS CENTER DWY | COP @ LIBRARY LN          | 300    | 37    | 11,100 | R - Residential/Local               | O - AC/AC    | 88          | 41.45          |
| ADAMS     | 90         | ADAMS ST       | END (E)                   | COP @ BUSINESS CENTER DWY | 280    | 37    | 10,360 | R - Residential/Local               | O - AC/AC    | 87          | 39.13          |
| ALEXAN    | 10         | ALEXANDER CT   | MAIN ST                   | MAIN ST                   | 510    | 20    | 10,200 | NCR - Proposed; Private; Non-County | O - AC/AC    | 40          | 6.18           |
| ALLISO    | 10         | ALLISON AV     | CHARTER OAK AV            | POPE ST                   | 890    | 35    | 31,150 | C - Collector                       | O - AC/AC    | 93          | 29.6           |
| ALLYN     | 10         | ALLYN AV       | MADRONA ST                | PINE ST                   | 430    | 37    | 15,910 | C - Collector                       | O - AC/AC    | 43          | 5.32           |
| ALLYN     | 20         | ALLYN AV       | PINE ST                   | ADAMS ST                  | 440    | 39    | 17,160 | C - Collector                       | O - AC/AC    | 56          | 10.42          |
| ALLYN     | 30         | ALLYN AV       | ADAMS ST                  | TAINTER ST                | 340    | 37    | 12,580 | C - Collector                       | O - AC/AC    | 61          | 11.85          |
| ALLYN     | 40         | ALLYN AV       | TAINTER ST                | SPRING ST                 | 560    | 37    | 20,720 | C - Collector                       | O - AC/AC    | 51          | 8.32           |
| ANDREA    | 10         | ANDREA AV      | KEARNEY ST                | OAK AV                    | 410    | 42    | 17,220 | R - Residential/Local               | O - AC/AC    | 26          | 0.38           |
| ARROWH    | 10         | ARROWHEAD DR   | BCR @ SULPHUR SPRINGS RD  | END (S)                   | 750    | 33    | 24,750 | R - Residential/Local               | A - AC       | 82          | 27.3           |
| BIRCH     | 10         | BIRCH ST       | VALLEYVIEW ST             | NORTH CRANE AV            | 780    | 33    | 25,740 | R - Residential/Local               | O - AC/AC    | 59          | 15.69          |
| BROWN     | 10         | BROWN ST       | ALLISON AV                | END (W)                   | 490    | 33    | 16,170 | R - Residential/Local               | O - AC/AC    | 0           | 0              |
| CHABLI    | 10 A       | CHABLIS CIR    | PINOT WAY                 | 500' NE/O PINT WAY (E)    | 500    | 33    | 16,500 | R - Residential/Local               | A - AC       | 16          | 0              |
| CHABLI    | 10 B       | CHABLIS CIR    | PINOT WAY                 | END                       | 102    | 65    | 6,630  | R - Residential/Local               | A - AC       | 23          | 0              |
| CHABLI    | 20         | CHABLIS CIR    | PINOT WY                  | 500' NE/O PINOT WY (E)    | 490    | 33    | 16,170 | R - Residential/Local               | O - AC/AC    | 47          | 10.08          |
| CHARDO    | 10         | CHARDONNAY WY  | SPRING ST                 | PINOT WY                  | 610    | 37    | 22,570 | R - Residential/Local               | O - AC/AC    | 28          | 1.17           |
| CTROAK    | 10         | CHARTER OAK AV | CARWASH                   | END (E)                   | 640    | 22    | 14,080 | R - Residential/Local               | O - AC/AC    | 11          | 0              |
| CTROAK    | 20         | CHARTER OAK AV | MAIN ST                   | CARWASH                   | 230    | 37    | 8,510  | R - Residential/Local               | O - AC/AC    | 8           | 0              |
| CTROAK    | 30         | CHARTER OAK AV | MAIN ST                   | ALLISON AV                | 1,130  | 35    | 39,550 | C - Collector                       | O - AC/AC    | 93          | 29.6           |
| CHILES    | 10         | CHILES AV      | POPE ST                   | SIGNORELLI CIR            | 1,220  | 35    | 42,700 | R - Residential/Local               | A - AC       | 59          | 14.15          |
| CHILES    | 20         | CHILES AV      | SIGNORELLI CIR            | END (E)                   | 530    | 35    | 18,550 | R - Residential/Local               | A - AC       | 64          | 17.44          |

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## Section PCI/RSL Listing

Printed: 12/15/2020

| Street ID | Section ID | Street Name  | From                     | To                       | Length | Width | Area   | Functional Class      | Surface Type | Current<br>PCI | Remaining<br>Life |
|-----------|------------|--------------|--------------------------|--------------------------|--------|-------|--------|-----------------------|--------------|----------------|-------------------|
| CHRIST    | 10         | CHRISTINE CT | PARK ST                  | END (E)                  | 210    | 33    | 6,930  | R - Residential/Local | O - AC/AC    | 14             | 0                 |
| CHURCH    | 10         | CHURCH ST    | HUNT AV                  | POPE ST                  | 650    | 29    | 18,850 | R - Residential/Local | O - AC/AC    | 90             | 36.05             |
| COLLEG    | 10 A       | COLLEGE AV   | POPE ST                  | PVMNT CHG                | 874    | 34    | 29,716 | C - Collector         | A - AC       | 2              | 0                 |
| COLLEG    | 10 B       | COLLEGE AV   | PVMNT CHG                | END (S)                  | 356    | 34    | 12,104 | C - Collector         | A - AC       | 65             | 9.83              |
| COLUMB    | 10         | COLUMBARD CT | CHARDONNAY WY            | END (W)                  | 430    | 33    | 14,190 | R - Residential/Local | O - AC/AC    | 51             | 12.41             |
| CRINEL    | 10         | CRINELLA DR  | MAIN ST                  | PARK ST                  | 340    | 38    | 12,920 | R - Residential/Local | O - AC/AC    | 9              | 0                 |
| CRINEL    | 20         | CRINELLA DR  | PARK ST                  | PUMP STATION             | 775    | 34    | 26,350 | R - Residential/Local | O - AC/AC    | 9              | 0                 |
| CRINEL    | 30         | CRINELLA DR  | PUMP STATION             | PARK ST                  | 740    | 33    | 24,420 | R - Residential/Local | O - AC/AC    | 22             | 0                 |
| DAHLIA    | 10         | DAHLIA ST    | MAGNOLIA AVE             | EL BONITA AV (N)         | 266    | 26    | 6,916  | R - Residential/Local | O - AC/AC    | 94             | 37.82             |
| DORIS     | 10         | DORIS AV     | VINEYARD AV              | END (W)                  | 120    | 34    | 4,080  | R - Residential/Local | O - AC/AC    | 79             | 29.15             |
| DORISC    | 10         | DORIS CT     | VINEYARD AV              | END (E)                  | 190    | 35    | 6,650  | R - Residential/Local | O - AC/AC    | 79             | 29.15             |
| DOWDEL    | 10         | DOWDELL LN   | MAIN ST                  | FOUNTAIN ST              | 220    | 37    | 8,140  | C - Collector         | O - AC/AC    | 0              | 0                 |
| DOWDEL    | 20         | DOWDELL LN   | FOUNTAIN ST              | MONTESSORI @ COP         | 930    | 37    | 34,410 | C - Collector         | O - AC/AC    | 16             | 0                 |
| DOWDEL    | 30         | DOWDELL LN   | MONTESSORI @ COP         | HOUSE 867                | 260    | 30    | 7,800  | R - Residential/Local | O - AC/AC    | 6              | 0                 |
| DOWDEL    | 40         | DOWDELL LN   | HOUSE 867                | HOUSE 759                | 450    | 12    | 5,400  | R - Residential/Local | O - AC/AC    | 18             | 0                 |
| DOWDEL    | 50         | DOWDELL LN   | HOUSE 759                | HOUSE 679                | 350    | 11    | 3,850  | R - Residential/Local | A - AC       | 22             | 0                 |
| EDWARD    | 10         | EDWARDS ST   | HUNT AV                  | POPE ST                  | 750    | 31    | 23,250 | R - Residential/Local | A - AC       | 17             | 0                 |
| ELBONI    | 10         | EL BONITA AV | LA QUINTA WY             | COP (CHANGE OF PAVEMENT) | 150    | 33    | 4,950  | R - Residential/Local | O - AC/AC    | 90             | 36.27             |
| ELBONI    | 20         | EL BONITA AV | COP (CHANGE OF PAVEMENT) | DAHLIA ST                | 108    | 33    | 3,564  | R - Residential/Local | O - AC/AC    | 90             | 36.27             |
| ELBONI    | 30         | EL BONITA AV | DAHLIA ST                | BCR @ MAIN ST            | 1,036  | 34    | 35,224 | R - Residential/Local | O - AC/AC    | 90             | 36.27             |
| ELBONICT  | 10         | EL BONITA CT | EL BONITA AVE            | END                      | 120    | 35    | 8,313  | R - Residential/Local | O - AC/AC    | 90             | 36.27             |
| ELMHUR    | 10         | ELMHURST AV  | GRANGER WY               | SPRING MOUNTAIN RD       | 470    | 33    | 15,510 | C - Collector         | O - AC/AC    | 80             | 24.14             |
| ELMHUR    | 20         | ELMHURST AV  | MAIN ST                  | GRANGER WY               | 775    | 33    | 25,575 | C - Collector         | O - AC/AC    | 78             | 22.16             |
| FOUNT     | 10         | FOUNTAIN ST  | DOWDELL LN               | END (N)                  | 380    | 37    | 14,060 | R - Residential/Local | O - AC/AC    | 0              | 0                 |
| FULTON    | 10         | FULTON LN    | MAIN ST                  | RAILROAD AV              | 380    | 31    | 11,780 | C - Collector         | C - AC/PCC   | 41             | 4.54              |
| FULTON    | 20         | FULTON LN    | RAILROAD AV              | RR TRACKS                | 300    | 22    | 6,600  | R - Residential/Local | O - AC/AC    | 22             | 0                 |
| FULTON    | 30         | FULTON LN    | RR TRACKS                | 25 MPH SIGN              | 1,020  | 14    | 14,280 | R - Residential/Local | O - AC/AC    | 42             | 7.17              |
| FULTON    | 40         | FULTON LN    | 25 MPH SIGN              | END (E)/CITY LIMITS      | 1,420  | 13    | 18,460 | R - Residential/Local | O - AC/AC    | 69             | 19.55             |
| GRAYSN    | 10         | GRAYSON AV   | SOUTH CRANE AV           | 1120' E/O SOUTH CRANE AV | 1,120  | 33    | 36,960 | C - Collector         | O - AC/AC    | 9              | 0                 |
| GRAYSN    | 20         | GRAYSON AV   | 1120' E/O SOUTH CRANE AV | 1940' E/O SOUTH CRANE AV | 820    | 33    | 27,060 | C - Collector         | O - AC/AC    | 7              | 0                 |

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## Section PCI/RSL Listing

Printed: 12/15/2020

| Street ID | Section ID | Street Name        | From                     | To                 | Length | Width | Area   | Functional Class      | Surface Type | Current PCI | Remaining Life |
|-----------|------------|--------------------|--------------------------|--------------------|--------|-------|--------|-----------------------|--------------|-------------|----------------|
| GRAYSN    | 30         | GRAYSON AV         | 1940' E/O SOUTH CRANE AV | MAIN ST            | 670    | 37    | 24,790 | C - Collector         | O - AC/AC    | 16          | 0              |
| GROVE     | 10         | GROVE CT           | HUNT AV                  | END (N)            | 420    | 34    | 14,280 | R - Residential/Local | O - AC/AC    | 92          | 37.3           |
| HARVES    | 10         | HARVEST LN         | STARR AV                 | END (W)            | 220    | 33    | 7,260  | R - Residential/Local | O - AC/AC    | 70          | 22.91          |
| HENRY     | 10         | HENRY CT           | PARK ST                  | END (E)            | 140    | 34    | 4,760  | R - Residential/Local | O - AC/AC    | 35          | 4.23           |
| HILLVW    | 05         | HILLVIEW PL        | END (W)                  | SCOTT ST           | 160    | 27    | 4,320  | R - Residential/Local | A - AC       | 3           | 0              |
| HILLVW    | 10         | HILLVIEW PL        | SCOTT ST                 | VINEYARD AV        | 350    | 30    | 10,500 | R - Residential/Local | O - AC/AC    | 8           | 0              |
| HILLVW    | 20         | HILLVIEW PL        | VINEYARD AV              | STOCKTON ST        | 350    | 28    | 9,800  | R - Residential/Local | O - AC/AC    | 11          | 0              |
| HILLVW    | 30         | HILLVIEW PL        | STOCKTON ST              | SPRING MOUNTAIN RD | 360    | 30    | 10,800 | R - Residential/Local | A - AC       | 23          | 0              |
| HILLVW    | 40         | HILLVIEW PL        | SPRING MOUNTAIN RD       | OAK AV             | 770    | 34    | 26,180 | R - Residential/Local | O - AC/AC    | 76          | 27.03          |
| HOWMTN    | 10         | HOWELL MOUNTAIN RD | SILVERADO TRAIL          | MEADOWWOOD LN      | 910    | 21    | 19,110 | C - Collector         | O - AC/AC    | 93          | 29.6           |
| HOWMTN    | 20         | HOWELL MOUNTAIN RD | MEADOWWOOD LN            | OAKWOOD LN         | 1,080  | 19    | 20,520 | C - Collector         | O - AC/AC    | 81          | 23.99          |
| HOWMTN    | 30         | HOWELL MOUNTAIN RD | OAKWOOD LN               | RIDGEVIEW LN       | 1,260  | 20    | 25,200 | C - Collector         | O - AC/AC    | 92          | 29.29          |
| HOWMTN    | 40         | HOWELL MOUNTAIN RD | RIDGEVIEW LN             | CITY LIMITS        | 2,310  | 23    | 53,130 | C - Collector         | A - AC       | 77          | 14.48          |
| HOWMTN    | 50         | HOWELL MOUNTAIN RD | CITY LIMITS (N)          | CITY LIMITS (S)    | 720    | 22    | 15,840 | C - Collector         | O - AC/AC    | 90          | 28.7           |
| HUDSON    | 10         | HUDSON AV          | MADRONA ST               | ADAMS ST           | 845    | 32    | 27,040 | R - Residential/Local | O - AC/AC    | 81          | 30.11          |
| HUDSON    | 20         | HUDSON AV          | ADAMS ST                 | SPRING ST          | 870    | 32    | 27,840 | R - Residential/Local | O - AC/AC    | 83          | 31.52          |
| HUDSON    | 30         | HUDSON AV          | SPRING ST                | BIRCH ST           | 1,080  | 34    | 36,720 | R - Residential/Local | O - AC/AC    | 88          | 34.87          |
| HUNT      | 10         | HUNT AV            | MAIN ST                  | CHURCH ST          | 276    | 40    | 11,040 | C - Collector         | O - AC/AC    | 68          | 16.32          |
| HUNT      | 20         | HUNT AV            | CHURCH ST                | EDWARDS ST         | 325    | 36    | 11,700 | C - Collector         | O - AC/AC    | 60          | 12.25          |
| HUNT      | 30         | HUNT AV            | EDWARDS ST               | JUNE LN            | 485    | 35    | 16,975 | C - Collector         | O - AC/AC    | 45          | 6.03           |
| HUNT      | 40         | HUNT AV            | JUNE LN                  | GROVE CT           | 670    | 32    | 21,440 | C - Collector         | O - AC/AC    | 84          | 27.03          |
| HUNT      | 50         | HUNT AV            | GROVE CT                 | MONTE VISTA        | 240    | 35    | 8,400  | C - Collector         | O - AC/AC    | 79          | 22.82          |
| HUNT      | 60         | HUNT AV            | MONTE VISTA              | STARR AV           | 530    | 30    | 15,900 | C - Collector         | O - AC/AC    | 93          | 29.6           |
| JUNELN    | 10         | JUNE LN            | HUNT AV                  | CHILES AV          | 245    | 35    | 8,575  | R - Residential/Local | A - AC       | 45          | 7.24           |
| KEARN     | 10         | KEARNEY ST         | HILLVIEW PL              | MADRONA ST         | 540    | 42    | 22,680 | R - Residential/Local | O - AC/AC    | 38          | 5.42           |
| KEARN     | 20         | KEARNEY ST         | MADRONA ST               | PINE ST            | 370    | 29    | 10,730 | R - Residential/Local | C - AC/PCC   | 43          | 7.82           |
| KEARN     | 30         | KEARNEY ST         | PINE ST                  | ADAMS ST           | 590    | 28    | 16,520 | R - Residential/Local | C - AC/PCC   | 52          | 12.87          |
| KEARN     | 40         | KEARNEY ST         | TAINTER ST               | SPRING ST          | 390    | 24    | 9,360  | R - Residential/Local | O - AC/AC    | 75          | 26.33          |
| KENNED    | 10         | KENNEDY CT         | LA QUINTA WY             | END (W)            | 390    | 33    | 12,870 | R - Residential/Local | O - AC/AC    | 90          | 36.26          |

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## Section PCI/RSL Listing

Printed: 12/15/2020

| Street ID | Section ID | Street Name     | From                       | To                         | Length | Width | Area   | Functional Class      | Surface Type | Current<br>PCI | Remaining<br>Life |
|-----------|------------|-----------------|----------------------------|----------------------------|--------|-------|--------|-----------------------|--------------|----------------|-------------------|
| KIDDRD    | 10         | KIDD RANCH RD   | MCCORKLE AV                | END (S)                    | 485    | 35    | 16,975 | R - Residential/Local | A - AC       | 57             | 13.24             |
| LAFATA    | 10         | LA FATA ST      | DOWDELL LN                 | MILLS LN                   | 550    | 37    | 20,350 | C - Collector         | O - AC/AC    | 23             | 0                 |
| LAFATA    | 20         | LA FATA ST      | DOWDELL LN                 | VINTAGE AV                 | 890    | 38    | 33,820 | C - Collector         | O - AC/AC    | 65             | 14.72             |
| LAQUIN    | 10         | LA QUINTA WY    | END (N)                    | END (S)                    | 360    | 33    | 11,880 | R - Residential/Local | O - AC/AC    | 90             | 36.26             |
| LIBRAR    | 10         | LIBRARY LN      | ADAMS ST                   | END (N)                    | 460    | 37    | 17,020 | R - Residential/Local | A - AC       | 63             | 16.14             |
| MADRON    | 10         | MADRONA ST      | REISLING WY                | FIR HILL DR                | 1,040  | 20    | 20,800 | C - Collector         | O - AC/AC    | 64             | 14.21             |
| MADRON    | 20         | MADRONA ST      | FIR HILL DR                | SPOTSWOOD (ROAD<br>WIDENS) | 770    | 17    | 13,090 | C - Collector         | O - AC/AC    | 43             | 5.32              |
| MADRON    | 25         | MADRONA ST      | SPOTSWOOD (ROAD<br>WIDENS) | HUDSON AV                  | 330    | 29    | 9,570  | C - Collector         | O - AC/AC    | 67             | 15.78             |
| MADRON    | 30         | MADRONA ST      | HUDSON AV                  | SCOTT ST                   | 660    | 40    | 26,400 | C - Collector         | O - AC/AC    | 69             | 16.11             |
| MADRON    | 40         | MADRONA ST      | SCOTT ST                   | VINEYARD AV                | 355    | 40    | 14,200 | C - Collector         | O - AC/AC    | 61             | 11.85             |
| MADRON    | 50         | MADRONA ST      | VINEYARD AV                | SPRING MOUNTAIN RD         | 725    | 40    | 29,000 | C - Collector         | O - AC/AC    | 75             | 20.75             |
| MADRON    | 60         | MADRONA ST      | SPRING MOUNTAIN RD         | OAK AV                     | 690    | 32    | 22,080 | C - Collector         | O - AC/AC    | 67             | 15.28             |
| MADRON    | 70         | MADRONA ST      | OAK AV                     | MAIN ST                    | 350    | 30    | 10,500 | C - Collector         | O - AC/AC    | 61             | 12.39             |
| MAGNO     | 10         | MAGNOLIA AVE    | ROSEBUD LN                 | E END                      | 181    | 26    | 4,706  | R - Residential/Local | A - AC       | 93             | 33.53             |
| MAGNO     | 20         | MAGNOLIA AVE    | ROSEBUD LN                 | DAHLIA ST                  | 539    | 26    | 14,014 | R - Residential/Local | A - AC       | 93             | 33.53             |
| MARIPO    | 10         | MARIPOSA LN     | MCCORKLE AV                | POPE ST                    | 695    | 33    | 22,935 | R - Residential/Local | O - AC/AC    | 24             | 0                 |
| MCCORK    | 10         | MCCORKLE AV     | END (W)                    | ALLISON AV                 | 300    | 27    | 8,100  | R - Residential/Local | O - AC/AC    | 75             | 26.33             |
| MCCORK    | 20         | MCCORKLE AV     | ALLISON AV                 | MARIPOSA LN                | 320    | 24    | 7,680  | R - Residential/Local | O - AC/AC    | 7              | 0                 |
| MCCORK    | 30         | MCCORKLE AV     | MARIPOSA LN                | END (E)                    | 760    | 29    | 22,040 | R - Residential/Local | O - AC/AC    | 4              | 0                 |
| MCCORM    | 10         | MCCORMICK ST    | DOWDELL LN                 | VINTAGE AV                 | 915    | 37    | 33,855 | R - Residential/Local | O - AC/AC    | 20             | 0                 |
| MEADCK    | 10         | MEADOWCREEK CIR | STARR AV (N)               | STARR AV (S)               | 1,110  | 34    | 37,740 | R - Residential/Local | A - AC       | 23             | 0                 |
| MILLS     | 10         | MILLS LN        | MAIN ST                    | LA FATA ST                 | 870    | 14    | 12,180 | C - Collector         | O - AC/AC    | 85             | 26.34             |
| MILLS     | 20         | MILLS LN        | LA FATA ST                 | MAILBOX 458 (COP)          | 2,110  | 14    | 29,540 | R - Residential/Local | O - AC/AC    | 82             | 30.79             |
| MILLS     | 30         | MILLS LN        | MAILBOX 458 (COP)          | END (E)                    | 1,170  | 14    | 16,380 | R - Residential/Local | O - AC/AC    | 88             | 35.22             |
| MITCH     | 10         | MITCHELL DR     | NORTH CRANE AV             | VOORHEES CIR               | 300    | 29    | 8,700  | R - Residential/Local | O - AC/AC    | 24             | 0                 |
| MITCH     | 20         | MITCHELL DR     | VOORHEES CIR (W)           | VOORHEES CIR (E)           | 585    | 29    | 16,965 | R - Residential/Local | A - AC       | 18             | 0                 |
| MITCH     | 30         | MITCHELL DR     | VOORHEES CIR               | ST JAMES DR                | 580    | 29    | 16,820 | R - Residential/Local | O - AC/AC    | 24             | 0                 |
| MITCH     | 40         | MITCHELL DR     | ST JAMES DR                | OAK AV                     | 490    | 36    | 17,640 | R - Residential/Local | O - AC/AC    | 27             | 0.77              |
| MITCH     | 50         | MITCHELL DR     | OAK AV                     | BCR @ MAIN ST              | 335    | 40    | 13,400 | C - Collector         | O - AC/AC    | 13             | 0                 |
| MONEY     | 10         | MONEY WY        | SPRING ST                  | ADAMS ST                   | 820    | 20    | 16,400 | R - Residential/Local | A - AC       | 80             | 26.02             |
| MONVIS    | 10         | MONTE VISTA     | HUNT AV                    | END (N)                    | 375    | 33    | 12,375 | R - Residential/Local | O - AC/AC    | 92             | 37.3              |
| NCRANE    | 10         | NORTH CRANE AV  | SPRING ST                  | MITCHELL DR                | 715    | 30    | 21,450 | R - Residential/Local | O - AC/AC    | 85             | 33.32             |

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## Section PCI/RSL Listing

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| Street ID | Section ID | Street Name    | From           | To                             | Length | Width | Area   | Functional Class      | Surface Type | Current PCI | Remaining Life |
|-----------|------------|----------------|----------------|--------------------------------|--------|-------|--------|-----------------------|--------------|-------------|----------------|
| NCRANE    | 20         | NORTH CRANE AV | MITCHELL DR    | END (S)                        | 717    | 35    | 25,095 | R - Residential/Local | O - AC/AC    | 75          | 26.33          |
| OAK       | 10         | OAK AV         | HILLVIEW pL    | MADRONA ST                     | 550    | 37    | 20,350 | R - Residential/Local | O - AC/AC    | 84          | 32.65          |
| OAK       | 20         | OAK AV         | MADRONA ST     | PINE ST                        | 415    | 34    | 14,110 | C - Collector         | O - AC/AC    | 15          | 0              |
| OAK       | 30         | OAK AV         | PINE ST        | ADAMS ST                       | 590    | 34    | 20,060 | C - Collector         | O - AC/AC    | 17          | 0              |
| OAK       | 40         | OAK AV         | ADAMS ST       | TAINTER ST                     | 460    | 37    | 17,020 | C - Collector         | A - AC       | 23          | 0              |
| OAK       | 50         | OAK AV         | TAINTER ST     | SPRING ST                      | 390    | 40    | 15,600 | C - Collector         | O - AC/AC    | 21          | 0              |
| OAK       | 60         | OAK AV         | SPRING ST      | MITCHELL DR                    | 460    | 36    | 16,560 | C - Collector         | O - AC/AC    | 33          | 2.11           |
| OLIVE     | 10         | OLIVE AV       | HUDSON ST      | VALLEYVIEW ST                  | 610    | 34    | 20,740 | R - Residential/Local | O - AC/AC    | 92          | 37.22          |
| PARK      | 10         | PARK ST        | PRATT AV       | CHRISTINE CT                   | 670    | 37    | 24,790 | R - Residential/Local | O - AC/AC    | 19          | 0              |
| PARK      | 20         | PARK ST        | CHRISTINE CT   | CRINELLA DR                    | 445    | 37    | 16,465 | R - Residential/Local | O - AC/AC    | 10          | 0              |
| PAULSN    | 10         | PAULSON CT     | POPE ST        | END (N)                        | 415    | 35    | 14,525 | R - Residential/Local | A - AC       | 90          | 32.01          |
| PINE      | 10         | PINE ST        | HUDSON AV      | ALLYN AV                       | 610    | 33    | 20,130 | R - Residential/Local | O - AC/AC    | 19          | 0              |
| PINE      | 20         | PINE ST        | ALLYN AV       | END (E)                        | 480    | 33    | 15,840 | R - Residential/Local | O - AC/AC    | 37          | 4.8            |
| PINE      | 30         | PINE ST        | STOCKTON ST    | END (E)                        | 430    | 36    | 15,480 | R - Residential/Local | A - AC       | 87          | 30.71          |
| PINE      | 40         | PINE ST        | KEARNEY ST     | OAK AV                         | 400    | 25    | 10,000 | R - Residential/Local | C - AC/PCC   | 47          | 9.49           |
| PINE      | 50         | PINE ST        | OAK AV         | MAIN ST                        | 314    | 36    | 11,304 | R - Residential/Local | C - AC/PCC   | 54          | 13.22          |
| PINE      | 60         | PINE ST        | MAIN ST        | FIRE STATION                   | 154    | 33    | 5,082  | R - Residential/Local | C - AC/PCC   | 86          | 33.98          |
| PINOT     | 10         | PINOT WY       | SYLVANER AV    | CHABLIS CIR                    | 290    | 33    | 9,570  | R - Residential/Local | O - AC/AC    | 15          | 0              |
| PINOT     | 20         | PINOT WY       | CHABLIS CIR    | CHARDONNAY WY                  | 370    | 33    | 12,210 | R - Residential/Local | O - AC/AC    | 13          | 0              |
| PINOT     | 30         | PINOT WY       | CHARDONNAY WY  | END (E)                        | 575    | 33    | 18,975 | R - Residential/Local | O - AC/AC    | 39          | 5.96           |
| POPE      | 10         | POPE ST        | MAIN ST        | CHURCH ST                      | 230    | 39    | 8,970  | A - Arterial          | O - AC/AC    | 58          | 10.55          |
| POPE      | 20         | POPE ST        | CHURCH ST      | EDWARDS ST                     | 350    | 42    | 14,700 | A - Arterial          | O - AC/AC    | 85          | 26.74          |
| POPE      | 25         | POPE ST        | EDWARDS ST     | CHILES AV                      | 320    | 42    | 13,440 | A - Arterial          | O - AC/AC    | 89          | 31.41          |
| POPE      | 30         | POPE ST        | CHILES AV      | ALLISON AV                     | 266    | 23    | 6,118  | A - Arterial          | O - AC/AC    | 93          | 28.94          |
| POPE      | 40         | POPE ST        | ALLISON AV     | MARIPOSA LN                    | 450    | 38    | 17,100 | A - Arterial          | O - AC/AC    | 92          | 28.65          |
| POPE      | 50         | POPE ST        | MARIPOSA LN    | STARR AV                       | 750    | 37    | 27,750 | A - Arterial          | O - AC/AC    | 75          | 19.47          |
| POPE      | 60         | POPE ST        | STARR AV       | PEPPERTREE CIR                 | 575    | 28    | 16,100 | A - Arterial          | O - AC/AC    | 69          | 15.99          |
| POPE      | 70         | POPE ST        | PEPPERTREE CIR | COLLEGE AV                     | 630    | 33    | 20,790 | A - Arterial          | O - AC/AC    | 70          | 16.55          |
| POPE      | 80         | POPE ST        | COLLEGE AV     | BEGIN BRIDGE                   | 400    | 39    | 15,600 | A - Arterial          | O - AC/AC    | 77          | 20.7           |
| POPE      | 90         | POPE ST        | BEGIN BRIDGE   | SILVERADO TRAIL                | 500    | 21    | 10,500 | A - Arterial          | A - AC       | 93          | 24.82          |
| PRATT     | 10         | PRATT AV       | MAIN ST        | RR TRACKS                      | 1,300  | 35    | 45,500 | C - Collector         | O - AC/AC    | 0           | 0              |
| PRATT     | 20         | PRATT AV       | RR TRACKS      | END OF CURB                    | 360    | 41    | 14,760 | C - Collector         | O - AC/AC    | 0           | 0              |
| PRATT     | 30         | PRATT AV       | END OF CURB    | 2000' FROM BRIDGE (35 MPH SIGN | 760    | 24    | 18,240 | C - Collector         | O - AC/AC    | 0           | 0              |

Criteria:

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SS1030

MTC StreetSaver

## Section PCI/RSL Listing

Printed: 12/15/2020

| Street ID | Section ID | Street Name        | From                           | To                   | Length | Width | Area   | Functional Class      | Surface Type | Current PCI | Remaining Life |
|-----------|------------|--------------------|--------------------------------|----------------------|--------|-------|--------|-----------------------|--------------|-------------|----------------|
| PRATT     | 40         | PRATT AV           | 2000' FROM BRIDGE (35 MPH SIGN | BRIDGE               | 2,080  | 24    | 49,920 | C - Collector         | O - AC/AC    | 0           | 0              |
| PRATT     | 50         | PRATT AV           | BRIDGE                         | BRIDGE               | 1,000  | 24    | 24,000 | C - Collector         | O - AC/AC    | 0           | 0              |
| QUAIL     | 10         | QUAIL CT           | ELMHURST AV                    | END (N)              | 440    | 33    | 14,520 | R - Residential/Local | A - AC       | 62          | 16.69          |
| RAILRD    | 10         | RAILROAD AV        | FIRE STATION                   | FULTON LN            | 615    | 30    | 18,450 | C - Collector         | O - AC/AC    | 37          | 3.33           |
| RAILRD    | 20         | RAILROAD AV        | ADAMS ST                       | FIRE STATION         | 490    | 32    | 15,680 | C - Collector         | O - AC/AC    | 40          | 4.3            |
| RAILRD    | 30         | RAILROAD AV        | HUNT AV                        | ADAMS ST             | 530    | 33    | 17,490 | C - Collector         | O - AC/AC    | 43          | 5.32           |
| RIESL     | 10         | RIESLING WY        | SYLVANER AV                    | MADRONA ST           | 470    | 37    | 17,390 | R - Residential/Local | O - AC/AC    | 9           | 0              |
| ROSE      | 10         | ROSEBUD LN         | EL BONITA AV                   | SULPHUR SPRINGS      | 718    | 28    | 20,104 | R - Residential/Local | O - AC/AC    | 94          | 37.82          |
| SCOTT     | 10         | SCOTT ST           | HILLVIEW PL                    | END (N)              | 525    | 32    | 16,800 | R - Residential/Local | O - AC/AC    | 18          | 0              |
| SCOTT     | 20         | SCOTT ST           | MADRONA ST                     | HILLVIEW PL          | 540    | 32    | 17,280 | R - Residential/Local | O - AC/AC    | 11          | 0              |
| SIGNOR    | 10         | SIGNORELLI CIR     | CHILES AV                      | CHILES AV            | 1,055  | 35    | 36,925 | R - Residential/Local | A - AC       | 58          | 13.55          |
| SILVER    | 10         | SILVERADO TR       | 175' N/O HOWELL MOUNTAIN RD    | CITY LIMITS (S)      | 1,475  | 44    | 64,900 | A - Arterial          | O - AC/AC    | 52          | 7.03           |
| SCRANE    | 10         | SOUTH CRANE AV     | 315' N/O GRAYSON AV            | GRAYSON AV           | 315    | 24    | 7,560  | C - Collector         | O - AC/AC    | 23          | 0              |
| SCRANE    | 15         | SOUTH CRANE AV     | GRAYSON AV                     | VALLEJO ST           | 410    | 31    | 12,710 | C - Collector         | O - AC/AC    | 11          | 0              |
| SCRANE    | 20         | SOUTH CRANE AV     | VALLEJO ST                     | SULPHUR SPRINGS AV   | 2,015  | 24    | 48,360 | C - Collector         | O - AC/AC    | 0           | 0              |
| SPGMTN    | 10         | SPRING MOUNTAIN CT | SPRING MOUNTAIN RD             | END (S)              | 700    | 33    | 23,100 | R - Residential/Local | O - AC/AC    | 54          | 14.4           |
| SPGMTN    | 10         | SPRING MOUNTAIN RD | CITY LIMIT (N)                 | 800' S/O CITY LIMIT  | 800    | 22    | 17,600 | C - Collector         | O - AC/AC    | 87          | 27.12          |
| SPGMTN    | 20         | SPRING MOUNTAIN RD | 800' S/O CITY LIMIT            | 1600' S/O CITY LIMIT | 800    | 22    | 17,600 | C - Collector         | O - AC/AC    | 29          | 0.97           |
| SPGMTN    | 30         | SPRING MOUNTAIN RD | 1600' S/O CITY LIMIT           | 2400' S/O CITY LIMIT | 800    | 22    | 17,600 | C - Collector         | O - AC/AC    | 43          | 5.32           |
| SPGMTN    | 40         | SPRING MOUNTAIN RD | 2400' W/O CITY LIMIT           | SPRING MOUNTAIN CT   | 810    | 27    | 21,870 | C - Collector         | O - AC/AC    | 93          | 29.6           |
| SPGMTN    | 50         | SPRING MOUNTAIN RD | SPRING MOUNTAIN CT             | ELMHURST AV          | 570    | 36    | 20,520 | C - Collector         | O - AC/AC    | 90          | 28.7           |
| SPGMTN    | 60         | SPRING MOUNTAIN RD | ELMHURST AV                    | HILLVIEW PL          | 560    | 31    | 17,360 | C - Collector         | O - AC/AC    | 90          | 28.7           |
| SPGMTN    | 70         | SPRING MOUNTAIN RD | HILLVIEW PL                    | MADRONA ST           | 540    | 31    | 16,740 | C - Collector         | O - AC/AC    | 65          | 14.73          |
| SPRING    | 05         | SPRING ST          | CITY LIMITS                    | 639' W/O SYLVANER AV | 1,215  | 21    | 25,515 | R - Residential/Local | O - AC/AC    | 92          | 37.3           |
| SPRING    | 10         | SPRING ST          | 639' W/O SYLVANER AV           | SYLVANER AV (W)      | 639    | 18    | 11,502 | R - Residential/Local | O - AC/AC    | 92          | 37.3           |
| SPRING    | 15         | SPRING ST          | SYLVANER AV (W)                | CHARDONNAY WY        | 760    | 35    | 26,600 | R - Residential/Local | O - AC/AC    | 92          | 37.3           |
| SPRING    | 20         | SPRING ST          | CHARDONNAY WY                  | SYLVANER AV (E)      | 910    | 35    | 31,850 | R - Residential/Local | O - AC/AC    | 92          | 37.3           |

Criteria:

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SS1030

MTC StreetSaver

## Section PCI/RSL Listing

Printed: 12/15/2020

| Street ID | Section ID | Street Name           | From                            | To                              | Length | Width | Area   | Functional Class      | Surface Type | Current<br>PCI | Remaining<br>Life |
|-----------|------------|-----------------------|---------------------------------|---------------------------------|--------|-------|--------|-----------------------|--------------|----------------|-------------------|
| SPRING    | 25         | SPRING ST             | SYLVANER AV (E)                 | VALLEYVIEW ST                   | 580    | 36    | 20,880 | C - Collector         | O - AC/AC    | 90             | 28.84             |
| SPRING    | 30         | SPRING ST             | VALLEYVIEW ST                   | HUDSON AV (W)                   | 610    | 39    | 23,790 | C - Collector         | O - AC/AC    | 66             | 14.6              |
| SPRING    | 35         | SPRING ST             | HUDSON AV (W)                   | ALLYN AV                        | 370    | 33    | 12,210 | C - Collector         | O - AC/AC    | 58             | 11.32             |
| SPRING    | 40         | SPRING ST             | ALLYN AV                        | STOCKTON ST                     | 870    | 37    | 32,190 | C - Collector         | O - AC/AC    | 58             | 11.32             |
| SPRING    | 45         | SPRING ST             | STOCKTON ST                     | KEARNEY ST                      | 690    | 37    | 25,530 | C - Collector         | O - AC/AC    | 67             | 15.78             |
| SPRING    | 50         | SPRING ST             | KEARNEY ST                      | OAK AV                          | 390    | 37    | 14,430 | C - Collector         | O - AC/AC    | 73             | 19.15             |
| SPRING    | 55         | SPRING ST             | OAK AV                          | BCR @ MAIN ST                   | 330    | 29    | 9,570  | C - Collector         | C - AC/PCC   | 55             | 9.98              |
| SPRBRK    | 10         | SPRINGBROOK CT        | SPRING ST                       | END (N)                         | 470    | 33    | 15,510 | R - Residential/Local | O - AC/AC    | 31             | 2.39              |
| STARR     | 10         | STARR AV              | HUNT AV                         | HARVEST LN                      | 935    | 47    | 43,945 | C - Collector         | O - AC/AC    | 57             | 10.62             |
| STARR     | 20         | STARR AV              | HARVEST LN                      | POPE ST                         | 385    | 47    | 18,095 | C - Collector         | A - AC       | 55             | 7.05              |
| STOCKT    | 10         | STOCKTON ST           | HILLVIEW PL                     | END (N)                         | 480    | 31    | 14,880 | R - Residential/Local | O - AC/AC    | 8              | 0                 |
| STOCKT    | 20         | STOCKTON ST           | HILLVIEW PL                     | MADRONA ST                      | 540    | 29    | 15,660 | R - Residential/Local | O - AC/AC    | 16             | 0                 |
| STOCKT    | 30         | STOCKTON ST           | MADRONA ST                      | PINE ST                         | 395    | 25    | 9,875  | R - Residential/Local | O - AC/AC    | 55             | 13.77             |
| STOCKT    | 40         | STOCKTON ST           | PINE ST                         | ADAMS ST                        | 460    | 25    | 11,500 | R - Residential/Local | O - AC/AC    | 39             | 5.8               |
| STOCKT    | 50         | STOCKTON ST           | ADAMS ST                        | TAINTER ST                      | 447    | 25    | 11,175 | R - Residential/Local | O - AC/AC    | 47             | 9.58              |
| STOCKT    | 60         | STOCKTON ST           | TAINTER ST                      | BCR @ SPRING ST                 | 410    | 25    | 10,250 | R - Residential/Local | O - AC/AC    | 39             | 5.8               |
| STRALL    | 10         | STRALLA CT            | POPE ST                         | END (S)                         | 90     | 24    | 2,160  | R - Residential/Local | A - AC       | 49             | 9.27              |
| SULSPR    | 10         | SULPHUR SPRINGS<br>AV | END (NW)                        | VALLEJO EXTENSION               | 576    | 18    | 10,368 | R - Residential/Local | O - AC/AC    | 28             | 1.21              |
| SULSPR    | 20         | SULPHUR SPRINGS<br>AV | VALLEJO EXTENSION               | 2401 SULPHUR<br>SPRINGS AVE     | 1,480  | 18    | 14,800 | R - Residential/Local | O - AC/AC    | 31             | 2.45              |
| SULSPR    | 30         | SULPHUR SPRINGS<br>AV | 2401 SULPHUR SPRINGS<br>AVE     | 2,410' E/O VALLEJO<br>EXTENSION | 930    | 21    | 19,530 | R - Residential/Local | O - AC/AC    | 19             | 0                 |
| SULSPR    | 40         | SULPHUR SPRINGS<br>AV | 2,410' E/O VALLEJO<br>EXTENSION | 3,180' E/O VALLEJO<br>EXTENSION | 770    | 21    | 16,170 | R - Residential/Local | O - AC/AC    | 20             | 0                 |
| SULSPR    | 50         | SULPHUR SPRINGS<br>AV | 3,180' E/O VALLEJO<br>EXTENSION | SOUTH CRANE AV                  | 1,160  | 18    | 20,880 | R - Residential/Local | O - AC/AC    | 22             | 0                 |
| SULSPR    | 60         | SULPHUR SPRINGS<br>AV | SOUTH CRANE AV                  | ARROWHEAD DR                    | 1,175  | 24    | 28,200 | C - Collector         | O - AC/AC    | 6              | 0                 |
| SULSPR    | 70         | SULPHUR SPRINGS<br>AV | ARROWHEAD DR                    | 1,035' S/O ARROWHEAD<br>DR      | 1,035  | 24    | 24,840 | C - Collector         | O - AC/AC    | 12             | 0                 |
| SULSPR    | 80         | SULPHUR SPRINGS<br>AV | 1,035' S/O ARROWHEAD<br>DR      | MAIN ST                         | 440    | 38    | 16,720 | C - Collector         | O - AC/AC    | 69             | 16.86             |
| SYLVAN    | 10         | SYLVANER AV           | SPRING ST                       | 900' N/O SPRING ST (E)          | 900    | 37    | 33,300 | R - Residential/Local | O - AC/AC    | 8              | 0                 |
| SYLVAN    | 20         | SYLVANER AV           | 900' N/O SPRING ST (E)          | RIESLING WY                     | 780    | 37    | 28,860 | R - Residential/Local | O - AC/AC    | 13             | 0                 |
| SYLVAN    | 30         | SYLVANER AV           | RIESLINGM WY                    | PINOT WY                        | 840    | 37    | 31,080 | R - Residential/Local | O - AC/AC    | 28             | 1.17              |

Criteria:

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SS1030

MTC StreetSaver

## Section PCI/RSL Listing

Printed: 12/15/2020

| Street ID | Section ID | Street Name   | From            | To                           | Length | Width | Area   | Functional Class      | Surface Type | Current<br>PCI | Remaining<br>Life |
|-----------|------------|---------------|-----------------|------------------------------|--------|-------|--------|-----------------------|--------------|----------------|-------------------|
| SYLVAN    | 40         | SYLVANER AV   | PINOT WY        | SPRING ST (W)                | 730    | 37    | 27,010 | R - Residential/Local | O - AC/AC    | 27             | 0.77              |
| TAINT     | 10         | TAINTER ST    | ALLYN AV        | STOCKTON ST                  | 740    | 30    | 22,200 | R - Residential/Local | O - AC/AC    | 72             | 27                |
| TAINT     | 20         | TAINTER ST    | STOCKTON ST     | KEARNEY ST                   | 710    | 29    | 20,590 | R - Residential/Local | O - AC/AC    | 69             | 24.05             |
| TAINT     | 30         | TAINTER ST    | KEARNEY ST      | OAK AV                       | 390    | 29    | 11,310 | R - Residential/Local | O - AC/AC    | 61             | 18.15             |
| VALLEJ    | 30         | VALLEJO ST    | SOUTH CRANE AV  | 1,270' W/O SOUTH<br>CRANE AV | 1,270  | 15    | 19,050 | C - Collector         | O - AC/AC    | 19             | 0                 |
| VAVIEW    | 10         | VALLEYVIEW ST | SPRING ST       | BIRCH AV                     | 1,043  | 34    | 35,462 | C - Collector         | O - AC/AC    | 55             | 9.85              |
| VAVIEW    | 20         | VALLEYVIEW ST | BIRCHE AV       | 315' N/O GRAYSON AV          | 932    | 34    | 31,688 | C - Collector         | O - AC/AC    | 42             | 4.97              |
| VIDOV     | 10         | VIDOVICH AV   | MAIN ST         | END (W)                      | 460    | 40    | 18,400 | R - Residential/Local | O - AC/AC    | 8              | 0                 |
| VINEYD    | 10         | VINEYARD AV   | END (N)         | ROAD WIDENS                  | 1,030  | 34    | 35,020 | R - Residential/Local | O - AC/AC    | 74             | 25.64             |
| VINEYD    | 20         | VINEYARD AV   | ROAD WIDENS     | HILLVIEW PL                  | 515    | 30    | 15,450 | R - Residential/Local | O - AC/AC    | 77             | 27.73             |
| VINEYD    | 30         | VINEYARD AV   | HILLVIEW PL     | MADRONA ST                   | 540    | 30    | 16,200 | R - Residential/Local | O - AC/AC    | 78             | 28.44             |
| VINTAG    | 10         | VINTAGE AV    | MCCORMICK ST    | MAIN ST                      | 510    | 38    | 19,380 | C - Collector         | O - AC/AC    | 23             | 0                 |
| VINTAG    | 20         | VINTAGE AV    | MCCORMICK ST    | END (E)                      | 780    | 38    | 29,640 | C - Collector         | O - AC/AC    | 45             | 5.58              |
| VOELKR    | 10         | VOELKER CT    | CRINELLA DR     | END (E)                      | 210    | 33    | 6,930  | R - Residential/Local | O - AC/AC    | 23             | 0                 |
| VORHEE    | 10         | VORHEES CIR   | MITCHELL DR (W) | MITCHELL DR (E)              | 1,100  | 26    | 28,600 | R - Residential/Local | A - AC       | 12             | 0                 |
| VORHEE    | 20         | VORHEES CIR   | MITCHELL DR (E) | MITCHELL DR (W)              | 915    | 26    | 23,790 | R - Residential/Local | A - AC       | 41             | 5.67              |

Total Section Length: 137,934

Total Section Area: 4,150,115

**PTAP-21 – City of St Helena  
2020-21 Pavement Management Program Update  
Final Report – March 2, 2021**

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## **APPENDIX II**

### **BUDGET ANALYSIS REPORTS**

- A. Needs Report and Treatment Cost Details- Five Year**
- B. Average PCI by Annual Funding Chart**
- C. Deferred Maintenance Cost Trend by Annual Funding Chart**
- D. Budget Scenario Cost and Network Summaries**
- E. Annual Work Program and Project Selection List- \$800K**

## **A. NEEDS – PROJECTED PCI/COST SUMMARY – FIVE YEAR**

### **NEEDS - PROJECTED PCI/COST SUMMARY**

This report highlights the impact of projected needs funding (and lack thereof) on pavement system condition. The report also provides a cost estimate of the funding needed to bring the streets to an optimal preventive maintenance level. Finally, an “Untreated PCI” is listed. This value is an accurate portrayal of average street condition.

|                       |                                                                                                      |
|-----------------------|------------------------------------------------------------------------------------------------------|
| <b>Year:</b>          | Year of Projection                                                                                   |
| <b>PCI Treated:</b>   | Average Street PCI with suggested treatments applied                                                 |
| <b>PCI Untreated:</b> | Present average untreated street PCI for year. This value is most accurate reflection of present PCI |
| <b>Cost:</b>          | Cost per year to apply suggested treatments                                                          |
| <b>PM Cost:</b>       | Total cost over the period of analysis spent on preventative maintenance                             |
| <b>% PM:</b>          | Percent of total cost over the period of analysis spent on preventative maintenance                  |
| <b>Total Cost:</b>    | Total cost over the period of analysis to bring streets to optimal maintenance level.                |

City of St. Helena

## Needs - Projected PCI/Cost Summary

Inflation Rate = 3.00 % Printed: 12/15/2020

| Year | PCI Treated | PCI Untreated | PM Cost  | Rehab Cost    | Cost             |
|------|-------------|---------------|----------|---------------|------------------|
| 2021 | 90          | 50            | \$83,108 | \$10,181,250  | \$10,264,358     |
| 2022 | 86          | 48            | \$6,009  | \$140,523     | \$146,532        |
| 2023 | 85          | 45            | \$40,206 | \$13,085      | \$53,291         |
| 2024 | 83          | 43            | \$93,660 | \$79,172      | \$172,832        |
| 2025 | 82          | 41            | \$281    | \$210,996     | \$211,277        |
|      |             |               | % PM     | PM Total Cost | Rehab Total Cost |
|      |             |               | 2.06%    | \$223,264     | \$10,625,026     |
|      |             |               |          |               | Total Cost       |
|      |             |               |          |               | \$10,848,290     |

## Needs - Treatment / Cost Details

Inflation Rate = 3.00 % Printed: 12/16/2020

| Street ID | Sec ID | Street Name    | Beg Loc                   | End Loc                   | Treated<br>PCI | Surface | Functional Class  | Year | Treatment                  | Cost      |
|-----------|--------|----------------|---------------------------|---------------------------|----------------|---------|-------------------|------|----------------------------|-----------|
| ADAMS     | 10     | ADAMS ST       | HUDSON AV                 | ALLYN AV                  | 69             | AC/AC   | Residential/Local | 2021 | MicroSurfacing             | \$8,973   |
| ADAMS     | 40     | ADAMS ST       | KEARNEY ST                | OAK AV                    | 89             | AC/PCC  | Residential/Local | 2021 | MicroSurfacing             | \$8,889   |
| ADAMS     | 75     | ADAMS ST       | COP @ LIBRARY LN          | COP BEFORE RAILROAD AV    | 92             | AC/AC   | Residential/Local | 2021 | MicroSurfacing             | \$6,660   |
| ADAMS     | 80     | ADAMS ST       | COP @ BUSINESS CENTER DWY | COP @ LIBRARY LN          | 93             | AC/AC   | Residential/Local | 2021 | MicroSurfacing             | \$6,167   |
| ADAMS     | 90     | ADAMS ST       | END (E)                   | COP @ BUSINESS CENTER DWY | 92             | AC/AC   | Residential/Local | 2021 | MicroSurfacing             | \$5,756   |
| ALLYN     | 10     | ALLYN AV       | MADRONA ST                | PINE ST                   | 100            | AC/AC   | Collector         | 2021 | 2.5" AC OL w/Fabric        | \$67,176  |
| ANDREA    | 10     | ANDREA AV      | KEARNEY ST                | OAK AV                    | 100            | AC/AC   | Residential/Local | 2021 | 2" AC OL w/Fabric          | \$57,400  |
| BIRCH     | 10     | BIRCH ST       | VALLEYVIEW ST             | NORTH CRANE AV            | 69             | AC/AC   | Residential/Local | 2021 | MicroSurfacing             | \$14,300  |
| BROWN     | 10     | BROWN ST       | ALLISON AV                | END (W)                   | 100            | AC/AC   | Residential/Local | 2021 | 2.5" AC OL w/Fabric        | \$64,680  |
| CHABLI    | 10 A   | CHABLIS CIR    | PINOT WAY                 | 500' NE/O PINT WAY (E)    | 100            | AC      | Residential/Local | 2021 | 2.5" AC OL w/Fabric        | \$66,000  |
| CHABLI    | 10 B   | CHABLIS CIR    | PINOT WAY                 | END                       | 100            | AC      | Residential/Local | 2021 | 2.5" AC OL w/Fabric        | \$26,520  |
| CHABLI    | 20     | CHABLIS CIR    | PINOT WY                  | 500' NE/O PINOT WY (E)    | 100            | AC/AC   | Residential/Local | 2021 | 2" AC OL w/Fabric          | \$53,900  |
| CHARDO    | 10     | CHARDONNAY WY  | SPRING ST                 | PINOT WY                  | 100            | AC/AC   | Residential/Local | 2021 | 2" AC OL w/Fabric          | \$75,234  |
| CHILES    | 10     | CHILES AV      | POPE ST                   | SIGNORELLI CIR            | 70             | AC      | Residential/Local | 2021 | MicroSurfacing             | \$23,723  |
| CHILES    | 20     | CHILES AV      | SIGNORELLI CIR            | END (E)                   | 74             | AC      | Residential/Local | 2021 | MicroSurfacing             | \$10,306  |
| CHRIST    | 10     | CHRISTINE CT   | PARK ST                   | END (E)                   | 100            | AC/AC   | Residential/Local | 2021 | 2.5" AC OL w/Fabric        | \$27,720  |
| COLLEG    | 10 A   | COLLEGE AV     | POPE ST                   | PVMNT CHG                 | 100            | AC      | Collector         | 2021 | RECONSTRUCT STRUCTURE (AC) | \$198,107 |
| COLUMB    | 10     | COLUMBARD CT   | CHARDONNAY WY             | END (W)                   | 64             | AC/AC   | Residential/Local | 2021 | MicroSurfacing             | \$7,884   |
| CRINEL    | 10     | CRINELLA DR    | MAIN ST                   | PARK ST                   | 100            | AC/AC   | Residential/Local | 2021 | 2.5" AC OL w/Fabric        | \$51,680  |
| CRINEL    | 20     | CRINELLA DR    | PARK ST                   | PUMP STATION              | 100            | AC/AC   | Residential/Local | 2021 | 2.5" AC OL w/Fabric        | \$105,400 |
| CRINEL    | 30     | CRINELLA DR    | PUMP STATION              | PARK ST                   | 100            | AC/AC   | Residential/Local | 2021 | 2.5" AC OL w/Fabric        | \$97,680  |
| CTROAK    | 10     | CHARTER OAK AV | CARWASH                   | END (E)                   | 100            | AC/AC   | Residential/Local | 2021 | 2.5" AC OL w/Fabric        | \$56,320  |
| CTROAK    | 20     | CHARTER OAK AV | MAIN ST                   | CARWASH                   | 100            | AC/AC   | Residential/Local | 2021 | 2.5" AC OL w/Fabric        | \$34,040  |
| DOWDEL    | 10     | DOWDELL LN     | MAIN ST                   | FOUNTAIN ST               | 100            | AC/AC   | Collector         | 2021 | RECONSTRUCT STRUCTURE (AC) | \$54,267  |
| DOWDEL    | 20     | DOWDELL LN     | FOUNTAIN ST               | MONTESSORI @ COP          | 100            | AC/AC   | Collector         | 2021 | RECONSTRUCT STRUCTURE (AC) | \$229,400 |

Criteria:

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MTC StreetSaver

SS1011



## Needs - Treatment / Cost Details

Inflation Rate = 3.00 % Printed: 12/16/2020

| Street ID | Sec ID | Street Name   | Beg Loc                     | End Loc                     | Treated<br>PCI | Surface | Functional Class  | Year | Treatment                     | Cost      |
|-----------|--------|---------------|-----------------------------|-----------------------------|----------------|---------|-------------------|------|-------------------------------|-----------|
| DOWDEL    | 30     | DOWDELL LN    | MONTESSORI @<br>COP         | HOUSE 867                   | 100            | AC/AC   | Residential/Local | 2021 | 2.5" AC OL w/Fabric           | \$31,200  |
| DOWDEL    | 40     | DOWDELL LN    | HOUSE 867                   | HOUSE 759                   | 100            | AC/AC   | Residential/Local | 2021 | 2.5" AC OL w/Fabric           | \$21,600  |
| DOWDEL    | 50     | DOWDELL LN    | HOUSE 759                   | HOUSE 679                   | 100            | AC      | Residential/Local | 2021 | 2.5" AC OL w/Fabric           | \$15,400  |
| EDWARD    | 10     | EDWARDS ST    | HUNT AV                     | POPE ST                     | 100            | AC      | Residential/Local | 2021 | 2.5" AC OL w/Fabric           | \$93,000  |
| FOUNT     | 10     | FOUNTAIN ST   | DOWDELL LN                  | END (N)                     | 100            | AC/AC   | Residential/Local | 2021 | 2.5" AC OL w/Fabric           | \$56,240  |
| FULTON    | 10     | FULTON LN     | MAIN ST                     | RAILROAD AV                 | 100            | AC/PCC  | Collector         | 2021 | 2.5" AC OL w/Fabric           | \$49,738  |
| FULTON    | 20     | FULTON LN     | RAILROAD AV                 | RR TRACKS                   | 100            | AC/AC   | Residential/Local | 2021 | 2.5" AC OL w/Fabric           | \$26,400  |
| FULTON    | 30     | FULTON LN     | RR TRACKS                   | 25 MPH SIGN                 | 100            | AC/AC   | Residential/Local | 2021 | 2" AC OL w/Fabric             | \$47,600  |
| FULTON    | 40     | FULTON LN     | 25 MPH SIGN                 | END (E)/CITY<br>LIMITS      | 78             | AC/AC   | Residential/Local | 2021 | MicroSurfacing                | \$10,256  |
| GRAYSN    | 10     | GRAYSON AV    | SOUTH CRANE AV              | 1120' E/O SOUTH<br>CRANE AV | 100            | AC/AC   | Collector         | 2021 | RECONSTRUCT<br>STRUCTURE (AC) | \$246,400 |
| GRAYSN    | 20     | GRAYSON AV    | 1120' E/O SOUTH<br>CRANE AV | 1940' E/O SOUTH<br>CRANE AV | 100            | AC/AC   | Collector         | 2021 | RECONSTRUCT<br>STRUCTURE (AC) | \$180,400 |
| GRAYSN    | 30     | GRAYSON AV    | 1940' E/O SOUTH<br>CRANE AV | MAIN ST                     | 100            | AC/AC   | Collector         | 2021 | RECONSTRUCT<br>STRUCTURE (AC) | \$165,267 |
| HENRY     | 10     | HENRY CT      | PARK ST                     | END (E)                     | 100            | AC/AC   | Residential/Local | 2021 | 2" AC OL w/Fabric             | \$15,867  |
| HILLVW    | 05     | HILLVIEW PL   | END (W)                     | SCOTT ST                    | 100            | AC      | Residential/Local | 2021 | 2.5" AC OL w/Fabric           | \$17,280  |
| HILLVW    | 10     | HILLVIEW PL   | SCOTT ST                    | VINEYARD AV                 | 100            | AC/AC   | Residential/Local | 2021 | 2.5" AC OL w/Fabric           | \$42,000  |
| HILLVW    | 20     | HILLVIEW PL   | VINEYARD AV                 | STOCKTON ST                 | 100            | AC/AC   | Residential/Local | 2021 | 2.5" AC OL w/Fabric           | \$39,200  |
| HILLVW    | 30     | HILLVIEW PL   | STOCKTON ST                 | SPRING<br>MOUNTAIN RD       | 100            | AC      | Residential/Local | 2021 | 2.5" AC OL w/Fabric           | \$43,200  |
| HUNT      | 20     | HUNT AV       | CHURCH ST                   | EDWARDS ST                  | 100            | AC/AC   | Collector         | 2021 | 2" AC OL                      | \$46,800  |
| HUNT      | 30     | HUNT AV       | EDWARDS ST                  | JUNE LN                     | 100            | AC/AC   | Collector         | 2021 | 2.5" AC OL w/Fabric           | \$71,673  |
| JUNELN    | 10     | JUNE LN       | HUNT AV                     | CHILES AV                   | 100            | AC      | Residential/Local | 2021 | 2" AC OL w/Fabric             | \$28,584  |
| KEARN     | 10     | KEARNEY ST    | HILLVIEW PL                 | MADRONA ST                  | 100            | AC/AC   | Residential/Local | 2021 | 2" AC OL w/Fabric             | \$75,600  |
| KEARN     | 20     | KEARNEY ST    | MADRONA ST                  | PINE ST                     | 100            | AC/PCC  | Residential/Local | 2021 | 2" AC OL w/Fabric             | \$35,767  |
| KEARN     | 30     | KEARNEY ST    | PINE ST                     | ADAMS ST                    | 65             | AC/PCC  | Residential/Local | 2021 | MicroSurfacing                | \$9,178   |
| KEARN     | 40     | KEARNEY ST    | TAINTER ST                  | SPRING ST                   | 83             | AC/AC   | Residential/Local | 2021 | MicroSurfacing                | \$5,200   |
| KIDDRD    | 10     | KIDD RANCH RD | MCCORKLE AV                 | END (S)                     | 100            | AC      | Residential/Local | 2021 | 2" AC OL                      | \$47,153  |
| LAFATA    | 10     | LA FATA ST    | DOWDELL LN                  | MILLS LN                    | 100            | AC/AC   | Collector         | 2021 | RECONSTRUCT<br>STRUCTURE (AC) | \$135,667 |
| LIBRAR    | 10     | LIBRARY LN    | ADAMS ST                    | END (N)                     | 100            | AC      | Residential/Local | 2021 | 2" AC OL                      | \$47,278  |

Criteria:

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MTC StreetSaver

## Needs - Treatment / Cost Details

Inflation Rate = 3.00 % Printed: 12/16/2020

| Street ID | Sec ID | Street Name     | Beg Loc                    | End Loc                    | Treated<br>PCI | Surface | Functional Class  | Year | Treatment                     | Cost      |
|-----------|--------|-----------------|----------------------------|----------------------------|----------------|---------|-------------------|------|-------------------------------|-----------|
| MADRON    | 10     | MADRONA ST      | REISLING WY                | FIR HILL DR                | 100            | AC/AC   | Collector         | 2021 | 2" AC OL                      | \$83,200  |
| MADRON    | 20     | MADRONA ST      | FIR HILL DR                | SPOTSWOOD<br>(ROAD WIDENS) | 100            | AC/AC   | Collector         | 2021 | 2.5" AC OL w/Fabric           | \$55,269  |
| MADRON    | 25     | MADRONA ST      | SPOTSWOOD<br>(ROAD WIDENS) | HUDSON AV                  | 100            | AC/AC   | Collector         | 2021 | 2" AC OL                      | \$38,280  |
| MARIPO    | 10     | MARIPOSA LN     | MCCORKLE AV                | POPE ST                    | 100            | AC/AC   | Residential/Local | 2021 | 2.5" AC OL w/Fabric           | \$91,740  |
| MCCORK    | 10     | MCCORKLE AV     | END (W)                    | ALLISON AV                 | 83             | AC/AC   | Residential/Local | 2021 | MicroSurfacing                | \$4,500   |
| MCCORK    | 20     | MCCORKLE AV     | ALLISON AV                 | MARIPOSA LN                | 100            | AC/AC   | Residential/Local | 2021 | 2.5" AC OL w/Fabric           | \$30,720  |
| MCCORK    | 30     | MCCORKLE AV     | MARIPOSA LN                | END (E)                    | 100            | AC/AC   | Residential/Local | 2021 | 2.5" AC OL w/Fabric           | \$88,160  |
| MCCORM    | 10     | MCCORMICK ST    | DOWDELL LN                 | VINTAGE AV                 | 100            | AC/AC   | Residential/Local | 2021 | 2.5" AC OL w/Fabric           | \$135,420 |
| MEADCK    | 10     | MEADOWCREEK CIR | STARR AV (N)               | STARR AV (S)               | 100            | AC      | Residential/Local | 2021 | 2.5" AC OL w/Fabric           | \$150,960 |
| MILLS     | 20     | MILLS LN        | LA FATA ST                 | MAILBOX 458<br>(COP)       | 89             | AC/AC   | Residential/Local | 2021 | MicroSurfacing                | \$16,412  |
| MILLS     | 30     | MILLS LN        | MAILBOX 458<br>(COP)       | END (E)                    | 94             | AC/AC   | Residential/Local | 2021 | MicroSurfacing                | \$9,100   |
| MITCH     | 10     | MITCHELL DR     | NORTH CRANE AV             | VOORHEES CIR               | 100            | AC/AC   | Residential/Local | 2021 | 2.5" AC OL w/Fabric           | \$34,800  |
| MITCH     | 20     | MITCHELL DR     | VOORHEES CIR<br>(W)        | VOORHEES CIR<br>(E)        | 100            | AC      | Residential/Local | 2021 | 2.5" AC OL w/Fabric           | \$67,860  |
| MITCH     | 30     | MITCHELL DR     | VOORHEES CIR               | ST JAMES DR                | 100            | AC/AC   | Residential/Local | 2021 | 2.5" AC OL w/Fabric           | \$67,280  |
| MITCH     | 40     | MITCHELL DR     | ST JAMES DR                | OAK AV                     | 100            | AC/AC   | Residential/Local | 2021 | 2" AC OL w/Fabric             | \$58,800  |
| MITCH     | 50     | MITCHELL DR     | OAK AV                     | BCR @ MAIN ST              | 100            | AC/AC   | Collector         | 2021 | RECONSTRUCT<br>STRUCTURE (AC) | \$89,334  |
| OAK       | 20     | OAK AV          | MADRONA ST                 | PINE ST                    | 100            | AC/AC   | Collector         | 2021 | RECONSTRUCT<br>STRUCTURE (AC) | \$94,067  |
| OAK       | 30     | OAK AV          | PINE ST                    | ADAMS ST                   | 100            | AC/AC   | Collector         | 2021 | RECONSTRUCT<br>STRUCTURE (AC) | \$133,734 |
| OAK       | 40     | OAK AV          | ADAMS ST                   | TAINTER ST                 | 100            | AC      | Collector         | 2021 | RECONSTRUCT<br>STRUCTURE (AC) | \$113,467 |
| OAK       | 50     | OAK AV          | TAINTER ST                 | SPRING ST                  | 100            | AC/AC   | Collector         | 2021 | RECONSTRUCT<br>STRUCTURE (AC) | \$104,000 |
| OAK       | 60     | OAK AV          | SPRING ST                  | MITCHELL DR                | 100            | AC/AC   | Collector         | 2021 | 2.5" AC OL w/Fabric           | \$69,920  |
| PARK      | 10     | PARK ST         | PRATT AV                   | CHRISTINE CT               | 100            | AC/AC   | Residential/Local | 2021 | 2.5" AC OL w/Fabric           | \$99,160  |
| PARK      | 20     | PARK ST         | CHRISTINE CT               | CRINELLA DR                | 100            | AC/AC   | Residential/Local | 2021 | 2.5" AC OL w/Fabric           | \$65,860  |
| PINE      | 10     | PINE ST         | HUDSON AV                  | ALLYN AV                   | 100            | AC/AC   | Residential/Local | 2021 | 2.5" AC OL w/Fabric           | \$80,520  |
| PINE      | 20     | PINE ST         | ALLYN AV                   | END (E)                    | 100            | AC/AC   | Residential/Local | 2021 | 2" AC OL w/Fabric             | \$52,800  |

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MTC StreetSaver

## Needs - Treatment / Cost Details

Inflation Rate = 3.00 % Printed: 12/16/2020

| Street ID | Sec ID | Street Name    | Beg Loc                         | End Loc                         | Treated<br>PCI | Surface | Functional Class  | Year | Treatment                  | Cost      |
|-----------|--------|----------------|---------------------------------|---------------------------------|----------------|---------|-------------------|------|----------------------------|-----------|
| PINE      | 30     | PINE ST        | STOCKTON ST                     | END (E)                         | 93             | AC      | Residential/Local | 2021 | MicroSurfacing             | \$8,600   |
| PINE      | 40     | PINE ST        | KEARNEY ST                      | OAK AV                          | 100            | AC/PCC  | Residential/Local | 2021 | 2" AC OL w/Fabric          | \$33,334  |
| PINE      | 50     | PINE ST        | OAK AV                          | MAIN ST                         | 66             | AC/PCC  | Residential/Local | 2021 | MicroSurfacing             | \$6,280   |
| PINE      | 60     | PINE ST        | MAIN ST                         | FIRE STATION                    | 92             | AC/PCC  | Residential/Local | 2021 | MicroSurfacing             | \$2,824   |
| PINOT     | 10     | PINOT WY       | SYLVANER AV                     | CHABLIS CIR                     | 100            | AC/AC   | Residential/Local | 2021 | 2.5" AC OL w/Fabric        | \$38,280  |
| PINOT     | 20     | PINOT WY       | CHABLIS CIR                     | CHARDONNAY WY                   | 100            | AC/AC   | Residential/Local | 2021 | 2.5" AC OL w/Fabric        | \$48,840  |
| PINOT     | 30     | PINOT WY       | CHARDONNAY WY                   | END (E)                         | 100            | AC/AC   | Residential/Local | 2021 | 2" AC OL w/Fabric          | \$63,250  |
| POPE      | 10     | POPE ST        | MAIN ST                         | CHURCH ST                       | 100            | AC/AC   | Arterial          | 2021 | 2" AC OL                   | \$35,880  |
| POPE      | 60     | POPE ST        | STARR AV                        | PEPPERTREE CIR                  | 100            | AC/AC   | Arterial          | 2021 | 2" AC OL                   | \$64,400  |
| PRATT     | 10     | PRATT AV       | MAIN ST                         | RR TRACKS                       | 100            | AC/AC   | Collector         | 2021 | RECONSTRUCT STRUCTURE (AC) | \$303,334 |
| PRATT     | 20     | PRATT AV       | RR TRACKS                       | END OF CURB                     | 100            | AC/AC   | Collector         | 2021 | RECONSTRUCT STRUCTURE (AC) | \$98,400  |
| PRATT     | 30     | PRATT AV       | END OF CURB                     | 2000' FROM BRIDGE (35 MPH SIGN) | 100            | AC/AC   | Collector         | 2021 | RECONSTRUCT STRUCTURE (AC) | \$121,600 |
| PRATT     | 40     | PRATT AV       | 2000' FROM BRIDGE (35 MPH SIGN) | BRIDGE                          | 100            | AC/AC   | Collector         | 2021 | RECONSTRUCT STRUCTURE (AC) | \$332,800 |
| PRATT     | 50     | PRATT AV       | BRIDGE                          | BRIDGE                          | 100            | AC/AC   | Collector         | 2021 | RECONSTRUCT STRUCTURE (AC) | \$160,000 |
| QUAIL     | 10     | QUAIL CT       | ELMHURST AV                     | END (N)                         | 100            | AC      | Residential/Local | 2021 | 2" AC OL                   | \$40,334  |
| RAILRD    | 10     | RAILROAD AV    | FIRE STATION                    | FULTON LN                       | 100            | AC/AC   | Collector         | 2021 | 2.5" AC OL w/Fabric        | \$77,900  |
| RAILRD    | 20     | RAILROAD AV    | ADAMS ST                        | FIRE STATION                    | 100            | AC/AC   | Collector         | 2021 | 2.5" AC OL w/Fabric        | \$66,205  |
| RAILRD    | 30     | RAILROAD AV    | HUNT AV                         | ADAMS ST                        | 100            | AC/AC   | Collector         | 2021 | 2.5" AC OL w/Fabric        | \$73,847  |
| RIESL     | 10     | RIESLING WY    | SYLVANER AV                     | MADRONA ST                      | 100            | AC/AC   | Residential/Local | 2021 | 2.5" AC OL w/Fabric        | \$69,560  |
| SCOTT     | 10     | SCOTT ST       | HILLVIEW PL                     | END (N)                         | 100            | AC/AC   | Residential/Local | 2021 | 2.5" AC OL w/Fabric        | \$67,200  |
| SCOTT     | 20     | SCOTT ST       | MADRONA ST                      | HILLVIEW PL                     | 100            | AC/AC   | Residential/Local | 2021 | 2.5" AC OL w/Fabric        | \$69,120  |
| SCRANE    | 10     | SOUTH CRANE AV | 315' N/O GRAYSON AV             | GRAYSON AV                      | 100            | AC/AC   | Collector         | 2021 | RECONSTRUCT STRUCTURE (AC) | \$50,400  |
| SCRANE    | 15     | SOUTH CRANE AV | GRAYSON AV                      | VALLEJO ST                      | 100            | AC/AC   | Collector         | 2021 | RECONSTRUCT STRUCTURE (AC) | \$84,734  |
| SCRANE    | 20     | SOUTH CRANE AV | VALLEJO ST                      | SULPHUR SPRINGS AV              | 100            | AC/AC   | Collector         | 2021 | RECONSTRUCT STRUCTURE (AC) | \$322,400 |
| SIGNOR    | 10     | SIGNORELLI CIR | CHILES AV                       | CHILES AV                       | 69             | AC      | Residential/Local | 2021 | MicroSurfacing             | \$20,514  |

Criteria:

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MTC StreetSaver

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## Needs - Treatment / Cost Details

Inflation Rate = 3.00 % Printed: 12/16/2020

| Street ID | Sec ID | Street Name        | Beg Loc                      | End Loc                      | Treated<br>PCI | Surface | Functional Class  | Year | Treatment                  | Cost      |
|-----------|--------|--------------------|------------------------------|------------------------------|----------------|---------|-------------------|------|----------------------------|-----------|
| SILVER    | 10     | SILVERADO TR       | 175' N/O HOWELL MOUNTAIN RD  | CITY LIMITS (S)              | 100            | AC/AC   | Arterial          | 2021 | 2" AC OL                   | \$259,600 |
| SPGMTC    | 10     | SPRING MOUNTAIN CT | SPRING MOUNTAIN RD           | END (S)                      | 100            | AC/AC   | Residential/Local | 2021 | 2" AC OL                   | \$64,167  |
| SPGMTN    | 20     | SPRING MOUNTAIN RD | 800' S/O CITY LIMIT          | 1600' S/O CITY LIMIT         | 100            | AC/AC   | Collector         | 2021 | 2.5" AC OL w/Fabric        | \$74,312  |
| SPGMTN    | 30     | SPRING MOUNTAIN RD | 1600' S/O CITY LIMIT         | 2400' S/O CITY LIMIT         | 100            | AC/AC   | Collector         | 2021 | 2.5" AC OL w/Fabric        | \$74,312  |
| SPRBRK    | 10     | SPRINGBROOK CT     | SPRING ST                    | END (N)                      | 100            | AC/AC   | Residential/Local | 2021 | 2" AC OL w/Fabric          | \$51,700  |
| SPRING    | 55     | SPRING ST          | OAK AV                       | BCR @ MAIN ST                | 100            | AC/PCC  | Collector         | 2021 | 2" AC OL                   | \$38,280  |
| STARR     | 10     | STARR AV           | HUNT AV                      | HARVEST LN                   | 100            | AC/AC   | Collector         | 2021 | 2" AC OL                   | \$175,780 |
| STARR     | 20     | STARR AV           | HARVEST LN                   | POPE ST                      | 100            | AC      | Collector         | 2021 | 2" AC OL                   | \$72,380  |
| STOCKT    | 10     | STOCKTON ST        | HILLVIEW PL                  | END (N)                      | 100            | AC/AC   | Residential/Local | 2021 | 2.5" AC OL w/Fabric        | \$59,520  |
| STOCKT    | 20     | STOCKTON ST        | HILLVIEW PL                  | MADRONA ST                   | 100            | AC/AC   | Residential/Local | 2021 | 2.5" AC OL w/Fabric        | \$62,640  |
| STOCKT    | 30     | STOCKTON ST        | MADRONA ST                   | PINE ST                      | 67             | AC/AC   | Residential/Local | 2021 | MicroSurfacing             | \$5,487   |
| STOCKT    | 40     | STOCKTON ST        | PINE ST                      | ADAMS ST                     | 100            | AC/AC   | Residential/Local | 2021 | 2" AC OL w/Fabric          | \$38,334  |
| STOCKT    | 50     | STOCKTON ST        | ADAMS ST                     | TAINTER ST                   | 100            | AC/AC   | Residential/Local | 2021 | 2" AC OL w/Fabric          | \$37,250  |
| STOCKT    | 60     | STOCKTON ST        | TAINTER ST                   | BCR @ SPRING ST              | 100            | AC/AC   | Residential/Local | 2021 | 2" AC OL w/Fabric          | \$34,167  |
| STRALL    | 10     | STRALLA CT         | POPE ST                      | END (S)                      | 100            | AC      | Residential/Local | 2021 | 2" AC OL w/Fabric          | \$7,200   |
| SULSPR    | 10     | SULPHUR SPRINGS AV | END (NW)                     | VALLEJO EXTENSION            | 100            | AC/AC   | Residential/Local | 2021 | 2" AC OL w/Fabric          | \$34,560  |
| SULSPR    | 20     | SULPHUR SPRINGS AV | VALLEJO EXTENSION            | 2401 SULPHUR SPRINGS AVE     | 100            | AC/AC   | Residential/Local | 2021 | 2" AC OL w/Fabric          | \$49,334  |
| SULSPR    | 30     | SULPHUR SPRINGS AV | 2401 SULPHUR SPRINGS AVE     | 2,410' E/O VALLEJO EXTENSION | 100            | AC/AC   | Residential/Local | 2021 | 2.5" AC OL w/Fabric        | \$78,120  |
| SULSPR    | 40     | SULPHUR SPRINGS AV | 2,410' E/O VALLEJO EXTENSION | 3,180' E/O VALLEJO EXTENSION | 100            | AC/AC   | Residential/Local | 2021 | 2.5" AC OL w/Fabric        | \$64,680  |
| SULSPR    | 50     | SULPHUR SPRINGS AV | 3,180' E/O VALLEJO EXTENSION | SOUTH CRANE AV               | 100            | AC/AC   | Residential/Local | 2021 | 2.5" AC OL w/Fabric        | \$83,520  |
| SULSPR    | 60     | SULPHUR SPRINGS AV | SOUTH CRANE AV               | ARROWHEAD DR                 | 100            | AC/AC   | Collector         | 2021 | RECONSTRUCT STRUCTURE (AC) | \$188,000 |
| SULSPR    | 70     | SULPHUR SPRINGS AV | ARROWHEAD DR                 | 1,035' S/O ARROWHEAD DR      | 100            | AC/AC   | Collector         | 2021 | RECONSTRUCT STRUCTURE (AC) | \$165,600 |

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MTC StreetSaver

## Needs - Treatment / Cost Details

Inflation Rate = 3.00 % Printed: 12/16/2020

| Street ID | Sec ID | Street Name        | Beg Loc                    | End Loc                         | Treated<br>PCI | Surface | Functional Class  | Year | Treatment                     | Cost      |
|-----------|--------|--------------------|----------------------------|---------------------------------|----------------|---------|-------------------|------|-------------------------------|-----------|
| SULSPR    | 80     | SULPHUR SPRINGS AV | 1,035' S/O<br>ARROWHEAD DR | MAIN ST                         | 100            | AC/AC   | Collector         | 2021 | 2" AC OL                      | \$66,880  |
| SYLVAN    | 10     | SYLVANER AV        | SPRING ST                  | 900' N/O SPRING<br>ST (E)       | 100            | AC/AC   | Residential/Local | 2021 | 2.5" AC OL w/Fabric           | \$133,200 |
| SYLVAN    | 20     | SYLVANER AV        | 900' N/O SPRING<br>ST (E)  | RIESLING WY                     | 100            | AC/AC   | Residential/Local | 2021 | 2.5" AC OL w/Fabric           | \$115,440 |
| SYLVAN    | 30     | SYLVANER AV        | RIESLING WY                | PINOT WY                        | 100            | AC/AC   | Residential/Local | 2021 | 2" AC OL w/Fabric             | \$103,600 |
| SYLVAN    | 40     | SYLVANER AV        | PINOT WY                   | SPRING ST (W)                   | 100            | AC/AC   | Residential/Local | 2021 | 2" AC OL w/Fabric             | \$90,034  |
| TAINT     | 20     | TAINTER ST         | STOCKTON ST                | KEARNEY ST                      | 77             | AC/AC   | Residential/Local | 2021 | MicroSurfacing                | \$11,439  |
| TAINT     | 30     | TAINTER ST         | KEARNEY ST                 | OAK AV                          | 71             | AC/AC   | Residential/Local | 2021 | MicroSurfacing                | \$6,284   |
| VALLEJ    | 30     | VALLEJO ST         | SOUTH CRANE AV             | 1,270' W/O<br>SOUTH CRANE<br>AV | 100            | AC/AC   | Collector         | 2021 | RECONSTRUCT<br>STRUCTURE (AC) | \$127,000 |
| VAVIEW    | 10     | VALLEYVIEW ST      | SPRING ST                  | BIRCH AV                        | 100            | AC/AC   | Collector         | 2021 | 2" AC OL                      | \$141,848 |
| VAVIEW    | 20     | VALLEYVIEW ST      | BIRCHE AV                  | 315' N/O<br>GRAYSON AV          | 100            | AC/AC   | Collector         | 2021 | 2.5" AC OL w/Fabric           | \$133,794 |
| VIDOV     | 10     | VIDOVICH AV        | MAIN ST                    | END (W)                         | 100            | AC/AC   | Residential/Local | 2021 | 2.5" AC OL w/Fabric           | \$73,600  |
| VINEYD    | 30     | VINEYARD AV        | HILLVIEW PL                | MADRONA ST                      | 86             | AC/AC   | Residential/Local | 2021 | MicroSurfacing                | \$9,000   |
| VINTAG    | 10     | VINTAGE AV         | MCCORMICK ST               | MAIN ST                         | 100            | AC/AC   | Collector         | 2021 | RECONSTRUCT<br>STRUCTURE (AC) | \$129,200 |
| VINTAG    | 20     | VINTAGE AV         | MCCORMICK ST               | END (E)                         | 100            | AC/AC   | Collector         | 2021 | 2.5" AC OL w/Fabric           | \$125,147 |
| VOELKR    | 10     | VOELKER CT         | CRINELLA DR                | END (E)                         | 100            | AC/AC   | Residential/Local | 2021 | 2.5" AC OL w/Fabric           | \$27,720  |
| VORHEE    | 10     | VORHEES CIR        | MITCHELL DR (W)            | MITCHELL DR (E)                 | 100            | AC      | Residential/Local | 2021 | 2.5" AC OL w/Fabric           | \$114,400 |
| VORHEE    | 20     | VORHEES CIR        | MITCHELL DR (E)            | MITCHELL DR (W)                 | 100            | AC      | Residential/Local | 2021 | 2" AC OL w/Fabric             | \$79,300  |
| ADAMS     | 20     | ADAMS ST           | ALLYN AV                   | STOCKTON ST                     | 78             | AC/AC   | Residential/Local | 2022 | MicroSurfacing                | \$14,203  |
| ADAMS     | 30     | ADAMS ST           | STOCKTON ST                | KEARNEY ST                      | 78             | AC/PCC  | Residential/Local | 2022 | MicroSurfacing                | \$15,439  |
| ALLYN     | 40     | ALLYN AV           | TAINTER ST                 | SPRING ST                       | 100            | AC/AC   | Collector         | 2022 | 2.5" AC OL w/Fabric           | \$90,109  |
| HARVES    | 10     | HARVEST LN         | STARR AV                   | END (W)                         | 100            | AC/AC   | Residential/Local | 2022 | 2" AC OL                      | \$20,772  |
| POPE      | 90     | POPE ST            | BEGIN BRIDGE               | SILVERADO<br>TRAIL              | 95             | AC      | Arterial          | 2022 | MicroSurfacing                | \$6,009   |
| DAHLIA    | 10     | DAHLIA ST          | MAGNOLIA AVE               | EL BONITA AV (N)                | 94             | AC/AC   | Residential/Local | 2023 | MicroSurfacing                | \$4,077   |
| DORIS     | 10     | DORIS AV           | VINEYARD AV                | END (W)                         | 78             | AC/AC   | Residential/Local | 2023 | SEAL CRACKS                   | \$27      |
| DORISC    | 10     | DORIS CT           | VINEYARD AV                | END (E)                         | 78             | AC/AC   | Residential/Local | 2023 | SEAL CRACKS                   | \$44      |
| HILLVW    | 40     | HILLVIEW PL        | SPRING<br>MOUNTAIN RD      | OAK AV                          | 75             | AC/AC   | Residential/Local | 2023 | SEAL CRACKS                   | \$193     |

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## Needs - Treatment / Cost Details

Inflation Rate = 3.00 % Printed: 12/16/2020

| Street ID | Sec ID | Street Name    | Beg Loc                  | End Loc                  | Treated<br>PCI | Surface | Functional Class  | Year | Treatment           | Cost      |
|-----------|--------|----------------|--------------------------|--------------------------|----------------|---------|-------------------|------|---------------------|-----------|
| MAGNO     | 10     | MAGNOLIA AVE   | ROSEBUD LN               | E END                    | 94             | AC      | Residential/Local | 2023 | MicroSurfacing      | \$2,774   |
| MAGNO     | 20     | MAGNOLIA AVE   | ROSEBUD LN               | DAHLIA ST                | 94             | AC      | Residential/Local | 2023 | MicroSurfacing      | \$8,260   |
| NCRANE    | 10     | NORTH CRANE AV | SPRING ST                | MITCHELL DR              | 83             | AC/AC   | Residential/Local | 2023 | SEAL CRACKS         | \$90      |
| NCRANE    | 20     | NORTH CRANE AV | MITCHELL DR              | END (S)                  | 75             | AC/AC   | Residential/Local | 2023 | SEAL CRACKS         | \$190     |
| OAK       | 10     | OAK AV         | HILLVIEW pL              | MADRONA ST               | 83             | AC/AC   | Residential/Local | 2023 | SEAL CRACKS         | \$95      |
| OLIVE     | 10     | OLIVE AV       | HUDSON ST                | VALLEYVIEW ST            | 94             | AC/AC   | Residential/Local | 2023 | MicroSurfacing      | \$12,224  |
| ROSE      | 10     | ROSEBUD LN     | EL BONITA AV             | SULPHER SPRINGS          | 94             | AC/AC   | Residential/Local | 2023 | MicroSurfacing      | \$11,850  |
| TAINT     | 10     | TAINTER ST     | ALLYN AV                 | STOCKTON ST              | 78             | AC/AC   | Residential/Local | 2023 | MicroSurfacing      | \$13,085  |
| VINEYD    | 10     | VINEYARD AV    | END (N)                  | ROAD WIDENS              | 74             | AC/AC   | Residential/Local | 2023 | SEAL CRACKS         | \$271     |
| VINEYD    | 20     | VINEYARD AV    | ROAD WIDENS              | HILLVIEW PL              | 76             | AC/AC   | Residential/Local | 2023 | SEAL CRACKS         | \$111     |
| ALLYN     | 20     | ALLYN AV       | PINE ST                  | ADAMS ST                 | 100            | AC/AC   | Collector         | 2024 | 2.5" AC OL w/Fabric | \$79,172  |
| DORIS     | 10     | DORIS AV       | VINEYARD AV              | END (W)                  | 85             | AC/AC   | Residential/Local | 2024 | MicroSurfacing      | \$2,477   |
| DORISC    | 10     | DORIS CT       | VINEYARD AV              | END (E)                  | 85             | AC/AC   | Residential/Local | 2024 | MicroSurfacing      | \$4,038   |
| HILLVW    | 40     | HILLVIEW PL    | SPRING MOUNTAIN RD       | OAK AV                   | 82             | AC/AC   | Residential/Local | 2024 | MicroSurfacing      | \$15,894  |
| NCRANE    | 10     | NORTH CRANE AV | SPRING ST                | MITCHELL DR              | 89             | AC/AC   | Residential/Local | 2024 | MicroSurfacing      | \$13,022  |
| NCRANE    | 20     | NORTH CRANE AV | MITCHELL DR              | END (S)                  | 82             | AC/AC   | Residential/Local | 2024 | MicroSurfacing      | \$15,235  |
| OAK       | 10     | OAK AV         | HILLVIEW pL              | MADRONA ST               | 89             | AC/AC   | Residential/Local | 2024 | MicroSurfacing      | \$12,354  |
| VINEYD    | 10     | VINEYARD AV    | END (N)                  | ROAD WIDENS              | 81             | AC/AC   | Residential/Local | 2024 | MicroSurfacing      | \$21,260  |
| VINEYD    | 20     | VINEYARD AV    | ROAD WIDENS              | HILLVIEW PL              | 83             | AC/AC   | Residential/Local | 2024 | MicroSurfacing      | \$9,380   |
| ELBONI    | 10     | EL BONITA AV   | LA QUINTA WY             | COP (CHANGE OF PAVEMENT) | 85             | AC/AC   | Residential/Local | 2025 | SEAL CRACKS         | \$18      |
| ELBONI    | 20     | EL BONITA AV   | COP (CHANGE OF PAVEMENT) | DAHLIA ST                | 85             | AC/AC   | Residential/Local | 2025 | SEAL CRACKS         | \$13      |
| ELBONI    | 30     | EL BONITA AV   | DAHLIA ST                | BCR @ MAIN ST            | 85             | AC/AC   | Residential/Local | 2025 | SEAL CRACKS         | \$128     |
| ELBONICT  | 10     | EL BONITA CT   | EL BONITA AVE            | END                      | 85             | AC/AC   | Residential/Local | 2025 | SEAL CRACKS         | \$31      |
| KENNED    | 10     | KENNEDY CT     | LA QUINTA WY             | END (W)                  | 85             | AC/AC   | Residential/Local | 2025 | SEAL CRACKS         | \$47      |
| LAQUIN    | 10     | LA QUINTA WY   | END (N)                  | END (S)                  | 85             | AC/AC   | Residential/Local | 2025 | SEAL CRACKS         | \$44      |
| SPRING    | 35     | SPRING ST      | HUDSON AV (W)            | ALLYN AV                 | 100            | AC/AC   | Collector         | 2025 | 2.5" AC OL w/Fabric | \$58,024  |
| SPRING    | 40     | SPRING ST      | ALLYN AV                 | STOCKTON ST              | 100            | AC/AC   | Collector         | 2025 | 2.5" AC OL w/Fabric | \$152,972 |

Criteria:

7  
SS1011

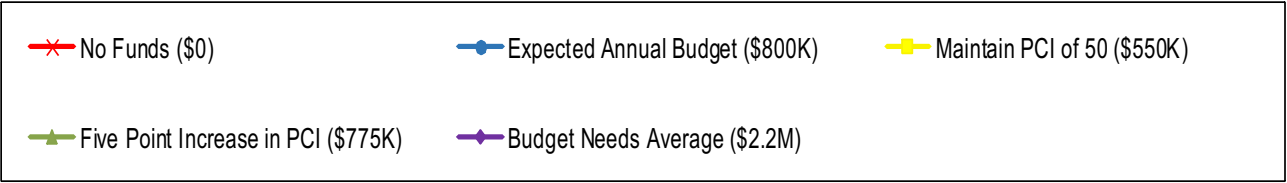
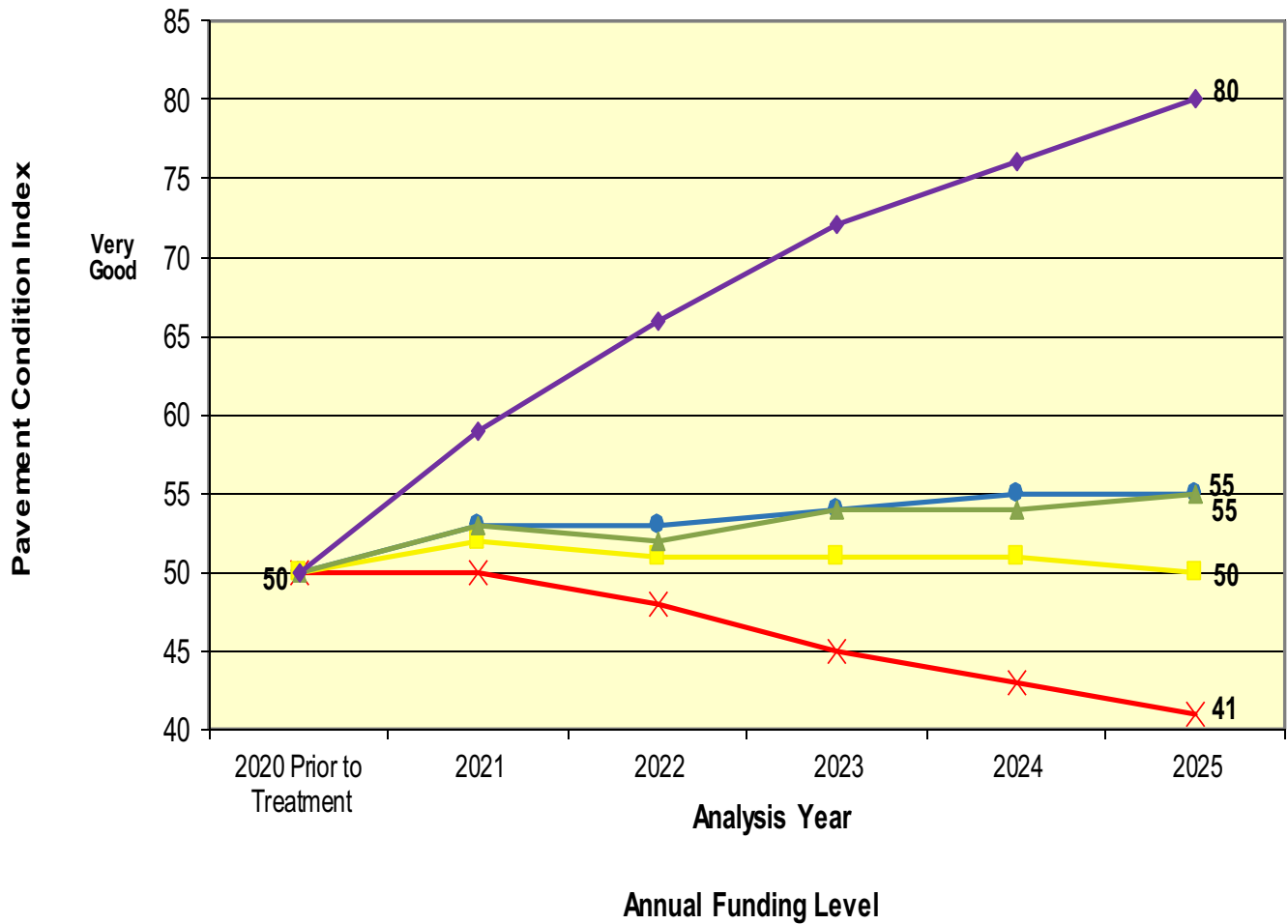
MTC StreetSaver

## **B. AVERAGE PCI BY ANNUAL FUNDING CHART**

### **AVERAGE PAVEMENT CONDITION INDEX (PCI) BY ANNUAL FUNDING LEVEL**

This graph compares 7 different annual budget scenarios and their impact over a five year budget analysis period.

Pavement Condition Index by Annual Funding Level

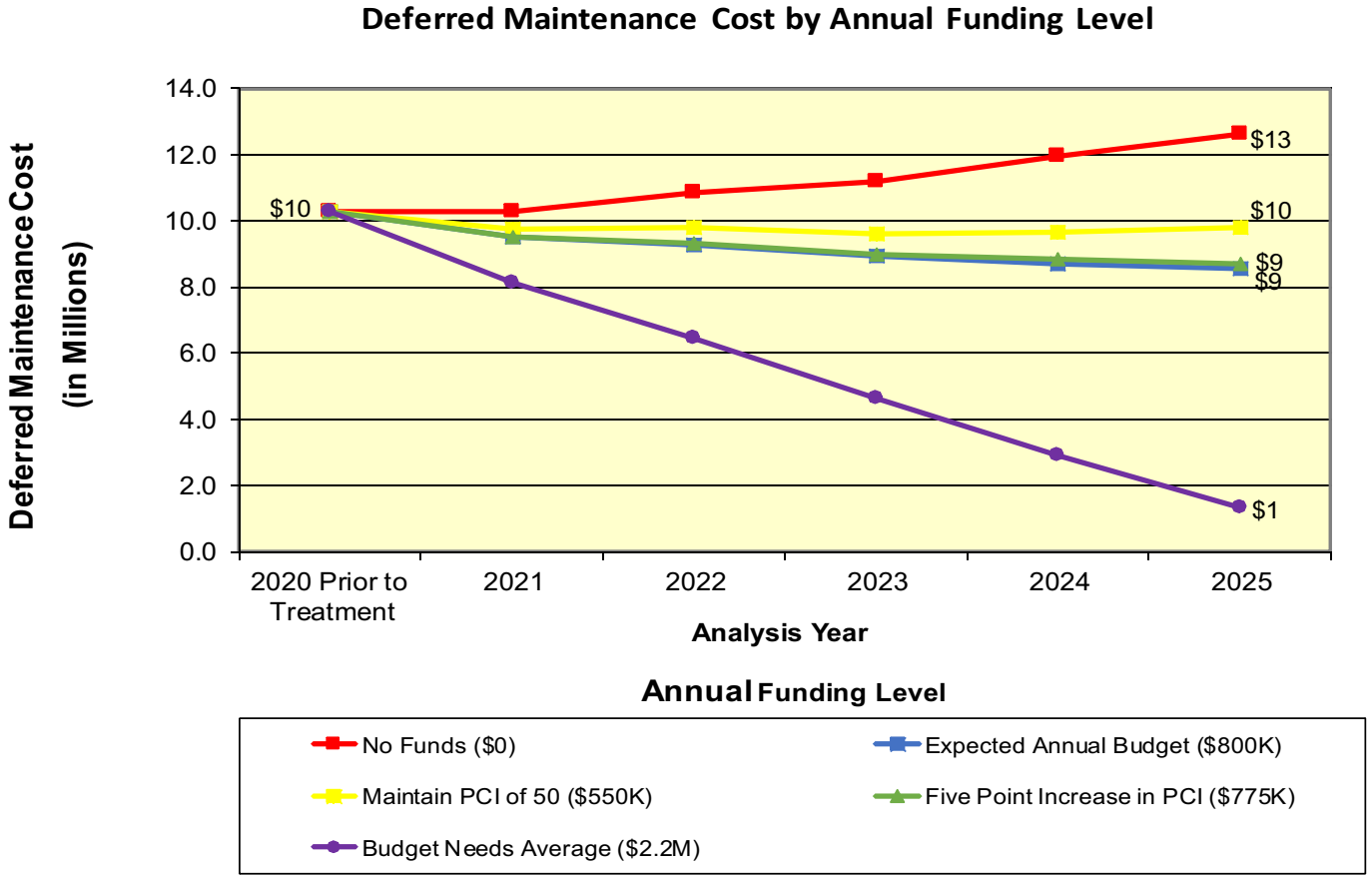




## **C. DEFERRED MAINTENANCE COST TREND BY ANNUAL FUNDING CHART**

### **DEFERRED MAINTENANCE COST TREND VS. ANNUAL FUNDING LEVEL**

This graph compares 7 different annual budget scenarios and their impact on deferred maintenance costs (maintenance backlog) over each year of the five-year budget analysis period. Deferred maintenance is the amount of necessary rehabilitation not performed each year due to budget shortfalls



## **D. BUDGET SCENARIO COST AND NETWORK SUMMARIES**

### **SCENARIOS – COST SUMMARY REPORT**

A Cost Summary report is provided in this section for each annual budget level analyzed. This specific report indicates the distribution of pavement funding between various condition levels of streets. The top portion of this report shows the interest and inflation assumptions.

The central part of the report lists the analysis year, percentage of that budget that is assigned to preventive maintenance, annual budget, activities distribution of the budget between rehabilitation (by condition category within rehabilitation, preventative maintenance, stop gap, and deferred maintenance costs. Condition Category refers to the MTC defined pavement conditions –Excellent (I), Very Good (II), Good (III), Poor (IV), and Very Poor (V). “Stop Gap” is a factored cost applied for emergency repairs (i.e. pothole repair) needed to minimally maintain a section where a section’s suggested rehabilitation maintenance is deferred. “Funded Stop Gap” refers to the budget amount allocated for stop gap and “Unmet Stop Gap” refers to any deferred stop gap costs. “Deferred” refers to the dollar cost of backlogged rehabilitation. “Surplus PM” values appear if the budget percentage split between rehabilitation and preventive maintenance is too heavily weighted to preventive maintenance. In such a case, the percentage of funding to rehabilitation would be increased.

The bottom part of the report shows a summary of the total costs spent on rehabilitation, preventative maintenance, and stop gap (funded and unmet) according to functional class.

### **SCENARIOS – NETWORK CONDITION SUMMARY REPORT**

This report details present and projected network condition trends based on the annual budget set for an individual scenario. Perhaps the most important piece of information from this report is found on the first page of the report. The table under “Project Network Average PCI by Year” shows what the overall network condition trend is when the suggested treatments are applied in comparison to when the treatments are not applied.

### **THESE REPORTS ARE PROVIDED FOR EACH OF THE COMPARISON SCENARIOS**

City of St. Helena

# Scenarios - Cost Summary

Interest: 3.00%

Inflation: 3.00%

Printed: 12/15/2020

Scenario: PTAP-21 - No Funds (\$0)

| Year | PM | Budget | Rehabilitation | Preventative Maintenance | Surplus PM  | Deferred | Stop Gap     |        |           |
|------|----|--------|----------------|--------------------------|-------------|----------|--------------|--------|-----------|
| 2021 | 0% | \$0    | II             | \$0                      | Non-Project | \$0      | \$10,264,335 | Funded | \$0       |
|      |    |        | III            | \$0                      |             |          |              | Unmet  | \$133,990 |
|      |    |        | IV             | \$0                      |             |          |              |        |           |
|      |    |        | V              | \$0                      |             |          |              |        |           |
|      |    |        | Total          | \$0                      |             |          |              |        |           |
|      |    |        | Project        | \$0                      |             |          |              |        |           |
| 2022 | 0% | \$0    | II             | \$0                      | Non-Project | \$0      | \$10,875,901 | Funded | \$0       |
|      |    |        | III            | \$0                      |             |          |              | Unmet  | \$1,353   |
|      |    |        | IV             | \$0                      |             |          |              |        |           |
|      |    |        | V              | \$0                      |             |          |              |        |           |
|      |    |        | Total          | \$0                      |             |          |              |        |           |
|      |    |        | Project        | \$0                      |             |          |              |        |           |
| 2023 | 0% | \$0    | II             | \$0                      | Non-Project | \$0      | \$11,260,876 | Funded | \$0       |
|      |    |        | III            | \$0                      |             |          |              | Unmet  | \$340     |
|      |    |        | IV             | \$0                      |             |          |              |        |           |
|      |    |        | V              | \$0                      |             |          |              |        |           |
|      |    |        | Total          | \$0                      |             |          |              |        |           |
|      |    |        | Project        | \$0                      |             |          |              |        |           |
| 2024 | 0% | \$0    | II             | \$0                      | Non-Project | \$0      | \$11,936,712 | Funded | \$0       |
|      |    |        | III            | \$0                      |             |          |              | Unmet  | \$969     |
|      |    |        | IV             | \$0                      |             |          |              |        |           |
|      |    |        | V              | \$0                      |             |          |              |        |           |
|      |    |        | Total          | \$0                      |             |          |              |        |           |
|      |    |        | Project        | \$0                      |             |          |              |        |           |
| 2025 | 0% | \$0    | II             | \$0                      | Non-Project | \$0      | \$12,605,844 | Funded | \$0       |
|      |    |        | III            | \$0                      |             |          |              | Unmet  | \$1,802   |
|      |    |        | IV             | \$0                      |             |          |              |        |           |
|      |    |        | V              | \$0                      |             |          |              |        |           |
|      |    |        | Total          | \$0                      |             |          |              |        |           |
|      |    |        | Project        | \$0                      |             |          |              |        |           |

## Summary

| Functional Class  | Rehabilitation | Prev. Maint. | Funded Stop Gap | Unmet Stop Gap |
|-------------------|----------------|--------------|-----------------|----------------|
| Arterial          | \$0            | \$0          | \$0             | \$1,300        |
| Collector         | \$0            | \$0          | \$0             | \$59,099       |
| Residential/Local | \$0            | \$0          | \$0             | \$78,056       |
| Grand Total:      | \$0            | \$0          | \$0             | \$138,455      |

Scenarios Criteria:

Criteria:

1

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City of St. Helena

## Scenarios - Network Condition Summary

Interest: 3%

Inflation: 3%

Printed: 12/15/2020

Scenario: PTAP-21 - No Funds (\$0)

| Year | Budget | PM | Year | Budget | PM | Year | Budget | PM |
|------|--------|----|------|--------|----|------|--------|----|
| 2021 | \$0    | 0% | 2023 | \$0    | 0% | 2025 | \$0    | 0% |
| 2022 | \$0    | 0% | 2024 | \$0    | 0% |      |        |    |

| Projected Network Average PCI by Year |               |                         |                          |                    |
|---------------------------------------|---------------|-------------------------|--------------------------|--------------------|
| Year                                  | Never Treated | With Selected Treatment | Treated Centerline Miles | Treated Lane Miles |
| 2021                                  | 50            | 50                      | 0                        | 0                  |
| 2022                                  | 48            | 48                      | 0                        | 0                  |
| 2023                                  | 45            | 45                      | 0                        | 0                  |
| 2024                                  | 43            | 43                      | 0                        | 0                  |
| 2025                                  | 41            | 41                      | 0                        | 0                  |

## Percent Network Area by Functional Class and Condition Category

Condition in base year 2021, prior to applying treatments.

| Condition | Arterial | Collector | Res/Loc | Other | Total  |
|-----------|----------|-----------|---------|-------|--------|
| I         | 3.0%     | 10.8%     | 19.7%   | 0.0%  | 33.5%  |
| II / III  | 2.2%     | 11.6%     | 7.6%    | 0.0%  | 21.3%  |
| IV        | 0.0%     | 5.4%      | 8.1%    | 0.0%  | 13.6%  |
| V         | 0.0%     | 13.9%     | 17.7%   | 0.0%  | 31.6%  |
| Total     | 5.2%     | 41.6%     | 53.2%   | 0.0%  | 100.0% |

Condition in year 2021 after schedulable treatments applied.

| Condition | Arterial | Collector | Res/Loc | Other | Total  |
|-----------|----------|-----------|---------|-------|--------|
| I         | 3.0%     | 10.8%     | 19.7%   | 0.0%  | 33.5%  |
| II / III  | 2.2%     | 11.6%     | 7.6%    | 0.0%  | 21.3%  |
| IV        | 0.0%     | 5.4%      | 8.1%    | 0.0%  | 13.6%  |
| V         | 0.0%     | 13.9%     | 17.7%   | 0.0%  | 31.6%  |
| Total     | 5.2%     | 41.6%     | 53.2%   | 0.0%  | 100.0% |

Condition in year 2025 after schedulable treatments applied.

| Condition | Arterial | Collector | Res/Loc | Other | Total  |
|-----------|----------|-----------|---------|-------|--------|
| I         | 1.9%     | 8.4%      | 15.9%   | 0.0%  | 26.2%  |
| II / III  | 1.6%     | 9.3%      | 8.3%    | 0.0%  | 19.2%  |
| IV        | 1.8%     | 8.7%      | 7.5%    | 0.0%  | 18.0%  |
| V         | 0.0%     | 15.1%     | 21.5%   | 0.0%  | 36.6%  |
| Total     | 5.2%     | 41.6%     | 53.2%   | 0.0%  | 100.0% |

Scenarios Criteria:

Criteria:

1

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City of St. Helena

# Scenarios - Cost Summary

Interest: 3.00%

Inflation: 3.00%

Printed: 12/15/2020

Scenario: PTAP-21 - Maintain PCI of 50 (\$550K)

| Year | PM | Budget    | Rehabilitation |           | Preventative Maintenance | Surplus PM | Deferred | Stop Gap    |        |           |
|------|----|-----------|----------------|-----------|--------------------------|------------|----------|-------------|--------|-----------|
| 2021 | 2% | \$550,000 | II             | \$38,285  | Non-Project              | \$0        | \$0      | \$9,739,249 | Funded | \$24,914  |
|      |    |           | III            | \$87,612  |                          |            |          |             | Unmet  | \$104,635 |
|      |    |           | IV             | \$372,673 |                          |            |          |             |        |           |
|      |    |           | V              | \$26,520  |                          |            |          |             |        |           |
|      |    |           | Total Project  | \$525,090 |                          |            |          |             |        |           |
|      |    |           |                | \$0       |                          |            |          |             |        |           |
| 2022 | 2% | \$550,000 | II             | \$29,642  | Non-Project              | \$10,987   | \$0      | \$9,786,216 | Funded | \$582     |
|      |    |           | III            | \$66,332  |                          |            |          |             | Unmet  | \$0       |
|      |    |           | IV             | \$419,640 |                          |            |          |             |        |           |
|      |    |           | V              | \$22,248  |                          |            |          |             |        |           |
|      |    |           | Total Project  | \$537,862 |                          |            |          |             |        |           |
|      |    |           |                | \$0       |                          |            |          |             |        |           |
| 2023 | 2% | \$550,000 | II             | \$13,085  | Non-Project              | \$23,379   | \$0      | \$9,589,557 | Funded | \$0       |
|      |    |           | III            | \$0       |                          |            |          |             | Unmet  | \$0       |
|      |    |           | IV             | \$139,475 |                          |            |          |             |        |           |
|      |    |           | V              | \$373,017 |                          |            |          |             |        |           |
|      |    |           | Total Project  | \$525,577 |                          |            |          |             |        |           |
|      |    |           |                | \$0       |                          |            |          |             |        |           |
| 2024 | 2% | \$550,000 | II             | \$0       | Non-Project              | \$21,260   | \$0      | \$9,668,312 | Funded | \$0       |
|      |    |           | III            | \$22,037  |                          |            |          |             | Unmet  | \$0       |
|      |    |           | IV             | \$448,222 |                          |            |          |             |        |           |
|      |    |           | V              | \$56,473  |                          |            |          |             |        |           |
|      |    |           | Total Project  | \$526,732 |                          |            |          |             |        |           |
|      |    |           |                | \$0       |                          |            |          |             |        |           |
| 2025 | 2% | \$550,000 | II             | \$5,853   | Non-Project              | \$10,411   | \$0      | \$9,803,403 | Funded | \$805     |
|      |    |           | III            | \$0       |                          |            |          |             | Unmet  | \$0       |
|      |    |           | IV             | \$513,947 |                          |            |          |             |        |           |
|      |    |           | V              | \$17,333  |                          |            |          |             |        |           |
|      |    |           | Total Project  | \$537,133 |                          |            |          |             |        |           |
|      |    |           |                | \$0       |                          |            |          |             |        |           |

## Summary

| Functional Class  | Rehabilitation | Prev. Maint. | Funded Stop Gap | Unmet Stop Gap |
|-------------------|----------------|--------------|-----------------|----------------|
| Arterial          | \$408,301      | \$6,189      | \$1,300         | \$0            |
| Collector         | \$758,412      | \$0          | \$6,223         | \$51,893       |
| Residential/Local | \$1,485,681    | \$59,848     | \$18,780        | \$52,743       |
| Grand Total:      | \$2,652,394    | \$66,037     | \$26,302        | \$104,635      |

Scenarios Criteria:

Criteria:

1

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City of St. Helena

## Scenarios - Network Condition Summary

Interest: 3%

Inflation: 3%

Printed: 12/15/2020

Scenario: PTAP-21 - Maintain PCI of 50 (\$550K)

| Year | Budget    | PM | Year | Budget    | PM | Year | Budget    | PM |
|------|-----------|----|------|-----------|----|------|-----------|----|
| 2021 | \$550,000 | 2% | 2023 | \$550,000 | 2% | 2025 | \$550,000 | 2% |
| 2022 | \$550,000 | 2% | 2024 | \$550,000 | 2% |      |           |    |

| Projected Network Average PCI by Year |               |                         |                          |                    |
|---------------------------------------|---------------|-------------------------|--------------------------|--------------------|
| Year                                  | Never Treated | With Selected Treatment | Treated Centerline Miles | Treated Lane Miles |
| 2021                                  | 50            | 52                      | 1.59                     | 3.19               |
| 2022                                  | 48            | 51                      | 1.03                     | 2.07               |
| 2023                                  | 45            | 51                      | 1.90                     | 3.80               |
| 2024                                  | 43            | 51                      | 0.91                     | 1.82               |
| 2025                                  | 41            | 50                      | 1.23                     | 2.47               |

## Percent Network Area by Functional Class and Condition Category

Condition in base year 2021, prior to applying treatments.

| Condition | Arterial | Collector | Res/Loc | Other | Total  |
|-----------|----------|-----------|---------|-------|--------|
| I         | 3.0%     | 10.8%     | 19.7%   | 0.0%  | 33.5%  |
| II / III  | 2.2%     | 11.6%     | 7.6%    | 0.0%  | 21.3%  |
| IV        | 0.0%     | 5.4%      | 8.1%    | 0.0%  | 13.6%  |
| V         | 0.0%     | 13.9%     | 17.7%   | 0.0%  | 31.6%  |
| Total     | 5.2%     | 41.6%     | 53.2%   | 0.0%  | 100.0% |

Condition in year 2021 after schedulable treatments applied.

| Condition | Arterial | Collector | Res/Loc | Other | Total  |
|-----------|----------|-----------|---------|-------|--------|
| I         | 3.0%     | 11.0%     | 24.7%   | 0.0%  | 38.7%  |
| II / III  | 2.2%     | 11.6%     | 5.2%    | 0.0%  | 18.9%  |
| IV        | 0.0%     | 5.1%      | 5.8%    | 0.0%  | 10.9%  |
| V         | 0.0%     | 13.9%     | 17.6%   | 0.0%  | 31.4%  |
| Total     | 5.2%     | 41.6%     | 53.2%   | 0.0%  | 100.0% |

Condition in year 2025 after schedulable treatments applied.

| Condition | Arterial | Collector | Res/Loc | Other | Total  |
|-----------|----------|-----------|---------|-------|--------|
| I         | 4.0%     | 12.4%     | 29.7%   | 0.0%  | 46.2%  |
| II / III  | 1.2%     | 9.3%      | 2.8%    | 0.0%  | 13.3%  |
| IV        | 0.0%     | 4.7%      | 2.0%    | 0.0%  | 6.8%   |
| V         | 0.0%     | 15.1%     | 18.7%   | 0.0%  | 33.8%  |
| Total     | 5.2%     | 41.6%     | 53.2%   | 0.0%  | 100.0% |

Scenarios Criteria:

Criteria:

1

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# Scenarios - Cost Summary

Interest: 3.00%

Inflation: 3.00%

Printed: 12/15/2020

Scenario: PTAP-21 - 5 Point Increase in PCI  
(\$775K)

| Year | PM | Budget    | Rehabilitation |           | Preventative Maintenance | Surplus PM | Deferred | Stop Gap    |        |          |
|------|----|-----------|----------------|-----------|--------------------------|------------|----------|-------------|--------|----------|
| 2021 | 2% | \$775,000 | II             | \$38,285  | Non-Project              | \$0        | \$0      | \$9,512,306 | Funded | \$22,972 |
|      |    |           | III            | \$152,012 |                          |            |          |             |        |          |
|      |    |           | IV             | \$561,736 |                          |            |          |             |        |          |
|      |    |           | V              | \$0       |                          |            |          |             |        |          |
|      |    |           | Total Project  | \$752,033 |                          |            |          |             |        |          |
| 2022 | 2% | \$775,000 | II             | \$29,642  | Non-Project              | \$19,141   | \$0      | \$9,327,073 | Funded | \$108    |
|      |    |           | III            | \$0       |                          |            |          |             |        |          |
|      |    |           | IV             | \$638,651 |                          |            |          |             |        |          |
|      |    |           | V              | \$86,809  |                          |            |          |             |        |          |
|      |    |           | Total Project  | \$755,102 |                          |            |          |             |        |          |
| 2023 | 2% | \$775,000 | II             | \$13,085  | Non-Project              | \$23,272   | \$0      | \$8,984,225 | Funded | \$0      |
|      |    |           | III            | \$0       |                          |            |          |             |        |          |
|      |    |           | IV             | \$139,475 |                          |            |          |             |        |          |
|      |    |           | V              | \$598,354 |                          |            |          |             |        |          |
|      |    |           | Total Project  | \$750,914 |                          |            |          |             |        |          |
| 2024 | 2% | \$775,000 | II             | \$0       | Non-Project              | \$21,260   | \$0      | \$8,818,975 | Funded | \$0      |
|      |    |           | III            | \$22,037  |                          |            |          |             |        |          |
|      |    |           | IV             | \$448,222 |                          |            |          |             |        |          |
|      |    |           | V              | \$282,319 |                          |            |          |             |        |          |
|      |    |           | Total Project  | \$752,578 |                          |            |          |             |        |          |
| 2025 | 2% | \$775,000 | II             | \$0       | Non-Project              | \$22,684   | \$0      | \$8,702,790 | Funded | \$0      |
|      |    |           | III            | \$0       |                          |            |          |             |        |          |
|      |    |           | IV             | \$666,919 |                          |            |          |             |        |          |
|      |    |           | V              | \$83,739  |                          |            |          |             |        |          |
|      |    |           | Total Project  | \$750,658 |                          |            |          |             |        |          |

## Summary

| Functional Class  | Rehabilitation | Prev. Maint. | Funded Stop Gap | Unmet Stop Gap |
|-------------------|----------------|--------------|-----------------|----------------|
| Arterial          | \$406,369      | \$6,189      | \$1,067         | \$0            |
| Collector         | \$1,319,458    | \$0          | \$3,948         | \$51,893       |
| Residential/Local | \$2,035,458    | \$80,168     | \$18,065        | \$54,032       |
| Grand Total:      | \$3,761,285    | \$86,357     | \$23,080        | \$105,925      |

Scenarios Criteria:

Criteria:

1

MTC StreetSaver



City of St. Helena

## Scenarios - Network Condition Summary

Interest: 3%

Inflation: 3%

Printed: 12/15/2020

Scenario: PTAP-21 - 5 Point Increase in PCI  
(\$775K)

| Year | Budget    | PM | Year | Budget    | PM | Year | Budget    | PM |
|------|-----------|----|------|-----------|----|------|-----------|----|
| 2021 | \$775,000 | 2% | 2023 | \$775,000 | 2% | 2025 | \$775,000 | 2% |
| 2022 | \$775,000 | 2% | 2024 | \$775,000 | 2% |      |           |    |

| Projected Network Average PCI by Year |               |                         |                          |                    |
|---------------------------------------|---------------|-------------------------|--------------------------|--------------------|
| Year                                  | Never Treated | With Selected Treatment | Treated Centerline Miles | Treated Lane Miles |
| 2021                                  | 50            | 53                      | 2.00                     | 4.01               |
| 2022                                  | 48            | 52                      | 1.29                     | 2.59               |
| 2023                                  | 45            | 54                      | 2.24                     | 4.49               |
| 2024                                  | 43            | 54                      | 1.32                     | 2.63               |
| 2025                                  | 41            | 55                      | 1.50                     | 3.00               |

## Percent Network Area by Functional Class and Condition Category

Condition in base year 2021, prior to applying treatments.

| Condition | Arterial | Collector | Res/Loc | Other | Total  |
|-----------|----------|-----------|---------|-------|--------|
| I         | 3.0%     | 10.8%     | 19.7%   | 0.0%  | 33.5%  |
| II / III  | 2.2%     | 11.6%     | 7.6%    | 0.0%  | 21.3%  |
| IV        | 0.0%     | 5.4%      | 8.1%    | 0.0%  | 13.6%  |
| V         | 0.0%     | 13.9%     | 17.7%   | 0.0%  | 31.6%  |
| Total     | 5.2%     | 41.6%     | 53.2%   | 0.0%  | 100.0% |

Condition in year 2021 after schedulable treatments applied.

| Condition | Arterial | Collector | Res/Loc | Other | Total  |
|-----------|----------|-----------|---------|-------|--------|
| I         | 3.4%     | 12.1%     | 24.5%   | 0.0%  | 40.0%  |
| II / III  | 1.8%     | 11.6%     | 5.2%    | 0.0%  | 18.5%  |
| IV        | 0.0%     | 4.1%      | 5.8%    | 0.0%  | 9.9%   |
| V         | 0.0%     | 13.9%     | 17.7%   | 0.0%  | 31.6%  |
| Total     | 5.2%     | 41.6%     | 53.2%   | 0.0%  | 100.0% |

Condition in year 2025 after schedulable treatments applied.

| Condition | Arterial | Collector | Res/Loc | Other | Total  |
|-----------|----------|-----------|---------|-------|--------|
| I         | 4.0%     | 15.5%     | 32.8%   | 0.0%  | 52.3%  |
| II / III  | 1.2%     | 9.3%      | 2.8%    | 0.0%  | 13.3%  |
| IV        | 0.0%     | 1.7%      | 2.0%    | 0.0%  | 3.7%   |
| V         | 0.0%     | 15.1%     | 15.6%   | 0.0%  | 30.7%  |
| Total     | 5.2%     | 41.6%     | 53.2%   | 0.0%  | 100.0% |

Scenarios Criteria:

Criteria:

1

MTC StreetSaver

City of St. Helena

# Scenarios - Cost Summary

Interest: 3.00%

Inflation: 3.00%

Printed: 12/15/2020

Scenario: PTAP-21 - Expected Annual Budget (\$800K)

| Year | PM | Budget    | Rehabilitation | Preventative Maintenance | Surplus PM  | Deferred | Stop Gap |
|------|----|-----------|----------------|--------------------------|-------------|----------|----------|
| 2021 | 2% | \$800,000 | II             | \$38,285                 | Non-Project | \$0      | \$0      |
|      |    |           | III            | \$152,012                |             |          |          |
|      |    |           | IV             | \$580,314                |             |          |          |
|      |    |           | V              | \$0                      |             |          |          |
|      |    |           | Total Project  | \$770,611<br>\$0         |             |          |          |
| 2022 | 2% | \$800,000 | II             | \$29,642                 | Non-Project | \$16,121 | \$0      |
|      |    |           | III            | \$0                      |             |          |          |
|      |    |           | IV             | \$638,651                |             |          |          |
|      |    |           | V              | \$114,125                |             |          |          |
|      |    |           | Total Project  | \$782,418<br>\$0         |             |          |          |
| 2023 | 2% | \$800,000 | II             | \$13,085                 | Non-Project | \$16,091 | \$0      |
|      |    |           | III            | \$0                      |             |          |          |
|      |    |           | IV             | \$139,475                |             |          |          |
|      |    |           | V              | \$629,968                |             |          |          |
|      |    |           | Total Project  | \$782,528<br>\$0         |             |          |          |
| 2024 | 2% | \$800,000 | II             | \$0                      | Non-Project | \$17,116 | \$0      |
|      |    |           | III            | \$22,037                 |             |          |          |
|      |    |           | IV             | \$448,222                |             |          |          |
|      |    |           | V              | \$311,342                |             |          |          |
|      |    |           | Total Project  | \$781,601<br>\$0         |             |          |          |
| 2025 | 2% | \$800,000 | II             | \$0                      | Non-Project | \$35,764 | \$0      |
|      |    |           | III            | \$0                      |             |          |          |
|      |    |           | IV             | \$666,919                |             |          |          |
|      |    |           | V              | \$95,894                 |             |          |          |
|      |    |           | Total Project  | \$762,813<br>\$0         |             |          |          |

## Summary

| Functional Class  | Rehabilitation | Prev. Maint. | Funded Stop Gap | Unmet Stop Gap |
|-------------------|----------------|--------------|-----------------|----------------|
| Arterial          | \$406,369      | \$6,189      | \$1,067         | \$0            |
| Collector         | \$1,338,036    | \$0          | \$3,850         | \$51,893       |
| Residential/Local | \$2,135,566    | \$78,903     | \$24,585        | \$47,512       |
| Grand Total:      | \$3,879,971    | \$85,092     | \$29,502        | \$99,405       |

Scenarios Criteria:

Criteria:

1

MTC StreetSaver

City of St. Helena

## Scenarios - Network Condition Summary

Interest: 3%

Inflation: 3%

Printed: 12/15/2020

Scenario: PTAP-21 - Expected Annual Budget  
(\$800K)

| Year | Budget    | PM | Year | Budget    | PM | Year | Budget    | PM |
|------|-----------|----|------|-----------|----|------|-----------|----|
| 2021 | \$800,000 | 2% | 2023 | \$800,000 | 2% | 2025 | \$800,000 | 2% |
| 2022 | \$800,000 | 2% | 2024 | \$800,000 | 2% |      |           |    |

| Projected Network Average PCI by Year |               |                         |                          |                    |
|---------------------------------------|---------------|-------------------------|--------------------------|--------------------|
| Year                                  | Never Treated | With Selected Treatment | Treated Centerline Miles | Treated Lane Miles |
| 2021                                  | 50            | 53                      | 1.96                     | 3.92               |
| 2022                                  | 48            | 53                      | 1.29                     | 2.58               |
| 2023                                  | 45            | 54                      | 2.24                     | 4.48               |
| 2024                                  | 43            | 55                      | 1.34                     | 2.69               |
| 2025                                  | 41            | 55                      | 1.63                     | 3.25               |

## Percent Network Area by Functional Class and Condition Category

Condition in base year 2021, prior to applying treatments.

| Condition | Arterial | Collector | Res/Loc | Other | Total  |
|-----------|----------|-----------|---------|-------|--------|
| I         | 3.0%     | 10.8%     | 19.7%   | 0.0%  | 33.5%  |
| II / III  | 2.2%     | 11.6%     | 7.6%    | 0.0%  | 21.3%  |
| IV        | 0.0%     | 5.4%      | 8.1%    | 0.0%  | 13.6%  |
| V         | 0.0%     | 13.9%     | 17.7%   | 0.0%  | 31.6%  |
| Total     | 5.2%     | 41.6%     | 53.2%   | 0.0%  | 100.0% |

Condition in year 2021 after schedulable treatments applied.

| Condition | Arterial | Collector | Res/Loc | Other | Total  |
|-----------|----------|-----------|---------|-------|--------|
| I         | 3.4%     | 12.2%     | 24.5%   | 0.0%  | 40.2%  |
| II / III  | 1.8%     | 11.6%     | 5.2%    | 0.0%  | 18.5%  |
| IV        | 0.0%     | 3.9%      | 5.8%    | 0.0%  | 9.7%   |
| V         | 0.0%     | 13.9%     | 17.7%   | 0.0%  | 31.6%  |
| Total     | 5.2%     | 41.6%     | 53.2%   | 0.0%  | 100.0% |

Condition in year 2025 after schedulable treatments applied.

| Condition | Arterial | Collector | Res/Loc | Other | Total  |
|-----------|----------|-----------|---------|-------|--------|
| I         | 4.0%     | 15.6%     | 33.4%   | 0.0%  | 53.0%  |
| II / III  | 1.2%     | 9.3%      | 2.8%    | 0.0%  | 13.3%  |
| IV        | 0.0%     | 1.5%      | 2.0%    | 0.0%  | 3.6%   |
| V         | 0.0%     | 15.1%     | 15.0%   | 0.0%  | 30.1%  |
| Total     | 5.2%     | 41.6%     | 53.2%   | 0.0%  | 100.0% |

Scenarios Criteria:

Criteria:

1

MTC StreetSaver

City of St. Helena

# Scenarios - Cost Summary

Interest: 3.00%

Inflation: 3.00%

Printed: 12/15/2020

Scenario: PTAP-21- Budget Needs Average  
(\$2.2M)

| Year | PM | Budget      | Rehabilitation | Preventative Maintenance | Surplus PM  | Deferred    | Stop Gap |
|------|----|-------------|----------------|--------------------------|-------------|-------------|----------|
| 2021 | 2% | \$2,200,000 | II             | \$38,285                 | Non-Project | \$8,119,074 | Funded   |
|      |    |             | III            | \$152,012                |             |             | Unmet    |
|      |    |             | IV             | \$973,891                |             |             |          |
|      |    |             | V              | \$981,080                |             |             |          |
|      |    |             | Total          | \$2,145,268              |             |             |          |
|      |    |             | Project        | \$0                      |             |             | \$54,740 |
| 2022 | 2% | \$2,200,000 | II             | \$29,642                 | Non-Project | \$6,468,695 | Funded   |
|      |    |             | III            | \$0                      |             |             | Unmet    |
|      |    |             | IV             | \$435,926                |             |             |          |
|      |    |             | V              | \$1,676,725              |             |             |          |
|      |    |             | Total          | \$2,142,293              |             |             |          |
|      |    |             | Project        | \$0                      |             |             | \$108    |
| 2023 | 2% | \$2,200,000 | II             | \$13,085                 | Non-Project | \$4,616,672 | Funded   |
|      |    |             | III            | \$221,227                |             |             | Unmet    |
|      |    |             | IV             | \$139,475                |             |             |          |
|      |    |             | V              | \$1,746,226              |             |             |          |
|      |    |             | Total          | \$2,120,013              |             |             |          |
|      |    |             | Project        | \$0                      |             |             | \$0      |
| 2024 | 2% | \$2,200,000 | II             | \$0                      | Non-Project | \$2,921,364 | Funded   |
|      |    |             | III            | \$0                      |             |             | Unmet    |
|      |    |             | IV             | \$650,973                |             |             |          |
|      |    |             | V              | \$1,428,245              |             |             |          |
|      |    |             | Total          | \$2,079,218              |             |             |          |
|      |    |             | Project        | \$0                      |             |             | \$0      |
| 2025 | 2% | \$2,200,000 | II             | \$0                      | Non-Project | \$1,313,636 | Funded   |
|      |    |             | III            | \$0                      |             |             | Unmet    |
|      |    |             | IV             | \$458,085                |             |             |          |
|      |    |             | V              | \$1,629,591              |             |             |          |
|      |    |             | Total          | \$2,087,676              |             |             |          |
|      |    |             | Project        | \$0                      |             |             | \$0      |

## Summary

| Functional Class  | Rehabilitation | Prev. Maint. | Funded Stop Gap | Unmet Stop Gap |
|-------------------|----------------|--------------|-----------------|----------------|
| Arterial          | \$406,369      | \$6,189      | \$1,067         | \$0            |
| Collector         | \$5,515,285    | \$0          | \$2,940         | \$50,731       |
| Residential/Local | \$4,652,814    | \$220,659    | \$50,840        | \$0            |
| Grand Total:      | \$10,574,468   | \$226,848    | \$54,848        | \$50,731       |

Scenarios Criteria:

Criteria:

1

MTC StreetSaver

City of St. Helena

## Scenarios - Network Condition Summary

Interest: 3%

Inflation: 3%

Printed: 12/15/2020

Scenario: PTAP-21- Budget Needs Average  
(\$2.2M)

| Year | Budget      | PM | Year | Budget      | PM | Year | Budget      | PM |
|------|-------------|----|------|-------------|----|------|-------------|----|
| 2021 | \$2,200,000 | 2% | 2023 | \$2,200,000 | 2% | 2025 | \$2,200,000 | 2% |
| 2022 | \$2,200,000 | 2% | 2024 | \$2,200,000 | 2% |      |             |    |

| Projected Network Average PCI by Year |               |                         |                          |                    |
|---------------------------------------|---------------|-------------------------|--------------------------|--------------------|
| Year                                  | Never Treated | With Selected Treatment | Treated Centerline Miles | Treated Lane Miles |
| 2021                                  | 50            | 59                      | 4.16                     | 8.32               |
| 2022                                  | 48            | 66                      | 4.07                     | 7.74               |
| 2023                                  | 45            | 72                      | 4.36                     | 8.49               |
| 2024                                  | 43            | 76                      | 2.98                     | 5.96               |
| 2025                                  | 41            | 80                      | 2.53                     | 5.06               |

## Percent Network Area by Functional Class and Condition Category

Condition in base year 2021, prior to applying treatments.

| Condition | Arterial | Collector | Res/Loc | Other | Total  |
|-----------|----------|-----------|---------|-------|--------|
| I         | 3.0%     | 10.8%     | 19.7%   | 0.0%  | 33.5%  |
| II / III  | 2.2%     | 11.6%     | 7.6%    | 0.0%  | 21.3%  |
| IV        | 0.0%     | 5.4%      | 8.1%    | 0.0%  | 13.6%  |
| V         | 0.0%     | 13.9%     | 17.7%   | 0.0%  | 31.6%  |
| Total     | 5.2%     | 41.6%     | 53.2%   | 0.0%  | 100.0% |

Condition in year 2021 after schedulable treatments applied.

| Condition | Arterial | Collector | Res/Loc | Other | Total  |
|-----------|----------|-----------|---------|-------|--------|
| I         | 3.4%     | 14.5%     | 30.4%   | 0.0%  | 48.3%  |
| II / III  | 1.8%     | 11.6%     | 5.2%    | 0.0%  | 18.5%  |
| IV        | 0.0%     | 1.7%      | 5.8%    | 0.0%  | 7.5%   |
| V         | 0.0%     | 13.9%     | 11.8%   | 0.0%  | 25.7%  |
| Total     | 5.2%     | 41.6%     | 53.2%   | 0.0%  | 100.0% |

Condition in year 2025 after schedulable treatments applied.

| Condition | Arterial | Collector | Res/Loc | Other | Total  |
|-----------|----------|-----------|---------|-------|--------|
| I         | 4.0%     | 30.4%     | 48.4%   | 0.0%  | 82.8%  |
| II / III  | 1.2%     | 8.2%      | 2.8%    | 0.0%  | 12.1%  |
| IV        | 0.0%     | 0.4%      | 2.0%    | 0.0%  | 2.5%   |
| V         | 0.0%     | 2.6%      | 0.0%    | 0.0%  | 2.6%   |
| Total     | 5.2%     | 41.6%     | 53.2%   | 0.0%  | 100.0% |

Scenarios Criteria:

Criteria:

1

MTC StreetSaver

## E. ANNUAL WORK PROGRAM – \$800K

### SECTIONS SELECTED FOR TREATMENT

This list is generated from the budget scenario that reflects the most likely annual budget to be achieved. It basically tells you which sections can be treated each year given a constrained budget.

The header portion of the report tells you interest rate, inflation rate, budget level, and preventive maintenance allocation assumptions.

In the top left in bold on the first page you will find the following: **Year: 2020**

A similar type header will be found at the start of each year's suggested treatments for each year of the analysis.

The following are descriptions of fields in this report:

|                            |                                                                                                                    |
|----------------------------|--------------------------------------------------------------------------------------------------------------------|
| <b>Street Name:</b>        | Street Name                                                                                                        |
| <b>Beginning Location:</b> | Beginning location of section                                                                                      |
| <b>Ending Location:</b>    | End location of section                                                                                            |
| <b>Street ID:</b>          | Street Identifier                                                                                                  |
| <b>Section ID:</b>         | Section Identifier                                                                                                 |
| <b>FC:</b>                 | Functional Class (A-Arterial, C-Collector, R-Residential, O - Other)                                               |
| <b>Surface:</b>            | Surface Type - Original Pavement (AC), Overlay (AC/AC), Surface Treatment (ST), and Portland Cement Concrete (PCC) |
| <b>PCI:</b>                | An approximation of what the PCI would be if the recommended treatment was done                                    |
| <b>Cost:</b>               | Cost for entire treatment (based on unit costs defined in decision tree)                                           |
| <b>Rating:</b>             | This number is a ranking of cost-effectiveness by treatment. The number is for ranking purposes only               |
| <b>Treatment:</b>          | Suggested treatment for each section with total cost for the type of treatment                                     |
| <b>Year Total:</b>         | At the end of each year's section you will find a total of the treatment costs for that year.                      |

## Scenarios - Sections Selected for Treatment

Interest: 3.00%

Inflation: 3.00%

Printed: 12/15/2020

Scenario: PTAP-21 - Expected Annual Budget  
(\$800K)

| Year | Budget    | PM | Year | Budget    | PM | Year | Budget    | PM |
|------|-----------|----|------|-----------|----|------|-----------|----|
| 2021 | \$800,000 | 2% | 2023 | \$800,000 | 2% | 2025 | \$800,000 | 2% |
| 2022 | \$800,000 | 2% | 2024 | \$800,000 | 2% |      |           |    |

Year: 2021

| Street Name          | Begin Location  | End Location           | Street ID | Section ID | Length | Width | Area   | FC | Surface Type | Area ID | Treatment       |            |           | Cost      | Rating | Treatment           |
|----------------------|-----------------|------------------------|-----------|------------|--------|-------|--------|----|--------------|---------|-----------------|------------|-----------|-----------|--------|---------------------|
|                      |                 |                        |           |            |        |       |        |    |              |         | Current PCI     | PCI Before | PCI After |           |        |                     |
| CHABLIS CIR          | PINOT WY        | 500' NE/O PINOT WY (E) | CHABLI    | 20         | 490    | 33    | 16,170 | R  | AC/AC        |         | 47              | 47         | 100       | \$53,900  | 14,492 | 2" AC OL w/Fabric   |
| FULTON LN            | RR TRACKS       | 25 MPH SIGN            | FULTON    | 30         | 1,020  | 14    | 14,280 | R  | AC/AC        |         | 42              | 42         | 100       | \$47,600  | 15,078 | 2" AC OL w/Fabric   |
| JUNE LN              | HUNT AV         | CHILES AV              | JUNELN    | 10         | 245    | 35    | 8,575  | R  | AC           |         | 45              | 44         | 100       | \$28,584  | 14,950 | 2" AC OL w/Fabric   |
| KEARNEY ST           | MADRONA ST      | PINE ST                | KEARN     | 20         | 370    | 29    | 10,730 | R  | AC/PCC       |         | 43              | 43         | 100       | \$35,767  | 14,966 | 2" AC OL w/Fabric   |
| PINE ST              | KEARNEY ST      | OAK AV                 | PINE      | 40         | 400    | 25    | 10,000 | R  | AC/PCC       |         | 47              | 47         | 100       | \$33,334  | 14,578 | 2" AC OL w/Fabric   |
| STOCKTON ST          | ADAMS ST        | TAINTER ST             | STOCKT    | 50         | 447    | 25    | 11,175 | R  | AC/AC        |         | 47              | 47         | 100       | \$37,250  | 14,565 | 2" AC OL w/Fabric   |
| STRALLA CT           | POPE ST         | END (S)                | STRALL    | 10         | 90     | 24    | 2,160  | R  | AC           |         | 49              | 49         | 100       | \$7,200   | 14,494 | 2" AC OL w/Fabric   |
| VORHEES CIR          | MITCHELL DR (E) | MITCHELL DR (W)        | VORHEE    | 20         | 915    | 26    | 23,790 | R  | AC           |         | 41              | 40         | 100       | \$79,300  | 15,256 | 2" AC OL w/Fabric   |
|                      |                 |                        |           |            |        |       |        |    |              |         | Treatment Total |            |           | \$322,935 |        |                     |
| FULTON LN            | MAIN ST         | RAILROAD AV            | FULTON    | 10         | 380    | 31    | 11,780 | C  | AC/PCC       |         | 40              | 40         | 100       | \$49,738  | 13,880 | 2.5" AC OL w/Fabric |
| RAILROAD AV          | HUNT AV         | ADAMS ST               | RAILRD    | 30         | 530    | 33    | 17,490 | C  | AC/AC        |         | 42              | 42         | 100       | \$73,847  | 13,730 | 2.5" AC OL w/Fabric |
| VALLEYVIEW ST        | BIRCHE AV       | 315' N/O GRAYSON AV    | VAVIEW    | 20         | 932    | 34    | 31,688 | C  | AC/AC        |         | 41              | 41         | 100       | \$133,794 | 13,808 | 2.5" AC OL w/Fabric |
|                      |                 |                        |           |            |        |       |        |    |              |         | Treatment Total |            |           | \$257,379 |        |                     |
| LIBRARY LN           | ADAMS ST        | END (N)                | LIBRAR    | 10         | 460    | 37    | 17,020 | R  | AC           |         | 63              | 63         | 100       | \$47,278  | 14,585 | 2" AC OL            |
| POPE ST              | STARR AV        | PEPPERTREE CIR         | POPE      | 60         | 575    | 28    | 16,100 | A  | AC/AC        |         | 69              | 69         | 100       | \$64,400  | 13,749 | 2" AC OL            |
| QUAIL CT             | ELMHURST AV     | END (N)                | QUAIL     | 10         | 440    | 33    | 14,520 | R  | AC           |         | 62              | 62         | 100       | \$40,334  | 14,475 | 2" AC OL            |
|                      |                 |                        |           |            |        |       |        |    |              |         | Treatment Total |            |           | \$152,012 |        |                     |
| CHILES AV            | SIGNORELLI CIR  | END (E)                | CHILES    | 20         | 530    | 35    | 18,550 | R  | AC           |         | 64              | 64         | 74        | \$10,306  | 22,175 | MicroSurfacing      |
| FULTON LN            | 25 MPH SIGN     | END (E)/CITY LIMITS    | FULTON    | 40         | 1,420  | 13    | 18,460 | R  | AC/AC        |         | 69              | 69         | 78        | \$10,256  | 21,438 | MicroSurfacing      |
| TAINTER ST           | STOCKTON ST     | KEARNEY ST             | TAINT     | 20         | 710    | 29    | 20,590 | R  | AC/AC        |         | 68              | 68         | 77        | \$11,439  | 27,243 | MicroSurfacing      |
| TAINTER ST           | KEARNEY ST      | OAK AV                 | TAINT     | 30         | 390    | 29    | 11,310 | R  | AC/AC        |         | 61              | 61         | 71        | \$6,284   | 23,405 | MicroSurfacing      |
|                      |                 |                        |           |            |        |       |        |    |              |         | Treatment Total |            |           | \$38,285  |        |                     |
| Year 2021 Area Total |                 |                        |           |            |        |       |        |    | 274,388      |         | Year 2021 Total |            |           | \$770,611 |        |                     |

\*\* - Treatment from Project Selection

1

MTC StreetSaver

Scenarios Criteria:

## Scenarios - Sections Selected for Treatment

Interest: 3.00%

Inflation: 3.00%

Printed: 12/15/2020

Scenario: PTAP-21 - Expected Annual Budget  
(\$800K)

Year: 2022

| Street Name          | Begin Location              | End Location           | Street ID | Section ID | Length | Width | Area   | FC | Surface Type | Area ID | Treatment   |            |                 | Cost      | Rating    | Treatment           |
|----------------------|-----------------------------|------------------------|-----------|------------|--------|-------|--------|----|--------------|---------|-------------|------------|-----------------|-----------|-----------|---------------------|
|                      |                             |                        |           |            |        |       |        |    |              |         | Current PCI | PCI Before | PCI After       |           |           |                     |
| COLUMBARD CT         | CHARDONNAY WY               | END (W)                | COLUMB    | 10         | 430    | 33    | 14,190 | R  | AC/AC        |         | 51          | 49         | 100             | \$48,719  | 13,751    | 2" AC OL w/Fabric   |
| Treatment Total      |                             |                        |           |            |        |       |        |    |              |         |             |            |                 | \$48,719  |           |                     |
| ALLYN AV             | TAINTER ST                  | SPRING ST              | ALLYN     | 40         | 560    | 37    | 20,720 | C  | AC/AC        |         | 51          | 48         | 100             | \$90,109  | 12,836    | 2.5" AC OL w/Fabric |
| ANDREA AV            | KEARNEY ST                  | OAK AV                 | ANDREA    | 10         | 410    | 42    | 17,220 | R  | AC/AC        |         | 26          | 23         | 100             | \$70,947  | 12,750    | 2.5" AC OL w/Fabric |
| CHABLIS CIR          | PINOT WAY                   | END                    | CHABLI    | 10 B       | 102    | 65    | 6,630  | R  | AC           |         | 22          | 19         | 100             | \$27,316  | 12,750    | 2.5" AC OL w/Fabric |
| DOWDELL LN           | HOUSE 759                   | HOUSE 679              | DOWDEL    | 50         | 350    | 11    | 3,850  | R  | AC           |         | 21          | 18         | 100             | \$15,862  | 12,750    | 2.5" AC OL w/Fabric |
| HUNT AV              | EDWARDS ST                  | JUNE LN                | HUNT      | 30         | 485    | 35    | 16,975 | C  | AC/AC        |         | 44          | 41         | 100             | \$73,823  | 13,395    | 2.5" AC OL w/Fabric |
| SILVERADO TR         | 175' N/O HOWELL MOUNTAIN RD | CITY LIMITS (S)        | SILVER    | 10         | 1,475  | 44    | 64,900 | A  | AC/AC        |         | 51          | 48         | 100             | \$297,098 | 17,211    | 2.5" AC OL w/Fabric |
| VINTAGE AV           | MCCORMICK ST                | END (E)                | VINTAG    | 20         | 780    | 38    | 29,640 | C  | AC/AC        |         | 44          | 41         | 100             | \$128,902 | 13,439    | 2.5" AC OL w/Fabric |
| Treatment Total      |                             |                        |           |            |        |       |        |    |              |         |             |            |                 | \$704,057 |           |                     |
| ADAMS ST             | ALLYN AV                    | STOCKTON ST            | ADAMS     | 20         | 730    | 34    | 24,820 | R  | AC/AC        |         | 70          | 68         | 78              | \$14,203  | 21,808    | MicroSurfacing      |
| ADAMS ST             | STOCKTON ST                 | KEARNEY ST             | ADAMS     | 30         | 710    | 38    | 26,980 | R  | AC/PCC       |         | 70          | 68         | 78              | \$15,439  | 21,808    | MicroSurfacing      |
| ADAMS ST             | COP @ LIBRARY LN            | COP BEFORE RAILROAD AV | ADAMS     | 75         | 324    | 37    | 11,988 | R  | AC/AC        |         | 86          | 85         | 92              | \$6,860   | 23,953    | MicroSurfacing      |
| ADAMS ST             | COP @ BUSINESS CENTER DWY   | COP @ LIBRARY LN       | ADAMS     | 80         | 300    | 37    | 11,100 | R  | AC/AC        |         | 87          | 86         | 92              | \$6,352   | 24,236    | MicroSurfacing      |
| PINE ST              | MAIN ST                     | FIRE STATION           | PINE      | 60         | 154    | 33    | 5,082  | R  | AC/PCC       |         | 86          | 84         | 91              | \$2,909   | 16,274    | MicroSurfacing      |
| Treatment Total      |                             |                        |           |            |        |       |        |    |              |         |             |            |                 | \$45,763  |           |                     |
| Year 2022 Area Total |                             |                        |           |            |        |       |        |    |              |         | 254,095     |            | Year 2022 Total |           | \$798,539 |                     |

Year: 2023

| Street Name     | Begin Location | End Location           | Street ID | Section ID | Length | Width | Area   | FC | Surface Type | Area ID | Treatment   |            |           | Cost      | Rating | Treatment           |
|-----------------|----------------|------------------------|-----------|------------|--------|-------|--------|----|--------------|---------|-------------|------------|-----------|-----------|--------|---------------------|
|                 |                |                        |           |            |        |       |        |    |              |         | Current PCI | PCI Before | PCI After |           |        |                     |
| KEARNEY ST      | PINE ST        | ADAMS ST               | KEARN     | 30         | 590    | 28    | 16,520 | R  | AC/PCC       |         | 52          | 48         | 100       | \$58,421  | 13,476 | 2" AC OL w/Fabric   |
| Treatment Total |                |                        |           |            |        |       |        |    |              |         |             |            |           | \$58,421  |        |                     |
| BROWN ST        | ALLISON AV     | END (W)                | BROWN     | 10         | 490    | 33    | 16,170 | R  | AC/AC        |         | 0           | 0          | 100       | \$68,620  | 12,379 | 2.5" AC OL w/Fabric |
| CHABLIS CIR     | PINOT WAY      | 500' NE/O PINT WAY (E) | CHABLI    | 10 A       | 500    | 33    | 16,500 | R  | AC           |         | 15          | 8          | 100       | \$70,020  | 12,379 | 2.5" AC OL w/Fabric |
| CHARDONNAY WY   | SPRING ST      | PINOT WY               | CHARDO    | 10         | 610    | 37    | 22,570 | R  | AC/AC        |         | 28          | 22         | 100       | \$95,779  | 12,379 | 2.5" AC OL w/Fabric |
| CHRISTINE CT    | PARK ST        | END (E)                | CHRIST    | 10         | 210    | 33    | 6,930  | R  | AC/AC        |         | 13          | 7          | 100       | \$29,409  | 12,379 | 2.5" AC OL w/Fabric |
| CRINELLA DR     | MAIN ST        | PARK ST                | CRINEL    | 10         | 340    | 38    | 12,920 | R  | AC/AC        |         | 8           | 2          | 100       | \$54,828  | 12,379 | 2.5" AC OL w/Fabric |
| CRINELLA DR     | PARK ST        | PUMP STATION           | CRINEL    | 20         | 775    | 34    | 26,350 | R  | AC/AC        |         | 8           | 2          | 100       | \$111,819 | 12,379 | 2.5" AC OL w/Fabric |
| CRINELLA DR     | PUMP STATION   | PARK ST                | CRINEL    | 30         | 740    | 33    | 24,420 | R  | AC/AC        |         | 22          | 16         | 100       | \$103,629 | 12,379 | 2.5" AC OL w/Fabric |

\*\* - Treatment from Project Selection

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MTC StreetSaver

Scenarios Criteria:



## Scenarios - Sections Selected for Treatment

Interest: 3.00%

Inflation: 3.00%

Printed: 12/15/2020

Scenario: PTAP-21 - Expected Annual Budget  
(\$800K)

Year: 2023

|                      |                    |                           |           |            |        |       |        |    |              |         | Treatment       |            |           |           |         |                     |
|----------------------|--------------------|---------------------------|-----------|------------|--------|-------|--------|----|--------------|---------|-----------------|------------|-----------|-----------|---------|---------------------|
| Street Name          | Begin Location     | End Location              | Street ID | Section ID | Length | Width | Area   | FC | Surface Type | Area ID | Current PCI     | PCI Before | PCI After | Cost      | Rating  | Treatment           |
| CHARTER OAK AV       | CARWASH            | END (E)                   | CTROAK    | 10         | 640    | 22    | 14,080 | R  | AC/AC        |         | 10              | 4          | 100       | \$59,750  | 12,379  | 2.5" AC OL w/Fabric |
| CHARTER OAK AV       | MAIN ST            | CARWASH                   | CTROAK    | 20         | 230    | 37    | 8,510  | R  | AC/AC        |         | 7               | 0          | 100       | \$36,114  | 12,379  | 2.5" AC OL w/Fabric |
| STARR AV             | HARVEST LN         | POPE ST                   | STARR     | 20         | 385    | 47    | 18,095 | C  | AC           |         | 54              | 47         | 100       | \$81,054  | 12,818  | 2.5" AC OL w/Fabric |
|                      |                    |                           |           |            |        |       |        |    |              |         | Treatment Total |            |           | \$711,022 |         |                     |
| ADAMS ST             | END (E)            | COP @ BUSINESS CENTER DWY | ADAMS     | 90         | 280    | 37    | 10,360 | R  | AC/AC        |         | 86              | 84         | 91        | \$6,107   | 24,403  | MicroSurfacing      |
| MAGNOLIA AVE         | ROSEBUD LN         | E END                     | MAGNO     | 10         | 181    | 26    | 4,706  | R  | AC           |         | 93              | 88         | 94        | \$2,774   | 9,770   | MicroSurfacing      |
| POPE ST              | BEGIN BRIDGE       | SILVERADO TRAIL           | POPE      | 90         | 500    | 21    | 10,500 | A  | AC           |         | 93              | 87         | 93        | \$6,189   | 22,533  | MicroSurfacing      |
| TAINTER ST           | ALLYN AV           | STOCKTON ST               | TAINT     | 10         | 740    | 30    | 22,200 | R  | AC/AC        |         | 71              | 69         | 78        | \$13,085  | 26,907  | MicroSurfacing      |
|                      |                    |                           |           |            |        |       |        |    |              |         | Treatment Total |            |           | \$28,155  |         |                     |
| DORIS AV             | VINEYARD AV        | END (W)                   | DORIS     | 10         | 120    | 34    | 4,080  | R  | AC/AC        |         | 79              | 76         | 78        | \$27      | 487,705 | SEAL CRACKS         |
| DORIS CT             | VINEYARD AV        | END (E)                   | DORISC    | 10         | 190    | 35    | 6,650  | R  | AC/AC        |         | 79              | 76         | 78        | \$44      | 487,705 | SEAL CRACKS         |
| HILLVIEW PL          | SPRING MOUNTAIN RD | OAK AV                    | HILLVW    | 40         | 770    | 34    | 26,180 | R  | AC/AC        |         | 76              | 73         | 75        | \$193     | 472,587 | SEAL CRACKS         |
| NORTH CRANE AV       | SPRING ST          | MITCHELL DR               | NCRANE    | 10         | 715    | 30    | 21,450 | R  | AC/AC        |         | 85              | 82         | 83        | \$90      | 565,130 | SEAL CRACKS         |
| NORTH CRANE AV       | MITCHELL DR        | END (S)                   | NCRANE    | 20         | 717    | 35    | 25,095 | R  | AC/AC        |         | 75              | 72         | 75        | \$190     | 465,232 | SEAL CRACKS         |
| OAK AV               | HILLVIEW pL        | MADRONA ST                | OAK       | 10         | 550    | 37    | 20,350 | R  | AC/AC        |         | 84              | 81         | 83        | \$95      | 541,458 | SEAL CRACKS         |
| VINEYARD AV          | END (N)            | ROAD WIDENS               | VINEYD    | 10         | 1,030  | 34    | 35,020 | R  | AC/AC        |         | 74              | 71         | 74        | \$271     | 462,497 | SEAL CRACKS         |
| VINEYARD AV          | ROAD WIDENS        | HILLVIEW PL               | VINEYD    | 20         | 515    | 30    | 15,450 | R  | AC/AC        |         | 77              | 74         | 76        | \$111     | 475,601 | SEAL CRACKS         |
|                      |                    |                           |           |            |        |       |        |    |              |         | Treatment Total |            |           | \$1,021   |         |                     |
| Year 2023 Area Total |                    |                           |           |            |        |       |        |    | 385,106      |         | Year 2023 Total |            |           | \$798,619 |         |                     |

Year: 2024

| Street Name        | Begin Location     | End Location | Street ID | Section ID | Length | Width | Area   | FC | Surface Type | Area ID | Treatment   |            |           | Cost      | Rating | Treatment           |
|--------------------|--------------------|--------------|-----------|------------|--------|-------|--------|----|--------------|---------|-------------|------------|-----------|-----------|--------|---------------------|
|                    |                    |              |           |            |        |       |        |    |              |         | Current PCI | PCI Before | PCI After |           |        |                     |
| PINE ST            | OAK AV             | MAIN ST      | PINE      | 50         | 314    | 36    | 11,304 | R  | AC/PCC       |         | 54          | 48         | 100       | \$41,174  | 13,185 | 2" AC OL w/Fabric   |
| SPRING MOUNTAIN CT | SPRING MOUNTAIN RD | END (S)      | SPGMTC    | 10         | 700    | 33    | 23,100 | R  | AC/AC        |         | 54          | 49         | 100       | \$84,140  | 12,962 | 2" AC OL w/Fabric   |
| STOCKTON ST        | MADRONA ST         | PINE ST      | STOCKT    | 30         | 395    | 25    | 9,875  | R  | AC/AC        |         | 55          | 49         | 100       | \$35,969  | 13,054 | 2" AC OL w/Fabric   |
| Treatment Total    |                    |              |           |            |        |       |        |    |              |         |             |            |           | \$161,283 |        |                     |
| ALLYN AV           | PINE ST            | ADAMS ST     | ALLYN     | 20         | 440    | 39    | 17,160 | C  | AC/AC        |         | 56          | 48         | 100       | \$79,172  | 12,071 | 2.5" AC OL w/Fabric |
| DOWDELL LN         | MONTESSORI @ COP   | HOUSE 867    | DOWDEL    | 30         | 260    | 30    | 7,800  | R  | AC/AC        |         | 5           | 0          | 100       | \$34,094  | 12,018 | 2.5" AC OL w/Fabric |

\*\* - Treatment from Project Selection

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MTC StreetSaver

Scenarios Criteria:

## Scenarios - Sections Selected for Treatment

Interest: 3.00%

Inflation: 3.00%

Printed: 12/15/2020

Scenario: PTAP-21 - Expected Annual Budget  
(\$800K)

Year: 2024

| Street Name          | Begin Location | End Location  | Street ID | Section ID | Length | Width | Area   | FC | Surface Type | Area ID | Treatment       |            |           | Cost      | Rating | Treatment           |
|----------------------|----------------|---------------|-----------|------------|--------|-------|--------|----|--------------|---------|-----------------|------------|-----------|-----------|--------|---------------------|
|                      |                |               |           |            |        |       |        |    |              |         | Current PCI     | PCI Before | PCI After |           |        |                     |
| DOWDELL LN           | HOUSE 867      | HOUSE 759     | DOWDEL    | 40         | 450    | 12    | 5,400  | R  | AC/AC        |         | 17              | 8          | 100       | \$23,603  | 12,018 | 2.5" AC OL w/Fabric |
| EDWARDS ST           | HUNT AV        | POPE ST       | EDWARD    | 10         | 750    | 31    | 23,250 | R  | AC           |         | 16              | 5          | 100       | \$101,624 | 12,018 | 2.5" AC OL w/Fabric |
| FOUNTAIN ST          | DOWDELL LN     | END (N)       | FOUNT     | 10         | 380    | 37    | 14,060 | R  | AC/AC        |         | 0               | 0          | 100       | \$61,455  | 12,018 | 2.5" AC OL w/Fabric |
| FULTON LN            | RAILROAD AV    | RR TRACKS     | FULTON    | 20         | 300    | 22    | 6,600  | R  | AC/AC        |         | 21              | 12         | 100       | \$28,848  | 12,018 | 2.5" AC OL w/Fabric |
| HILLVIEW PL          | END (W)        | SCOTT ST      | HILLVW    | 05         | 160    | 27    | 4,320  | R  | AC           |         | 2               | 0          | 100       | \$18,883  | 12,018 | 2.5" AC OL w/Fabric |
| HILLVIEW PL          | VINEYARD AV    | STOCKTON ST   | HILLVW    | 20         | 350    | 28    | 9,800  | R  | AC/AC        |         | 10              | 1          | 100       | \$42,835  | 12,018 | 2.5" AC OL w/Fabric |
| SPRING ST            | OAK AV         | BCR @ MAIN ST | SPRING    | 55         | 330    | 29    | 9,570  | C  | AC/PCC       |         | 55              | 47         | 100       | \$44,154  | 12,188 | 2.5" AC OL w/Fabric |
| VALLEYVIEW ST        | SPRING ST      | BIRCH AV      | VAVIEW    | 10         | 1,043  | 34    | 35,462 | C  | AC/AC        |         | 55              | 47         | 100       | \$163,613 | 12,193 | 2.5" AC OL w/Fabric |
|                      |                |               |           |            |        |       |        |    |              |         | Treatment Total |            |           | \$598,281 |        |                     |
| HARVEST LN           | STARR AV       | END (W)       | HARVES    | 10         | 220    | 33    | 7,260  | R  | AC/AC        |         | 70              | 65         | 100       | \$22,037  | 12,100 | 2" AC OL            |
|                      |                |               |           |            |        |       |        |    |              |         | Treatment Total |            |           | \$22,037  |        |                     |
| DORIS AV             | VINEYARD AV    | END (W)       | DORIS     | 10         | 120    | 34    | 4,080  | R  | AC/AC        |         | 79              | 77         | 85        | \$2,477   | 20,148 | MicroSurfacing      |
| DORIS CT             | VINEYARD AV    | END (E)       | DORISC    | 10         | 190    | 35    | 6,650  | R  | AC/AC        |         | 79              | 77         | 85        | \$4,038   | 20,148 | MicroSurfacing      |
| KEARNEY ST           | TAINTER ST     | SPRING ST     | KEARN     | 40         | 390    | 24    | 9,360  | R  | AC/AC        |         | 75              | 71         | 79        | \$5,683   | 20,698 | MicroSurfacing      |
| MCCORKLE AV          | END (W)        | ALLISON AV    | MCCORK    | 10         | 300    | 27    | 8,100  | R  | AC/AC        |         | 75              | 71         | 79        | \$4,918   | 20,698 | MicroSurfacing      |
|                      |                |               |           |            |        |       |        |    |              |         | Treatment Total |            |           | \$17,116  |        |                     |
| Year 2024 Area Total |                |               |           |            |        |       |        |    | 213,151      |         | Year 2024 Total |            |           | \$798,717 |        |                     |

Year: 2025

| Street Name     | Begin Location | End Location       | Street ID | Section ID | Length | Width | Area   | FC | Surface Type | Area ID | Treatment   |            |           | Cost      | Rating | Treatment           |
|-----------------|----------------|--------------------|-----------|------------|--------|-------|--------|----|--------------|---------|-------------|------------|-----------|-----------|--------|---------------------|
|                 |                |                    |           |            |        |       |        |    |              |         | Current PCI | PCI Before | PCI After |           |        |                     |
| KIDD RANCH RD   | MCCORKLE AV    | END (S)            | KIDDRD    | 10         | 485    | 35    | 16,975 | R  | AC           |         | 57          | 48         | 100       | \$63,686  | 12,889 | 2" AC OL w/Fabric   |
| SIGNORELLI CIR  | CHILES AV      | CHILES AV          | SIGNOR    | 10         | 1,055  | 35    | 36,925 | R  | AC           |         | 58          | 49         | 100       | \$138,532 | 12,806 | 2" AC OL w/Fabric   |
| Treatment Total |                |                    |           |            |        |       |        |    |              |         |             |            |           | \$202,218 |        |                     |
| HILLVIEW PL     | SCOTT ST       | VINEYARD AV        | HILLVW    | 10         | 350    | 30    | 10,500 | R  | AC/AC        |         | 7           | 0          | 100       | \$47,272  | 11,668 | 2.5" AC OL w/Fabric |
| HILLVIEW PL     | STOCKTON ST    | SPRING MOUNTAIN RD | HILLVW    | 30         | 360    | 30    | 10,800 | R  | AC           |         | 22          | 9          | 100       | \$48,622  | 11,668 | 2.5" AC OL w/Fabric |
| POPE ST         | MAIN ST        | CHURCH ST          | POPE      | 10         | 230    | 39    | 8,970  | A  | AC/AC        |         | 58          | 47         | 100       | \$44,871  | 15,722 | 2.5" AC OL w/Fabric |
| SPRING ST       | HUDSON AV (W)  | ALLYN AV           | SPRING    | 35         | 370    | 33    | 12,210 | C  | AC/AC        |         | 58          | 48         | 100       | \$58,024  | 11,746 | 2.5" AC OL w/Fabric |
| SPRING ST       | ALLYN AV       | STOCKTON ST        | SPRING    | 40         | 870    | 37    | 32,190 | C  | AC/AC        |         | 58          | 48         | 100       | \$152,972 | 11,746 | 2.5" AC OL w/Fabric |
| STARR AV        | HUNT AV        | HARVEST LN         | STARR     | 10         | 935    | 47    | 43,945 | C  | AC/AC        |         | 57          | 47         | 100       | \$208,834 | 11,876 | 2.5" AC OL w/Fabric |
| Treatment Total |                |                    |           |            |        |       |        |    |              |         |             |            |           | \$560,595 |        |                     |

\*\* - Treatment from Project Selection

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MTC StreetSaver

Scenarios Criteria:

## Scenarios - Sections Selected for Treatment

Interest: 3.00%

Inflation: 3.00%

Printed: 12/15/2020

Scenario: PTAP-21 - Expected Annual Budget  
(\$800K)

Year: 2025

|                           |                          |                          |           |            |        |       |        |           |              |                 | Treatment       |            |             |          |           |                |
|---------------------------|--------------------------|--------------------------|-----------|------------|--------|-------|--------|-----------|--------------|-----------------|-----------------|------------|-------------|----------|-----------|----------------|
| Street Name               | Begin Location           | End Location             | Street ID | Section ID | Length | Width | Area   | FC        | Surface Type | Area ID         | Current PCI     | PCI Before | PCI After   | Cost     | Rating    | Treatment      |
| NORTH CRANE AV            | MITCHELL DR              | END (S)                  | NCRANE    | 20         | 717    | 35    | 25,095 | R         | AC/AC        |                 | 75              | 72         | 80          | \$15,692 | 20,127    | MicroSurfacing |
| VINEYARD AV               | ROAD WIDENS              | HILLVIEW PL              | VINEYD    | 20         | 515    | 30    | 15,450 | R         | AC/AC        |                 | 77              | 73         | 82          | \$9,661  | 20,067    | MicroSurfacing |
| VINEYARD AV               | HILLVIEW PL              | MADRONA ST               | VINEYD    | 30         | 540    | 30    | 16,200 | R         | AC/AC        |                 | 78              | 72         | 81          | \$10,130 | 20,118    | MicroSurfacing |
|                           |                          |                          |           |            |        |       |        |           |              |                 | Treatment Total |            |             | \$35,483 |           |                |
| EL BONITA AV              | LA QUINTA WY             | COP (CHANGE OF PAVEMENT) | ELBONI    | 10         | 150    | 33    | 4,950  | R         | AC/AC        |                 | 90              | 83         | 85          | \$18     | 1,036,118 | SEAL CRACKS    |
| EL BONITA AV              | COP (CHANGE OF PAVEMENT) |                          | DAHLIA ST | ELBONI     | 20     | 108   | 33     | 3,564     | R            | AC/AC           |                 | 90         | 83          | 85       | \$13      | 1,036,118      |
| EL BONITA AV              | DAHLIA ST                | BCR @ MAIN ST            | ELBONI    | 30         | 1,036  | 34    | 35,224 | R         | AC/AC        |                 | 90              | 83         | 85          | \$128    | 1,036,118 | SEAL CRACKS    |
| EL BONITA CT              | EL BONITA AVE            | END                      | ELBONICT  | 10         | 120    | 35    | 8,313  | R         | AC/AC        |                 | 90              | 83         | 85          | \$31     | 1,036,118 | SEAL CRACKS    |
| KENNEDY CT                | LA QUINTA WY             | END (W)                  | KENNED    | 10         | 390    | 33    | 12,870 | R         | AC/AC        |                 | 90              | 83         | 85          | \$47     | 1,033,930 | SEAL CRACKS    |
| LA QUINTA WY              | END (N)                  | END (S)                  | LAQUIN    | 10         | 360    | 33    | 11,880 | R         | AC/AC        |                 | 90              | 83         | 85          | \$44     | 1,033,930 | SEAL CRACKS    |
|                           |                          |                          |           |            |        |       |        |           |              |                 | Treatment Total |            |             | \$281    |           |                |
| Year 2025 Area Total      |                          |                          |           |            |        |       |        | 306,061   |              | Year 2025 Total |                 |            | \$798,577   |          |           |                |
| Grand Total Section Area: |                          |                          |           |            |        |       |        | 1,432,801 |              | Grand Total     |                 |            | \$3,965,063 |          |           |                |

**PTAP-20 – City of St Helena  
2020-21 Pavement Management Program Update  
Final Report – March 2, 2021**

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### **APPENDIX III**

#### **BACKUP DATA**

- A. Section Description Inventory Report**
- B. Inventory of Applied Maintenance**
- C. Maintenance Treatment Decision Tree**

## A. SECTION DESCRIPTION INVENTORY REPORT

The Section Description Report lists the basic descriptors and geometry of each pavement management section. Each record is the basic unit of the PMS.

|                              |                                                                                                                                                                      |
|------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Street Name:</b>          | Street Name                                                                                                                                                          |
| <b>Street ID:</b>            | Street Identifier - 6 characters                                                                                                                                     |
| <b>Section ID:</b>           | Section Identifier – 6 characters                                                                                                                                    |
| <b>Beginning Description</b> | Start of pavement section                                                                                                                                            |
| <b>Ending Description</b>    | End of pavement section                                                                                                                                              |
| <b>Functional Class</b>      | Functional class of pavement section – limited to arterial, collector, residential, or local/other.                                                                  |
| <b>Surface Type</b>          | Surface type of section – limited to AC surface (original AC), AC/AC (overlay), AC/PCC, PCC, Surface Treatment (chip seal, etc. as primary surface), and G (gravel). |
| <b>Date of Construction</b>  | Year of last overlay or reconstruction                                                                                                                               |
| <b>No. Lanes</b>             | Number of traffic lanes (average, turn lanes excluded)                                                                                                               |
| <b>Length (ft)</b>           | Length of section                                                                                                                                                    |
| <b>Width (ft)</b>            | Width of section                                                                                                                                                     |
| <b>Area (sq.ft.)</b>         | Area of section                                                                                                                                                      |
| <b>Cul-de-sac</b>            | Is section a cul-de-sac?                                                                                                                                             |
| <b>*General Code</b>         | Optional Code Field – used typically to define special districts, areas, corp yard responsibilities, council district, etc.                                          |
| <b>*Area ID</b>              | Optional Code Field – used typically to define special districts, areas, corp yard responsibilities, council district, etc.                                          |
| <b>*Funding Source</b>       | Optional Code Field – used typically to define funding source for section pavement funding.                                                                          |
| <b>*ADT</b>                  | Average Daily Traffic (ADT) for storage only – not used in calculations                                                                                              |
| <b>*Traffic Index</b>        | Traffic index (storage only)                                                                                                                                         |
| <b>*Comments</b>             | Comments field                                                                                                                                                       |

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\*Optional Fields

City of St. Helena

## Section Description Inventory

Printed: 3/5/2021

**Street Name: ADAMS ST**

|                                         |                                |
|-----------------------------------------|--------------------------------|
| Street ID: ADAMS                        | Begin Location: HUDSON AV      |
| Section ID: 10                          | End Location: ALLYN AV         |
| Functional Class: R - Residential/Local | Surface Type: O - AC/AC        |
| Date of Construction: 01/01/1970        | No. Lanes: 2                   |
| Cul-de-sac: No                          | General Code: -                |
| Length (ft): 475                        | Area ID: -                     |
| Width (ft): 34                          | Funding Source: -              |
| Area (sq. ft.): 16,150                  | ADT:                           |
| Traffic Index:                          | Slab Length: 0.00              |
| Parking Lot Type:                       | Slab Width: 0.00 # of Slabs: 0 |
| Comments: DWY 1829 TO 100' EAST         |                                |

**Street Name: ADAMS ST**

|                                         |                                |
|-----------------------------------------|--------------------------------|
| Street ID: ADAMS                        | Begin Location: ALLYN AV       |
| Section ID: 20                          | End Location: STOCKTON ST      |
| Functional Class: R - Residential/Local | Surface Type: O - AC/AC        |
| Date of Construction: 01/01/1970        | No. Lanes: 2                   |
| Cul-de-sac: No                          | General Code: -                |
| Length (ft): 730                        | Area ID: -                     |
| Width (ft): 34                          | Funding Source: -              |
| Area (sq. ft.): 24,820                  | ADT:                           |
| Traffic Index:                          | Slab Length: 0.00              |
| Parking Lot Type:                       | Slab Width: 0.00 # of Slabs: 0 |
| Comments: DWY 1639 TO 100' EAST         |                                |

**Street Name: ADAMS ST**

|                                         |                                |
|-----------------------------------------|--------------------------------|
| Street ID: ADAMS                        | Begin Location: STOCKTON ST    |
| Section ID: 30                          | End Location: KEARNEY ST       |
| Functional Class: R - Residential/Local | Surface Type: C - AC/PCC       |
| Date of Construction: 01/01/1970        | No. Lanes: 2                   |
| Cul-de-sac: No                          | General Code: -                |
| Length (ft): 710                        | Area ID: -                     |
| Width (ft): 38                          | Funding Source: -              |
| Area (sq. ft.): 26,980                  | ADT:                           |
| Traffic Index:                          | Slab Length: 0.00              |
| Parking Lot Type:                       | Slab Width: 0.00 # of Slabs: 0 |
| Comments: 1444 TO 100' EAST             |                                |

**Street Name: ADAMS ST**

|                                         |                                |
|-----------------------------------------|--------------------------------|
| Street ID: ADAMS                        | Begin Location: KEARNEY ST     |
| Section ID: 40                          | End Location: OAK AV           |
| Functional Class: R - Residential/Local | Surface Type: C - AC/PCC       |
| Date of Construction: 01/01/1945        | No. Lanes: 2                   |
| Cul-de-sac: No                          | General Code: -                |
| Length (ft): 400                        | Area ID: -                     |
| Width (ft): 40                          | Funding Source: -              |
| Area (sq. ft.): 16,000                  | ADT:                           |
| Traffic Index:                          | Slab Length: 0.00              |
| Parking Lot Type:                       | Slab Width: 0.00 # of Slabs: 0 |
| Comments: FRONTING SCHOOL               |                                |

Criteria:

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MTC StreetSaver

City of St. Helena

## Section Description Inventory

Printed: 3/5/2021

**Street Name: ADAMS ST**

|                                  |                                |
|----------------------------------|--------------------------------|
| Street ID: ADAMS                 | Begin Location: OAK AV         |
| Section ID: 50                   | End Location: MAIN ST          |
| Functional Class: C - Collector  | Surface Type: O - AC/AC        |
| Date of Construction: 01/01/1995 | No. Lanes: 2                   |
| Cul-de-sac: No                   | General Code: -                |
| Length (ft): 355                 | Area ID: -                     |
| Width (ft): 32                   | Funding Source: -              |
| Area (sq. ft.): 11,360           | ADT:                           |
| Traffic Index:                   | Slab Length: 0.00              |
| Parking Lot Type:                | Slab Width: 0.00 # of Slabs: 0 |
| Comments:                        |                                |

**Street Name: ADAMS ST**

|                                  |                                  |
|----------------------------------|----------------------------------|
| Street ID: ADAMS                 | Begin Location: 60' E/O MAIN ST  |
| Section ID: 60                   | End Location: MAIN ST            |
| Functional Class: C - Collector  | Surface Type: P - PCC            |
| Date of Construction: 01/01/1993 | No. Lanes: 2                     |
| Cul-de-sac: No                   | General Code: -                  |
| Length (ft): 60                  | Area ID: -                       |
| Width (ft): 30                   | Funding Source: -                |
| Area (sq. ft.): 1,800            | ADT:                             |
| Traffic Index:                   | Slab Length: 15.00               |
| Parking Lot Type:                | Slab Width: 13.00 # of Slabs: 10 |
| Comments: SECTION = LENGTH       |                                  |

**Street Name: ADAMS ST**

|                                  |                                        |
|----------------------------------|----------------------------------------|
| Street ID: ADAMS                 | Begin Location: COP BEFORE RAILROAD AV |
| Section ID: 70                   | End Location: 60' E/O MAIN ST          |
| Functional Class: C - Collector  | Surface Type: O - AC/AC                |
| Date of Construction: 01/01/1993 | No. Lanes: 2                           |
| Cul-de-sac: No                   | General Code: -                        |
| Length (ft): 406                 | Area ID: -                             |
| Width (ft): 27                   | Funding Source: -                      |
| Area (sq. ft.): 10,962           | ADT:                                   |
| Traffic Index:                   | Slab Length: 0.00                      |
| Parking Lot Type:                | Slab Width: 0.00 # of Slabs: 0         |
| Comments: 1126                   |                                        |

**Street Name: ADAMS ST**

|                                         |                                      |
|-----------------------------------------|--------------------------------------|
| Street ID: ADAMS                        | Begin Location: COP @ LIBRARY LN     |
| Section ID: 75                          | End Location: COP BEFORE RAILROAD AV |
| Functional Class: R - Residential/Local | Surface Type: O - AC/AC              |
| Date of Construction: 08/01/2013        | No. Lanes: 2                         |
| Cul-de-sac: No                          | General Code: -                      |
| Length (ft): 324                        | Area ID: -                           |
| Width (ft): 37                          | Funding Source: -                    |
| Area (sq. ft.): 11,988                  | ADT:                                 |
| Traffic Index:                          | Slab Length: 0.00                    |
| Parking Lot Type:                       | Slab Width: 0.00 # of Slabs: 0       |
| Comments: BANK DWY TO EXIT DWY          |                                      |

Criteria:

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City of St. Helena

## Section Description Inventory

Printed: 3/5/2021

**Street Name: ADAMS ST**

|                                         |                                           |
|-----------------------------------------|-------------------------------------------|
| Street ID: ADAMS                        | Begin Location: COP @ BUSINESS CENTER DWY |
| Section ID: 80                          | End Location: COP @ LIBRARY LN            |
| Functional Class: R - Residential/Local | Surface Type: O - AC/AC                   |
| Date of Construction: 08/01/2013        | No. Lanes: 2                              |
| Cul-de-sac: No                          | General Code: -                           |
| Length (ft): 300                        | Area ID: -                                |
| Width (ft): 37                          | Funding Source: -                         |
| Area (sq. ft.): 11,100                  | ADT:                                      |
| Traffic Index:                          | Slab Length: 0.00                         |
| Parking Lot Type:                       | Slab Width: 0.00 # of Slabs: 0            |
| Comments: 995 DWY EAST                  |                                           |

**Street Name: ADAMS ST**

|                                         |                                         |
|-----------------------------------------|-----------------------------------------|
| Street ID: ADAMS                        | Begin Location: END (E)                 |
| Section ID: 90                          | End Location: COP @ BUSINESS CENTER DWY |
| Functional Class: R - Residential/Local | Surface Type: O - AC/AC                 |
| Date of Construction: 08/01/2013        | No. Lanes: 2                            |
| Cul-de-sac: No                          | General Code: -                         |
| Length (ft): 280                        | Area ID: -                              |
| Width (ft): 37                          | Funding Source: -                       |
| Area (sq. ft.): 10,360                  | ADT:                                    |
| Traffic Index:                          | Slab Length: 0.00                       |
| Parking Lot Type:                       | Slab Width: 0.00 # of Slabs: 0          |
| Comments: NO DISTRESS                   |                                         |

**Street Name: ALEXANDER CT**

|                                                       |                                |
|-------------------------------------------------------|--------------------------------|
| Street ID: ALEXAN                                     | Begin Location: MAIN ST        |
| Section ID: 10                                        | End Location: MAIN ST          |
| Functional Class: NCR - Proposed; Private; Non-County | Surface Type: O - AC/AC        |
| Date of Construction: 01/01/1990                      | No. Lanes: 2                   |
| Cul-de-sac: No                                        | General Code: -                |
| Length (ft): 510                                      | Area ID: -                     |
| Width (ft): 20                                        | Funding Source: -              |
| Area (sq. ft.): 10,200                                | ADT:                           |
| Traffic Index:                                        | Slab Length: 0.00              |
| Parking Lot Type:                                     | Slab Width: 0.00 # of Slabs: 0 |
| Comments: NO DISTRESS                                 |                                |

**Street Name: ALLISON AV**

|                                  |                                |
|----------------------------------|--------------------------------|
| Street ID: ALLISO                | Begin Location: CHARTER OAK AV |
| Section ID: 10                   | End Location: POPE ST          |
| Functional Class: C - Collector  | Surface Type: O - AC/AC        |
| Date of Construction: 05/25/2017 | No. Lanes: 2                   |
| Cul-de-sac: No                   | General Code: -                |
| Length (ft): 890                 | Area ID: -                     |
| Width (ft): 35                   | Funding Source: -              |
| Area (sq. ft.): 31,150           | ADT:                           |
| Traffic Index:                   | Slab Length: 0.00              |
| Parking Lot Type:                | Slab Width: 0.00 # of Slabs: 0 |
| Comments: BROWN TO DWY 936       |                                |

Criteria:

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City of St. Helena

## Section Description Inventory

Printed: 3/5/2021

**Street Name: ALLYN AV**

|                                  |                                |
|----------------------------------|--------------------------------|
| Street ID: ALLYN                 | Begin Location: MADRONA ST     |
| Section ID: 10                   | End Location: PINE ST          |
| Functional Class: C - Collector  | Surface Type: O - AC/AC        |
| Date of Construction: 10/01/2009 | No. Lanes: 2                   |
| Cul-de-sac: No                   | General Code: -                |
| Length (ft): 430                 | Area ID: -                     |
| Width (ft): 37                   | Funding Source: -              |
| Area (sq. ft.): 15,910           | ADT:                           |
| Traffic Index:                   | Slab Length: 0.00              |
| Parking Lot Type:                | Slab Width: 0.00 # of Slabs: 0 |
| Comments:                        |                                |

**Street Name: ALLYN AV**

|                                  |                                |
|----------------------------------|--------------------------------|
| Street ID: ALLYN                 | Begin Location: PINE ST        |
| Section ID: 20                   | End Location: ADAMS ST         |
| Functional Class: C - Collector  | Surface Type: O - AC/AC        |
| Date of Construction: 10/01/2009 | No. Lanes: 2                   |
| Cul-de-sac: No                   | General Code: -                |
| Length (ft): 440                 | Area ID: -                     |
| Width (ft): 39                   | Funding Source: -              |
| Area (sq. ft.): 17,160           | ADT:                           |
| Traffic Index:                   | Slab Length: 0.00              |
| Parking Lot Type:                | Slab Width: 0.00 # of Slabs: 0 |
| Comments:                        |                                |

**Street Name: ALLYN AV**

|                                  |                                |
|----------------------------------|--------------------------------|
| Street ID: ALLYN                 | Begin Location: ADAMS ST       |
| Section ID: 30                   | End Location: TAINTER ST       |
| Functional Class: C - Collector  | Surface Type: O - AC/AC        |
| Date of Construction: 10/01/2009 | No. Lanes: 2                   |
| Cul-de-sac: No                   | General Code: -                |
| Length (ft): 340                 | Area ID: -                     |
| Width (ft): 37                   | Funding Source: -              |
| Area (sq. ft.): 12,580           | ADT:                           |
| Traffic Index:                   | Slab Length: 0.00              |
| Parking Lot Type:                | Slab Width: 0.00 # of Slabs: 0 |
| Comments: 1330 TO 1320           |                                |

**Street Name: ALLYN AV**

|                                  |                                |
|----------------------------------|--------------------------------|
| Street ID: ALLYN                 | Begin Location: TAINTER ST     |
| Section ID: 40                   | End Location: SPRING ST        |
| Functional Class: C - Collector  | Surface Type: O - AC/AC        |
| Date of Construction: 10/01/2009 | No. Lanes: 2                   |
| Cul-de-sac: No                   | General Code: -                |
| Length (ft): 560                 | Area ID: -                     |
| Width (ft): 37                   | Funding Source: -              |
| Area (sq. ft.): 20,720           | ADT:                           |
| Traffic Index:                   | Slab Length: 0.00              |
| Parking Lot Type:                | Slab Width: 0.00 # of Slabs: 0 |
| Comments:                        |                                |

Criteria:

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City of St. Helena

## Section Description Inventory

Printed: 3/5/2021

**Street Name: ANDREA AV**

|                                         |                                |
|-----------------------------------------|--------------------------------|
| Street ID: ANDREA                       | Begin Location: KEARNEY ST     |
| Section ID: 10                          | End Location: OAK AV           |
| Functional Class: R - Residential/Local | Surface Type: O - AC/AC        |
| Date of Construction: 01/01/1986        | No. Lanes: 2                   |
| Cul-de-sac: No                          | General Code: -                |
| Length (ft): 410                        | Area ID: -                     |
| Width (ft): 42                          | Funding Source: -              |
| Area (sq. ft.): 17,220                  | ADT:                           |
| Traffic Index:                          | Slab Length: 0.00              |
| Parking Lot Type:                       | Slab Width: 0.00 # of Slabs: 0 |
| Comments:                               |                                |

**Street Name: ARROWHEAD DR**

|                                         |                                          |
|-----------------------------------------|------------------------------------------|
| Street ID: ARROWH                       | Begin Location: BCR @ SULPHUR SPRINGS RD |
| Section ID: 10                          | End Location: END (S)                    |
| Functional Class: R - Residential/Local | Surface Type: A - AC                     |
| Date of Construction: 01/01/1992        | No. Lanes: 2                             |
| Cul-de-sac: No                          | General Code: -                          |
| Length (ft): 750                        | Area ID: -                               |
| Width (ft): 33                          | Funding Source: -                        |
| Area (sq. ft.): 24,750                  | ADT:                                     |
| Traffic Index:                          | Slab Length: 0.00                        |
| Parking Lot Type:                       | Slab Width: 0.00 # of Slabs: 0           |
| Comments:                               |                                          |

**Street Name: BIRCH ST**

|                                         |                                |
|-----------------------------------------|--------------------------------|
| Street ID: BIRCH                        | Begin Location: VALLEYVIEW ST  |
| Section ID: 10                          | End Location: NORTH CRANE AV   |
| Functional Class: R - Residential/Local | Surface Type: O - AC/AC        |
| Date of Construction: 10/01/2009        | No. Lanes: 2                   |
| Cul-de-sac: No                          | General Code: -                |
| Length (ft): 780                        | Area ID: -                     |
| Width (ft): 33                          | Funding Source: -              |
| Area (sq. ft.): 25,740                  | ADT:                           |
| Traffic Index:                          | Slab Length: 0.00              |
| Parking Lot Type:                       | Slab Width: 0.00 # of Slabs: 0 |
| Comments:                               |                                |

**Street Name: BROWN ST**

|                                         |                                |
|-----------------------------------------|--------------------------------|
| Street ID: BROWN                        | Begin Location: ALLISON AV     |
| Section ID: 10                          | End Location: END (W)          |
| Functional Class: R - Residential/Local | Surface Type: O - AC/AC        |
| Date of Construction: 01/01/1984        | No. Lanes: 2                   |
| Cul-de-sac: No                          | General Code: -                |
| Length (ft): 490                        | Area ID: -                     |
| Width (ft): 33                          | Funding Source: -              |
| Area (sq. ft.): 16,170                  | ADT:                           |
| Traffic Index:                          | Slab Length: 0.00              |
| Parking Lot Type:                       | Slab Width: 0.00 # of Slabs: 0 |
| Comments: NEAR CHURCH DWY               |                                |

Criteria:

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City of St. Helena

## Section Description Inventory

Printed: 3/5/2021

**Street Name: CHABLIS CIR**

|                                         |                                      |
|-----------------------------------------|--------------------------------------|
| Street ID: CHABLI                       | Begin Location: PINOT WAY            |
| Section ID: 10 A                        | End Location: 500' NE/O PINT WAY (E) |
| Functional Class: R - Residential/Local | Surface Type: A - AC                 |
| Date of Construction: 01/01/1984        | No. Lanes: 2                         |
| Cul-de-sac: No                          | General Code: -                      |
| Length (ft): 500                        | Area ID: -                           |
| Width (ft): 33                          | Funding Source: -                    |
| Area (sq. ft.): 16,500                  | ADT:                                 |
| Traffic Index:                          | Slab Length: 0.00                    |
| Parking Lot Type:                       | Slab Width: 0.00 # of Slabs: 0       |
| Comments: Split From CHABLI10 8/19/2014 |                                      |

**Street Name: CHABLIS CIR**

|                                                                      |                                |
|----------------------------------------------------------------------|--------------------------------|
| Street ID: CHABLI                                                    | Begin Location: PINOT WAY      |
| Section ID: 10 B                                                     | End Location: END              |
| Functional Class: R - Residential/Local                              | Surface Type: A - AC           |
| Date of Construction: 01/01/1984                                     | No. Lanes: 2                   |
| Cul-de-sac: No                                                       | General Code: -                |
| Length (ft): 102                                                     | Area ID: -                     |
| Width (ft): 65                                                       | Funding Source: -              |
| Area (sq. ft.): 6,630                                                | ADT:                           |
| Traffic Index:                                                       | Slab Length: 0.00              |
| Parking Lot Type:                                                    | Slab Width: 0.00 # of Slabs: 0 |
| Comments: Split From CHABLI10 8/19/2014 SHOULD BE RENAMED CHABLIS CT |                                |

**Street Name: CHABLIS CIR**

|                                         |                                      |
|-----------------------------------------|--------------------------------------|
| Street ID: CHABLI                       | Begin Location: PINOT WY             |
| Section ID: 20                          | End Location: 500' NE/O PINOT WY (E) |
| Functional Class: R - Residential/Local | Surface Type: O - AC/AC              |
| Date of Construction: 01/01/1984        | No. Lanes: 2                         |
| Cul-de-sac: No                          | General Code: -                      |
| Length (ft): 490                        | Area ID: -                           |
| Width (ft): 33                          | Funding Source: -                    |
| Area (sq. ft.): 16,170                  | ADT:                                 |
| Traffic Index:                          | Slab Length: 0.00                    |
| Parking Lot Type:                       | Slab Width: 0.00 # of Slabs: 0       |
| Comments:                               |                                      |

**Street Name: CHARDONNAY WY**

|                                             |                                |
|---------------------------------------------|--------------------------------|
| Street ID: CHARDO                           | Begin Location: SPRING ST      |
| Section ID: 10                              | End Location: PINOT WY         |
| Functional Class: R - Residential/Local     | Surface Type: O - AC/AC        |
| Date of Construction: 01/01/1984            | No. Lanes: 2                   |
| Cul-de-sac: No                              | General Code: -                |
| Length (ft): 610                            | Area ID: -                     |
| Width (ft): 37                              | Funding Source: -              |
| Area (sq. ft.): 22,570                      | ADT:                           |
| Traffic Index:                              | Slab Length: 0.00              |
| Parking Lot Type:                           | Slab Width: 0.00 # of Slabs: 0 |
| Comments: INSP UNIT - FH AT 1645 TO PL 1645 |                                |

Criteria:

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City of St. Helena

## Section Description Inventory

Printed: 3/5/2021

**Street Name: CHARTER OAK AV**

|                                         |                                |
|-----------------------------------------|--------------------------------|
| Street ID: CTROAK                       | Begin Location: CARWASH        |
| Section ID: 10                          | End Location: END (E)          |
| Functional Class: R - Residential/Local | Surface Type: O - AC/AC        |
| Date of Construction: 01/01/1984        | No. Lanes: 2                   |
| Cul-de-sac: No                          | General Code: -                |
| Length (ft): 640                        | Area ID: -                     |
| Width (ft): 22                          | Funding Source: -              |
| Area (sq. ft.): 14,080                  | ADT:                           |
| Traffic Index:                          | Slab Length: 0.00              |
| Parking Lot Type:                       | Slab Width: 0.00 # of Slabs: 0 |
| Comments:                               |                                |

**Street Name: CHARTER OAK AV**

|                                         |                                |
|-----------------------------------------|--------------------------------|
| Street ID: CTROAK                       | Begin Location: MAIN ST        |
| Section ID: 20                          | End Location: CARWASH          |
| Functional Class: R - Residential/Local | Surface Type: O - AC/AC        |
| Date of Construction: 01/01/1984        | No. Lanes: 2                   |
| Cul-de-sac: No                          | General Code: -                |
| Length (ft): 230                        | Area ID: -                     |
| Width (ft): 37                          | Funding Source: -              |
| Area (sq. ft.): 8,510                   | ADT:                           |
| Traffic Index:                          | Slab Length: 0.00              |
| Parking Lot Type:                       | Slab Width: 0.00 # of Slabs: 0 |
| Comments:                               |                                |

**Street Name: CHARTER OAK AV**

|                                  |                                |
|----------------------------------|--------------------------------|
| Street ID: CTROAK                | Begin Location: MAIN ST        |
| Section ID: 30                   | End Location: ALLISON AV       |
| Functional Class: C - Collector  | Surface Type: O - AC/AC        |
| Date of Construction: 05/25/2017 | No. Lanes: 2                   |
| Cul-de-sac: No                   | General Code: -                |
| Length (ft): 1,130               | Area ID: -                     |
| Width (ft): 35                   | Funding Source: -              |
| Area (sq. ft.): 39,550           | ADT:                           |
| Traffic Index:                   | Slab Length: 0.00              |
| Parking Lot Type:                | Slab Width: 0.00 # of Slabs: 0 |
| Comments: DWY 931 TO DWY 943     |                                |

**Street Name: CHILES AV**

|                                         |                                |
|-----------------------------------------|--------------------------------|
| Street ID: CHILES                       | Begin Location: POPE ST        |
| Section ID: 10                          | End Location: SIGMORELLI CIR   |
| Functional Class: R - Residential/Local | Surface Type: A - AC           |
| Date of Construction: 01/05/2000        | No. Lanes: 2                   |
| Cul-de-sac: No                          | General Code: -                |
| Length (ft): 1,220                      | Area ID: -                     |
| Width (ft): 35                          | Funding Source: -              |
| Area (sq. ft.): 42,700                  | ADT:                           |
| Traffic Index:                          | Slab Length: 0.00              |
| Parking Lot Type:                       | Slab Width: 0.00 # of Slabs: 0 |
| Comments:                               |                                |

Criteria:

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City of St. Helena

## Section Description Inventory

Printed: 3/5/2021

**Street Name: CHILES AV**

|                                         |                                |
|-----------------------------------------|--------------------------------|
| Street ID: CHILES                       | Begin Location: SIGNORELLI CIR |
| Section ID: 20                          | End Location: END (E)          |
| Functional Class: R - Residential/Local | Surface Type: A - AC           |
| Date of Construction: 01/05/2000        | No. Lanes: 2                   |
| Cul-de-sac: Yes                         | General Code: -                |
| Length (ft): 530                        | Area ID: -                     |
| Width (ft): 35                          | Funding Source: -              |
| Area (sq. ft.): 18,550                  | ADT:                           |
| Traffic Index:                          | Slab Length: 0.00              |
| Parking Lot Type:                       | Slab Width: 0.00 # of Slabs: 0 |
| Comments:                               |                                |

**Street Name: CHRISTINE CT**

|                                         |                                |
|-----------------------------------------|--------------------------------|
| Street ID: CHRIST                       | Begin Location: PARK ST        |
| Section ID: 10                          | End Location: END (E)          |
| Functional Class: R - Residential/Local | Surface Type: O - AC/AC        |
| Date of Construction: 01/01/1976        | No. Lanes: 2                   |
| Cul-de-sac: No                          | General Code: -                |
| Length (ft): 210                        | Area ID: -                     |
| Width (ft): 33                          | Funding Source: -              |
| Area (sq. ft.): 6,930                   | ADT:                           |
| Traffic Index:                          | Slab Length: 0.00              |
| Parking Lot Type:                       | Slab Width: 0.00 # of Slabs: 0 |
| Comments: PARK TO 100' EAST             |                                |

**Street Name: CHURCH ST**

|                                         |                                |
|-----------------------------------------|--------------------------------|
| Street ID: CHURCH                       | Begin Location: HUNT AV        |
| Section ID: 10                          | End Location: POPE ST          |
| Functional Class: R - Residential/Local | Surface Type: O - AC/AC        |
| Date of Construction: 01/01/1987        | No. Lanes: 2                   |
| Cul-de-sac: No                          | General Code: -                |
| Length (ft): 650                        | Area ID: -                     |
| Width (ft): 29                          | Funding Source: -              |
| Area (sq. ft.): 18,850                  | ADT:                           |
| Traffic Index:                          | Slab Length: 0.00              |
| Parking Lot Type:                       | Slab Width: 0.00 # of Slabs: 0 |
| Comments: DWY 1250 TO 1216 ENTRY        |                                |

**Street Name: COLLEGE AV**

|                                                                                              |                                |
|----------------------------------------------------------------------------------------------|--------------------------------|
| Street ID: COLLEG                                                                            | Begin Location: POPE ST        |
| Section ID: 10 A                                                                             | End Location: PVMNT CHG        |
| Functional Class: C - Collector                                                              | Surface Type: A - AC           |
| Date of Construction: 01/01/1994                                                             | No. Lanes: 2                   |
| Cul-de-sac: No                                                                               | General Code: -                |
| Length (ft): 874                                                                             | Area ID: -                     |
| Width (ft): 34                                                                               | Funding Source: -              |
| Area (sq. ft.): 29,716                                                                       | ADT:                           |
| Traffic Index:                                                                               | Slab Length: 0.00              |
| Parking Lot Type:                                                                            | Slab Width: 0.00 # of Slabs: 0 |
| Comments: EXTENDED PER CREEK VINEYARD PARCEL MAP - 360 FEET. - Split From COLLEG10 8/21/2014 |                                |

Criteria:

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MTC StreetSaver

City of St. Helena

## Section Description Inventory

Printed: 3/5/2021

**Street Name: COLLEGE AV**

|                                                                                              |                                |
|----------------------------------------------------------------------------------------------|--------------------------------|
| Street ID: COLLEG                                                                            | Begin Location: PVMNT CHG      |
| Section ID: 10 B                                                                             | End Location: END (S)          |
| Functional Class: C - Collector                                                              | Surface Type: A - AC           |
| Date of Construction: 01/01/1994                                                             | No. Lanes: 2                   |
| Cul-de-sac: No                                                                               | General Code: -                |
| Length (ft): 356                                                                             | Area ID: -                     |
| Width (ft): 34                                                                               | Funding Source: -              |
| Area (sq. ft.): 12,104                                                                       | ADT:                           |
| Traffic Index:                                                                               | Slab Length: 0.00              |
| Parking Lot Type:                                                                            | Slab Width: 0.00 # of Slabs: 0 |
| Comments: EXTENDED PER CREEK VINEYARD PARCEL MAP - 360 FEET. - Split From COLLEG10 8/21/2014 |                                |

**Street Name: COLUMBARD CT**

|                                         |                                |
|-----------------------------------------|--------------------------------|
| Street ID: COLUMB                       | Begin Location: CHARDONNAY WY  |
| Section ID: 10                          | End Location: END (W)          |
| Functional Class: R - Residential/Local | Surface Type: O - AC/AC        |
| Date of Construction: 01/01/1984        | No. Lanes: 2                   |
| Cul-de-sac: No                          | General Code: -                |
| Length (ft): 430                        | Area ID: -                     |
| Width (ft): 33                          | Funding Source: -              |
| Area (sq. ft.): 14,190                  | ADT:                           |
| Traffic Index:                          | Slab Length: 0.00              |
| Parking Lot Type:                       | Slab Width: 0.00 # of Slabs: 0 |
| Comments: INSP UNIT - DWY 2611 TO 2623  |                                |

**Street Name: CRINELLA DR**

|                                         |                                |
|-----------------------------------------|--------------------------------|
| Street ID: CRINEL                       | Begin Location: MAIN ST        |
| Section ID: 10                          | End Location: PARK ST          |
| Functional Class: R - Residential/Local | Surface Type: O - AC/AC        |
| Date of Construction: 01/01/1976        | No. Lanes: 2                   |
| Cul-de-sac: No                          | General Code: -                |
| Length (ft): 340                        | Area ID: -                     |
| Width (ft): 38                          | Funding Source: -              |
| Area (sq. ft.): 12,920                  | ADT:                           |
| Traffic Index:                          | Slab Length: 0.00              |
| Parking Lot Type:                       | Slab Width: 0.00 # of Slabs: 0 |
| Comments: 1160 TO 1140                  |                                |

**Street Name: CRINELLA DR**

|                                         |                                |
|-----------------------------------------|--------------------------------|
| Street ID: CRINEL                       | Begin Location: PARK ST        |
| Section ID: 20                          | End Location: PUMP STATION     |
| Functional Class: R - Residential/Local | Surface Type: O - AC/AC        |
| Date of Construction: 01/01/1976        | No. Lanes: 2                   |
| Cul-de-sac: No                          | General Code: -                |
| Length (ft): 775                        | Area ID: -                     |
| Width (ft): 34                          | Funding Source: -              |
| Area (sq. ft.): 26,350                  | ADT:                           |
| Traffic Index:                          | Slab Length: 0.00              |
| Parking Lot Type:                       | Slab Width: 0.00 # of Slabs: 0 |
| Comments:                               |                                |

Criteria:

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MTC StreetSaver

City of St. Helena

## Section Description Inventory

Printed: 3/5/2021

**Street Name: CRINELLA DR**

|                                         |                                |
|-----------------------------------------|--------------------------------|
| Street ID: CRINEL                       | Begin Location: PUMP STATION   |
| Section ID: 30                          | End Location: PARK ST          |
| Functional Class: R - Residential/Local | Surface Type: O - AC/AC        |
| Date of Construction: 01/01/1976        | No. Lanes: 2                   |
| Cul-de-sac: No                          | General Code: -                |
| Length (ft): 740                        | Area ID: -                     |
| Width (ft): 33                          | Funding Source: -              |
| Area (sq. ft.): 24,420                  | ADT:                           |
| Traffic Index:                          | Slab Length: 0.00              |
| Parking Lot Type:                       | Slab Width: 0.00 # of Slabs: 0 |
| Comments: DWY 1848 TO PP 257            |                                |

**Street Name: DAHLIA ST**

|                                         |                                |
|-----------------------------------------|--------------------------------|
| Street ID: DAHLIA                       | Begin Location: MAGNOLIA AVE   |
| Section ID: 10                          | End Location: EL BONITA AV (N) |
| Functional Class: R - Residential/Local | Surface Type: O - AC/AC        |
| Date of Construction: 01/01/1975        | No. Lanes: 2                   |
| Cul-de-sac: No                          | General Code: -                |
| Length (ft): 266                        | Area ID: -                     |
| Width (ft): 26                          | Funding Source: -              |
| Area (sq. ft.): 6,916                   | ADT:                           |
| Traffic Index:                          | Slab Length: 0.00              |
| Parking Lot Type:                       | Slab Width: 0.00 # of Slabs: 0 |
| Comments:                               |                                |

**Street Name: DORIS AV**

|                                         |                                |
|-----------------------------------------|--------------------------------|
| Street ID: DORIS                        | Begin Location: VINEYARD AV    |
| Section ID: 10                          | End Location: END (W)          |
| Functional Class: R - Residential/Local | Surface Type: O - AC/AC        |
| Date of Construction: 01/01/1970        | No. Lanes: 2                   |
| Cul-de-sac: No                          | General Code: -                |
| Length (ft): 120                        | Area ID: -                     |
| Width (ft): 34                          | Funding Source: -              |
| Area (sq. ft.): 4,080                   | ADT:                           |
| Traffic Index:                          | Slab Length: 0.00              |
| Parking Lot Type:                       | Slab Width: 0.00 # of Slabs: 0 |
| Comments: CR TO 100' EAST               |                                |

**Street Name: DORIS CT**

|                                         |                                |
|-----------------------------------------|--------------------------------|
| Street ID: DORISC                       | Begin Location: VINEYARD AV    |
| Section ID: 10                          | End Location: END (E)          |
| Functional Class: R - Residential/Local | Surface Type: O - AC/AC        |
| Date of Construction: 01/01/1970        | No. Lanes: 2                   |
| Cul-de-sac: No                          | General Code: -                |
| Length (ft): 190                        | Area ID: -                     |
| Width (ft): 35                          | Funding Source: -              |
| Area (sq. ft.): 6,650                   | ADT:                           |
| Traffic Index:                          | Slab Length: 0.00              |
| Parking Lot Type:                       | Slab Width: 0.00 # of Slabs: 0 |
| Comments: CR TO 100' EAST               |                                |

Criteria:

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MTC StreetSaver

City of St. Helena

## Section Description Inventory

Printed: 3/5/2021

**Street Name: DOWDELL LN**

|                                  |                                |
|----------------------------------|--------------------------------|
| Street ID: DOWDEL                | Begin Location: MAIN ST        |
| Section ID: 10                   | End Location: FOUNTAIN ST      |
| Functional Class: C - Collector  | Surface Type: O - AC/AC        |
| Date of Construction: 01/01/1990 | No. Lanes: 2                   |
| Cul-de-sac: No                   | General Code: -                |
| Length (ft): 220                 | Area ID: -                     |
| Width (ft): 37                   | Funding Source: -              |
| Area (sq. ft.): 8,140            | ADT:                           |
| Traffic Index:                   | Slab Length: 0.00              |
| Parking Lot Type:                | Slab Width: 0.00 # of Slabs: 0 |
| Comments: NEAR SSMH              |                                |

**Street Name: DOWDELL LN**

|                                  |                                |
|----------------------------------|--------------------------------|
| Street ID: DOWDEL                | Begin Location: FOUNTAIN ST    |
| Section ID: 20                   | End Location: MONTESSORI @ COP |
| Functional Class: C - Collector  | Surface Type: O - AC/AC        |
| Date of Construction: 01/01/1983 | No. Lanes: 2                   |
| Cul-de-sac: No                   | General Code: -                |
| Length (ft): 930                 | Area ID: -                     |
| Width (ft): 37                   | Funding Source: -              |
| Area (sq. ft.): 34,410           | ADT:                           |
| Traffic Index:                   | Slab Length: 0.00              |
| Parking Lot Type:                | Slab Width: 0.00 # of Slabs: 0 |
| Comments:                        |                                |

**Street Name: DOWDELL LN**

|                                         |                                  |
|-----------------------------------------|----------------------------------|
| Street ID: DOWDEL                       | Begin Location: MONTESSORI @ COP |
| Section ID: 30                          | End Location: HOUSE 867          |
| Functional Class: R - Residential/Local | Surface Type: O - AC/AC          |
| Date of Construction: 01/01/1975        | No. Lanes: 2                     |
| Cul-de-sac: No                          | General Code: -                  |
| Length (ft): 260                        | Area ID: -                       |
| Width (ft): 30                          | Funding Source: -                |
| Area (sq. ft.): 7,800                   | ADT:                             |
| Traffic Index:                          | Slab Length: 0.00                |
| Parking Lot Type:                       | Slab Width: 0.00 # of Slabs: 0   |
| Comments:                               |                                  |

**Street Name: DOWDELL LN**

|                                         |                                |
|-----------------------------------------|--------------------------------|
| Street ID: DOWDEL                       | Begin Location: HOUSE 867      |
| Section ID: 40                          | End Location: HOUSE 759        |
| Functional Class: R - Residential/Local | Surface Type: O - AC/AC        |
| Date of Construction: 01/01/1993        | No. Lanes: 2                   |
| Cul-de-sac: No                          | General Code: -                |
| Length (ft): 450                        | Area ID: -                     |
| Width (ft): 12                          | Funding Source: -              |
| Area (sq. ft.): 5,400                   | ADT:                           |
| Traffic Index:                          | Slab Length: 0.00              |
| Parking Lot Type:                       | Slab Width: 0.00 # of Slabs: 0 |
| Comments:                               |                                |

Criteria:

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MTC StreetSaver



City of St. Helena

## Section Description Inventory

Printed: 3/5/2021

**Street Name: DOWDELL LN**

|                                         |                           |               |
|-----------------------------------------|---------------------------|---------------|
| Street ID: DOWDEL                       | Begin Location: HOUSE 759 |               |
| Section ID: 50                          | End Location: HOUSE 679   |               |
| Functional Class: R - Residential/Local | Surface Type: A - AC      |               |
| Date of Construction: 01/01/1960        | No. Lanes: 2              |               |
| Cul-de-sac: No                          | General Code: -           |               |
| Length (ft): 350                        | Area ID: -                |               |
| Width (ft): 11                          | Funding Source: -         |               |
| Area (sq. ft.): 3,850                   | ADT:                      |               |
| Traffic Index:                          | Slab Length: 0.00         |               |
| Parking Lot Type:                       | Slab Width: 0.00          | # of Slabs: 0 |
| Comments: NEAR HOUSE 679                |                           |               |

**Street Name: EDWARDS ST**

|                                         |                         |               |
|-----------------------------------------|-------------------------|---------------|
| Street ID: EDWARD                       | Begin Location: HUNT AV |               |
| Section ID: 10                          | End Location: POPE ST   |               |
| Functional Class: R - Residential/Local | Surface Type: A - AC    |               |
| Date of Construction: 01/01/1984        | No. Lanes: 2            |               |
| Cul-de-sac: No                          | General Code: -         |               |
| Length (ft): 750                        | Area ID: -              |               |
| Width (ft): 31                          | Funding Source: -       |               |
| Area (sq. ft.): 23,250                  | ADT:                    |               |
| Traffic Index:                          | Slab Length: 0.00       |               |
| Parking Lot Type:                       | Slab Width: 0.00        | # of Slabs: 0 |
| Comments:                               |                         |               |

**Street Name: EL BONITA AV**

|                                         |                                        |               |
|-----------------------------------------|----------------------------------------|---------------|
| Street ID: ELBONI                       | Begin Location: LA QUINTA WY           |               |
| Section ID: 10                          | End Location: COP (CHANGE OF PAVEMENT) |               |
| Functional Class: R - Residential/Local | Surface Type: O - AC/AC                |               |
| Date of Construction: 09/20/2018        | No. Lanes: 2                           |               |
| Cul-de-sac: No                          | General Code: -                        |               |
| Length (ft): 150                        | Area ID: -                             |               |
| Width (ft): 33                          | Funding Source: -                      |               |
| Area (sq. ft.): 4,950                   | ADT:                                   |               |
| Traffic Index:                          | Slab Length: 0.00                      |               |
| Parking Lot Type:                       | Slab Width: 0.00                       | # of Slabs: 0 |
| Comments:                               |                                        |               |

**Street Name: EL BONITA AV**

|                                         |                                          |               |
|-----------------------------------------|------------------------------------------|---------------|
| Street ID: ELBONI                       | Begin Location: COP (CHANGE OF PAVEMENT) |               |
| Section ID: 20                          | End Location: DAHLIA ST                  |               |
| Functional Class: R - Residential/Local | Surface Type: O - AC/AC                  |               |
| Date of Construction: 09/20/2018        | No. Lanes: 2                             |               |
| Cul-de-sac: No                          | General Code: -                          |               |
| Length (ft): 108                        | Area ID: -                               |               |
| Width (ft): 33                          | Funding Source: -                        |               |
| Area (sq. ft.): 3,564                   | ADT:                                     |               |
| Traffic Index:                          | Slab Length: 0.00                        |               |
| Parking Lot Type:                       | Slab Width: 0.00                         | # of Slabs: 0 |
| Comments:                               |                                          |               |

Criteria:

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## Section Description Inventory

Printed: 3/5/2021

**Street Name: EL BONITA AV**

|                                         |                                |
|-----------------------------------------|--------------------------------|
| Street ID: ELBONI                       | Begin Location: DAHLIA ST      |
| Section ID: 30                          | End Location: BCR @ MAIN ST    |
| Functional Class: R - Residential/Local | Surface Type: O - AC/AC        |
| Date of Construction: 09/20/2018        | No. Lanes: 2                   |
| Cul-de-sac: No                          | General Code: -                |
| Length (ft): 1,036                      | Area ID: -                     |
| Width (ft): 34                          | Funding Source: -              |
| Area (sq. ft.): 35,224                  | ADT:                           |
| Traffic Index:                          | Slab Length: 0.00              |
| Parking Lot Type:                       | Slab Width: 0.00 # of Slabs: 0 |
| Comments:                               |                                |

**Street Name: EL BONITA CT**

|                                         |                                |
|-----------------------------------------|--------------------------------|
| Street ID: ELBONICT                     | Begin Location: EL BONITA AVE  |
| Section ID: 10                          | End Location: END              |
| Functional Class: R - Residential/Local | Surface Type: O - AC/AC        |
| Date of Construction: 09/20/2018        | No. Lanes: 2                   |
| Cul-de-sac: No                          | General Code: -                |
| Length (ft): 120                        | Area ID: -                     |
| Width (ft): 35                          | Funding Source: -              |
| Area (sq. ft.): 8,313                   | ADT:                           |
| Traffic Index:                          | Slab Length: 0.00              |
| Parking Lot Type:                       | Slab Width: 0.00 # of Slabs: 0 |
| Comments:                               |                                |

**Street Name: ELMHURST AV**

|                                  |                                  |
|----------------------------------|----------------------------------|
| Street ID: ELMHUR                | Begin Location: GRANGER WY       |
| Section ID: 10                   | End Location: SPRING MOUNTAIN RD |
| Functional Class: C - Collector  | Surface Type: O - AC/AC          |
| Date of Construction: 10/01/2009 | No. Lanes: 2                     |
| Cul-de-sac: No                   | General Code: -                  |
| Length (ft): 470                 | Area ID: -                       |
| Width (ft): 33                   | Funding Source: -                |
| Area (sq. ft.): 15,510           | ADT:                             |
| Traffic Index:                   | Slab Length: 0.00                |
| Parking Lot Type:                | Slab Width: 0.00 # of Slabs: 0   |
| Comments: 1810 TO QUAIL          |                                  |

**Street Name: ELMHURST AV**

|                                  |                                |
|----------------------------------|--------------------------------|
| Street ID: ELMHUR                | Begin Location: MAIN ST        |
| Section ID: 20                   | End Location: GRANGER WY       |
| Functional Class: C - Collector  | Surface Type: O - AC/AC        |
| Date of Construction: 01/01/1986 | No. Lanes: 2                   |
| Cul-de-sac: No                   | General Code: -                |
| Length (ft): 775                 | Area ID: -                     |
| Width (ft): 33                   | Funding Source: -              |
| Area (sq. ft.): 25,575           | ADT:                           |
| Traffic Index:                   | Slab Length: 0.00              |
| Parking Lot Type:                | Slab Width: 0.00 # of Slabs: 0 |
| Comments:                        |                                |

Criteria:

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MTC StreetSaver

City of St. Helena

## Section Description Inventory

Printed: 3/5/2021

**Street Name: FOUNTAIN ST**

|                                         |                                |
|-----------------------------------------|--------------------------------|
| Street ID: FOUNT                        | Begin Location: DOWDELL LN     |
| Section ID: 10                          | End Location: END (N)          |
| Functional Class: R - Residential/Local | Surface Type: O - AC/AC        |
| Date of Construction: 01/01/1982        | No. Lanes: 2                   |
| Cul-de-sac: No                          | General Code: -                |
| Length (ft): 380                        | Area ID: -                     |
| Width (ft): 37                          | Funding Source: -              |
| Area (sq. ft.): 14,060                  | ADT:                           |
| Traffic Index:                          | Slab Length: 0.00              |
| Parking Lot Type:                       | Slab Width: 0.00 # of Slabs: 0 |
| Comments: FROM CDS CR SOUTH             |                                |

**Street Name: FULTON LN**

|                                  |                                |
|----------------------------------|--------------------------------|
| Street ID: FULTON                | Begin Location: MAIN ST        |
| Section ID: 10                   | End Location: RAILROAD AV      |
| Functional Class: C - Collector  | Surface Type: C - AC/PCC       |
| Date of Construction: 01/01/1992 | No. Lanes: 2                   |
| Cul-de-sac: No                   | General Code: -                |
| Length (ft): 380                 | Area ID: -                     |
| Width (ft): 31                   | Funding Source: -              |
| Area (sq. ft.): 11,780           | ADT:                           |
| Traffic Index:                   | Slab Length: 0.00              |
| Parking Lot Type:                | Slab Width: 0.00 # of Slabs: 0 |
| Comments:                        |                                |

**Street Name: FULTON LN**

|                                         |                                |
|-----------------------------------------|--------------------------------|
| Street ID: FULTON                       | Begin Location: RAILROAD AV    |
| Section ID: 20                          | End Location: RR TRACKS        |
| Functional Class: R - Residential/Local | Surface Type: O - AC/AC        |
| Date of Construction: 01/01/1992        | No. Lanes: 2                   |
| Cul-de-sac: No                          | General Code: -                |
| Length (ft): 300                        | Area ID: -                     |
| Width (ft): 22                          | Funding Source: -              |
| Area (sq. ft.): 6,600                   | ADT:                           |
| Traffic Index:                          | Slab Length: 0.00              |
| Parking Lot Type:                       | Slab Width: 0.00 # of Slabs: 0 |
| Comments:                               |                                |

**Street Name: FULTON LN**

|                                         |                                |
|-----------------------------------------|--------------------------------|
| Street ID: FULTON                       | Begin Location: RR TRACKS      |
| Section ID: 30                          | End Location: 25 MPH SIGN      |
| Functional Class: R - Residential/Local | Surface Type: O - AC/AC        |
| Date of Construction: 10/01/2009        | No. Lanes: 2                   |
| Cul-de-sac: No                          | General Code: -                |
| Length (ft): 1,020                      | Area ID: -                     |
| Width (ft): 14                          | Funding Source: -              |
| Area (sq. ft.): 14,280                  | ADT:                           |
| Traffic Index:                          | Slab Length: 0.00              |
| Parking Lot Type:                       | Slab Width: 0.00 # of Slabs: 0 |
| Comments:                               |                                |

Criteria:

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MTC StreetSaver

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## Section Description Inventory

Printed: 3/5/2021

**Street Name: FULTON LN**

|                                         |                                   |
|-----------------------------------------|-----------------------------------|
| Street ID: FULTON                       | Begin Location: 25 MPH SIGN       |
| Section ID: 40                          | End Location: END (E)/CITY LIMITS |
| Functional Class: R - Residential/Local | Surface Type: O - AC/AC           |
| Date of Construction: 10/01/2009        | No. Lanes: 2                      |
| Cul-de-sac: No                          | General Code: -                   |
| Length (ft): 1,420                      | Area ID: -                        |
| Width (ft): 13                          | Funding Source: -                 |
| Area (sq. ft.): 18,460                  | ADT:                              |
| Traffic Index:                          | Slab Length: 0.00                 |
| Parking Lot Type:                       | Slab Width: 0.00 # of Slabs: 0    |
| Comments:                               |                                   |

**Street Name: GRAYSON AV**

|                                  |                                        |
|----------------------------------|----------------------------------------|
| Street ID: GRAYSN                | Begin Location: SOUTH CRANE AV         |
| Section ID: 10                   | End Location: 1120' E/O SOUTH CRANE AV |
| Functional Class: C - Collector  | Surface Type: O - AC/AC                |
| Date of Construction: 01/01/1984 | No. Lanes: 2                           |
| Cul-de-sac: No                   | General Code: -                        |
| Length (ft): 1,120               | Area ID: -                             |
| Width (ft): 33                   | Funding Source: -                      |
| Area (sq. ft.): 36,960           | ADT:                                   |
| Traffic Index:                   | Slab Length: 0.00                      |
| Parking Lot Type:                | Slab Width: 0.00 # of Slabs: 0         |
| Comments:                        |                                        |

**Street Name: GRAYSON AV**

|                                  |                                          |
|----------------------------------|------------------------------------------|
| Street ID: GRAYSN                | Begin Location: 1120' E/O SOUTH CRANE AV |
| Section ID: 20                   | End Location: 1940' E/O SOUTH CRANE AV   |
| Functional Class: C - Collector  | Surface Type: O - AC/AC                  |
| Date of Construction: 01/01/1984 | No. Lanes: 2                             |
| Cul-de-sac: No                   | General Code: -                          |
| Length (ft): 820                 | Area ID: -                               |
| Width (ft): 33                   | Funding Source: -                        |
| Area (sq. ft.): 27,060           | ADT:                                     |
| Traffic Index:                   | Slab Length: 0.00                        |
| Parking Lot Type:                | Slab Width: 0.00 # of Slabs: 0           |
| Comments: 1434 MAILBOX TO POOL   |                                          |

**Street Name: GRAYSON AV**

|                                  |                                          |
|----------------------------------|------------------------------------------|
| Street ID: GRAYSN                | Begin Location: 1940' E/O SOUTH CRANE AV |
| Section ID: 30                   | End Location: MAIN ST                    |
| Functional Class: C - Collector  | Surface Type: O - AC/AC                  |
| Date of Construction: 01/01/1984 | No. Lanes: 2                             |
| Cul-de-sac: No                   | General Code: -                          |
| Length (ft): 670                 | Area ID: -                               |
| Width (ft): 37                   | Funding Source: -                        |
| Area (sq. ft.): 24,790           | ADT:                                     |
| Traffic Index:                   | Slab Length: 0.00                        |
| Parking Lot Type:                | Slab Width: 0.00 # of Slabs: 0           |
| Comments:                        |                                          |

Criteria:

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City of St. Helena

## Section Description Inventory

Printed: 3/5/2021

**Street Name: GROVE CT**

|                                         |                                |
|-----------------------------------------|--------------------------------|
| Street ID: GROVE                        | Begin Location: HUNT AV        |
| Section ID: 10                          | End Location: END (N)          |
| Functional Class: R - Residential/Local | Surface Type: O - AC/AC        |
| Date of Construction: 10/01/2019        | No. Lanes: 2                   |
| Cul-de-sac: No                          | General Code: -                |
| Length (ft): 420                        | Area ID: -                     |
| Width (ft): 34                          | Funding Source: -              |
| Area (sq. ft.): 14,280                  | ADT:                           |
| Traffic Index:                          | Slab Length: 0.00              |
| Parking Lot Type:                       | Slab Width: 0.00 # of Slabs: 0 |
| Comments: 1375 TO 1355                  |                                |

**Street Name: HARVEST LN**

|                                         |                                |
|-----------------------------------------|--------------------------------|
| Street ID: HARVES                       | Begin Location: STARR AV       |
| Section ID: 10                          | End Location: END (W)          |
| Functional Class: R - Residential/Local | Surface Type: O - AC/AC        |
| Date of Construction: 01/01/1984        | No. Lanes: 2                   |
| Cul-de-sac: No                          | General Code: -                |
| Length (ft): 220                        | Area ID: -                     |
| Width (ft): 33                          | Funding Source: -              |
| Area (sq. ft.): 7,260                   | ADT:                           |
| Traffic Index:                          | Slab Length: 0.00              |
| Parking Lot Type:                       | Slab Width: 0.00 # of Slabs: 0 |
| Comments: CDS RET EAST                  |                                |

**Street Name: HENRY CT**

|                                         |                                |
|-----------------------------------------|--------------------------------|
| Street ID: HENRY                        | Begin Location: PARK ST        |
| Section ID: 10                          | End Location: END (E)          |
| Functional Class: R - Residential/Local | Surface Type: O - AC/AC        |
| Date of Construction: 01/01/1976        | No. Lanes: 2                   |
| Cul-de-sac: No                          | General Code: -                |
| Length (ft): 140                        | Area ID: -                     |
| Width (ft): 34                          | Funding Source: -              |
| Area (sq. ft.): 4,760                   | ADT:                           |
| Traffic Index:                          | Slab Length: 0.00              |
| Parking Lot Type:                       | Slab Width: 0.00 # of Slabs: 0 |
| Comments: PARK TO 100' EAST             |                                |

**Street Name: HILLVIEW PL**

|                                         |                                |
|-----------------------------------------|--------------------------------|
| Street ID: HILLVW                       | Begin Location: END (W)        |
| Section ID: 05                          | End Location: SCOTT ST         |
| Functional Class: R - Residential/Local | Surface Type: A - AC           |
| Date of Construction: 01/01/1975        | No. Lanes: 2                   |
| Cul-de-sac: No                          | General Code: -                |
| Length (ft): 160                        | Area ID: -                     |
| Width (ft): 27                          | Funding Source: -              |
| Area (sq. ft.): 4,320                   | ADT:                           |
| Traffic Index:                          | Slab Length: 0.00              |
| Parking Lot Type:                       | Slab Width: 0.00 # of Slabs: 0 |
| Comments:                               |                                |

Criteria:

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MTC StreetSaver

City of St. Helena

## Section Description Inventory

Printed: 3/5/2021

**Street Name: HILLVIEW PL**

|                                         |                                |
|-----------------------------------------|--------------------------------|
| Street ID: HILLVW                       | Begin Location: SCOTT ST       |
| Section ID: 10                          | End Location: VINEYARD AV      |
| Functional Class: R - Residential/Local | Surface Type: O - AC/AC        |
| Date of Construction: 01/01/1975        | No. Lanes: 2                   |
| Cul-de-sac: No                          | General Code: -                |
| Length (ft): 350                        | Area ID: -                     |
| Width (ft): 30                          | Funding Source: -              |
| Area (sq. ft.): 10,500                  | ADT:                           |
| Traffic Index:                          | Slab Length: 0.00              |
| Parking Lot Type:                       | Slab Width: 0.00 # of Slabs: 0 |
| Comments:                               |                                |

**Street Name: HILLVIEW PL**

|                                         |                                |
|-----------------------------------------|--------------------------------|
| Street ID: HILLVW                       | Begin Location: VINEYARD AV    |
| Section ID: 20                          | End Location: STOCKTON ST      |
| Functional Class: R - Residential/Local | Surface Type: O - AC/AC        |
| Date of Construction: 01/01/1975        | No. Lanes: 2                   |
| Cul-de-sac: No                          | General Code: -                |
| Length (ft): 350                        | Area ID: -                     |
| Width (ft): 28                          | Funding Source: -              |
| Area (sq. ft.): 9,800                   | ADT:                           |
| Traffic Index:                          | Slab Length: 0.00              |
| Parking Lot Type:                       | Slab Width: 0.00 # of Slabs: 0 |
| Comments:                               |                                |

**Street Name: HILLVIEW PL**

|                                         |                                  |
|-----------------------------------------|----------------------------------|
| Street ID: HILLVW                       | Begin Location: STOCKTON ST      |
| Section ID: 30                          | End Location: SPRING MOUNTAIN RD |
| Functional Class: R - Residential/Local | Surface Type: A - AC             |
| Date of Construction: 01/01/1975        | No. Lanes: 2                     |
| Cul-de-sac: No                          | General Code: -                  |
| Length (ft): 360                        | Area ID: -                       |
| Width (ft): 30                          | Funding Source: -                |
| Area (sq. ft.): 10,800                  | ADT:                             |
| Traffic Index:                          | Slab Length: 0.00                |
| Parking Lot Type:                       | Slab Width: 0.00 # of Slabs: 0   |
| Comments: 1580 TO 1520                  |                                  |

**Street Name: HILLVIEW PL**

|                                         |                                    |
|-----------------------------------------|------------------------------------|
| Street ID: HILLVW                       | Begin Location: SPRING MOUNTAIN RD |
| Section ID: 40                          | End Location: OAK AV               |
| Functional Class: R - Residential/Local | Surface Type: O - AC/AC            |
| Date of Construction: 01/01/1993        | No. Lanes: 2                       |
| Cul-de-sac: No                          | General Code: -                    |
| Length (ft): 770                        | Area ID: -                         |
| Width (ft): 34                          | Funding Source: -                  |
| Area (sq. ft.): 26,180                  | ADT:                               |
| Traffic Index:                          | Slab Length: 0.00                  |
| Parking Lot Type:                       | Slab Width: 0.00 # of Slabs: 0     |
| Comments: NO DISTRESS                   |                                    |

Criteria:

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MTC StreetSaver

City of St. Helena

## Section Description Inventory

Printed: 3/5/2021

**Street Name: HOWELL MOUNTAIN RD**

|                                  |                                 |
|----------------------------------|---------------------------------|
| Street ID: HOWMTN                | Begin Location: SILVERADO TRAIL |
| Section ID: 10                   | End Location: MEADOWWOOD LN     |
| Functional Class: C - Collector  | Surface Type: O - AC/AC         |
| Date of Construction: 01/01/1988 | No. Lanes: 2                    |
| Cul-de-sac: No                   | General Code: -                 |
| Length (ft): 910                 | Area ID: -                      |
| Width (ft): 21                   | Funding Source: -               |
| Area (sq. ft.): 19,110           | ADT:                            |
| Traffic Index:                   | Slab Length: 0.00               |
| Parking Lot Type:                | Slab Width: 0.00 # of Slabs: 0  |
| Comments:                        |                                 |

**Street Name: HOWELL MOUNTAIN RD**

|                                  |                                |
|----------------------------------|--------------------------------|
| Street ID: HOWMTN                | Begin Location: MEADOWWOOD LN  |
| Section ID: 20                   | End Location: OAKWOOD LN       |
| Functional Class: C - Collector  | Surface Type: O - AC/AC        |
| Date of Construction: 01/01/1984 | No. Lanes: 2                   |
| Cul-de-sac: No                   | General Code: -                |
| Length (ft): 1,080               | Area ID: -                     |
| Width (ft): 19                   | Funding Source: -              |
| Area (sq. ft.): 20,520           | ADT:                           |
| Traffic Index:                   | Slab Length: 0.00              |
| Parking Lot Type:                | Slab Width: 0.00 # of Slabs: 0 |
| Comments:                        |                                |

**Street Name: HOWELL MOUNTAIN RD**

|                                  |                                |
|----------------------------------|--------------------------------|
| Street ID: HOWMTN                | Begin Location: OAKWOOD LN     |
| Section ID: 30                   | End Location: RIDGEVIEW LN     |
| Functional Class: C - Collector  | Surface Type: O - AC/AC        |
| Date of Construction: 01/01/1984 | No. Lanes: 2                   |
| Cul-de-sac: No                   | General Code: -                |
| Length (ft): 1,260               | Area ID: -                     |
| Width (ft): 20                   | Funding Source: -              |
| Area (sq. ft.): 25,200           | ADT:                           |
| Traffic Index:                   | Slab Length: 0.00              |
| Parking Lot Type:                | Slab Width: 0.00 # of Slabs: 0 |
| Comments: PP AT OAKWOOD EAST     |                                |

**Street Name: HOWELL MOUNTAIN RD**

|                                  |                                |
|----------------------------------|--------------------------------|
| Street ID: HOWMTN                | Begin Location: RIDGEVIEW LN   |
| Section ID: 40                   | End Location: CITY LIMITS      |
| Functional Class: C - Collector  | Surface Type: A - AC           |
| Date of Construction: 01/01/1984 | No. Lanes: 2                   |
| Cul-de-sac: No                   | General Code: -                |
| Length (ft): 2,310               | Area ID: -                     |
| Width (ft): 23                   | Funding Source: -              |
| Area (sq. ft.): 53,130           | ADT:                           |
| Traffic Index:                   | Slab Length: 0.00              |
| Parking Lot Type:                | Slab Width: 0.00 # of Slabs: 0 |
| Comments: DWY 1881 WEST          |                                |

Criteria:

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City of St. Helena

## Section Description Inventory

Printed: 3/5/2021

**Street Name: HOWELL MOUNTAIN RD**

|                                  |                                 |
|----------------------------------|---------------------------------|
| Street ID: HOWMTN                | Begin Location: CITY LIMITS (N) |
| Section ID: 50                   | End Location: CITY LIMITS (S)   |
| Functional Class: C - Collector  | Surface Type: O - AC/AC         |
| Date of Construction: 01/01/1990 | No. Lanes: 2                    |
| Cul-de-sac: No                   | General Code: -                 |
| Length (ft): 720                 | Area ID: -                      |
| Width (ft): 22                   | Funding Source: -               |
| Area (sq. ft.): 15,840           | ADT:                            |
| Traffic Index:                   | Slab Length: 0.00               |
| Parking Lot Type:                | Slab Width: 0.00 # of Slabs: 0  |
| Comments:                        |                                 |

**Street Name: HUDSON AV**

|                                         |                                |
|-----------------------------------------|--------------------------------|
| Street ID: HUDSON                       | Begin Location: MADRONA ST     |
| Section ID: 10                          | End Location: ADAMS ST         |
| Functional Class: R - Residential/Local | Surface Type: O - AC/AC        |
| Date of Construction: 01/01/1978        | No. Lanes: 2                   |
| Cul-de-sac: No                          | General Code: -                |
| Length (ft): 845                        | Area ID: -                     |
| Width (ft): 32                          | Funding Source: -              |
| Area (sq. ft.): 27,040                  | ADT:                           |
| Traffic Index:                          | Slab Length: 0.00              |
| Parking Lot Type:                       | Slab Width: 0.00 # of Slabs: 0 |
| Comments:                               |                                |

**Street Name: HUDSON AV**

|                                         |                                |
|-----------------------------------------|--------------------------------|
| Street ID: HUDSON                       | Begin Location: ADAMS ST       |
| Section ID: 20                          | End Location: SPRING ST        |
| Functional Class: R - Residential/Local | Surface Type: O - AC/AC        |
| Date of Construction: 01/01/1978        | No. Lanes: 2                   |
| Cul-de-sac: No                          | General Code: -                |
| Length (ft): 870                        | Area ID: -                     |
| Width (ft): 32                          | Funding Source: -              |
| Area (sq. ft.): 27,840                  | ADT:                           |
| Traffic Index:                          | Slab Length: 0.00              |
| Parking Lot Type:                       | Slab Width: 0.00 # of Slabs: 0 |
| Comments: INSP UNIT - FRONTING VINEYARD |                                |

**Street Name: HUDSON AV**

|                                         |                                |
|-----------------------------------------|--------------------------------|
| Street ID: HUDSON                       | Begin Location: SPRING ST      |
| Section ID: 30                          | End Location: BIRCH ST         |
| Functional Class: R - Residential/Local | Surface Type: O - AC/AC        |
| Date of Construction: 01/01/1978        | No. Lanes: 2                   |
| Cul-de-sac: No                          | General Code: -                |
| Length (ft): 1,080                      | Area ID: -                     |
| Width (ft): 34                          | Funding Source: -              |
| Area (sq. ft.): 36,720                  | ADT:                           |
| Traffic Index:                          | Slab Length: 0.00              |
| Parking Lot Type:                       | Slab Width: 0.00 # of Slabs: 0 |
| Comments:                               |                                |

Criteria:

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City of St. Helena

## Section Description Inventory

Printed: 3/5/2021

**Street Name: HUNT AV**

|                                  |                                |
|----------------------------------|--------------------------------|
| Street ID: HUNT                  | Begin Location: MAIN ST        |
| Section ID: 10                   | End Location: CHURCH ST        |
| Functional Class: C - Collector  | Surface Type: O - AC/AC        |
| Date of Construction: 01/01/1984 | No. Lanes: 2                   |
| Cul-de-sac: No                   | General Code: -                |
| Length (ft): 276                 | Area ID: -                     |
| Width (ft): 40                   | Funding Source: -              |
| Area (sq. ft.): 11,040           | ADT:                           |
| Traffic Index:                   | Slab Length: 0.00              |
| Parking Lot Type:                | Slab Width: 0.00 # of Slabs: 0 |
| Comments: PP AT RAILROAD         |                                |

**Street Name: HUNT AV**

|                                  |                                |
|----------------------------------|--------------------------------|
| Street ID: HUNT                  | Begin Location: CHURCH ST      |
| Section ID: 20                   | End Location: EDWARDS ST       |
| Functional Class: C - Collector  | Surface Type: O - AC/AC        |
| Date of Construction: 01/01/1984 | No. Lanes: 2                   |
| Cul-de-sac: No                   | General Code: -                |
| Length (ft): 325                 | Area ID: -                     |
| Width (ft): 36                   | Funding Source: -              |
| Area (sq. ft.): 11,700           | ADT:                           |
| Traffic Index:                   | Slab Length: 0.00              |
| Parking Lot Type:                | Slab Width: 0.00 # of Slabs: 0 |
| Comments: EDWARDS TO PP 219      |                                |

**Street Name: HUNT AV**

|                                  |                                |
|----------------------------------|--------------------------------|
| Street ID: HUNT                  | Begin Location: EDWARDS ST     |
| Section ID: 30                   | End Location: JUNE LN          |
| Functional Class: C - Collector  | Surface Type: O - AC/AC        |
| Date of Construction: 10/01/2009 | No. Lanes: 2                   |
| Cul-de-sac: No                   | General Code: -                |
| Length (ft): 485                 | Area ID: -                     |
| Width (ft): 35                   | Funding Source: -              |
| Area (sq. ft.): 16,975           | ADT:                           |
| Traffic Index:                   | Slab Length: 0.00              |
| Parking Lot Type:                | Slab Width: 0.00 # of Slabs: 0 |
| Comments:                        |                                |

**Street Name: HUNT AV**

|                                  |                                |
|----------------------------------|--------------------------------|
| Street ID: HUNT                  | Begin Location: JUNE LN        |
| Section ID: 40                   | End Location: GROVE CT         |
| Functional Class: C - Collector  | Surface Type: O - AC/AC        |
| Date of Construction: 08/01/2013 | No. Lanes: 2                   |
| Cul-de-sac: No                   | General Code: -                |
| Length (ft): 670                 | Area ID: -                     |
| Width (ft): 32                   | Funding Source: -              |
| Area (sq. ft.): 21,440           | ADT:                           |
| Traffic Index:                   | Slab Length: 0.00              |
| Parking Lot Type:                | Slab Width: 0.00 # of Slabs: 0 |
| Comments: DWY AT 830 WEST        |                                |

Criteria:

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## Section Description Inventory

Printed: 3/5/2021

**Street Name: HUNT AV**

|                                  |                                |
|----------------------------------|--------------------------------|
| Street ID: HUNT                  | Begin Location: GROVE CT       |
| Section ID: 50                   | End Location: MONTE VISTA      |
| Functional Class: C - Collector  | Surface Type: O - AC/AC        |
| Date of Construction: 08/01/2013 | No. Lanes: 2                   |
| Cul-de-sac: No                   | General Code: -                |
| Length (ft): 240                 | Area ID: -                     |
| Width (ft): 35                   | Funding Source: -              |
| Area (sq. ft.): 8,400            | ADT:                           |
| Traffic Index:                   | Slab Length: 0.00              |
| Parking Lot Type:                | Slab Width: 0.00 # of Slabs: 0 |
| Comments: CR AT MONTE VISTA WEST |                                |

**Street Name: HUNT AV**

|                                  |                                |
|----------------------------------|--------------------------------|
| Street ID: HUNT                  | Begin Location: MONTE VISTA    |
| Section ID: 60                   | End Location: STARR AV         |
| Functional Class: C - Collector  | Surface Type: O - AC/AC        |
| Date of Construction: 08/01/2013 | No. Lanes: 2                   |
| Cul-de-sac: No                   | General Code: -                |
| Length (ft): 530                 | Area ID: -                     |
| Width (ft): 30                   | Funding Source: -              |
| Area (sq. ft.): 15,900           | ADT:                           |
| Traffic Index:                   | Slab Length: 0.00              |
| Parking Lot Type:                | Slab Width: 0.00 # of Slabs: 0 |
| Comments: DWY 707 TO DWY 709     |                                |

**Street Name: JUNE LN**

|                                         |                                |
|-----------------------------------------|--------------------------------|
| Street ID: JUNELN                       | Begin Location: HUNT AV        |
| Section ID: 10                          | End Location: CHILES AV        |
| Functional Class: R - Residential/Local | Surface Type: A - AC           |
| Date of Construction: 01/06/1997        | No. Lanes: 2                   |
| Cul-de-sac: No                          | General Code: -                |
| Length (ft): 245                        | Area ID: -                     |
| Width (ft): 35                          | Funding Source: -              |
| Area (sq. ft.): 8,575                   | ADT:                           |
| Traffic Index:                          | Slab Length: 0.00              |
| Parking Lot Type:                       | Slab Width: 0.00 # of Slabs: 0 |
| Comments:                               |                                |

**Street Name: KEARNEY ST**

|                                         |                                |
|-----------------------------------------|--------------------------------|
| Street ID: KEARN                        | Begin Location: HILLVIEW PL    |
| Section ID: 10                          | End Location: MADRONA ST       |
| Functional Class: R - Residential/Local | Surface Type: O - AC/AC        |
| Date of Construction: 01/01/1986        | No. Lanes: 2                   |
| Cul-de-sac: No                          | General Code: -                |
| Length (ft): 540                        | Area ID: -                     |
| Width (ft): 42                          | Funding Source: -              |
| Area (sq. ft.): 22,680                  | ADT:                           |
| Traffic Index:                          | Slab Length: 0.00              |
| Parking Lot Type:                       | Slab Width: 0.00 # of Slabs: 0 |
| Comments:                               |                                |

Criteria:

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## Section Description Inventory

Printed: 3/5/2021

**Street Name: KEARNEY ST**

|                                         |                                |
|-----------------------------------------|--------------------------------|
| Street ID: KEARN                        | Begin Location: MADRONA ST     |
| Section ID: 20                          | End Location: PINE ST          |
| Functional Class: R - Residential/Local | Surface Type: C - AC/PCC       |
| Date of Construction: 01/01/1987        | No. Lanes: 2                   |
| Cul-de-sac: No                          | General Code: -                |
| Length (ft): 370                        | Area ID: -                     |
| Width (ft): 29                          | Funding Source: -              |
| Area (sq. ft.): 10,730                  | ADT:                           |
| Traffic Index:                          | Slab Length: 0.00              |
| Parking Lot Type:                       | Slab Width: 0.00 # of Slabs: 0 |
| Comments:                               |                                |

**Street Name: KEARNEY ST**

|                                         |                                |
|-----------------------------------------|--------------------------------|
| Street ID: KEARN                        | Begin Location: PINE ST        |
| Section ID: 30                          | End Location: ADAMS ST         |
| Functional Class: R - Residential/Local | Surface Type: C - AC/PCC       |
| Date of Construction: 01/01/1987        | No. Lanes: 2                   |
| Cul-de-sac: No                          | General Code: -                |
| Length (ft): 590                        | Area ID: -                     |
| Width (ft): 28                          | Funding Source: -              |
| Area (sq. ft.): 16,520                  | ADT:                           |
| Traffic Index:                          | Slab Length: 0.00              |
| Parking Lot Type:                       | Slab Width: 0.00 # of Slabs: 0 |
| Comments:                               |                                |

**Street Name: KEARNEY ST**

|                                         |                                |
|-----------------------------------------|--------------------------------|
| Street ID: KEARN                        | Begin Location: TAINTER ST     |
| Section ID: 40                          | End Location: SPRING ST        |
| Functional Class: R - Residential/Local | Surface Type: O - AC/AC        |
| Date of Construction: 01/01/1975        | No. Lanes: 2                   |
| Cul-de-sac: No                          | General Code: -                |
| Length (ft): 390                        | Area ID: -                     |
| Width (ft): 24                          | Funding Source: -              |
| Area (sq. ft.): 9,360                   | ADT:                           |
| Traffic Index:                          | Slab Length: 0.00              |
| Parking Lot Type:                       | Slab Width: 0.00 # of Slabs: 0 |
| Comments:                               |                                |

**Street Name: KENNEDY CT**

|                                         |                                |
|-----------------------------------------|--------------------------------|
| Street ID: KENNED                       | Begin Location: LA QUINTA WY   |
| Section ID: 10                          | End Location: END (W)          |
| Functional Class: R - Residential/Local | Surface Type: O - AC/AC        |
| Date of Construction: 09/19/2018        | No. Lanes: 2                   |
| Cul-de-sac: No                          | General Code: -                |
| Length (ft): 390                        | Area ID: -                     |
| Width (ft): 33                          | Funding Source: -              |
| Area (sq. ft.): 12,870                  | ADT:                           |
| Traffic Index:                          | Slab Length: 0.00              |
| Parking Lot Type:                       | Slab Width: 0.00 # of Slabs: 0 |
| Comments: PL 1530                       |                                |

Criteria:

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## Section Description Inventory

Printed: 3/5/2021

**Street Name: KIDD RANCH RD**

|                                         |                                |
|-----------------------------------------|--------------------------------|
| Street ID: KIDDRD                       | Begin Location: MCCORKLE AV    |
| Section ID: 10                          | End Location: END (S)          |
| Functional Class: R - Residential/Local | Surface Type: A - AC           |
| Date of Construction: 01/05/1998        | No. Lanes: 2                   |
| Cul-de-sac: No                          | General Code: -                |
| Length (ft): 485                        | Area ID: -                     |
| Width (ft): 35                          | Funding Source: -              |
| Area (sq. ft.): 16,975                  | ADT:                           |
| Traffic Index:                          | Slab Length: 0.00              |
| Parking Lot Type:                       | Slab Width: 0.00 # of Slabs: 0 |
| Comments:                               |                                |

**Street Name: LA FATA ST**

|                                  |                                |
|----------------------------------|--------------------------------|
| Street ID: LAFATA                | Begin Location: DOWDELL LN     |
| Section ID: 10                   | End Location: MILLS LN         |
| Functional Class: C - Collector  | Surface Type: O - AC/AC        |
| Date of Construction: 01/01/1984 | No. Lanes: 2                   |
| Cul-de-sac: No                   | General Code: -                |
| Length (ft): 550                 | Area ID: -                     |
| Width (ft): 37                   | Funding Source: -              |
| Area (sq. ft.): 20,350           | ADT:                           |
| Traffic Index:                   | Slab Length: 0.00              |
| Parking Lot Type:                | Slab Width: 0.00 # of Slabs: 0 |
| Comments: TRUCK DOCK NO. 1       |                                |

**Street Name: LA FATA ST**

|                                  |                                |
|----------------------------------|--------------------------------|
| Street ID: LAFATA                | Begin Location: DOWDELL LN     |
| Section ID: 20                   | End Location: VINTAGE AV       |
| Functional Class: C - Collector  | Surface Type: O - AC/AC        |
| Date of Construction: 01/01/1990 | No. Lanes: 2                   |
| Cul-de-sac: No                   | General Code: -                |
| Length (ft): 890                 | Area ID: -                     |
| Width (ft): 38                   | Funding Source: -              |
| Area (sq. ft.): 33,820           | ADT:                           |
| Traffic Index:                   | Slab Length: 0.00              |
| Parking Lot Type:                | Slab Width: 0.00 # of Slabs: 0 |
| Comments: NO DISTRESS            |                                |

**Street Name: LA QUINTA WY**

|                                         |                                |
|-----------------------------------------|--------------------------------|
| Street ID: LAQUIN                       | Begin Location: END (N)        |
| Section ID: 10                          | End Location: END (S)          |
| Functional Class: R - Residential/Local | Surface Type: O - AC/AC        |
| Date of Construction: 09/19/2018        | No. Lanes: 2                   |
| Cul-de-sac: No                          | General Code: -                |
| Length (ft): 360                        | Area ID: -                     |
| Width (ft): 33                          | Funding Source: -              |
| Area (sq. ft.): 11,880                  | ADT:                           |
| Traffic Index:                          | Slab Length: 0.00              |
| Parking Lot Type:                       | Slab Width: 0.00 # of Slabs: 0 |
| Comments: CURB RET AT KENNEDY           |                                |

Criteria:

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## Section Description Inventory

Printed: 3/5/2021

**Street Name: LIBRARY LN**

|                                         |                                |
|-----------------------------------------|--------------------------------|
| Street ID: LIBRAR                       | Begin Location: ADAMS ST       |
| Section ID: 10                          | End Location: END (N)          |
| Functional Class: R - Residential/Local | Surface Type: A - AC           |
| Date of Construction: 01/01/1981        | No. Lanes: 2                   |
| Cul-de-sac: No                          | General Code: -                |
| Length (ft): 460                        | Area ID: -                     |
| Width (ft): 37                          | Funding Source: -              |
| Area (sq. ft.): 17,020                  | ADT:                           |
| Traffic Index:                          | Slab Length: 0.00              |
| Parking Lot Type:                       | Slab Width: 0.00 # of Slabs: 0 |
| Comments: DWY 1451 TO BANK DWY          |                                |

**Street Name: MADRONA ST**

|                                  |                                |
|----------------------------------|--------------------------------|
| Street ID: MADRON                | Begin Location: REISLING WY    |
| Section ID: 10                   | End Location: FIR HILL DR      |
| Functional Class: C - Collector  | Surface Type: O - AC/AC        |
| Date of Construction: 01/01/1970 | No. Lanes: 2                   |
| Cul-de-sac: No                   | General Code: -                |
| Length (ft): 1,040               | Area ID: -                     |
| Width (ft): 20                   | Funding Source: -              |
| Area (sq. ft.): 20,800           | ADT:                           |
| Traffic Index:                   | Slab Length: 0.00              |
| Parking Lot Type:                | Slab Width: 0.00 # of Slabs: 0 |
| Comments: FRONTING 2212          |                                |

**Street Name: MADRONA ST**

|                                  |                                       |
|----------------------------------|---------------------------------------|
| Street ID: MADRON                | Begin Location: FIR HILL DR           |
| Section ID: 20                   | End Location: SPOTSWOOD (ROAD WIDENS) |
| Functional Class: C - Collector  | Surface Type: O - AC/AC               |
| Date of Construction: 01/01/1970 | No. Lanes: 2                          |
| Cul-de-sac: No                   | General Code: -                       |
| Length (ft): 770                 | Area ID: -                            |
| Width (ft): 17                   | Funding Source: -                     |
| Area (sq. ft.): 13,090           | ADT:                                  |
| Traffic Index:                   | Slab Length: 0.00                     |
| Parking Lot Type:                | Slab Width: 0.00 # of Slabs: 0        |
| Comments:                        |                                       |

**Street Name: MADRONA ST**

|                                  |                                         |
|----------------------------------|-----------------------------------------|
| Street ID: MADRON                | Begin Location: SPOTSWOOD (ROAD WIDENS) |
| Section ID: 25                   | End Location: HUDSON AV                 |
| Functional Class: C - Collector  | Surface Type: O - AC/AC                 |
| Date of Construction: 01/01/1992 | No. Lanes: 2                            |
| Cul-de-sac: No                   | General Code: -                         |
| Length (ft): 330                 | Area ID: -                              |
| Width (ft): 29                   | Funding Source: -                       |
| Area (sq. ft.): 9,570            | ADT:                                    |
| Traffic Index:                   | Slab Length: 0.00                       |
| Parking Lot Type:                | Slab Width: 0.00 # of Slabs: 0          |
| Comments:                        |                                         |

Criteria:

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MTC StreetSaver

City of St. Helena

## Section Description Inventory

Printed: 3/5/2021

**Street Name: MADRONA ST**

|                                  |                                |
|----------------------------------|--------------------------------|
| Street ID: MADRON                | Begin Location: HUDSON AV      |
| Section ID: 30                   | End Location: SCOTT ST         |
| Functional Class: C - Collector  | Surface Type: O - AC/AC        |
| Date of Construction: 10/01/2009 | No. Lanes: 2                   |
| Cul-de-sac: No                   | General Code: -                |
| Length (ft): 660                 | Area ID: -                     |
| Width (ft): 40                   | Funding Source: -              |
| Area (sq. ft.): 26,400           | ADT:                           |
| Traffic Index:                   | Slab Length: 0.00              |
| Parking Lot Type:                | Slab Width: 0.00 # of Slabs: 0 |
| Comments: DWY 1860               |                                |

**Street Name: MADRONA ST**

|                                  |                                |
|----------------------------------|--------------------------------|
| Street ID: MADRON                | Begin Location: SCOTT ST       |
| Section ID: 40                   | End Location: VINEYARD AV      |
| Functional Class: C - Collector  | Surface Type: O - AC/AC        |
| Date of Construction: 10/01/2009 | No. Lanes: 2                   |
| Cul-de-sac: No                   | General Code: -                |
| Length (ft): 355                 | Area ID: -                     |
| Width (ft): 40                   | Funding Source: -              |
| Area (sq. ft.): 14,200           | ADT:                           |
| Traffic Index:                   | Slab Length: 0.00              |
| Parking Lot Type:                | Slab Width: 0.00 # of Slabs: 0 |
| Comments: FRONTING 1722          |                                |

**Street Name: MADRONA ST**

|                                  |                                  |
|----------------------------------|----------------------------------|
| Street ID: MADRON                | Begin Location: VINEYARD AV      |
| Section ID: 50                   | End Location: SPRING MOUNTAIN RD |
| Functional Class: C - Collector  | Surface Type: O - AC/AC          |
| Date of Construction: 10/01/2009 | No. Lanes: 2                     |
| Cul-de-sac: No                   | General Code: -                  |
| Length (ft): 725                 | Area ID: -                       |
| Width (ft): 40                   | Funding Source: -                |
| Area (sq. ft.): 29,000           | ADT:                             |
| Traffic Index:                   | Slab Length: 0.00                |
| Parking Lot Type:                | Slab Width: 0.00 # of Slabs: 0   |
| Comments:                        |                                  |

**Street Name: MADRONA ST**

|                                  |                                    |
|----------------------------------|------------------------------------|
| Street ID: MADRON                | Begin Location: SPRING MOUNTAIN RD |
| Section ID: 60                   | End Location: OAK AV               |
| Functional Class: C - Collector  | Surface Type: O - AC/AC            |
| Date of Construction: 01/01/1995 | No. Lanes: 2                       |
| Cul-de-sac: No                   | General Code: -                    |
| Length (ft): 690                 | Area ID: -                         |
| Width (ft): 32                   | Funding Source: -                  |
| Area (sq. ft.): 22,080           | ADT:                               |
| Traffic Index:                   | Slab Length: 0.00                  |
| Parking Lot Type:                | Slab Width: 0.00 # of Slabs: 0     |
| Comments: KEARNY TO 1341         |                                    |

Criteria:

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## Section Description Inventory

Printed: 3/5/2021

**Street Name: MADRONA ST**

|                                  |                                |
|----------------------------------|--------------------------------|
| Street ID: MADRON                | Begin Location: OAK AV         |
| Section ID: 70                   | End Location: MAIN ST          |
| Functional Class: C - Collector  | Surface Type: O - AC/AC        |
| Date of Construction: 01/01/1995 | No. Lanes: 2                   |
| Cul-de-sac: No                   | General Code: -                |
| Length (ft): 350                 | Area ID: -                     |
| Width (ft): 30                   | Funding Source: -              |
| Area (sq. ft.): 10,500           | ADT:                           |
| Traffic Index:                   | Slab Length: 0.00              |
| Parking Lot Type:                | Slab Width: 0.00 # of Slabs: 0 |
| Comments: NO DISTRESS            |                                |

**Street Name: MAGNOLIA AVE**

|                                         |                                |
|-----------------------------------------|--------------------------------|
| Street ID: MAGNO                        | Begin Location: ROSEBUD LN     |
| Section ID: 10                          | End Location: E END            |
| Functional Class: R - Residential/Local | Surface Type: A - AC           |
| Date of Construction: 01/01/2013        | No. Lanes: 2                   |
| Cul-de-sac: No                          | General Code: -                |
| Length (ft): 181                        | Area ID: -                     |
| Width (ft): 26                          | Funding Source: -              |
| Area (sq. ft.): 4,706                   | ADT:                           |
| Traffic Index:                          | Slab Length: 0.00              |
| Parking Lot Type:                       | Slab Width: 0.00 # of Slabs: 0 |
| Comments:                               |                                |

**Street Name: MAGNOLIA AVE**

|                                         |                                |
|-----------------------------------------|--------------------------------|
| Street ID: MAGNO                        | Begin Location: ROSEBUD LN     |
| Section ID: 20                          | End Location: DAHLIA ST        |
| Functional Class: R - Residential/Local | Surface Type: A - AC           |
| Date of Construction: 01/01/2013        | No. Lanes: 2                   |
| Cul-de-sac: No                          | General Code: -                |
| Length (ft): 539                        | Area ID: -                     |
| Width (ft): 26                          | Funding Source: -              |
| Area (sq. ft.): 14,014                  | ADT:                           |
| Traffic Index:                          | Slab Length: 0.00              |
| Parking Lot Type:                       | Slab Width: 0.00 # of Slabs: 0 |
| Comments:                               |                                |

**Street Name: MARIPOSA LN**

|                                         |                                |
|-----------------------------------------|--------------------------------|
| Street ID: MARIPO                       | Begin Location: MCCORKLE AV    |
| Section ID: 10                          | End Location: POPE ST          |
| Functional Class: R - Residential/Local | Surface Type: O - AC/AC        |
| Date of Construction: 01/01/1982        | No. Lanes: 2                   |
| Cul-de-sac: No                          | General Code: -                |
| Length (ft): 695                        | Area ID: -                     |
| Width (ft): 33                          | Funding Source: -              |
| Area (sq. ft.): 22,935                  | ADT:                           |
| Traffic Index:                          | Slab Length: 0.00              |
| Parking Lot Type:                       | Slab Width: 0.00 # of Slabs: 0 |
| Comments: SL AT GRANADA CT              |                                |

Criteria:

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City of St. Helena

## Section Description Inventory

Printed: 3/5/2021

**Street Name: MCCORKLE AV**

|                                         |                                |
|-----------------------------------------|--------------------------------|
| Street ID: MCCORK                       | Begin Location: END (W)        |
| Section ID: 10                          | End Location: ALLISON AV       |
| Functional Class: R - Residential/Local | Surface Type: O - AC/AC        |
| Date of Construction: 01/01/1984        | No. Lanes: 2                   |
| Cul-de-sac: No                          | General Code: -                |
| Length (ft): 300                        | Area ID: -                     |
| Width (ft): 27                          | Funding Source: -              |
| Area (sq. ft.): 8,100                   | ADT:                           |
| Traffic Index:                          | Slab Length: 0.00              |
| Parking Lot Type:                       | Slab Width: 0.00 # of Slabs: 0 |
| Comments:                               |                                |

**Street Name: MCCORKLE AV**

|                                         |                                |
|-----------------------------------------|--------------------------------|
| Street ID: MCCORK                       | Begin Location: ALLISON AV     |
| Section ID: 20                          | End Location: MARIPOSA LN      |
| Functional Class: R - Residential/Local | Surface Type: O - AC/AC        |
| Date of Construction: 01/01/1984        | No. Lanes: 2                   |
| Cul-de-sac: No                          | General Code: -                |
| Length (ft): 320                        | Area ID: -                     |
| Width (ft): 24                          | Funding Source: -              |
| Area (sq. ft.): 7,680                   | ADT:                           |
| Traffic Index:                          | Slab Length: 0.00              |
| Parking Lot Type:                       | Slab Width: 0.00 # of Slabs: 0 |
| Comments: COR. PIC. FENCE               |                                |

**Street Name: MCCORKLE AV**

|                                         |                                |
|-----------------------------------------|--------------------------------|
| Street ID: MCCORK                       | Begin Location: MARIPOSA LN    |
| Section ID: 30                          | End Location: END (E)          |
| Functional Class: R - Residential/Local | Surface Type: O - AC/AC        |
| Date of Construction: 01/01/1986        | No. Lanes: 2                   |
| Cul-de-sac: No                          | General Code: -                |
| Length (ft): 760                        | Area ID: -                     |
| Width (ft): 29                          | Funding Source: -              |
| Area (sq. ft.): 22,040                  | ADT:                           |
| Traffic Index:                          | Slab Length: 0.00              |
| Parking Lot Type:                       | Slab Width: 0.00 # of Slabs: 0 |
| Comments:                               |                                |

**Street Name: MCCORMICK ST**

|                                         |                                |
|-----------------------------------------|--------------------------------|
| Street ID: MCCORM                       | Begin Location: DOWDELL LN     |
| Section ID: 10                          | End Location: VINTAGE AV       |
| Functional Class: R - Residential/Local | Surface Type: O - AC/AC        |
| Date of Construction: 01/01/1992        | No. Lanes: 2                   |
| Cul-de-sac: No                          | General Code: -                |
| Length (ft): 915                        | Area ID: -                     |
| Width (ft): 37                          | Funding Source: -              |
| Area (sq. ft.): 33,855                  | ADT:                           |
| Traffic Index:                          | Slab Length: 0.00              |
| Parking Lot Type:                       | Slab Width: 0.00 # of Slabs: 0 |
| Comments:                               |                                |

Criteria:

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MTC StreetSaver



City of St. Helena

## Section Description Inventory

Printed: 3/5/2021

**Street Name: MEADOWCREEK CIR**

|                                         |                                |
|-----------------------------------------|--------------------------------|
| Street ID: MEADCK                       | Begin Location: STARR AV (N)   |
| Section ID: 10                          | End Location: STARR AV (S)     |
| Functional Class: R - Residential/Local | Surface Type: A - AC           |
| Date of Construction: 01/01/1997        | No. Lanes: 2                   |
| Cul-de-sac: No                          | General Code: -                |
| Length (ft): 1,110                      | Area ID: -                     |
| Width (ft): 34                          | Funding Source: -              |
| Area (sq. ft.): 37,740                  | ADT:                           |
| Traffic Index:                          | Slab Length: 0.00              |
| Parking Lot Type:                       | Slab Width: 0.00 # of Slabs: 0 |
| Comments:                               |                                |

**Street Name: MILLS LN**

|                                  |                                |
|----------------------------------|--------------------------------|
| Street ID: MILLS                 | Begin Location: MAIN ST        |
| Section ID: 10                   | End Location: LA FATA ST       |
| Functional Class: C - Collector  | Surface Type: O - AC/AC        |
| Date of Construction: 01/01/1960 | No. Lanes: 1                   |
| Cul-de-sac: No                   | General Code: -                |
| Length (ft): 870                 | Area ID: -                     |
| Width (ft): 14                   | Funding Source: -              |
| Area (sq. ft.): 12,180           | ADT:                           |
| Traffic Index:                   | Slab Length: 0.00              |
| Parking Lot Type:                | Slab Width: 0.00 # of Slabs: 0 |
| Comments: VINEYARD RD            |                                |

**Street Name: MILLS LN**

|                                         |                                 |
|-----------------------------------------|---------------------------------|
| Street ID: MILLS                        | Begin Location: LA FATA ST      |
| Section ID: 20                          | End Location: MAILBOX 458 (COP) |
| Functional Class: R - Residential/Local | Surface Type: O - AC/AC         |
| Date of Construction: 01/01/1960        | No. Lanes: 1                    |
| Cul-de-sac: No                          | General Code: -                 |
| Length (ft): 2,110                      | Area ID: -                      |
| Width (ft): 14                          | Funding Source: -               |
| Area (sq. ft.): 29,540                  | ADT:                            |
| Traffic Index:                          | Slab Length: 0.00               |
| Parking Lot Type:                       | Slab Width: 0.00 # of Slabs: 0  |
| Comments:                               |                                 |

**Street Name: MILLS LN**

|                                         |                                   |
|-----------------------------------------|-----------------------------------|
| Street ID: MILLS                        | Begin Location: MAILBOX 458 (COP) |
| Section ID: 30                          | End Location: END (E)             |
| Functional Class: R - Residential/Local | Surface Type: O - AC/AC           |
| Date of Construction: 01/01/1960        | No. Lanes: 1                      |
| Cul-de-sac: No                          | General Code: -                   |
| Length (ft): 1,170                      | Area ID: -                        |
| Width (ft): 14                          | Funding Source: -                 |
| Area (sq. ft.): 16,380                  | ADT:                              |
| Traffic Index:                          | Slab Length: 0.00                 |
| Parking Lot Type:                       | Slab Width: 0.00 # of Slabs: 0    |
| Comments:                               |                                   |

Criteria:

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## Section Description Inventory

Printed: 3/5/2021

**Street Name: MITCHELL DR**

|                                         |                                |
|-----------------------------------------|--------------------------------|
| Street ID: MITCH                        | Begin Location: NORTH CRANE AV |
| Section ID: 10                          | End Location: VOORHEES CIR     |
| Functional Class: R - Residential/Local | Surface Type: O - AC/AC        |
| Date of Construction: 01/01/1993        | No. Lanes: 2                   |
| Cul-de-sac: No                          | General Code: -                |
| Length (ft): 300                        | Area ID: -                     |
| Width (ft): 29                          | Funding Source: -              |
| Area (sq. ft.): 8,700                   | ADT:                           |
| Traffic Index:                          | Slab Length: 0.00              |
| Parking Lot Type:                       | Slab Width: 0.00 # of Slabs: 0 |
| Comments:                               |                                |

**Street Name: MITCHELL DR**

|                                         |                                  |
|-----------------------------------------|----------------------------------|
| Street ID: MITCH                        | Begin Location: VOORHEES CIR (W) |
| Section ID: 20                          | End Location: VOORHEES CIR (E)   |
| Functional Class: R - Residential/Local | Surface Type: A - AC             |
| Date of Construction: 01/01/1993        | No. Lanes: 2                     |
| Cul-de-sac: No                          | General Code: -                  |
| Length (ft): 585                        | Area ID: -                       |
| Width (ft): 29                          | Funding Source: -                |
| Area (sq. ft.): 16,965                  | ADT:                             |
| Traffic Index:                          | Slab Length: 0.00                |
| Parking Lot Type:                       | Slab Width: 0.00 # of Slabs: 0   |
| Comments: MID BLOCK                     |                                  |

**Street Name: MITCHELL DR**

|                                         |                                |
|-----------------------------------------|--------------------------------|
| Street ID: MITCH                        | Begin Location: VOORHEES CIR   |
| Section ID: 30                          | End Location: ST JAMES DR      |
| Functional Class: R - Residential/Local | Surface Type: O - AC/AC        |
| Date of Construction: 01/01/1988        | No. Lanes: 2                   |
| Cul-de-sac: No                          | General Code: -                |
| Length (ft): 580                        | Area ID: -                     |
| Width (ft): 29                          | Funding Source: -              |
| Area (sq. ft.): 16,820                  | ADT:                           |
| Traffic Index:                          | Slab Length: 0.00              |
| Parking Lot Type:                       | Slab Width: 0.00 # of Slabs: 0 |
| Comments:                               |                                |

**Street Name: MITCHELL DR**

|                                         |                                |
|-----------------------------------------|--------------------------------|
| Street ID: MITCH                        | Begin Location: ST JAMES DR    |
| Section ID: 40                          | End Location: OAK AV           |
| Functional Class: R - Residential/Local | Surface Type: O - AC/AC        |
| Date of Construction: 01/01/1985        | No. Lanes: 2                   |
| Cul-de-sac: No                          | General Code: -                |
| Length (ft): 490                        | Area ID: -                     |
| Width (ft): 36                          | Funding Source: -              |
| Area (sq. ft.): 17,640                  | ADT:                           |
| Traffic Index:                          | Slab Length: 0.00              |
| Parking Lot Type:                       | Slab Width: 0.00 # of Slabs: 0 |
| Comments:                               |                                |

Criteria:

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MTC StreetSaver

City of St. Helena

## Section Description Inventory

Printed: 3/5/2021

**Street Name: MITCHELL DR**

|                                  |                                |
|----------------------------------|--------------------------------|
| Street ID: MITCH                 | Begin Location: OAK AV         |
| Section ID: 50                   | End Location: BCR @ MAIN ST    |
| Functional Class: C - Collector  | Surface Type: O - AC/AC        |
| Date of Construction: 01/01/1985 | No. Lanes: 2                   |
| Cul-de-sac: No                   | General Code: -                |
| Length (ft): 335                 | Area ID: -                     |
| Width (ft): 40                   | Funding Source: -              |
| Area (sq. ft.): 13,400           | ADT:                           |
| Traffic Index:                   | Slab Length: 0.00              |
| Parking Lot Type:                | Slab Width: 0.00 # of Slabs: 0 |
| Comments:                        |                                |

**Street Name: MONEY WY**

|                                         |                                |
|-----------------------------------------|--------------------------------|
| Street ID: MONEY                        | Begin Location: SPRING ST      |
| Section ID: 10                          | End Location: ADAMS ST         |
| Functional Class: R - Residential/Local | Surface Type: A - AC           |
| Date of Construction: 01/01/1983        | No. Lanes: 2                   |
| Cul-de-sac: No                          | General Code: -                |
| Length (ft): 820                        | Area ID: -                     |
| Width (ft): 20                          | Funding Source: -              |
| Area (sq. ft.): 16,400                  | ADT:                           |
| Traffic Index:                          | Slab Length: 0.00              |
| Parking Lot Type:                       | Slab Width: 0.00 # of Slabs: 0 |
| Comments:                               |                                |

**Street Name: MONTE VISTA**

|                                         |                                |
|-----------------------------------------|--------------------------------|
| Street ID: MONVIS                       | Begin Location: HUNT AV        |
| Section ID: 10                          | End Location: END (N)          |
| Functional Class: R - Residential/Local | Surface Type: O - AC/AC        |
| Date of Construction: 10/01/2019        | No. Lanes: 2                   |
| Cul-de-sac: No                          | General Code: -                |
| Length (ft): 375                        | Area ID: -                     |
| Width (ft): 33                          | Funding Source: -              |
| Area (sq. ft.): 12,375                  | ADT:                           |
| Traffic Index:                          | Slab Length: 0.00              |
| Parking Lot Type:                       | Slab Width: 0.00 # of Slabs: 0 |
| Comments: 1313 NORTH                    |                                |

**Street Name: NORTH CRANE AV**

|                                         |                                |
|-----------------------------------------|--------------------------------|
| Street ID: NCRANE                       | Begin Location: SPRING ST      |
| Section ID: 10                          | End Location: MITCHELL DR      |
| Functional Class: R - Residential/Local | Surface Type: O - AC/AC        |
| Date of Construction: 01/01/1993        | No. Lanes: 2                   |
| Cul-de-sac: No                          | General Code: -                |
| Length (ft): 715                        | Area ID: -                     |
| Width (ft): 30                          | Funding Source: -              |
| Area (sq. ft.): 21,450                  | ADT:                           |
| Traffic Index:                          | Slab Length: 0.00              |
| Parking Lot Type:                       | Slab Width: 0.00 # of Slabs: 0 |
| Comments:                               |                                |

Criteria:

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## Section Description Inventory

Printed: 3/5/2021

**Street Name: NORTH CRANE AV**

|                                         |                                |
|-----------------------------------------|--------------------------------|
| Street ID: NCRANE                       | Begin Location: MITCHELL DR    |
| Section ID: 20                          | End Location: END (S)          |
| Functional Class: R - Residential/Local | Surface Type: O - AC/AC        |
| Date of Construction: 01/01/1993        | No. Lanes: 2                   |
| Cul-de-sac: No                          | General Code: -                |
| Length (ft): 717                        | Area ID: -                     |
| Width (ft): 35                          | Funding Source: -              |
| Area (sq. ft.): 25,095                  | ADT:                           |
| Traffic Index:                          | Slab Length: 0.00              |
| Parking Lot Type:                       | Slab Width: 0.00 # of Slabs: 0 |
| Comments:                               |                                |

**Street Name: OAK AV**

|                                         |                                |
|-----------------------------------------|--------------------------------|
| Street ID: OAK                          | Begin Location: HILLVIEW pL    |
| Section ID: 10                          | End Location: MADRONA ST       |
| Functional Class: R - Residential/Local | Surface Type: O - AC/AC        |
| Date of Construction: 01/01/1993        | No. Lanes: 2                   |
| Cul-de-sac: No                          | General Code: -                |
| Length (ft): 550                        | Area ID: -                     |
| Width (ft): 37                          | Funding Source: -              |
| Area (sq. ft.): 20,350                  | ADT:                           |
| Traffic Index:                          | Slab Length: 0.00              |
| Parking Lot Type:                       | Slab Width: 0.00 # of Slabs: 0 |
| Comments: NO DISTRESS                   |                                |

**Street Name: OAK AV**

|                                  |                                |
|----------------------------------|--------------------------------|
| Street ID: OAK                   | Begin Location: MADRONA ST     |
| Section ID: 20                   | End Location: PINE ST          |
| Functional Class: C - Collector  | Surface Type: O - AC/AC        |
| Date of Construction: 01/01/1995 | No. Lanes: 2                   |
| Cul-de-sac: No                   | General Code: -                |
| Length (ft): 415                 | Area ID: -                     |
| Width (ft): 34                   | Funding Source: -              |
| Area (sq. ft.): 14,110           | ADT:                           |
| Traffic Index:                   | Slab Length: 0.00              |
| Parking Lot Type:                | Slab Width: 0.00 # of Slabs: 0 |
| Comments: NO DISTRESS            |                                |

**Street Name: OAK AV**

|                                  |                                |
|----------------------------------|--------------------------------|
| Street ID: OAK                   | Begin Location: PINE ST        |
| Section ID: 30                   | End Location: ADAMS ST         |
| Functional Class: C - Collector  | Surface Type: O - AC/AC        |
| Date of Construction: 01/01/1995 | No. Lanes: 2                   |
| Cul-de-sac: No                   | General Code: -                |
| Length (ft): 590                 | Area ID: -                     |
| Width (ft): 34                   | Funding Source: -              |
| Area (sq. ft.): 20,060           | ADT:                           |
| Traffic Index:                   | Slab Length: 0.00              |
| Parking Lot Type:                | Slab Width: 0.00 # of Slabs: 0 |
| Comments:                        |                                |

Criteria:

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## Section Description Inventory

Printed: 3/5/2021

**Street Name: OAK AV**

|                                    |                                |
|------------------------------------|--------------------------------|
| Street ID: OAK                     | Begin Location: ADAMS ST       |
| Section ID: 40                     | End Location: TAINTER ST       |
| Functional Class: C - Collector    | Surface Type: A - AC           |
| Date of Construction: 01/01/1993   | No. Lanes: 2                   |
| Cul-de-sac: No                     | General Code: -                |
| Length (ft): 460                   | Area ID: -                     |
| Width (ft): 37                     | Funding Source: -              |
| Area (sq. ft.): 17,020             | ADT:                           |
| Traffic Index:                     | Slab Length: 0.00              |
| Parking Lot Type:                  | Slab Width: 0.00 # of Slabs: 0 |
| Comments: SCHOOL DWY TO 100' SOUTH |                                |

**Street Name: OAK AV**

|                                  |                                |
|----------------------------------|--------------------------------|
| Street ID: OAK                   | Begin Location: TAINTER ST     |
| Section ID: 50                   | End Location: SPRING ST        |
| Functional Class: C - Collector  | Surface Type: O - AC/AC        |
| Date of Construction: 01/01/1993 | No. Lanes: 2                   |
| Cul-de-sac: No                   | General Code: -                |
| Length (ft): 390                 | Area ID: -                     |
| Width (ft): 40                   | Funding Source: -              |
| Area (sq. ft.): 15,600           | ADT:                           |
| Traffic Index:                   | Slab Length: 0.00              |
| Parking Lot Type:                | Slab Width: 0.00 # of Slabs: 0 |
| Comments: SPRING TO CHURCH DWY   |                                |

**Street Name: OAK AV**

|                                  |                                |
|----------------------------------|--------------------------------|
| Street ID: OAK                   | Begin Location: SPRING ST      |
| Section ID: 60                   | End Location: MITCHELL DR      |
| Functional Class: C - Collector  | Surface Type: O - AC/AC        |
| Date of Construction: 01/01/1993 | No. Lanes: 2                   |
| Cul-de-sac: No                   | General Code: -                |
| Length (ft): 460                 | Area ID: -                     |
| Width (ft): 36                   | Funding Source: -              |
| Area (sq. ft.): 16,560           | ADT:                           |
| Traffic Index:                   | Slab Length: 0.00              |
| Parking Lot Type:                | Slab Width: 0.00 # of Slabs: 0 |
| Comments:                        |                                |

**Street Name: OLIVE AV**

|                                         |                                |
|-----------------------------------------|--------------------------------|
| Street ID: OLIVE                        | Begin Location: HUDSON ST      |
| Section ID: 10                          | End Location: VALLEYVIEW ST    |
| Functional Class: R - Residential/Local | Surface Type: O - AC/AC        |
| Date of Construction: 08/01/2013        | No. Lanes: 2                   |
| Cul-de-sac: No                          | General Code: -                |
| Length (ft): 610                        | Area ID: -                     |
| Width (ft): 34                          | Funding Source: -              |
| Area (sq. ft.): 20,740                  | ADT:                           |
| Traffic Index:                          | Slab Length: 0.00              |
| Parking Lot Type:                       | Slab Width: 0.00 # of Slabs: 0 |
| Comments:                               |                                |

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## Section Description Inventory

Printed: 3/5/2021

**Street Name: PARK ST**

|                                         |                                |
|-----------------------------------------|--------------------------------|
| Street ID: PARK                         | Begin Location: PRATT AV       |
| Section ID: 10                          | End Location: CHRISTINE CT     |
| Functional Class: R - Residential/Local | Surface Type: O - AC/AC        |
| Date of Construction: 01/01/1976        | No. Lanes: 2                   |
| Cul-de-sac: No                          | General Code: -                |
| Length (ft): 670                        | Area ID: -                     |
| Width (ft): 37                          | Funding Source: -              |
| Area (sq. ft.): 24,790                  | ADT:                           |
| Traffic Index:                          | Slab Length: 0.00              |
| Parking Lot Type:                       | Slab Width: 0.00 # of Slabs: 0 |
| Comments: PL 1763 TO PP                 |                                |

**Street Name: PARK ST**

|                                         |                                |
|-----------------------------------------|--------------------------------|
| Street ID: PARK                         | Begin Location: CHRISTINE CT   |
| Section ID: 20                          | End Location: CRINELLA DR      |
| Functional Class: R - Residential/Local | Surface Type: O - AC/AC        |
| Date of Construction: 01/01/1976        | No. Lanes: 2                   |
| Cul-de-sac: No                          | General Code: -                |
| Length (ft): 445                        | Area ID: -                     |
| Width (ft): 37                          | Funding Source: -              |
| Area (sq. ft.): 16,465                  | ADT:                           |
| Traffic Index:                          | Slab Length: 0.00              |
| Parking Lot Type:                       | Slab Width: 0.00 # of Slabs: 0 |
| Comments: DWY 1707                      |                                |

**Street Name: PAULSON CT**

|                                         |                                |
|-----------------------------------------|--------------------------------|
| Street ID: PAULSN                       | Begin Location: POPE ST        |
| Section ID: 10                          | End Location: END (N)          |
| Functional Class: R - Residential/Local | Surface Type: A - AC           |
| Date of Construction: 01/05/2000        | No. Lanes: 2                   |
| Cul-de-sac: Yes                         | General Code: -                |
| Length (ft): 415                        | Area ID: -                     |
| Width (ft): 35                          | Funding Source: -              |
| Area (sq. ft.): 14,525                  | ADT:                           |
| Traffic Index:                          | Slab Length: 0.00              |
| Parking Lot Type:                       | Slab Width: 0.00 # of Slabs: 0 |
| Comments:                               |                                |

**Street Name: PINE ST**

|                                         |                                |
|-----------------------------------------|--------------------------------|
| Street ID: PINE                         | Begin Location: HUDSON AV      |
| Section ID: 10                          | End Location: ALLYN AV         |
| Functional Class: R - Residential/Local | Surface Type: O - AC/AC        |
| Date of Construction: 01/01/1980        | No. Lanes: 2                   |
| Cul-de-sac: No                          | General Code: -                |
| Length (ft): 610                        | Area ID: -                     |
| Width (ft): 33                          | Funding Source: -              |
| Area (sq. ft.): 20,130                  | ADT:                           |
| Traffic Index:                          | Slab Length: 0.00              |
| Parking Lot Type:                       | Slab Width: 0.00 # of Slabs: 0 |
| Comments:                               |                                |

Criteria:

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**Street Name: PINE ST**

|                                         |                                |
|-----------------------------------------|--------------------------------|
| Street ID: PINE                         | Begin Location: ALLYN AV       |
| Section ID: 20                          | End Location: END (E)          |
| Functional Class: R - Residential/Local | Surface Type: O - AC/AC        |
| Date of Construction: 01/01/1990        | No. Lanes: 2                   |
| Cul-de-sac: No                          | General Code: -                |
| Length (ft): 480                        | Area ID: -                     |
| Width (ft): 33                          | Funding Source: -              |
| Area (sq. ft.): 15,840                  | ADT:                           |
| Traffic Index:                          | Slab Length: 0.00              |
| Parking Lot Type:                       | Slab Width: 0.00 # of Slabs: 0 |
| Comments:                               |                                |

**Street Name: PINE ST**

|                                         |                                |
|-----------------------------------------|--------------------------------|
| Street ID: PINE                         | Begin Location: STOCKTON ST    |
| Section ID: 30                          | End Location: END (E)          |
| Functional Class: R - Residential/Local | Surface Type: A - AC           |
| Date of Construction: 06/01/2007        | No. Lanes: 2                   |
| Cul-de-sac: No                          | General Code: -                |
| Length (ft): 430                        | Area ID: -                     |
| Width (ft): 36                          | Funding Source: -              |
| Area (sq. ft.): 15,480                  | ADT:                           |
| Traffic Index:                          | Slab Length: 0.00              |
| Parking Lot Type:                       | Slab Width: 0.00 # of Slabs: 0 |
| Comments: DWY 1528 100' WEST            |                                |

**Street Name: PINE ST**

|                                         |                                |
|-----------------------------------------|--------------------------------|
| Street ID: PINE                         | Begin Location: KEARNEY ST     |
| Section ID: 40                          | End Location: OAK AV           |
| Functional Class: R - Residential/Local | Surface Type: C - AC/PCC       |
| Date of Construction: 01/01/1993        | No. Lanes: 2                   |
| Cul-de-sac: No                          | General Code: -                |
| Length (ft): 400                        | Area ID: -                     |
| Width (ft): 25                          | Funding Source: -              |
| Area (sq. ft.): 10,000                  | ADT:                           |
| Traffic Index:                          | Slab Length: 0.00              |
| Parking Lot Type:                       | Slab Width: 0.00 # of Slabs: 0 |
| Comments:                               |                                |

**Street Name: PINE ST**

|                                         |                                |
|-----------------------------------------|--------------------------------|
| Street ID: PINE                         | Begin Location: OAK AV         |
| Section ID: 50                          | End Location: MAIN ST          |
| Functional Class: R - Residential/Local | Surface Type: C - AC/PCC       |
| Date of Construction: 01/01/1970        | No. Lanes: 2                   |
| Cul-de-sac: No                          | General Code: -                |
| Length (ft): 314                        | Area ID: -                     |
| Width (ft): 36                          | Funding Source: -              |
| Area (sq. ft.): 11,304                  | ADT:                           |
| Traffic Index:                          | Slab Length: 0.00              |
| Parking Lot Type:                       | Slab Width: 0.00 # of Slabs: 0 |
| Comments: FRONTING 1222                 |                                |

Criteria:

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**Street Name: PINE ST**

|                                         |                                |
|-----------------------------------------|--------------------------------|
| Street ID: PINE                         | Begin Location: MAIN ST        |
| Section ID: 60                          | End Location: FIRE STATION     |
| Functional Class: R - Residential/Local | Surface Type: C - AC/PCC       |
| Date of Construction: 01/01/1950        | No. Lanes: 2                   |
| Cul-de-sac: No                          | General Code: -                |
| Length (ft): 154                        | Area ID: -                     |
| Width (ft): 33                          | Funding Source: -              |
| Area (sq. ft.): 5,082                   | ADT:                           |
| Traffic Index:                          | Slab Length: 0.00              |
| Parking Lot Type:                       | Slab Width: 0.00 # of Slabs: 0 |
| Comments: MAIN TO 100' EAST             |                                |

**Street Name: PINOT WY**

|                                         |                                |
|-----------------------------------------|--------------------------------|
| Street ID: PINOT                        | Begin Location: SYLVANER AV    |
| Section ID: 10                          | End Location: CHABLIS CIR      |
| Functional Class: R - Residential/Local | Surface Type: O - AC/AC        |
| Date of Construction: 01/01/1984        | No. Lanes: 2                   |
| Cul-de-sac: No                          | General Code: -                |
| Length (ft): 290                        | Area ID: -                     |
| Width (ft): 33                          | Funding Source: -              |
| Area (sq. ft.): 9,570                   | ADT:                           |
| Traffic Index:                          | Slab Length: 0.00              |
| Parking Lot Type:                       | Slab Width: 0.00 # of Slabs: 0 |
| Comments:                               |                                |

**Street Name: PINOT WY**

|                                         |                                |
|-----------------------------------------|--------------------------------|
| Street ID: PINOT                        | Begin Location: CHABLIS CIR    |
| Section ID: 20                          | End Location: CHARDONNAY WY    |
| Functional Class: R - Residential/Local | Surface Type: O - AC/AC        |
| Date of Construction: 01/01/1984        | No. Lanes: 2                   |
| Cul-de-sac: No                          | General Code: -                |
| Length (ft): 370                        | Area ID: -                     |
| Width (ft): 33                          | Funding Source: -              |
| Area (sq. ft.): 12,210                  | ADT:                           |
| Traffic Index:                          | Slab Length: 0.00              |
| Parking Lot Type:                       | Slab Width: 0.00 # of Slabs: 0 |
| Comments: INSP UNIT - 1623 TO DWY 2611  |                                |

**Street Name: PINOT WY**

|                                         |                                |
|-----------------------------------------|--------------------------------|
| Street ID: PINOT                        | Begin Location: CHARDONNAY WY  |
| Section ID: 30                          | End Location: END (E)          |
| Functional Class: R - Residential/Local | Surface Type: O - AC/AC        |
| Date of Construction: 01/01/1984        | No. Lanes: 2                   |
| Cul-de-sac: No                          | General Code: -                |
| Length (ft): 575                        | Area ID: -                     |
| Width (ft): 33                          | Funding Source: -              |
| Area (sq. ft.): 18,975                  | ADT:                           |
| Traffic Index:                          | Slab Length: 0.00              |
| Parking Lot Type:                       | Slab Width: 0.00 # of Slabs: 0 |
| Comments:                               |                                |

Criteria:

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**Street Name: POPE ST**

|                                  |                                |
|----------------------------------|--------------------------------|
| Street ID: POPE                  | Begin Location: MAIN ST        |
| Section ID: 10                   | End Location: CHURCH ST        |
| Functional Class: A - Arterial   | Surface Type: O - AC/AC        |
| Date of Construction: 08/01/2013 | No. Lanes: 2                   |
| Cul-de-sac: No                   | General Code: -                |
| Length (ft): 230                 | Area ID: -                     |
| Width (ft): 39                   | Funding Source: -              |
| Area (sq. ft.): 8,970            | ADT:                           |
| Traffic Index:                   | Slab Length: 0.00              |
| Parking Lot Type:                | Slab Width: 0.00 # of Slabs: 0 |
| Comments: DWY BY RR TO CHURCH ST |                                |

**Street Name: POPE ST**

|                                  |                                |
|----------------------------------|--------------------------------|
| Street ID: POPE                  | Begin Location: CHURCH ST      |
| Section ID: 20                   | End Location: EDWARDS ST       |
| Functional Class: A - Arterial   | Surface Type: O - AC/AC        |
| Date of Construction: 08/01/2013 | No. Lanes: 2                   |
| Cul-de-sac: No                   | General Code: -                |
| Length (ft): 350                 | Area ID: -                     |
| Width (ft): 42                   | Funding Source: -              |
| Area (sq. ft.): 14,700           | ADT:                           |
| Traffic Index:                   | Slab Length: 0.00              |
| Parking Lot Type:                | Slab Width: 0.00 # of Slabs: 0 |
| Comments:                        |                                |

**Street Name: POPE ST**

|                                  |                                |
|----------------------------------|--------------------------------|
| Street ID: POPE                  | Begin Location: EDWARDS ST     |
| Section ID: 25                   | End Location: CHILES AV        |
| Functional Class: A - Arterial   | Surface Type: O - AC/AC        |
| Date of Construction: 08/01/2013 | No. Lanes: 2                   |
| Cul-de-sac: No                   | General Code: -                |
| Length (ft): 320                 | Area ID: -                     |
| Width (ft): 42                   | Funding Source: -              |
| Area (sq. ft.): 13,440           | ADT:                           |
| Traffic Index:                   | Slab Length: 0.00              |
| Parking Lot Type:                | Slab Width: 0.00 # of Slabs: 0 |
| Comments: DWY 935 TO DWY 963     |                                |

**Street Name: POPE ST**

|                                  |                                |
|----------------------------------|--------------------------------|
| Street ID: POPE                  | Begin Location: CHILES AV      |
| Section ID: 30                   | End Location: ALLISON AV       |
| Functional Class: A - Arterial   | Surface Type: O - AC/AC        |
| Date of Construction: 08/01/2013 | No. Lanes: 2                   |
| Cul-de-sac: No                   | General Code: -                |
| Length (ft): 266                 | Area ID: -                     |
| Width (ft): 23                   | Funding Source: -              |
| Area (sq. ft.): 6,118            | ADT:                           |
| Traffic Index:                   | Slab Length: 0.00              |
| Parking Lot Type:                | Slab Width: 0.00 # of Slabs: 0 |
| Comments: 913 TO MID BRIDGE      |                                |

Criteria:

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**Street Name: POPE ST**

|                                  |                                |
|----------------------------------|--------------------------------|
| Street ID: POPE                  | Begin Location: ALLISON AV     |
| Section ID: 40                   | End Location: MARIPOSA LN      |
| Functional Class: A - Arterial   | Surface Type: O - AC/AC        |
| Date of Construction: 08/01/2013 | No. Lanes: 2                   |
| Cul-de-sac: No                   | General Code: -                |
| Length (ft): 450                 | Area ID: -                     |
| Width (ft): 38                   | Funding Source: -              |
| Area (sq. ft.): 17,100           | ADT:                           |
| Traffic Index:                   | Slab Length: 0.00              |
| Parking Lot Type:                | Slab Width: 0.00 # of Slabs: 0 |
| Comments: DWY 1821 TO 25 MPH     |                                |

**Street Name: POPE ST**

|                                  |                                |
|----------------------------------|--------------------------------|
| Street ID: POPE                  | Begin Location: MARIPOSA LN    |
| Section ID: 50                   | End Location: STARR AV         |
| Functional Class: A - Arterial   | Surface Type: O - AC/AC        |
| Date of Construction: 01/01/1993 | No. Lanes: 2                   |
| Cul-de-sac: No                   | General Code: -                |
| Length (ft): 750                 | Area ID: -                     |
| Width (ft): 37                   | Funding Source: -              |
| Area (sq. ft.): 27,750           | ADT:                           |
| Traffic Index:                   | Slab Length: 0.00              |
| Parking Lot Type:                | Slab Width: 0.00 # of Slabs: 0 |
| Comments: DWY 605 TO WEST        |                                |

**Street Name: POPE ST**

|                                  |                                |
|----------------------------------|--------------------------------|
| Street ID: POPE                  | Begin Location: STARR AV       |
| Section ID: 60                   | End Location: PEPPERTREE CIR   |
| Functional Class: A - Arterial   | Surface Type: O - AC/AC        |
| Date of Construction: 01/01/1993 | No. Lanes: 2                   |
| Cul-de-sac: No                   | General Code: -                |
| Length (ft): 575                 | Area ID: -                     |
| Width (ft): 28                   | Funding Source: -              |
| Area (sq. ft.): 16,100           | ADT:                           |
| Traffic Index:                   | Slab Length: 0.00              |
| Parking Lot Type:                | Slab Width: 0.00 # of Slabs: 0 |
| Comments:                        |                                |

**Street Name: POPE ST**

|                                        |                                |
|----------------------------------------|--------------------------------|
| Street ID: POPE                        | Begin Location: PEPPERTREE CIR |
| Section ID: 70                         | End Location: COLLEGE AV       |
| Functional Class: A - Arterial         | Surface Type: O - AC/AC        |
| Date of Construction: 01/01/1993       | No. Lanes: 2                   |
| Cul-de-sac: No                         | General Code: -                |
| Length (ft): 630                       | Area ID: -                     |
| Width (ft): 33                         | Funding Source: -              |
| Area (sq. ft.): 20,790                 | ADT:                           |
| Traffic Index:                         | Slab Length: 0.00              |
| Parking Lot Type:                      | Slab Width: 0.00 # of Slabs: 0 |
| Comments: COR VINEYARD BY COLLEGE WEST |                                |

Criteria:

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**Street Name: POPE ST**

|                                  |                                |
|----------------------------------|--------------------------------|
| Street ID: POPE                  | Begin Location: COLLEGE AV     |
| Section ID: 80                   | End Location: BEGIN BRIDGE     |
| Functional Class: A - Arterial   | Surface Type: O - AC/AC        |
| Date of Construction: 01/01/1993 | No. Lanes: 2                   |
| Cul-de-sac: No                   | General Code: -                |
| Length (ft): 400                 | Area ID: -                     |
| Width (ft): 39                   | Funding Source: -              |
| Area (sq. ft.): 15,600           | ADT:                           |
| Traffic Index:                   | Slab Length: 0.00              |
| Parking Lot Type:                | Slab Width: 0.00 # of Slabs: 0 |
| Comments:                        |                                |

**Street Name: POPE ST**

|                                  |                                |
|----------------------------------|--------------------------------|
| Street ID: POPE                  | Begin Location: BEGIN BRIDGE   |
| Section ID: 90                   | End Location: SILVERADO TRAIL  |
| Functional Class: A - Arterial   | Surface Type: A - AC           |
| Date of Construction: 07/01/2010 | No. Lanes: 2                   |
| Cul-de-sac: No                   | General Code: -                |
| Length (ft): 500                 | Area ID: -                     |
| Width (ft): 21                   | Funding Source: -              |
| Area (sq. ft.): 10,500           | ADT:                           |
| Traffic Index:                   | Slab Length: 0.00              |
| Parking Lot Type:                | Slab Width: 0.00 # of Slabs: 0 |
| Comments:                        |                                |

**Street Name: PRATT AV**

|                                  |                                |
|----------------------------------|--------------------------------|
| Street ID: PRATT                 | Begin Location: MAIN ST        |
| Section ID: 10                   | End Location: RR TRACKS        |
| Functional Class: C - Collector  | Surface Type: O - AC/AC        |
| Date of Construction: 01/01/1983 | No. Lanes: 2                   |
| Cul-de-sac: No                   | General Code: -                |
| Length (ft): 1,300               | Area ID: -                     |
| Width (ft): 35                   | Funding Source: -              |
| Area (sq. ft.): 45,500           | ADT:                           |
| Traffic Index:                   | Slab Length: 0.00              |
| Parking Lot Type:                | Slab Width: 0.00 # of Slabs: 0 |
| Comments:                        |                                |

**Street Name: PRATT AV**

|                                  |                                |
|----------------------------------|--------------------------------|
| Street ID: PRATT                 | Begin Location: RR TRACKS      |
| Section ID: 20                   | End Location: END OF CURB      |
| Functional Class: C - Collector  | Surface Type: O - AC/AC        |
| Date of Construction: 01/01/1983 | No. Lanes: 2                   |
| Cul-de-sac: No                   | General Code: -                |
| Length (ft): 360                 | Area ID: -                     |
| Width (ft): 41                   | Funding Source: -              |
| Area (sq. ft.): 14,760           | ADT:                           |
| Traffic Index:                   | Slab Length: 0.00              |
| Parking Lot Type:                | Slab Width: 0.00 # of Slabs: 0 |
| Comments:                        |                                |

Criteria:

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**Street Name: PRATT AV**

|                                  |                                               |
|----------------------------------|-----------------------------------------------|
| Street ID: PRATT                 | Begin Location: END OF CURB                   |
| Section ID: 30                   | End Location: 2000' FROM BRIDGE (35 MPH SIGN) |
| Functional Class: C - Collector  | Surface Type: O - AC/AC                       |
| Date of Construction: 01/01/1983 | No. Lanes: 2                                  |
| Cul-de-sac: No                   | General Code: -                               |
| Length (ft): 760                 | Area ID: -                                    |
| Width (ft): 24                   | Funding Source: -                             |
| Area (sq. ft.): 18,240           | ADT:                                          |
| Traffic Index:                   | Slab Length: 0.00                             |
| Parking Lot Type:                | Slab Width: 0.00 # of Slabs: 0                |
| Comments:                        |                                               |

**Street Name: PRATT AV**

|                                  |                                                 |
|----------------------------------|-------------------------------------------------|
| Street ID: PRATT                 | Begin Location: 2000' FROM BRIDGE (35 MPH SIGN) |
| Section ID: 40                   | End Location: BRIDGE                            |
| Functional Class: C - Collector  | Surface Type: O - AC/AC                         |
| Date of Construction: 01/01/1983 | No. Lanes: 2                                    |
| Cul-de-sac: No                   | General Code: -                                 |
| Length (ft): 2,080               | Area ID: -                                      |
| Width (ft): 24                   | Funding Source: -                               |
| Area (sq. ft.): 49,920           | ADT:                                            |
| Traffic Index:                   | Slab Length: 0.00                               |
| Parking Lot Type:                | Slab Width: 0.00 # of Slabs: 0                  |
| Comments:                        |                                                 |

**Street Name: PRATT AV**

|                                  |                                |
|----------------------------------|--------------------------------|
| Street ID: PRATT                 | Begin Location: BRIDGE         |
| Section ID: 50                   | End Location: BRIDGE           |
| Functional Class: C - Collector  | Surface Type: O - AC/AC        |
| Date of Construction: 01/01/1983 | No. Lanes: 2                   |
| Cul-de-sac: No                   | General Code: -                |
| Length (ft): 1,000               | Area ID: -                     |
| Width (ft): 24                   | Funding Source: -              |
| Area (sq. ft.): 24,000           | ADT:                           |
| Traffic Index:                   | Slab Length: 0.00              |
| Parking Lot Type:                | Slab Width: 0.00 # of Slabs: 0 |
| Comments:                        |                                |

**Street Name: QUAIL CT**

|                                         |                                |
|-----------------------------------------|--------------------------------|
| Street ID: QUAIL                        | Begin Location: ELMHURST AV    |
| Section ID: 10                          | End Location: END (N)          |
| Functional Class: R - Residential/Local | Surface Type: A - AC           |
| Date of Construction: 01/01/1995        | No. Lanes: 2                   |
| Cul-de-sac: No                          | General Code: -                |
| Length (ft): 440                        | Area ID: -                     |
| Width (ft): 33                          | Funding Source: -              |
| Area (sq. ft.): 14,520                  | ADT:                           |
| Traffic Index:                          | Slab Length: 0.00              |
| Parking Lot Type:                       | Slab Width: 0.00 # of Slabs: 0 |
| Comments: NO DISTRESS                   |                                |

Criteria:

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**Street Name: RAILROAD AV**

|                                  |                                |
|----------------------------------|--------------------------------|
| Street ID: RAILRD                | Begin Location: FIRE STATION   |
| Section ID: 10                   | End Location: FULTON LN        |
| Functional Class: C - Collector  | Surface Type: O - AC/AC        |
| Date of Construction: 01/01/1980 | No. Lanes: 2                   |
| Cul-de-sac: No                   | General Code: -                |
| Length (ft): 615                 | Area ID: -                     |
| Width (ft): 30                   | Funding Source: -              |
| Area (sq. ft.): 18,450           | ADT:                           |
| Traffic Index:                   | Slab Length: 0.00              |
| Parking Lot Type:                | Slab Width: 0.00 # of Slabs: 0 |
| Comments: DWY 1540 TO 1572       |                                |

**Street Name: RAILROAD AV**

|                                  |                                |
|----------------------------------|--------------------------------|
| Street ID: RAILRD                | Begin Location: ADAMS ST       |
| Section ID: 20                   | End Location: FIRE STATION     |
| Functional Class: C - Collector  | Surface Type: O - AC/AC        |
| Date of Construction: 01/01/1980 | No. Lanes: 2                   |
| Cul-de-sac: No                   | General Code: -                |
| Length (ft): 490                 | Area ID: -                     |
| Width (ft): 32                   | Funding Source: -              |
| Area (sq. ft.): 15,680           | ADT:                           |
| Traffic Index:                   | Slab Length: 0.00              |
| Parking Lot Type:                | Slab Width: 0.00 # of Slabs: 0 |
| Comments: PP AT COR SHED NORTH   |                                |

**Street Name: RAILROAD AV**

|                                  |                                |
|----------------------------------|--------------------------------|
| Street ID: RAILRD                | Begin Location: HUNT AV        |
| Section ID: 30                   | End Location: ADAMS ST         |
| Functional Class: C - Collector  | Surface Type: O - AC/AC        |
| Date of Construction: 01/01/1980 | No. Lanes: 2                   |
| Cul-de-sac: No                   | General Code: -                |
| Length (ft): 530                 | Area ID: -                     |
| Width (ft): 33                   | Funding Source: -              |
| Area (sq. ft.): 17,490           | ADT:                           |
| Traffic Index:                   | Slab Length: 0.00              |
| Parking Lot Type:                | Slab Width: 0.00 # of Slabs: 0 |
| Comments:                        |                                |

**Street Name: RIESLING WY**

|                                         |                                |
|-----------------------------------------|--------------------------------|
| Street ID: RIESL                        | Begin Location: SYLVANER AV    |
| Section ID: 10                          | End Location: MADRONA ST       |
| Functional Class: R - Residential/Local | Surface Type: O - AC/AC        |
| Date of Construction: 01/01/1984        | No. Lanes: 2                   |
| Cul-de-sac: No                          | General Code: -                |
| Length (ft): 470                        | Area ID: -                     |
| Width (ft): 37                          | Funding Source: -              |
| Area (sq. ft.): 17,390                  | ADT:                           |
| Traffic Index:                          | Slab Length: 0.00              |
| Parking Lot Type:                       | Slab Width: 0.00 # of Slabs: 0 |
| Comments:                               |                                |

Criteria:

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**Street Name: ROSEBUD LN**

|                                           |                                |
|-------------------------------------------|--------------------------------|
| Street ID: ROSE                           | Begin Location: EL BONITA AV   |
| Section ID: 10                            | End Location: SULPHER SPRINGS  |
| Functional Class: R - Residential/Local   | Surface Type: O - AC/AC        |
| Date of Construction: 01/01/1975          | No. Lanes: 2                   |
| Cul-de-sac: No                            | General Code: -                |
| Length (ft): 718                          | Area ID: -                     |
| Width (ft): 28                            | Funding Source: -              |
| Area (sq. ft.): 20,104                    | ADT:                           |
| Traffic Index:                            | Slab Length: 0.00              |
| Parking Lot Type:                         | Slab Width: 0.00 # of Slabs: 0 |
| Comments: SHOULD BE RENAMED AS ROSEBUD LN |                                |

**Street Name: SCOTT ST**

|                                         |                                |
|-----------------------------------------|--------------------------------|
| Street ID: SCOTT                        | Begin Location: HILLVIEW PL    |
| Section ID: 10                          | End Location: END (N)          |
| Functional Class: R - Residential/Local | Surface Type: O - AC/AC        |
| Date of Construction: 01/01/1975        | No. Lanes: 2                   |
| Cul-de-sac: No                          | General Code: -                |
| Length (ft): 525                        | Area ID: -                     |
| Width (ft): 32                          | Funding Source: -              |
| Area (sq. ft.): 16,800                  | ADT:                           |
| Traffic Index:                          | Slab Length: 0.00              |
| Parking Lot Type:                       | Slab Width: 0.00 # of Slabs: 0 |
| Comments: FRONTAGE 1745                 |                                |

**Street Name: SCOTT ST**

|                                         |                                |
|-----------------------------------------|--------------------------------|
| Street ID: SCOTT                        | Begin Location: MADRONA ST     |
| Section ID: 20                          | End Location: HILLVIEW PL      |
| Functional Class: R - Residential/Local | Surface Type: O - AC/AC        |
| Date of Construction: 01/01/1975        | No. Lanes: 2                   |
| Cul-de-sac: No                          | General Code: -                |
| Length (ft): 540                        | Area ID: -                     |
| Width (ft): 32                          | Funding Source: -              |
| Area (sq. ft.): 17,280                  | ADT:                           |
| Traffic Index:                          | Slab Length: 0.00              |
| Parking Lot Type:                       | Slab Width: 0.00 # of Slabs: 0 |
| Comments:                               |                                |

**Street Name: SIGNORELLI CIR**

|                                         |                                |
|-----------------------------------------|--------------------------------|
| Street ID: SIGNOR                       | Begin Location: CHILES AV      |
| Section ID: 10                          | End Location: CHILES AV        |
| Functional Class: R - Residential/Local | Surface Type: A - AC           |
| Date of Construction: 01/05/2000        | No. Lanes: 2                   |
| Cul-de-sac: No                          | General Code: -                |
| Length (ft): 1,055                      | Area ID: -                     |
| Width (ft): 35                          | Funding Source: -              |
| Area (sq. ft.): 36,925                  | ADT:                           |
| Traffic Index:                          | Slab Length: 0.00              |
| Parking Lot Type:                       | Slab Width: 0.00 # of Slabs: 0 |
| Comments:                               |                                |

Criteria:

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MTC StreetSaver

City of St. Helena

## Section Description Inventory

Printed: 3/5/2021

**Street Name: SILVERADO TR**

|                                  |                                             |               |
|----------------------------------|---------------------------------------------|---------------|
| Street ID: SILVER                | Begin Location: 175' N/O HOWELL MOUNTAIN RD |               |
| Section ID: 10                   | End Location: CITY LIMITS (S)               |               |
| Functional Class: A - Arterial   | Surface Type: O - AC/AC                     |               |
| Date of Construction: 01/01/1990 | No. Lanes: 2                                |               |
| Cul-de-sac: No                   | General Code: -                             |               |
| Length (ft): 1,475               | Area ID: -                                  |               |
| Width (ft): 44                   | Funding Source: -                           |               |
| Area (sq. ft.): 64,900           | ADT:                                        |               |
| Traffic Index:                   | Slab Length: 0.00                           |               |
| Parking Lot Type:                | Slab Width: 0.00                            | # of Slabs: 0 |
| Comments:                        |                                             |               |

**Street Name: SOUTH CRANE AV**

|                                  |                                     |               |
|----------------------------------|-------------------------------------|---------------|
| Street ID: SCRANE                | Begin Location: 315' N/O GRAYSON AV |               |
| Section ID: 10                   | End Location: GRAYSON AV            |               |
| Functional Class: C - Collector  | Surface Type: O - AC/AC             |               |
| Date of Construction: 10/01/2009 | No. Lanes: 2                        |               |
| Cul-de-sac: No                   | General Code: -                     |               |
| Length (ft): 315                 | Area ID: -                          |               |
| Width (ft): 24                   | Funding Source: -                   |               |
| Area (sq. ft.): 7,560            | ADT:                                |               |
| Traffic Index:                   | Slab Length: 0.00                   |               |
| Parking Lot Type:                | Slab Width: 0.00                    | # of Slabs: 0 |
| Comments:                        |                                     |               |

**Street Name: SOUTH CRANE AV**

|                                  |                            |               |
|----------------------------------|----------------------------|---------------|
| Street ID: SCRANE                | Begin Location: GRAYSON AV |               |
| Section ID: 15                   | End Location: VALLEJO ST   |               |
| Functional Class: C - Collector  | Surface Type: O - AC/AC    |               |
| Date of Construction: 01/01/1980 | No. Lanes: 2               |               |
| Cul-de-sac: No                   | General Code: -            |               |
| Length (ft): 410                 | Area ID: -                 |               |
| Width (ft): 31                   | Funding Source: -          |               |
| Area (sq. ft.): 12,710           | ADT:                       |               |
| Traffic Index:                   | Slab Length: 0.00          |               |
| Parking Lot Type:                | Slab Width: 0.00           | # of Slabs: 0 |
| Comments: DWY 475 TO DWY 453     |                            |               |

**Street Name: SOUTH CRANE AV**

|                                  |                                  |               |
|----------------------------------|----------------------------------|---------------|
| Street ID: SCRANE                | Begin Location: VALLEJO ST       |               |
| Section ID: 20                   | End Location: SULPHUR SPRINGS AV |               |
| Functional Class: C - Collector  | Surface Type: O - AC/AC          |               |
| Date of Construction: 01/01/1990 | No. Lanes: 2                     |               |
| Cul-de-sac: No                   | General Code: -                  |               |
| Length (ft): 2,015               | Area ID: -                       |               |
| Width (ft): 24                   | Funding Source: -                |               |
| Area (sq. ft.): 48,360           | ADT:                             |               |
| Traffic Index:                   | Slab Length: 0.00                |               |
| Parking Lot Type:                | Slab Width: 0.00                 | # of Slabs: 0 |
| Comments: MIDDLE OF VINEYARD     |                                  |               |

Criteria:

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City of St. Helena

## Section Description Inventory

Printed: 3/5/2021

**Street Name: SPRING MOUNTAIN CT**

|                                         |                                    |
|-----------------------------------------|------------------------------------|
| Street ID: SPGMTC                       | Begin Location: SPRING MOUNTAIN RD |
| Section ID: 10                          | End Location: END (S)              |
| Functional Class: R - Residential/Local | Surface Type: O - AC/AC            |
| Date of Construction: 01/01/1977        | No. Lanes: 2                       |
| Cul-de-sac: No                          | General Code: -                    |
| Length (ft): 700                        | Area ID: -                         |
| Width (ft): 33                          | Funding Source: -                  |
| Area (sq. ft.): 23,100                  | ADT:                               |
| Traffic Index:                          | Slab Length: 0.00                  |
| Parking Lot Type:                       | Slab Width: 0.00 # of Slabs: 0     |
| Comments: NEAR 1825                     |                                    |

**Street Name: SPRING MOUNTAIN RD**

|                                  |                                   |
|----------------------------------|-----------------------------------|
| Street ID: SPGMTN                | Begin Location: CITY LIMIT (N)    |
| Section ID: 10                   | End Location: 800' S/O CITY LIMIT |
| Functional Class: C - Collector  | Surface Type: O - AC/AC           |
| Date of Construction: 01/01/1985 | No. Lanes: 2                      |
| Cul-de-sac: No                   | General Code: -                   |
| Length (ft): 800                 | Area ID: -                        |
| Width (ft): 22                   | Funding Source: -                 |
| Area (sq. ft.): 17,600           | ADT:                              |
| Traffic Index:                   | Slab Length: 0.00                 |
| Parking Lot Type:                | Slab Width: 0.00 # of Slabs: 0    |
| Comments: FALCONCREST DWY        |                                   |

**Street Name: SPRING MOUNTAIN RD**

|                                  |                                     |
|----------------------------------|-------------------------------------|
| Street ID: SPGMTN                | Begin Location: 800' S/O CITY LIMIT |
| Section ID: 20                   | End Location: 1600' S/O CITY LIMIT  |
| Functional Class: C - Collector  | Surface Type: O - AC/AC             |
| Date of Construction: 01/01/1980 | No. Lanes: 2                        |
| Cul-de-sac: No                   | General Code: -                     |
| Length (ft): 800                 | Area ID: -                          |
| Width (ft): 22                   | Funding Source: -                   |
| Area (sq. ft.): 17,600           | ADT:                                |
| Traffic Index:                   | Slab Length: 0.00                   |
| Parking Lot Type:                | Slab Width: 0.00 # of Slabs: 0      |
| Comments: NEAR WOODEN BRIDGE     |                                     |

**Street Name: SPRING MOUNTAIN RD**

|                                  |                                      |
|----------------------------------|--------------------------------------|
| Street ID: SPGMTN                | Begin Location: 1600' S/O CITY LIMIT |
| Section ID: 30                   | End Location: 2400' S/O CITY LIMIT   |
| Functional Class: C - Collector  | Surface Type: O - AC/AC              |
| Date of Construction: 01/01/1980 | No. Lanes: 2                         |
| Cul-de-sac: No                   | General Code: -                      |
| Length (ft): 800                 | Area ID: -                           |
| Width (ft): 22                   | Funding Source: -                    |
| Area (sq. ft.): 17,600           | ADT:                                 |
| Traffic Index:                   | Slab Length: 0.00                    |
| Parking Lot Type:                | Slab Width: 0.00 # of Slabs: 0       |
| Comments: NEAR BOYSON LN         |                                      |

Criteria:

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City of St. Helena

## Section Description Inventory

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**Street Name: SPRING MOUNTAIN RD**

|                                  |                                      |
|----------------------------------|--------------------------------------|
| Street ID: SPGMTN                | Begin Location: 2400' W/O CITY LIMIT |
| Section ID: 40                   | End Location: SPRING MOUNTAIN CT     |
| Functional Class: C - Collector  | Surface Type: O - AC/AC              |
| Date of Construction: 08/01/2013 | No. Lanes: 2                         |
| Cul-de-sac: No                   | General Code: -                      |
| Length (ft): 810                 | Area ID: -                           |
| Width (ft): 27                   | Funding Source: -                    |
| Area (sq. ft.): 21,870           | ADT:                                 |
| Traffic Index:                   | Slab Length: 0.00                    |
| Parking Lot Type:                | Slab Width: 0.00 # of Slabs: 0       |
| Comments:                        |                                      |

**Street Name: SPRING MOUNTAIN RD**

|                                  |                                    |
|----------------------------------|------------------------------------|
| Street ID: SPGMTN                | Begin Location: SPRING MOUNTAIN CT |
| Section ID: 50                   | End Location: ELMHURST AV          |
| Functional Class: C - Collector  | Surface Type: O - AC/AC            |
| Date of Construction: 08/01/2013 | No. Lanes: 2                       |
| Cul-de-sac: No                   | General Code: -                    |
| Length (ft): 570                 | Area ID: -                         |
| Width (ft): 36                   | Funding Source: -                  |
| Area (sq. ft.): 20,520           | ADT:                               |
| Traffic Index:                   | Slab Length: 0.00                  |
| Parking Lot Type:                | Slab Width: 0.00 # of Slabs: 0     |
| Comments:                        |                                    |

**Street Name: SPRING MOUNTAIN RD**

|                                  |                                |
|----------------------------------|--------------------------------|
| Street ID: SPGMTN                | Begin Location: ELMHURST AV    |
| Section ID: 60                   | End Location: HILLVIEW PL      |
| Functional Class: C - Collector  | Surface Type: O - AC/AC        |
| Date of Construction: 08/01/2013 | No. Lanes: 2                   |
| Cul-de-sac: No                   | General Code: -                |
| Length (ft): 560                 | Area ID: -                     |
| Width (ft): 31                   | Funding Source: -              |
| Area (sq. ft.): 17,360           | ADT:                           |
| Traffic Index:                   | Slab Length: 0.00              |
| Parking Lot Type:                | Slab Width: 0.00 # of Slabs: 0 |
| Comments: NO DISTRESS            |                                |

**Street Name: SPRING MOUNTAIN RD**

|                                  |                                |
|----------------------------------|--------------------------------|
| Street ID: SPGMTN                | Begin Location: HILLVIEW PL    |
| Section ID: 70                   | End Location: MADRONA ST       |
| Functional Class: C - Collector  | Surface Type: O - AC/AC        |
| Date of Construction: 01/01/1992 | No. Lanes: 2                   |
| Cul-de-sac: No                   | General Code: -                |
| Length (ft): 540                 | Area ID: -                     |
| Width (ft): 31                   | Funding Source: -              |
| Area (sq. ft.): 16,740           | ADT:                           |
| Traffic Index:                   | Slab Length: 0.00              |
| Parking Lot Type:                | Slab Width: 0.00 # of Slabs: 0 |
| Comments: NO DISTRESS            |                                |

Criteria:

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City of St. Helena

## Section Description Inventory

Printed: 3/5/2021

**Street Name: SPRING ST**

|                                         |                                    |
|-----------------------------------------|------------------------------------|
| Street ID: SPRING                       | Begin Location: CITY LIMITS        |
| Section ID: 05                          | End Location: 639' W/O SYLVANER AV |
| Functional Class: R - Residential/Local | Surface Type: O - AC/AC            |
| Date of Construction: 10/01/2019        | No. Lanes: 2                       |
| Cul-de-sac: No                          | General Code: -                    |
| Length (ft): 1,215                      | Area ID: -                         |
| Width (ft): 21                          | Funding Source: -                  |
| Area (sq. ft.): 25,515                  | ADT:                               |
| Traffic Index:                          | Slab Length: 0.00                  |
| Parking Lot Type:                       | Slab Width: 0.00 # of Slabs: 0     |
| Comments:                               |                                    |

**Street Name: SPRING ST**

|                                         |                                      |
|-----------------------------------------|--------------------------------------|
| Street ID: SPRING                       | Begin Location: 639' W/O SYLVANER AV |
| Section ID: 10                          | End Location: SYLVANER AV (W)        |
| Functional Class: R - Residential/Local | Surface Type: O - AC/AC              |
| Date of Construction: 10/01/2019        | No. Lanes: 2                         |
| Cul-de-sac: No                          | General Code: -                      |
| Length (ft): 639                        | Area ID: -                           |
| Width (ft): 18                          | Funding Source: -                    |
| Area (sq. ft.): 11,502                  | ADT:                                 |
| Traffic Index:                          | Slab Length: 0.00                    |
| Parking Lot Type:                       | Slab Width: 0.00 # of Slabs: 0       |
| Comments:                               |                                      |

**Street Name: SPRING ST**

|                                         |                                 |
|-----------------------------------------|---------------------------------|
| Street ID: SPRING                       | Begin Location: SYLVANER AV (W) |
| Section ID: 15                          | End Location: CHARDONNAY WY     |
| Functional Class: R - Residential/Local | Surface Type: O - AC/AC         |
| Date of Construction: 10/01/2019        | No. Lanes: 2                    |
| Cul-de-sac: No                          | General Code: -                 |
| Length (ft): 760                        | Area ID: -                      |
| Width (ft): 35                          | Funding Source: -               |
| Area (sq. ft.): 26,600                  | ADT:                            |
| Traffic Index:                          | Slab Length: 0.00               |
| Parking Lot Type:                       | Slab Width: 0.00 # of Slabs: 0  |
| Comments:                               |                                 |

**Street Name: SPRING ST**

|                                                  |                                |
|--------------------------------------------------|--------------------------------|
| Street ID: SPRING                                | Begin Location: CHARDONNAY WY  |
| Section ID: 20                                   | End Location: SYLVANER AV (E)  |
| Functional Class: R - Residential/Local          | Surface Type: O - AC/AC        |
| Date of Construction: 10/01/2019                 | No. Lanes: 2                   |
| Cul-de-sac: No                                   | General Code: -                |
| Length (ft): 910                                 | Area ID: -                     |
| Width (ft): 35                                   | Funding Source: -              |
| Area (sq. ft.): 31,850                           | ADT:                           |
| Traffic Index:                                   | Slab Length: 0.00              |
| Parking Lot Type:                                | Slab Width: 0.00 # of Slabs: 0 |
| Comments: INSP UNIT - SPEED LIM SIGN AT CEMETARY |                                |

Criteria:

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City of St. Helena

## Section Description Inventory

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**Street Name: SPRING ST**

|                                  |                                 |
|----------------------------------|---------------------------------|
| Street ID: SPRING                | Begin Location: SYLVANER AV (E) |
| Section ID: 25                   | End Location: VALLEYVIEW ST     |
| Functional Class: C - Collector  | Surface Type: O - AC/AC         |
| Date of Construction: 10/01/2019 | No. Lanes: 2                    |
| Cul-de-sac: No                   | General Code: -                 |
| Length (ft): 580                 | Area ID: -                      |
| Width (ft): 36                   | Funding Source: -               |
| Area (sq. ft.): 20,880           | ADT:                            |
| Traffic Index:                   | Slab Length: 0.00               |
| Parking Lot Type:                | Slab Width: 0.00 # of Slabs: 0  |
| Comments:                        |                                 |

**Street Name: SPRING ST**

|                                  |                                |
|----------------------------------|--------------------------------|
| Street ID: SPRING                | Begin Location: VALLEYVIEW ST  |
| Section ID: 30                   | End Location: HUDSON AV (W)    |
| Functional Class: C - Collector  | Surface Type: O - AC/AC        |
| Date of Construction: 10/01/2009 | No. Lanes: 2                   |
| Cul-de-sac: No                   | General Code: -                |
| Length (ft): 610                 | Area ID: -                     |
| Width (ft): 39                   | Funding Source: -              |
| Area (sq. ft.): 23,790           | ADT:                           |
| Traffic Index:                   | Slab Length: 0.00              |
| Parking Lot Type:                | Slab Width: 0.00 # of Slabs: 0 |
| Comments:                        |                                |

**Street Name: SPRING ST**

|                                  |                                |
|----------------------------------|--------------------------------|
| Street ID: SPRING                | Begin Location: HUDSON AV (W)  |
| Section ID: 35                   | End Location: ALLYN AV         |
| Functional Class: C - Collector  | Surface Type: O - AC/AC        |
| Date of Construction: 10/01/2009 | No. Lanes: 2                   |
| Cul-de-sac: No                   | General Code: -                |
| Length (ft): 370                 | Area ID: -                     |
| Width (ft): 33                   | Funding Source: -              |
| Area (sq. ft.): 12,210           | ADT:                           |
| Traffic Index:                   | Slab Length: 0.00              |
| Parking Lot Type:                | Slab Width: 0.00 # of Slabs: 0 |
| Comments:                        |                                |

**Street Name: SPRING ST**

|                                  |                                |
|----------------------------------|--------------------------------|
| Street ID: SPRING                | Begin Location: ALLYN AV       |
| Section ID: 40                   | End Location: STOCKTON ST      |
| Functional Class: C - Collector  | Surface Type: O - AC/AC        |
| Date of Construction: 10/01/2009 | No. Lanes: 2                   |
| Cul-de-sac: No                   | General Code: -                |
| Length (ft): 870                 | Area ID: -                     |
| Width (ft): 37                   | Funding Source: -              |
| Area (sq. ft.): 32,190           | ADT:                           |
| Traffic Index:                   | Slab Length: 0.00              |
| Parking Lot Type:                | Slab Width: 0.00 # of Slabs: 0 |
| Comments: 1626 TO 100' WEST      |                                |

Criteria:

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## Section Description Inventory

Printed: 3/5/2021

**Street Name: SPRING ST**

|                                  |                                |
|----------------------------------|--------------------------------|
| Street ID: SPRING                | Begin Location: STOCKTON ST    |
| Section ID: 45                   | End Location: KEARNEY ST       |
| Functional Class: C - Collector  | Surface Type: O - AC/AC        |
| Date of Construction: 01/01/1975 | No. Lanes: 2                   |
| Cul-de-sac: No                   | General Code: -                |
| Length (ft): 690                 | Area ID: -                     |
| Width (ft): 37                   | Funding Source: -              |
| Area (sq. ft.): 25,530           | ADT:                           |
| Traffic Index:                   | Slab Length: 0.00              |
| Parking Lot Type:                | Slab Width: 0.00 # of Slabs: 0 |
| Comments: DWY 143 TO 100' WEST   |                                |

**Street Name: SPRING ST**

|                                  |                                |
|----------------------------------|--------------------------------|
| Street ID: SPRING                | Begin Location: KEARNEY ST     |
| Section ID: 50                   | End Location: OAK AV           |
| Functional Class: C - Collector  | Surface Type: O - AC/AC        |
| Date of Construction: 01/01/1975 | No. Lanes: 2                   |
| Cul-de-sac: No                   | General Code: -                |
| Length (ft): 390                 | Area ID: -                     |
| Width (ft): 37                   | Funding Source: -              |
| Area (sq. ft.): 14,430           | ADT:                           |
| Traffic Index:                   | Slab Length: 0.00              |
| Parking Lot Type:                | Slab Width: 0.00 # of Slabs: 0 |
| Comments: CHURCH DWY 100' EAST   |                                |

**Street Name: SPRING ST**

|                                  |                                |
|----------------------------------|--------------------------------|
| Street ID: SPRING                | Begin Location: OAK AV         |
| Section ID: 55                   | End Location: BCR @ MAIN ST    |
| Functional Class: C - Collector  | Surface Type: C - AC/PCC       |
| Date of Construction: 01/01/1945 | No. Lanes: 2                   |
| Cul-de-sac: No                   | General Code: -                |
| Length (ft): 330                 | Area ID: -                     |
| Width (ft): 29                   | Funding Source: -              |
| Area (sq. ft.): 9,570            | ADT:                           |
| Traffic Index:                   | Slab Length: 0.00              |
| Parking Lot Type:                | Slab Width: 0.00 # of Slabs: 0 |
| Comments:                        |                                |

**Street Name: SPRINGBROOK CT**

|                                         |                                |
|-----------------------------------------|--------------------------------|
| Street ID: SPRBRK                       | Begin Location: SPRING ST      |
| Section ID: 10                          | End Location: END (N)          |
| Functional Class: R - Residential/Local | Surface Type: O - AC/AC        |
| Date of Construction: 01/01/1984        | No. Lanes: 2                   |
| Cul-de-sac: No                          | General Code: -                |
| Length (ft): 470                        | Area ID: -                     |
| Width (ft): 33                          | Funding Source: -              |
| Area (sq. ft.): 15,510                  | ADT:                           |
| Traffic Index:                          | Slab Length: 0.00              |
| Parking Lot Type:                       | Slab Width: 0.00 # of Slabs: 0 |
| Comments:                               |                                |

Criteria:

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## Section Description Inventory

Printed: 3/5/2021

**Street Name: STARR AV**

|                                  |                                |
|----------------------------------|--------------------------------|
| Street ID: STARR                 | Begin Location: HUNT AV        |
| Section ID: 10                   | End Location: HARVEST LN       |
| Functional Class: C - Collector  | Surface Type: O - AC/AC        |
| Date of Construction: 01/01/1995 | No. Lanes: 2                   |
| Cul-de-sac: No                   | General Code: -                |
| Length (ft): 935                 | Area ID: -                     |
| Width (ft): 47                   | Funding Source: -              |
| Area (sq. ft.): 43,945           | ADT:                           |
| Traffic Index:                   | Slab Length: 0.00              |
| Parking Lot Type:                | Slab Width: 0.00 # of Slabs: 0 |
| Comments:                        |                                |

**Street Name: STARR AV**

|                                  |                                |
|----------------------------------|--------------------------------|
| Street ID: STARR                 | Begin Location: HARVEST LN     |
| Section ID: 20                   | End Location: POPE ST          |
| Functional Class: C - Collector  | Surface Type: A - AC           |
| Date of Construction: 01/01/1995 | No. Lanes: 2                   |
| Cul-de-sac: No                   | General Code: -                |
| Length (ft): 385                 | Area ID: -                     |
| Width (ft): 47                   | Funding Source: -              |
| Area (sq. ft.): 18,095           | ADT:                           |
| Traffic Index:                   | Slab Length: 0.00              |
| Parking Lot Type:                | Slab Width: 0.00 # of Slabs: 0 |
| Comments:                        |                                |

**Street Name: STOCKTON ST**

|                                         |                                |
|-----------------------------------------|--------------------------------|
| Street ID: STOCKT                       | Begin Location: HILLVIEW PL    |
| Section ID: 10                          | End Location: END (N)          |
| Functional Class: R - Residential/Local | Surface Type: O - AC/AC        |
| Date of Construction: 01/01/1983        | No. Lanes: 2                   |
| Cul-de-sac: No                          | General Code: -                |
| Length (ft): 480                        | Area ID: -                     |
| Width (ft): 31                          | Funding Source: -              |
| Area (sq. ft.): 14,880                  | ADT:                           |
| Traffic Index:                          | Slab Length: 0.00              |
| Parking Lot Type:                       | Slab Width: 0.00 # of Slabs: 0 |
| Comments:                               |                                |

**Street Name: STOCKTON ST**

|                                         |                                |
|-----------------------------------------|--------------------------------|
| Street ID: STOCKT                       | Begin Location: HILLVIEW PL    |
| Section ID: 20                          | End Location: MADRONA ST       |
| Functional Class: R - Residential/Local | Surface Type: O - AC/AC        |
| Date of Construction: 01/01/1983        | No. Lanes: 2                   |
| Cul-de-sac: No                          | General Code: -                |
| Length (ft): 540                        | Area ID: -                     |
| Width (ft): 29                          | Funding Source: -              |
| Area (sq. ft.): 15,660                  | ADT:                           |
| Traffic Index:                          | Slab Length: 0.00              |
| Parking Lot Type:                       | Slab Width: 0.00 # of Slabs: 0 |
| Comments:                               |                                |

Criteria:

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**Street Name: STOCKTON ST**

|                                         |                                |
|-----------------------------------------|--------------------------------|
| Street ID: STOCKT                       | Begin Location: MADRONA ST     |
| Section ID: 30                          | End Location: PINE ST          |
| Functional Class: R - Residential/Local | Surface Type: O - AC/AC        |
| Date of Construction: 10/01/2009        | No. Lanes: 2                   |
| Cul-de-sac: No                          | General Code: -                |
| Length (ft): 395                        | Area ID: -                     |
| Width (ft): 25                          | Funding Source: -              |
| Area (sq. ft.): 9,875                   | ADT:                           |
| Traffic Index:                          | Slab Length: 0.00              |
| Parking Lot Type:                       | Slab Width: 0.00 # of Slabs: 0 |
| Comments: 1445 TO 1441                  |                                |

**Street Name: STOCKTON ST**

|                                         |                                |
|-----------------------------------------|--------------------------------|
| Street ID: STOCKT                       | Begin Location: PINE ST        |
| Section ID: 40                          | End Location: ADAMS ST         |
| Functional Class: R - Residential/Local | Surface Type: O - AC/AC        |
| Date of Construction: 10/01/2009        | No. Lanes: 2                   |
| Cul-de-sac: No                          | General Code: -                |
| Length (ft): 460                        | Area ID: -                     |
| Width (ft): 25                          | Funding Source: -              |
| Area (sq. ft.): 11,500                  | ADT:                           |
| Traffic Index:                          | Slab Length: 0.00              |
| Parking Lot Type:                       | Slab Width: 0.00 # of Slabs: 0 |
| Comments:                               |                                |

**Street Name: STOCKTON ST**

|                                         |                                |
|-----------------------------------------|--------------------------------|
| Street ID: STOCKT                       | Begin Location: ADAMS ST       |
| Section ID: 50                          | End Location: TAINTER ST       |
| Functional Class: R - Residential/Local | Surface Type: O - AC/AC        |
| Date of Construction: 10/01/2009        | No. Lanes: 2                   |
| Cul-de-sac: No                          | General Code: -                |
| Length (ft): 447                        | Area ID: -                     |
| Width (ft): 25                          | Funding Source: -              |
| Area (sq. ft.): 11,175                  | ADT:                           |
| Traffic Index:                          | Slab Length: 0.00              |
| Parking Lot Type:                       | Slab Width: 0.00 # of Slabs: 0 |
| Comments:                               |                                |

**Street Name: STOCKTON ST**

|                                         |                                |
|-----------------------------------------|--------------------------------|
| Street ID: STOCKT                       | Begin Location: TAINTER ST     |
| Section ID: 60                          | End Location: BCR @ SPRING ST  |
| Functional Class: R - Residential/Local | Surface Type: O - AC/AC        |
| Date of Construction: 10/01/2009        | No. Lanes: 2                   |
| Cul-de-sac: No                          | General Code: -                |
| Length (ft): 410                        | Area ID: -                     |
| Width (ft): 25                          | Funding Source: -              |
| Area (sq. ft.): 10,250                  | ADT:                           |
| Traffic Index:                          | Slab Length: 0.00              |
| Parking Lot Type:                       | Slab Width: 0.00 # of Slabs: 0 |
| Comments:                               |                                |

Criteria:

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City of St. Helena

## Section Description Inventory

Printed: 3/5/2021

**Street Name: STRALLA CT**

|                                         |                                |
|-----------------------------------------|--------------------------------|
| Street ID: STRALL                       | Begin Location: POPE ST        |
| Section ID: 10                          | End Location: END (S)          |
| Functional Class: R - Residential/Local | Surface Type: A - AC           |
| Date of Construction: 01/01/1995        | No. Lanes: 2                   |
| Cul-de-sac: No                          | General Code: -                |
| Length (ft): 90                         | Area ID: -                     |
| Width (ft): 24                          | Funding Source: -              |
| Area (sq. ft.): 2,160                   | ADT:                           |
| Traffic Index:                          | Slab Length: 0.00              |
| Parking Lot Type:                       | Slab Width: 0.00 # of Slabs: 0 |
| Comments: NO DISTRESS                   |                                |

**Street Name: SULPHUR SPRINGS AV**

|                                         |                                 |
|-----------------------------------------|---------------------------------|
| Street ID: SULSPR                       | Begin Location: END (NW)        |
| Section ID: 10                          | End Location: VALLEJO EXTENSION |
| Functional Class: R - Residential/Local | Surface Type: O - AC/AC         |
| Date of Construction: 01/01/1978        | No. Lanes: 2                    |
| Cul-de-sac: No                          | General Code: -                 |
| Length (ft): 576                        | Area ID: -                      |
| Width (ft): 18                          | Funding Source: -               |
| Area (sq. ft.): 10,368                  | ADT:                            |
| Traffic Index:                          | Slab Length: 0.00               |
| Parking Lot Type:                       | Slab Width: 0.00 # of Slabs: 0  |
| Comments:                               |                                 |

**Street Name: SULPHUR SPRINGS AV**

|                                         |                                        |
|-----------------------------------------|----------------------------------------|
| Street ID: SULSPR                       | Begin Location: VALLEJO EXTENSION      |
| Section ID: 20                          | End Location: 2401 SULPHUR SPRINGS AVE |
| Functional Class: R - Residential/Local | Surface Type: O - AC/AC                |
| Date of Construction: 01/01/1978        | No. Lanes: 2                           |
| Cul-de-sac: No                          | General Code: -                        |
| Length (ft): 1,480                      | Area ID: -                             |
| Width (ft): 18                          | Funding Source: -                      |
| Area (sq. ft.): 14,800                  | ADT:                                   |
| Traffic Index:                          | Slab Length: 0.00                      |
| Parking Lot Type:                       | Slab Width: 0.00 # of Slabs: 0         |
| Comments:                               |                                        |

**Street Name: SULPHUR SPRINGS AV**

|                                         |                                            |
|-----------------------------------------|--------------------------------------------|
| Street ID: SULSPR                       | Begin Location: 2401 SULPHUR SPRINGS AVE   |
| Section ID: 30                          | End Location: 2,410' E/O VALLEJO EXTENSION |
| Functional Class: R - Residential/Local | Surface Type: O - AC/AC                    |
| Date of Construction: 01/01/1978        | No. Lanes: 2                               |
| Cul-de-sac: No                          | General Code: -                            |
| Length (ft): 930                        | Area ID: -                                 |
| Width (ft): 21                          | Funding Source: -                          |
| Area (sq. ft.): 19,530                  | ADT:                                       |
| Traffic Index:                          | Slab Length: 0.00                          |
| Parking Lot Type:                       | Slab Width: 0.00 # of Slabs: 0             |
| Comments:                               |                                            |

Criteria:

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City of St. Helena

## Section Description Inventory

Printed: 3/5/2021

**Street Name: SULPHUR SPRINGS AV**

|                                         |                                              |               |
|-----------------------------------------|----------------------------------------------|---------------|
| Street ID: SULSPR                       | Begin Location: 2,410' E/O VALLEJO EXTENSION |               |
| Section ID: 40                          | End Location: 3,180' E/O VALLEJO EXTENSION   |               |
| Functional Class: R - Residential/Local | Surface Type: O - AC/AC                      |               |
| Date of Construction: 01/01/1978        | No. Lanes: 2                                 |               |
| Cul-de-sac: No                          | General Code: -                              |               |
| Length (ft): 770                        | Area ID: -                                   |               |
| Width (ft): 21                          | Funding Source: -                            |               |
| Area (sq. ft.): 16,170                  | ADT:                                         |               |
| Traffic Index:                          | Slab Length: 0.00                            |               |
| Parking Lot Type:                       | Slab Width: 0.00                             | # of Slabs: 0 |
| Comments:                               |                                              |               |

**Street Name: SULPHUR SPRINGS AV**

|                                         |                                              |               |
|-----------------------------------------|----------------------------------------------|---------------|
| Street ID: SULSPR                       | Begin Location: 3,180' E/O VALLEJO EXTENSION |               |
| Section ID: 50                          | End Location: SOUTH CRANE AV                 |               |
| Functional Class: R - Residential/Local | Surface Type: O - AC/AC                      |               |
| Date of Construction: 01/01/1978        | No. Lanes: 2                                 |               |
| Cul-de-sac: No                          | General Code: -                              |               |
| Length (ft): 1,160                      | Area ID: -                                   |               |
| Width (ft): 18                          | Funding Source: -                            |               |
| Area (sq. ft.): 20,880                  | ADT:                                         |               |
| Traffic Index:                          | Slab Length: 0.00                            |               |
| Parking Lot Type:                       | Slab Width: 0.00                             | # of Slabs: 0 |
| Comments:                               |                                              |               |

**Street Name: SULPHUR SPRINGS AV**

|                                  |                                |               |
|----------------------------------|--------------------------------|---------------|
| Street ID: SULSPR                | Begin Location: SOUTH CRANE AV |               |
| Section ID: 60                   | End Location: ARROWHEAD DR     |               |
| Functional Class: C - Collector  | Surface Type: O - AC/AC        |               |
| Date of Construction: 01/01/1992 | No. Lanes: 2                   |               |
| Cul-de-sac: No                   | General Code: -                |               |
| Length (ft): 1,175               | Area ID: -                     |               |
| Width (ft): 24                   | Funding Source: -              |               |
| Area (sq. ft.): 28,200           | ADT:                           |               |
| Traffic Index:                   | Slab Length: 0.00              |               |
| Parking Lot Type:                | Slab Width: 0.00               | # of Slabs: 0 |
| Comments:                        |                                |               |

**Street Name: SULPHUR SPRINGS AV**

|                                  |                                       |               |
|----------------------------------|---------------------------------------|---------------|
| Street ID: SULSPR                | Begin Location: ARROWHEAD DR          |               |
| Section ID: 70                   | End Location: 1,035' S/O ARROWHEAD DR |               |
| Functional Class: C - Collector  | Surface Type: O - AC/AC               |               |
| Date of Construction: 01/01/1992 | No. Lanes: 2                          |               |
| Cul-de-sac: No                   | General Code: -                       |               |
| Length (ft): 1,035               | Area ID: -                            |               |
| Width (ft): 24                   | Funding Source: -                     |               |
| Area (sq. ft.): 24,840           | ADT:                                  |               |
| Traffic Index:                   | Slab Length: 0.00                     |               |
| Parking Lot Type:                | Slab Width: 0.00                      | # of Slabs: 0 |
| Comments:                        |                                       |               |

Criteria:

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City of St. Helena

## Section Description Inventory

Printed: 3/5/2021

**Street Name: SULPHUR SPRINGS AV**

|                                  |                                         |               |
|----------------------------------|-----------------------------------------|---------------|
| Street ID: SULSPR                | Begin Location: 1,035' S/O ARROWHEAD DR |               |
| Section ID: 80                   | End Location: MAIN ST                   |               |
| Functional Class: C - Collector  | Surface Type: O - AC/AC                 |               |
| Date of Construction: 01/01/1992 | No. Lanes: 2                            |               |
| Cul-de-sac: No                   | General Code: -                         |               |
| Length (ft): 440                 | Area ID: -                              |               |
| Width (ft): 38                   | Funding Source: -                       |               |
| Area (sq. ft.): 16,720           | ADT:                                    |               |
| Traffic Index:                   | Slab Length: 0.00                       |               |
| Parking Lot Type:                | Slab Width: 0.00                        | # of Slabs: 0 |
| Comments:                        |                                         |               |

**Street Name: SYLVANER AV**

|                                         |                                      |               |
|-----------------------------------------|--------------------------------------|---------------|
| Street ID: SYLVAN                       | Begin Location: SPRING ST            |               |
| Section ID: 10                          | End Location: 900' N/O SPRING ST (E) |               |
| Functional Class: R - Residential/Local | Surface Type: O - AC/AC              |               |
| Date of Construction: 01/01/1984        | No. Lanes: 2                         |               |
| Cul-de-sac: No                          | General Code: -                      |               |
| Length (ft): 900                        | Area ID: -                           |               |
| Width (ft): 37                          | Funding Source: -                    |               |
| Area (sq. ft.): 33,300                  | ADT:                                 |               |
| Traffic Index:                          | Slab Length: 0.00                    |               |
| Parking Lot Type:                       | Slab Width: 0.00                     | # of Slabs: 0 |
| Comments:                               |                                      |               |

**Street Name: SYLVANER AV**

|                                         |                                        |               |
|-----------------------------------------|----------------------------------------|---------------|
| Street ID: SYLVAN                       | Begin Location: 900' N/O SPRING ST (E) |               |
| Section ID: 20                          | End Location: RIESLING WY              |               |
| Functional Class: R - Residential/Local | Surface Type: O - AC/AC                |               |
| Date of Construction: 01/01/1984        | No. Lanes: 2                           |               |
| Cul-de-sac: No                          | General Code: -                        |               |
| Length (ft): 780                        | Area ID: -                             |               |
| Width (ft): 37                          | Funding Source: -                      |               |
| Area (sq. ft.): 28,860                  | ADT:                                   |               |
| Traffic Index:                          | Slab Length: 0.00                      |               |
| Parking Lot Type:                       | Slab Width: 0.00                       | # of Slabs: 0 |
| Comments:                               |                                        |               |

**Street Name: SYLVANER AV**

|                                         |                             |               |
|-----------------------------------------|-----------------------------|---------------|
| Street ID: SYLVAN                       | Begin Location: RIESLING WY |               |
| Section ID: 30                          | End Location: PINOT WY      |               |
| Functional Class: R - Residential/Local | Surface Type: O - AC/AC     |               |
| Date of Construction: 01/01/1984        | No. Lanes: 2                |               |
| Cul-de-sac: No                          | General Code: -             |               |
| Length (ft): 840                        | Area ID: -                  |               |
| Width (ft): 37                          | Funding Source: -           |               |
| Area (sq. ft.): 31,080                  | ADT:                        |               |
| Traffic Index:                          | Slab Length: 0.00           |               |
| Parking Lot Type:                       | Slab Width: 0.00            | # of Slabs: 0 |
| Comments:                               |                             |               |

Criteria:

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City of St. Helena

## Section Description Inventory

Printed: 3/5/2021

**Street Name: SYLVANER AV**

|                                         |                                |
|-----------------------------------------|--------------------------------|
| Street ID: SYLVAN                       | Begin Location: PINOT WY       |
| Section ID: 40                          | End Location: SPRING ST (W)    |
| Functional Class: R - Residential/Local | Surface Type: O - AC/AC        |
| Date of Construction: 01/01/1984        | No. Lanes: 2                   |
| Cul-de-sac: No                          | General Code: -                |
| Length (ft): 730                        | Area ID: -                     |
| Width (ft): 37                          | Funding Source: -              |
| Area (sq. ft.): 27,010                  | ADT:                           |
| Traffic Index:                          | Slab Length: 0.00              |
| Parking Lot Type:                       | Slab Width: 0.00 # of Slabs: 0 |
| Comments:                               |                                |

**Street Name: TAINTER ST**

|                                         |                                |
|-----------------------------------------|--------------------------------|
| Street ID: TAINT                        | Begin Location: ALLYN AV       |
| Section ID: 10                          | End Location: STOCKTON ST      |
| Functional Class: R - Residential/Local | Surface Type: O - AC/AC        |
| Date of Construction: 01/01/1995        | No. Lanes: 2                   |
| Cul-de-sac: No                          | General Code: -                |
| Length (ft): 740                        | Area ID: -                     |
| Width (ft): 30                          | Funding Source: -              |
| Area (sq. ft.): 22,200                  | ADT:                           |
| Traffic Index:                          | Slab Length: 0.00              |
| Parking Lot Type:                       | Slab Width: 0.00 # of Slabs: 0 |
| Comments: NO DISTRESS                   |                                |

**Street Name: TAINTER ST**

|                                         |                                |
|-----------------------------------------|--------------------------------|
| Street ID: TAINT                        | Begin Location: STOCKTON ST    |
| Section ID: 20                          | End Location: KEARNEY ST       |
| Functional Class: R - Residential/Local | Surface Type: O - AC/AC        |
| Date of Construction: 01/01/1995        | No. Lanes: 2                   |
| Cul-de-sac: No                          | General Code: -                |
| Length (ft): 710                        | Area ID: -                     |
| Width (ft): 29                          | Funding Source: -              |
| Area (sq. ft.): 20,590                  | ADT:                           |
| Traffic Index:                          | Slab Length: 0.00              |
| Parking Lot Type:                       | Slab Width: 0.00 # of Slabs: 0 |
| Comments: NO DISTRESS                   |                                |

**Street Name: TAINTER ST**

|                                         |                                |
|-----------------------------------------|--------------------------------|
| Street ID: TAINT                        | Begin Location: KEARNEY ST     |
| Section ID: 30                          | End Location: OAK AV           |
| Functional Class: R - Residential/Local | Surface Type: O - AC/AC        |
| Date of Construction: 01/01/1995        | No. Lanes: 2                   |
| Cul-de-sac: No                          | General Code: -                |
| Length (ft): 390                        | Area ID: -                     |
| Width (ft): 29                          | Funding Source: -              |
| Area (sq. ft.): 11,310                  | ADT:                           |
| Traffic Index:                          | Slab Length: 0.00              |
| Parking Lot Type:                       | Slab Width: 0.00 # of Slabs: 0 |
| Comments:                               |                                |

Criteria:

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City of St. Helena

## Section Description Inventory

Printed: 3/5/2021

**Street Name: VALLEJO ST**

|                                  |                                         |
|----------------------------------|-----------------------------------------|
| Street ID: VALLEJ                | Begin Location: SOUTH CRANE AV          |
| Section ID: 30                   | End Location: 1,270' W/O SOUTH CRANE AV |
| Functional Class: C - Collector  | Surface Type: O - AC/AC                 |
| Date of Construction: 01/01/1990 | No. Lanes: 2                            |
| Cul-de-sac: No                   | General Code: -                         |
| Length (ft): 1,270               | Area ID: -                              |
| Width (ft): 15                   | Funding Source: -                       |
| Area (sq. ft.): 19,050           | ADT:                                    |
| Traffic Index:                   | Slab Length: 0.00                       |
| Parking Lot Type:                | Slab Width: 0.00 # of Slabs: 0          |
| Comments:                        |                                         |

**Street Name: VALLEYVIEW ST**

|                                  |                                |
|----------------------------------|--------------------------------|
| Street ID: VAVIEW                | Begin Location: SPRING ST      |
| Section ID: 10                   | End Location: BIRCH AV         |
| Functional Class: C - Collector  | Surface Type: O - AC/AC        |
| Date of Construction: 01/01/1996 | No. Lanes: 2                   |
| Cul-de-sac: No                   | General Code: -                |
| Length (ft): 1,043               | Area ID: -                     |
| Width (ft): 34                   | Funding Source: -              |
| Area (sq. ft.): 35,462           | ADT:                           |
| Traffic Index:                   | Slab Length: 0.00              |
| Parking Lot Type:                | Slab Width: 0.00 # of Slabs: 0 |
| Comments:                        |                                |

**Street Name: VALLEYVIEW ST**

|                                  |                                   |
|----------------------------------|-----------------------------------|
| Street ID: VAVIEW                | Begin Location: BIRCHE AV         |
| Section ID: 20                   | End Location: 315' N/O GRAYSON AV |
| Functional Class: C - Collector  | Surface Type: O - AC/AC           |
| Date of Construction: 01/01/1996 | No. Lanes: 2                      |
| Cul-de-sac: No                   | General Code: -                   |
| Length (ft): 932                 | Area ID: -                        |
| Width (ft): 34                   | Funding Source: -                 |
| Area (sq. ft.): 31,688           | ADT:                              |
| Traffic Index:                   | Slab Length: 0.00                 |
| Parking Lot Type:                | Slab Width: 0.00 # of Slabs: 0    |
| Comments:                        |                                   |

**Street Name: VIDOVICH AV**

|                                         |                                |
|-----------------------------------------|--------------------------------|
| Street ID: VIDOV                        | Begin Location: MAIN ST        |
| Section ID: 10                          | End Location: END (W)          |
| Functional Class: R - Residential/Local | Surface Type: O - AC/AC        |
| Date of Construction: 01/01/1980        | No. Lanes: 2                   |
| Cul-de-sac: No                          | General Code: -                |
| Length (ft): 460                        | Area ID: -                     |
| Width (ft): 40                          | Funding Source: -              |
| Area (sq. ft.): 18,400                  | ADT:                           |
| Traffic Index:                          | Slab Length: 0.00              |
| Parking Lot Type:                       | Slab Width: 0.00 # of Slabs: 0 |
| Comments:                               |                                |

Criteria:

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MTC StreetSaver

City of St. Helena

## Section Description Inventory

Printed: 3/5/2021

**Street Name: VINEYARD AV**

|                                         |                                |
|-----------------------------------------|--------------------------------|
| Street ID: VINEYD                       | Begin Location: END (N)        |
| Section ID: 10                          | End Location: ROAD WIDENS      |
| Functional Class: R - Residential/Local | Surface Type: O - AC/AC        |
| Date of Construction: 01/01/1970        | No. Lanes: 2                   |
| Cul-de-sac: No                          | General Code: -                |
| Length (ft): 1,030                      | Area ID: -                     |
| Width (ft): 34                          | Funding Source: -              |
| Area (sq. ft.): 35,020                  | ADT:                           |
| Traffic Index:                          | Slab Length: 0.00              |
| Parking Lot Type:                       | Slab Width: 0.00 # of Slabs: 0 |
| Comments:                               |                                |

**Street Name: VINEYARD AV**

|                                         |                                |
|-----------------------------------------|--------------------------------|
| Street ID: VINEYD                       | Begin Location: ROAD WIDENS    |
| Section ID: 20                          | End Location: HILLVIEW PL      |
| Functional Class: R - Residential/Local | Surface Type: O - AC/AC        |
| Date of Construction: 01/01/1970        | No. Lanes: 2                   |
| Cul-de-sac: No                          | General Code: -                |
| Length (ft): 515                        | Area ID: -                     |
| Width (ft): 30                          | Funding Source: -              |
| Area (sq. ft.): 15,450                  | ADT:                           |
| Traffic Index:                          | Slab Length: 0.00              |
| Parking Lot Type:                       | Slab Width: 0.00 # of Slabs: 0 |
| Comments:                               |                                |

**Street Name: VINEYARD AV**

|                                         |                                |
|-----------------------------------------|--------------------------------|
| Street ID: VINEYD                       | Begin Location: HILLVIEW PL    |
| Section ID: 30                          | End Location: MADRONA ST       |
| Functional Class: R - Residential/Local | Surface Type: O - AC/AC        |
| Date of Construction: 01/01/1990        | No. Lanes: 2                   |
| Cul-de-sac: No                          | General Code: -                |
| Length (ft): 540                        | Area ID: -                     |
| Width (ft): 30                          | Funding Source: -              |
| Area (sq. ft.): 16,200                  | ADT:                           |
| Traffic Index:                          | Slab Length: 0.00              |
| Parking Lot Type:                       | Slab Width: 0.00 # of Slabs: 0 |
| Comments:                               |                                |

**Street Name: VINTAGE AV**

|                                  |                                |
|----------------------------------|--------------------------------|
| Street ID: VINTAG                | Begin Location: MCCORMICK ST   |
| Section ID: 10                   | End Location: MAIN ST          |
| Functional Class: C - Collector  | Surface Type: O - AC/AC        |
| Date of Construction: 01/01/1992 | No. Lanes: 2                   |
| Cul-de-sac: No                   | General Code: -                |
| Length (ft): 510                 | Area ID: -                     |
| Width (ft): 38                   | Funding Source: -              |
| Area (sq. ft.): 19,380           | ADT:                           |
| Traffic Index:                   | Slab Length: 0.00              |
| Parking Lot Type:                | Slab Width: 0.00 # of Slabs: 0 |
| Comments:                        |                                |

Criteria:

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City of St. Helena

## Section Description Inventory

Printed: 3/5/2021

**Street Name: VINTAGE AV**

|                                  |                                |
|----------------------------------|--------------------------------|
| Street ID: VINTAG                | Begin Location: MCCORMICK ST   |
| Section ID: 20                   | End Location: END (E)          |
| Functional Class: C - Collector  | Surface Type: O - AC/AC        |
| Date of Construction: 01/01/1988 | No. Lanes: 2                   |
| Cul-de-sac: No                   | General Code: -                |
| Length (ft): 780                 | Area ID: -                     |
| Width (ft): 38                   | Funding Source: -              |
| Area (sq. ft.): 29,640           | ADT:                           |
| Traffic Index:                   | Slab Length: 0.00              |
| Parking Lot Type:                | Slab Width: 0.00 # of Slabs: 0 |
| Comments:                        |                                |

**Street Name: VOELKER CT**

|                                         |                                |
|-----------------------------------------|--------------------------------|
| Street ID: VOELKR                       | Begin Location: CRINELLA DR    |
| Section ID: 10                          | End Location: END (E)          |
| Functional Class: R - Residential/Local | Surface Type: O - AC/AC        |
| Date of Construction: 01/01/1976        | No. Lanes: 2                   |
| Cul-de-sac: No                          | General Code: -                |
| Length (ft): 210                        | Area ID: -                     |
| Width (ft): 33                          | Funding Source: -              |
| Area (sq. ft.): 6,930                   | ADT:                           |
| Traffic Index:                          | Slab Length: 0.00              |
| Parking Lot Type:                       | Slab Width: 0.00 # of Slabs: 0 |
| Comments: CRINELLA 100' TO EAST         |                                |

**Street Name: VORHEES CIR**

|                                         |                                 |
|-----------------------------------------|---------------------------------|
| Street ID: VORHEE                       | Begin Location: MITCHELL DR (W) |
| Section ID: 10                          | End Location: MITCHELL DR (E)   |
| Functional Class: R - Residential/Local | Surface Type: A - AC            |
| Date of Construction: 01/01/1995        | No. Lanes: 2                    |
| Cul-de-sac: No                          | General Code: -                 |
| Length (ft): 1,100                      | Area ID: -                      |
| Width (ft): 26                          | Funding Source: -               |
| Area (sq. ft.): 28,600                  | ADT:                            |
| Traffic Index:                          | Slab Length: 0.00               |
| Parking Lot Type:                       | Slab Width: 0.00 # of Slabs: 0  |
| Comments:                               |                                 |

**Street Name: VORHEES CIR**

|                                         |                                 |
|-----------------------------------------|---------------------------------|
| Street ID: VORHEE                       | Begin Location: MITCHELL DR (E) |
| Section ID: 20                          | End Location: MITCHELL DR (W)   |
| Functional Class: R - Residential/Local | Surface Type: A - AC            |
| Date of Construction: 01/01/1995        | No. Lanes: 2                    |
| Cul-de-sac: No                          | General Code: -                 |
| Length (ft): 915                        | Area ID: -                      |
| Width (ft): 26                          | Funding Source: -               |
| Area (sq. ft.): 23,790                  | ADT:                            |
| Traffic Index:                          | Slab Length: 0.00               |
| Parking Lot Type:                       | Slab Width: 0.00 # of Slabs: 0  |
| Comments:                               |                                 |

Criteria:

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MTC StreetSaver

## B. INVENTORY OF APPLIED MAINTENANCE TREATMENTS

This report lists applied maintenance treatments that have been applied since the previous database update. The report lists treatments for each management section by treatment and year of treatment.

|                        |                                                                                                                                                    |
|------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Street ID:</b>      | Street Identifier - 6 characters                                                                                                                   |
| <b>Section ID:</b>     | Section Identifier – 2 characters                                                                                                                  |
| <b>Street Name:</b>    | Street Name                                                                                                                                        |
| <b>Begin Location:</b> | Begin Location                                                                                                                                     |
| <b>End location:</b>   | End location                                                                                                                                       |
| <b>Len:</b>            | Length of the segment                                                                                                                              |
| <b>Wid:</b>            | Width of the segment                                                                                                                               |
| <b>Area (Sq. Ft).:</b> | Area of treatment                                                                                                                                  |
| <b>FC:</b>             | Functional Classification                                                                                                                          |
| <b>ST:</b>             | Surface Type                                                                                                                                       |
| <b>Treatment:</b>      | General description of treatment applied to section                                                                                                |
| <b>Date:</b>           | Date treatment applied to section (or data was entered into computer). Date usually more indicative of year treatment applied than specific month. |

**PTAP-21 City of St. Helena**  
**Inventory of Applied Maintenance Treatment**  
**(2018 to Present)**

| Street ID | Section ID | Road Names   | Begin                    | End                      | Length | Width | Area  | FC | ST    | Treatment Date         | Treatment Name      | PCI Before Treatment | PCI After Treatment | Current PCI |
|-----------|------------|--------------|--------------------------|--------------------------|--------|-------|-------|----|-------|------------------------|---------------------|----------------------|---------------------|-------------|
| KENNED    | 10         | KENNEDY CT   | LA QUINTA WY             | END (W)                  | 390    | 33    | 12870 | R  | AC/AC | 9/19/2018 12:00:00 AM  | 2.5" AC OL          | 24                   | 100                 | 90          |
| LAQUIN    | 10         | LA QUINTA WY | END (N)                  | END (S)                  | 360    | 33    | 11880 | R  | AC/AC | 9/19/2018 12:00:00 AM  | 2.5" AC OL          | 34                   | 100                 | 90          |
| ELBONICT  | 10         | EL BONITA CT | EL BONITA AVE            | END                      | 120    | 35    | 8313  | R  | AC/AC | 9/20/2018 12:00:00 AM  | 2.5" AC OL          | 20                   | 100                 | 90          |
| ELBONI    | 10         | EL BONITA AV | LA QUINTA WY             | COP (CHANGE OF PAVEMENT) | 150    | 33    | 4950  | R  | AC/AC | 9/20/2018 12:00:00 AM  | 2.5" AC OL          | 42                   | 100                 | 90          |
| ELBONI    | 20         | EL BONITA AV | COP (CHANGE OF PAVEMENT) | DAHLIA ST                | 108    | 33    | 3564  | R  | AC/AC | 9/20/2018 12:00:00 AM  | 2.5" AC OL          | 23                   | 100                 | 90          |
| ELBONI    | 30         | EL BONITA AV | DAHLIA ST                | BCR @ MAIN ST            | 1036   | 34    | 35224 | R  | AC/AC | 9/20/2018 12:00:00 AM  | 2.5" AC OL          | 7                    | 100                 | 90          |
| GROVE     | 10         | GROVE CT     | HUNT AV                  | END (N)                  | 420    | 34    | 14280 | R  | AC/AC | 10/1/2019 12:00:00 AM  | 2" AC OL w/Fabric   | 36                   | 100                 | 92          |
| MONVIS    | 10         | MONTE VISTA  | HUNT AV                  | END (N)                  | 375    | 33    | 12375 | R  | AC/AC | 10/1/2019 12:00:00 AM  | 2.5" AC OL w/Fabric | 27                   | 100                 | 92          |
| SPRING    | 05         | SPRING ST    | CITY LIMITS              | 639' W/O SYLVANER AV     | 1215   | 21    | 25515 | R  | AC/AC | 10/1/2019 12:00:00 AM  | 2" AC OL w/Fabric   | 63                   | 100                 | 92          |
| SPRING    | 10         | SPRING ST    | 639' W/O SYLVANER AV     | SYLVANER AV (W)          | 639    | 18    | 11502 | R  | AC/AC | 10/1/2019 12:00:00 AM  | 2" AC OL w/Fabric   | 90                   | 100                 | 92          |
| SPRING    | 15         | SPRING ST    | SYLVANER AV (W)          | CHARDONNAY WY            | 760    | 35    | 26600 | R  | AC/AC | 10/1/2019 12:00:00 AM  | 2" AC OL w/Fabric   | 69                   | 100                 | 92          |
| ARROWH    | 10         | ARROWHEAD DR | BCR @ SULPHUR SPRINGS RD | END (S)                  | 750    | 33    | 24750 | R  | AC    | 10/22/2019 12:00:00 AM | MicroSurfacing      | 69                   | 78                  | 81          |
| CHURCH    | 10         | CHURCH ST    | HUNT AV                  | POPE ST                  | 650    | 29    | 18850 | R  | AC/AC | 10/22/2019 12:00:00 AM | MicroSurfacing      | 81                   | 88                  | 89          |
| HUDSON    | 10         | HUDSON AV    | MADRONA ST               | ADAMS ST                 | 845    | 32    | 27040 | R  | AC/AC | 10/23/2019 12:00:00 AM | MicroSurfacing      | 74                   | 82                  | 80          |
| HUDSON    | 20         | HUDSON AV    | ADAMS ST                 | SPRING ST                | 870    | 32    | 27840 | R  | AC/AC | 10/23/2019 12:00:00 AM | MicroSurfacing      | 80                   | 87                  | 82          |
| HUDSON    | 30         | HUDSON AV    | SPRING ST                | BIRCH ST                 | 1080   | 34    | 36720 | R  | AC/AC | 10/23/2019 12:00:00 AM | MicroSurfacing      | 84                   | 90                  | 87          |
| SPRING    | 20         | SPRING ST    | CHARDONNAY WY            | SYLVANER AV (E)          | 910    | 35    | 31850 | R  | AC/AC | 10/1/2019 12:00:00 AM  | 2" AC OL w/Fabric   | 45                   | 100                 | 92          |
| SPRING    | 25         | SPRING ST    | SYLVANER AV (E)          | VALLEYVIEW ST            | 580    | 36    | 20880 | C  | AC/AC | 10/1/2019 12:00:00 AM  | 2" AC OL w/Fabric   | 27                   | 100                 | 90          |
| MONEY     | 10         | MONEY WY     | SPRING ST                | ADAMS ST                 | 820    | 20    | 16400 | R  | AC    | 10/23/2019 12:00:00 AM | MicroSurfacing      | 71                   | 80                  | 79          |
| PAULSN    | 10         | PAULSON CT   | POPE ST                  | END (N)                  | 415    | 35    | 14525 | R  | AC    | 10/23/2019 12:00:00 AM | MicroSurfacing      | 81                   | 88                  | 89          |

## C. MAINTENANCE TREATMENT DECISION TREE

This report details the rehabilitation decision branches defined for the town's treatment analysis. A treatment strategy is defined for each combination of functional class and surface type found in the Town's pavement system.

**Functional Class:** Functional Class

**Surface:** Surface Type

**Condition Category:** Condition categories based on PCI ranges

| <u>Cat.</u> | <u>PCI - Description</u>                        |
|-------------|-------------------------------------------------|
| I           | 70-89 Requires Preventative Maintenance         |
| II          | 50-69 Predominantly Non-Load Related Distresses |
| III         | 50-69 Predominantly Load Related Distresses     |
| IV          | 24-49 Near failure                              |
| V           | 0-24 Requires reconstruction                    |

**Treatment Type:** Treatment defined for decision branch

**Treatment :** Detail of the treatment type



## Decision Tree

Printed: 3/5/2021

| Functional Class | Surface | Condition Category          | Treatment Type        | Treatment                  | Cost/Sq Yd, except Seal Cracks in LF: | Yrs Between Crack Seals | Yrs Between Surface Seals | # of Surface Seals before Overlay |
|------------------|---------|-----------------------------|-----------------------|----------------------------|---------------------------------------|-------------------------|---------------------------|-----------------------------------|
| Arterial         | AC      | I - Very Good               | Crack Treatment       | SEAL CRACKS                | \$1.62                                | 6                       |                           |                                   |
|                  |         |                             | Surface Treatment     | MicroSurfacing             | \$5.00                                |                         | 7                         |                                   |
|                  |         |                             | Restoration Treatment | DO NOTHING                 | \$0.00                                |                         |                           | 6                                 |
|                  |         | II - Good, Non-Load Related |                       | MicroSurfacing             | \$5.00                                |                         | 7                         |                                   |
|                  |         | III - Good, Load Related    |                       | 2" AC OL                   | \$36.00                               |                         |                           |                                   |
|                  |         | IV - Poor                   |                       | 2.5" AC OL w/Fabric        | \$40.00                               |                         |                           |                                   |
|                  |         | V - Very Poor               |                       | RECONSTRUCT STRUCTURE (AC) | \$85.00                               |                         |                           |                                   |
|                  | AC/AC   | I - Very Good               | Crack Treatment       | SEAL CRACKS                | \$1.62                                | 6                       |                           |                                   |
|                  |         |                             | Surface Treatment     | MicroSurfacing             | \$5.00                                |                         | 7                         |                                   |
|                  |         |                             | Restoration Treatment | DO NOTHING                 | \$0.00                                |                         |                           |                                   |
|                  |         | II - Good, Non-Load Related |                       | MicroSurfacing             | \$5.00                                |                         | 7                         |                                   |
|                  |         | III - Good, Load Related    |                       | 2" AC OL                   | \$36.00                               |                         |                           |                                   |
|                  |         | IV - Poor                   |                       | 2.5" AC OL w/Fabric        | \$40.00                               |                         |                           |                                   |
|                  |         | V - Very Poor               |                       | RECONSTRUCT STRUCTURE (AC) | \$85.00                               |                         |                           |                                   |
|                  | AC/PCC  | I - Very Good               | Crack Treatment       | SEAL CRACKS                | \$1.62                                | 6                       |                           |                                   |
|                  |         |                             | Surface Treatment     | Slurry Seal - Type II      | \$2.67                                |                         | 7                         |                                   |
|                  |         |                             | Restoration Treatment | DO NOTHING                 | \$0.00                                |                         |                           |                                   |
|                  |         | II - Good, Non-Load Related |                       | MicroSurfacing             | \$5.00                                |                         | 7                         |                                   |
|                  |         | III - Good, Load Related    |                       | 2" AC OL                   | \$36.00                               |                         |                           |                                   |
|                  | PCC     | I - Very Good               | Crack Treatment       | DO NOTHING                 | \$0.00                                | 10                      |                           |                                   |
|                  |         |                             | Surface Treatment     | DO NOTHING                 | \$0.00                                |                         | 99                        |                                   |
|                  |         |                             | Restoration Treatment | DO NOTHING                 | \$0.00                                |                         |                           | 100                               |
|                  |         | II - Good, Non-Load Related |                       | DO NOTHING                 | \$0.00                                |                         |                           |                                   |
|                  |         | III - Good, Load Related    |                       | DO NOTHING                 | \$0.00                                |                         |                           |                                   |
|                  |         | IV - Poor                   |                       | DO NOTHING                 | \$0.00                                |                         |                           |                                   |
|                  |         | V - Very Poor               |                       | RECONSTRUCT STRUCTURE (AC) | \$85.00                               |                         |                           |                                   |
|                  |         |                             |                       |                            |                                       |                         |                           |                                   |
|                  |         |                             |                       |                            |                                       |                         |                           |                                   |
|                  |         |                             |                       |                            |                                       |                         |                           |                                   |

Functional Class and Surface combination not used

Selected Treatment is not a Surface Seal

Criteria:

1

MTC StreetSaver

## Decision Tree

Printed: 3/5/2021

| Functional Class | Surface | Condition Category          | Treatment Type        | Treatment        | Cost/Sq Yd, except Seal Cracks in LF: | Yrs Between Crack Seals | Yrs Between Surface Seals | # of Surface Seals before Overlay |
|------------------|---------|-----------------------------|-----------------------|------------------|---------------------------------------|-------------------------|---------------------------|-----------------------------------|
| Arterial         | ST      | I - Very Good               | Crack Treatment       | DO NOTHING       | \$0.00                                | 10                      |                           |                                   |
|                  |         |                             | Surface Treatment     | DO NOTHING       | \$0.00                                |                         | 99                        |                                   |
|                  |         |                             | Restoration Treatment | DO NOTHING       | \$0.00                                |                         |                           | 100                               |
|                  |         | II - Good, Non-Load Related |                       | SINGLE CHIP SEAL | \$1.11                                |                         | 7                         |                                   |
|                  |         | III - Good, Load Related    |                       | SINGLE CHIP SEAL | \$1.51                                |                         |                           |                                   |
|                  |         | IV - Poor                   |                       | SINGLE CHIP SEAL | \$1.92                                |                         |                           |                                   |
|                  |         | V - Very Poor               |                       | 2.5" AC OL       | \$40.00                               |                         |                           |                                   |

- Functional Class and Surface combination not used
- Selected Treatment is not a Surface Seal

## Decision Tree

Printed: 3/5/2021

| Functional Class | Surface | Condition Category          | Treatment Type        | Treatment                  | Cost/Sq Yd, except Seal Cracks in LF: | Yrs Between Crack Seals | Yrs Between Surface Seals | # of Surface Seals before Overlay |
|------------------|---------|-----------------------------|-----------------------|----------------------------|---------------------------------------|-------------------------|---------------------------|-----------------------------------|
| Collector        | AC      | I - Very Good               | Crack Treatment       | SEAL CRACKS                | \$1.62                                | 6                       |                           |                                   |
|                  |         |                             | Surface Treatment     | MicroSurfacing             | \$5.00                                |                         | 7                         |                                   |
|                  |         |                             | Restoration Treatment | DO NOTHING                 | \$0.00                                |                         |                           |                                   |
|                  |         | II - Good, Non-Load Related |                       | MicroSurfacing             | \$5.00                                |                         | 7                         |                                   |
|                  |         | III - Good, Load Related    |                       | 2" AC OL                   | \$36.00                               |                         |                           |                                   |
|                  |         | IV - Poor                   |                       | 2.5" AC OL w/Fabric        | \$38.00                               |                         |                           |                                   |
|                  |         | V - Very Poor               |                       | RECONSTRUCT STRUCTURE (AC) | \$60.00                               |                         |                           |                                   |
|                  | AC/AC   | I - Very Good               | Crack Treatment       | SEAL CRACKS                | \$1.62                                | 6                       |                           |                                   |
|                  |         |                             | Surface Treatment     | MicroSurfacing             | \$5.00                                |                         | 7                         |                                   |
|                  |         |                             | Restoration Treatment | DO NOTHING                 | \$0.00                                |                         |                           |                                   |
|                  |         | II - Good, Non-Load Related |                       | MicroSurfacing             | \$5.00                                |                         | 7                         |                                   |
|                  |         | III - Good, Load Related    |                       | 2" AC OL                   | \$36.00                               |                         |                           |                                   |
|                  |         | IV - Poor                   |                       | 2.5" AC OL w/Fabric        | \$38.00                               |                         |                           |                                   |
|                  |         | V - Very Poor               |                       | RECONSTRUCT STRUCTURE (AC) | \$60.00                               |                         |                           |                                   |
|                  | AC/PCC  | I - Very Good               | Crack Treatment       | SEAL CRACKS                | \$1.62                                | 6                       |                           |                                   |
|                  |         |                             | Surface Treatment     | MicroSurfacing             | \$5.00                                |                         | 7                         |                                   |
|                  |         |                             | Restoration Treatment | DO NOTHING                 | \$0.00                                |                         |                           |                                   |
|                  |         | II - Good, Non-Load Related |                       | MicroSurfacing             | \$5.00                                |                         | 7                         |                                   |
|                  |         | III - Good, Load Related    |                       | 2" AC OL                   | \$36.00                               |                         |                           |                                   |
|                  |         | IV - Poor                   |                       | 2.5" AC OL w/Fabric        | \$38.00                               |                         |                           |                                   |
|                  |         | V - Very Poor               |                       | RECONSTRUCT STRUCTURE (AC) | \$60.00                               |                         |                           |                                   |
|                  | PCC     | I - Very Good               | Crack Treatment       | DO NOTHING                 | \$0.00                                | 5                       |                           |                                   |
|                  |         |                             | Surface Treatment     | DO NOTHING                 | \$0.00                                |                         | 99                        |                                   |
|                  |         |                             | Restoration Treatment | DO NOTHING                 | \$0.00                                |                         |                           | 100                               |
|                  |         | II - Good, Non-Load Related |                       | DO NOTHING                 | \$0.00                                |                         |                           |                                   |
|                  |         | III - Good, Load Related    |                       | DO NOTHING                 | \$0.00                                |                         |                           |                                   |
|                  |         | IV - Poor                   |                       | DO NOTHING                 | \$0.00                                |                         |                           |                                   |
|                  |         | V - Very Poor               |                       | RECONSTRUCT STRUCTURE (AC) | \$60.00                               |                         |                           |                                   |



Functional Class and Surface combination not used



Selected Treatment is not a Surface Seal

## Decision Tree

Printed: 3/5/2021

| Functional Class | Surface | Condition Category          | Treatment Type        | Treatment        | Cost/Sq Yd, except Seal Cracks in LF: | Yrs Between Crack Seals | Yrs Between Surface Seals | # of Surface Seals before Overlay |
|------------------|---------|-----------------------------|-----------------------|------------------|---------------------------------------|-------------------------|---------------------------|-----------------------------------|
| Collector        | ST      | I - Very Good               | Crack Treatment       | DO NOTHING       | \$0.00                                | 9                       |                           |                                   |
|                  |         |                             | Surface Treatment     | DO NOTHING       | \$0.00                                |                         | 99                        |                                   |
|                  |         |                             | Restoration Treatment | DO NOTHING       | \$0.00                                |                         |                           | 100                               |
|                  |         | II - Good, Non-Load Related |                       | SINGLE CHIP SEAL | \$1.11                                |                         | 7                         |                                   |
|                  |         | III - Good, Load Related    |                       | SINGLE CHIP SEAL | \$1.51                                |                         |                           |                                   |
|                  |         | IV - Poor                   |                       | SINGLE CHIP SEAL | \$1.92                                |                         |                           |                                   |
|                  |         | V - Very Poor               |                       | 2.5" AC OL       | \$40.00                               |                         |                           |                                   |

- Functional Class and Surface combination not used
- Selected Treatment is not a Surface Seal

## Decision Tree

Printed: 3/5/2021

| Functional Class  | Surface | Condition Category          | Treatment Type        | Treatment           | Cost/Sq Yd, except Seal Cracks in LF: | Yrs Between Crack Seals | Yrs Between Surface Seals | # of Surface Seals before Overlay |
|-------------------|---------|-----------------------------|-----------------------|---------------------|---------------------------------------|-------------------------|---------------------------|-----------------------------------|
| Residential/Local | AC      | I - Very Good               | Crack Treatment       | SEAL CRACKS         | \$1.62                                | 7                       |                           |                                   |
|                   |         |                             | Surface Treatment     | MicroSurfacing      | \$5.00                                |                         | 8                         |                                   |
|                   |         |                             | Restoration Treatment | DO NOTHING          | \$0.00                                |                         |                           | 8                                 |
|                   |         | II - Good, Non-Load Related |                       | MicroSurfacing      | \$5.00                                |                         | 8                         |                                   |
|                   |         | III - Good, Load Related    |                       | 2" AC OL            | \$25.00                               |                         |                           |                                   |
|                   |         | IV - Poor                   |                       | 2" AC OL w/Fabric   | \$30.00                               |                         |                           |                                   |
|                   |         | V - Very Poor               |                       | 2.5" AC OL w/Fabric | \$36.00                               |                         |                           |                                   |
|                   | AC/AC   | I - Very Good               | Crack Treatment       | SEAL CRACKS         | \$1.62                                | 7                       |                           |                                   |
|                   |         |                             | Surface Treatment     | MicroSurfacing      | \$5.00                                |                         | 8                         |                                   |
|                   |         |                             | Restoration Treatment | DO NOTHING          | \$0.00                                |                         |                           | 4                                 |
|                   |         | II - Good, Non-Load Related |                       | MicroSurfacing      | \$5.00                                |                         | 8                         |                                   |
|                   |         | III - Good, Load Related    |                       | 2" AC OL            | \$25.00                               |                         |                           |                                   |
|                   |         | IV - Poor                   |                       | 2" AC OL w/Fabric   | \$30.00                               |                         |                           |                                   |
|                   |         | V - Very Poor               |                       | 2.5" AC OL w/Fabric | \$36.00                               |                         |                           |                                   |
|                   | AC/PCC  | I - Very Good               | Crack Treatment       | SEAL CRACKS         | \$1.62                                | 7                       |                           |                                   |
|                   |         |                             | Surface Treatment     | MicroSurfacing      | \$5.00                                |                         | 8                         |                                   |
|                   |         |                             | Restoration Treatment | DO NOTHING          | \$0.00                                |                         |                           | 4                                 |
|                   |         | II - Good, Non-Load Related |                       | MicroSurfacing      | \$5.00                                |                         | 8                         |                                   |
|                   |         | III - Good, Load Related    |                       | 2" AC OL            | \$25.00                               |                         |                           |                                   |
|                   | PCC     | I - Very Good               | Crack Treatment       | DO NOTHING          | \$0.00                                | 7                       |                           |                                   |
|                   |         |                             | Surface Treatment     | DO NOTHING          | \$0.00                                |                         | 8                         |                                   |
|                   |         |                             | Restoration Treatment | DO NOTHING          | \$0.00                                |                         |                           | 100                               |
|                   |         | II - Good, Non-Load Related |                       | DO NOTHING          | \$0.00                                |                         |                           |                                   |
|                   |         | III - Good, Load Related    |                       | DO NOTHING          | \$0.00                                |                         |                           |                                   |
|                   |         | IV - Poor                   |                       | DO NOTHING          | \$0.00                                |                         |                           |                                   |
|                   |         | V - Very Poor               |                       | 2.5" AC OL w/Fabric | \$36.00                               |                         |                           |                                   |

Functional Class and Surface combination not used

Selected Treatment is not a Surface Seal

Criteria:

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MTC StreetSaver

## Decision Tree

Printed: 3/5/2021

| Functional Class  | Surface | Condition Category          | Treatment Type        | Treatment        | Cost/Sq Yd, except Seal Cracks in LF: | Yrs Between Crack Seals | Yrs Between Surface Seals | # of Surface Seals before Overlay |
|-------------------|---------|-----------------------------|-----------------------|------------------|---------------------------------------|-------------------------|---------------------------|-----------------------------------|
| Residential/Local | ST      | I - Very Good               | Crack Treatment       | DO NOTHING       | \$0.00                                | 9                       |                           |                                   |
|                   |         |                             | Surface Treatment     | DO NOTHING       | \$0.00                                |                         | 99                        |                                   |
|                   |         |                             | Restoration Treatment | DO NOTHING       | \$0.00                                |                         |                           | 100                               |
|                   |         | II - Good, Non-Load Related |                       | SINGLE CHIP SEAL | \$1.11                                |                         | 8                         |                                   |
|                   |         | III - Good, Load Related    |                       | SINGLE CHIP SEAL | \$1.51                                |                         |                           |                                   |
|                   |         | IV - Poor                   |                       | SINGLE CHIP SEAL | \$1.92                                |                         |                           |                                   |
|                   |         | V - Very Poor               |                       | 2.5" AC OL       | \$40.00                               |                         |                           |                                   |

- Functional Class and Surface combination not used
- Selected Treatment is not a Surface Seal

## Decision Tree

Printed: 3/5/2021

| Functional Class | Surface | Condition Category          | Treatment Type        | Treatment                  | Cost/Sq Yd, except Seal Cracks in LF:             | Yrs Between Crack Seals | Yrs Between Surface Seals | # of Surface Seals before Overlay |
|------------------|---------|-----------------------------|-----------------------|----------------------------|---------------------------------------------------|-------------------------|---------------------------|-----------------------------------|
| Other            | AC      | I - Very Good               | Crack Treatment       | SEAL CRACKS                | \$1.90                                            | 8                       |                           |                                   |
|                  |         |                             | Surface Treatment     | Slurry Seal - Type II      | \$2.67                                            |                         | 9                         |                                   |
|                  |         |                             | Restoration Treatment | DO NOTHING                 | \$0.00                                            |                         |                           | 3                                 |
|                  |         | II - Good, Non-Load Related |                       | MicroSurfacing             | \$5.00                                            |                         | 9                         |                                   |
|                  |         | III - Good, Load Related    |                       | 1.75" AC OL                | \$32.00                                           |                         |                           |                                   |
|                  |         | IV - Poor                   |                       | 1.75" AC OL                | \$35.00                                           |                         |                           |                                   |
|                  |         | V - Very Poor               |                       | 2" AC OL w/Fabric          | \$45.00                                           |                         |                           |                                   |
|                  | AC/AC   | I - Very Good               | Crack Treatment       | SEAL CRACKS                | \$1.90                                            | 8                       |                           |                                   |
|                  |         |                             | Surface Treatment     | Slurry Seal - Type II      | \$2.67                                            |                         | 9                         |                                   |
|                  |         |                             | Restoration Treatment | DO NOTHING                 | \$0.00                                            |                         |                           | 3                                 |
|                  |         | II - Good, Non-Load Related |                       | MicroSurfacing             | \$5.00                                            |                         | 9                         |                                   |
|                  |         | III - Good, Load Related    |                       | 1.75" AC OL                | \$32.00                                           |                         |                           |                                   |
|                  |         | IV - Poor                   |                       | 1.75" AC OL                | \$35.00                                           |                         |                           |                                   |
|                  |         | V - Very Poor               |                       | 2" AC OL w/Fabric          | \$45.00                                           |                         |                           |                                   |
|                  | AC/PCC  | I - Very Good               | Crack Treatment       | SEAL CRACKS                | \$1.90                                            | 8                       |                           |                                   |
|                  |         |                             | Surface Treatment     | Slurry Seal - Type II      | \$2.67                                            |                         | 9                         |                                   |
|                  |         |                             | Restoration Treatment | DO NOTHING                 | \$0.00                                            |                         |                           | 3                                 |
|                  |         | II - Good, Non-Load Related |                       | MicroSurfacing             | \$5.00                                            |                         | 9                         |                                   |
|                  |         | III - Good, Load Related    |                       | Mill/1.5" AC OL            | \$38.00                                           |                         |                           |                                   |
|                  | PCC     | I - Very Good               | Crack Treatment       | DO NOTHING                 | \$0.00                                            | 9                       |                           |                                   |
|                  |         |                             | Surface Treatment     | DO NOTHING                 | \$0.00                                            |                         | 99                        |                                   |
|                  |         |                             | Restoration Treatment | DO NOTHING                 | \$0.00                                            |                         |                           | 100                               |
|                  |         | II - Good, Non-Load Related |                       | DO NOTHING                 | \$0.00                                            |                         |                           |                                   |
|                  |         | III - Good, Load Related    |                       | DO NOTHING                 | \$0.00                                            |                         |                           |                                   |
|                  |         | IV - Poor                   |                       | 2.5" AC OL                 | \$40.00                                           |                         |                           |                                   |
|                  |         | V - Very Poor               |                       | RECONSTRUCT STRUCTURE (AC) | \$95.00                                           |                         |                           |                                   |
|                  |         |                             |                       |                            | Functional Class and Surface combination not used |                         |                           |                                   |
|                  |         |                             |                       |                            | Selected Treatment is not a Surface Seal          |                         |                           |                                   |
|                  |         |                             |                       |                            |                                                   |                         |                           |                                   |

Criteria:

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MTC StreetSaver

## Decision Tree

Printed: 3/5/2021

| Functional Class | Surface | Condition Category          | Treatment Type        | Treatment           | Cost/Sq Yd, except Seal Cracks in LF: | Yrs Between Crack Seals | Yrs Between Surface Seals | # of Surface Seals before Overlay |
|------------------|---------|-----------------------------|-----------------------|---------------------|---------------------------------------|-------------------------|---------------------------|-----------------------------------|
| Other            | ST      | I - Very Good               | Crack Treatment       | DO NOTHING          | \$0.00                                | 9                       |                           |                                   |
|                  |         |                             | Surface Treatment     | DO NOTHING          | \$0.00                                |                         | 99                        |                                   |
|                  |         |                             | Restoration Treatment | DO NOTHING          | \$0.00                                |                         |                           | 100                               |
|                  |         | II - Good, Non-Load Related |                       | SINGLE CHIP SEAL    | \$1.11                                |                         | 9                         |                                   |
|                  |         | III - Good, Load Related    |                       | SINGLE CHIP SEAL    | \$1.51                                |                         |                           |                                   |
|                  |         | IV - Poor                   |                       | SINGLE CHIP SEAL    | \$1.92                                |                         |                           |                                   |
|                  |         | V - Very Poor               |                       | 2.5" AC OL w/Fabric | \$40.00                               |                         |                           |                                   |

- Functional Class and Surface combination not used
- Selected Treatment is not a Surface Seal



**PTAP-20 – City of St Helena**  
**2020-21 Pavement Management Program Update**  
**Final Report – March 2, 2021**

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#### **APPENDIX IV**

#### **ROADWAY CONDITION CHANGES**

**PTAP-20 – City of St Helena**  
**2020-21 Pavement Management Program Update**  
**Final Report – March 2, 2021**

**ROADWAY CONDITION CHANGES**

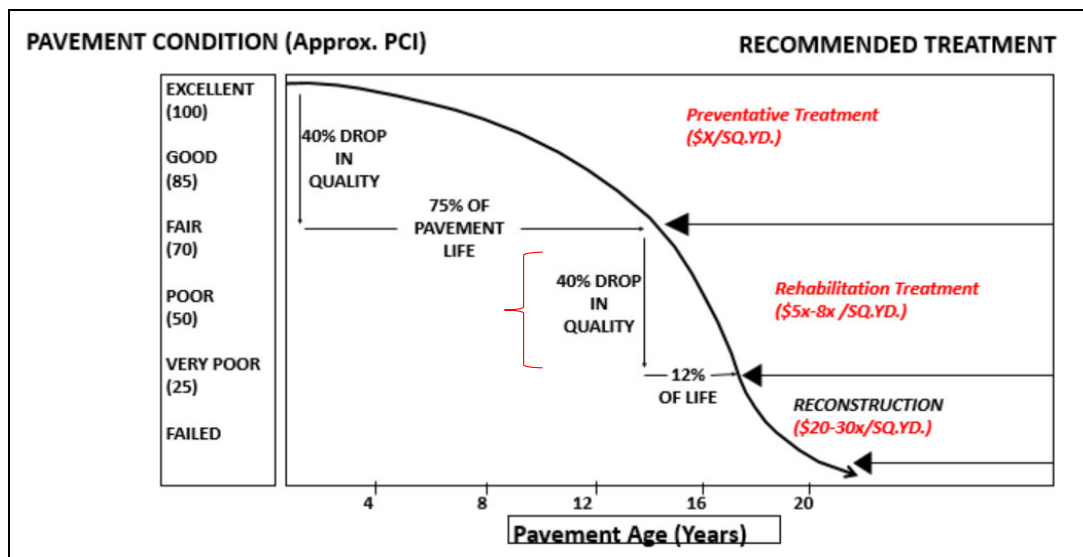
The network PCI for the City of St Helena decreased from a 55 (projected as of June 2020) to a 50 after 2020 field surveys were completed. DBE firm, QES, conducted the field distress surveys and Harris & Associates performed quality assurance and quality control. As part of the quality control program, 5% of the entire network was re-surveyed and met the following MTC criteria:

1. 50% or more must have a difference within plus or minus eight PCI points and
2. No more than 12% can have a difference greater than plus or minus 18 PCI points

Other sections were further re-evaluated and remediation were made to those sections. Harris & Associates conducted a second round of quality control on sections that had a large PCI decline from the previous inspections (2017). In addition Harris reviewed the historical data in the program; including inspection history, events history, and maintenance history, to further investigate the reason the network decrease occurred. It was found that various historical factors could have contributed to the decrease in PCI.

**BACKGROUND**

Before diving into the historical factors, it must be mentioned that the City's overall network PCI is at a critical juncture in the pavement life cycle where there is a more rapid drop in pavement quality/life. The chart below shows the critical point when this steep decrease typically happens. Once a pavement hits a certain threshold (PCI below 70), deterioration is much more rapid. Furthermore, only about 2 lane miles of surface seals and less than 2 lane miles of overlays were done in 2019; before the 2020 field surveys were performed. Unfortunately, not enough work was done to increase an already low PCI.



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**I. HISTORICAL FACTORS**

The table below summarizes the historical inspection and maintenance PCI trends for St Helena since 2012.

| Year                    | PCI | Surface Seal<br>(by lane miles) | Overlays<br>(by lane miles) |                                                                |
|-------------------------|-----|---------------------------------|-----------------------------|----------------------------------------------------------------|
| 2012                    | 40  |                                 |                             |                                                                |
| 2013                    | 44  | 11.29                           | 2.4                         | PCI includes M&R                                               |
| 2014                    | 58  |                                 |                             | PCI based on Surveys. 14 point increase in PCI                 |
| 2015                    | 55  |                                 |                             | Program Projections                                            |
| 2016                    | 53  | 2.38                            |                             | PCI includes M&R                                               |
| 2017                    | 58  |                                 | 0.77                        | PCI based on surveys and includes M&R. 5 point increase in PCI |
| 2018                    | 57  |                                 | 0.82                        | PCI includes M&R                                               |
| 2019                    | 56  | 2.06                            | 1.86                        | PCI includes M&R                                               |
| 2020                    | 50  |                                 |                             | PCI based on Surveys                                           |
| * Indicates survey year |     |                                 |                             |                                                                |

Looking into the City's historical data, it was found that certain inspection practices could be factors in the PCI decline.

- Maintenance:** It was found that sections that received maintenance were surveyed the following year. As a standard protocol, MTC recommends that sections that have received maintenance within the past 2 years of the project start date be eliminated from field surveys; specifically surface seals, rehabilitation, and reconstruction treatments. The reason for this is because surveying newly treated sections tend create fluctuations in the PCI results that can be concerning for many Agencies. For example, when a surface seal, such as microsurfacing, is applied to a street it looks brand new when it is initially applied. However, surface seals are used as preventative measures that help prolong the life of the street, not necessarily to restore it. Therefore, streets with surface seals are expected to eventually deteriorate after a few years of application. Surveying such sections gives an artificial bump in the PCI initially, followed by a more dramatic decline in years to come.

When reviewing St Helena's StreetSaver database, it was found that many sections that received maintenance were surveyed the following year. These streets would look brand new at the time, contributing to the overall network PCI increase. However, after a few years, those same streets would begin to have distresses that resurface, thus decreasing the PCI. In 2013, about 11 lane miles of surface seals and about 2 lane miles of overlays were done in the City. The PCI in 2013 was 44 after maintenance was calculated. In 2014, the entire network was surveyed and maintenance was not eliminated and the PCI in 2014 increased by 14 points (PCI of 58). Likewise, the same practices were done after 2016 M&R were complete (only 2.38 lane miles of surface seals) and the 2017 PCI increased by 5 points with little maintenance was done (less than 1 mile of overlays) thereby giving an unrealistic bump in the PCI. In order to get a better representation of the condition trend of a street that's been surface sealed, the StreetSaver program projects a bump in the PCI between 5-15 points. The following are a few examples of sections that were surveyed within 2 years of a maintenance treatment and the PCI fluctuations that resulted from it.

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| Street ID                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Section ID        | Street Name     | Begin Location | End Location | Functional Class      | Area ID  | Length | Width |               |            |           |     |        |       |          |            |          |  |   |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |    |    |  |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |            |                  |  |    |     |     |  |            |       |                 |    |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|-----------------|----------------|--------------|-----------------------|----------|--------|-------|---------------|------------|-----------|-----|--------|-------|----------|------------|----------|--|---|-----|-----|--|------------|-------------------|--|----|-----|-----|--|------------|-------------------|--|----|----|----|--|------------|-------------------|--|----|-----|-----|--|------------|-------------------|--|----|-----|-----|--|------------|------------------|--|----|-----|-----|--|------------|-------|-----------------|----|-----|-----|--|------------|-------------------|--|----|-----|-----|--|------------|-------------------|--|----|-----|-----|--|------------|-------------------|--|----|-----|-----|--|
| HARVES                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | 10                | HARVEST LN - 29 | STARR AV       | END (W)      | R - Residential/Local |          | 220.00 | 33.00 |               |            |           |     |        |       |          |            |          |  |   |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |    |    |  |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |            |                  |  |    |     |     |  |            |       |                 |    |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |
| <table><tr><th>Transact Date</th><th>Event Type</th><th>Treatment</th><th>PCI</th><th>Active</th><th>Valid</th><th>Comments</th></tr><tr><td>01/01/1984</td><td>Creation</td><td></td><td>0</td><td>Yes</td><td>Yes</td><td></td></tr><tr><td>03/19/1998</td><td>Visual inspection</td><td></td><td>75</td><td>Yes</td><td>Yes</td><td></td></tr><tr><td>11/10/2006</td><td>Visual inspection</td><td></td><td>68</td><td>No</td><td>No</td><td></td></tr><tr><td>11/10/2006</td><td>Visual inspection</td><td></td><td>64</td><td>Yes</td><td>Yes</td><td></td></tr><tr><td>08/03/2010</td><td>Visual inspection</td><td></td><td>30</td><td>Yes</td><td>Yes</td><td></td></tr><tr><td>08/12/2010</td><td>Attribute change</td><td></td><td>30</td><td>Yes</td><td>Yes</td><td></td></tr><tr><td>08/01/2013</td><td>M &amp; R</td><td>Micro Surfacing</td><td>50</td><td>Yes</td><td>Yes</td><td></td></tr><tr><td>08/21/2014</td><td>Visual inspection</td><td></td><td>88</td><td>Yes</td><td>Yes</td><td></td></tr><tr><td>10/28/2017</td><td>Visual inspection</td><td></td><td>80</td><td>Yes</td><td>Yes</td><td></td></tr><tr><td>08/04/2020</td><td>Visual inspection</td><td></td><td>71</td><td>Yes</td><td>Yes</td><td></td></tr></table> |                   |                 |                |              |                       |          |        |       | Transact Date | Event Type | Treatment | PCI | Active | Valid | Comments | 01/01/1984 | Creation |  | 0 | Yes | Yes |  | 03/19/1998 | Visual inspection |  | 75 | Yes | Yes |  | 11/10/2006 | Visual inspection |  | 68 | No | No |  | 11/10/2006 | Visual inspection |  | 64 | Yes | Yes |  | 08/03/2010 | Visual inspection |  | 30 | Yes | Yes |  | 08/12/2010 | Attribute change |  | 30 | Yes | Yes |  | 08/01/2013 | M & R | Micro Surfacing | 50 | Yes | Yes |  | 08/21/2014 | Visual inspection |  | 88 | Yes | Yes |  | 10/28/2017 | Visual inspection |  | 80 | Yes | Yes |  | 08/04/2020 | Visual inspection |  | 71 | Yes | Yes |  |
| Transact Date                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Event Type        | Treatment       | PCI            | Active       | Valid                 | Comments |        |       |               |            |           |     |        |       |          |            |          |  |   |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |    |    |  |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |            |                  |  |    |     |     |  |            |       |                 |    |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |
| 01/01/1984                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Creation          |                 | 0              | Yes          | Yes                   |          |        |       |               |            |           |     |        |       |          |            |          |  |   |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |    |    |  |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |            |                  |  |    |     |     |  |            |       |                 |    |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |
| 03/19/1998                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Visual inspection |                 | 75             | Yes          | Yes                   |          |        |       |               |            |           |     |        |       |          |            |          |  |   |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |    |    |  |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |            |                  |  |    |     |     |  |            |       |                 |    |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |
| 11/10/2006                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Visual inspection |                 | 68             | No           | No                    |          |        |       |               |            |           |     |        |       |          |            |          |  |   |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |    |    |  |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |            |                  |  |    |     |     |  |            |       |                 |    |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |
| 11/10/2006                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Visual inspection |                 | 64             | Yes          | Yes                   |          |        |       |               |            |           |     |        |       |          |            |          |  |   |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |    |    |  |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |            |                  |  |    |     |     |  |            |       |                 |    |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |
| 08/03/2010                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Visual inspection |                 | 30             | Yes          | Yes                   |          |        |       |               |            |           |     |        |       |          |            |          |  |   |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |    |    |  |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |            |                  |  |    |     |     |  |            |       |                 |    |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |
| 08/12/2010                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Attribute change  |                 | 30             | Yes          | Yes                   |          |        |       |               |            |           |     |        |       |          |            |          |  |   |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |    |    |  |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |            |                  |  |    |     |     |  |            |       |                 |    |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |
| 08/01/2013                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | M & R             | Micro Surfacing | 50             | Yes          | Yes                   |          |        |       |               |            |           |     |        |       |          |            |          |  |   |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |    |    |  |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |            |                  |  |    |     |     |  |            |       |                 |    |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |
| 08/21/2014                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Visual inspection |                 | 88             | Yes          | Yes                   |          |        |       |               |            |           |     |        |       |          |            |          |  |   |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |    |    |  |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |            |                  |  |    |     |     |  |            |       |                 |    |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |
| 10/28/2017                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Visual inspection |                 | 80             | Yes          | Yes                   |          |        |       |               |            |           |     |        |       |          |            |          |  |   |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |    |    |  |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |            |                  |  |    |     |     |  |            |       |                 |    |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |
| 08/04/2020                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Visual inspection |                 | 71             | Yes          | Yes                   |          |        |       |               |            |           |     |        |       |          |            |          |  |   |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |    |    |  |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |            |                  |  |    |     |     |  |            |       |                 |    |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |
| <div>M&amp;R PCI of 50 in 2013 and visual Inspection PCI of 88 in 2014</div>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                   |                 |                |              |                       |          |        |       |               |            |           |     |        |       |          |            |          |  |   |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |    |    |  |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |            |                  |  |    |     |     |  |            |       |                 |    |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |

| Street ID                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Section ID        | Street Name     | Begin Location | End Location | Functional Class      | Area ID  | Length | Width |               |            |           |     |        |       |          |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |            |                  |  |    |     |     |  |            |                  |  |    |     |     |  |            |       |                 |    |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|-----------------|----------------|--------------|-----------------------|----------|--------|-------|---------------|------------|-----------|-----|--------|-------|----------|------------|-------------------|--|----|-----|-----|--|------------|-------------------|--|----|-----|-----|--|------------|------------------|--|----|-----|-----|--|------------|------------------|--|----|-----|-----|--|------------|-------|-----------------|----|-----|-----|--|------------|-------------------|--|----|-----|-----|--|------------|-------------------|--|----|-----|-----|--|------------|-------------------|--|----|-----|-----|--|
| LIBRAR                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | 10                | LIBRARY LN - 41 | ADAMS ST       | END (N)      | R - Residential/Local |          | 460.00 | 37.00 |               |            |           |     |        |       |          |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |            |                  |  |    |     |     |  |            |                  |  |    |     |     |  |            |       |                 |    |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |
| <table><tr><th>Transact Date</th><th>Event Type</th><th>Treatment</th><th>PCI</th><th>Active</th><th>Valid</th><th>Comments</th></tr><tr><td>11/11/2006</td><td>Visual inspection</td><td></td><td>75</td><td>Yes</td><td>Yes</td><td></td></tr><tr><td>08/04/2010</td><td>Visual inspection</td><td></td><td>48</td><td>Yes</td><td>Yes</td><td></td></tr><tr><td>08/12/2010</td><td>Attribute change</td><td></td><td>48</td><td>Yes</td><td>Yes</td><td></td></tr><tr><td>02/15/2011</td><td>Core data change</td><td></td><td>48</td><td>Yes</td><td>Yes</td><td></td></tr><tr><td>08/01/2013</td><td>M &amp; R</td><td>Micro Surfacing</td><td>58</td><td>Yes</td><td>Yes</td><td></td></tr><tr><td>08/18/2014</td><td>Visual inspection</td><td></td><td>88</td><td>Yes</td><td>Yes</td><td></td></tr><tr><td>10/30/2017</td><td>Visual inspection</td><td></td><td>76</td><td>Yes</td><td>Yes</td><td></td></tr><tr><td>08/04/2020</td><td>Visual inspection</td><td></td><td>64</td><td>Yes</td><td>Yes</td><td></td></tr></table> |                   |                 |                |              |                       |          |        |       | Transact Date | Event Type | Treatment | PCI | Active | Valid | Comments | 11/11/2006 | Visual inspection |  | 75 | Yes | Yes |  | 08/04/2010 | Visual inspection |  | 48 | Yes | Yes |  | 08/12/2010 | Attribute change |  | 48 | Yes | Yes |  | 02/15/2011 | Core data change |  | 48 | Yes | Yes |  | 08/01/2013 | M & R | Micro Surfacing | 58 | Yes | Yes |  | 08/18/2014 | Visual inspection |  | 88 | Yes | Yes |  | 10/30/2017 | Visual inspection |  | 76 | Yes | Yes |  | 08/04/2020 | Visual inspection |  | 64 | Yes | Yes |  |
| Transact Date                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Event Type        | Treatment       | PCI            | Active       | Valid                 | Comments |        |       |               |            |           |     |        |       |          |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |            |                  |  |    |     |     |  |            |                  |  |    |     |     |  |            |       |                 |    |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |
| 11/11/2006                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Visual inspection |                 | 75             | Yes          | Yes                   |          |        |       |               |            |           |     |        |       |          |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |            |                  |  |    |     |     |  |            |                  |  |    |     |     |  |            |       |                 |    |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |
| 08/04/2010                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Visual inspection |                 | 48             | Yes          | Yes                   |          |        |       |               |            |           |     |        |       |          |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |            |                  |  |    |     |     |  |            |                  |  |    |     |     |  |            |       |                 |    |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |
| 08/12/2010                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Attribute change  |                 | 48             | Yes          | Yes                   |          |        |       |               |            |           |     |        |       |          |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |            |                  |  |    |     |     |  |            |                  |  |    |     |     |  |            |       |                 |    |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |
| 02/15/2011                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Core data change  |                 | 48             | Yes          | Yes                   |          |        |       |               |            |           |     |        |       |          |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |            |                  |  |    |     |     |  |            |                  |  |    |     |     |  |            |       |                 |    |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |
| 08/01/2013                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | M & R             | Micro Surfacing | 58             | Yes          | Yes                   |          |        |       |               |            |           |     |        |       |          |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |            |                  |  |    |     |     |  |            |                  |  |    |     |     |  |            |       |                 |    |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |
| 08/18/2014                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Visual inspection |                 | 88             | Yes          | Yes                   |          |        |       |               |            |           |     |        |       |          |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |            |                  |  |    |     |     |  |            |                  |  |    |     |     |  |            |       |                 |    |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |
| 10/30/2017                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Visual inspection |                 | 76             | Yes          | Yes                   |          |        |       |               |            |           |     |        |       |          |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |            |                  |  |    |     |     |  |            |                  |  |    |     |     |  |            |       |                 |    |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |
| 08/04/2020                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Visual inspection |                 | 64             | Yes          | Yes                   |          |        |       |               |            |           |     |        |       |          |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |            |                  |  |    |     |     |  |            |                  |  |    |     |     |  |            |       |                 |    |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |
| <div>M&amp;R PCI of 79 in 2013 and Inspection PCI of 98 in 2014</div>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                   |                 |                |              |                       |          |        |       |               |            |           |     |        |       |          |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |            |                  |  |    |     |     |  |            |                  |  |    |     |     |  |            |       |                 |    |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |

| Street ID                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Section ID        | Street Name     | Begin Location | End Location | Functional Class | Area ID  | Length  | Width |               |            |           |     |        |       |          |            |          |  |   |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |    |    |  |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |            |                  |  |    |     |     |  |            |       |                 |    |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|-----------------|----------------|--------------|------------------|----------|---------|-------|---------------|------------|-----------|-----|--------|-------|----------|------------|----------|--|---|-----|-----|--|------------|-------------------|--|----|-----|-----|--|------------|-------------------|--|----|-----|-----|--|------------|-------------------|--|----|----|----|--|------------|-------------------|--|----|-----|-----|--|------------|-------------------|--|----|-----|-----|--|------------|------------------|--|----|-----|-----|--|------------|-------|-----------------|----|-----|-----|--|------------|-------------------|--|----|-----|-----|--|------------|-------------------|--|----|-----|-----|--|------------|-------------------|--|----|-----|-----|--|
| MADRON                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | 10                | MADRONA ST - 42 | REISLING WY    | FIR HILL DR  | C - Collector    |          | 1040.00 | 20.00 |               |            |           |     |        |       |          |            |          |  |   |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |    |    |  |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |            |                  |  |    |     |     |  |            |       |                 |    |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |
| <table><tr><th>Transact Date</th><th>Event Type</th><th>Treatment</th><th>PCI</th><th>Active</th><th>Valid</th><th>Comments</th></tr><tr><td>01/01/1970</td><td>Creation</td><td></td><td>0</td><td>Yes</td><td>Yes</td><td></td></tr><tr><td>03/24/1998</td><td>Visual inspection</td><td></td><td>16</td><td>Yes</td><td>Yes</td><td></td></tr><tr><td>01/19/2001</td><td>Visual inspection</td><td></td><td>83</td><td>Yes</td><td>Yes</td><td></td></tr><tr><td>12/05/2006</td><td>Visual inspection</td><td></td><td>86</td><td>No</td><td>No</td><td></td></tr><tr><td>12/05/2006</td><td>Visual inspection</td><td></td><td>83</td><td>Yes</td><td>Yes</td><td></td></tr><tr><td>07/30/2010</td><td>Visual inspection</td><td></td><td>76</td><td>Yes</td><td>Yes</td><td></td></tr><tr><td>08/12/2010</td><td>Attribute change</td><td></td><td>76</td><td>Yes</td><td>Yes</td><td></td></tr><tr><td>08/01/2013</td><td>M &amp; R</td><td>Micro Surfacing</td><td>79</td><td>Yes</td><td>Yes</td><td></td></tr><tr><td>08/18/2014</td><td>Visual inspection</td><td></td><td>98</td><td>Yes</td><td>Yes</td><td></td></tr><tr><td>10/28/2017</td><td>Visual inspection</td><td></td><td>78</td><td>Yes</td><td>Yes</td><td></td></tr><tr><td>08/05/2020</td><td>Visual inspection</td><td></td><td>65</td><td>Yes</td><td>Yes</td><td></td></tr></table> |                   |                 |                |              |                  |          |         |       | Transact Date | Event Type | Treatment | PCI | Active | Valid | Comments | 01/01/1970 | Creation |  | 0 | Yes | Yes |  | 03/24/1998 | Visual inspection |  | 16 | Yes | Yes |  | 01/19/2001 | Visual inspection |  | 83 | Yes | Yes |  | 12/05/2006 | Visual inspection |  | 86 | No | No |  | 12/05/2006 | Visual inspection |  | 83 | Yes | Yes |  | 07/30/2010 | Visual inspection |  | 76 | Yes | Yes |  | 08/12/2010 | Attribute change |  | 76 | Yes | Yes |  | 08/01/2013 | M & R | Micro Surfacing | 79 | Yes | Yes |  | 08/18/2014 | Visual inspection |  | 98 | Yes | Yes |  | 10/28/2017 | Visual inspection |  | 78 | Yes | Yes |  | 08/05/2020 | Visual inspection |  | 65 | Yes | Yes |  |
| Transact Date                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Event Type        | Treatment       | PCI            | Active       | Valid            | Comments |         |       |               |            |           |     |        |       |          |            |          |  |   |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |    |    |  |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |            |                  |  |    |     |     |  |            |       |                 |    |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |
| 01/01/1970                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Creation          |                 | 0              | Yes          | Yes              |          |         |       |               |            |           |     |        |       |          |            |          |  |   |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |    |    |  |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |            |                  |  |    |     |     |  |            |       |                 |    |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |
| 03/24/1998                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Visual inspection |                 | 16             | Yes          | Yes              |          |         |       |               |            |           |     |        |       |          |            |          |  |   |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |    |    |  |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |            |                  |  |    |     |     |  |            |       |                 |    |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |
| 01/19/2001                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Visual inspection |                 | 83             | Yes          | Yes              |          |         |       |               |            |           |     |        |       |          |            |          |  |   |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |    |    |  |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |            |                  |  |    |     |     |  |            |       |                 |    |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |
| 12/05/2006                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Visual inspection |                 | 86             | No           | No               |          |         |       |               |            |           |     |        |       |          |            |          |  |   |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |    |    |  |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |            |                  |  |    |     |     |  |            |       |                 |    |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |
| 12/05/2006                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Visual inspection |                 | 83             | Yes          | Yes              |          |         |       |               |            |           |     |        |       |          |            |          |  |   |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |    |    |  |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |            |                  |  |    |     |     |  |            |       |                 |    |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |
| 07/30/2010                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Visual inspection |                 | 76             | Yes          | Yes              |          |         |       |               |            |           |     |        |       |          |            |          |  |   |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |    |    |  |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |            |                  |  |    |     |     |  |            |       |                 |    |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |
| 08/12/2010                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Attribute change  |                 | 76             | Yes          | Yes              |          |         |       |               |            |           |     |        |       |          |            |          |  |   |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |    |    |  |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |            |                  |  |    |     |     |  |            |       |                 |    |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |
| 08/01/2013                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | M & R             | Micro Surfacing | 79             | Yes          | Yes              |          |         |       |               |            |           |     |        |       |          |            |          |  |   |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |    |    |  |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |            |                  |  |    |     |     |  |            |       |                 |    |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |
| 08/18/2014                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Visual inspection |                 | 98             | Yes          | Yes              |          |         |       |               |            |           |     |        |       |          |            |          |  |   |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |    |    |  |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |            |                  |  |    |     |     |  |            |       |                 |    |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |
| 10/28/2017                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Visual inspection |                 | 78             | Yes          | Yes              |          |         |       |               |            |           |     |        |       |          |            |          |  |   |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |    |    |  |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |            |                  |  |    |     |     |  |            |       |                 |    |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |
| 08/05/2020                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Visual inspection |                 | 65             | Yes          | Yes              |          |         |       |               |            |           |     |        |       |          |            |          |  |   |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |    |    |  |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |            |                  |  |    |     |     |  |            |       |                 |    |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |
| <div>M&amp;R PCI of 79 in 2013 and Inspection PCI of 98 in 2014</div>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                   |                 |                |              |                  |          |         |       |               |            |           |     |        |       |          |            |          |  |   |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |    |    |  |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |            |                  |  |    |     |     |  |            |       |                 |    |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |

| Street ID                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Section ID        | Street Name     | Begin Location | End Location            | Functional Class | Area ID  | Length | Width |               |            |           |     |        |       |          |            |          |  |   |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |    |    |  |            |                   |  |    |     |     |  |            |                  |  |    |     |     |  |            |                   |  |    |     |     |  |            |                  |  |    |     |     |  |            |       |                 |    |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|-----------------|----------------|-------------------------|------------------|----------|--------|-------|---------------|------------|-----------|-----|--------|-------|----------|------------|----------|--|---|-----|-----|--|------------|-------------------|--|----|-----|-----|--|------------|-------------------|--|----|-----|-----|--|------------|-------------------|--|----|----|----|--|------------|-------------------|--|----|-----|-----|--|------------|------------------|--|----|-----|-----|--|------------|-------------------|--|----|-----|-----|--|------------|------------------|--|----|-----|-----|--|------------|-------|-----------------|----|-----|-----|--|------------|-------------------|--|----|-----|-----|--|------------|-------------------|--|----|-----|-----|--|------------|-------------------|--|----|-----|-----|--|
| MADRON                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | 20                | MADRONA ST - 42 | FIR HILL DR    | SPOTSWOOD (ROAD WIDENS) | C - Collector    |          | 770.00 | 17.00 |               |            |           |     |        |       |          |            |          |  |   |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |    |    |  |            |                   |  |    |     |     |  |            |                  |  |    |     |     |  |            |                   |  |    |     |     |  |            |                  |  |    |     |     |  |            |       |                 |    |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |
| <table><tr><th>Transact Date</th><th>Event Type</th><th>Treatment</th><th>PCI</th><th>Active</th><th>Valid</th><th>Comments</th></tr><tr><td>01/01/1970</td><td>Creation</td><td></td><td>0</td><td>Yes</td><td>Yes</td><td></td></tr><tr><td>03/24/1998</td><td>Visual inspection</td><td></td><td>12</td><td>Yes</td><td>Yes</td><td></td></tr><tr><td>01/19/2001</td><td>Visual inspection</td><td></td><td>83</td><td>Yes</td><td>Yes</td><td></td></tr><tr><td>12/05/2006</td><td>Visual inspection</td><td></td><td>85</td><td>No</td><td>No</td><td></td></tr><tr><td>12/05/2006</td><td>Visual inspection</td><td></td><td>66</td><td>Yes</td><td>Yes</td><td></td></tr><tr><td>01/08/2007</td><td>Attribute change</td><td></td><td>66</td><td>Yes</td><td>Yes</td><td></td></tr><tr><td>07/30/2010</td><td>Visual inspection</td><td></td><td>66</td><td>Yes</td><td>Yes</td><td></td></tr><tr><td>08/12/2010</td><td>Attribute change</td><td></td><td>66</td><td>Yes</td><td>Yes</td><td></td></tr><tr><td>08/01/2013</td><td>M &amp; R</td><td>Micro Surfacing</td><td>70</td><td>Yes</td><td>Yes</td><td></td></tr><tr><td>08/18/2014</td><td>Visual inspection</td><td></td><td>98</td><td>Yes</td><td>Yes</td><td></td></tr><tr><td>10/28/2017</td><td>Visual inspection</td><td></td><td>62</td><td>Yes</td><td>Yes</td><td></td></tr><tr><td>08/05/2020</td><td>Visual inspection</td><td></td><td>44</td><td>Yes</td><td>Yes</td><td></td></tr></table> |                   |                 |                |                         |                  |          |        |       | Transact Date | Event Type | Treatment | PCI | Active | Valid | Comments | 01/01/1970 | Creation |  | 0 | Yes | Yes |  | 03/24/1998 | Visual inspection |  | 12 | Yes | Yes |  | 01/19/2001 | Visual inspection |  | 83 | Yes | Yes |  | 12/05/2006 | Visual inspection |  | 85 | No | No |  | 12/05/2006 | Visual inspection |  | 66 | Yes | Yes |  | 01/08/2007 | Attribute change |  | 66 | Yes | Yes |  | 07/30/2010 | Visual inspection |  | 66 | Yes | Yes |  | 08/12/2010 | Attribute change |  | 66 | Yes | Yes |  | 08/01/2013 | M & R | Micro Surfacing | 70 | Yes | Yes |  | 08/18/2014 | Visual inspection |  | 98 | Yes | Yes |  | 10/28/2017 | Visual inspection |  | 62 | Yes | Yes |  | 08/05/2020 | Visual inspection |  | 44 | Yes | Yes |  |
| Transact Date                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Event Type        | Treatment       | PCI            | Active                  | Valid            | Comments |        |       |               |            |           |     |        |       |          |            |          |  |   |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |    |    |  |            |                   |  |    |     |     |  |            |                  |  |    |     |     |  |            |                   |  |    |     |     |  |            |                  |  |    |     |     |  |            |       |                 |    |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |
| 01/01/1970                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Creation          |                 | 0              | Yes                     | Yes              |          |        |       |               |            |           |     |        |       |          |            |          |  |   |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |    |    |  |            |                   |  |    |     |     |  |            |                  |  |    |     |     |  |            |                   |  |    |     |     |  |            |                  |  |    |     |     |  |            |       |                 |    |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |
| 03/24/1998                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Visual inspection |                 | 12             | Yes                     | Yes              |          |        |       |               |            |           |     |        |       |          |            |          |  |   |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |    |    |  |            |                   |  |    |     |     |  |            |                  |  |    |     |     |  |            |                   |  |    |     |     |  |            |                  |  |    |     |     |  |            |       |                 |    |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |
| 01/19/2001                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Visual inspection |                 | 83             | Yes                     | Yes              |          |        |       |               |            |           |     |        |       |          |            |          |  |   |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |    |    |  |            |                   |  |    |     |     |  |            |                  |  |    |     |     |  |            |                   |  |    |     |     |  |            |                  |  |    |     |     |  |            |       |                 |    |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |
| 12/05/2006                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Visual inspection |                 | 85             | No                      | No               |          |        |       |               |            |           |     |        |       |          |            |          |  |   |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |    |    |  |            |                   |  |    |     |     |  |            |                  |  |    |     |     |  |            |                   |  |    |     |     |  |            |                  |  |    |     |     |  |            |       |                 |    |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |
| 12/05/2006                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Visual inspection |                 | 66             | Yes                     | Yes              |          |        |       |               |            |           |     |        |       |          |            |          |  |   |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |    |    |  |            |                   |  |    |     |     |  |            |                  |  |    |     |     |  |            |                   |  |    |     |     |  |            |                  |  |    |     |     |  |            |       |                 |    |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |
| 01/08/2007                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Attribute change  |                 | 66             | Yes                     | Yes              |          |        |       |               |            |           |     |        |       |          |            |          |  |   |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |    |    |  |            |                   |  |    |     |     |  |            |                  |  |    |     |     |  |            |                   |  |    |     |     |  |            |                  |  |    |     |     |  |            |       |                 |    |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |
| 07/30/2010                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Visual inspection |                 | 66             | Yes                     | Yes              |          |        |       |               |            |           |     |        |       |          |            |          |  |   |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |    |    |  |            |                   |  |    |     |     |  |            |                  |  |    |     |     |  |            |                   |  |    |     |     |  |            |                  |  |    |     |     |  |            |       |                 |    |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |
| 08/12/2010                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Attribute change  |                 | 66             | Yes                     | Yes              |          |        |       |               |            |           |     |        |       |          |            |          |  |   |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |    |    |  |            |                   |  |    |     |     |  |            |                  |  |    |     |     |  |            |                   |  |    |     |     |  |            |                  |  |    |     |     |  |            |       |                 |    |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |
| 08/01/2013                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | M & R             | Micro Surfacing | 70             | Yes                     | Yes              |          |        |       |               |            |           |     |        |       |          |            |          |  |   |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |    |    |  |            |                   |  |    |     |     |  |            |                  |  |    |     |     |  |            |                   |  |    |     |     |  |            |                  |  |    |     |     |  |            |       |                 |    |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |
| 08/18/2014                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Visual inspection |                 | 98             | Yes                     | Yes              |          |        |       |               |            |           |     |        |       |          |            |          |  |   |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |    |    |  |            |                   |  |    |     |     |  |            |                  |  |    |     |     |  |            |                   |  |    |     |     |  |            |                  |  |    |     |     |  |            |       |                 |    |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |
| 10/28/2017                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Visual inspection |                 | 62             | Yes                     | Yes              |          |        |       |               |            |           |     |        |       |          |            |          |  |   |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |    |    |  |            |                   |  |    |     |     |  |            |                  |  |    |     |     |  |            |                   |  |    |     |     |  |            |                  |  |    |     |     |  |            |       |                 |    |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |
| 08/05/2020                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Visual inspection |                 | 44             | Yes                     | Yes              |          |        |       |               |            |           |     |        |       |          |            |          |  |   |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |    |    |  |            |                   |  |    |     |     |  |            |                  |  |    |     |     |  |            |                   |  |    |     |     |  |            |                  |  |    |     |     |  |            |       |                 |    |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |

**PTAP-20 – City of St Helena**  
**2020-21 Pavement Management Program Update**  
**Final Report – March 2, 2021**

| Street ID                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Section ID        | Street Name              | Begin Location     | End Location | Functional Class      | Area ID  | Length | Width |               |            |           |     |        |       |          |            |          |  |   |     |     |  |            |                   |  |     |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |            |                   |              |    |     |     |  |            |                   |                          |    |     |     |  |            |                   |  |    |     |     |  |            |                   |                          |    |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|--------------------------|--------------------|--------------|-----------------------|----------|--------|-------|---------------|------------|-----------|-----|--------|-------|----------|------------|----------|--|---|-----|-----|--|------------|-------------------|--|-----|-----|-----|--|------------|-------------------|--|----|-----|-----|--|------------|-------------------|--|----|-----|-----|--|------------|-------------------|--|----|-----|-----|--|------------|-------------------|--|----|-----|-----|--|------------|-------------------|--------------|----|-----|-----|--|------------|-------------------|--------------------------|----|-----|-----|--|------------|-------------------|--|----|-----|-----|--|------------|-------------------|--------------------------|----|-----|-----|--|------------|-------------------|--|----|-----|-----|--|------------|-------------------|--|----|-----|-----|--|------------|-------------------|--|----|-----|-----|--|
| POPE                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | 70                | POPE ST - 59             | PEPPERTREE CIR     | COLLEGE AV   | A - Arterial          |          | 630.00 | 33.00 |               |            |           |     |        |       |          |            |          |  |   |     |     |  |            |                   |  |     |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |            |                   |              |    |     |     |  |            |                   |                          |    |     |     |  |            |                   |  |    |     |     |  |            |                   |                          |    |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |
| <table><tr><th>Transact Date</th><th>Event Type</th><th>Treatment</th><th>PCI</th><th>Active</th><th>Valid</th><th>Comments</th></tr><tr><td>01/01/1993</td><td>Creation</td><td></td><td>0</td><td>Yes</td><td>Yes</td><td></td></tr><tr><td>03/19/1998</td><td>Visual inspection</td><td></td><td>94</td><td>Yes</td><td>Yes</td><td></td></tr><tr><td>01/17/2001</td><td>Visual inspection</td><td></td><td>76</td><td>Yes</td><td>Yes</td><td></td></tr><tr><td>11/11/2006</td><td>Visual inspection</td><td></td><td>75</td><td>No</td><td>No</td><td></td></tr><tr><td>11/11/2006</td><td>Visual inspection</td><td></td><td>71</td><td>Yes</td><td>Yes</td><td></td></tr><tr><td>11/11/2006</td><td>Visual inspection</td><td></td><td>73</td><td>No</td><td>No</td><td></td></tr><tr><td>11/11/2006</td><td>Visual inspection</td><td></td><td>61</td><td>No</td><td>No</td><td></td></tr><tr><td>07/28/2010</td><td>Visual inspection</td><td></td><td>60</td><td>Yes</td><td>Yes</td><td></td></tr><tr><td>08/12/2010</td><td>Attribute change</td><td></td><td>60</td><td>Yes</td><td>Yes</td><td></td></tr><tr><td>08/01/2013</td><td>M &amp; R</td><td>MicroSurfing</td><td>85</td><td>Yes</td><td>Yes</td><td></td></tr><tr><td>08/21/2014</td><td>Visual inspection</td><td></td><td>97</td><td>Yes</td><td>Yes</td><td></td></tr><tr><td>10/28/2017</td><td>Visual inspection</td><td></td><td>88</td><td>Yes</td><td>Yes</td><td></td></tr><tr><td>08/04/2020</td><td>Visual inspection</td><td></td><td>71</td><td>Yes</td><td>Yes</td><td></td></tr></table> |                   |                          |                    |              |                       |          |        |       | Transact Date | Event Type | Treatment | PCI | Active | Valid | Comments | 01/01/1993 | Creation |  | 0 | Yes | Yes |  | 03/19/1998 | Visual inspection |  | 94  | Yes | Yes |  | 01/17/2001 | Visual inspection |  | 76 | Yes | Yes |  | 11/11/2006 | Visual inspection |  | 75 | No  | No  |  | 11/11/2006 | Visual inspection |  | 71 | Yes | Yes |  | 11/11/2006 | Visual inspection |  | 73 | No  | No  |  | 11/11/2006 | Visual inspection |              | 61 | No  | No  |  | 07/28/2010 | Visual inspection |                          | 60 | Yes | Yes |  | 08/12/2010 | Attribute change  |  | 60 | Yes | Yes |  | 08/01/2013 | M & R             | MicroSurfing             | 85 | Yes | Yes |  | 08/21/2014 | Visual inspection |  | 97 | Yes | Yes |  | 10/28/2017 | Visual inspection |  | 88 | Yes | Yes |  | 08/04/2020 | Visual inspection |  | 71 | Yes | Yes |  |
| Transact Date                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Event Type        | Treatment                | PCI                | Active       | Valid                 | Comments |        |       |               |            |           |     |        |       |          |            |          |  |   |     |     |  |            |                   |  |     |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |            |                   |              |    |     |     |  |            |                   |                          |    |     |     |  |            |                   |  |    |     |     |  |            |                   |                          |    |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |
| 01/01/1993                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Creation          |                          | 0                  | Yes          | Yes                   |          |        |       |               |            |           |     |        |       |          |            |          |  |   |     |     |  |            |                   |  |     |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |            |                   |              |    |     |     |  |            |                   |                          |    |     |     |  |            |                   |  |    |     |     |  |            |                   |                          |    |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |
| 03/19/1998                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Visual inspection |                          | 94                 | Yes          | Yes                   |          |        |       |               |            |           |     |        |       |          |            |          |  |   |     |     |  |            |                   |  |     |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |            |                   |              |    |     |     |  |            |                   |                          |    |     |     |  |            |                   |  |    |     |     |  |            |                   |                          |    |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |
| 01/17/2001                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Visual inspection |                          | 76                 | Yes          | Yes                   |          |        |       |               |            |           |     |        |       |          |            |          |  |   |     |     |  |            |                   |  |     |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |            |                   |              |    |     |     |  |            |                   |                          |    |     |     |  |            |                   |  |    |     |     |  |            |                   |                          |    |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |
| 11/11/2006                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Visual inspection |                          | 75                 | No           | No                    |          |        |       |               |            |           |     |        |       |          |            |          |  |   |     |     |  |            |                   |  |     |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |            |                   |              |    |     |     |  |            |                   |                          |    |     |     |  |            |                   |  |    |     |     |  |            |                   |                          |    |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |
| 11/11/2006                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Visual inspection |                          | 71                 | Yes          | Yes                   |          |        |       |               |            |           |     |        |       |          |            |          |  |   |     |     |  |            |                   |  |     |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |            |                   |              |    |     |     |  |            |                   |                          |    |     |     |  |            |                   |  |    |     |     |  |            |                   |                          |    |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |
| 11/11/2006                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Visual inspection |                          | 73                 | No           | No                    |          |        |       |               |            |           |     |        |       |          |            |          |  |   |     |     |  |            |                   |  |     |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |            |                   |              |    |     |     |  |            |                   |                          |    |     |     |  |            |                   |  |    |     |     |  |            |                   |                          |    |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |
| 11/11/2006                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Visual inspection |                          | 61                 | No           | No                    |          |        |       |               |            |           |     |        |       |          |            |          |  |   |     |     |  |            |                   |  |     |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |            |                   |              |    |     |     |  |            |                   |                          |    |     |     |  |            |                   |  |    |     |     |  |            |                   |                          |    |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |
| 07/28/2010                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Visual inspection |                          | 60                 | Yes          | Yes                   |          |        |       |               |            |           |     |        |       |          |            |          |  |   |     |     |  |            |                   |  |     |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |            |                   |              |    |     |     |  |            |                   |                          |    |     |     |  |            |                   |  |    |     |     |  |            |                   |                          |    |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |
| 08/12/2010                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Attribute change  |                          | 60                 | Yes          | Yes                   |          |        |       |               |            |           |     |        |       |          |            |          |  |   |     |     |  |            |                   |  |     |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |            |                   |              |    |     |     |  |            |                   |                          |    |     |     |  |            |                   |  |    |     |     |  |            |                   |                          |    |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |
| 08/01/2013                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | M & R             | MicroSurfing             | 85                 | Yes          | Yes                   |          |        |       |               |            |           |     |        |       |          |            |          |  |   |     |     |  |            |                   |  |     |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |            |                   |              |    |     |     |  |            |                   |                          |    |     |     |  |            |                   |  |    |     |     |  |            |                   |                          |    |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |
| 08/21/2014                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Visual inspection |                          | 97                 | Yes          | Yes                   |          |        |       |               |            |           |     |        |       |          |            |          |  |   |     |     |  |            |                   |  |     |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |            |                   |              |    |     |     |  |            |                   |                          |    |     |     |  |            |                   |  |    |     |     |  |            |                   |                          |    |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |
| 10/28/2017                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Visual inspection |                          | 88                 | Yes          | Yes                   |          |        |       |               |            |           |     |        |       |          |            |          |  |   |     |     |  |            |                   |  |     |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |            |                   |              |    |     |     |  |            |                   |                          |    |     |     |  |            |                   |  |    |     |     |  |            |                   |                          |    |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |
| 08/04/2020                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Visual inspection |                          | 71                 | Yes          | Yes                   |          |        |       |               |            |           |     |        |       |          |            |          |  |   |     |     |  |            |                   |  |     |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |            |                   |              |    |     |     |  |            |                   |                          |    |     |     |  |            |                   |  |    |     |     |  |            |                   |                          |    |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |
| Street ID                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Section ID        | Street Name              | Begin Location     | End Location | Functional Class      | Area ID  | Length | Width |               |            |           |     |        |       |          |            |          |  |   |     |     |  |            |                   |  |     |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |            |                   |              |    |     |     |  |            |                   |                          |    |     |     |  |            |                   |  |    |     |     |  |            |                   |                          |    |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |
| SPGMTC                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | 10                | SPRING MOUNTAIN CT - 73  | SPRING MOUNTAIN RD | END (S)      | R - Residential/Local |          | 700.00 | 33.00 |               |            |           |     |        |       |          |            |          |  |   |     |     |  |            |                   |  |     |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |            |                   |              |    |     |     |  |            |                   |                          |    |     |     |  |            |                   |  |    |     |     |  |            |                   |                          |    |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |
| <table><tr><th>Transact Date</th><th>Event Type</th><th>Treatment</th><th>PCI</th><th>Active</th><th>Valid</th><th>Comments</th></tr><tr><td>01/01/1977</td><td>Creation</td><td></td><td>0</td><td>Yes</td><td>Yes</td><td></td></tr><tr><td>03/24/1998</td><td>Visual inspection</td><td></td><td>71</td><td>Yes</td><td>Yes</td><td></td></tr><tr><td>11/20/2006</td><td>Visual inspection</td><td></td><td>32</td><td>No</td><td>No</td><td></td></tr><tr><td>11/20/2006</td><td>Visual inspection</td><td></td><td>32</td><td>Yes</td><td>Yes</td><td></td></tr><tr><td>08/06/2010</td><td>Visual inspection</td><td></td><td>18</td><td>Yes</td><td>Yes</td><td></td></tr><tr><td>08/12/2010</td><td>Attribute change</td><td></td><td>18</td><td>Yes</td><td>Yes</td><td></td></tr><tr><td>08/01/2013</td><td>M &amp; R</td><td>MicroSurfing</td><td>46</td><td>Yes</td><td>Yes</td><td></td></tr><tr><td>08/20/2014</td><td>Visual inspection</td><td></td><td>93</td><td>Yes</td><td>Yes</td><td></td></tr><tr><td>10/28/2017</td><td>Visual inspection</td><td></td><td>81</td><td>Yes</td><td>Yes</td><td></td></tr><tr><td>08/05/2020</td><td>Visual inspection</td><td></td><td>55</td><td>Yes</td><td>Yes</td><td></td></tr></table> <div>M&amp;R PCI of 46 in 2013 and Inspection PCI of 93 in 2014</div>                                                                                                                                                                                                                                                        |                   |                          |                    |              |                       |          |        |       | Transact Date | Event Type | Treatment | PCI | Active | Valid | Comments | 01/01/1977 | Creation |  | 0 | Yes | Yes |  | 03/24/1998 | Visual inspection |  | 71  | Yes | Yes |  | 11/20/2006 | Visual inspection |  | 32 | No  | No  |  | 11/20/2006 | Visual inspection |  | 32 | Yes | Yes |  | 08/06/2010 | Visual inspection |  | 18 | Yes | Yes |  | 08/12/2010 | Attribute change  |  | 18 | Yes | Yes |  | 08/01/2013 | M & R             | MicroSurfing | 46 | Yes | Yes |  | 08/20/2014 | Visual inspection |                          | 93 | Yes | Yes |  | 10/28/2017 | Visual inspection |  | 81 | Yes | Yes |  | 08/05/2020 | Visual inspection |                          | 55 | Yes | Yes |  |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |
| Transact Date                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Event Type        | Treatment                | PCI                | Active       | Valid                 | Comments |        |       |               |            |           |     |        |       |          |            |          |  |   |     |     |  |            |                   |  |     |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |            |                   |              |    |     |     |  |            |                   |                          |    |     |     |  |            |                   |  |    |     |     |  |            |                   |                          |    |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |
| 01/01/1977                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Creation          |                          | 0                  | Yes          | Yes                   |          |        |       |               |            |           |     |        |       |          |            |          |  |   |     |     |  |            |                   |  |     |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |            |                   |              |    |     |     |  |            |                   |                          |    |     |     |  |            |                   |  |    |     |     |  |            |                   |                          |    |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |
| 03/24/1998                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Visual inspection |                          | 71                 | Yes          | Yes                   |          |        |       |               |            |           |     |        |       |          |            |          |  |   |     |     |  |            |                   |  |     |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |            |                   |              |    |     |     |  |            |                   |                          |    |     |     |  |            |                   |  |    |     |     |  |            |                   |                          |    |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |
| 11/20/2006                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Visual inspection |                          | 32                 | No           | No                    |          |        |       |               |            |           |     |        |       |          |            |          |  |   |     |     |  |            |                   |  |     |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |            |                   |              |    |     |     |  |            |                   |                          |    |     |     |  |            |                   |  |    |     |     |  |            |                   |                          |    |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |
| 11/20/2006                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Visual inspection |                          | 32                 | Yes          | Yes                   |          |        |       |               |            |           |     |        |       |          |            |          |  |   |     |     |  |            |                   |  |     |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |            |                   |              |    |     |     |  |            |                   |                          |    |     |     |  |            |                   |  |    |     |     |  |            |                   |                          |    |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |
| 08/06/2010                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Visual inspection |                          | 18                 | Yes          | Yes                   |          |        |       |               |            |           |     |        |       |          |            |          |  |   |     |     |  |            |                   |  |     |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |            |                   |              |    |     |     |  |            |                   |                          |    |     |     |  |            |                   |  |    |     |     |  |            |                   |                          |    |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |
| 08/12/2010                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Attribute change  |                          | 18                 | Yes          | Yes                   |          |        |       |               |            |           |     |        |       |          |            |          |  |   |     |     |  |            |                   |  |     |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |            |                   |              |    |     |     |  |            |                   |                          |    |     |     |  |            |                   |  |    |     |     |  |            |                   |                          |    |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |
| 08/01/2013                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | M & R             | MicroSurfing             | 46                 | Yes          | Yes                   |          |        |       |               |            |           |     |        |       |          |            |          |  |   |     |     |  |            |                   |  |     |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |            |                   |              |    |     |     |  |            |                   |                          |    |     |     |  |            |                   |  |    |     |     |  |            |                   |                          |    |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |
| 08/20/2014                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Visual inspection |                          | 93                 | Yes          | Yes                   |          |        |       |               |            |           |     |        |       |          |            |          |  |   |     |     |  |            |                   |  |     |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |            |                   |              |    |     |     |  |            |                   |                          |    |     |     |  |            |                   |  |    |     |     |  |            |                   |                          |    |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |
| 10/28/2017                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Visual inspection |                          | 81                 | Yes          | Yes                   |          |        |       |               |            |           |     |        |       |          |            |          |  |   |     |     |  |            |                   |  |     |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |            |                   |              |    |     |     |  |            |                   |                          |    |     |     |  |            |                   |  |    |     |     |  |            |                   |                          |    |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |
| 08/05/2020                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Visual inspection |                          | 55                 | Yes          | Yes                   |          |        |       |               |            |           |     |        |       |          |            |          |  |   |     |     |  |            |                   |  |     |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |            |                   |              |    |     |     |  |            |                   |                          |    |     |     |  |            |                   |  |    |     |     |  |            |                   |                          |    |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |
| Street ID                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Section ID        | Street Name              | Begin Location     | End Location | Functional Class      | Area ID  | Length | Width |               |            |           |     |        |       |          |            |          |  |   |     |     |  |            |                   |  |     |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |            |                   |              |    |     |     |  |            |                   |                          |    |     |     |  |            |                   |  |    |     |     |  |            |                   |                          |    |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |
| NCRANE                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | 10                | NORTH CRANE AV - 51      | SPRING ST          | MITCHELL DR  | R - Residential/Local |          | 715.00 | 30.00 |               |            |           |     |        |       |          |            |          |  |   |     |     |  |            |                   |  |     |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |            |                   |              |    |     |     |  |            |                   |                          |    |     |     |  |            |                   |  |    |     |     |  |            |                   |                          |    |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |
| <table><tr><th>Transact Date</th><th>Event Type</th><th>Treatment</th><th>PCI</th><th>Active</th><th>Valid</th><th>Comments</th></tr><tr><td>01/01/1993</td><td>Creation</td><td></td><td>0</td><td>Yes</td><td>Yes</td><td></td></tr><tr><td>04/02/1998</td><td>Visual inspection</td><td></td><td>100</td><td>Yes</td><td>Yes</td><td></td></tr><tr><td>12/06/2006</td><td>Visual inspection</td><td></td><td>74</td><td>Yes</td><td>Yes</td><td></td></tr><tr><td>01/08/2007</td><td>Attribute change</td><td></td><td>74</td><td>Yes</td><td>Yes</td><td></td></tr><tr><td>08/02/2010</td><td>Visual inspection</td><td></td><td>80</td><td>Yes</td><td>Yes</td><td></td></tr><tr><td>08/12/2010</td><td>Attribute change</td><td></td><td>80</td><td>Yes</td><td>Yes</td><td></td></tr><tr><td>08/20/2014</td><td>Visual inspection</td><td></td><td>80</td><td>Yes</td><td>Yes</td><td></td></tr><tr><td>08/05/2016</td><td>M &amp; R</td><td>CRACK SEAL &amp; SLURRY SEAL</td><td>86</td><td>Yes</td><td>Yes</td><td></td></tr><tr><td>10/28/2017</td><td>Visual inspection</td><td></td><td>95</td><td>Yes</td><td>Yes</td><td></td></tr><tr><td>08/05/2020</td><td>Visual inspection</td><td></td><td>86</td><td>Yes</td><td>Yes</td><td></td></tr></table> <div>M&amp;R PCI of 86 in 2016 and Inspection PCI of 95 in 2017</div>                                                                                                                                                                                                                                      |                   |                          |                    |              |                       |          |        |       | Transact Date | Event Type | Treatment | PCI | Active | Valid | Comments | 01/01/1993 | Creation |  | 0 | Yes | Yes |  | 04/02/1998 | Visual inspection |  | 100 | Yes | Yes |  | 12/06/2006 | Visual inspection |  | 74 | Yes | Yes |  | 01/08/2007 | Attribute change  |  | 74 | Yes | Yes |  | 08/02/2010 | Visual inspection |  | 80 | Yes | Yes |  | 08/12/2010 | Attribute change  |  | 80 | Yes | Yes |  | 08/20/2014 | Visual inspection |              | 80 | Yes | Yes |  | 08/05/2016 | M & R             | CRACK SEAL & SLURRY SEAL | 86 | Yes | Yes |  | 10/28/2017 | Visual inspection |  | 95 | Yes | Yes |  | 08/05/2020 | Visual inspection |                          | 86 | Yes | Yes |  |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |
| Transact Date                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Event Type        | Treatment                | PCI                | Active       | Valid                 | Comments |        |       |               |            |           |     |        |       |          |            |          |  |   |     |     |  |            |                   |  |     |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |            |                   |              |    |     |     |  |            |                   |                          |    |     |     |  |            |                   |  |    |     |     |  |            |                   |                          |    |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |
| 01/01/1993                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Creation          |                          | 0                  | Yes          | Yes                   |          |        |       |               |            |           |     |        |       |          |            |          |  |   |     |     |  |            |                   |  |     |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |            |                   |              |    |     |     |  |            |                   |                          |    |     |     |  |            |                   |  |    |     |     |  |            |                   |                          |    |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |
| 04/02/1998                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Visual inspection |                          | 100                | Yes          | Yes                   |          |        |       |               |            |           |     |        |       |          |            |          |  |   |     |     |  |            |                   |  |     |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |            |                   |              |    |     |     |  |            |                   |                          |    |     |     |  |            |                   |  |    |     |     |  |            |                   |                          |    |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |
| 12/06/2006                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Visual inspection |                          | 74                 | Yes          | Yes                   |          |        |       |               |            |           |     |        |       |          |            |          |  |   |     |     |  |            |                   |  |     |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |            |                   |              |    |     |     |  |            |                   |                          |    |     |     |  |            |                   |  |    |     |     |  |            |                   |                          |    |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |
| 01/08/2007                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Attribute change  |                          | 74                 | Yes          | Yes                   |          |        |       |               |            |           |     |        |       |          |            |          |  |   |     |     |  |            |                   |  |     |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |            |                   |              |    |     |     |  |            |                   |                          |    |     |     |  |            |                   |  |    |     |     |  |            |                   |                          |    |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |
| 08/02/2010                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Visual inspection |                          | 80                 | Yes          | Yes                   |          |        |       |               |            |           |     |        |       |          |            |          |  |   |     |     |  |            |                   |  |     |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |            |                   |              |    |     |     |  |            |                   |                          |    |     |     |  |            |                   |  |    |     |     |  |            |                   |                          |    |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |
| 08/12/2010                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Attribute change  |                          | 80                 | Yes          | Yes                   |          |        |       |               |            |           |     |        |       |          |            |          |  |   |     |     |  |            |                   |  |     |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |            |                   |              |    |     |     |  |            |                   |                          |    |     |     |  |            |                   |  |    |     |     |  |            |                   |                          |    |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |
| 08/20/2014                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Visual inspection |                          | 80                 | Yes          | Yes                   |          |        |       |               |            |           |     |        |       |          |            |          |  |   |     |     |  |            |                   |  |     |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |            |                   |              |    |     |     |  |            |                   |                          |    |     |     |  |            |                   |  |    |     |     |  |            |                   |                          |    |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |
| 08/05/2016                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | M & R             | CRACK SEAL & SLURRY SEAL | 86                 | Yes          | Yes                   |          |        |       |               |            |           |     |        |       |          |            |          |  |   |     |     |  |            |                   |  |     |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |            |                   |              |    |     |     |  |            |                   |                          |    |     |     |  |            |                   |  |    |     |     |  |            |                   |                          |    |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |
| 10/28/2017                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Visual inspection |                          | 95                 | Yes          | Yes                   |          |        |       |               |            |           |     |        |       |          |            |          |  |   |     |     |  |            |                   |  |     |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |            |                   |              |    |     |     |  |            |                   |                          |    |     |     |  |            |                   |  |    |     |     |  |            |                   |                          |    |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |
| 08/05/2020                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Visual inspection |                          | 86                 | Yes          | Yes                   |          |        |       |               |            |           |     |        |       |          |            |          |  |   |     |     |  |            |                   |  |     |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |            |                   |              |    |     |     |  |            |                   |                          |    |     |     |  |            |                   |  |    |     |     |  |            |                   |                          |    |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |
| Street ID                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Section ID        | Street Name              | Begin Location     | End Location | Functional Class      | Area ID  | Length | Width |               |            |           |     |        |       |          |            |          |  |   |     |     |  |            |                   |  |     |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |            |                   |              |    |     |     |  |            |                   |                          |    |     |     |  |            |                   |  |    |     |     |  |            |                   |                          |    |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |
| ELMHUR                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | 20                | ELMHURST AV - 22         | MAIN ST            | GRANGER WY   | C - Collector         |          | 775.00 | 33.00 |               |            |           |     |        |       |          |            |          |  |   |     |     |  |            |                   |  |     |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |            |                   |              |    |     |     |  |            |                   |                          |    |     |     |  |            |                   |  |    |     |     |  |            |                   |                          |    |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |
| <table><tr><th>Transact Date</th><th>Event Type</th><th>Treatment</th><th>PCI</th><th>Active</th><th>Valid</th><th>Comments</th></tr><tr><td>01/01/1986</td><td>Creation</td><td></td><td>0</td><td>Yes</td><td>Yes</td><td></td></tr><tr><td>03/24/1998</td><td>Visual inspection</td><td></td><td>82</td><td>Yes</td><td>Yes</td><td></td></tr><tr><td>01/29/2001</td><td>Visual inspection</td><td></td><td>60</td><td>Yes</td><td>Yes</td><td></td></tr><tr><td>11/20/2006</td><td>Visual inspection</td><td></td><td>68</td><td>Yes</td><td>Yes</td><td></td></tr><tr><td>01/08/2007</td><td>Attribute change</td><td></td><td>68</td><td>Yes</td><td>Yes</td><td></td></tr><tr><td>08/06/2010</td><td>Visual inspection</td><td></td><td>67</td><td>Yes</td><td>Yes</td><td></td></tr><tr><td>08/12/2010</td><td>Attribute change</td><td></td><td>67</td><td>Yes</td><td>Yes</td><td></td></tr><tr><td>08/01/2013</td><td>M &amp; R</td><td>Crack Seal</td><td>71</td><td>Yes</td><td>Yes</td><td></td></tr><tr><td>08/20/2014</td><td>Visual inspection</td><td></td><td>64</td><td>Yes</td><td>Yes</td><td></td></tr><tr><td>08/05/2016</td><td>M &amp; R</td><td>CRACK SEAL &amp; SLURRY SEAL</td><td>71</td><td>Yes</td><td>Yes</td><td></td></tr><tr><td>10/28/2017</td><td>Visual inspection</td><td></td><td>88</td><td>Yes</td><td>Yes</td><td></td></tr><tr><td>08/05/2020</td><td>Visual inspection</td><td></td><td>79</td><td>Yes</td><td>Yes</td><td></td></tr></table> <div>M&amp;R PCI of 71 in 2016 and Inspection PCI of 88 in 2017</div>               |                   |                          |                    |              |                       |          |        |       | Transact Date | Event Type | Treatment | PCI | Active | Valid | Comments | 01/01/1986 | Creation |  | 0 | Yes | Yes |  | 03/24/1998 | Visual inspection |  | 82  | Yes | Yes |  | 01/29/2001 | Visual inspection |  | 60 | Yes | Yes |  | 11/20/2006 | Visual inspection |  | 68 | Yes | Yes |  | 01/08/2007 | Attribute change  |  | 68 | Yes | Yes |  | 08/06/2010 | Visual inspection |  | 67 | Yes | Yes |  | 08/12/2010 | Attribute change  |              | 67 | Yes | Yes |  | 08/01/2013 | M & R             | Crack Seal               | 71 | Yes | Yes |  | 08/20/2014 | Visual inspection |  | 64 | Yes | Yes |  | 08/05/2016 | M & R             | CRACK SEAL & SLURRY SEAL | 71 | Yes | Yes |  | 10/28/2017 | Visual inspection |  | 88 | Yes | Yes |  | 08/05/2020 | Visual inspection |  | 79 | Yes | Yes |  |            |                   |  |    |     |     |  |
| Transact Date                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Event Type        | Treatment                | PCI                | Active       | Valid                 | Comments |        |       |               |            |           |     |        |       |          |            |          |  |   |     |     |  |            |                   |  |     |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |            |                   |              |    |     |     |  |            |                   |                          |    |     |     |  |            |                   |  |    |     |     |  |            |                   |                          |    |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |
| 01/01/1986                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Creation          |                          | 0                  | Yes          | Yes                   |          |        |       |               |            |           |     |        |       |          |            |          |  |   |     |     |  |            |                   |  |     |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |            |                   |              |    |     |     |  |            |                   |                          |    |     |     |  |            |                   |  |    |     |     |  |            |                   |                          |    |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |
| 03/24/1998                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Visual inspection |                          | 82                 | Yes          | Yes                   |          |        |       |               |            |           |     |        |       |          |            |          |  |   |     |     |  |            |                   |  |     |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |            |                   |              |    |     |     |  |            |                   |                          |    |     |     |  |            |                   |  |    |     |     |  |            |                   |                          |    |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |
| 01/29/2001                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Visual inspection |                          | 60                 | Yes          | Yes                   |          |        |       |               |            |           |     |        |       |          |            |          |  |   |     |     |  |            |                   |  |     |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |            |                   |              |    |     |     |  |            |                   |                          |    |     |     |  |            |                   |  |    |     |     |  |            |                   |                          |    |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |
| 11/20/2006                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Visual inspection |                          | 68                 | Yes          | Yes                   |          |        |       |               |            |           |     |        |       |          |            |          |  |   |     |     |  |            |                   |  |     |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |            |                   |              |    |     |     |  |            |                   |                          |    |     |     |  |            |                   |  |    |     |     |  |            |                   |                          |    |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |
| 01/08/2007                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Attribute change  |                          | 68                 | Yes          | Yes                   |          |        |       |               |            |           |     |        |       |          |            |          |  |   |     |     |  |            |                   |  |     |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |            |                   |              |    |     |     |  |            |                   |                          |    |     |     |  |            |                   |  |    |     |     |  |            |                   |                          |    |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |
| 08/06/2010                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Visual inspection |                          | 67                 | Yes          | Yes                   |          |        |       |               |            |           |     |        |       |          |            |          |  |   |     |     |  |            |                   |  |     |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |            |                   |              |    |     |     |  |            |                   |                          |    |     |     |  |            |                   |  |    |     |     |  |            |                   |                          |    |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |
| 08/12/2010                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Attribute change  |                          | 67                 | Yes          | Yes                   |          |        |       |               |            |           |     |        |       |          |            |          |  |   |     |     |  |            |                   |  |     |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |            |                   |              |    |     |     |  |            |                   |                          |    |     |     |  |            |                   |  |    |     |     |  |            |                   |                          |    |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |
| 08/01/2013                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | M & R             | Crack Seal               | 71                 | Yes          | Yes                   |          |        |       |               |            |           |     |        |       |          |            |          |  |   |     |     |  |            |                   |  |     |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |            |                   |              |    |     |     |  |            |                   |                          |    |     |     |  |            |                   |  |    |     |     |  |            |                   |                          |    |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |
| 08/20/2014                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Visual inspection |                          | 64                 | Yes          | Yes                   |          |        |       |               |            |           |     |        |       |          |            |          |  |   |     |     |  |            |                   |  |     |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |            |                   |              |    |     |     |  |            |                   |                          |    |     |     |  |            |                   |  |    |     |     |  |            |                   |                          |    |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |
| 08/05/2016                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | M & R             | CRACK SEAL & SLURRY SEAL | 71                 | Yes          | Yes                   |          |        |       |               |            |           |     |        |       |          |            |          |  |   |     |     |  |            |                   |  |     |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |            |                   |              |    |     |     |  |            |                   |                          |    |     |     |  |            |                   |  |    |     |     |  |            |                   |                          |    |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |
| 10/28/2017                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Visual inspection |                          | 88                 | Yes          | Yes                   |          |        |       |               |            |           |     |        |       |          |            |          |  |   |     |     |  |            |                   |  |     |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |            |                   |              |    |     |     |  |            |                   |                          |    |     |     |  |            |                   |  |    |     |     |  |            |                   |                          |    |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |
| 08/05/2020                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Visual inspection |                          | 79                 | Yes          | Yes                   |          |        |       |               |            |           |     |        |       |          |            |          |  |   |     |     |  |            |                   |  |     |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |            |                   |              |    |     |     |  |            |                   |                          |    |     |     |  |            |                   |  |    |     |     |  |            |                   |                          |    |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |            |                   |  |    |     |     |  |

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2. **PCI Improved with no Maintenance Applied:** Another interesting element that was found when looking further into the database is the unexplainable PCI increase for many of the sections. It was found that many sections that were surveyed in 2017 had considerably higher PCIs than the 2014 PCIs, however, no maintenance was recorded in the database for these sections. It is expected that a street deteriorates overtime as opposed to improving especially if no maintenance has been applied. The sections below are examples of such sections along with pictures taken in the field.

| Street ID     | Section ID        | Street Name     | Begin Location | End Location     | Functional Class | Area ID                                                                                                          | Length | Width |
|---------------|-------------------|-----------------|----------------|------------------|------------------|------------------------------------------------------------------------------------------------------------------|--------|-------|
| DOWDEL        | 20                | DOWDELL LN - 19 | FOUNTAIN ST    | MONTESSORI @ COP | C - Collector    |                                                                                                                  | 930.00 | 37.00 |
| Transact Date | Event Type        | Treatment       | PCI            | Active           | Valid            | Comments                                                                                                         |        |       |
| 01/01/1983    | Creation          |                 | 0              | Yes              | Yes              | <div>Inspection PCI of 18 in 2014 increased to 41 in 2017 with no maintenance done in between inspections.</div> |        |       |
| 03/17/1998    | Visual inspection |                 | 74             | Yes              | Yes              |                                                                                                                  |        |       |
| 01/16/2001    | Visual inspection |                 | 37             | Yes              | Yes              |                                                                                                                  |        |       |
| 12/15/2006    | Visual inspection |                 | 28             | Yes              | Yes              |                                                                                                                  |        |       |
| 01/08/2007    | Attribute change  |                 | 28             | Yes              | Yes              |                                                                                                                  |        |       |
| 08/03/2010    | Visual inspection |                 | 5              | Yes              | Yes              |                                                                                                                  |        |       |
| 08/12/2010    | Attribute change  |                 | 5              | Yes              | Yes              |                                                                                                                  |        |       |
| 08/22/2014    | Visual inspection |                 | 18             | Yes              | Yes              |                                                                                                                  |        |       |
| 10/30/2017    | Visual inspection |                 | 41             | Yes              | Yes              |                                                                                                                  |        |       |
| 08/04/2020    | Visual inspection |                 | 18             | Yes              | Yes              |                                                                                                                  |        |       |

*Inspection PCI of 18 in 2014 increased to 41 in 2017 with no maintenance done in between inspections.*



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| Street ID     | Section ID        | Street Name    | Begin Location | End Location | Functional Class | Area ID  | Length | Width |
|---------------|-------------------|----------------|----------------|--------------|------------------|----------|--------|-------|
| LAFATA        | 10                | LAFATA ST - 38 | DOWDELL LN     | MILLS LN     | C - Collector    |          | 550.00 | 37.00 |
|               |                   |                |                |              |                  |          |        |       |
| Transact Date | Event Type        | Treatment      | PCI            | Active       | Valid            | Comments |        |       |
| 01/01/1984    | Creation          |                | 0              | Yes          | Yes              |          |        |       |
| 03/17/1998    | Visual inspection |                | 68             | Yes          | Yes              |          |        |       |
| 01/16/2001    | Visual inspection |                | 55             | Yes          | Yes              |          |        |       |
| 11/11/2006    | Visual inspection |                | 52             | Yes          | Yes              |          |        |       |
| 08/03/2010    | Visual inspection |                | 23             | Yes          | Yes              |          |        |       |
| 08/12/2010    | Attribute change  |                | 23             | Yes          | Yes              |          |        |       |
| 08/22/2014    | Visual inspection |                | 23             | Yes          | Yes              |          |        |       |
| 10/30/2017    | Visual inspection |                | 43             | Yes          | Yes              |          |        |       |
| 08/04/2020    | Visual inspection |                | 24             | Yes          | Yes              |          |        |       |





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| Street ID     | Section ID        | Street Name          | Begin Location | End Location | Functional Class      | Area ID  | Length  | Width |
|---------------|-------------------|----------------------|----------------|--------------|-----------------------|----------|---------|-------|
| SIGNOR        | 10                | SIGNORELLI CIR - 102 | CHILES AV      | CHILES AV    | R - Residential/Local |          | 1055.00 | 35.00 |
|               |                   |                      |                |              |                       |          |         |       |
| Transact Date | Event Type        | Treatment            | PCI            | Active       | Valid                 | Comments |         |       |
| 01/05/2000    | Creation          |                      | 0              | Yes          | Yes                   |          |         |       |
| 11/11/2006    | Visual inspection |                      | 77             | No           | No                    |          |         |       |
| 11/11/2006    | Visual inspection |                      | 63             | Yes          | Yes                   |          |         |       |
| 08/11/2010    | Visual inspection |                      | 69             | Yes          | Yes                   |          |         |       |
| 08/12/2010    | Attribute change  |                      | 69             | Yes          | Yes                   |          |         |       |
| 08/21/2014    | Visual inspection |                      | 60             | Yes          | Yes                   |          |         |       |
| 10/30/2017    | Visual inspection |                      | 72             | Yes          | Yes                   |          |         |       |
| 08/04/2020    | Visual inspection |                      | 59             | Yes          | Yes                   |          |         |       |





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| Street ID     | Section ID        | Street Name     | Begin Location | End Location | Functional Class      | Area ID  | Length | Width |
|---------------|-------------------|-----------------|----------------|--------------|-----------------------|----------|--------|-------|
| TAINT         | 10                | TAINTER ST - 80 | ALLYN AV       | STOCKTON ST  | R - Residential/Local |          | 740.00 | 30.00 |
|               |                   |                 |                |              |                       |          |        |       |
| Transact Date | Event Type        | Treatment       | PCI            | Active       | Valid                 | Comments |        |       |
| 01/01/1995    | Creation          |                 | 0              | Yes          | Yes                   |          |        |       |
| 04/02/1998    | Visual inspection |                 | 100            | Yes          | Yes                   |          |        |       |
| 12/06/2006    | Visual inspection |                 | 75             | Yes          | Yes                   |          |        |       |
| 08/05/2010    | Visual inspection |                 | 68             | Yes          | Yes                   |          |        |       |
| 08/12/2010    | Attribute change  |                 | 68             | Yes          | Yes                   |          |        |       |
| 08/01/2013    | M & R             | Crack Seal      | 73             | Yes          | Yes                   |          |        |       |
| 08/20/2014    | Visual inspection |                 | 79             | Yes          | Yes                   |          |        |       |
| 10/28/2017    | Visual inspection |                 | 92             | Yes          | Yes                   |          |        |       |
| 08/05/2020    | Visual inspection |                 | 72             | Yes          | Yes                   |          |        |       |



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| Street ID | Section ID | Street Name       | Begin Location              | End Location     | Functional Class | Area ID | Length  | Width    |
|-----------|------------|-------------------|-----------------------------|------------------|------------------|---------|---------|----------|
| SILVER    | 10         | SILVERADO TR - 97 | 175' N/O HOWELL MOUNTAIN RD | CITY LIMIT S (S) | A - Arterial     |         | 1475.00 | 44.00    |
|           |            |                   |                             |                  |                  |         |         |          |
|           |            | Transact Date     | Event Type                  | Treatment        | PCI              | Active  | Valid   | Comments |
|           |            | 01/01/1990        | Creation                    |                  | 0                | Yes     | Yes     |          |
|           |            | 04/23/1998        | Visual inspection           |                  | 100              | Yes     | Yes     |          |
|           |            | 01/17/2001        | Visual inspection           |                  | 39               | Yes     | Yes     |          |
|           |            | 12/06/2006        | Visual inspection           |                  | 83               | Yes     | Yes     |          |
|           |            | 01/07/2007        | Attribute change            |                  | 83               | Yes     | Yes     |          |
|           |            | 01/08/2007        | Attribute change            |                  | 83               | Yes     | Yes     |          |
|           |            | 08/04/2010        | Visual inspection           |                  | 47               | Yes     | Yes     |          |
|           |            | 08/12/2010        | Attribute change            |                  | 47               | Yes     | Yes     |          |
|           |            | 08/21/2014        | Visual inspection           |                  | 55               | Yes     | Yes     |          |
|           |            | 10/28/2017        | Visual inspection           |                  | 78               | Yes     | Yes     |          |
|           |            | 08/04/2020        | Visual inspection           |                  | 63               | Yes     | Yes     |          |



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| Street ID | Section ID | Street Name     | Begin Location    | End Location                            | Functional Class | Area ID | Length  | Width    |
|-----------|------------|-----------------|-------------------|-----------------------------------------|------------------|---------|---------|----------|
| VALLEJ    | 30         | VALLEJO ST - 82 | SOUTH CRANE AV    | 1,270' W/O SOUTH CRANE C - Collector AV |                  |         | 1270.00 | 15.00    |
|           |            | Transact Date   | Event Type        | Treatment                               | PCI              | Active  | Valid   | Comments |
|           |            | 01/01/1990      | Creation          |                                         | 0                | Yes     | Yes     |          |
|           |            | 03/17/1998      | Visual inspection |                                         | 100              | Yes     | Yes     |          |
|           |            | 01/16/2001      | Visual inspection |                                         | 68               | Yes     | Yes     |          |
|           |            | 12/05/2006      | Visual inspection |                                         | 55               | Yes     | Yes     |          |
|           |            | 01/08/2007      | Attribute change  |                                         | 55               | Yes     | Yes     |          |
|           |            | 08/02/2010      | Visual inspection |                                         | 11               | Yes     | Yes     |          |
|           |            | 08/12/2010      | Attribute change  |                                         | 11               | Yes     | Yes     |          |
|           |            | 08/22/2014      | Visual inspection |                                         | 39               | Yes     | Yes     |          |
|           |            | 10/28/2017      | Visual inspection |                                         | 61               | Yes     | Yes     |          |
|           |            | 08/03/2020      | Visual inspection |                                         | 21               | Yes     | Yes     |          |

Inspection PCI of 39 in 2014 increased to 61 in 2017 with no maintenance done in between inspections. The Inspection PCI of 21 in 2020 is a reasonable decline from the 39 in 2014

*Inspection PCI of 39 in 2014 increased to 61 in 2017 with no maintenance done in between inspections. The Inspection PCI of 21 in 2020 is a reasonable decline from the 39 in 2014.*



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Because many of the PCIs were somehow inflated for the reasons stated above, it created an inaccurate baseline for 2020 inspections, thus causing a steep and surprising decline in PCI when the PCIs were actually balancing out.

**II. CALIFORNIA WILDFIRES:**

Another factor that could have contributed to the decline in the network PCI are the fires that happened last year. Large fire trucks and or debris removal trucks coming and going on the City streets would cause an increase in heavy load traffic on the roads.

**III. ADDITIONAL QUALITY CONTROL**

In addition to MTC's quality control requirement of resurveying 5% of the network Harris and Associates performed a second round of quality control on the sections that had a large decline in the PCI. In total Harris resurveyed 28 sections totaling about 3.5 miles (Additional 13.5% QC inspections). A majority of sections were within +/-8 PCI points of the original field surveys done by QES. Extensive raveling was observed on many of the sections in the network. When looking into the inspection history in the database and comparing the 2020 distresses to the distresses of 2017, very little if any raveling was recorded in 2017. It is impossible to know if raveling existed in these sections in 2017, however a large amount of raveling is currently evident throughout the City. The presence of raveling makes a big impact in the condition of the street which explains the decline in the PCI.



# CITY OF ST. HELENA

## PTAP-21 2020-21 PAVEMENT MANAGEMENT PROGRAM



# WHAT IS A PAVEMENT MANAGEMENT PROGRAM (PMP)?

Pavement Management Program (PMP) is a:  
*“Computer Assisted Method of Organizing and Analyzing Information  
about Pavement Conditions”*

- Organizes, Stores, and Retrieves Data
- Makes Quick Analysis and Calculations
- Provides Cost Effective Maintenance Strategies



## WHY IS PMP (STREETSAVER) NEEDED?

- Inventory Management—organizes, stores, and retrieves data
- Pavement condition tracking
- Determine impacts of funding alternatives
- Objective decision making based on data
- The ability to justify funding needs

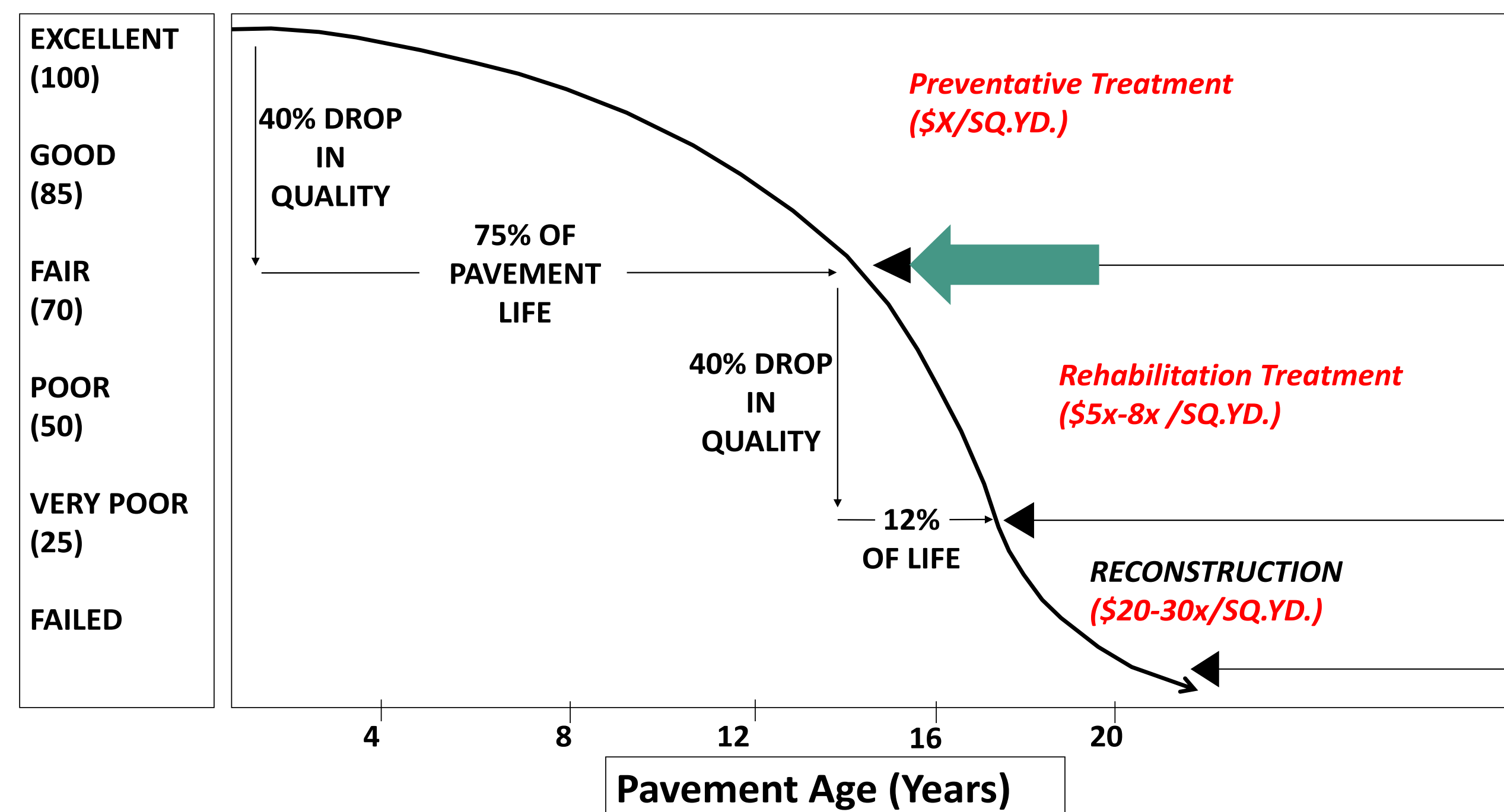


# WHY PMP?

## MORE COST-EFFECTIVE TO TREAT BEFORE STEEP DECLINE

PAVEMENT CONDITION (Approx. PCI)

RECOMMENDED TREATMENT



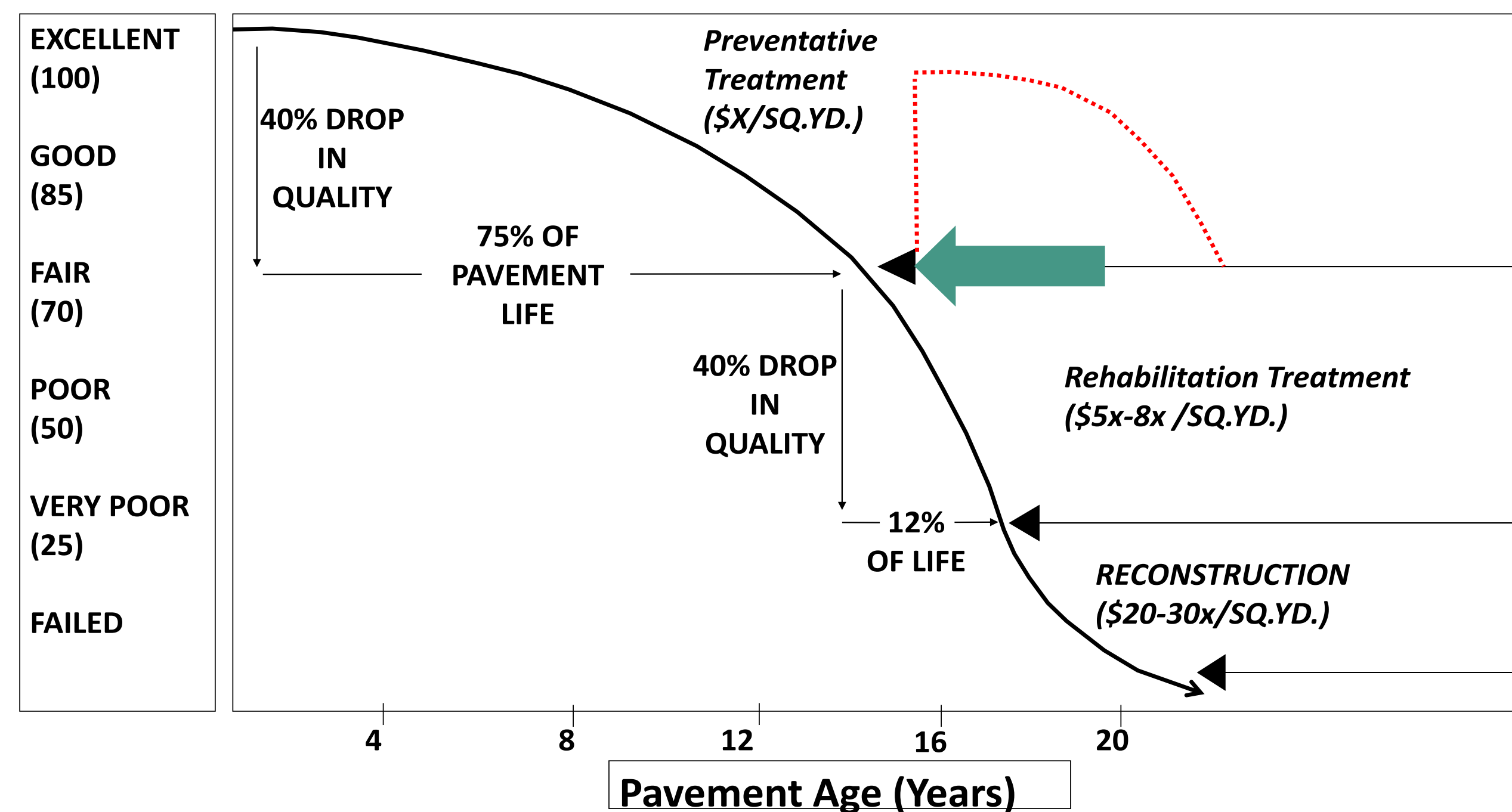


# WHY PMP?

## APPLYING A COST-EFFECTIVE TREATMENT

PAVEMENT CONDITION (Approx. PCI)

RECOMMENDED TREATMENT

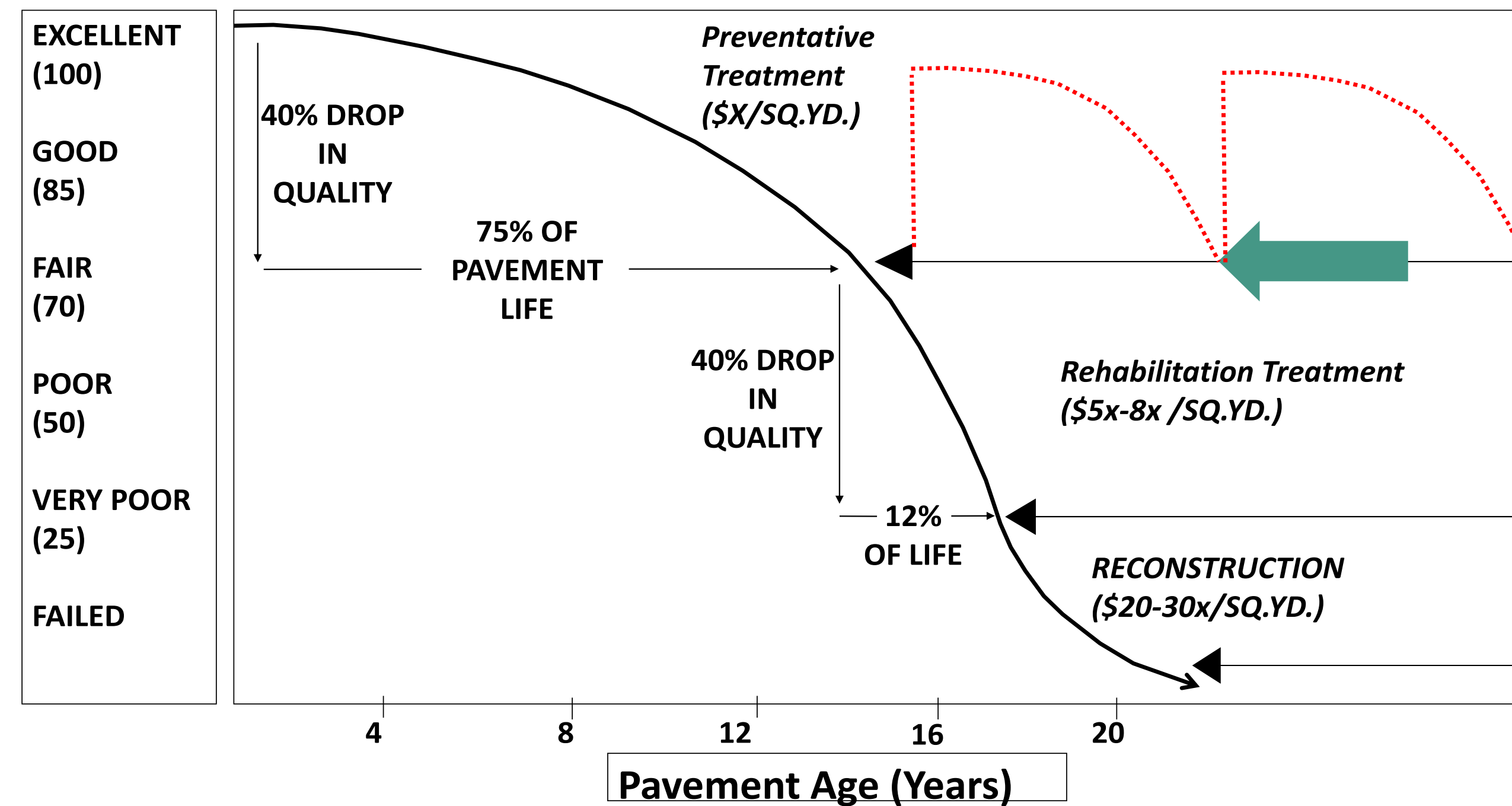


# WHY PMP?

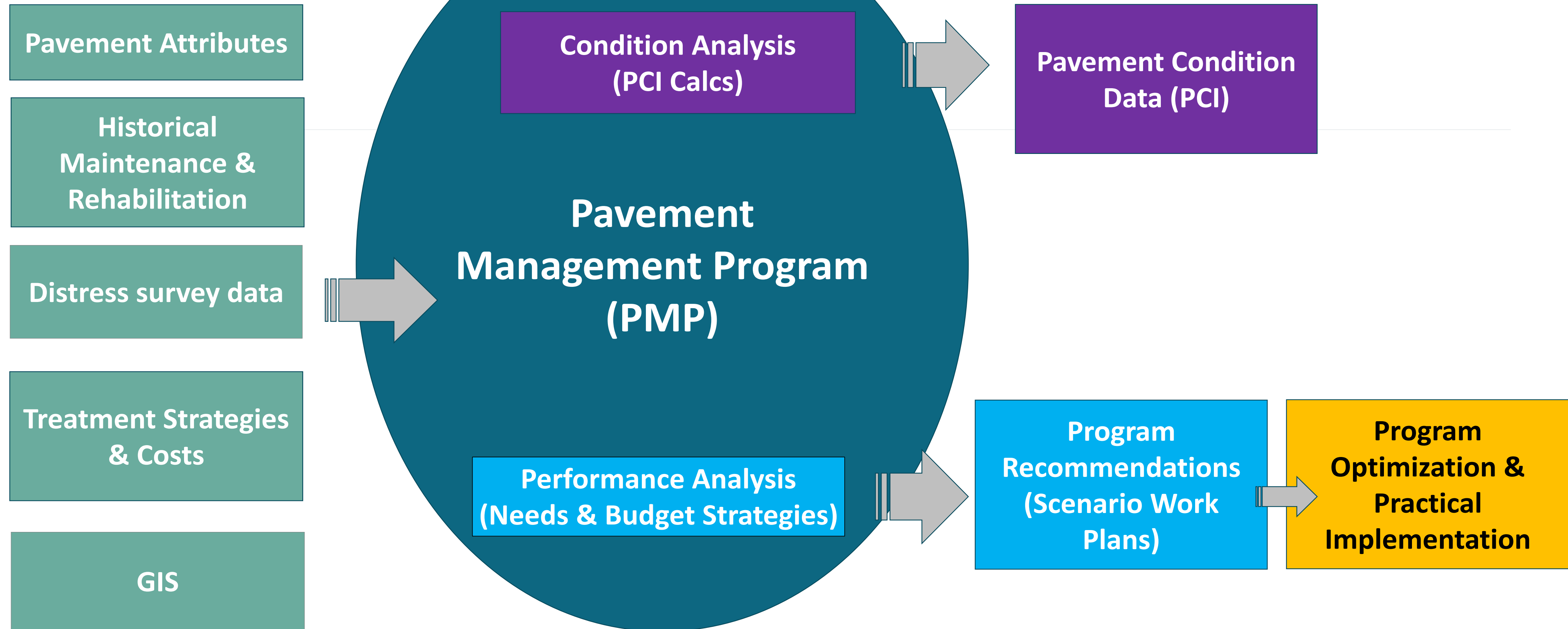
## MORE COST-EFFECTIVE TO TREAT BEFORE STEEP DECLINE

PAVEMENT CONDITION (Approx. PCI)

RECOMMENDED TREATMENT



# PMP STRUCTURE

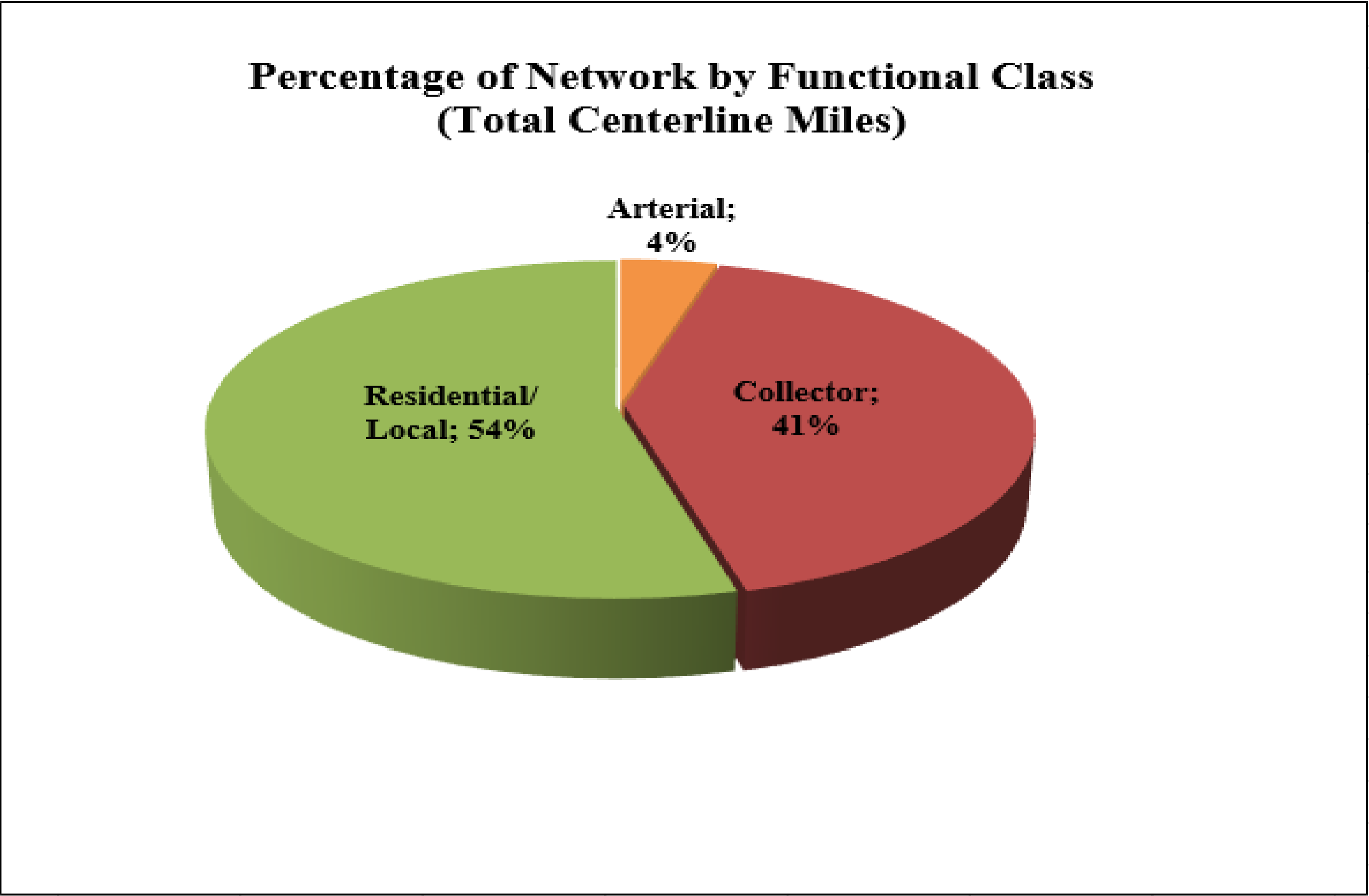




# ST. HELENA'S NETWORK INFORMATION

| Pavement Mileage by Functional Class |                |                         |                  |                              |           |
|--------------------------------------|----------------|-------------------------|------------------|------------------------------|-----------|
| Classification                       | Total Sections | Total Center Line Miles | Total Lane Miles | Percentage of Street Network | PCI       |
| Arterial                             | 11             | 1.13                    | 2.25             | 4%                           | 71        |
| Collector                            | 82             | 10.80                   | 21.43            | 41%                          | 48        |
| Residential/Local                    | 130            | 14.10                   | 27.59            | 54%                          | 50        |
| <b>Totals</b>                        | <b>223</b>     | <b>26.03</b>            | <b>51.27</b>     | <b>100%</b>                  | <b>50</b> |

# ST HELENA'S NETWORK INFORMATION



## PAVEMENT CONDITION INDEX (PCI)

The Pavement Condition Index (PCI) is a numerical index between 0 and 100 which is used to indicate the general condition of a pavement

| PCI Range | Condition Category  |
|-----------|---------------------|
| 90-100    | Excellent           |
| 70-89     | Very Good           |
| 50-69     | Good                |
| 25-49     | Poor                |
| 0-24      | Very Poor or Failed |



# GRADING THE PAVEMENT

- Rating Considerations:
  - Distress Type: 8 common distresses
  - Distress Severity: Low/Medium/High
  - Distress Quantity: Measurement
- PCI of 100 = Brand New
- PCI of 0 = Completely Failed
- Arterials & Collectors: Every 2 years
- Residentials: Every 4 years

# ASPHALT DISTRESS TYPES

1. Alligator cracking
2. Block cracking
3. Distortions
4. Longitudinal and transverse cracking
5. Patching and utility cut patching
6. Rutting and depressions
7. Weathering
8. Raveling



# #1 ALLIGATOR CRACKING



Low



Medium



High

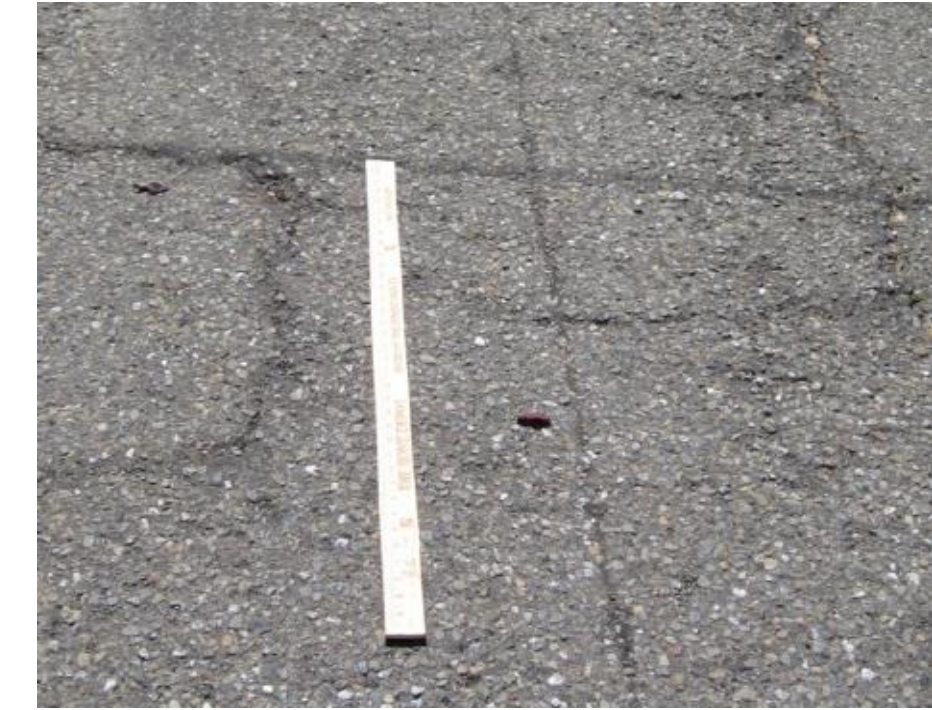
Low



Medium



High



# #2 BLOCK CRACKING



## #3 DISTORTIONS



Low



Medium



High

Low



Medium



High



## #4 LONGITUDINAL & TRANSVERSE CRACKING



## #5 PATCHING & UTILITY CUT PATCHING



Low



Medium



High

Low



Medium



High



## #6 RUTTING & DEPRESSIONS



## #7 RAVELING



Medium



High

Low



Medium



High



## #8 WEATHERING



## EXCELLENT CONDITION CATEGORY (PCI=90-100)



PCI = 95



PCI = 90



## GOOD CONDITION CATEGORY (PCI=70-89)



**PCI = 85**



**PCI = 70**



## FAIR CONDITION CATEGORY (PCI=50-69)



**PCI = 60**



**PCI = 50**



## POOR CONDITION CATEGORY (PCI=25-49)



**PCI = 40**



**PCI = 30**



# VERY POOR/FAILED CONDITION CATEGORY (PCI=0-24)



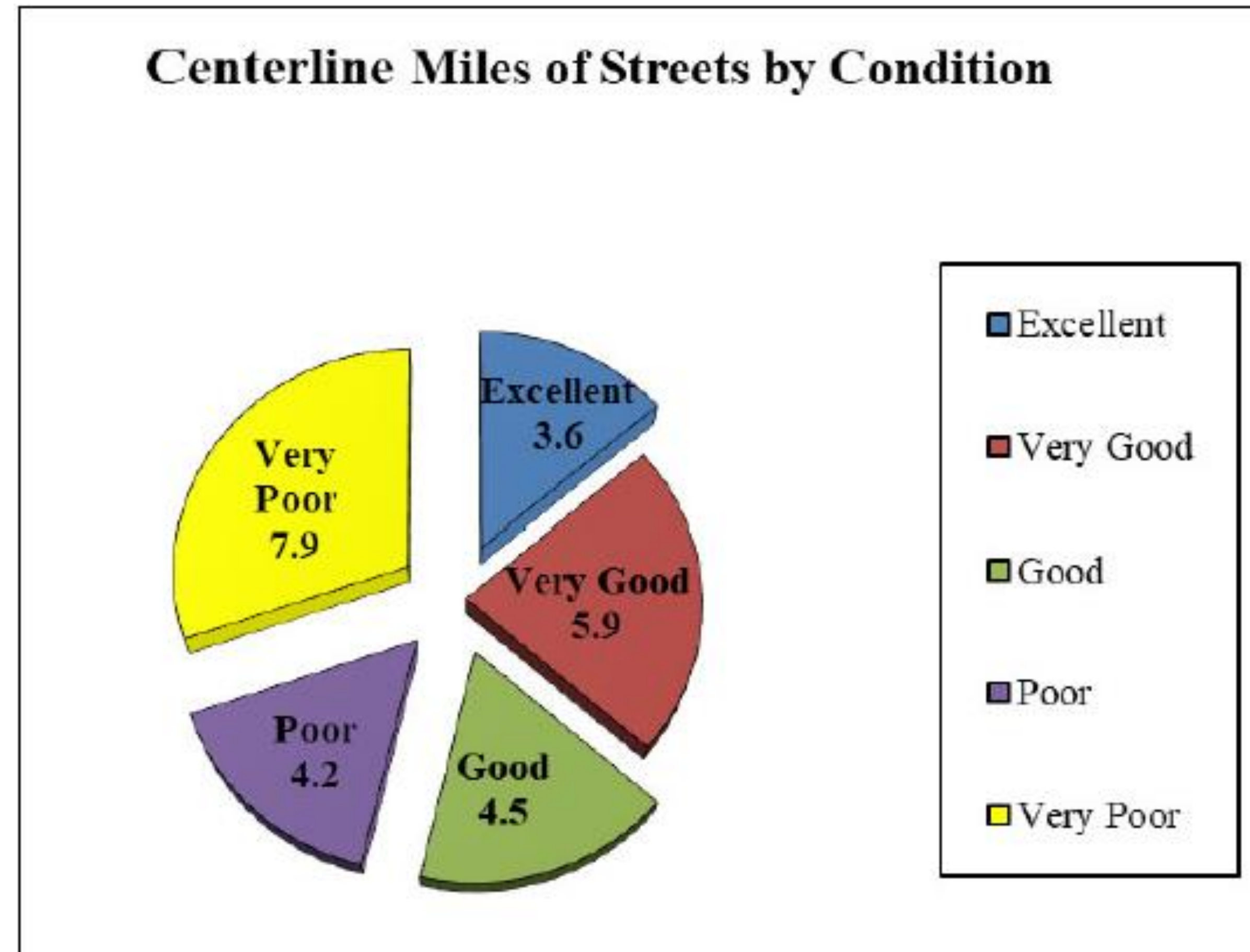
**PCI = 20**



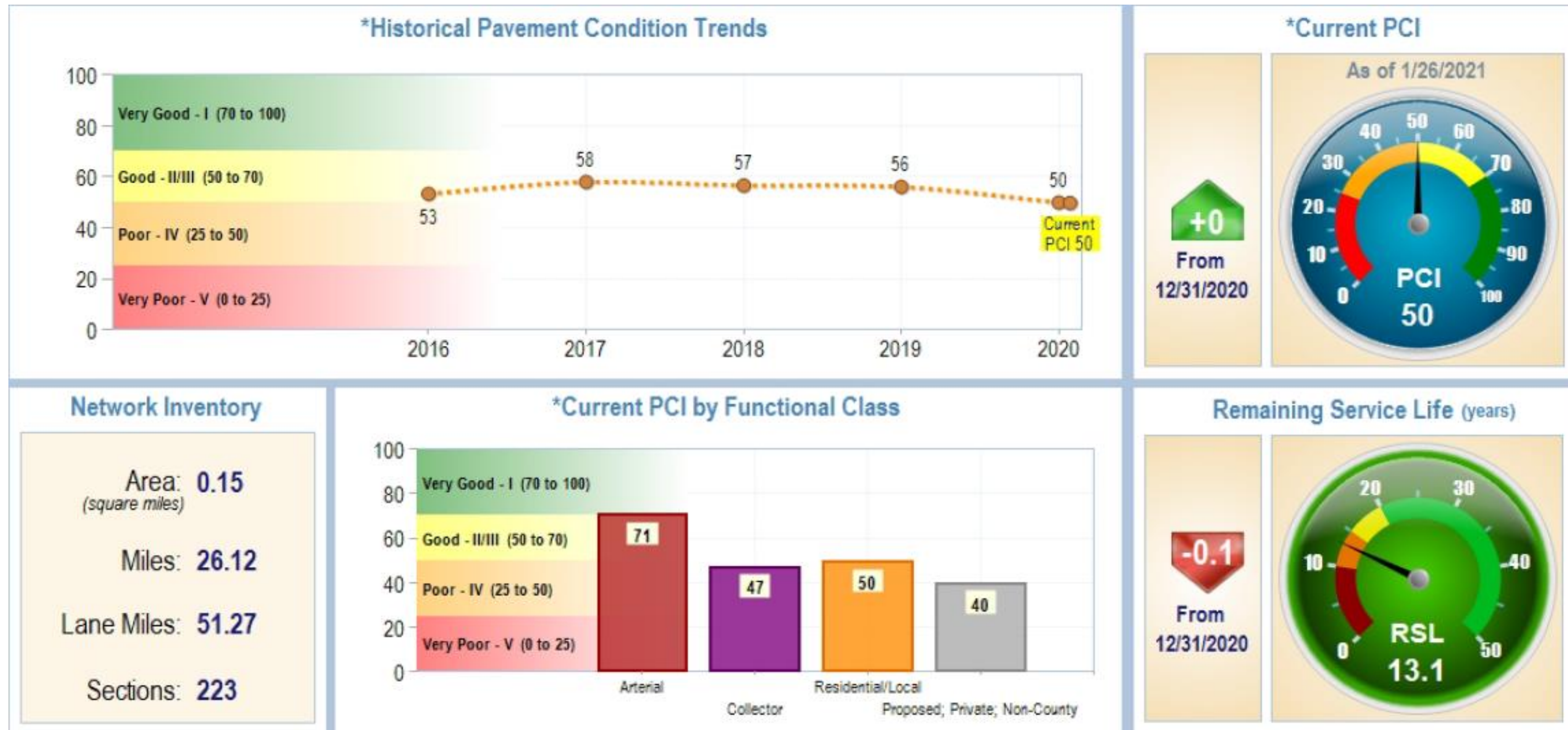
**PCI = 10**



# ST HELENA'S MILES OF ROAD BY CONDITION



# HISTORICAL PCI TREND

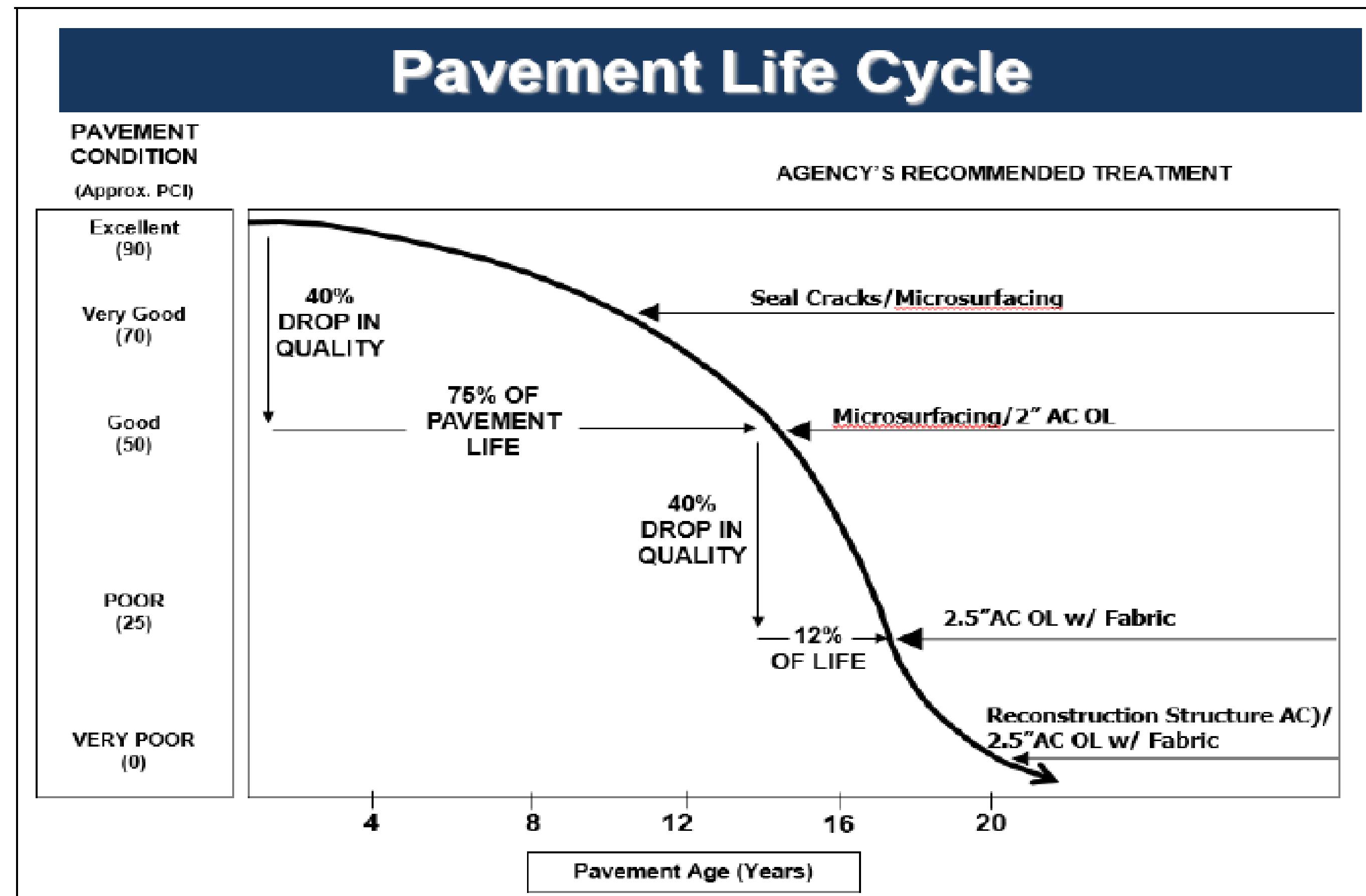


# MAINTENANCE TREATMENTS

| Agency's Maintenance Treatments By Condition Category |           |                               |
|-------------------------------------------------------|-----------|-------------------------------|
| Condition                                             | PCI Range | Typical Maintenance Treatment |
| Excellent                                             | 90-100    | Do Nothing.                   |
| Very Good                                             | 70-89     | Seal Cracks/ Microsurfacing   |
| Good                                                  | 50-69     | Microsurfacing/ 2" AC Overlay |
| Poor                                                  | 25-49     | 2.5" AC Overlay with Fabric   |
| Very Poor                                             | 0-24      | Reconstruct Structure (AC)    |



# MAINTENANCE TREATMENTS



# NEEDS ASSESSMENT

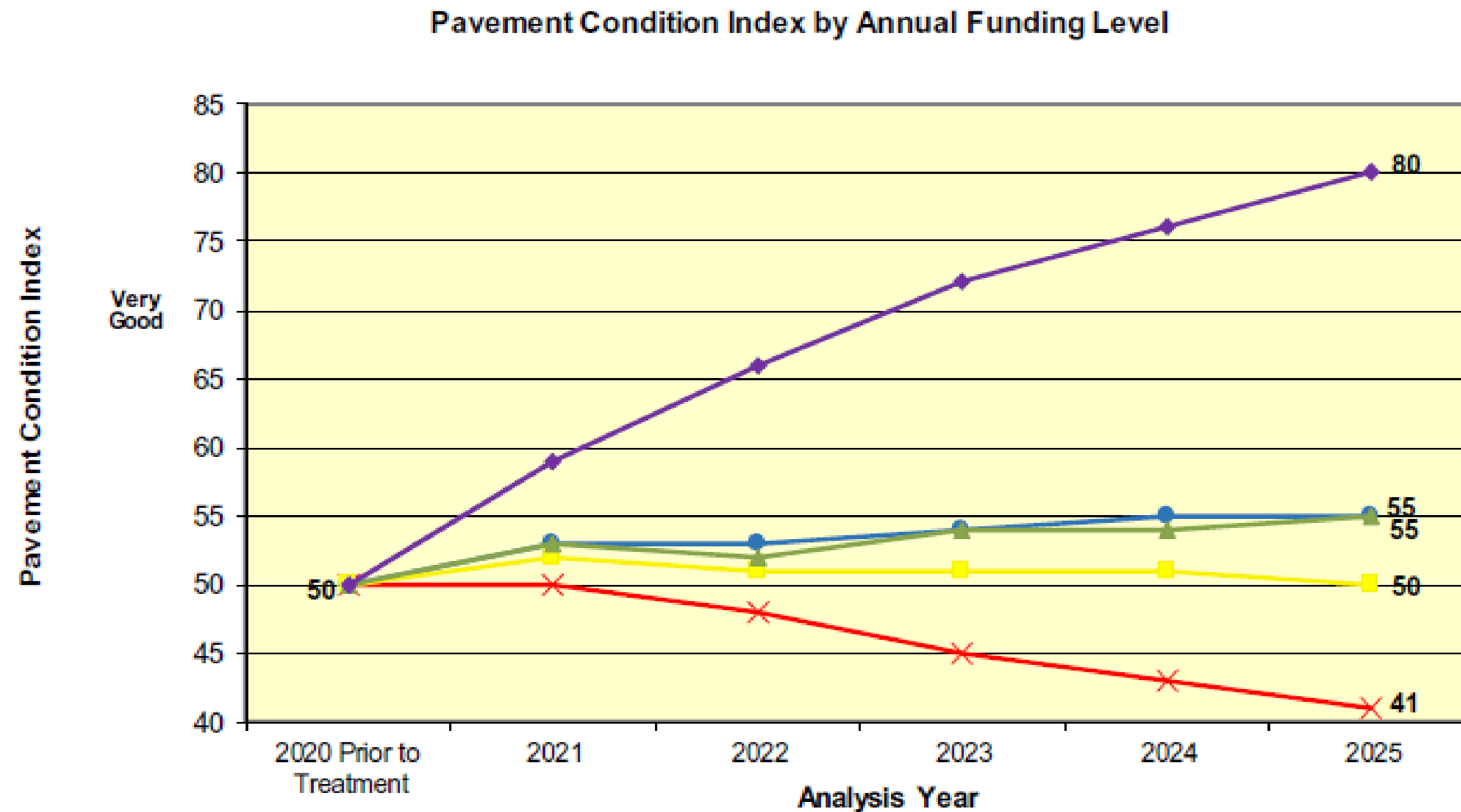
| Budget Needs Analysis |             |                                |               |                   |
|-----------------------|-------------|--------------------------------|---------------|-------------------|
| Year                  | PCI Treated | Preventative Maintenance (\$M) | Rehab (\$M)   | Total Needs (\$M) |
| 2021                  | 90          | \$ 83,108                      | \$ 10,181,250 | \$ 10,264,358     |
| 2022                  | 86          | \$ 6,009                       | \$ 140,523    | \$ 146,532        |
| 2023                  | 85          | \$ 40,206                      | \$ 13,085     | \$ 53,291         |
| 2024                  | 83          | \$ 93,660                      | \$ 79,172     | \$ 172,832        |
| 2025                  | 82          | \$ 281                         | \$ 210,996    | \$ 211,277        |
| Totals                | N/A         | \$ 223,264                     | \$ 10,625,026 | \$ 10,848,290     |



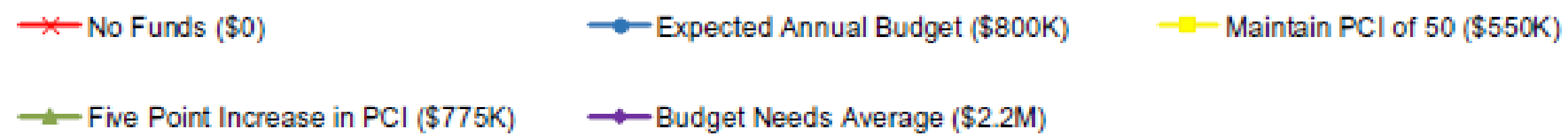
# SCENARIOS

1. No Funds (\$0)
2. Maintain Current PCI of 50 (\$550K)
4. Five Point Increase in PCI to 55 (\$775k)
5. Expected Annual Budget (\$800K)
5. Budget Needs Average (\$2.2M)

# PCI CHART

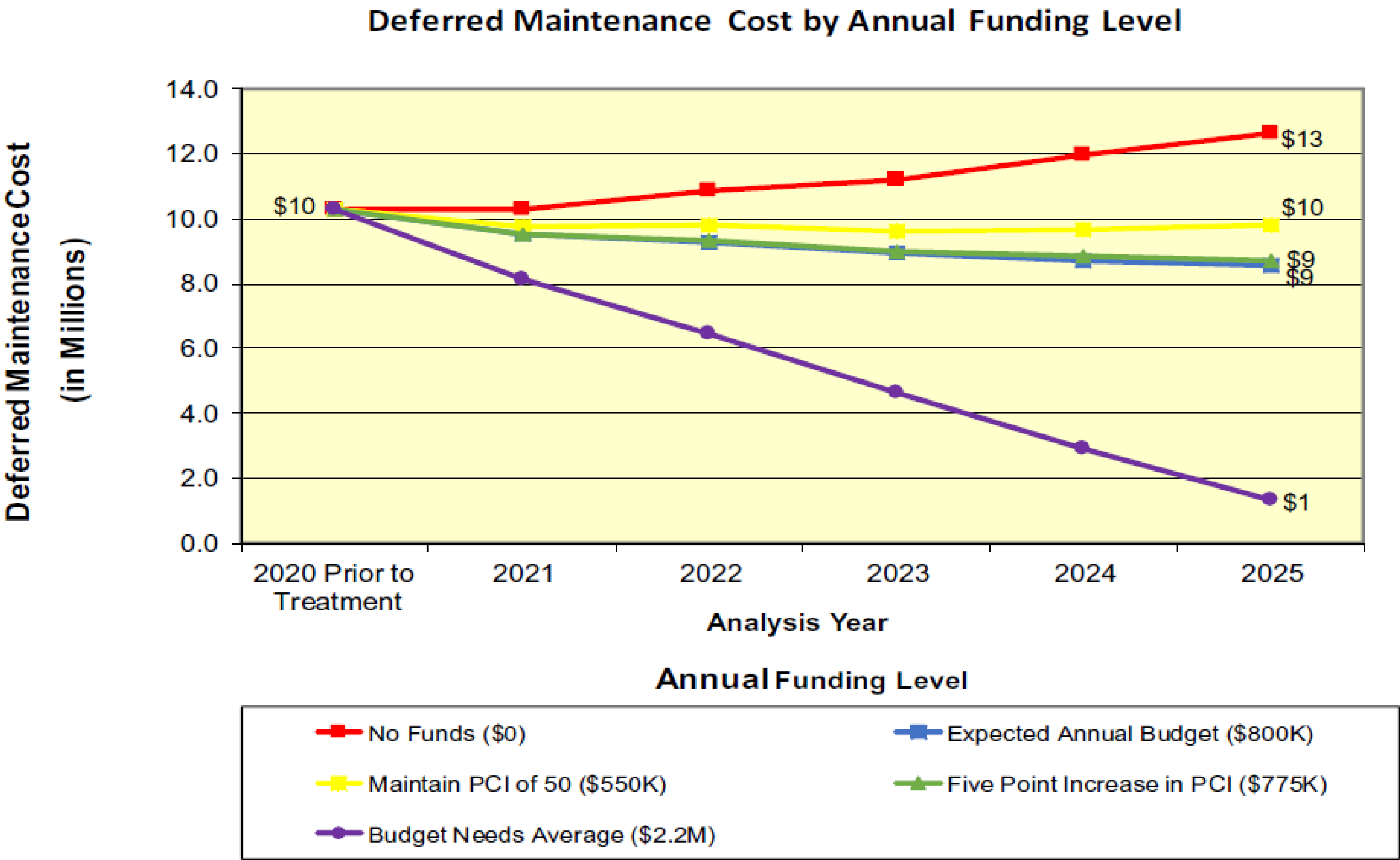


## Annual Funding Level

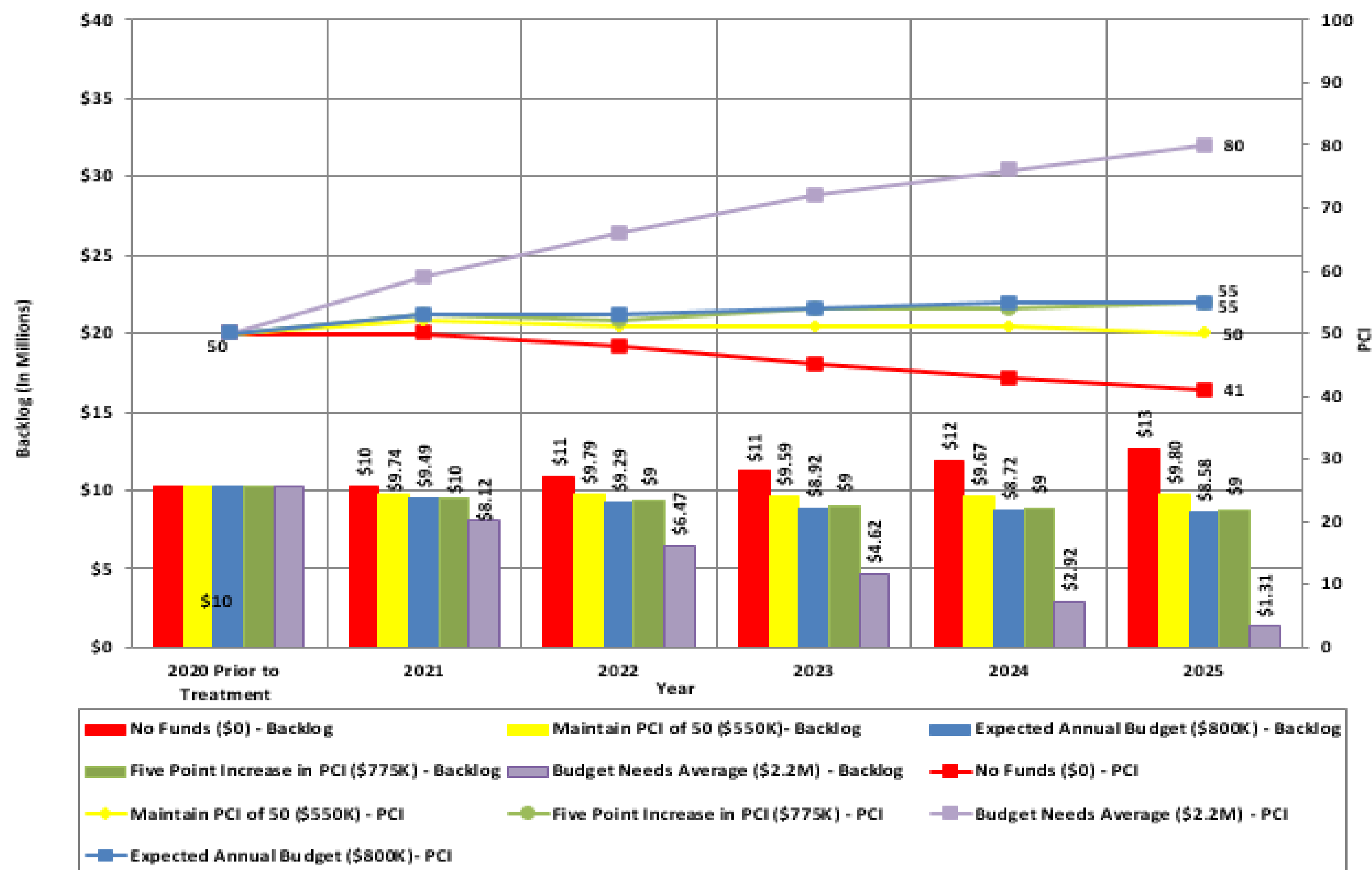




# DEFERRED MAINTENANCE CHART



# CURRENT FUNDING PCI & DEFERRED MAINTENANCE



# RECOMMENDATIONS

- Annual budget to a minimum of \$800K
- Survey Arterials & Collectors every 2 yrs
- Survey Residentials every 4 years
- Update Maintenance Regularly



## RECOMMENDATIONS

- Funding Alternatives
- Truck Route Permit Fee – Leverages a surcharge fee on trucks for use of City roads to help recoup the costs of heavy wheel loads imposed by truck traffic.
- Residential Waste Collection Fee – Surcharge is leveraged on waste companies to account for damage to pavement incurred by heavy waste collection trucks.
- Development Repairs – Fees assessed to new developments to account for increased traffic associated with new residential and commercial tenants.
- Establish Utility Cut Impact Fee – Fee is leveraged against utility to provide compensation for reduced pavement life due to utility cuts and patches.

# RECOMMENDATIONS

- Funding Alternatives
  - Pursue Local Transportation Sales Tax Measures
  - Devote More Local Sales Tax/Revenues to Road Maintenance
  - Establish Downtown and Business Improvement Districts
  - Establish Citywide Assessment Districts

## KEY BENEFITS OF USING PMP

- Inventory Tool
- Condition Assessments
- Determination of Needed Work and Funds
- Identify Candidate Projects
- Determination of Impacts of Funding Alternatives
- GIS Maps



## KEY BENEFITS OF USING PMP

- Ability to justify and secure more funding for maintenance and rehabilitation
- Ability to show the impact of funding decisions
- Efficient use of available resources
- Peace of mind with secured database storage and backup







Report to the City Council  
Regular City Council - 25 May 2021

**Agenda Section: NEW BUSINESS**

**Subject: Review and Confirmation of the City of St. Helena's 5-Year Streets CIP Plan and Overview of Summer 2021 Street Maintenance Projects**

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

**Prepared By:** John Wanger, Interim City Engineer

**Reviewed By:** April Mitts, Finance Director

**Approved By:** Mark T. Prestwich, City Manager

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**BACKGROUND**

On November 6, 2012, the voters of Napa County passed a half-cent sales tax to provide supplemental funding for road maintenance as detailed in the Measure T Expenditure Plan. The Napa Valley Transportation Authority (NVTa) is the designated agency that will administer and oversee Measure T revenues. In order to continue receiving Measure T Funds an updated project list is to be adopted at least every two years.

On February 13, 2018 a Public Hearing was held and the City Council approved the 5-year list of streets which started in FY 2018-19, which was the first year the City received Measure T Funds. This list includes streets needing overlays, slurry seals, crack seals, sidewalk gap closures, and local grant match for the Downtown Main Street Sidewalk Replacement project.

In March 2021 the City completed an update to the City's Pavement Management Plan. Based on budgeting information used in that program, the program provided a list of streets that should be considered for treatment over the next five years.

**DISCUSSION**

Staff has prepared an update to the City's rolling five-year streets CIP list in accordance with Measure T. The proposed 5-year list of projects includes streets needing overlays,

slurry seals, crack seals, sidewalk gap closures, sidewalk repairs, and pothole filling, and local grant match for the downtown Main Street sidewalk replacement project.

Attachment 1 is the draft Streets 5-year CIP which includes pavement restoration as well as other streets related projects. In addition, Attachment 2 is a listing of the streets slated for rehabilitation/treatment over the next 5 years. This list is directly from the Pavement Management Program update. A graphical picture of the streets are shown in Attachment 3.

A refinement of the overall list is currently underway to determine the groupings of streets that will be treated each year. Staff reviews the list of streets and compares the list with known utility projects scheduled in the next 5 years to ensure that streets are not treated prior to underground utility project completion.

**Summer 2021 Street Maintenance Projects.** Over the last year, staff has overseen the consultant preparing the R19-79 project. The project is ready to be bid and is anticipated to take place this summer. R19-79 includes Brown Street, Park Street, Christine Court, Henry Court, Crinella Drive, Voelker Court and Vorhees Circle. All but two of these streets are included on the 5-year list. The two that are not included are in the neighborhood where roads are being rehabilitated and it made sense to include these streets into the project.

### **FISCAL IMPACT**

The draft Streets CIP budget includes a rolling 5-year pavement rehabilitation list. The first year of each project is design and the second year is construction. A 5% escalator has been added to each year.

Below is a summary of each project:

| <b>Project Number</b> | <b>Year</b> | <b>Design</b> | <b>Construction</b> |
|-----------------------|-------------|---------------|---------------------|
| R19-79                | FY 22       |               | 1,193,000           |
| R22-79                | FY 22       | 120,000       |                     |
|                       | FY 23       |               | 1,000,000           |
| R23-79                | FY 23       | 126,000       |                     |
|                       | FY 24       |               | 1,050,000           |
| R24-79                | FY 24       | 132,300       |                     |
|                       | FY 25       |               | 1,102,500           |
| R25-79                | FY 25       | 138,915       |                     |
|                       | FY 26       |               | 1,157,625           |

The projects above are primarily funded through Measure T funds; however, other sources such as Measure T MOE and Gas Tax funds can also be utilized.

### **Measure T**

The City is estimated to receive 5.9% of revenues collected countywide from Measure T. In addition to Measure T, the City is required to maintain a local Maintenance of Effort

(MOE) based on supporting financial documentation from Fiscal Years 2007-08, 2008-09, and 2009-10 which amounts to \$379,189 per year in General Funds to contribute towards the 5-year project list. The General Fund contribution for the MOE consists of typical associated infrastructure for road rehabilitation and maintenance which includes: striping, street sweeping, pothole filling, design engineering, access ramps, sidewalk and curb maintenance, rehabilitation, and construction, signals, safety devices, and street light replacement.

Table 1: Measure T Revenues and Expenses through 4/30/21

| <b>Fiscal Year</b>                              | <b>Revenues</b>  | <b>Expenses</b>  |
|-------------------------------------------------|------------------|------------------|
| Revenues: FY 2018-19                            | 1,158,803        |                  |
| Revenues: FY 2019-20                            | 1,095,609        |                  |
| Revenues: FY 2020-21 (through 4/30/21)          | 648,830          |                  |
| R19-79: Pavement Restoration                    |                  | 721,001          |
| R18-81: Downtown Sidewalk Improvements          |                  | 128,533          |
| R19-02: Hunt Avenue Sidewalk Gap Closure        |                  | 227,831          |
| R19-05: Grayson & South Crane Rehab             |                  | 132,376          |
| R21-02: Pratt & Elmhurst Crosswalk Improvements |                  | 14,455           |
| <b>Total To-Date</b>                            | <b>2,902,943</b> | <b>1,224,196</b> |

Table 2: Measure T Estimated Revenues through FY 2025-26

| <b>ESTIMATED (5% escalator)</b>           | <b>Revenues</b>  | <b>Expenses</b>  |
|-------------------------------------------|------------------|------------------|
| FY 2020-21 (estimated 4/30/21 to 6/30/21) | 581,982          |                  |
| FY 2021-22                                | 1,292,353        | 738,589          |
| FY 2022-23 1,594,300                      | 1,356,970        | 3,126,000        |
| FY 2023-24                                | 1,424,819        | 1,594,300        |
| FY 2024-25                                | 1,496,060        | 1,241,415        |
| FY 2025-26                                | 1,570,863        | 1,157,625        |
| <b>Estimated Remainder FY 21 to FY 26</b> | <b>7,723,047</b> | <b>7,857,929</b> |

### **RECOMMENDED ACTION**

Staff is seeking confirmation from the City Council for the 5-year list of projects. The final Measure T list will be brought back to Council at a later date for approval via Resolution.

### **ATTACHMENTS**

[Attachment 1 - 5-Year Streets CIP DRAFT](#)

[Attachment 2 - 5 Year listing of streets](#)

[Attach 3 - selected streets](#)

[Attachment - R19-79 map](#)

## Category Summary Report

### FY 2020-22 to 2024-26

### 2 - Streets

|                                |                                                                   | Total YTD<br>05/11/21 |  | 2021-22    | 2022-23   | 2023-24   | 2024-25   | 2025-26   | TOTALS     |
|--------------------------------|-------------------------------------------------------------------|-----------------------|--|------------|-----------|-----------|-----------|-----------|------------|
| <b>PROJECT TITLE</b>           |                                                                   |                       |  |            |           |           |           |           |            |
| R18-81                         | Downtown Sidewalk Improvements                                    | 508,072               |  | 2,937,114  | 2,934,800 |           |           |           | 6,379,986  |
| R19-01                         | Stormwater Master Plan                                            | 80,651                |  | 19,349     |           |           |           |           | 100,000    |
| R19-03                         | Sulphur Creek Erosion Repair                                      | 63,937                |  | 81,276     |           |           |           |           | 145,213    |
| R19-04                         | Sulphur Creek Sediment Removal                                    |                       |  |            |           | 100,000   |           |           | 100,000    |
| R19-05                         | Grayson and South Crane Rehab                                     | 126,795               |  | 138,344    |           |           |           |           | 265,139    |
| R19-07                         | Silverado Trail Guardrail Replacement                             | 38                    |  | 556,062    |           |           |           |           | 556,100    |
| R19-79                         | Pavement Restoration FY 19 Design/FY 22 Construction              | 1,006,454             |  | 1,193,000  |           |           |           |           | 2,199,454  |
| R20-01                         | Mitchell Drive to Sulphur Creek Storm Drain                       | 59,800                |  |            |           |           |           | 190,200   | 250,000    |
| R20-02                         | Mills Lane Storm Drain Project                                    | 149,164               |  | 6,948,276  |           |           |           |           | 7,097,440  |
| R21-01                         | Silverado Trail Overlay                                           |                       |  |            |           | 520,000   |           |           | 520,000    |
| R21-02                         | Pratt & Elmhurst Crosswalk Improvements on Main Street/Highway 29 | 14,455                |  | 207,245    |           |           |           |           | 221,700    |
| R21-04                         | Pope Street Crosswalk Improvements at College Avenue              | 20,972                |  | 162,328    |           |           |           |           | 183,300    |
| R22-79                         | Pavement Restoration FY22 Design/FY 23 Construction               |                       |  | 120,000    | 1,000,000 |           |           |           | 1,120,000  |
| R23-79                         | Pavement Restoration FY23 Design/FY 24 Construction               |                       |  |            | 126,000   | 1,050,000 |           |           | 1,176,000  |
| R24-79                         | Pavement Restoration FY24 Design/FY 25 Construction               |                       |  |            |           | 132,300   | 1,102,500 |           | 1,234,800  |
| R25-79                         | Pavement Restoration FY 25 Design/FY 26 Construction              |                       |  |            |           |           | 138,915   | 1,157,625 | 1,296,540  |
|                                |                                                                   | 2,030,338             |  | 12,362,994 | 4,060,800 | 1,802,300 | 1,241,415 | 1,347,825 | 22,845,672 |
| <b>PROJECT FUNDING SOURCES</b> |                                                                   |                       |  |            |           |           |           |           |            |
|                                | Other*                                                            |                       |  | 1,239,750  |           |           |           |           | 1,239,750  |
| 101                            | General Fund                                                      | 145,151               |  | 19,349     |           | 100,000   |           |           | 264,500    |
| 101                            | General Fund - Measure T/RMRA MOE                                 | 469,988               |  | 300,000    |           |           |           | 190,200   | 960,188    |
| 101                            | General Fund - Measure T/RMRA MOE (Prior Year)                    | 75,000                |  |            | 271,914   |           |           |           | 346,914    |
| 230                            | Gas Tax                                                           | 154,972               |  | 248,328    |           |           |           |           | 403,300    |
| 230                            | Gas Tax - RMRA/SB1                                                | 108,000               |  | 440,000    |           | 108,000   |           |           | 656,000    |
| 240                            | Measure T                                                         | 832,277               |  | 738,589    | 3,126,000 | 1,594,300 | 1,241,415 | 1,157,625 | 8,690,206  |
| 700                            | Flood Control Funds                                               | 63,937                |  | 81,276     |           |           |           |           | 145,213    |
| 741                            | Streets Capital Improvement - Measure T Loan                      |                       |  | 2,334,114  | 59,886    |           |           |           | 2,394,000  |
| 741                            | Streets Capital Improvement - NVT                                 |                       |  | 94,000     |           |           |           |           | 94,000     |
| 741                            | Streets Capital Improvement - Grant OBAG II                       | 31,811                |  | 603,000    | 603,000   |           |           |           | 1,237,811  |
| 741                            | Streets Capital Improvement - Grant TDA III                       |                       |  | 50,000     |           |           |           |           | 50,000     |
| 741                            | Streets Capital Improvement - HSIP                                | 38                    |  | 556,062    |           |           |           |           | 556,100    |
| 742                            | Storm Drain Impact Fees                                           | 149,164               |  | 700,000    |           |           |           |           | 849,164    |
| 999                            | Unidentified                                                      |                       |  | 4,958,526  |           |           |           |           | 4,958,526  |
|                                |                                                                   | 2,030,338             |  | 12,362,994 | 4,060,800 | 1,802,300 | 1,241,415 | 1,347,825 | 22,845,672 |

## Downtown Sidewalk Improvements

**Project No:** R18-81

**Category:** Streets

**Project Location:** St. Helena, CA 94574

**Responsible Department:**



**PROJECT PURPOSE & DESCRIPTION:** This is a sidewalk improvement project funded by One Bay Area Grant II program and local funds. The project will replace sidewalks, trees, and implement traffic calming devices on Main Street between Mitchell Drive and Pine Street. Approximately 3,609 linear feet of sidewalk and 17 ADA curb ramps will be replaced.

**EXPENDITURE ACCOUNTS:**

**Fund:** 741 **Dept:** 5014

| EXPENDITURES                                       |                    |  |                  |                  |         |         |         | PROJECT TOTAL    |
|----------------------------------------------------|--------------------|--|------------------|------------------|---------|---------|---------|------------------|
|                                                    | Total YTD 05/11/21 |  | 2021-22          | 2022-23          | 2023-24 | 2024-25 | 2025-26 |                  |
| 3110 - Design                                      | 505,386            |  |                  |                  |         |         |         | 505,386          |
| 3140 - Legal Services                              |                    |  | 2,314            |                  |         |         |         | 2,314            |
| 3150 - Construction Management                     | 2,500              |  | 382,500          | 382,500          |         |         |         | 767,500          |
| 3160 - Construction Contract                       | 186                |  | 2,320,250        | 2,320,250        |         |         |         | 4,640,686        |
| 3170 - Contingency                                 |                    |  | 232,050          | 232,050          |         |         |         | 464,100          |
| <b>EXPENDITURE TOTALS</b>                          | <b>508,072</b>     |  | <b>2,937,114</b> | <b>2,934,800</b> |         |         |         | <b>6,379,986</b> |
| <b>FUNDING SOURCES</b>                             |                    |  |                  |                  |         |         |         |                  |
| 101-General Fund                                   | 64,500             |  |                  |                  |         |         |         | 64,500           |
| 101-General Fund - Measure T/RMRA MOE (Prior Year) | 75,000             |  |                  | 271,914          |         |         |         | 346,914          |
| 230-Gas Tax                                        | 134,000            |  |                  |                  |         |         |         | 134,000          |
| 230-Gas Tax - RMRA/SB1                             | 108,000            |  |                  |                  |         |         |         | 108,000          |
| 240-Measure T                                      | 126,572            |  |                  | 2,000,000        |         |         |         | 2,126,572        |
| 741-Streets Capital Improvement - Grant OBAG II    |                    |  | 603,000          | 603,000          |         |         |         | 1,206,000        |
| 741-Streets Capital Improvement - Measure T Loan   |                    |  | 2,334,114        | 59,886           |         |         |         | 2,394,000        |
| <b>FUNDING TOTALS</b>                              | <b>508,072</b>     |  | <b>2,937,114</b> | <b>2,934,800</b> |         |         |         | <b>6,379,986</b> |

## Stormwater Master Plan

**Project No:** R19-01

**Category:** Streets

**Project Location:** St. Helena, CA 94574

**Responsible Department:**



**PROJECT PURPOSE & DESCRIPTION:** The Stormwater Master Plan will not only update the 2000 document, but will be integrated with the Water Master Plan and the Wastewater Master Plan which will include recommendations for system improvements, replacement and estimated project costs.

**EXPENDITURE ACCOUNTS:**

**Fund:** 741 **Dept:** 5014

| EXPENDITURES              |                    |  |         |         |         |         |         | PROJECT TOTAL |
|---------------------------|--------------------|--|---------|---------|---------|---------|---------|---------------|
|                           | Total YTD 05/11/21 |  | 2021-22 | 2022-23 | 2023-24 | 2024-25 | 2025-26 |               |
| 3110 - Design             | 80,651             |  | 19,349  |         |         |         |         | 100,000       |
| <b>EXPENDITURE TOTALS</b> | 80,651             |  | 19,349  |         |         |         |         | 100,000       |
| FUNDING SOURCES           |                    |  |         |         |         |         |         | PROJECT TOTAL |
|                           | Total YTD 05/11/21 |  | 2021-22 | 2022-23 | 2023-24 | 2024-25 | 2025-26 |               |
| 101-General Fund          | 80,651             |  | 19,349  |         |         |         |         | 100,000       |
| <b>FUNDING TOTALS</b>     | 80,651             |  | 19,349  |         |         |         |         | 100,000       |

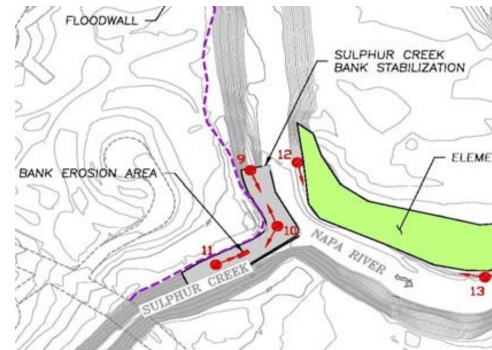
## Sulphur Creek Erosion Repair

**Project No:** R19-03

**Category:** Streets

**Project Location:** St. Helena, CA 94574

**Responsible Department:**



**PROJECT PURPOSE & DESCRIPTION:** This project will implement bank repairs that were caused during the 16/17 storm year and identified in the 2017 Flood Control Project post-construction monitoring and reporting year. The repairs will be made utilizing funds from the Flood Control Project adaptive management program. The area is located at the base of a mature valley oak, approximately 100 feet upstream of the confluence with the Napa River.

**EXPENDITURE ACCOUNTS:**

**Fund:** 741 **Dept:** 5014

| EXPENDITURES                   |                    |  |               |         |         |         |         | PROJECT TOTAL  |
|--------------------------------|--------------------|--|---------------|---------|---------|---------|---------|----------------|
|                                | Total YTD 05/11/21 |  | 2021-22       | 2022-23 | 2023-24 | 2024-25 | 2025-26 |                |
| 3110 - Design                  | 38,662             |  |               |         |         |         |         | 38,662         |
| 3150 - Construction Management | 551                |  |               |         |         |         |         | 551            |
| 3160 - Construction Contract   | 24,724             |  | 81,276        |         |         |         |         | 106,000        |
| <b>EXPENDITURE TOTALS</b>      | <b>63,937</b>      |  | <b>81,276</b> |         |         |         |         | <b>145,213</b> |
| <b>FUNDING SOURCES</b>         |                    |  |               |         |         |         |         |                |
| 700-Flood Control Funds        | 63,937             |  | 81,276        |         |         |         |         | 145,213        |
| <b>FUNDING TOTALS</b>          | <b>63,937</b>      |  | <b>81,276</b> |         |         |         |         | <b>145,213</b> |

## Sulphur Creek Sediment Removal

**Project No:** R19-04  
**Category:** Streets  
**Project Location:** Sulphur Creek beneath bridge structure at Valley View  
**Responsible Department:**



**PROJECT PURPOSE & DESCRIPTION:** This project will remove sediment build-up in Sulphur Creek beneath the bridge structure at Valley View and the City owned creek section in front of the City Public Works Corporation Yard on Charter Oak. The City plans to coordinate permitting and work efforts with private landowners along Sulphur Creek between the Valley View bridge and the City Corporation Yard.

Project Deferred to FY 22

**EXPENDITURE ACCOUNTS:**

**Fund:** 741 **Dept:** 5014

| EXPENDITURES              |                    |  |         |         |         |         |         | PROJECT TOTAL |
|---------------------------|--------------------|--|---------|---------|---------|---------|---------|---------------|
|                           | Total YTD 05/11/21 |  | 2021-22 | 2022-23 | 2023-24 | 2024-25 | 2025-26 |               |
| 3110 - Design             |                    |  |         |         | 100,000 |         |         | 100,000       |
| <b>EXPENDITURE TOTALS</b> |                    |  |         |         | 100,000 |         |         | 100,000       |
| FUNDING SOURCES           |                    |  |         |         |         |         |         | PROJECT TOTAL |
|                           | Total YTD 05/11/21 |  | 2021-22 | 2022-23 | 2023-24 | 2024-25 | 2025-26 |               |
| 101-General Fund          |                    |  |         |         | 100,000 |         |         | 100,000       |
| <b>FUNDING TOTALS</b>     |                    |  |         |         | 100,000 |         |         | 100,000       |



## Grayson and South Crane Rehab

**Project No:** R19-05

**Category:** Streets

**Project Location:** Grayson and South Crane

**Responsible Department:**



**PROJECT PURPOSE & DESCRIPTION:** This project will reconstruct Grayson and South Crane Avenues. Accessibility improvements to sidewalks and curb ramps will be included as part of the project whenever applicable.

**NOTES:** Resolution 2020-36 - PSA with BKF for design for \$175,139

**EXPENDITURE ACCOUNTS:**

**Fund:** 741 **Dept:** 5014

| EXPENDITURES                 |                    |  |         |         |         |         |         | PROJECT TOTAL |
|------------------------------|--------------------|--|---------|---------|---------|---------|---------|---------------|
|                              | Total YTD 05/11/21 |  | 2021-22 | 2022-23 | 2023-24 | 2024-25 | 2025-26 |               |
| 3110 - Design                | 126,795            |  | 63,344  |         |         |         |         | 190,139       |
| 3160 - Construction Contract |                    |  | 75,000  |         |         |         |         | 75,000        |
| <b>EXPENDITURE TOTALS</b>    | 126,795            |  | 138,344 |         |         |         |         | 265,139       |
| FUNDING SOURCES              |                    |  |         |         |         |         |         | PROJECT TOTAL |
|                              | Total YTD 05/11/21 |  | 2021-22 | 2022-23 | 2023-24 | 2024-25 | 2025-26 |               |
| 240-Measure T                | 126,795            |  | 138,344 |         |         |         |         | 265,139       |
| <b>FUNDING TOTALS</b>        | 126,795            |  | 138,344 |         |         |         |         | 265,139       |

## Silverado Trail Guardrail Replacement

**Project No:** R19-07

**Category:** Streets

**Project Location:** Silverado Trail and Pope Street

**Responsible Department:**



**PROJECT PURPOSE & DESCRIPTION:** Replace guardrail and pavement markings/stripping on Silverado Trail within City Limits.

**NOTES:** Resolution 2019-6 Accepting grant and adding R19-07 to CIP with a budget of \$556,100

**EXPENDITURE ACCOUNTS:**

**Fund:** 741 **Dept:** 5014

| EXPENDITURES                           |                    |  |         |         |         |         |         | PROJECT TOTAL |
|----------------------------------------|--------------------|--|---------|---------|---------|---------|---------|---------------|
|                                        | Total YTD 05/11/21 |  | 2021-22 | 2022-23 | 2023-24 | 2024-25 | 2025-26 |               |
| 3110 - Design                          | 38                 |  | 54,962  |         |         |         |         | 55,000        |
| 3120 - Environmental/Planning          |                    |  | 5,000   |         |         |         |         | 5,000         |
| 3150 - Construction Management         |                    |  | 58,500  |         |         |         |         | 58,500        |
| 3160 - Construction Contract           |                    |  | 417,600 |         |         |         |         | 417,600       |
| 3170 - Contingency                     |                    |  | 20,000  |         |         |         |         | 20,000        |
| <b>EXPENDITURE TOTALS</b>              | 38                 |  | 556,062 |         |         |         |         | 556,100       |
| <b>FUNDING SOURCES</b>                 |                    |  |         |         |         |         |         |               |
| 741-Streets Capital Improvement - HSIP | 38                 |  | 556,062 |         |         |         |         | 556,100       |
| <b>FUNDING TOTALS</b>                  | 38                 |  | 556,062 |         |         |         |         | 556,100       |

## Pavement Restoration FY 19 Design/FY 22 Construction

**Project No:** R19-79

**Category:** Streets

**Project Location:** St. Helena, CA 94574

**Responsible Department:**



**PROJECT PURPOSE & DESCRIPTION:** Rehabilitate streets throughout the City with various surface treatments (i.e. slurry seal, micro-surface, and overlay). Curb ramp upgrades may be part of projects as needed. Council approved a five-year list of streets on February 13, 2018.

Construction for Year 2 paving deferred to FY 22.

### EXPENDITURE ACCOUNTS:

**Fund:** 741 **Dept:** 5014

| EXPENDITURES                                    |                    |  |                  |         |         |         |         | PROJECT TOTAL    |
|-------------------------------------------------|--------------------|--|------------------|---------|---------|---------|---------|------------------|
|                                                 | Total YTD 05/11/21 |  | 2021-22          | 2022-23 | 2023-24 | 2024-25 | 2025-26 |                  |
| 3110 - Design                                   | 120,939            |  | 5,000            |         |         |         |         | 125,939          |
| 3150 - Construction Management                  | 48,126             |  | 155,000          |         |         |         |         | 203,126          |
| 3160 - Construction Contract                    | 837,389            |  | 939,000          |         |         |         |         | 1,776,389        |
| 3170 - Contingency                              |                    |  | 94,000           |         |         |         |         | 94,000           |
| <b>EXPENDITURE TOTALS</b>                       | <b>1,006,454</b>   |  | <b>1,193,000</b> |         |         |         |         | <b>2,199,454</b> |
| <b>FUNDING SOURCES</b>                          |                    |  |                  |         |         |         |         |                  |
| 101-General Fund - Measure T/RMRA MOE           | 410,188            |  | 300,000          |         |         |         |         | 710,188          |
| 230-Gas Tax                                     |                    |  | 150,000          |         |         |         |         | 150,000          |
| 230-Gas Tax - RMRA/SB1                          |                    |  | 300,000          |         |         |         |         | 300,000          |
| 240-Measure T                                   | 564,455            |  | 443,000          |         |         |         |         | 1,007,455        |
| 741-Streets Capital Improvement - Grant OBAG II | 31,811             |  |                  |         |         |         |         | 31,811           |
| <b>FUNDING TOTALS</b>                           | <b>1,006,454</b>   |  | <b>1,193,000</b> |         |         |         |         | <b>2,199,454</b> |

## Mitchell Drive to Sulphur Creek Storm Drain

**Project No:** R20-01

**Category:** Streets

**Project Location:** Mitchell Drive to Sulphur Creek

**Responsible Department:**



**PROJECT PURPOSE & DESCRIPTION:** Replace storm drain pipe on Mitchell Drive and slip-line portion of pipe from Mitchell Drive to Sulphur Creek.

**NOTES:**

**EXPENDITURE ACCOUNTS:**

**Fund:** 741 **Dept:** 5014

| EXPENDITURES                          |                       |  |         |         |         |         |         | PROJECT TOTAL |
|---------------------------------------|-----------------------|--|---------|---------|---------|---------|---------|---------------|
|                                       | Total YTD<br>05/11/21 |  | 2021-22 | 2022-23 | 2023-24 | 2024-25 | 2025-26 |               |
| 3110 - Design                         |                       |  |         |         |         |         | 25,000  | 25,000        |
| 3160 - Construction Contract          | 59,800                |  |         |         |         |         | 165,200 | 225,000       |
| <b>EXPENDITURE TOTALS</b>             | 59,800                |  |         |         |         |         | 190,200 | 250,000       |
| FUNDING SOURCES                       |                       |  |         |         |         |         |         | PROJECT TOTAL |
|                                       | Total YTD<br>05/11/21 |  | 2021-22 | 2022-23 | 2023-24 | 2024-25 | 2025-26 |               |
| 101-General Fund - Measure T/RMRA MOE | 59,800                |  |         |         |         |         | 190,200 | 250,000       |
| <b>FUNDING TOTALS</b>                 | 59,800                |  |         |         |         |         | 190,200 | 250,000       |

## Mills Lane Storm Drain Project

**Project No:** R20-02

**Category:** Streets

**Project Location:** Mills Lane from State Highway 29 east to the Napa River

**Responsible Department:**



**PROJECT PURPOSE & DESCRIPTION:** The Mills Lane Storm Drain improvement project was originally identified by the City and a portion designed in 1974. It was also considered in the City's 2000 Master Plan of Drainage, identified in the City's Storm Drain Impact Fees, as well as the 2005 Highway 29 Specific Plan and the specific plan's program environmental impact report (EIR) prepared in 2003 (SCH #2001082017). The storm drain will be constructed along Mills Lane, which is a City street for most of its length, from its intersection with State Highway 29 east to the Napa River.

**NOTES:** Resolution 2020-26 - Establishment of Project and initial project budget of \$200,000

Resolution 2020-92 - Increase budget by \$57,357

Resolution 2021-21 - Increase budget by \$25,139

Resolution 2021-\_\_\_ - Increase budget by \$27,444

**EXPENDITURE ACCOUNTS:** Fund: 741 Dept: 5014

| EXPENDITURES                   |                    |  |           |         |         |         |         | PROJECT TOTAL |
|--------------------------------|--------------------|--|-----------|---------|---------|---------|---------|---------------|
|                                | Total YTD 05/11/21 |  | 2021-22   | 2022-23 | 2023-24 | 2024-25 | 2025-26 |               |
| 3110 - Design                  | 149,164            |  | 60,776    |         |         |         |         | 209,940       |
| 3120 - Environmental/Planning  |                    |  | 128,100   |         |         |         |         | 128,100       |
| 3130 - Land & Easements        |                    |  | 25,000    |         |         |         |         | 25,000        |
| 3140 - Legal Services          |                    |  | 878,400   |         |         |         |         | 878,400       |
| 3150 - Construction Management |                    |  | 4,880,000 |         |         |         |         | 4,880,000     |
| 3160 - Construction Contract   |                    |  | 976,000   |         |         |         |         | 976,000       |
| <b>EXPENDITURE TOTALS</b>      | 149,164            |  | 6,948,276 |         |         |         |         | 7,097,440     |
| <b>FUNDING SOURCES</b>         |                    |  |           |         |         |         |         |               |
| -Other*                        |                    |  | 1,239,750 |         |         |         |         | 1,239,750     |
| 230-Gas Tax                    |                    |  | 30,000    |         |         |         |         | 30,000        |
| 230-Gas Tax - RMRA/SB1         |                    |  | 20,000    |         |         |         |         | 20,000        |
| 742-Storm Drain Impact Fees    | 149,164            |  | 700,000   |         |         |         |         | 849,164       |
| 999-Unidentified               |                    |  | 4,958,526 |         |         |         |         | 4,958,526     |
| <b>FUNDING TOTALS</b>          | 149,164            |  | 6,948,276 |         |         |         |         | 7,097,440     |

Silverado Trail Overlay

Project No: R21-01

Category: Streets

Project Location:

Responsible Department:



PROJECT PURPOSE & DESCRIPTION:

NOTES:

EXPENDITURE ACCOUNTS:

Fund: 741 Dept: 5014

| EXPENDITURES                 |                    |  |         |         |         |         |         | PROJECT TOTAL |
|------------------------------|--------------------|--|---------|---------|---------|---------|---------|---------------|
|                              | Total YTD 05/11/21 |  | 2021-22 | 2022-23 | 2023-24 | 2024-25 | 2025-26 |               |
| 3110 - Design                |                    |  |         |         | 20,000  |         |         | 20,000        |
| 3160 - Construction Contract |                    |  |         |         | 500,000 |         |         | 500,000       |
| EXPENDITURE TOTALS           |                    |  |         |         | 520,000 |         |         | 520,000       |
| FUNDING SOURCES              |                    |  |         |         |         |         |         |               |
| 230-Gas Tax - RMRA/SB1       |                    |  |         |         | 108,000 |         |         | 108,000       |
| 240-Measure T                |                    |  |         |         | 412,000 |         |         | 412,000       |
| FUNDING TOTALS               |                    |  |         |         | 520,000 |         |         | 520,000       |

## Pratt & Elmhurst Crosswalk Improvements on Main Street/Highway 29

**Project No:** R21-02

**Category:** Streets

**Project Location:** Main Street/Highway 29

**Responsible Department:**



**PROJECT PURPOSE & DESCRIPTION:** This project will upgrade curb ramps as well as improvement crosswalk markings and signage at Pratt and Elmhurst intersections.

### EXPENDITURE ACCOUNTS:

| EXPENDITURES                                    |                    |  |         |         |         |         |         | PROJECT TOTAL |
|-------------------------------------------------|--------------------|--|---------|---------|---------|---------|---------|---------------|
|                                                 | Total YTD 05/11/21 |  | 2021-22 | 2022-23 | 2023-24 | 2024-25 | 2025-26 |               |
| 3110 - Design                                   | 14,455             |  | 10,545  |         |         |         |         | 25,000        |
| 3150 - Construction Management                  |                    |  | 25,000  |         |         |         |         | 25,000        |
| 3160 - Construction Contract                    |                    |  | 156,100 |         |         |         |         | 156,100       |
| 3170 - Contingency                              |                    |  | 15,600  |         |         |         |         | 15,600        |
| <b>EXPENDITURE TOTALS</b>                       | 14,455             |  | 207,245 |         |         |         |         | 221,700       |
| <b>FUNDING SOURCES</b>                          |                    |  |         |         |         |         |         |               |
| 240-Measure T                                   | 14,455             |  | 157,245 |         |         |         |         | 171,700       |
| 741-Streets Capital Improvement - Grant TDA III |                    |  | 50,000  |         |         |         |         | 50,000        |
| <b>FUNDING TOTALS</b>                           | 14,455             |  | 207,245 |         |         |         |         | 221,700       |

## Pope Street Crosswalk Improvements at College Avenue

**Project No:** R21-04

**Category:** Streets

**Project Location:** Pope Street at College Avenue

**Responsible Department:**



**PROJECT PURPOSE & DESCRIPTION:** Installation of a rectangular rapid flashing beacon system (or equivalent) located on Pope Street at College Avenue, four ADA compliant curb ramps, and continental crosswalk markings on Pope Street and College Avenue.

Installation of the rapid flashing beacon (or equivalent) will provide greater visibility of pedestrians within the crosswalks as vehicles approach. Upgrading curb ramps will improve pedestrian mobility by upgrading curb ramps when crossing Pope Street or College Avenue.

**NOTES:** The City received a grant of \$94,000 from NVTA with a 20% match requirement.

**EXPENDITURE ACCOUNTS:** Fund: 741 Dept: 5014

| EXPENDITURES                           |                    |  |         |         |         |         |         | PROJECT TOTAL |
|----------------------------------------|--------------------|--|---------|---------|---------|---------|---------|---------------|
|                                        | Total YTD 05/11/21 |  | 2021-22 | 2022-23 | 2023-24 | 2024-25 | 2025-26 |               |
| 3110 - Design                          | 20,972             |  | 9,028   |         |         |         |         | 30,000        |
| 3150 - Construction Management         |                    |  | 20,000  |         |         |         |         | 20,000        |
| 3160 - Construction Contract           |                    |  | 133,300 |         |         |         |         | 133,300       |
| <b>EXPENDITURE TOTALS</b>              | 20,972             |  | 162,328 |         |         |         |         | 183,300       |
| <b>FUNDING SOURCES</b>                 |                    |  |         |         |         |         |         |               |
| 230-Gas Tax                            | 20,972             |  | 68,328  |         |         |         |         | 89,300        |
| 741-Streets Capital Improvement - NVTA |                    |  | 94,000  |         |         |         |         | 94,000        |
| <b>FUNDING TOTALS</b>                  | 20,972             |  | 162,328 |         |         |         |         | 183,300       |



## Pavement Restoration FY22 Design/FY 23 Construction

**Project No:** R22-79

**Category:** Streets

**Project Location:** St. Helena, CA 94574

**Responsible Department:**



**PROJECT PURPOSE & DESCRIPTION:** Rehabilitate streets throughout the City with various surface treatments (i.e. slurry seal, micro-surface, and overlay). Curb ramp upgrades may be part of projects as needed. Council approved a five-year list of streets on February 13, 2018.

Design FY 22

Construction FY 23

**EXPENDITURE ACCOUNTS:** Fund: 741 Dept: 5014

| EXPENDITURES                   |                    |  |         |           |         |         |         | PROJECT TOTAL |
|--------------------------------|--------------------|--|---------|-----------|---------|---------|---------|---------------|
|                                | Total YTD 05/11/21 |  | 2021-22 | 2022-23   | 2023-24 | 2024-25 | 2025-26 |               |
| 3110 - Design                  |                    |  | 120,000 |           |         |         |         | 120,000       |
| 3150 - Construction Management |                    |  |         | 120,000   |         |         |         | 120,000       |
| 3160 - Construction Contract   |                    |  |         | 800,000   |         |         |         | 800,000       |
| 3170 - Contingency             |                    |  |         | 80,000    |         |         |         | 80,000        |
| <b>EXPENDITURE TOTALS</b>      |                    |  | 120,000 | 1,000,000 |         |         |         | 1,120,000     |
| <b>FUNDING SOURCES</b>         |                    |  |         |           |         |         |         |               |
| 230-Gas Tax - RMRA/SB1         |                    |  | 120,000 |           |         |         |         | 120,000       |
| 240-Measure T                  |                    |  |         | 1,000,000 |         |         |         | 1,000,000     |
| <b>FUNDING TOTALS</b>          |                    |  | 120,000 | 1,000,000 |         |         |         | 1,120,000     |

## Pavement Restoration FY23 Design/FY 24 Construction

**Project No:** R23-79

**Category:** Streets

**Project Location:** St. Helena, CA 94574

**Responsible Department:**



**PROJECT PURPOSE & DESCRIPTION:** Rehabilitate streets throughout the City with various surface treatments (i.e. slurry seal, micro-surface, and overlay). Curb ramp upgrades may be part of projects as needed. Council approved a five-year list of streets on February 13, 2018.

Design FY 23

Construction FY 24

**NOTES:**

**EXPENDITURE ACCOUNTS:** Fund: 741 Dept: 5014

| EXPENDITURES                   |                    |  |         |         |           |         |         | PROJECT TOTAL |
|--------------------------------|--------------------|--|---------|---------|-----------|---------|---------|---------------|
|                                | Total YTD 05/11/21 |  | 2021-22 | 2022-23 | 2023-24   | 2024-25 | 2025-26 |               |
| 3110 - Design                  |                    |  |         | 126,000 |           |         |         | 126,000       |
| 3150 - Construction Management |                    |  |         |         | 126,000   |         |         | 126,000       |
| 3160 - Construction Contract   |                    |  |         |         | 840,000   |         |         | 840,000       |
| 3170 - Contingency             |                    |  |         |         | 84,000    |         |         | 84,000        |
| <b>EXPENDITURE TOTALS</b>      |                    |  |         | 126,000 | 1,050,000 |         |         | 1,176,000     |
| <b>FUNDING SOURCES</b>         |                    |  |         |         |           |         |         |               |
| 240-Measure T                  |                    |  |         | 126,000 | 1,050,000 |         |         | 1,176,000     |
| <b>FUNDING TOTALS</b>          |                    |  |         | 126,000 | 1,050,000 |         |         | 1,176,000     |

## Pavement Restoration FY24 Design/FY 25 Construction

**Project No:** R24-79

**Category:** Streets

**Project Location:** St. Helena, CA 94574

**Responsible Department:**



**PROJECT PURPOSE & DESCRIPTION:** Rehabilitate streets throughout the City with various surface treatments (i.e. slurry seal, micro-surface, and overlay). Curb ramp upgrades may be part of projects as needed. Council approved a five-year list of streets on February 13, 2018.

Design FY 24

Construction FY 25

**NOTES:**

**EXPENDITURE ACCOUNTS:** Fund: 741 Dept: 5014

| EXPENDITURES                   |                    |  |         |         |         |           |         | PROJECT TOTAL |
|--------------------------------|--------------------|--|---------|---------|---------|-----------|---------|---------------|
|                                | Total YTD 05/11/21 |  | 2021-22 | 2022-23 | 2023-24 | 2024-25   | 2025-26 |               |
| 3110 - Design                  |                    |  |         |         | 132,300 |           |         | 132,300       |
| 3150 - Construction Management |                    |  |         |         |         | 132,300   |         | 132,300       |
| 3160 - Construction Contract   |                    |  |         |         |         | 882,000   |         | 882,000       |
| 3170 - Contingency             |                    |  |         |         |         | 88,200    |         | 88,200        |
| <b>EXPENDITURE TOTALS</b>      |                    |  |         |         | 132,300 | 1,102,500 |         | 1,234,800     |
| FUNDING SOURCES                |                    |  |         |         |         |           |         |               |
|                                | Total YTD 05/11/21 |  | 2021-22 | 2022-23 | 2023-24 | 2024-25   | 2025-26 |               |
| 240-Measure T                  |                    |  |         |         | 132,300 | 1,102,500 |         | 1,234,800     |
| <b>FUNDING TOTALS</b>          |                    |  |         |         | 132,300 | 1,102,500 |         | 1,234,800     |

## Pavement Restoration FY 25 Design/FY 26 Construction

**Project No:** R25-79

**Category:** Streets

**Project Location:** St. Helena, CA 94574

**Responsible Department:**



**PROJECT PURPOSE & DESCRIPTION:** Rehabilitate streets throughout the City with various surface treatments (i.e. slurry seal, micro-surface, and overlay). Curb ramp upgrades may be part of projects as needed. Council approved a five-year list of streets on February 13, 2018.

Design FY 25

Construction FY 26

**NOTES:**

**EXPENDITURE ACCOUNTS:** Fund: 741 Dept: 5014

| EXPENDITURES                   |                    |  |         |         |         |         |           | PROJECT TOTAL |
|--------------------------------|--------------------|--|---------|---------|---------|---------|-----------|---------------|
|                                | Total YTD 05/11/21 |  | 2021-22 | 2022-23 | 2023-24 | 2024-25 | 2025-26   |               |
| 3110 - Design                  |                    |  |         |         |         | 138,915 |           | 138,915       |
| 3150 - Construction Management |                    |  |         |         |         |         | 138,915   | 138,915       |
| 3160 - Construction Contract   |                    |  |         |         |         |         | 926,100   | 926,100       |
| 3170 - Contingency             |                    |  |         |         |         |         | 92,610    | 92,610        |
| <b>EXPENDITURE TOTALS</b>      |                    |  |         |         |         | 138,915 | 1,157,625 | 1,296,540     |
| <b>FUNDING SOURCES</b>         |                    |  |         |         |         |         |           |               |
| 240-Measure T                  |                    |  |         |         |         | 138,915 | 1,157,625 | 1,296,540     |
| <b>FUNDING TOTALS</b>          |                    |  |         |         |         | 138,915 | 1,157,625 | 1,296,540     |

**CITY OF ST. HELENA**  
**5-YEAR LISTING OF STREETS FOR REHABILITATION**  
**2021-2025**

| STREET NAME        | BEGINNING LOCATION          | ENDING LOCATION           | TYPE OF TREATMENT   |
|--------------------|-----------------------------|---------------------------|---------------------|
| CHABLIS CIR        | PINOT WY                    | 500' NE/O PINOT WY (E)    | 2" AC OL w/Fabric   |
| FULTON LN          | RR TRACKS                   | 25 MPH SIGN               | 2" AC OL w/Fabric   |
| JUNE LN            | HUNT AV                     | CHILES AV                 | 2" AC OL w/Fabric   |
| KEARNEY ST         | MADRONA ST                  | PINE ST                   | 2" AC OL w/Fabric   |
| PINE ST            | KEARNEY ST                  | OAK AV                    | 2" AC OL w/Fabric   |
| SPRING MOUNTAIN CT | SPRING MOUNTAIN RD          | END (S)                   | 2" AC OL w/Fabric   |
| STRALLA CT         | POPE ST                     | END (S)                   | 2" AC OL w/Fabric   |
| VORHEES CIR        | MITCHELL DR (E)             | MITCHELL DR (W)           | 2" AC OL w/Fabric   |
| SILVERADO TR       | 175' N/O HOWELL MOUNTAIN RD | CITY LIMITS (S)           | 2.5" AC OL w/Fabric |
| LIBRARY LN         | ADAMS ST                    | END (N)                   | 2" AC OL            |
| QUAIL CT           | ELMHURST AV                 | END (N)                   | 2" AC OL            |
| ADAMS ST           | HUDSON AV                   | ALLYN AV                  | MicroSurfacing      |
| BIRCH ST           | VALLEYVIEW ST               | NORTH CRANE AV            | MicroSurfacing      |
| CHILES AV          | SIGNORELLI CIR              | END (E)                   | MicroSurfacing      |
| TAINTER ST         | STOCKTON ST                 | KEARNEY ST                | MicroSurfacing      |
| COLUMBARD CT       | CHARDONNAY WY               | END (W)                   | 2" AC OL w/Fabric   |
| STOCKTON ST        | PINE ST                     | ADAMS ST                  | 2" AC OL w/Fabric   |
| STOCKTON ST        | TAINTER ST                  | BCR @ SPRING ST           | 2" AC OL w/Fabric   |
| ALLYN AV           | MADRONA ST                  | PINE ST                   | 2.5" AC OL w/Fabric |
| ANDREA AV          | KEARNEY ST                  | OAK AV                    | 2.5" AC OL w/Fabric |
| BROWN ST           | ALLISON AV                  | END (W)                   | 2.5" AC OL w/Fabric |
| HUNT AV            | EDWARDS ST                  | JUNE LN                   | 2.5" AC OL w/Fabric |
| RAILROAD AV        | FIRE STATION                | FULTON LN                 | 2.5" AC OL w/Fabric |
| VALLEYVIEW ST      | BIRCHE AV                   | 315' N/O GRAYSON AV       | 2.5" AC OL w/Fabric |
| VINTAGE AV         | MCCORMICK ST                | END (E)                   | 2.5" AC OL w/Fabric |
| ADAMS ST           | ALLYN AV                    | STOCKTON ST               | MicroSurfacing      |
| ADAMS ST           | STOCKTON ST                 | KEARNEY ST                | MicroSurfacing      |
| ADAMS ST           | COP @ BUSINESS CENTER DWY   | COP @ LIBRARY LN          | MicroSurfacing      |
| TAINTER ST         | ALLYN AV                    | STOCKTON ST               | MicroSurfacing      |
| KEARNEY ST         | PINE ST                     | ADAMS ST                  | 2" AC OL w/Fabric   |
| STOCKTON ST        | ADAMS ST                    | TAINTER ST                | 2" AC OL w/Fabric   |
| CHABLIS CIR        | PINOT WAY                   | 500' NE/O PINT WAY (E)    | 2.5" AC OL w/Fabric |
| CHABLIS CIR        | PINOT WAY                   | END                       | 2.5" AC OL w/Fabric |
| CHARDONNAY WY      | SPRING ST                   | PINOT WY                  | 2.5" AC OL w/Fabric |
| CHRISTINE CT       | PARK ST                     | END (E)                   | 2.5" AC OL w/Fabric |
| CRINELLA DR        | MAIN ST                     | PARK ST                   | 2.5" AC OL w/Fabric |
| CRINELLA DR        | PARK ST                     | PUMP STATION              | 2.5" AC OL w/Fabric |
| CRINELLA DR        | PUMP STATION                | PARK ST                   | 2.5" AC OL w/Fabric |
| CHARTER OAK AV     | CARWASH                     | END (E)                   | 2.5" AC OL w/Fabric |
| CHARTER OAK AV     | MAIN ST                     | CARWASH                   | 2.5" AC OL w/Fabric |
| STARR AV           | HARVEST LN                  | POPE ST                   | 2.5" AC OL w/Fabric |
| ADAMS ST           | COP @ LIBRARY LN            | COP BEFORE RAILROAD AV    | MicroSurfacing      |
| ADAMS ST           | END (E)                     | COP @ BUSINESS CENTER DWY | MicroSurfacing      |
| FULTON LN          | 25 MPH SIGN                 | END (E)/CITY LIMITS       | MicroSurfacing      |
| POPE ST            | BEGIN BRIDGE                | SILVERADO TRAIL           | MicroSurfacing      |
| DORIS AV           | VINEYARD AV                 | END (W)                   | SEAL CRACKS         |

**CITY OF ST. HELENA**  
**5-YEAR LISTING OF STREETS FOR REHABILITATION**  
**2021-2025**

|                |                          |                          |                     |
|----------------|--------------------------|--------------------------|---------------------|
| DORIS CT       | VINEYARD AV              | END (E)                  | SEAL CRACKS         |
| HILLVIEW PL    | SPRING MOUNTAIN RD       | OAK AV                   | SEAL CRACKS         |
| NORTH CRANE AV | SPRING ST                | MITCHELL DR              | SEAL CRACKS         |
| NORTH CRANE AV | MITCHELL DR              | END (S)                  | SEAL CRACKS         |
| OAK AV         | HILLVIEW pL              | MADRONA ST               | SEAL CRACKS         |
| VINEYARD AV    | END (N)                  | ROAD WIDENS              | SEAL CRACKS         |
| VINEYARD AV    | ROAD WIDENS              | HILLVIEW PL              | SEAL CRACKS         |
| KIDD RANCH RD  | MCCORKLE AV              | END (S)                  | 2" AC OL w/Fabric   |
| PINE ST        | OAK AV                   | MAIN ST                  | 2" AC OL w/Fabric   |
| ALLYN AV       | PINE ST                  | ADAMS ST                 | 2.5" AC OL w/Fabric |
| DOWDELL LN     | MONTESSORI @ COP         | HOUSE 867                | 2.5" AC OL w/Fabric |
| DOWDELL LN     | HOUSE 867                | HOUSE 759                | 2.5" AC OL w/Fabric |
| DOWDELL LN     | HOUSE 759                | HOUSE 679                | 2.5" AC OL w/Fabric |
| EDWARDS ST     | HUNT AV                  | POPE ST                  | 2.5" AC OL w/Fabric |
| FOUNTAIN ST    | DOWDELL LN               | END (N)                  | 2.5" AC OL w/Fabric |
| FULTON LN      | RAILROAD AV              | RR TRACKS                | 2.5" AC OL w/Fabric |
| HILLVIEW PL    | END (W)                  | SCOTT ST                 | 2.5" AC OL w/Fabric |
| HILLVIEW PL    | SCOTT ST                 | VINEYARD AV              | 2.5" AC OL w/Fabric |
| MCCORKLE AV    | ALLISON AV               | MARIPOSA LN              | 2.5" AC OL w/Fabric |
| SPRING ST      | OAK AV                   | BCR @ MAIN ST            | 2.5" AC OL w/Fabric |
| VALLEYVIEW ST  | SPRING ST                | BIRCH AV                 | 2.5" AC OL w/Fabric |
| HARVEST LN     | STARR AV                 | END (W)                  | 2" AC OL            |
| VINEYARD AV    | END (N)                  | ROAD WIDENS              | MicroSurfacing      |
| SIGNORELLI CIR | CHILES AV                | CHILES AV                | 2" AC OL w/Fabric   |
| STOCKTON ST    | MADRONA ST               | PINE ST                  | 2" AC OL w/Fabric   |
| ALLYN AV       | TAINTER ST               | SPRING ST                | 2.5" AC OL w/Fabric |
| POPE ST        | MAIN ST                  | CHURCH ST                | 2.5" AC OL w/Fabric |
| SPRING ST      | HUDSON AV (W)            | ALLYN AV                 | 2.5" AC OL w/Fabric |
| SPRING ST      | ALLYN AV                 | STOCKTON ST              | 2.5" AC OL w/Fabric |
| STARR AV       | HUNT AV                  | HARVEST LN               | 2.5" AC OL w/Fabric |
| VOELKER CT     | CRINELLA DR              | END (E)                  | 2.5" AC OL w/Fabric |
| DORIS AV       | VINEYARD AV              | END (W)                  | MicroSurfacing      |
| KEARNEY ST     | TAINTER ST               | SPRING ST                | MicroSurfacing      |
| MCCORKLE AV    | END (W)                  | ALLISON AV               | MicroSurfacing      |
| NORTH CRANE AV | MITCHELL DR              | END (S)                  | MicroSurfacing      |
| EL BONITA AV   | LA QUINTA WY             | COP (CHANGE OF PAVEMENT) | SEAL CRACKS         |
| EL BONITA AV   | COP (CHANGE OF PAVEMENT) | DAHLIA ST                | SEAL CRACKS         |
| EL BONITA AV   | DAHLIA ST                | BCR @ MAIN ST            | SEAL CRACKS         |
| EL BONITA CT   | EL BONITA AVE            | END                      | SEAL CRACKS         |
| KENNEDY CT     | LA QUINTA WY             | END (W)                  | SEAL CRACKS         |
| LA QUINTA WY   | END (N)                  | END (S)                  | SEAL CRACKS         |

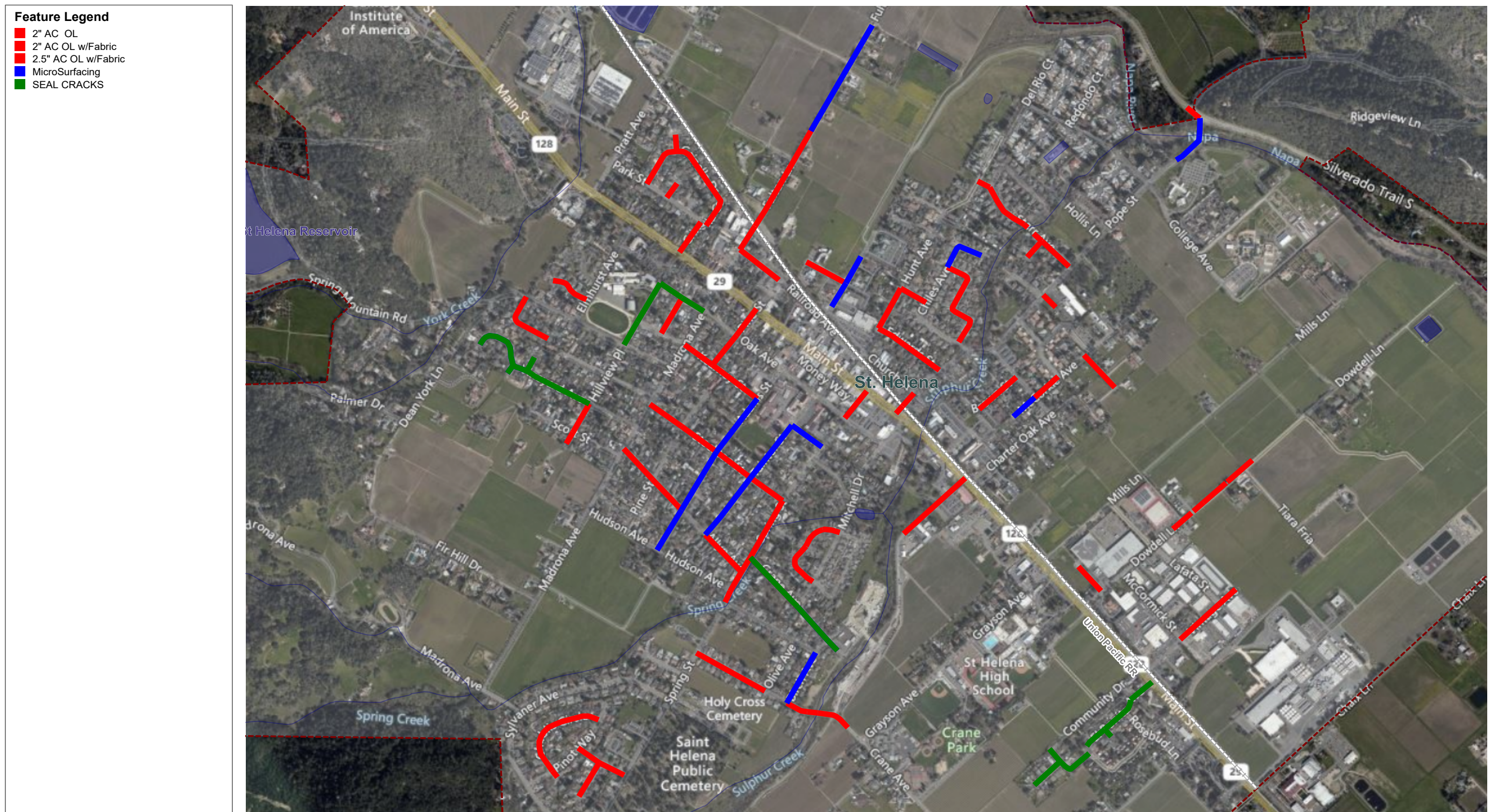




City of St. Helena

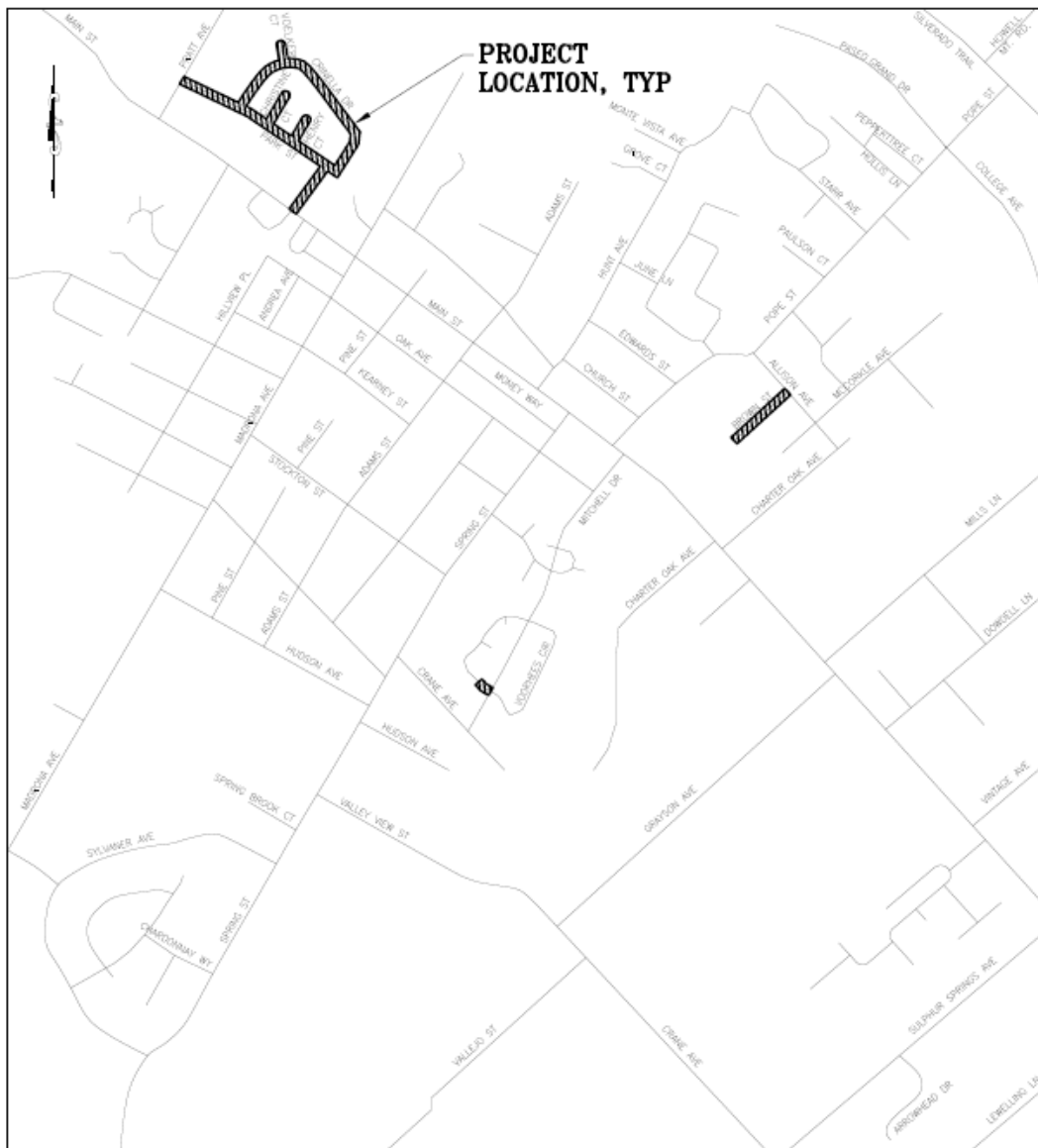
# Scenario Treatments

**5 Yr Plan (2021-2025) - Annual \$800k, 2% PM - All Project Periods - Printed: 5/6/2021**





**CAPITAL PROJECT R19-79**  
**STREETS TO BE REHABILITATED SUMMER 2021**

VICINITY MAP