City of St. Helena
Regular City Council Meeting
Tuesday, February 14, 2023 @ 6:00 PM
Vintage Hall Board Room - Second Floor
465 Main Street, St. Helena

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

The City Council meeting will be live-streamed on Comcast Channel 28 and on the City's website. Public comment for City Council meetings will be accepted via email to publiccomment@cityofsthelena.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.

The schedule of upcoming meetings and published meeting agendas can be found on the City of St. Helena website at https://sthelena.civicweb.net/portal/.

Simultaneous Spanish interpretation services during meetings can be scheduled upon request. To ensure interpreters are available, requests must be made at least 72 hours in advance by calling the Office of the City Clerk at (707) 968-2640 or emailing cityclerk@cityofsthelena.org.
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Servicios de interpretación en español durante la reunión pueden ser solicitados por el público. Para asegurar que los intérpretes estén disponibles, los servicios tienen que ser solicitados al menos 72 horas antes de la reunión llamando a la oficina de la Secretaria de la Ciudad al (707) 968-2640 o por correo electrónico a cityclerk@cityofsthelena.org .
El horario de las reuniones publicadas y próximas puede ser localizado en el sitio de web de la Ciudad en https://sthelena.civicweb.net/portal/ .

Page

1. CALL TO ORDER

2. ROLL CALL
   Mayor: Paul Dohring, Vice Mayor Eric Hall:, City Council Members: Anna Chouteau, Lester Hardy, Billy Summers

3. PLEDGE OF ALLEGIANCE

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.

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

None

8. STAFF BRIEFING

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 a resolution updating the February 23, 2016 adopted Records & Information Management Policy and Retention Schedule. 5 - 21

CEQA Determination: Not a CEQA project
Prepared By: Cindy Tzafopoulos, City Clerk
Recommendation:
Staff recommends the Council adopt the proposed resolution updating the Records Retention Schedule.
Staff Report - Pdf

9.2. Consideration and Proposed Adoption of a Resolution Authorizing: (1) the City Manager to Execute an Agreement with Urban Land Institute (ULI) in an amount not-to-exceed $36,000 to provide a Downtown Placemaking Study and Technical Advisory Panel; and (2) a Budget increase of $36,000 to 101-4500-2130 and use of General Fund Balance of the Same. 23 - 44

CEQA Determination: Exempt
Prepared By: Maya DeRosa, Community Development Director
Recommendation:
Staff recommends City Council adopt the attached resolution.
Staff Report - Pdf

9.3. Consideration and Proposed Approval of a Resolution (1) Memorializing the Termination of the Phase II Water Emergency in November 2021, effective December 2021; and (2) Confirmation of Staff's Proposal to Provide a Recommendation for the 45 - 62

Termination of the Phase I Water Emergency at a Council Meeting in July 2023.

CEQA Determination: Not a CEQA project
Prepared By: Joseph Leach, Public Works Director and City Engineer
Recommendation:
Adopt the attached resolution.
Phase I Water Emergency Disposition - Pdf

10. PUBLIC HEARINGS

None

11. OLD BUSINESS

None

12. NEW BUSINESS

12.1. Receive presentation on results of the 2022 Community Survey. 63 - 92

CEQA Determination: Not a CEQA project
Prepared By: Martin Beltran, Senior Management Analyst
Recommendation:
Receive presentation from Godbe Research (GRA)
Staff Report - Pdf

12.2. Review and Discussion of Permit Fee Reduction to incentivize the installation of electric appliances, solar, and electric vehicle charging thereby reduce Green House Gases (GHG). 93 - 103

CEQA Determination: Not a CEQA project
Prepared By: Philip Henry, Chief Building Official
Recommendation:
Staff recommends the City Council approval of Permit Fee Reduction Schedule (Attachment B) for the limited and specified time period of April 1, 2023 to September 30, 2023.
Staff Report - Pdf
Public Comment.Alice Diane Ryerson

13. ADJOURNMENT

The next Regular City Council meeting is scheduled for February 28, 2023, at 6:00 p.m.

This agenda was posted at City Hall, 1572 Railroad Avenue, and at Vintage Hall, 465 Main Street, St. Helena, California on February 10, 2023.

Cindy Tzafopoulos

Cindy Tzafopoulos, 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 1572 Railroad Avenue, St. Helena, California, during normal business hours and by appointment. In addition, such writings or documents will be made available on the City's web site at https://sthelena.civicweb.net and will be available for public review at the respective meeting.

Report to the City Council
Regular City Council - 14 Feb 2023

Agenda Section: **CONSENT ITEMS**

Subject: **Consideration and proposed approval of a resolution updating the February 23, 2016 adopted Records & Information Management Policy and Retention Schedule.**

CEQA Determination: **Not a CEQA project**

Prepared By: Cindy Tzafopoulos, City Clerk

Reviewed By: April Mitts, Assistant City Manager

Approved By: Anil Comelo, City Manager

BACKGROUND

In 2015 the City contracted with Kaizen InfoSource LLC to assess St. Helena's records practices and needs and to establish a policy for the management, preservation, and protection of the City's permanent, vital and archival records and a retention schedule for all City records.

On September 8, 2015, the City Council adopted resolution 2015-99 approving a new Records & Information Management Policy and Retention Schedule.

On February 23, 2016, the City Council adopted resolution 2016-23 updating the previous Records & Information Management Policy and Retention Schedule.

The adopted Policy and Retention Schedule provides clear, specific records descriptions and retention periods, and apply current law and technology to the management of St. Helena's records. The Policy and Retention Schedule also provide clear direction and legal authority for the destruction of nonpermanent City records when they are no longer needed as well as the permanent retention of City records that have enduring value and/or serve vital functions.

DISCUSSION

Since the adoption of resolution 2016-23 and implementation of the Policy and Retention Schedule government citations, department functions, terminology, record examples, and retention periods have changed.

The City Clerk consulted with Kaizen InfoSource LLC for a thorough review of the current records and retention policy. The City Clerk also worked with each department with all aspects of updating the Retention Schedule. The departments are in agreement with the updates.

Once the Retention Schedule updates are approved the schedule will better reflect the current practice and preservation of the City of St. Helena's records.

FISCAL IMPACT

There is no ficsal impact to the adoption of the attached resolution.

RECOMMENDED ACTION

Staff recommends the Council adopt the proposed resolution updating the Records Retention Schedule.

ATTACHMENTS

Attachment 1 - Resolution
Attachment 2 - Exhibit A

CITY OF ST. HELENA

RESOLUTION NO. 2023-

RESOLUTION UPDATING THE FEBRUARY 23, 2016, ADOPTED RECORDS RETENTION SCHEDULE

RECITALS

A. The City contracted with Kaizen InfoSource LLC to assess St. Helena's records practices and needs and to establish a policy for the management, preservation, and protection of the City's permanent, vital and archival records and a schedule for their retention; and
B. On September 8, 2015, the City Council adopted resolution 2015-99 approving a new Records & Information Management Policy and Retention Schedule; and
C. On February 23, 2016, the City Council adopted resolution 2016-23 approving updates to the Records & Information Management Policy and Retention Schedule; and
D. Since the adoption of resolution 2016-23 government citations, terminology department functions and the retention of records have changed. The entire schedule was reviewed and updated to be in compliance.

RESOLUTION

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

1. Adopts Exhibit A to this resolution as the City's updated official Records Retention Schedule.

Approved at a Regular Meeting of the St. Helena City Council on February 14, 2023, by the following vote:

Mayor Dohring: _____
Vice Mayor Hall: _____
Council Member Chouteau: _____
Council Member Hardy: _____
Council Member Summers: _____

APPROVED: ATTEST:

_____ _____
Paul Jamison Dohring, Mayor Cindy Tzafopoulos, City Clerk

City of St. Helena, CA
Retention Schedule
Instructions

Explanations and Definitions

This template serves as the starting point for establishing the guidelines that define the length of time for which the City should retain their records and information (Retention Schedule). Records refer to information — regardless of its format or media — that documents the actions and transactions of the City, as well as information that is needed to operate the City to comply fully with legal, financial, reporting, and regulatory requirements, and to maximize business efficiencies.

Column Heading Explanations

Record No. - a unique identifying number for the category of information (to be added after all categories have been determined
Department - the department within the City responsible for the particular type of business process or function represented on the schedule
Business Process - the high-level grouping of business processes within the City
Record Category Name - the actual category or grouping of "like" information upon which retention will be applied
Record Category Description - a description of the category or grouping of "like" information for clarification purposes
Example Records - records and information names that fall within the category or grouping; many actual departmental retention schedule record series are mapped to one of these high-level categories
Retention - how long information in this category must be retained, including any triggering events (described at the top of the schedule, with additional codes below)
Legal Citations - the legal or regulatory requirements or statutes that lead to the calculation of retention (not all information has a legal requirement to be kept; other considerations are mentioned above)
Comments - any special handling or other requirements for information of this category
Vital - the information is critical to the resumption of business immediately after an emergency or natural/man-made disaster; the City's ability to continue functioning would be in jeopardy if this information was no longer available

Records Retention Event Codes from Legal Citations

LA - the statutes of limitation of civil actions
MAINT - maintain records

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Rec. No.	Applicable Department(s)	Business Process	Record Category Name	Record Category Description	Approved Retention	Sample Records from the Category	Comments	Citations	Vital?
001	*Category Eliminated*								
002	*Category Eliminated*								
003	All Departments	Finance	Grants and Funding Sources	Documents the application, evaluation, awarding, administration, monitoring, and status of grants and other funding sources in which a local government entity is the recipient, grantor, allocator, or administrator.	CL*+5Y	Applications (including project proposals) Audits Awards Award Notification Budget Tracking Reports Continuum of Care (CoC) Records Enterprise Funds (*water, waste, housing*) FEMA / OES Reimbursements Federal, State, Local Grants Gas Tax Grant Administration Grant Funding Grant Evaluations Program Rules, Regulations, Procedures Property Taxes Funding Reports to Funding Agencies Special Revenue Funds Transportation Funding	* CL = Close of Grant, Plus All Final Audit Report Completed; if grant is in perpetuity, it never closes; or, retain per contract stipulation, whichever is longer. Unsuccessful applications are retained for 2 years. NOTE: If a grant requires longer retention, its specific requirements will take precedence. See exception for citation 24 CFR 578.103(c)(2).	CA - GOV 8546.7 - (CL+3Y) CA - GOV 34090 - (2) US - 2 CFR 200.334 - (CL+3Y) US - 24 CFR 570.502(a)(7)(i)(A) - (AC+4Y) US - 24 CFR 578.103(a)(4)(b) - (CL+5Y) US - 24 CFR 578.103(c)(2) - (Where Continuum of Care funds are used for the acquisition, new construction, or rehabilitation of a project site, records must be retained until 15 years after the date that the project site is first occupied, or used, by program participants.)	
004	All Departments	Finance	Payroll	Records and information related to the accounting of City payroll, including garnishment records and information to satisfy debts. This also includes records and information reflecting all remuneration paid to each employee, including: - Name, address, SSN - Total amount and date of payments - Period of service covered for each - Withholding - Tax collected	5Y	1099 1099R Attendance Records, Corrections Benefit Payments CalPERS Reporting Deduction Registers, Reports Deferred Compensation Employee Benefits Employee Deduction Authorizations, Check Information, Extra Help Reports Employee Master Lists, Addresses Federal Tax Garnishments Garnishment Orders, Receipts Longevity Pay Payroll Checks, Copies, Stub Reports Payroll Certifications, Controls Payroll Deduction Authorizations, History, Liens, Claims Payroll Earnings Registers Payroll Tax Returns Personnel Action Forms Processing Reports, Reports to Government Agencies Social Security Tax State Tax Time Sheets - Reports Timekeeping Records *(Timecards, Time Sheets, Basic Time and Earnings Cards)* Tuition Reimbursements Unemployment Tax W-2 W-4 Wage Rate Tables Work Schedules		CA - 2 CCR 570.5 - (5Y) CA - 2 CCR 571(b)(1)(E) - (5Y) CA - CCR 1085-2 (c) - (4Y) CA - GOV 12946 - (AC+4Y) CA - GOV 34090 - (2Y) CA - LAB 226a (3) CA - LAB 1174 - (3Y) CA - LAB 1197.5 - (LA2Y, LA3Y) CA - UIC 1132 - (LA3Y) US - 26 USC 3301-3311 - (4Y) US - 26 CFR 31.6001-1 (4Y) US - 29 CFR 516.5 - (3Y) US - 29 CFR 516.6 - (2Y) US - 29 CFR 1620.32 - (2Y) US - 29 CFR 1627.3 - (3Y) US - 29 USC 436 - (5Y) US - 48 CFR 4.705-2 - (4Y; 2Y)	x
005	All Departments	Finance	Procurement, Purchasing and Requisitioning	Records and information created or retained in the purchasing or acquisition of goods and services. Documentation that includes the terms and conditions under which vendors will provide goods or services.	CL+4Y	Bids, Awards *(Accepted, Unaccepted, Rejected)* Change Orders Delivery Records Exhibits Price Lists Proof of Insurance Certificates Purchase Orders Purchasing Cards/CalCards Purchasing Package Quotations Receiving Reports Requisitions Requests for Information (RFI) Requests for Proposal (RFP) Requests for Quote (RFQ) Scorecards Shipping and Receiving (*bills of lading, freight bills, manifests, waybills*) Specifications	Exception: Procurement documents for acquisitions that are canceled or do not get awarded are retained for 2 years.	CA - CCP 337 - (4Y) CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 8546.7 - (CL+3Y) CA - GOV 34090 - (2Y) US - 29 CFR 516.5 - (3Y)	
006	*Category Eliminated*								
007	*Category Eliminated*								
008	All Departments	General	Department Administration	General internal administrative records of City departments.	CL+2Y	Chronological, Reader Files Department Committees Department Goals, Objectives Department Plans Departmental Budget Planning Departmental Projects Employee Desk Files General Files In-House Committees / Employee Committees Lists, Logs and General Reporting (*calendars, routine studies & reports, contact lists, indexes, etc.*) Notes Office Files, Office Manager Files Organization Charts Permissions, Releases (*for copyrighted material*) Staff Meetings Traffic Accident Reports (No Claim) Volunteer Recognition Events		CA - GOV 34090 - (2Y)	

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Rec. No.	Applicable Department(s)	Business Process	Record Category Name	Record Category Description	Approved Retention	Sample Records from the Category	Comments	Citations	Vital?
009	All Departments	General	Historical Artifacts, Documents, Events, Memorabilia and Collections	Records and information documenting the history and significant milestones of the City including dedications, ribbon-cuttings, grand openings, and groundbreaking ceremonies.	PR	Annual Budgets Biographies of Public Officials, Agency Heads City Generated Historical Studies / Reports City Manager Performance Indicators / Performance Measurements City Publications Executive, City Official Communications, Speeches, Videos History of the Organization Historical Events, Artifacts, Architecture, Designations, Projects Historical Parks, Facilities List of Historic Properties Memorial Programs Picture Collections Significant News Clippings, Releases		CA - GOV 34090 - (2Y)	
010				***Category Eliminated***					
011	All Departments	General	Policies and Procedures	All documentation of City, agency, council, commission, special district or department policy and procedures.	CL+4Y	Directives Guidelines Handbooks Policies Procedure Manuals Procedures Program / Initiative Plans Records Retention Schedule Rules / Regulations Standards		CA - GOV 34090 - (2Y) US - 26 CFR 301.6501(a)-1 - (4Y) US - 29 CFR 1602.14 - (AC+1Y) US - 29 CFR 1627.3 - (AC+1Y) US - 29 USC 1059 - (AC+1Y)	x
012				***Category Eliminated***					
013	All Departments	General	Service Issues, Complaints	Documentation regarding department complaints and related requests for service.	CL+2Y	Help Desk Data, Tickets Issues Log Trouble Reports		CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 34090 - (2Y)	
014				***Category Eliminated***					
015	All Departments	Human Resources	Compliance Reporting	Official governmental reports issued by City to comply with regulatory requirements.	5Y	EEOC Reports Labor Reports P.E.R.S. Report		CA - 2 CCR 11013(c)(1) - (2Y) CA - 8 CCR 14300.33(a) - (5Y) CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 34090 - (2Y) US - 29 CFR 405.9 - (5Y) US - 29 CFR 1602.14 - (AC+1Y) US - 29 CFR 1602.30 - (3Y) US - 29 CFR 1602.32 - (3Y)	
016	All Departments	Human Resources	Personnel Files - Employees	All documents related to paid employees, including but not limited to: - hiring - promotion - demotion - transfer - layoff / recall / out-placement - termination / discharge / resignation - pay rates / other terms of compensation	TE+5Y	Applications, Applicant Reference Verifications Attendance Records Awards, Rewards, Commendations, Certificates Background Check (*candidate hired*) Change in Status (CIS) Civil Service Examination Results and Rankings Complaints Data Protection Forms *(Executed, Signed)* Disciplinary Actions, Transfers DMV Pull Program (*random testing*) Employee Acknowledgements, Executed Policy Receipts Employee Relations Records Employee Training/Certification Records (*FEMA/NIMS, Base Station Forms, Fire Extinguisher, First Aid/CPR*) Goals I-9 Documents Individual Employee Agreements, Contracts (copies) Individual Education, Development, Training Records Investigations Job Offer Letters Job Title and Wage Rate History Leave of Absence / LOA Oaths of Office Out-Placement Data Performance Evaluations, Reviews Performance Improvement Plans (PIPs), Counseling Documents Promotions, Recognition Resignations, Exit Interview Notes Roles, Responsibilities		CA - 2 CCR 11013 - (AC+2) CA - GOV 3105(f) - (TE+5Y) CA - GOV 12946 - (TE+4Y) CA - GOV 12960 - (LA3Y) CA - GOV 12965 - (LA2Y) CA - LAB 432.3 - (TE+3Y) CA - LAB 1198.5 - (TE+3Y) CA - LAB 2810.8 - (3Y) US - 8 CFR 274a.2 - (3Y, or TE+1Y) US - 20 CFR 655 Subpart H - (TE+1Y) US - 29 CFR 1602.14 - (AC+1Y) US - 29 CFR 1602.31 - (TE+2Y) US - 29 CFR 1627.3 - (TE+1Y) US - 29 USC 1059 - (AC+1Y) US - 29 USC 1113 - (LA6Y) US - 29 USC 1451 - (LA6Y) US - 41 CFR 60-1.12 (a) - (AC+2Y) US - 41 CFR 60-741.80 - (AC+2Y)	
017	All Departments	Human Resources	Personnel Files - Volunteers and Unpaid Interns	All documents related to unpaid volunteers and interns.	CL+3Y	Applications, Applicant Reference Verifications Attendance Records Awards, Rewards, Commendations, Certificates Change in Status (CIS) Complaints Data Protection Forms *(Signed)* Volunteer Acknowledgements, Executed Policy Receipts Goals Individual Education, Development, Training Records Investigations Liability Waiver *(copies)* Recognition Resignations, Exit Interview Notes Roles, Responsibilities		CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 34090 - (2Y)	

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Rec. No.	Applicable Department(s)	Business Process	Record Category Name	Record Category Description	Approved Retention	Sample Records from the Category	Comments	Citations	Vital?
018	All Departments	Legal	Agreements, Contracts and Leases - Goods and Services	Executed agreements between the City and other parties for acquisitions of goods and services.	CL+4Y	Addendums Agreements/Contracts - ALL Amendments Attachments / Exhibits Contracts Disclosures Easements/Easement Interest Joint Power Agreement (JPA) Leases Letters of Intent Liability Waivers License Agreements, Licenses Licensing, Licenses (general) Memoranda of Agreement (MOAs) Memoranda of Understanding (MOUs) Memorandum of Agreement / Understanding Payment Bonds Performance Bonds for Contracts Schedules Statements of Work (SOW) Surety Bonds Warranties		CA - CCP 337 - (4Y) CA - GOV 8546.7 - (CL+3Y) CA - GOV 34090 - (2Y) US - 2 CFR 200.334 - (CL+3Y) US - 29 CFR 516.5 - (3Y) US - 48 CFR 4.705-1 - (4Y) US - OMB Circular A-133 - (3Y)	x
114	All Departments	Legal	Agreements, Contracts and Leases - Construction, Improvements to Real Property and Facilities	Executed agreements between the City and other parties for construction of City facilities, or for acquisition or improvements to City real property, facilities, and infrastructure.	PR	Addendums Agreements/Contracts - ALL Amendments Attachments / Exhibits Contracts Disclosures Easements/Easement Interest Joint Power Agreement (JPA) Letters of Intent Liability Waivers License Agreements, Licenses Licensing, Licenses (general) Memorandum of Agreement / Understanding Payment Bonds Performance Bonds for Contracts Property Improvement Contracts Real Estate Leases Schedules Statements of Work (SOW) Surety Bonds Warranties		CA - CCP 315 - (LA10Y) CA - CCP 337 - (4Y) CA - CCP 337.1 - (LA4Y) CA - CCP 337.15 - (LA10Y) CA - CCP 343 - (4Y) CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 8546.7 - (CL+3Y) CA - GOV 34090(a) - (PR) US - 2 CFR 200.334 - (CL+3Y) US - 24 CFR 91.105(h) - (5Y) US - 24 CFR 92.508 - (CL+5Y) US - 24 CFR 982.158 - (AC+3Y) US - 29 CFR 97.42 - (3Y) US - 29 CFR 516.5 - (3Y) US - 48 CFR 4.705-1 - (4Y) US - OMB Circular A-133 - (3Y)	x
019	All Departments	Public Records Act	Public Records Requests	Records requested by the public and related inquiries.	CL+2Y	Collection Lists Formal Public Records Requests Subpoenas for Records (*subpoenas duces tecum*)		CA - GOV 34090 - (2Y)	
020	City Clerk	Attorney	Advice and Opinions	Records documenting legal counsel and advice on various matters.	S+10Y	Internal Client Communications Opinions		CA - GOV 34090 - (2Y)	
021	***Category Eliminated***								
022	City Clerk	Elections	Election Records - Unsuccessful Candidates	Records and information related to the filing of campaign and election documentation by candidates not elected.	CL+5Y	Campaign Disclosures, Nomination Papers		CA - GOV 34090 - (2Y) CA - GOV 81009(b) - (5Y) CA - GOV 84616(b) - (4Y)	
023	City Clerk	Elections	Election Records - Vital	Records and information related to the filing and performance of City elections, as well as to elected candidates.	PR	Ballot Measures Campaign Disclosures, Nomination Papers Campaign Information Certificates of Election, Sample Ballots Certification of Election Results Fair Political Practices Commission Files Successful Candidates		CA - ELEC 17300 - (5Y) CA - ELEC 17302 - (6M) CA - ELEC 17304 - (6M) CA - ELEC 17306 - (6M) CA - GOV 81009(b) (PR) CA - GOV 81009(d) (PR)	x
115	City Clerk	Elections	Election Records - Petitions	Records and information related to the filing and performance of City elections for municipal initiative, referendum, and City charter amendment petition.	8M	City Charter Amendment Petitions Initiative Petitions Referendum Petitions		CA - ELEC 17200 - (8M)	x
024	***Category Eliminated***								
025	City Clerk	Elections	Proposition 218 Assessment Elections and Protest Procedure	Records related to Proposition 218 assessment elections, administration of notifications and protests associated with taxes, assessments and fees subject to Prop. 218.	AC+2Y	Assessment Ballot Proceeding Protest Ballots Property Related Fees Protest Letters Public Hearing Materials	Property owner elections only.	CA - ELEC 17302 - (6M) CA - GOV 34090 - (2Y) CA - GOV 53753 - (2Y) CA - GOV 53755 - (AC+2Y)	
026	City Clerk	General	Franchise Administration	Records and information pertaining to the administration of utility and service franchises within the City.	5Y	Pacific Gas & Electric Pacific Telephone & Telegraph Cable TV System Solid Waste Recycling		CA - CCP 337 - (4Y) CA - GOV 34090 - (2Y)	
027	City Clerk	General	FPPC Filings	Forms mandated by state law related to Fair Political Practices Commission (FPPC) filings, including those for economic interests of certain employees, elected or appointed officials, or candidates for office.	7Y	Form 460 (*Campaign Statements*) Form 700 (*Economic Interest Statements, SEI*) Form 801 Form 802 Form 806		CA - GOV 34090 - (2Y) CA - GOV 81009 (4Y, 7Y)	

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Rec. No.	Applicable Department(s)	Business Process	Record Category Name	Record Category Description	Approved Retention	Sample Records from the Category	Comments	Citations	Vital?
028	City Clerk	Litigation	Case Files, Claims, Litigation, Arbitration and Resolution	Records and information created or collected to support the City's position in actual or potential litigation or to otherwise evaluate actual or potential litigation relating to the organization, including claims, constituent complaints, grievances, worker compensation. Litigation includes third party litigation, government investigations, mediations, arbitrations, and other judicial or quasi-judicial proceedings.	CL*+10Y	ADA Case Files Case Correspondence Cease & Desist Letters Claims Claims Against City, Special District Complaints Contract Disputes Court Orders Constituent Claims Demand Letters EEOC Charges, Cases Injury Reports Meet and Confer Pleadings (Affidavits, Depositions, Exhibits, Court Filings) Settlement Copies Subpoenas Unemployment Compensation Claims Unemployment Compensation Data, Weekly Earnings Data Worker Compensation Benefits (*Awards, Claims, Orders, Reports*)	* CL = Final resolution of all claims, appeals	CA - 2 CCR 11013 - (CL+2Y) CA - 22 CCR 1085-2(c) - (4) CA - CCP 315 - (LA10Y) CA - CCP 337 - (LA4Y) CA - CCP 337.15 - (LA10Y) CA - CCP 338.1 - (LA5Y) CA - GOV 911.2 - (LA6M; LA1Y) CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 8546.7 - (CL+3Y) CA - GOV 34090 - (2Y) CA - LAB 5410 - (LA5Y) CA - RTC 7154 - (LA5Y) CA - RTC 19704 - (LA6Y) CA - UIC 1132 - (LA3Y) US - 26 CFR 31.6001-1 (4Y) US - 26 CFR 301.6501(a)-1 - (4Y) US - 26 CFR 301.6532-1 - (LA2Y) US - 26 CFR 301.6532-2 - (LA5Y) US - 26 CFR 301.6532-3 (a) - (LA9M) US - 26 USC 6531 - (LA6Y) US - 26 USC 6532 - (LA2Y) US - 29 USC 255 - (LA2Y) US - 29 USC 626(d) - (LA300D) US - 42 USC 2000e-5 (e) - (LA180D) US - 42 USC 2000e-5 (f) - (LA180D)	
029	City Clerk	Recording, Filing	Recorded Documents - Vital	Records and information pertaining to those original key documents recorded on behalf of the City.	PR	Abandonments Annexations City Incorporation Conveyances from the City (*Deeds, Easements, Abandonments*) Conveyances to the City (*Deeds, Easements, Dedications*) Deeds Detachments Easements Grant Deeds Liens Rights-of-Way Street / Alley Abandonments, Improvements Vacations		CA - GOV 34090(a) - (PR)	x
030	City Clerk	Records Management	Records, Information Management	Documentation of the compliance with Records and Information Management policy and procedures.	CL+10Y	Document Hold Notices, Updates		CA - CCP 315 - (LA10Y) CA - CCP 337 - (4Y) CA - CCP 337.15 - (LA10Y) CA - GOV 34090 - (2Y) US - 26 CFR 31.6001-1 - (4Y) US - 26 CFR 301.6501(a)-1 - (CY+3Y)	
031	City Council	General	Appointments	Appointments made by authorized elected officials to councils, committees, boards, commissions, task forces, other advisory groups, or public offices, including those to fill vacancies for otherwise elected positions.	TE*+2Y	Applications (Appointed, Unsuccessful) Interview Notes Letters of Appointment Letters of Recommendation Oaths of Office Resumes Submitted Documents	* End of term	CA - GOV 34090 - (2Y)	
032	City Council	Meetings, Minutes	Official Meetings, Legislative Actions	Legislative and non-legislative actions that document policy development, including Council and Committee meeting minutes and Ordinances.	PR	Agenda Packets and Facesheets Meeting Minutes, Notices, Recordings, Transcripts Minute Books & Index Municipal Code Ordinances Proclamations Resolutions Summary of Actions, Statement of Actions (SOAs) City Codes City-wide Plans/Programs Adopted Transcriptions of audio or video recordings of meetings	* Many of these have historical value. ** Ordinances, once repealed or overridden, may be destroyed 5 years after being superseded.	CA - CCP 315 - (LA10Y) CA - CCP 321 - (LA5Y) CA - CCP 336 - (LA5Y) CA - CCP 336a - (LA6Y) CA - CCP 337 - (LA4Y) CA - CCP 337.5 - (LA10Y) CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 34090 - (2Y)	x
033	City Council	Meetings, Minutes	Public Notices	Records documenting compliance with laws requiring public notice of government activities. Subjects include assessments, elections, land use changes, public meetings and hearings, sale of property, and others.	2Y	Affidavits of Posting Affidavits of Publication/Legal Notices Public Hearing Notices	Brown Act challenges must be filed within 30 or 90 days of action; Statute of Limitations on Municipal Government actions is 3 - 6 months	CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 34090 - (2Y)	
034	All Departments	Communications, Outreach	Community Outreach, Media and Public Relations	External-facing communications, advertising and press relations materials, including documentation of outreach activities/events held in cooperation or for the benefit of the local community.	2Y	Brochures Community Training FAQs Mailers Media Packets, Releases, Kits Newspaper Clippings News, Press Releases Press Kits PD Public, Health Services and Community Education, Outreach (*CERT, Drug & Alcohol Education, Emergency Action Plans, Street Smart Program, Youth Violence Prevention Education*) Public / Media Inquiries Public Information / Outreach / Education Publications Produced by the City Publicity Files Publicity Photographs Social Media Documentation Special Events	CERT (Community Emergency Response Training) Drug / Alcohol Education / Community Training Emergency Action Plans Emergency Forms Street Smart Program Youth Violence Prevention Education / Community Training	CA - GOV 34090 - (2Y) US - 24 CFR 91 Subpart C - (MAINT)	
035	City Manager	Economic Development	Economic Development Programs and Services	Records and information documenting the City's economic development programs.	AC+5Y	Appraisals Business Promotion Programs Business Recruitment Programs Community Activities Court Orders Demographics Economic Development Programs Economic Development Strategy Eminent Domain Redevelopment Agency Files Retail Incentive Programs		CA - CCP 337 - (LA4) CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 8546.7 - (CL+3Y) CA - GOV 34090 - (2Y) US - 2 CFR 200.334 - (CL+3Y) US - 24 CFR 91.105(h) - (5Y) US - 24 CFR 570.502 - (CL+4Y)	

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Rec. No.	Applicable Department(s)	Business Process	Record Category Name	Record Category Description	Approved Retention	Sample Records from the Category	Comments	Citations	Vital?
036	City Manager	General	Emergency Management and Business Continuity Plans	All documentation of City plans for dealing with disasters and/or system failures.	AC+5Y	Business Continuity Plans Disaster Preparedness Disaster Recovery Plan Drill Records Emergency Contact Lists, Employee Lists, Roster of Workers Emergency Evacuation Procedures Emergency Operations Center Emergency Preparedness Emergency Response Emergency Services Hazardous Materials Response Planning School Violence Search and Rescue Telephone Trees Terrorism		CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 34090 - (2Y) US - 2 CFR 200.334 - (CL+3Y) US - 24 CFR 91.105(h) - (5Y) US - 29 CFR 97.42(b) - (3Y)	x
037	City Manager	Human Resources	Collective Bargaining	Documentation related to the negotiations between labor unions for collective bargaining purposes.	CL+5Y	Contract Negotiations Labor Relations Union Communications Union Petitions		CA - CCP 337 - (LA4Y) CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 12946 - (AC+4Y) CA - GOV 34090 - (2Y) US - 29 CFR 516.5 - (3Y)	
038	Finance	Accounting	Accounts Payable/Receivable	Records and information related to the accounting of monies paid or received by the City including payment for financial obligation, documenting bad debt, paying of unemployment expenses, employee expense reimbursement, money paid for fines or fees, services rendered, vendor credit cards, cash payments received, etc.	CU+4Y	Cash Disbursement Cash Receipts Credit Card Slips, Statements Credit Memos Employee Expense Reports, Reimbursements Facilities Fees Fee Maintenance and Collection (*for licenses, permits, etc.*) Fixed / Capital Asset Accounting Flex Spending Form 1099 Records Form W-9 Records Invoices and Vouchers Journal Vouchers Month-End Cost Records Operating Invoices, Paid *(General, Contract Vendors)* Payables Package, Receipts Payments Petty Cash Data Receivables Package, Receipts Taxes (*general fund, property, real property, sales/use, transient occupancy tax (TOT*) Tax Rates Utility Billing Vendor Invoices		CA - CCP 337 - (LA4Y) CA - CCP 338 - (LA3Y) CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 8546.7 - (CL+3Y) CA - GOV 34090 - (2Y) CA - LAB 1174(d) - (3Y) US - 2 CFR 200.334 - (CL+3Y) US - 18 CFR 125.3(29) - (AC+4Y) US - 24 CFR 570.502(a)(7)(i)(A) - (AC+4Y) US - 24 CFR 982.158 - (AC+3Y) US - 26 CFR 31.6001-1 - (CY+3Y) US - 29 CFR 97.42 - (3Y) US - 29 CFR 516.5 - (3Y) US - 48 CFR 4.705-1 - (4Y; 2Y)	x
039	***Category Eliminated***								
040	Finance	Accounting	Credit, Collections	Records and information generated or collected in the tracking of debtor transactions and balances.	CU+4Y	Accruals Bad Check Logs Bad Debt Reserves Credit, Collections and Aging Credit Reports Credit Reviews Customer Payments Refund Claims Uncollectable Accounts Write-offs, Adjustments		CA - CCP 337 - (LA4Y) CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 34090 - (2Y)	x
041	Finance	Accounting	General Ledger, Journal Entries	Records and information related to the transfer of charges between accounts and summaries of account information, including year end summaries of general ledger transactions.	CU+10Y	Account Ledgers Billing Rates, Journal Appropriations Transfers Balance Sheets Books of Account Cash Journals Chart of Accounts Demand Register Expenditure Reports General Ledger Journal Entries Manual Accounting Ledger, Control Ledger Payroll Journal Purchases Journal Revenue Sub-Ledgers Trial Balance Year -End / Account Detail History Report		CA - GOV 34090 - (2Y) US - 26 CFR 31.6001-1 (CY+3Y) US - 26 USC 6531 - (LA6Y)	x
042	Finance	Accounting	Real Property, Fixed Assets	Records and information related to the ownership, purchase, sale, lease or improvement of real property and facilities owned by or used by the City.	PR	Acquisitions Amortization Asset Retirement Records Attachments Buildings Capital Asset Records Capital Improvements Deeds Deeds of Trust Depreciation Schedules Excess Right of Way Fixed Asset Ledger Land Mortgages Parkland Possessory Interest Sales Valuation Information		CA - CCP 337.15 - (LA10Y) CA - GOV 34090 - (2Y) US - 26 USC 6531 - (LA6Y)	x
043	***Category Eliminated***								

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Rec. No.	Applicable Department(s)	Business Process	Record Category Name	Record Category Description	Approved Retention	Sample Records from the Category	Comments	Citations	Vital?
044	Finance	Audit	Audits (Internal, External)	Records and information related to auditing activities, including reviewing and documenting operational, compliance, or financial information created as a part of an audit.	CL*+6Y	Annual Audit Reports Audit Files, Plans Audit, Auditors Reports Audit Schedules Audit Workpapers Comprehensive Annual Financial Report (CAFR) General Purpose Financial Audits, Single Audits Improvement Plans Investigations, Workpapers Management Responses Observations Recommendations Remediation Plans / Results Responses	* Audits are considered active until the final report is issued and all corrective actions have been completed.	CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 8546.7 - (CL+3Y) CA - GOV 34090 - (2Y) US - 26 CFR 1.1461-2 - (CU+1Y) US - 26 CFR 31.6001-1(e)(2) - (CU+4Y) US - 26 USC 6531 - (LA6Y)	
045	Finance	Banking	Bank Account Information	Records and information related to banking activities, transactions and correspondence. This category includes deposits and reconciliations.	CU+4Y	Bank Account Administration Bank Statements (All Agencies) Checks, Canceled Check Copies Check Registers, Journals Corrections / Returns Deposit Permits Deposits Electronic Banking Reconciliations Signature Cards Transactions Transfers Voided Checks Wire Transfers		CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 34090 - (2Y) US - 26 CFR 31.6001-1 - (CU+3Y)	
046	Finance	Budgets, Planning	Budget Management	Records and information relating to creating and implementing the final approved budget.	CU+4Y	Final Budget Document Gann Limit Annual Review Revenue/Expenditure Reports Trial Balance/Balance Sheets (Finals)		CA - GOV 34090 - (2Y)	
047	Finance	Budgets, Planning	Financial, Strategic Planning	Records and information relating to financial and strategic planning.	2Y	Business Plans Financial Plans Forecasts Interim Results Revenue Forecasts Strategic Plans		CA - GOV 34090 - (2Y)	
048	***Category Eliminated***								
049	***Category Eliminated***								
050	Finance	Financial Reporting	Financial Reporting	Official and general City financial reports, whether required by regulations or generated to track internal transactions and achievements.	CU+4Y	Annual Report of Financial Transactions To State Annual State Controller Filings Audited Financial Statements EEOC Reports Expenditures Reports Monthly Treasurer's Report Payroll Reports (*HRA, RMT, ICMA 457 accounts, Nationwide, deferred compensation*) Possessory Interest Report / Lease Reports Quarterly Investment Report Weekly Reports		CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 34090 - (2Y) US - 26 CFR 1.1461-2 - (CY+1Y) US - 26 CFR 31.6001-1(e)(2) - (CU+4Y)	
051	***Category Eliminated***								
052	Finance	Treasurer	Abandoned Property, Escheat	Records and information pertaining to unclaimed funds and warrants held in trust by the City.	10Y	Cancelled Warrants (escheat) Uncashed Checks		CA - CCP 1513 - (3Y) CA - GOV 34090 - (2Y) US - Uniform Unclaimed Property Act (2016), Section 404 - (10Y)	
053	Finance	Treasurer	Debt and Investments	Records and information relating to analysis of City financing and investment activities.	CL*+10Y	Bonds Bonded Indebtedness Cash Bonds Certificates of Deposit (CDs) Certificates of Participation Direct Investments Due Diligence Exempted Securities Financial Investment Planning Investment Performance Reporting Investment Reporting Loans Local Agency Investment Fund (LAIF) Long Term Debt Money Manager Statements Performance Bonds, Letters of Credit Portfolio Management, Quarterly Reviews Revenue Bonds Returns Management Security Instruments Stock / Equity / Debt Issuance, Repurchase Records Trust Accounts	* CL = Maturity of Investment	CA - CCP 336 - (5Y) CA - CCP 337 - (4Y) CA - CCP 337.5 (10Y) CA - CCP 338 - (LA3Y) CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 8546.7 - (CL+3Y) CA - GOV 34090 - (2Y) US - 26 CFR 301.6501(a)(1) - (4Y)	
054	Fire Department	Fire Protection, Prevention	Arson Investigations	Records and information associated with arson investigations.	PR	Evidence Files Investigations		CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 34090 - (2Y) CA - PEN 799 - (PR) CA - PEN 800 - (LA6Y) CA - PEN 801 - (LA3Y)	
055	Fire Department	Fire Protection, Prevention	Emergency Response Services	Records and information associated with providing emergency response services.	CL+6Y	Ambulance Services Authorization Forms (HIPAA) Emergency Medical Services Forms Emergency Services False Alarm Reports FEMA Reports Incident Reports/Log Books Mandated Reporting: Child Abuse, Elder Abuse, etc. Paramedic Certificates Paramedic Release Forms Patient Care Reports (PCRs)	NOTE: PCRs for minors must be retained for 7Y or until the minor reaches the Age of Majority Status (18Y), whichever is longer.	CA - California Fire Code, 104.6 - (5Y) CA - 13 CCR 1100.7 - (3Y) CA - 22 CCR 70751(c) - (7Y) CA - 22 CCR 100170 - (MAINT) CA - 22 CCR 100171 - (MAINT) CA - CCP 340.5 - (3Y) CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 34090 - (2Y) CA - HSC 11191 - (3Y)	

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Rec. No.	Applicable Department(s)	Business Process	Record Category Name	Record Category Description	Approved Retention	Sample Records from the Category	Comments	Citations	Vital?
056	Fire Department	Fire Protection, Prevention	Fire Equipment	Records and information associated with fire protection and emergency response equipment.	LI*+3Y	Apparatus and Maintenance Records Certification Binder Equipment Checks Extinguishers Fire Breaks Hydrants Sprinklers	* LI = Life of Equipment	CA - 8 CCR 3203(b)(1) - (1Y) CA - GOV 34090 - (2Y) US - 29 CFR 1910.157 (Life of extinguisher) NFPA 1911.4.7.3 - (Life of Vehicle)	
057	Fire Department	Fire Protection, Prevention	Fire Inspections	Records and information associated with inspections of commercial and residential facilities.	5Y or Life of Structure, whichever is longer	Commercial Facility Property Files Residential Property Files		CA - California Fire Code, 104.6 - (5Y or Life of Structure or Activity, whichever is longer) CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 34090 - (2Y)	
058	Fire Department	Fire Protection, Prevention	Fire Prevention Programs	Records and information associated with department programs to protect the City from fires and emergency incidents.	2Y	Fire Education Weed Abatement		CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 34090 - (2Y)	
059	Human Resources	Benefits	Benefit Plans	Plans and systems established to provide employee benefits and associated administrative documents.	LI*+6Y	Carrier Reporting, Performance COBRA Rates, Records, Histories Employee Benefit Plans Group Insurance Cost Data PERS Actuarial Reports Retirement System Summary Plan Descriptions Supplemental Forms	* LI = Life of Plan	CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 34090 - (2Y) US - 29 USC 1027 - (6Y) US - 29 USC 1059 - (AC+1Y) US - 29 USC 1113 - (LA6Y) US - 29 USC 1451 - (LA6Y)	x
060	Human Resources	Benefits	Employee Benefits	Employee election (selection), enrollment or termination forms and related correspondence, including transmissions to carriers of additions, changes, claims and deletions (includes employee medical records subject to HIPAA requirements).	CL+6Y	Actuarial Analysis for Benefit Reserves and Accounting Appeals Benefits Files, Contract Copies, Enrollments, Appeals Beneficiary Designations Death Claims, Life Event Documents Employee Cost-Sharing Amounts Employment Authorizations, Terminations, Confirmations, Status Changes, Coverage Changes Family & Medical Leave Tracking (*Compensation, Complaints/Disputes, FMLA Requests, Parental Leave Forms, Paid/Unpaid Leave*) Flexible Spending Enrollment Individual Retirement Accounts (IRAs), 401k Histories Life Insurance Notification Letters/EOI Leave of Absence Documentation Medical Billing Statements Pension Plan Applications, Claims P.E.R.S. Information Premium Information Required Benefits Reporting Retirement Loans / Retirement		CA - 22 CCR 1085-2 - (CU+4Y) CA - GOV 12946 - (AC+4Y) CA - GOV 34090 - (2Y) US - 26 CFR 301.6501(a)(1) - (CU+3Y) US - 29 CFR 516.6 - (2Y) US - 29 CFR 825.500 - (3Y) US - 29 USC 1027 - (6Y) US - 29 USC 1059 - (AC+1Y) US - 29 CFR 4007.10 - (6Y)	
061	Human Resources	Insurance	Claims Management	Records detailing claims against insurance coverage by the City, including appraisals and reports.	CL+10Y	Incident Reports Annual Audit of Open Claims Appraisals Claims By/Against the City Damage Estimate Reports Supporting Documentation Insurance Claims, Appraisals, Reports Investigations Liability Waivers	Exception: Accident, incident, and injury reports not resulting in a claim can be disposed of after 2 years.	CA - 2 CCR 11013 - (AC+2Y) CA - CCP 337 - (5Y) CA - CCP 338.1 - (LA5Y) CA - GOV 911.2 - (LA1Y) CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 12946 - (4Y) CA - GOV 12960 - (LA3Y) CA - GOV 34090 - (2Y) CA - VEH 2547 - (LA3Y)	
062	Human Resources	Insurance	Insurance Coverage	Records detailing the City's general coverage against property damage and liability, including renewal submission information, insurance quotes, & broker correspondence.	CL+6Y	Binding Information Binders Broker Correspondence Certificates of Insurance Completed Applications Disability Insurance Flood Insurance Insurance Policies Insurance Procured by Others (Vendors) Insurance Quotes Insurance Submissions Liability Insurance Renewal Strategy Unemployment Insurance		CA - 22 CCR 3267-2 - (MAINT) CA - CCP 337 - (4Y) CA - GOV 8546.7 - (CL+3Y) CA - GOV 34090 - (2Y)	x
063	Human Resources	Labor Management	Collective Bargaining Grievances	Documentation related to labor grievances filed under current collective bargaining agreements.	CL+4Y	Grievance Files/Commission Hearing Grievance/Hearing Logs Union Grievances		CA - CCP 337 - (4Y) CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 12946 - (AC+4Y) CA - GOV 12960 - (LA3Y) CA - GOV 12965 - (LA2Y) CA - GOV 34090 - (2Y) US - 29 CFR 1602.31 - (CL+2Y) US - 29 CFR 1627.3 - (3Y) US - 29 USC 255 - (LA2Y)	
064	Human Resources	Occupational Health	Employee Hazardous Exposure Medical Records	Documents pertaining to medical records of City employees who have been exposed to hazardous substances (includes employee records subject to HIPAA requirements).	TE+30Y	Employee Hazardous Chemical Exposure Hazardous Exposure Radiation Exposure Records Toxic Substance Exposure Records		CA - 8 CCR 3204(d) - (TE+30Y) CA - CCP 338 - (LA3Y) CA - CCP 338.1 - (LA5Y) CA - GOV 12946 - (AC+4Y) CA - GOV 34090 - (2Y) CA - LAB 5410 - (LA5Y) CA - 29 CFR 1904.33 - (CU+5Y) US - 29 CFR 1910.95 - (TE+2Y) US - 29 CFR 1910.1020 - (TE+30Y)	

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Rec. No.	Applicable Department(s)	Business Process	Record Category Name	Record Category Description	Approved Retention	Sample Records from the Category	Comments	Citations	Vital?
116	Human Resources	Occupational Health	Occupational Health and Safety Records	Records and information created for managing the health and safety of employees (may include employee records subject to HIPAA requirements).	CL+6Y	Drug Screening Exposure Monitoring Firearms and Field Exposure Worker Compensation		CA - 2 CCR 11013 - (2Y) CA - 8 CCR 3203(b) - (1Y) CA - 8 CCR 5157 - (1Y) CA - 8 CCR 14300.33 - (6Y) CA - CCP 338.1 - (LA5Y) CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 12960 - (LA3Y) CA - GOV 12965 - (LA2Y) CA - GOV 34090 - (2Y) CA - LAB 6401.7 - (MAINT) CA - LAB 6409.6 - (3Y) US - 29 CFR 1602.14 - (AC+1Y) US - 29 CFR 1602.31 - (AC+2Y) CA - 29 CFR 1904.33 - (6Y) US - 42 USC 2000e-5(e)(1) - (LA300D) US - 49 CFR 382.401(b)(1) - (5Y)	
065	*Category Eliminated*								
066	Human Resources	Staffing	Training Records	All documents related to education and training, including technical training, taken by paid employees, unpaid volunteers, elected officials, and candidates for elected office, including: - Canine Deployment - Ethics - FEMA/NIMS - Firearm and Field Training - Base Station Forms - Fire Extinguisher - First Aid/CPR - Harassment - Safety	5Y	Attendance Certification Records Compliance Training Courses/Seminars (Taken by Employees - includes Safety Training) Ethics Training Individual Education, Development		CA - 8 CCR 3203 - (1Y) CA - GOV 34090 - (2Y) CA - GOV 53235.2b - (5Y) CA - GOV 53237.2b - (5Y) US - 29 CFR 1602.14 - (AC+1Y) US - 29 CFR 1602.31 - (2Y) US - 29 CFR 1627.3(b) - (TE+1Y) US - 41 CFR 60-741.80 - (AC+2Y)	
067	Human Resources	Staffing	Recruitment	Records and information related to applications and related records of candidates interviewed but not hired or accepted, including applications received but not acted upon.	4Y	Applications, CVs, Resumes *(Rejected, Unsolicited)* Applicant Tracking Records *(Hired, Rejected)* Background Checks, Investigations, *candidate not hired (LiveScan, Criminal Offender Record Information (CORI), Investigations)* Drug Testing, Pre-Hire Screening Interview Notes Job Descriptions Job Postings, Announcements Job Requisition Requests Job Specifications Miscellaneous Hiring Process Notes Position Information Recruitment Temporary Intern Staffing Test Results *(Non-hires)* Unpaid Interns *(Rejected)* Volunteers (*Rejected*)		CA - 2 CCR 11013(c)(2) - (2Y) CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 12946 - (4Y) CA - GOV 12960 - (LA3Y) CA - GOV 34090 - (2Y) US - 29 CFR 1602.14 - (AC+1Y) US - 29 CFR 1602.31 - (2Y) US - 29 CFR 1627.3(b)(1) - (1Y) US - 41 CFR 60-741.44(f)(4) - (3Y) US - 41 CFR 60-741.44(k) - (3Y) US - 49 CFR 382.401(b) - (5Y for positive results; 1Y for negative results)	
068	Human Resources	Staffing	Salary, Compensation	Documentation of position and employee compensation.	S+4Y	Classification Studies Compensation Plans, Planning, Analysis Cost of Living Job Descriptions Job Evaluation Documentation Salary Range History Salary Surveys		CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 12946 - (4Y) CA - GOV 12960 - (LA3Y) CA - GOV 34090 - (2Y) US - 29 CFR 516.6 - (2Y) US - 29 CFR 1602.14 - (AC+1Y) US - 29 CFR 1602.31 - (AC+2Y) US - 29 CFR 1627.3 - (TE+1Y)	
069	Human Resources	Staffing	Training Materials, Courses, Scheduling	Documentation regarding the courses and schedules for training offered to employees for training and development.	S+5Y	Attendance Lists Educational Assistance Employee Development Presentation Materials PowerPoint Slide Decks Testing		CA - 8 CCR 3203 - (AC+1) CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 12946 - (AC+4Y) CA - GOV 34090 - (2Y) CA - GOV 53235.2(b) - (5Y) CA - GOV 53237.2(b) - (5Y) CA - LAB 3078.3 - (5Y) US - 29 CFR 1602.14 - (CY+1Y)	
070	*Category Eliminated*								
071	Library	General	Library Records	Records and information related to the City's library programs and services.	CU+2Y	Borrow/Loan Records Classes Catalog of Holdings Gifts / Donations Material Challenge Records	* CL = life of holding	CA - GC 34090 - (2Y)	
072	Parks and Recreation	General	Parks and Recreation Programs and Services	Records and information documenting the City's parks and recreational programs and services.	CU+2Y	Adult Services Programs / Classes Applications Aquatics Cultural Activities Programs / Classes Facility Rentals (*use applications, permits, insurance*) Liability Waivers Programs, Classes, Leagues Registrations Forms Special Events Teen Services Programs / Classes Youth Services Programs / Classes Withdrawal Forms	NOTE: Repeat users of facilities remain active	CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 34090 - (2Y)	
073	Planning	Building Plans	Building Plans - Commercial	Records of building plans submitted to the City's building and services activities for commerical buildings.	LI*+10Y	Building Plans - Commercial	* LI = Life of Building/Structure	CA - CCP 337.1 - (LA4Y) CA - CCP 337.15 - (LA10Y) CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 34090 - (2) CA - HSC 19850 - (LI)	
074	Planning	Building Plans	Building Plans - Residential	Records of building plans submitted to the City's building and services activities for single and multiple family residential buildings, garages and appurtenant structures of 2 stories or less.	CL*+2Y	Building Plans - Residential	* Closure = Substantial completion of the development or improvement	CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 34090 - (2)	

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Rec. No.	Applicable Department(s)	Business Process	Record Category Name	Record Category Description	Approved Retention	Sample Records from the Category	Comments	Citations	Vital?
075	Planning	Code Enforcement	Code Compliance and Enforcement	Records and information documenting compliance with City codes, including violations.	CL+3Y	Code Citations Code Enforcement Code Violations Compliance with Conditions of Approval Inspections / Enforcement (*Business, Residential*) Investigations Notices of Violation Photographs Resolution Vehicle Abatement (*abandoned vehicles*) Violations Zoning Compliance Certificates	CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 34090 - (2Y) CA - PEN 802 - (2Y)	CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 34090 - (2Y) CA - PEN 802 - (2Y)	
076	Planning	Permiting	Building Codes and Permits	Records and information documenting the City's building services activities for both commercial and residential structures.	PR	Building Codes Building Inspections Building Permits (*issued, active, expired, history*) Certificates of Occupancy		CA - CBC 107.5 - (180D) CA - CCP 337.1 - (LA4Y) CA - CCP 337.15 - (LA10Y) CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 34090 - (2) CA - HSC 19850 - (LI)	
077	Planning	Planning and Zoning	Housing Authority Administration	Records and information of housing agency operations and programs, including CDBG, CalHOME and HOME grants.	CL+5Y	Applications Community Development Block Grants (CDBG) Compliance Monitoring Foreclosure Prevention, Counseling Housing Plans HUD Reports (50058) INS Appeal, Informal Hearing Inclusionary Monitoring, Projects Predevelopment Loans Rental Assistance, Vouchers (Section 8) Set-Aside Funds Supportive Services for Veterans Tenant Files		CA - 25 CCR 7721 - (MAINT) CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 8546.7 - (CL+3Y) CA - GOV 34090 - (2Y) US - 24 CFR 5.514 - (5Y) US - 24 CFR 91.105(h) - (5Y) US - 24 CFR 92.508(c) - (CL+5Y) US - 24 CFR 570.502 - (AC+3Y;AC+4Y)	
078	Planning	Planning and Zoning	Housing Authority Financials	Records and information of housing agency operations and programs financial management.	LI*+5Y	Affordable Housing Records Development / Affordability Agreements Restricted Units	* LI = Life of Contract	CA - 25 CCR 7721 - (MAINT) CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 8546.7 - (CL+3Y) CA - GOV 34090 - (2Y) US - 24 CFR 5.514 - (5Y) US - 24 CFR 91.105(h) - (5Y) US - 24 CFR 92.508(c) - (CL+5Y) US - 24 CFR 570.502 - (AC+3Y;AC+4Y)	
079	Planning	Planning and Zoning	Planning and Zoning Services	Records and information pertaining to the activities of the planning division, including zoning.	PR	Agricultural Preserve Certificate of Compliance Design Review Development Regulations Discretionary Applications, Approvals and Supporting Materials Downtown Parking Requirements E.I.R., Notice of Determination, Categorical Exemptions, etc. Environmental Reviews, Negative Declarations, etc. General Plan (*housing element, amendments, growth management element, noise element, specific plans*) Land Use Permits Landscape Master Plans Parking Calculations Planned Unit Development (PUD) Plans (Specific) Public Participation Plans Public Use Resolutions Rezoning Summary of Actions Use Permit Variances Zoning Map Amendments Zoning Text Amendments		CA - 14 CCR 15095 - (Reasonable) CA - CCP 337.1 - (LA4Y) CA - CCP 337.15 - (LA10Y) CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 12981 - (FR+1Y) CA - GOV 34090 - (2Y) CA - HSC 19850 - (LI) CA - WAT 10631 - (5Y) US - 24 CFR 91.105(h) - (5Y)	
080	Police Department	Case Files	Dead Bodies	Records, crime reports and evidence associated with investigations of dead bodies, whether by natural causes or found.	CL*+2Y	Reports Statements	* CL = Case remains active until body has been identified and cause of death determined. If determination is made that the death was a homicide, records are recategorized as "Felony Murder/Homicide" case files (see #83, below).	CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 34090 - (2Y)	
081	Police Department	Case Files	Felonies, Excluding Murder	Records, crime reports and evidence associated with felony violations of laws, excluding homicide and capital violations.	CL*+10Y	AB 109 Case Status Reports Chemical Analysis Records Complaint Reports Court Dispositions Court Orders Crime Analysis Records Diagrams Extradition Records Factually Innocent Fingerprint Records, Latent Fingerprints Interview Records Investigations Investigative Reports Laboratory Tests Officer's Notes Original Arrest Reports Permission to Search Requests Photographs PRCS Cases Special Expenditure Reports Statements of Seized and Returned Property Warrants	* CL = Final resolution is defined as case has been adjudicated, all appeals exhausted or all time served. Provided there are not outstanding warrants, deaths, and it is not classified under PC §800 and 290 and HSC §11850; Statute of limitations is 2 years; Destroy juvenile marijuana after age 18; HSC §11361.5; GC §34090, PC §802, PC §187, 800 et seq	CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 34090 - (2Y) CA - PEN 799 - (MAINT) CA - PEN 800 - (LA6Y) CA - PEN 801 - (LA3Y) CA - PEN 851.8 - (SEAL&DESTROY) CA - PEN 851.90 - (MAINT) CA - Law Enforcement Evidence and Property Management Guide	

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Rec. No.	Applicable Department(s)	Business Process	Record Category Name	Record Category Description	Approved Retention	Sample Records from the Category	Comments	Citations	Vital?
082	Police Department	Case Files	Felony Murder/Homicide, Capital Offenses, and Violations of Public Trust	Records, crime reports and evidence associated with capital felony violations of laws, including homicide, embezzlement of public funds, or falsification of public documents.	PR	Case Status Reports Chemical Analysis Records Complaint Reports Court Dispositions Court Orders Crime Analysis Records Diagrams Extradition Records Fingerprint Records, Latent Fingerprints Interview Records Investigative Reports Laboratory Tests Officer's Notes Original Arrest Reports Permission to Search Requests Photographs Statements of Seized and Returned Property Warrants	No limitation on commencement of action; PC §261, 286, 288, 288a, 288.5, 289, 289.5, and 799.	CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 34090 - (2Y) CA - PEN 799 - (PR) CA - Law Enforcement Evidence and Property Management Guide	
083	*Category Eliminated*								
084	Police Department	Case Files	Misdemeanors, Infractions	Records, crime reports and evidence of misdemeanors and infractions, including citations.	2Y	Citations Marijuana Moving Violations Parking Enforcement Standardized Field Sobriety Tests Traffic Tickets Warrants		CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 34090 - (2Y) CA - PEN 802 - (LA1Y; LA2Y; LA3Y) CA - Law Enforcement Evidence and Property Management Guide	
085	Police Department	Case Files	Missing Persons and Runaways	Records, crime reports and evidence associated with missing persons and runaways.	CL*+2Y	National Missing and Unidentified Persons System (NaMUS)	* Case is only closed once solved	CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 34090 - (2Y) CA - Law Enforcement Evidence and Property Management Guide	
086	Police Department	Case Files	Officer Involved Shootings	Records, crime reports and evidence associated with criminal cases dealing with officer involved shootings.	PR	Case Files		CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 34090 - (2Y) CA - PEN 799 - (PR) CA - PEN 832.18 - (2Y) CA - PEN 832.5 - (5Y, where there is not a sustained finding of misconduct; 15Y where was a sustained finding of misconduct) CA - Law Enforcement Evidence and Property Management Guide	
087	Police Department	Case Files	Sealing of Records	Records of court orders to seal criminal records.	SEAL*+3Y	Court Order Petition Letter	*SEAL = Date Records Sealed	CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 34090 - (2Y) CA - PEN 851.8 - (SEAL+3Y) CA - PEN 851.90 - (MAINT) CA - WIC 781.5(a) - (SEAL+3Y)	
088	Police Department	Case Files	Stolen Property	Records, crime reports and evidence associated with stolen property.	CL*+3Y	Case Files	* Case is only closed once solved	CA - CCP 338 - (3Y) CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 34090 - (2Y) CA - Law Enforcement Evidence and Property Management Guide	
089	Police Department	Case Files	Traffic Collisions - Fatal	Records, crime reports and evidence associated with traffic collisions involving fatalities.	PR	Case Files		CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 34090 - (2Y) CA - PEN 799 - (PR) CA - Law Enforcement Evidence and Property Management Guide	
090	Police Department	Criminal Registrations	Gangs	Records for those required to register as gang violence offenders.	5Y	Case Files		CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 34090 - (2Y) CA - PEN 186.32 - (5Y)	
117	Police Department	Criminal Registrations	Juvenile Arsonists	Records for those required to register as juvenile arsonists.	Age 25 or SEAL+5Y	Case Files		CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 34090 - (2Y) CA - PEN 290(b) - (Life of Offender) CA - PEN 290.008(d) - (5Y; 10Y) CA - PEN 457.1(d) - (Upon reaching age of 25 or when records are sealed) CA - WIC 781 - (SEAL+5Y)	
091	Police Department	Criminal Registrations	Sex Offenders, Adult Arsonists	Records for those required to register as sex offenders or adult arsonists.	LI*	Case Files	* LI = Life of the offender, arsonist NOTE: Juvenile sex offenders can petition Court for removal of registration 10 or 20 years after offense, provided there are no subsequent offenses.	CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 34090 - (2Y) CA - PEN 290(b) - (Life of Offender) CA - PEN 290.008(d) - (5Y; 10Y) CA - PEN 457.1(b)(2) - (Life of Arsonist) CA - WIC 781 - (SEAL+5Y)	
092	Police Department	Dispatch and Communications	Dispatch and Communications Records	Records of police emergency calls and responses, to include time and date of call, contents of call, location of call, name of unit sent to scene, and other related information.	100D	911 Emergency Call Logs Computer Aided Dispatch (CAD) Dispatch Activity Log Radio Dispatcher Logs Tape Recordings	* Exception: Recordings used as evidence in a criminal prosecution or claim filed or litigation or potential claims and litigation shall be preserved for 100 days after conclusion of the court action.	CA - GOV 34090.6 - (100D)	
093	Police Department	General	Administrative Reporting	Reports received and/or generated in the routine course of law enforcement activities.	CL+3Y	Activity Reports Arrest Processing Firearms Notifications Forcible Entry Reports Inmate Reimbursement Requests Peace Officer Traffic Stops Report Ride-Along Program Records Serious Incident Reports Shift Assignments Seized Vehicle Impound, Towing Records Trespass Law Enforcement Records Truancy Reports Vehicle Inspection, Inventory Reports Wrecker Service Reports		CA - 11 CCR 999.228(j) - (3Y) CA - 11 CCR 999.229(a) - (3Y) CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 12525.5 - (CU+1Y) CA - GOV 34090 - (2Y)	
094	*Category Eliminated*								

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Rec. No.	Applicable Department(s)	Business Process	Record Category Name	Record Category Description	Approved Retention	Sample Records from the Category	Comments	Citations	Vital?
118	Police Department	General	Police Routine Body-Worn Camera Video Records	Recordings of routine body-worn camera video monitoring, to include time and date of video, location of video and other related information.	60D	Body-Worn Camera Recordings (body cam)	* Exception: If recordings are evidence in any criminal prosecution, claims filed, potential claims or any pending litigation, they shall be preserved for 2 years after the conclusion of the court action.	CA - GOV 34090 - (2Y) CA - PEN 832.18 - (60D)	
119	Police Department	General	Police - Logs of Access or Deletion of Data for Body-Worn Cameras	Documentation of when and by whom access to or deletion of data from body-worn cameras takes place.	PR	Logs of Access or Deletion		CA - GOV 34090 - (2Y) CA - PEN 832.18(b)(5)(E) - (PR)	
095	*Category Eliminated*								
096	Police Department	Internal Investigations	Complaints, Investigations - No Sustained Finding of Misconduct	Documentation of complaints received and investigations, including those by Internal Affairs, involving Police department employees (excludes officer involved shootings) where the investigation shows no sustained finding of misconduct.	CL+5Y	Citizen Complaints Crime Reports Departmental Actions		CA - EVID 1045 - (AC+5Y) CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 12946 - (AC+4Y) CA - PEN 801.5 - (4Y) CA - PEN 832.5(b) - (5Y, where there is not a sustained finding of misconduct; 15Y where was a sustained finding of misconduct) CA - VEH 2547 - (3Y)	
120	Police Department	Internal Investigations	Complaints, Investigations - Sustained Finding of Misconduct	Documentation of complaints received and investigations, including those by Internal Affairs, involving Police department employees (excludes officer involved shootings) where there is a sustained finding of misconduct..	CL+15Y	Citizen Complaints Crime Reports Departmental Actions		CA - EVID 1045 - (AC+5Y) CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 12946 - (AC+4Y) CA - PEN 801.5 - (4Y) CA - PEN 832.5(b) - (5Y, where there is not a sustained finding of misconduct; 15Y where was a sustained finding of misconduct) CA - VEH 2547 - (LA3Y)	
097	Police Department	Security	Security Investigations	Documentation regarding internal, non-police investigations related to the security of City facilities, assets, and information.	CL+2Y	Internal Investigations Investigation Logs, Workpapers Investigator Reports, Findings, Notes Security Incidents (*response files, reports*) Security Investigations		CA - GOV 34090 - (2Y)	x
098	Police Department	Security	Security, Access Operations	Records and information regarding physical security for City buildings and facilities.	2Y	Access Controls Access Reports Badge Lists Daily Activity Logs Privileged Area Access Requests Security Camera (CCTV) Footage Security Plans Transaction Logs Visitor Security / Access Logs		CA - GOV 34090 - (2Y)	
099	Police Department	Seized Property	Seized Property Records	Records documenting tracking and management of physical property seized by the Police department, but not considered as evidence in a criminal investigation, including: - Bicycles - Electronics - Guns - Hazardous Materials (e.g., fireworks) - Narcotics - Vehicles	CL+2Y	Confiscated Property Lists Disposition Records Evidence Tracking Physical Evidence Examination Requests Property Auction Manifests Stolen/Recovered Property Documentation Unclaimed Property Reports		CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 34090 - (2Y) CA - Law Enforcement Evidence and Property Management Guide	
100	Public Works	Facilities	Building, Property Management	Records and information regarding the structure of City physical buildings and facilities.	LI*+10Y	As-Built Blueprints Construction Records Electrical Wiring Schematics Floor Plans Property Inventory	* LI = Life of Building, Asset	CA - CCP 337.1 - (LA4Y) CA - CCP 337.15 - (LA10Y) CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 34090 - (2Y) CA - HSC 19850 - (LI)	x
101	*Category Eliminated*								
102	Police Department Public Works	Facilities	Maintenance, Repairs and Inspection Reports	Records and information regarding the ongoing maintenance and upkeep of City equipment, facilities and infrastructure and inspections of that maintenance.	5Y	Equipment Certifications (*radar guns, lidar guns, personal alcohol screening devices, in-car video surveillance devices, mobile video devices*) Horticulture Inspections Inspection Logs Inspection Reports Irrigation Landscaping Maintenance and Repair Work Orders Maintenance Reports (buildings, parks, streets, sidewalks) Street Sweeping Trees		CA - AQMD Rule 1470 - (3Y) CA - 3 CCR 6623 - (2Y) CA - CCP 337 - (5Y) CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 4216.2(f) - (3Y) CA - GOV 34090 - (2Y)	
103	Public Works	Fleet Management	Fleet Management, Maintenance	Records related to the purchase, management and maintenance of City vehicles.	LI*+3Y	Auction Vehicles California Bureau of Automotive Repair (BAR) Smog Records California Highway Patrol Biennial Inspection Terminal (BIT) Records Motor Vehicle Records and Reports Pool Tickets, Vehicle Logs, Usage Logs Registrations, Operating Permits Rental Work Orders Service Calls Tax Exemption Certificates Vehicle Certificates of Insurance Vehicle Inspections Vehicle License Plate Records Vehicle Maintenance Records, Repair Orders	* LI = Life of Vehicle	CA - 22 CCR 66266.130(c)(5) - (3Y) CA - CCP 337 - (LA4Y) CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 34090 - (2Y) CA - HSC 25250.18(b) - (3Y) CA - VEH 34505.5(c) - (2Y)	
104	Public Works	Fleet Management	Fuel Management	Records related to the purchase, tracking and management of fuel for City vehicles and travel by City employees.	5Y	Bay Area Air Quality Management District (BAAQMD) Permits (aboveground storage tank - AST) California Air Resources Board Certificate Fuel Card Authorizations Fuel Pump, Fuel Tank Maintenance Fuel Reports, Billing Reports, Journals, Fuel Tickets Mileage Reports		CA - CCP 338.1 - (LA5Y) CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 34090 - (2Y)	

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Rec. No.	Applicable Department(s)	Business Process	Record Category Name	Record Category Description	Approved Retention	Sample Records from the Category	Comments	Citations	Vital?
105	Public Works	General	Land and Property Maps, Drawings	Maps and geographical information pertaining to City properties.	PR	Aerial Photos Assessment Districts Assessor Parcel Maps Building Site Determination Drainage Improvement Plans, Drawings Land Survey Maps Lot Line Adjustments Major Subdivisions (SD) Minor Subdivisions (MS) Parcel Mergers Parcels Parks Plats Record Maps Record of Survey Maps Redevelopment Sphere of Influence Street Address Files Vellums		CA - CCP 337.15 - (LA10Y) CA - GOV 34090(a) - (PR) CA - HSC 19850 - (Life of Building) US - 44 CFR 60.3 - (MAINT)	x
106	Public Works	General	Public Works Project Administration	Records and information associated with the administration of public works, capital improvement and engineering projects.	CL+10Y	Certified Payrolls Construction Manager's Logs Daily Inspections Facilities Projects Field Inspections Project Schedules Progress Meetings Real Estate Appraisals RFIs & Responses		CA - CCP 337.1 - (LA4Y) CA - CCP 337.15 - (LA10Y) CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 8546.7 - (CL+3Y) CA - GOV 34090 - (2Y) US - 24 CFR 92.508(c) - (AC+5Y) US - 24 CFR 570.502(a)(7)(i)(A) - (AC+4Y) US - 29 CFR 97.42(b) - (AC+3Y)	
107	Public Works	General	Public Works Project Files (CIP)	Records and information related to the analysis, design, development, planning, construction and maintenance of public works, capital improvement and engineering projects for City facilities and infrastructure.	LI*+10Y	As-Built Plans Assessments Bicycle / Pedestrian Trails / Paths Bridges and Creeks Calculations Capacity (water, wastewater) Fees Capital Improvement Project (CIP) Files Certificates of Compliance/Notice of Non-Compliance Change Orders Closures Development Fee Book Drainage Permits E.I.R., Notice of Determination, Categorical Exemptions Encroachment Permits, Certificates Environmental Impact Statements Final Improvement Plans Geologic Studies Grading Permits Insurance Certificates Materials Testing Reports Medians Notice of Completion Parking Parking (residential, non-residential) Pavement Markings / Traffic Legends Photos/Pictures Signs, Signals Soils Reports Sound Walls Standard Plans Studies Submittals Surveys Underground Utilities Streetlights	* LI=Life of Asset/Facility	CA - CCP 337.1 - (LA4Y) CA - CCP 337.15 - (LA10Y) CA - 14 CCR 15095c - (Reasonable) CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 8546.7 - (CL+3Y) CA - GOV 34090 - (2Y) CA - HSC 19850 - (Life of Building or Facility) US - 24 CFR 92.508(c) - (AC+5Y) US - 24 CFR 570.502(a)(7)(i)(A) - (AC+4Y) US - 29 CFR 97.42(b) - (AC+3Y)	x
108	All Departments	Permitting	Permits and Licenses Issued	Permits and licenses - other than building permits - administered, issued and maintained by the City, including: - Alarms - Banner Permits - Business Licenses - Encroachment Permits - Flood Zone Determinations - Grading Permits - Home Business Licenses - Home Occupation Permits (HOP) - Massage Establishments - Massage Technicians - Mobile Vendors, Peddlers - Raw Water Permits - Sign Permits - Taxis (cabs, drivers) - Transportation Permits (oversize, overweight) - Tree Removal Permits	CL+2Y	Annual Licenses Issued Applications Permits Issued		CA - CCP 337 (4Y) CA - CCP 337.1 - (LA4Y) CA - CCP 337.15 - (LA10Y) CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 34090 - (2Y)	
109	Public Works	Traffic, Transportation	Traffic and Transportation Planning	Records and information of traffic engineering and transportation planning activities, including studies and surveys.	5Y	School-related Studies/Surveys Speed Surveys Street/Highway Studies/Surveys Traffic Calming Requests Traffic Counts Transportation Planning		CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 34090 - (2Y)	
110	Public Works	Traffic, Transportation	Traffic Control and Improvement	Records and information related to the City's efforts to manage and improve traffic and circulation.	2Y	Bicycles Enforcement Highway Corridors Impact Studies Signals Signs Temporary Street Closures		CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 34090 - (2Y)	
111	Public Works	Traffic, Transportation	Transportation Program Services	Records and information related to the City's efforts to provide effective methods by which people and materials move through the City.	AC+3Y	Alternative Transportation Demand / Transportation Demand Management Transportation Systems Management (TDM) / Alternative Modes / Bicycle		CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 34090 - (2Y) US - 2 CFR 200.334 - (CL+3Y)	

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Rec. No.	Applicable Department(s)	Business Process	Record Category Name	Record Category Description	Approved Retention	Sample Records from the Category	Comments	Citations	Vital?
112	Public Works	Waste Management	Air, Sewer, Water and Solid Waste	Records and information associated with planning and maintenance of sewers, waste, water, and land use.	CL+12Y	Backflow Prevention Diversion Goals Environmental Conservation Environmental Programs Flood Control Landfills Meter Inventory NPDES (Engineering) Pipe Inventory Pollution Control Permits Recycling (*campaigns, events, reports*) Sanitary District Storm Water Monitoring Storm Water Pollution Permits Treatment Plan Trash Services Underground Service Alerts (USA) Waste Water Reclamation Water Agency Information Water Runoff Testing Weight Tickets		CA - 14 CCR 18809.4(a)(4) - (3Y) CA - 22 CCR 64470 - (10Y) CA - CCP 337 - (LA4Y) CA - CCP 338 - (LA3Y) CA - CCP 338.1 - (LA5Y) CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 34090 - (2Y) CA - WAT 13263.2(b) - (3Y) US - 40 CFR 70.6 - (CL+5Y) US - 40 CFR 122.21(p) - (5Y) US - 40 CFR 122.41(j) - (5Y) US - 40 CFR 141.33(1) - (5Y; 10Y) US - 40 CFR 141.91 - (12Y) US - 40 CFR 141.155 - (3Y) US - 40 CFR 261.32 - (3Y)	
113	Public Works	Waste Management	Hazardous Waste, Monitoring and Remediation	Planning, monitoring and contingency/emergency action plans for hazardous waste, emergency and spill response, natural and exposure emergencies, notifications and response; environmental action plans and supporting documentation; hazardous communications plans, including labeling, MSDS controls, training programs and procedures.	CL+30Y	Electronic Waste (E-Waste) Emergency Response Programs Employee Hazardous Chemical Exposure Hazardous Material Incident Reports Hazardous Substances Shipping Manifests Hazardous Waste Material Safety Data Sheets (MSDS) Proposition 65 Monitoring Radiation Exposure Records Radioactive Materials Site Mitigation Toxic Substance Inventory	CA - 8 CCR 3204d - (CL+30Y) CA - 8 CCR 14300.33 - (CU+5Y) CA - CCP 338.1 - (LA5Y) CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 34090 - (2Y) CA - HSC 25160.8(c)(3)(D) - (AC+3Y) US - 29 CFR 1910.1020 - (CL+30Y) US - 40 CFR 141.33 - (10Y) US - 40 CFR 141.91 - (12Y)	CA - 8 CCR 3204(d) - (CL+30Y) CA - 22 CCR 66262.40 - (3Y) CA - 22 CCR 66263.22 - (3Y) CA - CCP 338.1 - (LA5Y) CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 34090 - (2Y) CA - HSC 25244.19 - (4Y) CA - HSC 25244.20 - (4Y) CA - HSC 25160.8(c)(3)(D) - (AC+3Y) US - 29 CFR 1910.1020 - (CL+30Y) US - 40 CFR 141.33(1) - (5Y; 10Y) US - 40 CFR 141.91 - (12Y) US - 40 CFR 268.7 - (3Y)	

Report to the City Council
Regular City Council - 14 Feb 2023

Agenda Section: **CONSENT ITEMS**

Subject: **Consideration and Proposed Adoption of a Resolution Authorizing: (1) the City Manager to Execute an Agreement with Urban Land Institute (ULI) in an amount not-to-exceed $36,000 to provide a Downtown Placemaking Study and Technical Advisory Panel; and (2) a Budget increase of $36,000 to 101-4500-2130 and use of General Fund Balance of the Same.**

CEQA Determination: **Exempt**

Prepared By: Maya DeRosa, Community Development Director

Reviewed By: April Mitts, Assistant City Manager

Approved By: Anil Comelo, City Manager

BACKGROUND

Urban Land Institute (ULI) is the oldest and largest network of cross-disciplinary real estate and land use experts in the world. Since 1947, ULI has harnessed the technical expertise of its members to help communities solve difficult land use, development, and redevelopment challenges. ULI has conducted over 650 Advisory Services Panels in 47 U.S. states, 12 countries, and 4 continents. Since 2006, ULI San Francisco (ULI SF) has adapted this model to provide Technical Assistance Panels (TAPs) for use at the local level, assisting over 30 cities throughout the San Francisco Bay Area.

ULI San Francisco TAPs provide expert, multidisciplinary advice to public agencies and nonprofit organizations facing complex land use and real estate issues in the Bay Area. Drawing from their extensive membership base, ULI SF panels offer objective and responsible advice on a wide variety of land use and real estate issues ranging from site-specific projects to public policy questions.

ULI SF assembles a multidisciplinary panel of experts that explore the project, interview stakeholders, and make recommendations. TAP Panelists consists of unpaid volunteers from the 2,300+ ULI members in the San Francisco District Council chosen specifically for each assignment. Depending on the issues being tackled, panel member expertise may be comprised of developers and owners, investors, designers, planners, engineers, market, and financial analysts, as well as members of the public sector. The strength of ULI SF's Technical Assistance Panels lies in the cross-section of experts, who do not have a vested interest in the project, examining the issues from multiple angles and producing recommendations and/or an implementation strategy that is based on sound information, community realities, and best practices.

This contract and scope of work included in this report recommends engaging the services of ULI to assist the City moving forward important economic development goals through a TAP panel.

DISCUSSION

St. Helena is in a pivotal time in charting forward its economic development potential. The City desires to strategically assesses its unique assets to refresh its appeal and engage the expertise of ULI in a 2 day TAP. The Community Development Department has considered some of the recommendations from the book, "Place Branding for Small Cities, Regions and Downtowns" by Bill Baker. The City sees place branding as a first essential step as it will help direct what type of land uses are needed to build on that brand, clarify to future investors a bold vision for vitality, inform our strategy with surplus properties, set the stage for the elements of future wayfinding signage, and direct all media imaging including the City website. The draft scope of work is attached to the professional service agreement and the key focus of the panel will include the following questions (also see Scope of Work attached to the Agreement):

1. Based on the Panel's expertise, interviews with stakeholders and other research, what are downtown St. Helena's strengths, weaknesses, opportunities, and threats (SWOT analysis) that should be incorporated into placemaking? Strengths and weaknesses describe existing conditions and opportunities and threats identify potential future conditions.
2. Based on the SWOT analysis, what should St. Helena's distinctive brand be? How should St. Helena differentiate itself as a distinctive destination city in the wine country region?
3. How should the placemaking effort interact with the City's current plan and land use regulations?

Once these key questions are answered, the scope also includes recommendations from ULI to provide a decision-making framework to guide city officials in implementing the placemaking, place-branding and urban design perspectives. This would include City tools and measures that could be used.

Day 1 of the TAP will include a tour of the downtown by City staff followed by stakeholder interviews until early afternoon. The remaining focus of the time in St.

Helena will be collaboration by the ULI panel on recommendations addressing the key questions above. On the afternoon of Day 2, the ULI panel will present their findings in a presentation to the City. Approximately 3-4 months following the panel, the City will receive a detailed and illustrated Final Report with an implementation plan to realize the vision set forth. The ULI panel will be provided with a detailed briefing book prepared by the City with baseline information about prior studies and adopted plans in advance of the TAP in St. Helena. City staff will identify the key stakeholders to be interviewed and be responsible for setting up the interviews on Day 1. The St. Helena TAP is planned for March 13-14th, 2023. The Carnegie building will be the primary workspace for the ULI panel during this time.

FISCAL IMPACT

The estimated fiscal impact of this contract is $36,000, which is not currently budgeted and will require a budget increase of $36,000 to 101-4500-2130 and use of General Fund fund balance.

General Fund balance will be utilized to cover the increased cost to the General Fund. Below is a summary of the impact on the estimated Net position:

General Fund Estimated Unassigned Net Position	
Revised Estimated Unassigned Net Position (6/30/23)	$10,245,235
Percent of Expenses Based on Total Net Position	53%
WWTP Contingency (Interfund Loan, if needed)	($2,000,000)
Revised Estimated Unassigned Net Position (6/30/23)	$8,245,235
Percent of Expenses Based on Total Net Position	43%

RECOMMENDED ACTION

Staff recommends City Council adopt the attached resolution.

ATTACHMENTS

Resolution ULI Agreement
St. Helena_ULI SF 2023 TAP Agmt_2-9-2023

CITY OF ST. HELENA

RESOLUTION NO 2023-

CONSIDERATION AND PROPOSED ADOPTION OF A RESOLUTION AUTHORIZING : (1) THE CITY MANAGER TO EXECUTE AN AGREEMENT WITH URBAN LAND INSTITUTE (ULI) IN AN AMOUNT NOT-TO-EXCEED $36,000 TO PROVIDE DOWNTOWN PLACEMAKING STUDY AND TECHNICAL ADVISORY PANEL; AND (2) A BUDGET INCREASE OF $36,000 TO 101-4500-2130 AND USE GENERAL FUND BALANCE OF THE SAME

RECITALS

A. The City of St. Helena ("City") has identified the need to strategically expand its economic development potential to have thriving businesses and a sound fiscal future; and

B. The City of St. Helena desires to obtain a decision-making framework to guide City officials in implementing the placemaking, place-branding and urban design perspectives that will help realize economic development goals; and

C. Urban Land Institute ("ULI"), through the services provided through a Two-Day Technical Assistance Panel on March 13-14, 2023 and the subsequent preparation of a Technical Assistance Panel Report ("Services") can help the City achieve these economic development goals;

D. The City of St. Helena desires to utilize General Fund balance to pay for these services and requests the City Council authorize a budget increase of $36,000; and

E. The City and ULI desire to enter into an agreement (Exihibit A) for a total amount not-to-exceed $36,000 to provide said Services.

RESOLUTION

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

1. Authorizes the City Manager to execute STH Contract: FY2022-23 in a total contract amount not-to-exceed $36,000 with Urban Land Institute.

2. Authorizes a budget increase of $36,000 to 101-4500-2130 and use of General Fund fund balance of the same.

Approved at a Regular Meeting of the St. Helena City Council on February 14, 2023, by the following vote:

Mayor Dohring: _____

Vice Mayor Hall: _____

Councilmember Chouteau: _____

Councilmember Hardy: _____

Councilmember Summers: _____

APPROVED: ATTEST:

_____ _____

Paul Jamison Dohring, Mayor Cindy Tzafopoulos, City Clerk

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AGREEMENT FOR TECHNICAL ASSISTANCE

THIS AGREEMENT ("Agreement"), made and entered into on February 14, 2023 ("Effective Date") by and between the City of St. Helena, located in the County of Napa, State of California (City), and ULI – The Urban Land Institute on behalf of its ULI San Francisco District Council, (Consultant).

RECITALS:

A. City desires to retain Consultant to furnish technical assistance in connection with the project described as a Downtown Placemaking Study and 2-Day Technical Assistance Panel (TAP).

B. Consultant has represented that Consultant (acting through its staff and volunteer members) 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"** attached hereto and incorporated herein by this reference.

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 term of this Agreement shall be from the Effective Date to August 31, 2023, unless earlier terminated as provided herein. The Parties may, by mutual written consent, extend the term of this Agreement if necessary to complete the Project. 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, "Scope of Services"**. Total compensation shall not exceed Thirty-Six Thousand Dollars ($36,000) unless additional compensation is approved in accordance with Section 2. Total compensation shall include all expenses, including travel, lodging, materials, food (which shall include two (2) breakfasts, two (2) lunches, one (1) dinner

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and coffee, water, and snacks for the 2-Day TAP, but exclude alcohol), printing, and miscellaneous expenses. City shall be responsible for arranging and paying for lodging and food, a venue for the TAP workshop, and providing a City tour to Consultant in City-owned vehicles. Consultant shall be responsible for travel and/from the 2-Day TAP, any and all incidentals associated with lodging and travel, and for food City has not arranged for.

B. City shall pay to Consultant an advance payment of Twenty-Five Dollars ($25,000) within ten (10) days after the execution of this Agreement by both parties. Consultant shall furnish to City an invoice for the remaining Five Thousand Dollars ($5,000) after all work has been performed following submission of the final report in Exhibit A, for a total amount not to exceed Thirty Thousand Dollars ($30,000). If no charges or expenses are disputed, and all Services has been satisfactorily performed by the Consultant, the final 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 and communicate any issues with Consultant's Services that need to be resolved.

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 its staff and volunteers engaged to perform the Services have the qualifications, experience and facilities necessary to properly perform the Services required under this Agreement in a thorough, competent and professional manner consistent with its tax-exempt educational mission. Consultant shall at all times faithfully, competently and to the best of its ability, experience and talent, perform all Services described herein.

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; 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.

C. Except as stated above, Consultant makes no express or implied warranties regarding the Work Product or Services to be provided hereunder, and all Work Product and Services are provided "AS IS."

SECTION 6 – 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, volunteers, representatives, or employees, as indicated:

A. Minimum Scope of Insurance. Coverage shall be at least as broad as:

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1. Insurance Services Office Commercial General Liability coverage (occurrence form CG 0001).
2. Insurance Services Office form number CA 0001 (Ed. 1/87) covering Hired and Non-Owned Automobile Liability.
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. 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.

D. Primary Coverage. For any claims related to this Agreement, Consultant's 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 Consultant's insurance and shall not contribute with it.

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

F. Other Insurance Provisions. The commercial general liability is 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 Consultant or Consultant's subconsultants; or automobile leased, hired, or used by 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.

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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.

G. 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.

H. 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.

I. 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 7 – INDEMNIFICATION

A. To the fullest extent allowed by law (including without limitation California Civil Code Sections 2782 and 2782.8, as may be applicable), Consultant shall indemnify, defend, and hold harmless City, its agents, officers, officials, employees, representatives, and volunteers from any and all claims, demands, suits, loss, damages, injury, and/or liability (including any and all costs and expenses in connection therewith, including legal fees and expert witness costs) (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. Consultant also agrees to hold City harmless for, and agrees not to sue the City for, any issues that arise from lodging, travel, or food that the City arranges for the Consultant pursuant to this Agreement.

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

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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 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. Notwithstanding the foregoing or any other provision of this Agreement, because the Consultant desires to utilize the City's vehicles for the purposes of traveling through the City's jurisdiction, and because the City is only willing to permit the same under the express requirement that it be held harmless to the maximum extent permitted by law, the Parties agree as follows:

To the fullest extent allowed by law (including without limitation California Civil Code Sections 2782 and 2782.8, as may be applicable), Consultant shall indemnify, defend, and hold harmless City, its agents, officers, officials, employees, representatives, and volunteers from any and all claims, demands, suits, loss, damages, injury, and/or liability (including any and all costs and expenses in connection therewith, including legal fees and expert witness costs) (collectively, "Liabilities") that, in whole or in part, arise out of, relate to, or are incident to the transportation of persons in City owned vehicles in connection with the Services except to the extent that such Liabilities are caused by the sole active gross negligence or willful misconduct of the City ("Vehicle Claims"); 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, in whole or in part arising out of, pertaining to, or relating to such Vehicle Claims, and to pay and satisfy any resulting judgments. Subsections C. and E. above are incorporated into this provision by reference, and Subsections A, B, and D above is not incorporated into this provision by reference.

SECTION 8 – 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 employed personnel (if any) 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,

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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 9 – 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 10 – OWNERSHIP OF DOCUMENTS

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

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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.

C. Notwithstanding the foregoing, it is further understood that Consultant shall have a non-transferable royalty-free perpetual license to make such non-commercial use of its Work Product hereunder as it may deem desirable in furtherance of its charitable mission, and the City hereby specifically agrees Consultant may publish and disseminate any final report or any part created thereof created hereunder in conjunction with its programs.

SECTION 11 – 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. Except as allowed by Section 10.C. above, Consultant shall not release or disclose any such information or work product to persons or entities other than City without prior written authorization from the City Manager, except as may be required by law.

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

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

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

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SECTION 12 – 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 13 – 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 14 – 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 l964. Consultant will comply with all applicable 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 15 – 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.

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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 16 – 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-entities from any liability under this Agreement.

B. Notwithstanding any other provision of this Agreement, in no event shall either party 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 17 – COOPERATION BY CITY

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

SECTION 18 – NOTICES

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

To City: City Manager
1572 Railroad Avenue
St. Helena, California 94574
Email: acomelo@cityofsthelena.org

To Consultant: Urban Land Institute, San Francisco
2 Bryant Street, Suite 300
San Francisco, CA 94105

DocuSign Envelope ID: 35D08ECA-8880-483E-9176-D0AF714BC8AC

Email: natalie.sandoval@uli.org

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

SECTION 19 – TERMINATION

A. City may terminate this Agreement, with 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 and such failure is not cured within ten days after receiving written notice describing the failure, then, in addition to any other remedies, either Consultant, or City may terminate this Agreement immediately upon written notice.

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

SECTION 20 – ATTORNEYS' FEES

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

SECTION 21 – ENTIRE AGREEMENT

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

SECTION 22 – SUCCESSORS AND ASSIGNS

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

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SECTION 23 – CONTINUITY OF PERSONNEL

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

SECTION 24 – DEFAULT

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

SECTION 25 – WAIVER

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

SECTION 26 – LAW TO GOVERN; VENUE

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

SECTION 27 – SEVERABILITY

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

SECTION 28 – 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.

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SECTION 29 – 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 30 – FORCE MAJEURE

Failure by either party to perform its duties and obligations due to unforeseeable circumstances beyond its reasonable control and not due to its negligence shall not be considered a default of this Agreement. For purposes of this Agreement, such circumstances include, but are not limited to, acts of terrorism, riots, labor disputes, abnormal weather conditions, fires, floods, earthquakes, pandemics, epidemics, war, riots and over civil disturbances, and governmental prohibition. Should such circumstances occur, the non-performing party shall, within a reasonable time of being prevented from performing, give written notice to the other party describing the circumstances preventing continued performance and the efforts being made to resume performance of this Agreement. The other Party may cancel the Agreement without penalty if performance does not resume within thirty (30) days of the non-performing party's notice.

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.

CITY:

By: _____
Anil Comelo
City Manager

CONSULTANT:

By: _____
Natalie Sandoval
Executive Director
San Francisco District Council

Approved as to Form:

By: _____
Ethan Walsh
City Attorney

By: _____
DocuSigned by:
769D30B8D1F847A...
Jill Lucken
Executive Vice President
District Councils

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Exhibit A
Scope of Services

INTRODUCTION

The City of St. Helena would like the ULI SF TAP to help revitalize its downtown through a placemaking study to develop a place brand and steps to implement that vision. Some opportunity areas for this include Lyman Park, Hunt Avenue terminus at Main Street and various downtown alleys. This Scope includes a 2-day placemaking TAP. St. Helena is located in the wine-growing Napa Valley region, 65 miles north of San Francisco. (See map in **Exhibit 1**.) For this TAP, the downtown is considered bounded by Pine Street to the North, Library Lane to the East, Pope Street to the South and Oak Street to the West. (See map **Exhibit 2**).

Background

The City was founded in 1834, incorporated as a city in 1876 and reincorporated in 1889. The City encompasses five square miles. The City has a population of 6,000 as of 2022, 445 hotel rooms as of 2018, 200,000 square feet of retail real estate as of August 2021[1], and 170 wineries within a 10-mile radius. An estimated 3.8 million visitors came to Napa Valley in 2022. The City's economy has historically been agriculture-based, and its current economy is based on wine and tourism.

Three blocks of the downtown district on Main Street were placed on the National Register of Historic Places and designated a Historic Commercial District. (See map in **Exhibit 2**.) There are other notable landmark historic properties in the City that are individually listed on the National Register including the Greystone building at the Culinary Institute of America, the Beringer Estate (National Register District) and Spottswoode Winery (See map in **Exhibit 2**.)

The City needs new revenue sources in the coming years to maintain its fiscal health. Invigorating the downtown would a) attract more hotel visitors and provide higher transient occupancy taxes (TOT), and b) create higher value for commercial/retail properties and therefore higher property taxes[2]. However, there are some current constraints:

- The sidewalks on Main Street are in disrepair. Assuming the City receives repair funds from Caltrans, the improvements are estimated to be completed in 2023.
- The City is preparing a Comprehensive Zoning Code Update following the General Plan adoption in 2019. The Code Update contains input from stakeholders and the public, the Planning Commission and the City Council. The Code Update should be considered in the placemaking vision.
- Downtown St. Helena does not have a unified plan for revitalization. The City intends to hire a consultant to prepare this plan but has not committed to a time frame.
- The downtown has a parking problem. The City intends to hire a consultant to prepare a Parking Study concurrent with the Downtown Master Plan.
- The City is still recuperating from COVID, recent fires and a water emergency and has limited financial resources to address problems.

[1] In August 2021, the City Manager presented the "Business Recovery Strategy" report to the City Council that said the downtown core retail had 200,000 square feet.

[2] In the above report, the City Manager reported 20% retail vacancy.

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TAP SCOPE

The Services associated with the Downtown placemaking study will include check in meetings between Consultant and the City in advance of the 2-Day TAP that will be held on March 13-14, 2023 in Napa County, a presentation at the 2-Day TAP, and a draft TAP report and final TAP report.

The questions to be addressed at the 2-Day TAP and in the TAP report are as follows:

1. Based on the Panel's expertise, interviews with stakeholders and other research, what are downtown St. Helena's strengths, weaknesses, opportunities and threats (SWOT analysis) that should be incorporated into placemaking? Strengths and weaknesses describe existing conditions and opportunities and threats identify potential future conditions.

2. Based on the SWOT analysis, what should St. Helena's distinctive brand be? How should St. Helena differentiate itself as a distinctive destination city in the wine country region?

3. How should the placemaking effort interact with the City's current plan and land use regulations?

4. Provide a decision-making framework to guide city officials in implementing the placemaking, place-branding and urban design perspectives. This would include City tools and measures that could be used.

Meetings with City

Consultant will arrange for check in meetings with the City leading up to the 2-day TAP to ensure project coordination and TAP panel needs are communicated.

Deliverables

1) Consultant shall present findings addressing the questions above to City officials and staff on Day 2 of the 2-Day TAP (with a PPT file to be shared with City).
2) Consultant shall submit a draft TAP Report for City Review within 4 months of the 2-Day TAP.
3) City shall provide feedback for the draft TAP Report to Consultant within 2 weeks of receiving the draft TAP Report.
4) Consultant shall submit a Final TAP Report (with pdf to City) and post the TAP report on the ULI SF website, and include in the ULI email newsletter by June 30, 2023.

FEE:

The fee to Consultant to complete the 2-day TAP, final report, and associated deliverables is Thirty Thousand Dollars ($30,000). The total estimate for hotel and food costs for eight (8) panelists and two (2) ULI staff is Six Thousand Dollars ($6,000), which brings the total contract amount not to exceed Thirty-Six Thousand Dollars ($36,000).

Lodging and Venue: The City will be responsible for making and paying for lodging arrangements for a one-night stay on March 13, 2023 for up to eight (8) panelists and two (2) ULI staff in connection with the 2-Day TAP. Consultant is responsible for incidentals. The City will also provide a venue to hold the TAP workshop.

Food and refreshments: City is responsible for providing food and refreshments throughout the TAP workshop for TAP panelists and ULI staff. This would include coffee, water and snacks, light breakfast on both days (2 breakfasts), lunch on both days (2 lunches), and dinner at the end of the first day (1 dinner) for TAP panelists, ULI staff and invited City staff. City will not pay for alcohol.

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Vehicle Tour: At Consultant's request, City will provide Consultant a City tour by vehicle on March, 13, 2023. City employees will drive Consultant, including eight (8) panelists and two (2) ULI staff, in City-owned vehicles.

Mileage: No reimbursement will be provided to Consultant for travel to/from the 2-Day TAP.

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Exhibit 1

Map of St. Helena

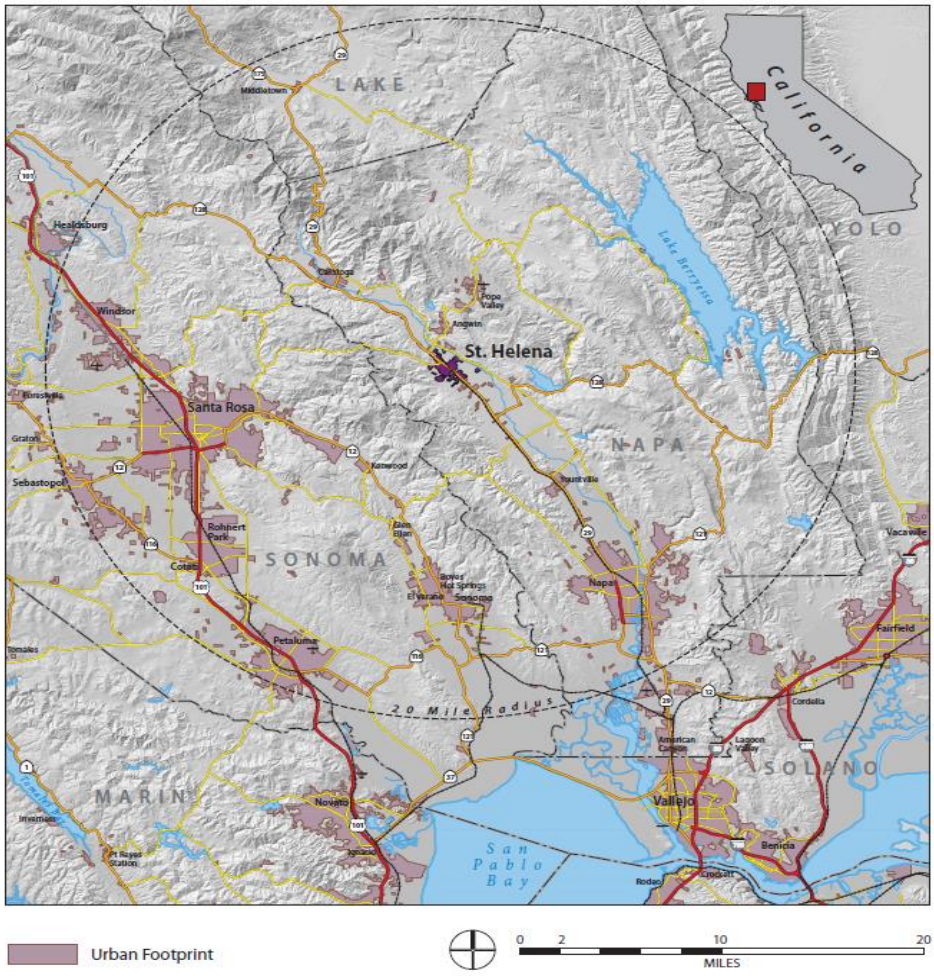

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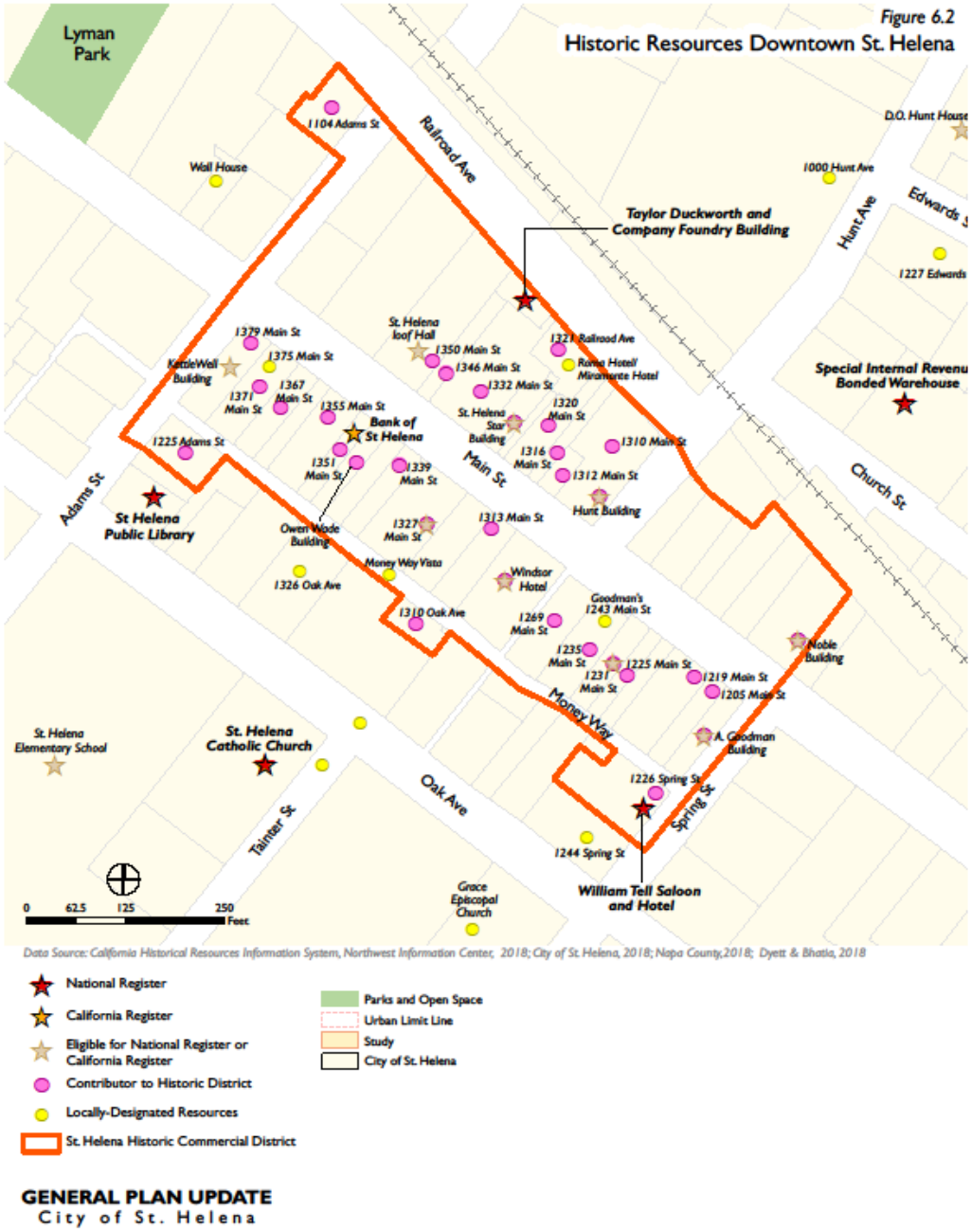
Exhibit 2

Map of St. Helena Downtown National Register District



Report to the City Council
Regular City Council - 14 Feb 2023

Agenda Section: **CONSENT ITEMS**

Subject: **Consideration and Proposed Approval of a Resolution (1) Memorializing the Termination of the Phase II Water Emergency in November 2021, effective December 2021; and (2) Confirmation of Staff's Proposal to Provide a Recommendation for the Termination of the Phase I Water Emergency at a Council Meeting in July 2023.**

CEQA Determination: **Not a CEQA project**

Prepared By: Joseph Leach, Public Works Director and City Engineer

Reviewed By: April Mitts, Assistant City Manager

Approved By: Anil Comelo, City Manager

BACKGROUND

In response to the 2011 Safe Water Yield Committee recommendations and the 2015 State-mandated conservation requirements, the St. Helena Municipal Code Section 13.04 address various mandated conservation requirements and criteria for declaring water emergency phases. Section 13.04.220 establishes that at any time that the City Council finds and determines a water shortage emergency condition exists within the criteria of Sections 13.04.230 through 13.04.250, and that it is necessary to limit usage by the customers of the municipal water department, the City Council shall adopt a resolution setting forth the applicable phase.

The criteria for establishing Phase I Water Regulations, as determined by the Safe Yield Committee in its report dated March 17, 2011, shall be any or all the following:

1. The supply/usage balance, as calculated at the beginning of the fiscal year, is in deficit;
2. The volume of water to be delivered by the City of Napa in any fiscal year will not exceed four hundred (400) AF;

3. The volume of water anticipated to be available prior to the next November 1st, as determined by the Director of Public Works, is not sufficient to meet projected demand through November 1st without demand reduction measures being implemented; or
4. Conditions requiring the establishment of a Phase II water emergency, as determined by the Director of Public Works, appear to be imminent.

St. Helena Municipal Code Section 13.04.010 establishes that the City shall calculate the water supply/usage balance as soon as practicable ***after the end of each fiscal year***. The supply/usage balance is the difference between the safe annual yield of the City's water supply and the total current usage with total current usage being the average usage over the last five fiscal years. The balance is positive, or in surplus, when the safe annual yield exceeds total current usage. The balance is negative, or in deficit, when the safe annual yield is less than total current usage.

As noted above, the 2011 Safe Yield Committee determined the Safe Yield was 1,950 acre-feet of water prior to the 200 acre-feet water increase from the City of Napa which was adopted in the December 2011 Water Agreement Amendment. This 2011 Amendment increased the City's allocation from 400 acre-feet to 600 acre-feet. The current Safe Yield of the City's Water Supply is 2,150 acre-feet.

The annual Water Shortage Emergency (WSE) is determined pursuant to the analytical methodology created by the Safe Yield Committee as identified in its report dated March 17, 2011. This calculation requires compilation and evaluation of multiple data sources including: annual and monthly production volumes for Louis Stralla Water Treatment Plant, Stonebridge Wells and Napa Water; monthly Bell Canyon water levels; operational water in the distribution system; water loss; and delivery to the water enterprise customers. The result of this analysis is the annual water supply/usage balance which then dictates if a water shortage emergency exists.

On June 23, 2020, the City Council adopted Resolution No. 2020-72 declaring a Phase I Water Emergency. Then on October 27, 2020, the City declared a Phase II Water Emergency with the adoption of Resolution No. 2020-107. The Public Works Director subsequently terminated the Phase II Water Emergency in November 2021, effective December 2021; however, it is necessary for the City Council to adopt a resolution declaring as such. The City has remained in a Phase I Water Emergency.

DISCUSSION

When the Phase I Water Emergency was adopted via Resolution 2020-72 on June 23, 2020, the Public Works Director presented criteria to the Council, conforming to the Safe Yield criteria and St. Helena Municipal Code, to support the declaration. ***Attachment 1*** includes annual water demand trends for the past 12 fiscal years, combined water source production over the past 12 fiscal years, and a 17-year summary showing Bell Canyon capacity levels in May, November, and December.

The three tables below show the criteria utilized to determine the necessity to continue or rescind the Phase I Water Emergency.

Bell Canyon Reservoir Capacity

Month	2019	2020	2022	2023
November	57.0%		61.7%	
December	71.7%		100.0%	
May		62.9%		TBD

Water Production Trend (Bell Canyon, Napa Intertie and Stonebridge Wells)
Values in acre-feet; Fiscal Year 2022-23 is through January 2023

Source	2019-20	2020-21	2021-22	2022-23*
Bell Canyon	765	601	379	322
Napa Water	592	487	393	328
Stonebridge Wells	300	576	466	162
Totals	1,657	1,664	1,238	812

Water Demand Trend (i.e. Water Billed)
Values in acre-feet; Fiscal Year 2022-23 is through January 2023

	2019-20	2020-21	2021-22	2022-23*
Water Customers Demand	1,488	1,372	1,032	645
Percent Loss (Audit)	85%	85%	85%	85%
Water Demand	1,751	1,614	1,214	759

It should also be noted that on January 26, 2023, the Department of Water Resources issued a letter to entities with State Water Contracts that their “Table A” water supply would be available to increase (***Attachment 2***).

Finally, the Monthly Water Report for January 2023 (to be included in the February 28, 2023 Council agenda) includes the graph of Projected Water Supply for Bell Canyon Reservoir (***Attachment 1, page 6***). Based upon the assumptions associated with the current supply (i.e. rainfall, customer demand, etc.), the City is projected to have sufficient supply beyond June 2024. While this projection is an estimate, the termination of the Phase I Water Emergency should conform to the recommendation of the Safe Yield Report and SHMC, which would dictate an evaluation after the end of the FY2022-23 in July 2023, with an evaluation of the Bell Canyon Reservoir capacity level at the end of May 2023.

Based on this information presented staff recommendations Council adopt a resolution:

1. Memoralizing the termination of the Phase II water emergency in November 2021, effective December 2021; and
2. Confirming staff's recommendation to bring a water update to the Council in July 2023 to allow for an evaluation of the Bell Canyon Reservoir capacity level at the end of the FY 2022-23 to determine if the corresponding analysis warrants adoption of a resolution terminating the Phase I Water Emergency.

FISCAL IMPACT

The current water rate structure includes a drought period surcharge that begins once the City implemented the Phase I Water Regulations. Drought rates are only applied to use charges (i.e. does not affect service/“base” charges). Drought rates are 6% higher than non-drought rates. It is undetermined the order of magnitude, if any, the loss of revenue to be realized by the City since customer water use may change once the restrictions are rescinded.

RECOMMENDED ACTION

Adopt the attached resolution.

ATTACHMENTS

Attachment 1 - Presentation COSH Water Update_021423
Attachment 2 - DWR ltr SWP Table A Water_012623
Attachment 3 - Resolution_021423

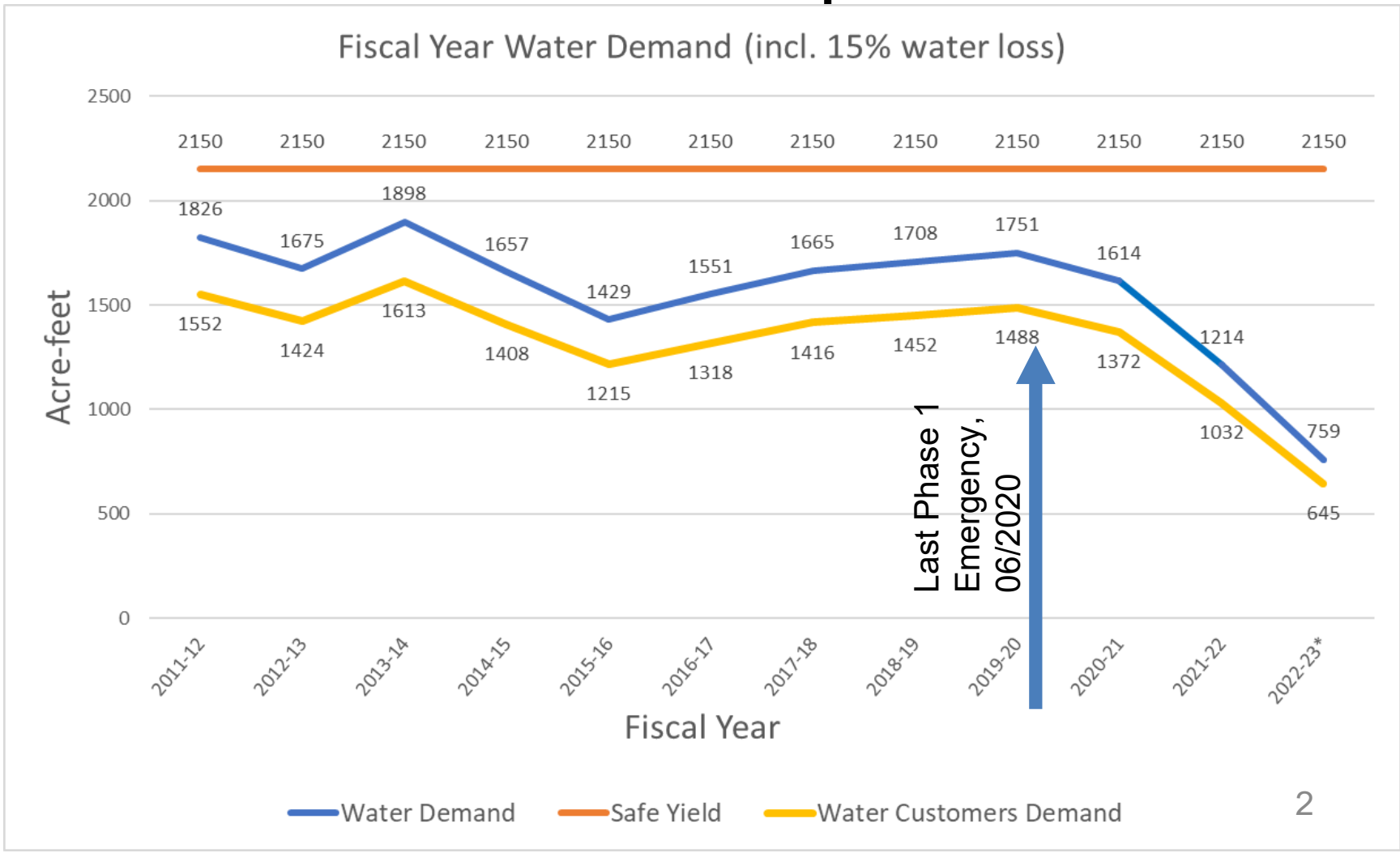
City of St. Helena Water Update Attachment 1

By: Joe Leach, PE

Director of Public Works

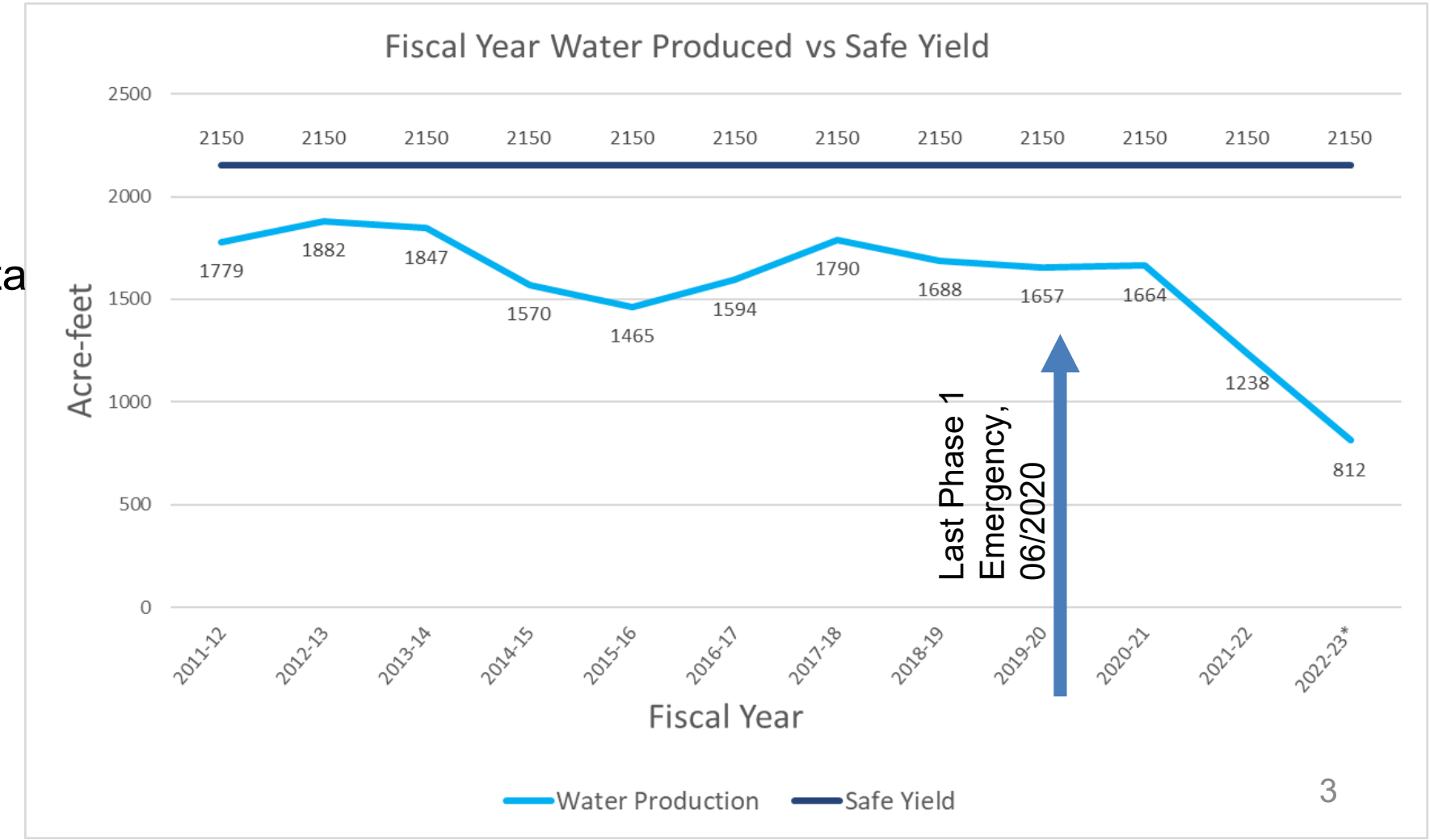
City of St. Helena Water Update

- Fiscal Year water demand incl. 15% “system loss”
- FY2022-23 data thru Jan 31



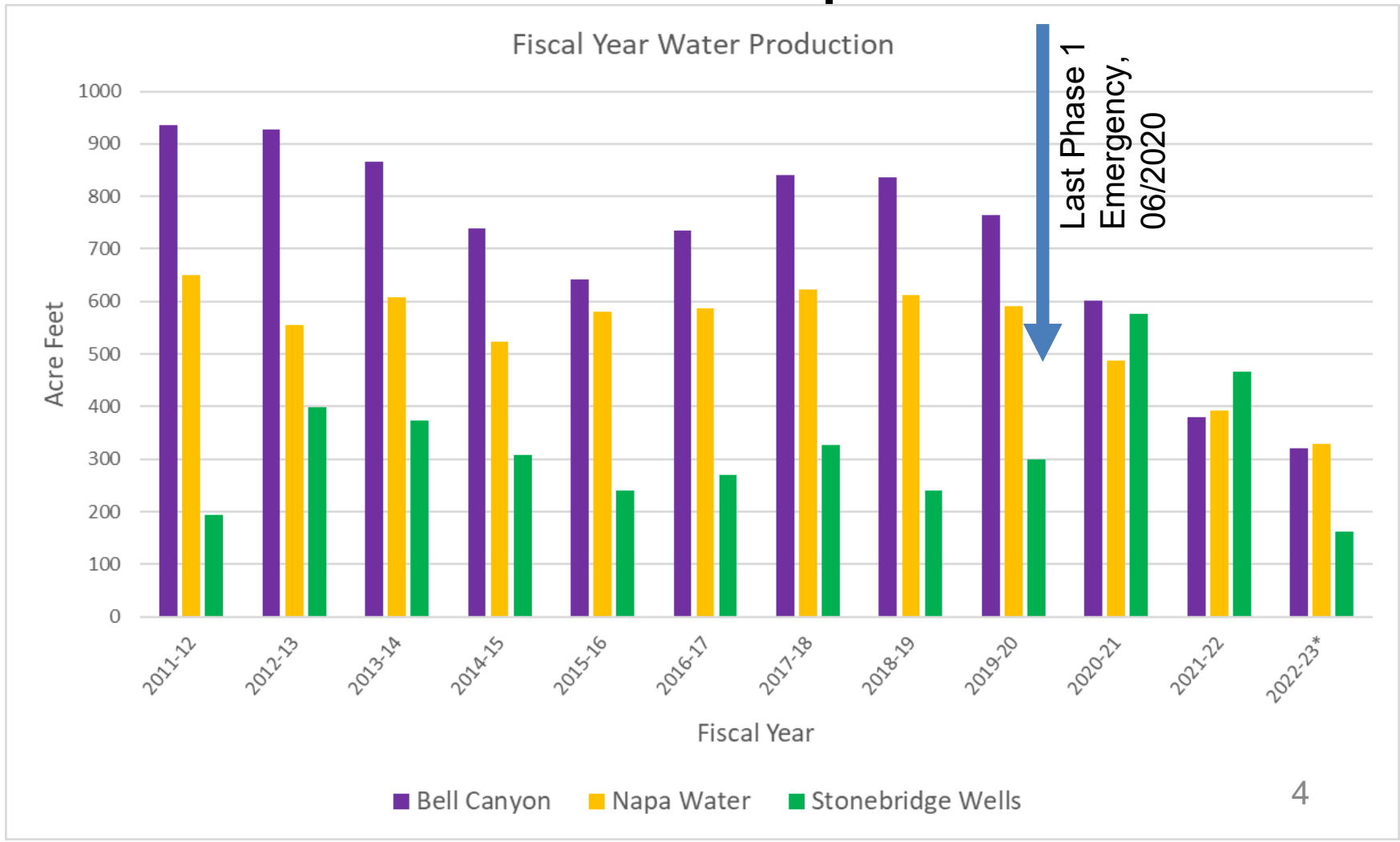
City of St. Helena Water Update

- Fiscal Year water production
- FY2022-23 data thru Jan 31



City of St. Helena Water Update

- Combined Water Source Production since FY 2011-12
- FY2022-23 data thru Jan 31



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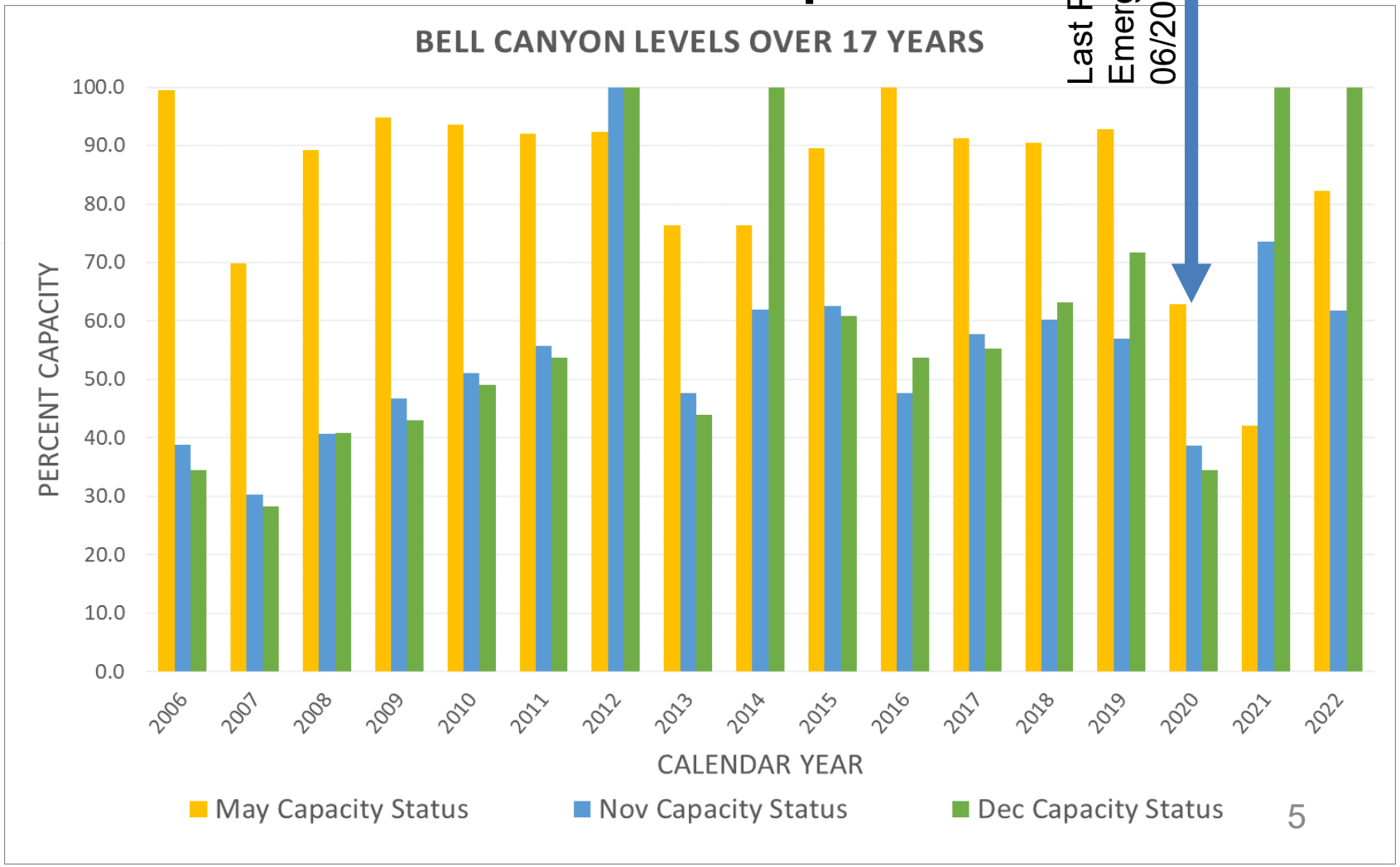
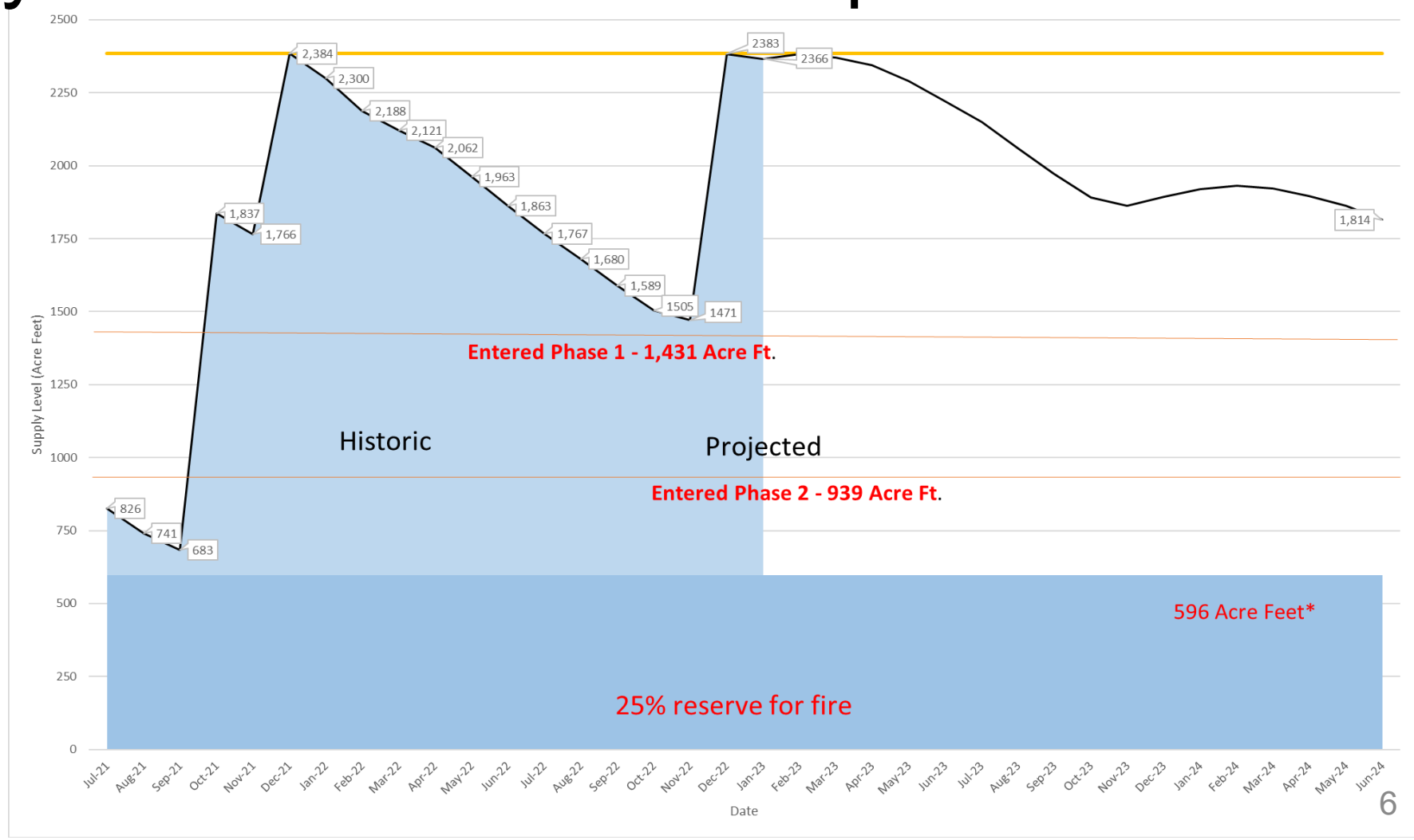
City of St. Helena Water Update

- Bell Canyon Capacity in May, November and December since 2006
- FY2022-23 data thru Jan 31



City of St. Helena Water Update

- Bell Canyon Reservoir Monthly storage
- Projected sufficient supply (1814 AF) beyond June 2024



City of St. Helena Water Update

- Prior to 2007 no City of Napa water was available
- Post 2011, the City has an annual allocation of 600 acre-feet from the City of Napa with the option to purchase an additional 200 acre-feet per year.
- The 2011 Safe Yield Report assumes limiting the Stonebridge Wells long term average of 450 acre-feet per year. Well usage has been averaging approximately 382 acre-feet/year for the last 5 fiscal years.
- In spite of significant staff turnover during the last several years, Water Operations staff continues to equitably balance the supplies.
- Bell Canyon has a projected available capacity of 1814 acre-feet in June 2024, well above the 1431 acre-foot level when the Phase I Water Emergency was declared in June 2020.
- It is important to note that the City relies on total water volume availability from all water sources and not just water levels at Bell Canyon to meet system demand.

City of St. Helena Water Update

Director of Public Works Recommendations:

- Adopt Resolution to terminate the Phase II Water Emergency retroactive to November 2021.
- Adopt Resolution directing staff to provide Water Supply Update to Council at a meeting in July 2023 to determine if there is need to continue Phase I Water Emergency or if termination is warranted.
- Continue to conserve Bell Canyon Reservoir water by minimizing water treatment operations at Louis Stralla and utilizing Stonebridge Wells and City of Napa water allocation, adhere to recommendations adopted in the 2011 Safe Yield Report and provide monthly updates to City Council.
- Alert City Council of any changes to the City's water supply and/or drought restrictions that may be set by the State that would impact the existing Phase I Water Emergency in advance of any regularly scheduled City Council meeting.

City of St. Helena Water Update

Questions?

State of California DEPARTMENT OF WATER RESOURCES California Natural Resources Agency
CALIFORNIA STATE WATER PROJECT

NOTICE TO STATE WATER PROJECT CONTRACTORS

Date: January 26, 2023

Number: **23-03**

Subject: **Increase of State Water Project 2023 Allocation to 30 Percent**

From: Original signed by
Ted Craddock
Deputy Director, State Water Project
Department of Water Resources

Due to extreme weather and a series of atmospheric rivers from late December 2022 through January 2023, the Department of Water Resources (DWR) is increasing the State Water Project (SWP) allocation from 5 percent to 30 percent of most[1] SWP contractors Maximum Annual Table A amounts.

Based on currently available information, the 30 percent Table A allocation should be sufficient to eliminate all contractors' provisional human health and safety (HH&S) allocations identified in the Notice to State Water Project Contractors 22-04, Initial 2023 Allocation.

In determining available SWP supplies, DWR has considered several factors including SWP contractors' projected 2023 demands, existing storage in SWP conservation facilities, estimates of future runoff, SWP operational and regulatory requirements from the federal Endangered Species Act and California Endangered Species Act, and water rights obligations under the State Water Resources Control Board's authority. DWR may revise the SWP allocation if warranted by the year's developing hydrologic conditions and available SWP water supplies.

DWR will utilize the 30 percent schedules submitted by the Contractors in October 2022 (as part of initial requests), including any subsequent updates that may have been

[1] Attachment A presents these allocations.

provided to DWR. If a contractor foresees any changes to their water delivery schedule, please communicate such changes with DWR in a timely manner.

If you have any questions or need additional information, please contact John Leahigh, Assistant Division Manager, Water Management, SWP Division of Operations and Maintenance, at (916) 902-9876.

Attachment A: Updated 2023 SWP Allocation Table

Attachment A
2023 STATE WATER PROJECT ALLOCATION
Updated
1/26/23

SWP CONTRACTORS	TABLE A (Acre-Feet) (1)	TABLE A INITIAL REQUEST (Acre-Feet) (2)	TABLE A APPROVED ALLOCATION (Acre-Feet) (3)	TABLE A PERCENT INITIAL REQUEST APPROVED (4) = (3)/(2)
FEATHER RIVER				
County of Butte	27,500	27,500	16,500	60%
Plumas County FC&WCD	2,700	2,700	810	30%
City of Yuba City	9,600	9,600	3,840	40%
Subtotal	**39,800**	**39,800**	**21,150**	
NORTH BAY				
Napa County FC&WCD	29,025	29,025	11,610	40%
Solano County WA	47,756	47,756	19,103	40%
Subtotal	**76,781**	**76,781**	**30,713**	
SOUTH BAY				
Alameda County FC&WCD, Zone 7	80,619	80,619	24,186	30%
Alameda County WD	42,000	42,000	12,600	30%
Santa Clara Valley WD	100,000	100,000	30,000	30%
Subtotal	**222,619**	**222,619**	**66,786**	
SAN JOAQUIN VALLEY				
Oak Flat WD	5,700	5,700	1,710	30%
County of Kings	9,305	9,305	2,792	30%
Dudley Ridge WD	41,350	41,350	12,405	30%
Empire West Side ID	3,000	3,000	900	30%
Kern County WA	982,730	982,730	294,819	30%
Tulare Lake Basin WSD	87,471	87,471	26,242	30%
Subtotal	**1,129,556**	**1,129,556**	**338,868**	
CENTRAL COASTAL				
San Luis Obispo County FC&WCD	25,000	25,000	7,500	30%
Santa Barbara County FC&WCD	45,486	45,486	13,646	30%
Subtotal	**70,486**	**70,486**	**21,146**	
SOUTHERN CALIFORNIA				
Antelope Valley-East Kern WA	144,844	144,844	43,454	30%
Santa Clarita Valley WA	95,200	95,200	28,560	30%
Coachella Valley WD	138,350	138,350	41,505	30%
Crestline-Lake Arrowhead WA	5,800	5,800	1,740	30%
Desert WA	55,750	55,750	16,725	30%
Littlerock Creek ID	2,300	2,300	690	30%
Metropolitan WDSC	1,911,500	1,911,500	573,450	30%
Mojave WA	89,800	89,800	26,940	30%
Palmdale WD	21,300	21,300	6,390	30%
San Bernardino Valley MWD	102,600	102,600	30,780	30%
San Gabriel Valley MWD	28,800	28,800	8,640	30%
San Gorgonio Pass WA	17,300	17,300	5,190	30%
Ventura County WPD	20,000	20,000	6,000	30%
Subtotal	**2,633,544**	**2,633,544**	**790,064**	
TOTAL	**4,172,786**	**4,172,786**	**1,268,727**	**30%**

CITY OF ST. HELENA

RESOLUTION NO. 2023-

Resolution of the City Council of the City of St. Helena to: (1) Memorialize the Termination of the Phase II Water Emergency in November 2021, Effective December 2021 and (2) Direct Staff to Provide a Recommendation Related to the Termination of the Phase I Water Emergency at a Council Meeting in July 2023

WHEREAS, Resolution No. 2020-72 established a Phase I Water Emergency and Resolution 2020-107 established a Phase II Water Emergency; and

WHEREAS, based upon criteria established by the City of St. Helena Safe Water Yield Committee and Municipal Code, the Public Works Director ended the Phase II Water Emergency in November 2021; and

WHEREAS, the available water supply appears to be sufficient for the foreseeable future but additional confirming analysis is recommended at the end of the 2022/23 Fiscal Year as delineated in the Safe Water Yield report and St. Helena Municipal Code.

NOW, THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ST. HELENA AS FOLLOWS:

SECTION 1. The above recitals are true and correct and are incorporated herein by this reference.

SECTION 2. The City Council terminates the Phase II Water Emergency retroactive to November 2021, effective December 2021.

SECTION 3. The City Council hereby requires staff to provide a presentation and recommendation related to the disposition of the Phase I Water Emergency at a Council meeting in July 2023 with the intent to either continue or terminate said conservation requirements.

Approved at a Regular Meeting of the St. Helena City Council on February 14, 2023, by the following vote:

Mayor Paul Dohring: _____

Vice Mayor Eric Hall: _____

Council Member Anna Chouteau: _____

Council Member Lester Hardy: _____

Council Member Billy Summers: _____

APPROVED: ATTEST:

_____ _____

Paul Jamison Dohring, Mayor Cindy Tzafopoulos, City Clerk

Report to the City Council
Regular City Council - 14 Feb 2023

Agenda Section: **NEW BUSINESS**

Subject: **Receive presentation on results of the 2022 Community Survey.**

CEQA Determination: **Not a CEQA project**

Prepared By: Martin Beltran, Senior Management Analyst

Reviewed By: April Mitts, Assistant City Manager

Approved By: Anil Comelo, City Manager

BACKGROUND

Community surveys are increasingly used by cities to solicit feedback from residents on a wide variety of topics. The community survey serves as a tool to assist the City Council and staff in setting goals, evaluating community needs, developing future budgets, planning capital projects, and identifying improvements to city programs.

On December 7, 2022, the City entered into a contract (STH Contract: FY2023-020) with Godbe Research for Godbe to conduct a Community Survey. Godbe has been employed by public and private sectors the United States and internationally, and is providing research in neighboring jurisdictions including Calistoga and has also completed work for the City of Napa.

Survey participants were selected randomly to participate in this survey. The survey incorporated questions regarding quality of life, budgeting, and high-level satisfaction questions, all of which will inform policy discussions and will allow the City to establish a baseline for future biennial surveys.

The survey was conducted via a hybrid internet and telephone survey methodology utilizing email and text for the online survey and calls to cell phones and landlines for the telephone survey. The survey was also conducted in Spanish as appropriate. Residents were only be able to complete the survey once.

DISCUSSION

Recognizing the importance of community feedback and the value that it has on identifying priorities. A statistically valid Community Survey was conducted with the following research objectives:

- Gauge overall perceptions of quality of life in Saint Helena and important issues facing the City;
- Gauge overall satisfaction with the City's provision of services;
- Assess importance of and satisfaction with City specific services, programs and facilities;
- Gauge perceptions of social equity in the City;
- Gauge satisfaction with Police Department response, park and recreation services, and other City departments' customer service response;
- Understand usage of the public library;
- Assess perceptions of City funding and preferences for generating revenue; and
- Identify any differences in opinions based on demographic characteristics

The survey by Godbe Research (GRA) and interviewing partner McGuire Research was conducted from December 7, 2022 through December 15, 2022. On average, interviews were approximately 22 minutes in length, and a total of 364 St. Helena residents participated in the survey, 348 surveys were conducted in English and 16 surveys conducted in Spanish. Resulting in a margin of error of plus or minus 4.96% for polling results.

Data Collection Methodology

- 35 via Landline
- 63 via Cell Phone
- 183 via Online from text invitation
- 83 via Online from email invitation

Below is a summary of key results from the community survey:

- 78.2% of respondents are very satisfied or somewhat satisfied with the overall quality of life in St. Helena.
- The top issues facing St. Helena were
    - Water supply / Water Quality - 38.6%
    - Road repairs / Potholes / Infrastructure - 32.7%
    - Affordable housing / High rents - 25.1%
- The most important City services indicated by respondents were fire protection and street and road maintenance and respondents indicated they are most satisfied by the City's performance in fire protection services and Library programs and services.
- Respondents who have contacted the City in the past year were generally satisfied with the response particularly with the customer service and courtesy received from staff.

- Top sources of information about local community, events, and City government were St. Helena Star, City newsletter, City website, and Nixle alerts.

The 2022 Resident Satisfaction Survey presentation (Attachment 1) includes an overview and discussion of the research objectives, methodology discussion, key findings section, overview of satisfaction/importance of City-provided departments and services, and a demographics section. The survey results will be presented by Godbe Research.

FISCAL IMPACT
There is no fiscal impact from this item.

RECOMMENDED ACTION
Receive presentation from Godbe Research (GRA)

ATTACHMENTS
Saint Helena City Satisfaction Survey Report 02-08-23

City of Saint Helena:
2022 Resident Satisfaction Survey

January 12, 2022

Overview and Research Objectives

GODBE RESEARCH
Gain Insight

The City of Saint Helena commissioned Godbe Research to conduct a survey of adult residents ages 18+ with the following research objectives:

- Gauge overall perceptions of quality of life in Saint Helena and important issues facing the City;
- Gauge overall satisfaction with the City's provision of services;
- Assess importance of and satisfaction with City specific services, programs and facilities;
- Gauge perceptions of social equity in the City;
- Gauge satisfaction with Police Department response, park and recreation services, and other City departments' customer service response;
- Understand usage of the public library;
- Assess perceptions of City funding and preferences for generating revenue; and
- Identify any differences in opinions based on demographic characteristics.

Methodology Overview

GODBE RESEARCH
Gain Insight

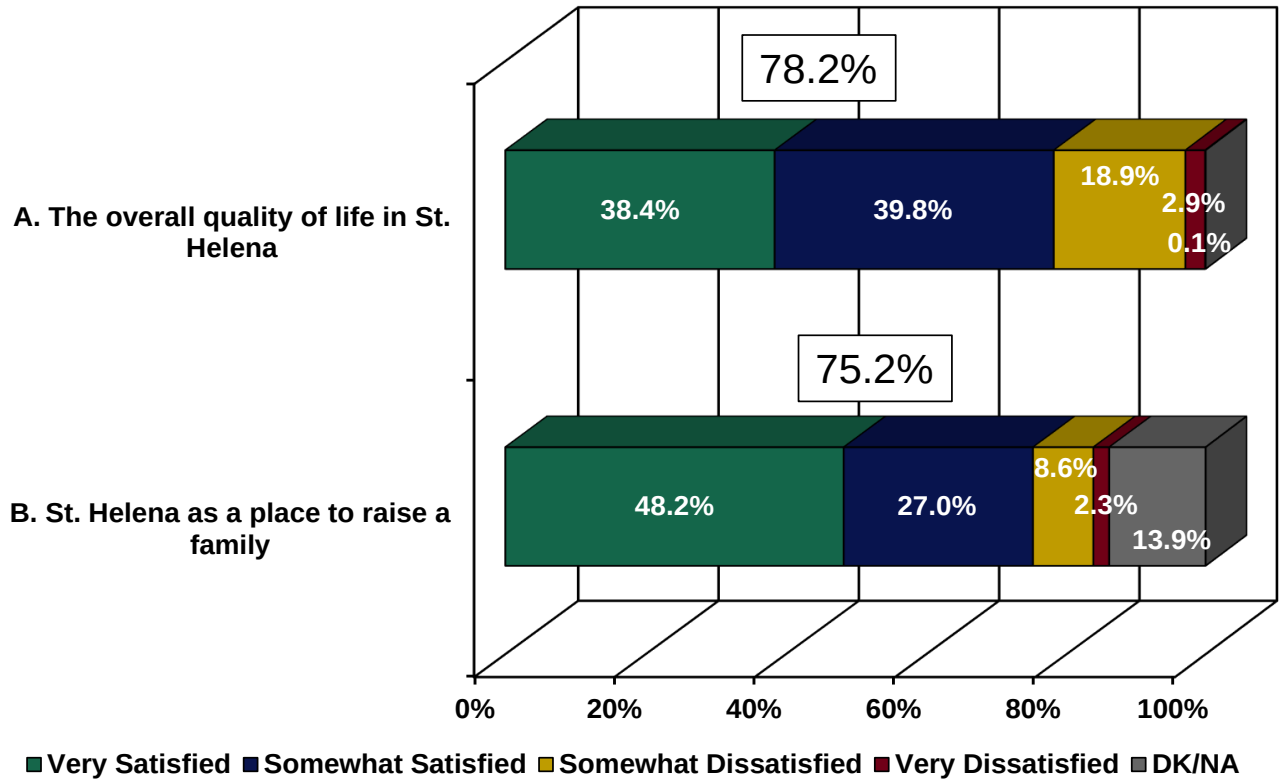
➢ Data Collection	Landline (35), cell phone (63), text to online (183), and email to online (83) interviewing
➢ Universe	5,228 Adults age 18
➢ Fielding Dates	December 7 through December 15, 2022
➢ Interview Length	22 minutes
➢ Sample Size	364
➢ Margin of Error	± 4.96%
➢ Language	348 English 16 Spanish

Note: The data have been weighted by respondent age and ethnicity to reflect the actual population characteristics of the adult residents in the City of Saint Helena (Based on 2020 ACS (American Community Survey).

Key Findings

Q1. Satisfaction With Living in St. Helena
Adults 18+

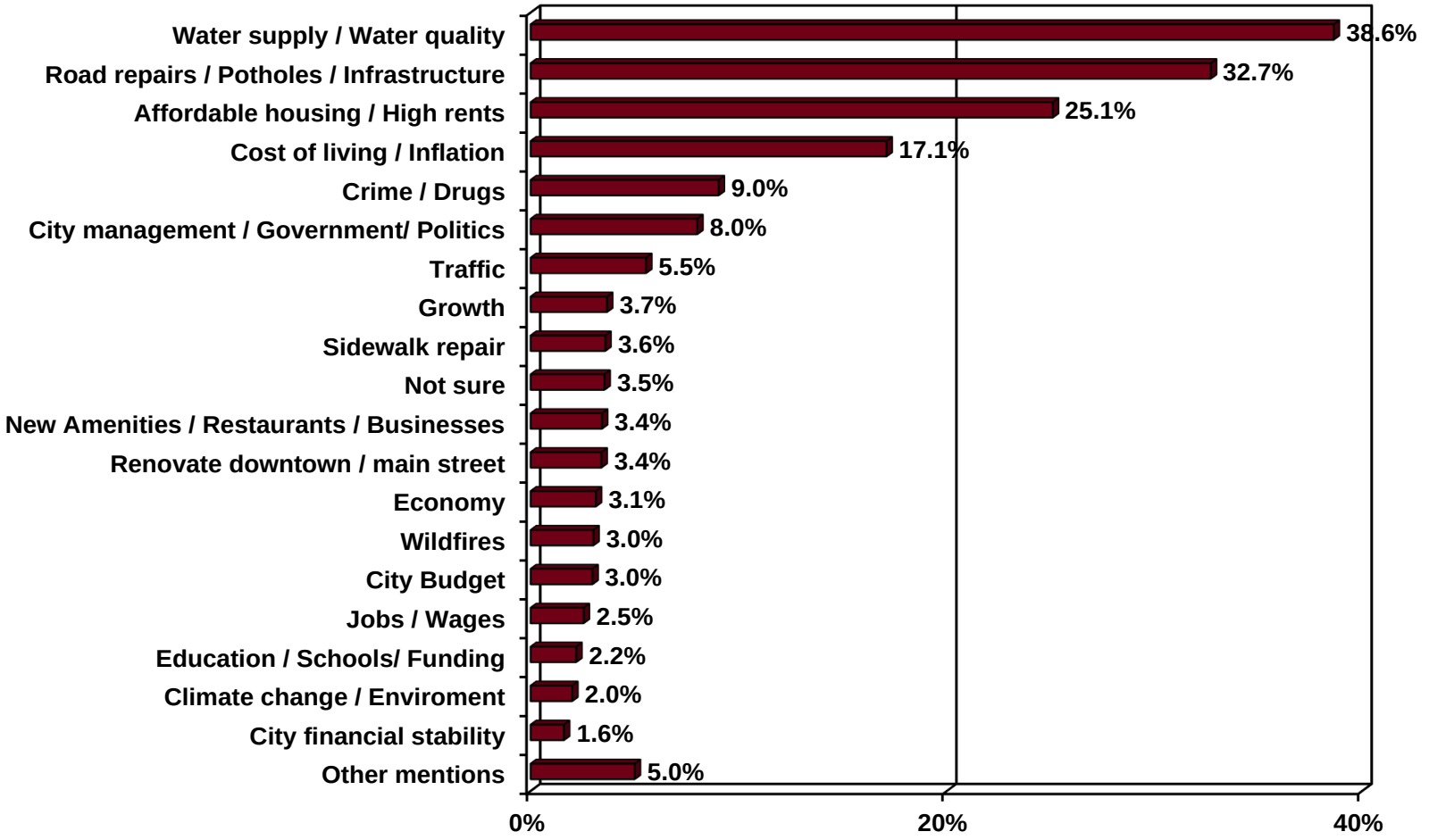
GODBE RESEARCH
Gain Insight



	St Helena	2020-2022 City Average
Quality of Life		
Total Satisfied	78.2%	75.7%
Total Dissatisfied	21.8%	14.8%
Place to Raise a Family		
Total Satisfied	75.2%	77.3%
Total Dissatisfied	10.9.%	11.8%

Q2. Issues Facing St. Helena
Adults 18+

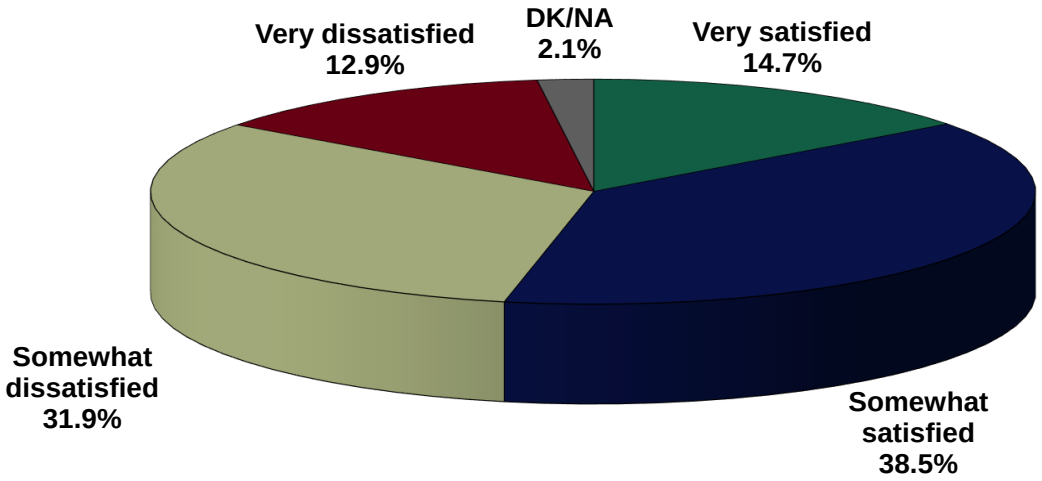
GODBE RESEARCH
Gain Insight



Note: Issues that were mentioned by less than 2 percent of the residents have been added to the "Other mentions" category for charting purposes.

Q3. Satisfaction With Provision of City Services
Adults 18+

GODBE RESEARCH
Gain Insight

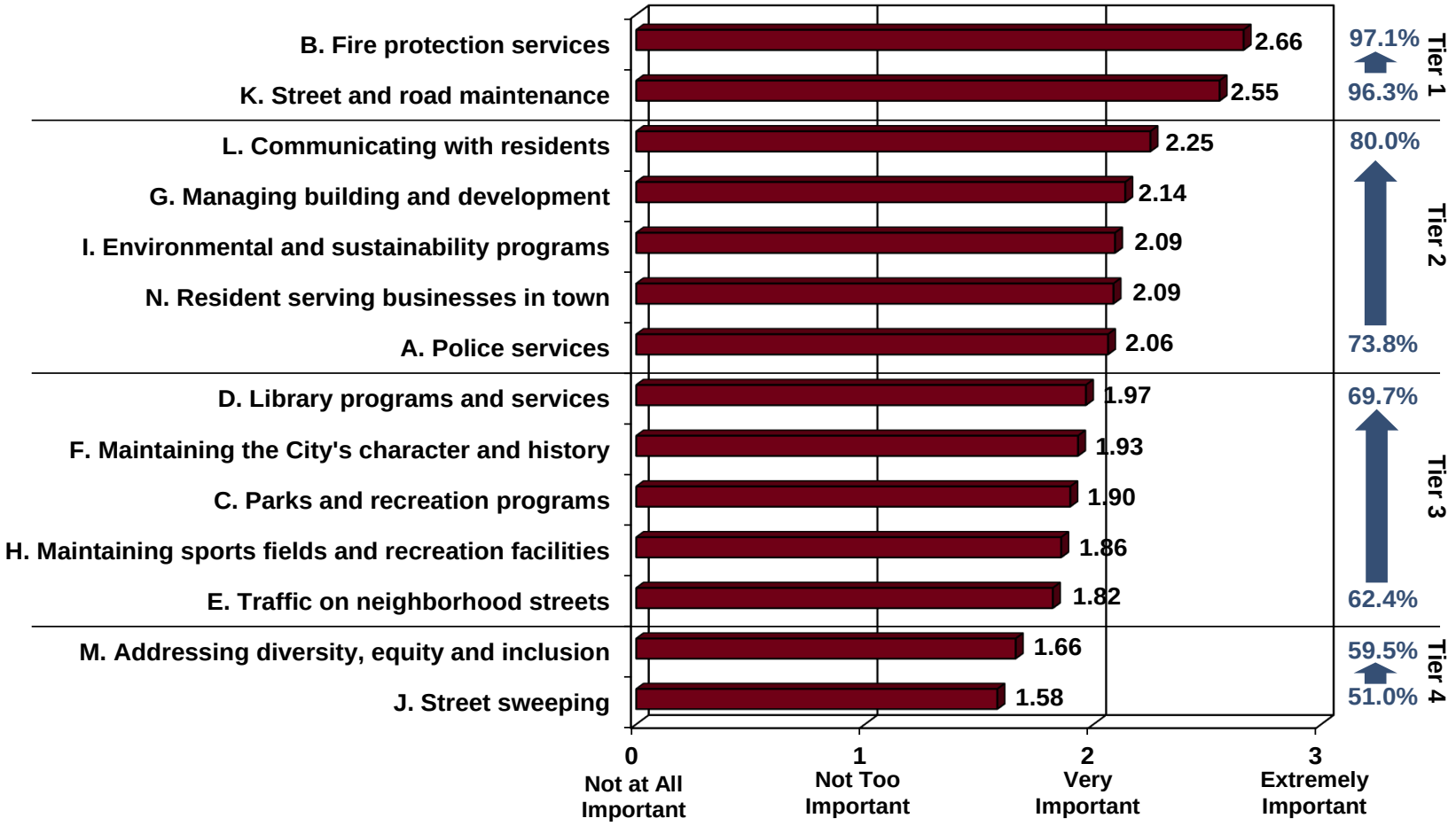


	St Helena	2020-2022 City Average
Total Satisfied	53.2%	66.4%
Total Dissatisfied	44.7%	23.0%
Ratio Sat to Dissat	1.19	2.89

Q4. Importance of City Services, Programs and Facilities

Adults 18+

GODBE RESEARCH
Gain Insight

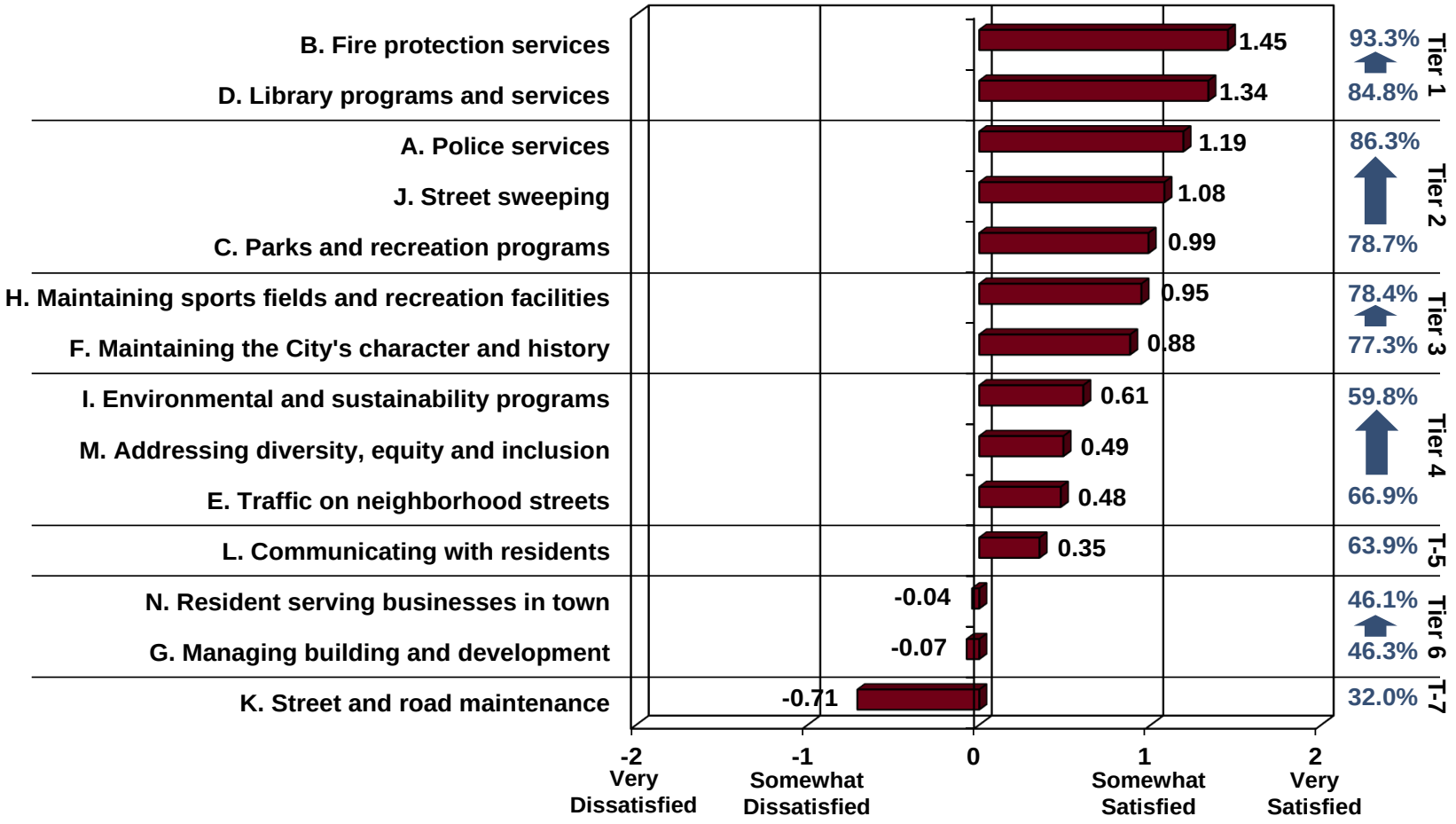


Note: The above rating questions have been abbreviated for charting purposes, and responses were recoded to calculate mean scores: "Extremely Important" = +4, "Very Important" = +3, "Not Too Important" = +2, and "Not at All Important" = 0.

Q5. Satisfaction With City Services, Programs and Facilities

Adults 18+

GODBE RESEARCH
Gain Insight



Note: The above rating questions have been abbreviated for charting purposes, and responses were recoded to calculate mean scores: "Very Satisfied" = +2, "Somewhat Satisfied" = +1, "Somewhat Dissatisfied" = -1, and "Very Dissatisfied" = -2.

Q4/Q5. Importance/Satisfaction With City Services, Programs and Facilities
Adults 18+

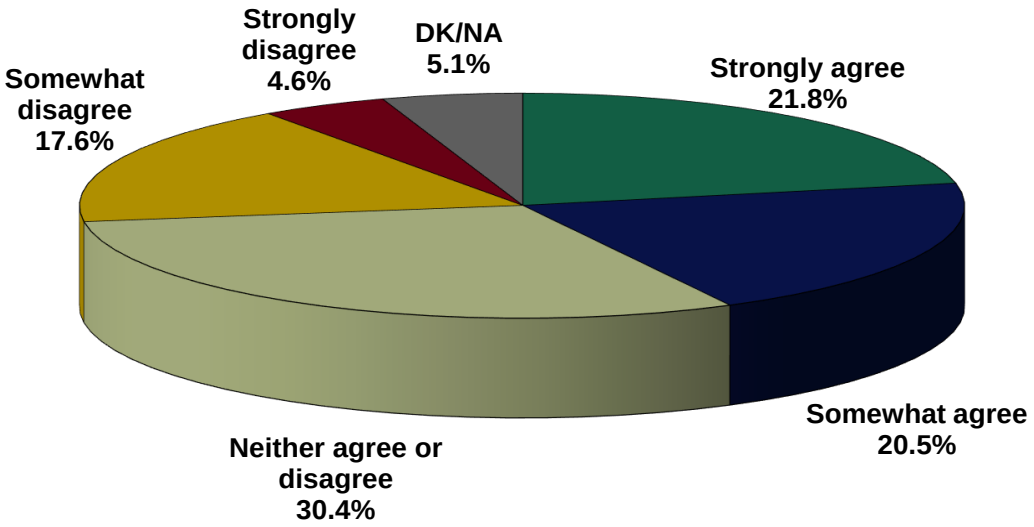
GODBE RESEARCH
Gain Insight

	Importance	Satisfaction
4B. Fire protection services	2.66	1.45
4K. Street and road maintenance	2.55	-0.71
4L. Communicating with residents	2.25	0.35
4G. Managing building and development	2.14	-0.07
4I. Environmental and sustainability programs	2.09	0.61
4N. Resident serving businesses in town	2.09	-0.04
4A. Police services	2.06	1.19
4D. Library programs and services	1.97	1.34
4F. Maintaining the City's character and history	1.93	0.88
4C. Parks and recreation programs	1.90	0.99
4H. Maintaining sports fields and recreation facilities	1.86	0.95
4E. Traffic on neighborhood streets	1.82	0.48
4M. Addressing diversity, equity and inclusion	1.66	0.49
4J. Street sweeping	1.58	1.08

Q6. Agreement That the City Values Residents' Diverse Backgrounds

Adults 18+

GODBE RESEARCH
Gain Insight

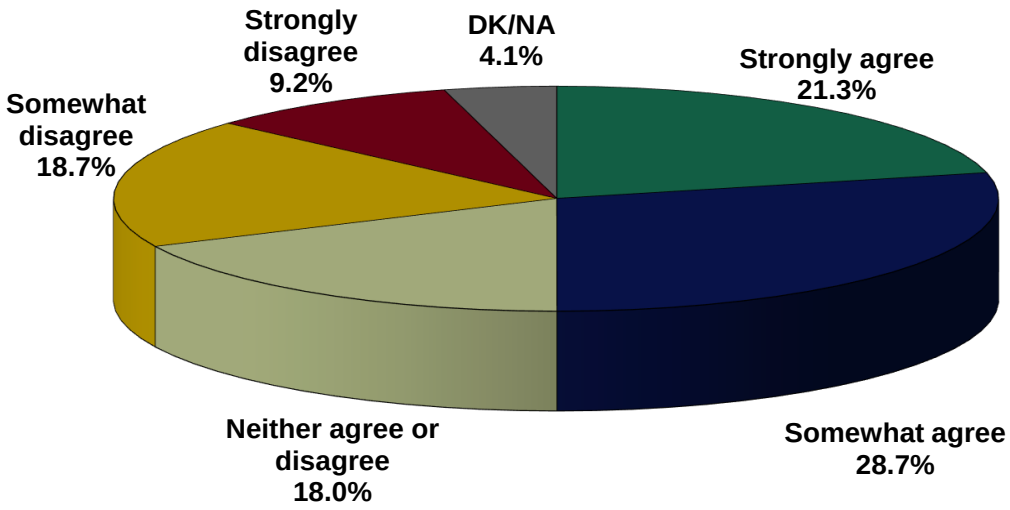


Total Agree	42.3%
Total Disagree	22.2%
Ratio Agree to Disagree	1.91

Q7. Agreement There are Opportunities for All Residents to Participate in City Government

Adults 18+

GODBE RESEARCH
Gain Insight

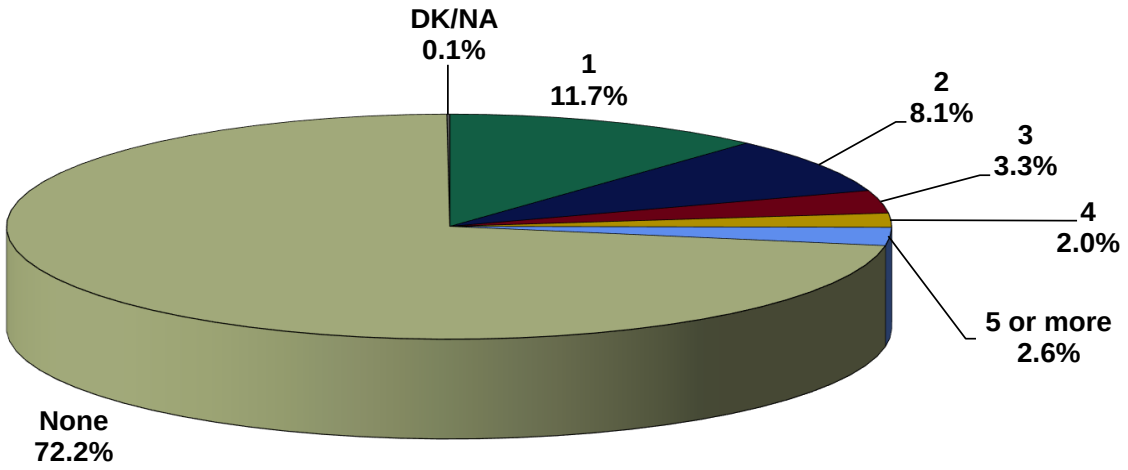


Total Agree	50.0%
Total Disagree	27.9%
Ratio Agree to Disagree	1.79

Q8. Frequency of Calling the Police Department

Adults 18+

GODBE RESEARCH
Gain Insight

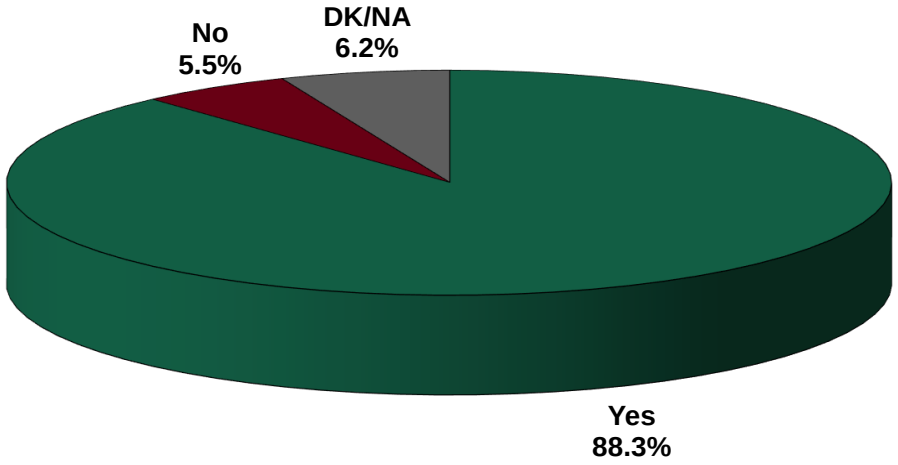


Called Police Department	27.7%
Have not called Police Department	72.3%

Q9. Did Police Department Respond Within Appropriate Timeframe

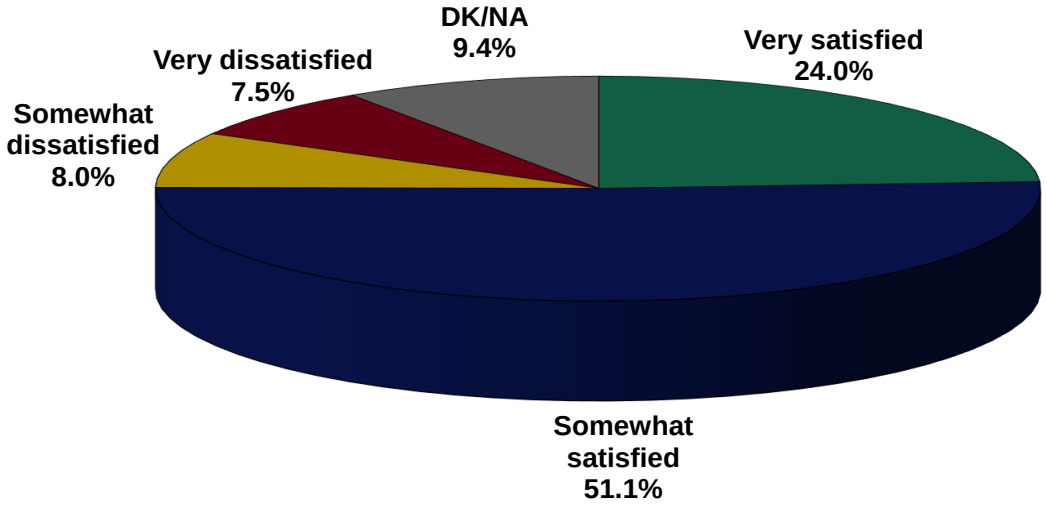
Respondents that call PD

GODBE RESEARCH
Gain Insight



Q10. Satisfaction With City Park and Recreation Facilities
Adults 18+

GODBE RESEARCH
Gain Insight

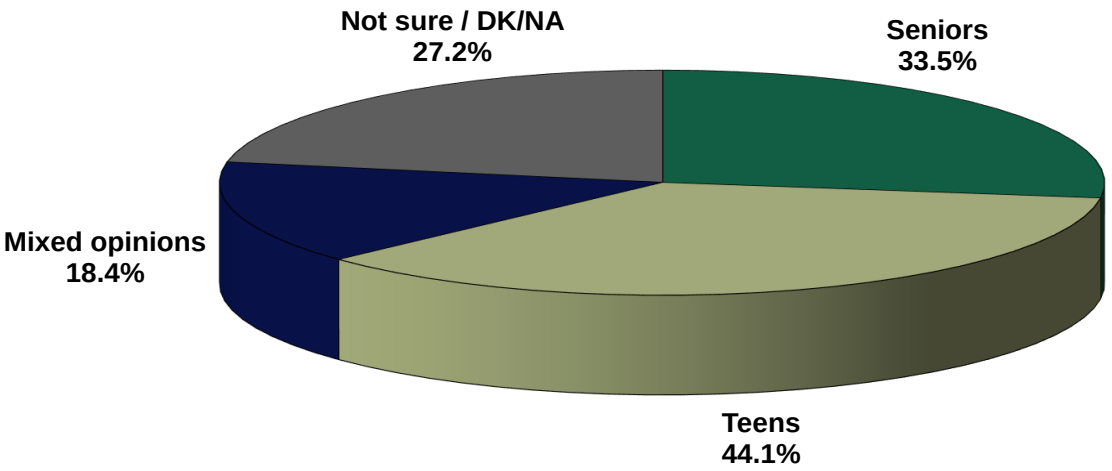


Total Satisfied	75.1%
Total Dissatisfied	15.4%
Ratio Sat to Dissat	4.87

Q11. Should the City Offer New Programs for Seniors and Teens

Adults 18+

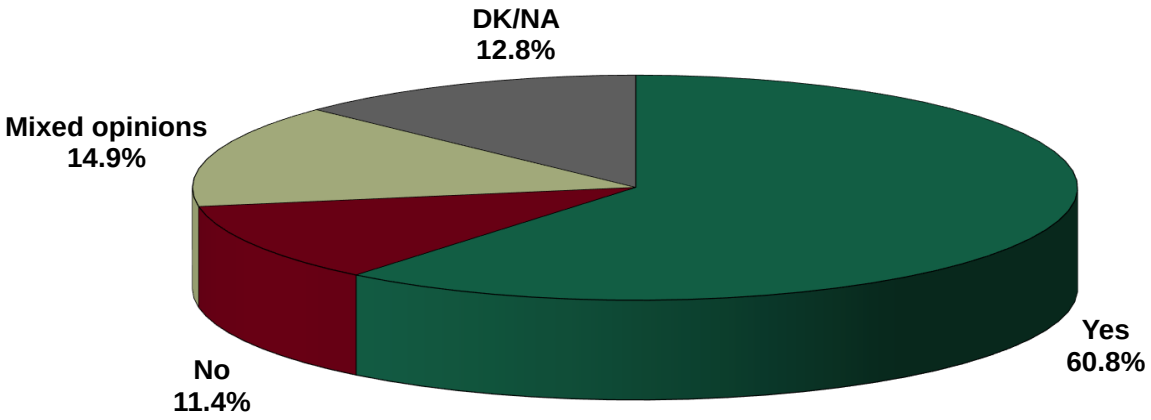
GODBE RESEARCH
Gain Insight



Q12. Should the City Create Youth/Teen Drop-In Places

Adults 18+

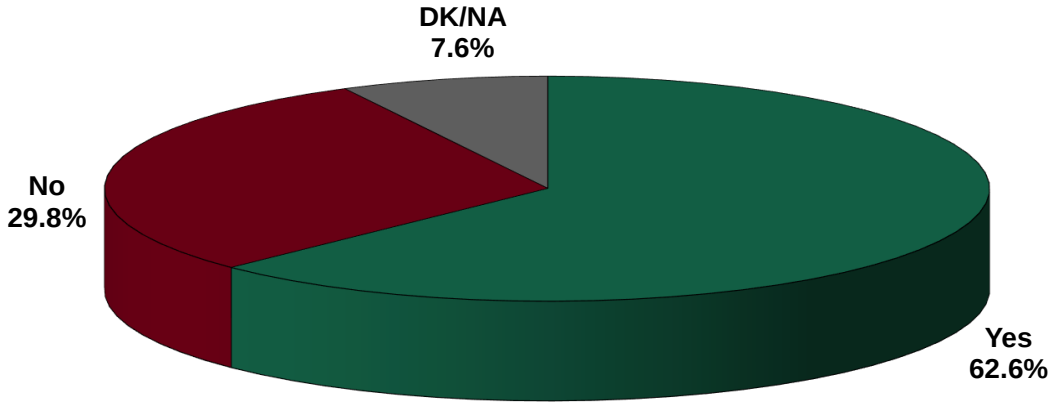
GODBE RESEARCH
Gain Insight



Q13. Used the Public Library in the Previous 12 Months

Adults 18+

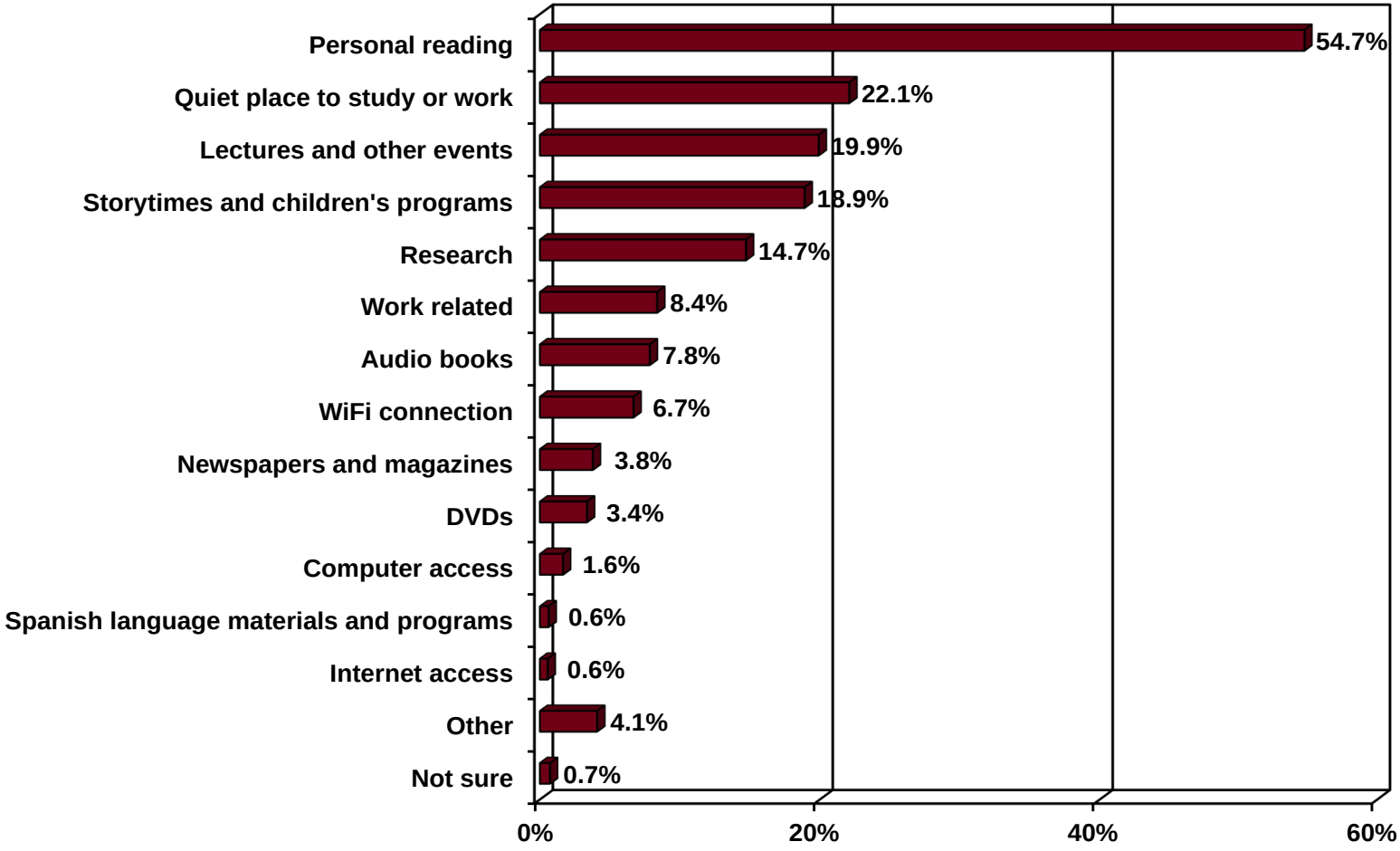
GODBE RESEARCH
Gain Insight



Q14. Reasons for Using St. Helena Public Library

Adults 18+

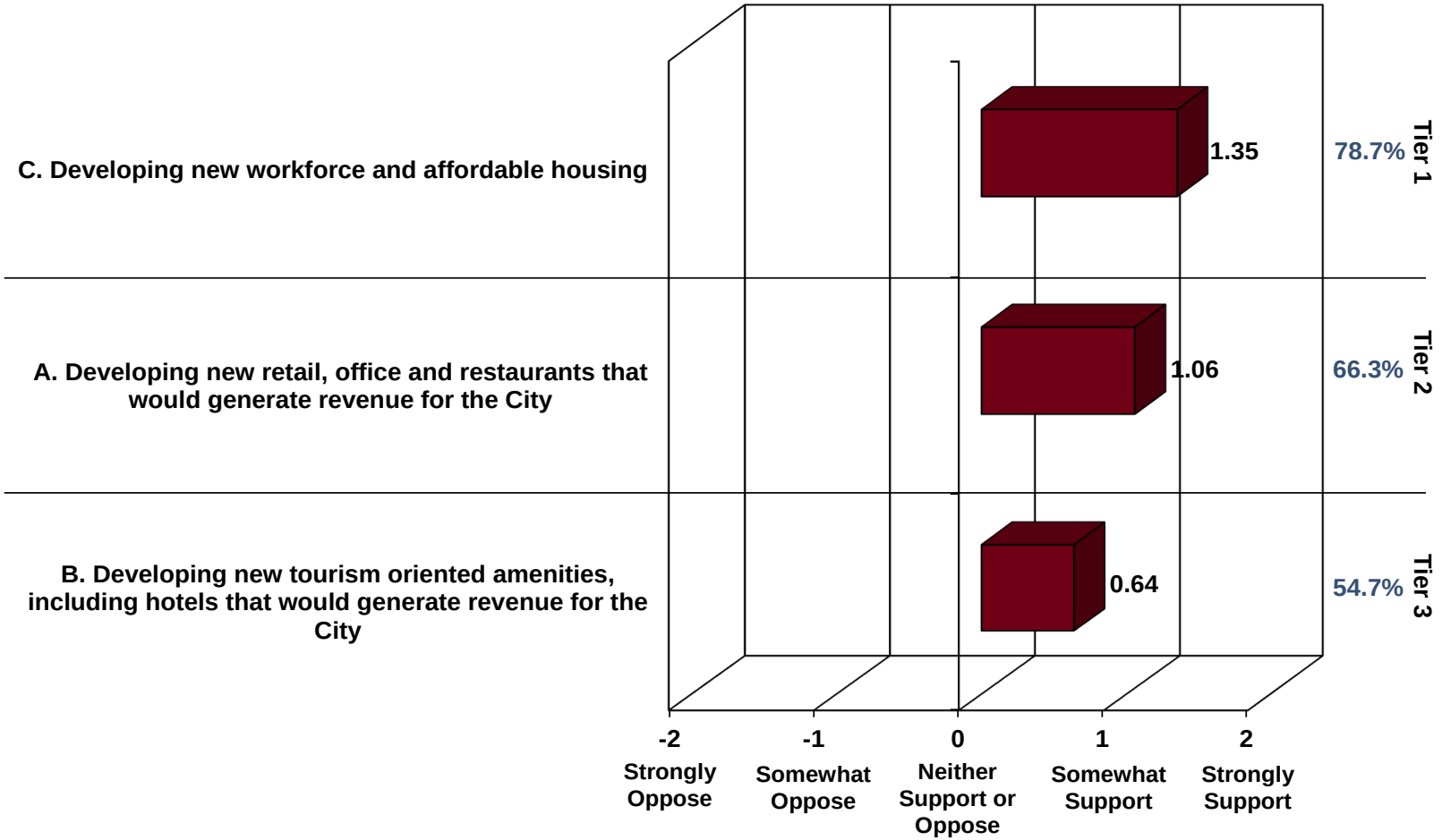
GODBE RESEARCH
Gain Insight



Q15. Support for Alternative Uses for Surplus Properties

Adults 18+

GODBE RESEARCH
Gain Insight

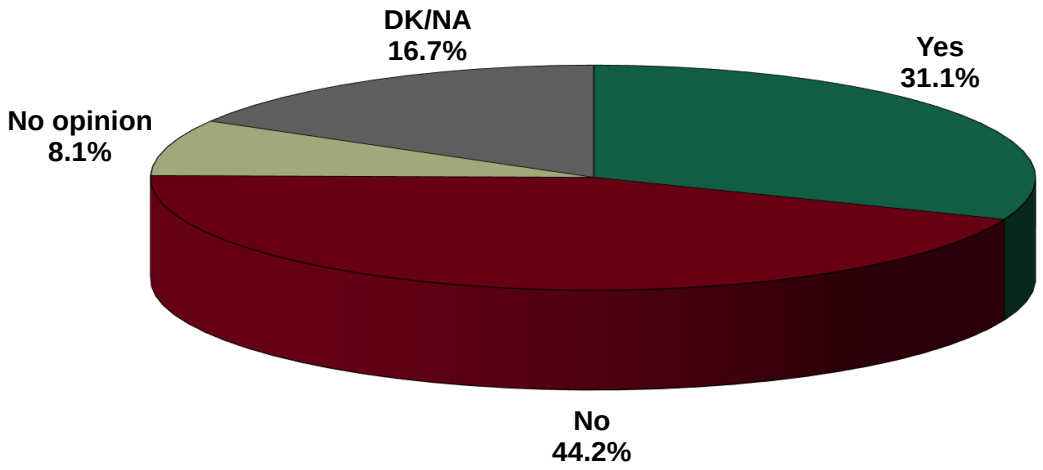


Note: The above rating questions have been abbreviated for charting purposes, and responses were recoded to calculate mean scores: "Very Satisfied" = +2, "Somewhat Satified" = +1, "Somewhat Dissatisfied" = -1, and "Very Dissatisfied" = -2.

Q16. Sufficient City Funding to Maintain Roads, Sidewalks, Parks, Playgrounds, Library, Water Infrastructure & Buildings

Adults 18+

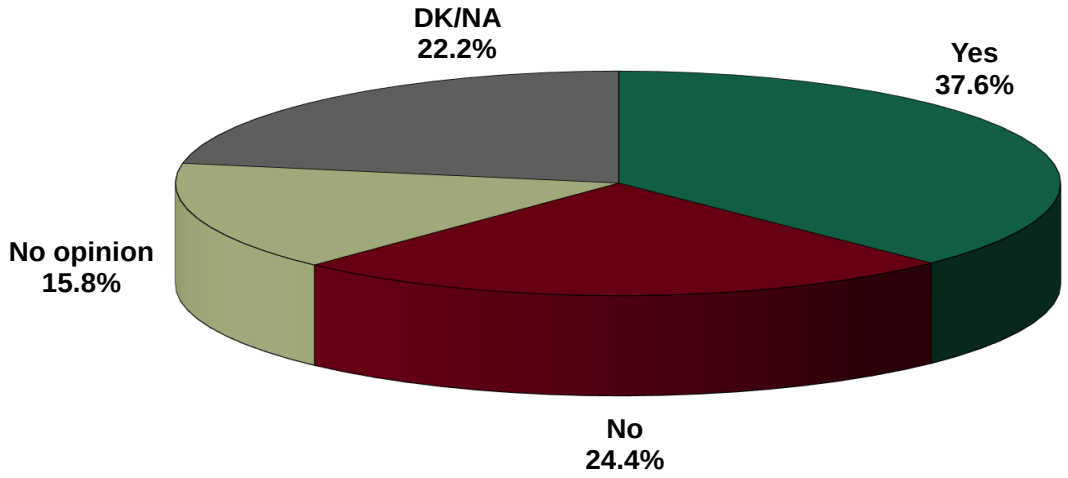
GODBE RESEARCH
Gain Insight



Q17. Belief the City Has Sufficient Funding to Hire Staff/Provide Competitive Compensation

Adults 18+

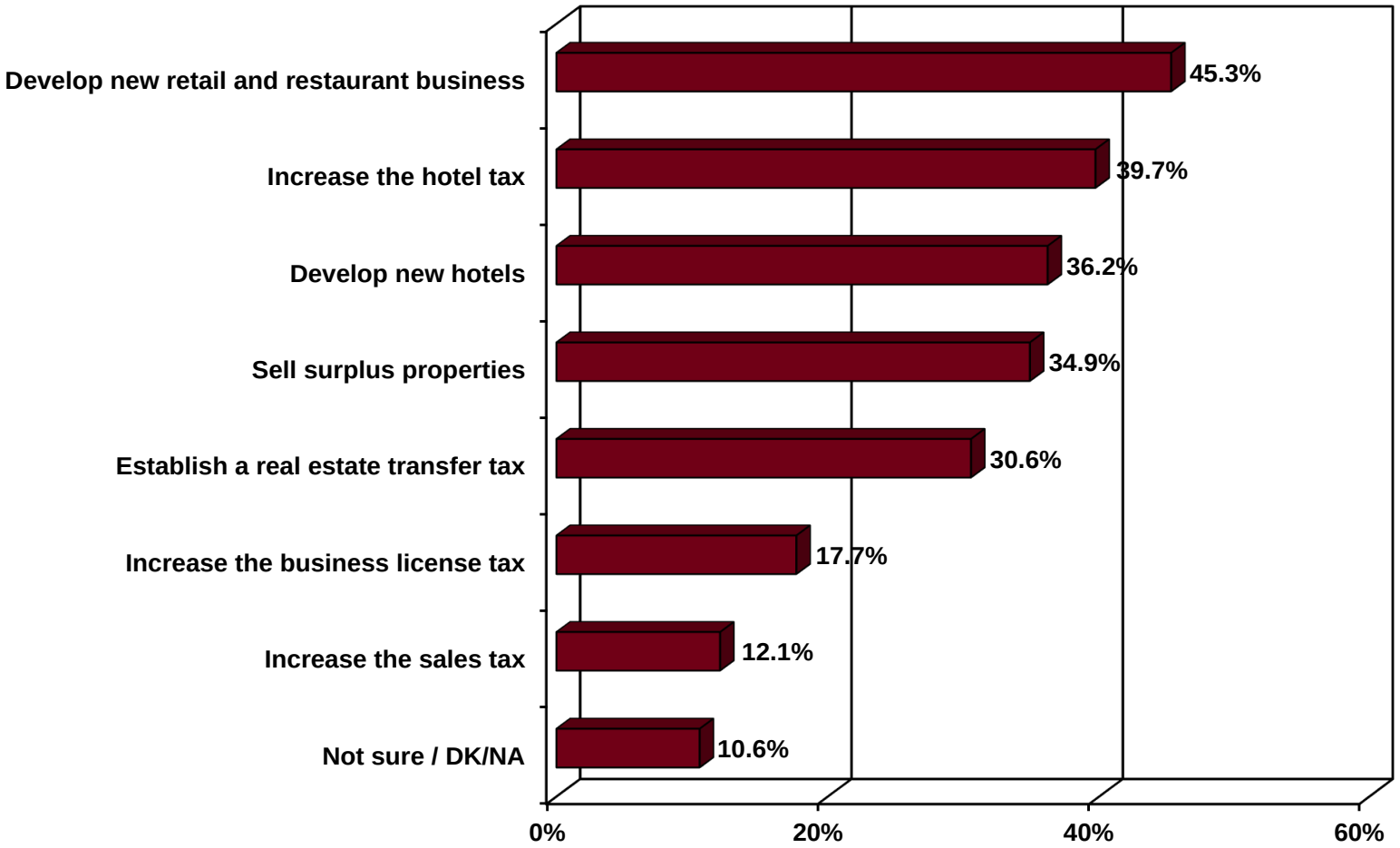
GODBE RESEARCH
Gain Insight



Q18. Preferences for Generating Additional City Revenue

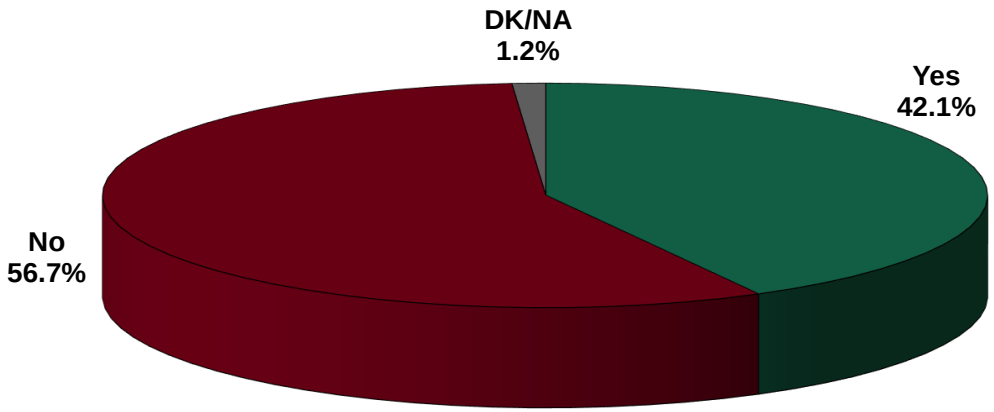
Adults 18+

GODBE RESEARCH
Gain Insight



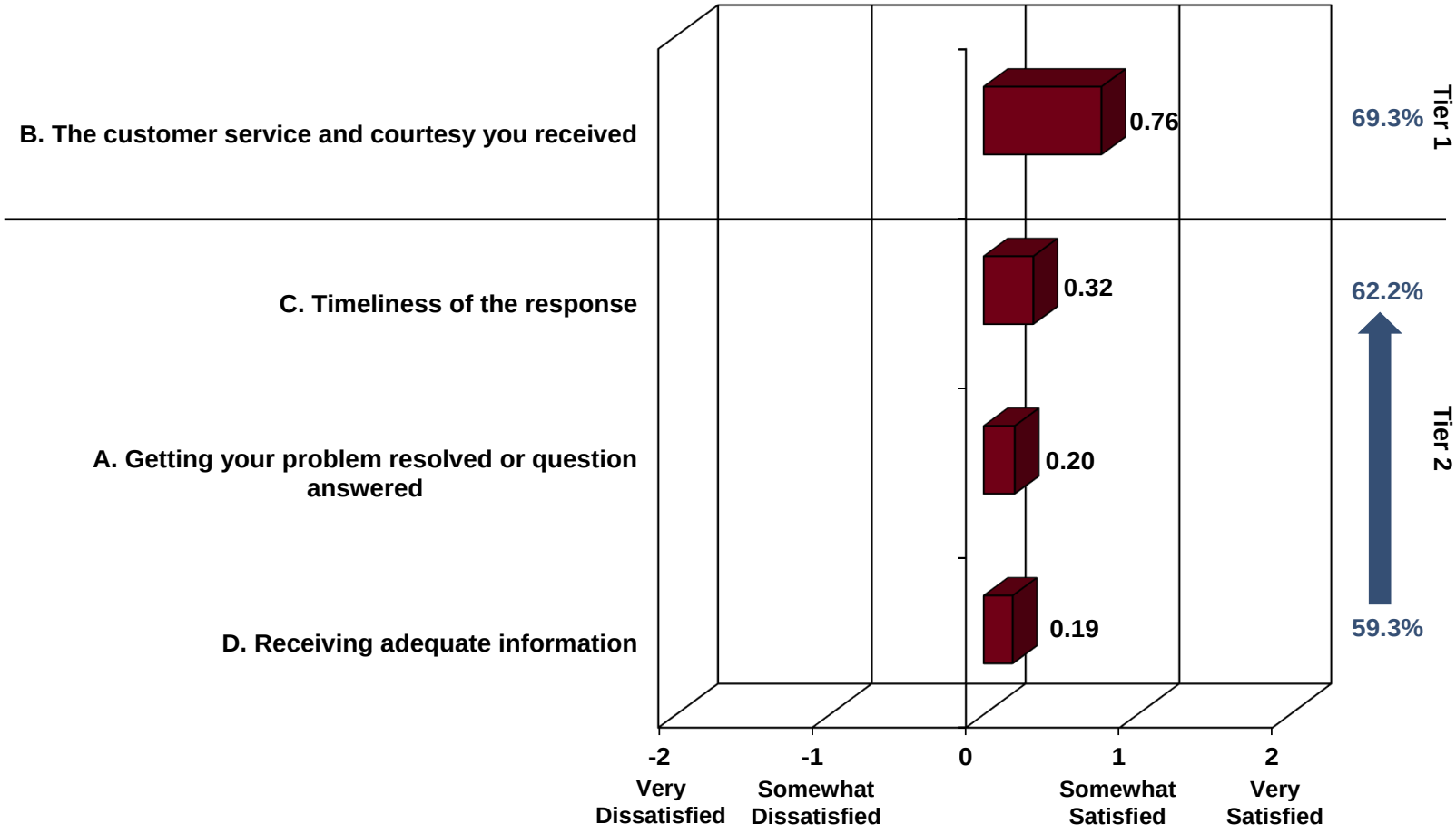
Q19. Contacted City Department for Non-Emergency in Previous 12 Months
Adults 18+

GODBE RESEARCH
Gain Insight



Q20. Satisfaction With City Department Contact
Respondents that Contacted City

GODBE RESEARCH
Gain Insight

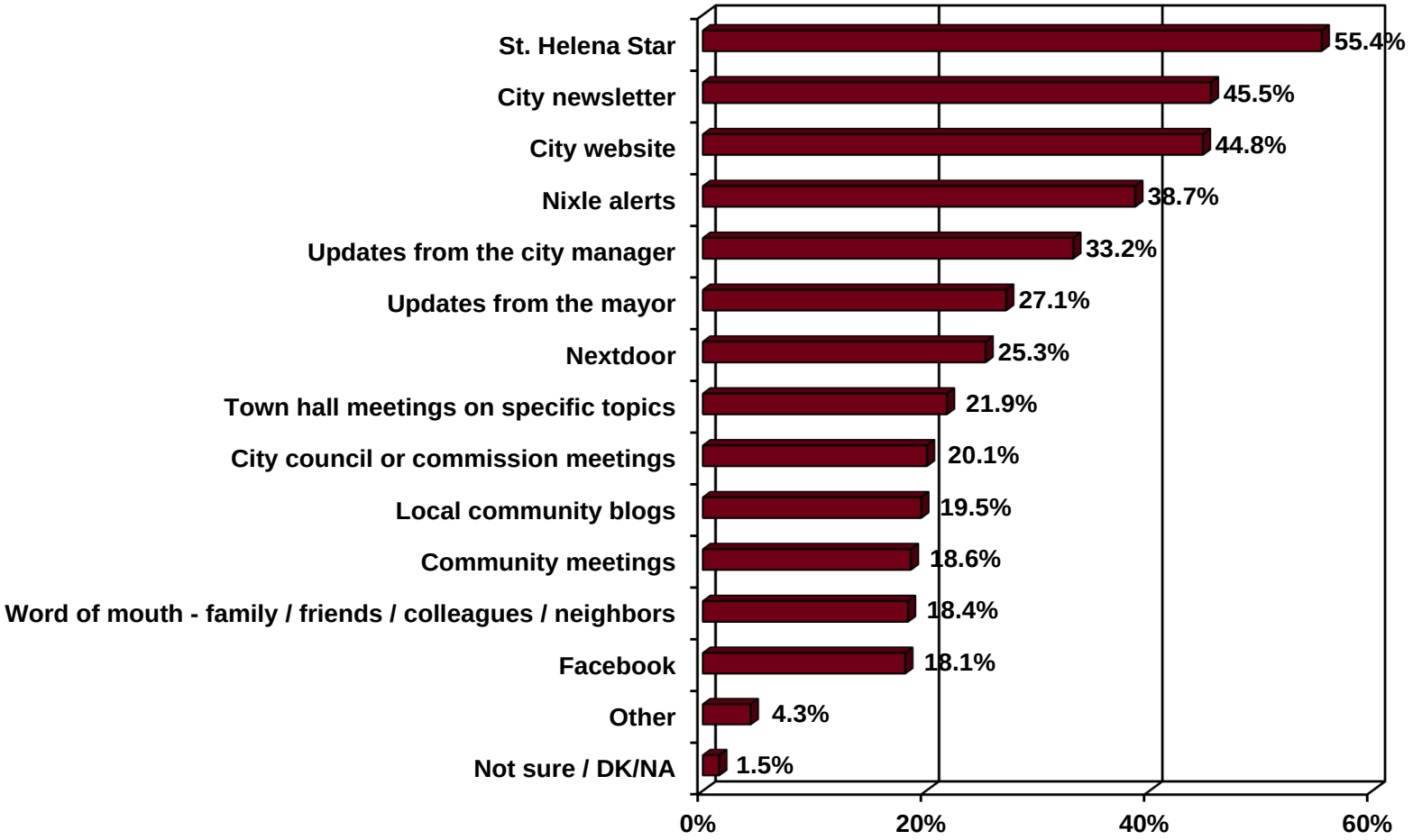


Note: The above rating questions have been abbreviated for charting purposes, and responses were recoded to calculate mean scores: "Very Satisfied" = +2, "Somewhat Satified" = +1, "Somewhat Dissatisfied" = -1, and "Very Dissatisfied" = -2.

Q21. Preferred Information Sources for Local Community, Events and City Government

Adults 18+

GODBE RESEARCH
Gain Insight



www.godberesearch.com

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Burlingame, CA 94010

Nevada Office
59 Damonte Ranch Parkway, Suite B309
Reno, NV 89521

Report to the City Council
Regular City Council - 14 Feb 2023

Agenda Section: **NEW BUSINESS**

Subject: **Review and Discussion of Permit Fee Reduction to incentivize the installation of electric appliances, solar, and electric vehicle charging thereby reduce Green House Gases (GHG).**

CEQA Determination: **Not a CEQA project**

Prepared By: Philip Henry, Chief Building Official

Reviewed By: Maya DeRosa, Community Development Director

Approved By: Anil Comelo, City Manager

BACKGROUND

The California Building Codes Title-24 - Beginning in January 2023 Title-24 will require newly constructed buildings to install more energy efficient and climate friendly heat-pump space conditioning and water heating equipment. The California Building Codes will also require certain green-energy production, charging, and storage equipment such as PV-solar, Electric Vehicle (EV)-chargers, and Energy Storage System infrastructure for newly constructed buildings. These requirements coincide with the State of California's effort to reduce Green House Gas emissions (GHG). While these requirements will predominantly apply to newly constructed structures, there is a substantial amount of existing building stock throughout the State and within the City of St. Helena that will be subject to these regulations. In en effort to reduce GHG emissions, it is the desire of the City of St. Helena to promote the replacement of existing and less efficient gas water and space heating systems for more efficient technology. In addition, The City would like to promote certain systems such as PV-solar, Battery storage - ESS systems, and EV-chargers to reduce carbon emissions within the City.

The City of St. Helena has also experienced recent extended drought periods which has affected the City's already strained water system. To promote water conservation and recycled water use, the City desires to encourage Grey-Water Systems.

DISCUSSION

The General Plan Climate Change Element includes the following implementation action: "CC2.H Establish programs that encourage owners to retrofit existing structures to incorporate energy-efficient and "green" building standards."

While the Title-24 requirements relate only to new construction the City, consistent with the City's General Plan and goal to reduce Greenhouse Gas Emissions and lessen the impacts of Climate Change, desires to create incentives for property owners to voluntarily make these energy efficient upgrades by reducing certain permit fees for a specified and limited 6-month time period beginning April 1, 2023 and ending September 30, 2023. The permit fee reduction equates to approximately seventy-five percent (75%) of the current fee schedule for the following permit types:

•Replace gas or electric water heater with heat-pump water heater.
•Gray-water System.
•Solar PV system.
•Window/door replacement.
•Replace gas or electric space heating system with Heat-Pump HVAC system.
•EV-charging station.

Should the Council approve this permit fee reduction proposal, the City will initiate a marketing campaign (See Attachment A) over the next few months and highlight each permit type to promote these new and more efficient technologies.

The following permits with current fee are listed below with the adjusted proposed 75% off reductions:

Water Heater/Heat Pump replacement permit fees

Commercial: $175.00 – proposed reduced fee: $43.00
Residential: $75.00 – proposed reduced fee: $18.00

HVAC replacement permit fees

Commercial: $225.00 – proposed reduced fee: $56.00
Residential: $125.00 – proposed reduced fee: $31.00

Window/door replacement permit fee

Residential: $444 – proposed reduced fee: $111.00

Gray water system permit fee

Residential: $965 – proposed reduced fee: $241.00

EV Charging Station permit fee
Residential: $208.00 – proposed reduced fee: $52.00

Solar PV and Battery Storage Systems Roof Mounted permit fee
Residential Under 15 KV : $436.00 – proposed reduced fee: $109.00
Residential Over 15 KV $500.00 – proposed reduced fee $125.00
Commercial Up to 50 KV: $1000.00 – proposed reduced fee: $250.00

The City will collect a lower amount of revenue and will not be recouping the full cost for providing inspection services. However, the loss is offset by the benefit of encouraging residents and business to reduce greenhouse gases. It should be noted that the City's current rates already do not result in full cost recovery and are permits knowingly kept below cost to induce residents and business to pull permits. The goal being that property owners can be assured that contractors are performing the construction according to code which in turn maximizes health and safety.

FISCAL IMPACT

The average amount of revenue generated during each April-October period for these types of permits is $40,175. This program could result in a net loss of approximately $30,000 in revenue over the period of time during this permit sale.

RECOMMENDED ACTION

Staff recommends the City Council approval of Permit Fee Reduction Schedule (Attachment B) for the limited and specified time period of April 1, 2023 to September 30, 2023.

ATTACHMENTS

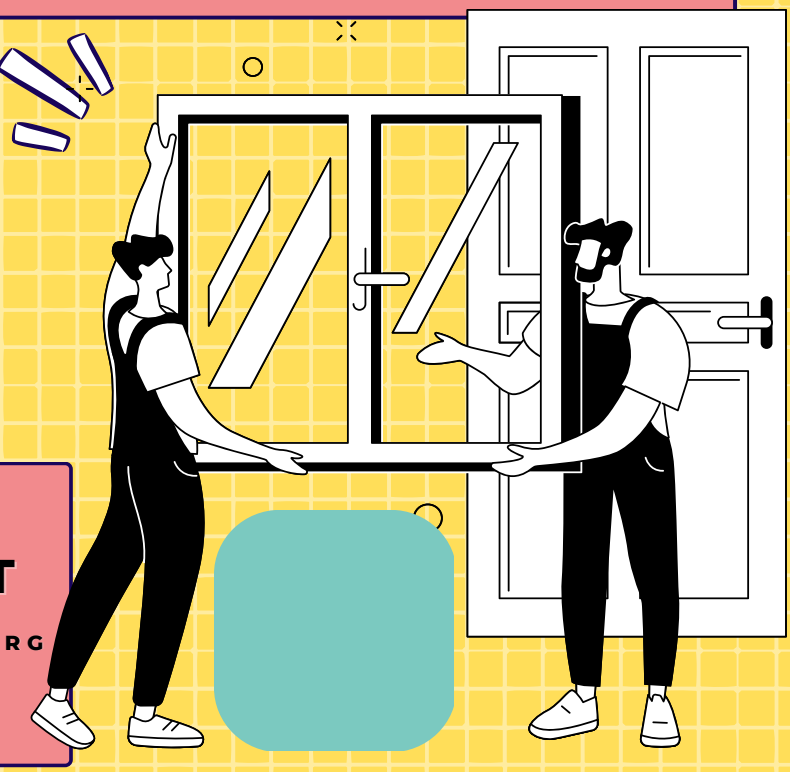
Attachment A - 131 City Permit
Attachment B - Permit Reduction Fee Schedule
Attachment C - Permit Fee Reduction Resolution

NOW UNITL
SEPTEMBER 29TH

PERMIT SALE

WINDOW & DOOR REPLACEMENT

75% OFF



BUILDING DEPARTMENT

BUILDING@CITYOFSTHELENA.ORG
707-967-2779
WWW.CITYOFSTHELENA.ORG

PERMIT SALE

RESIDENTIAL

EV CHARGING

REG: $208 SALE: $52

75% OFF

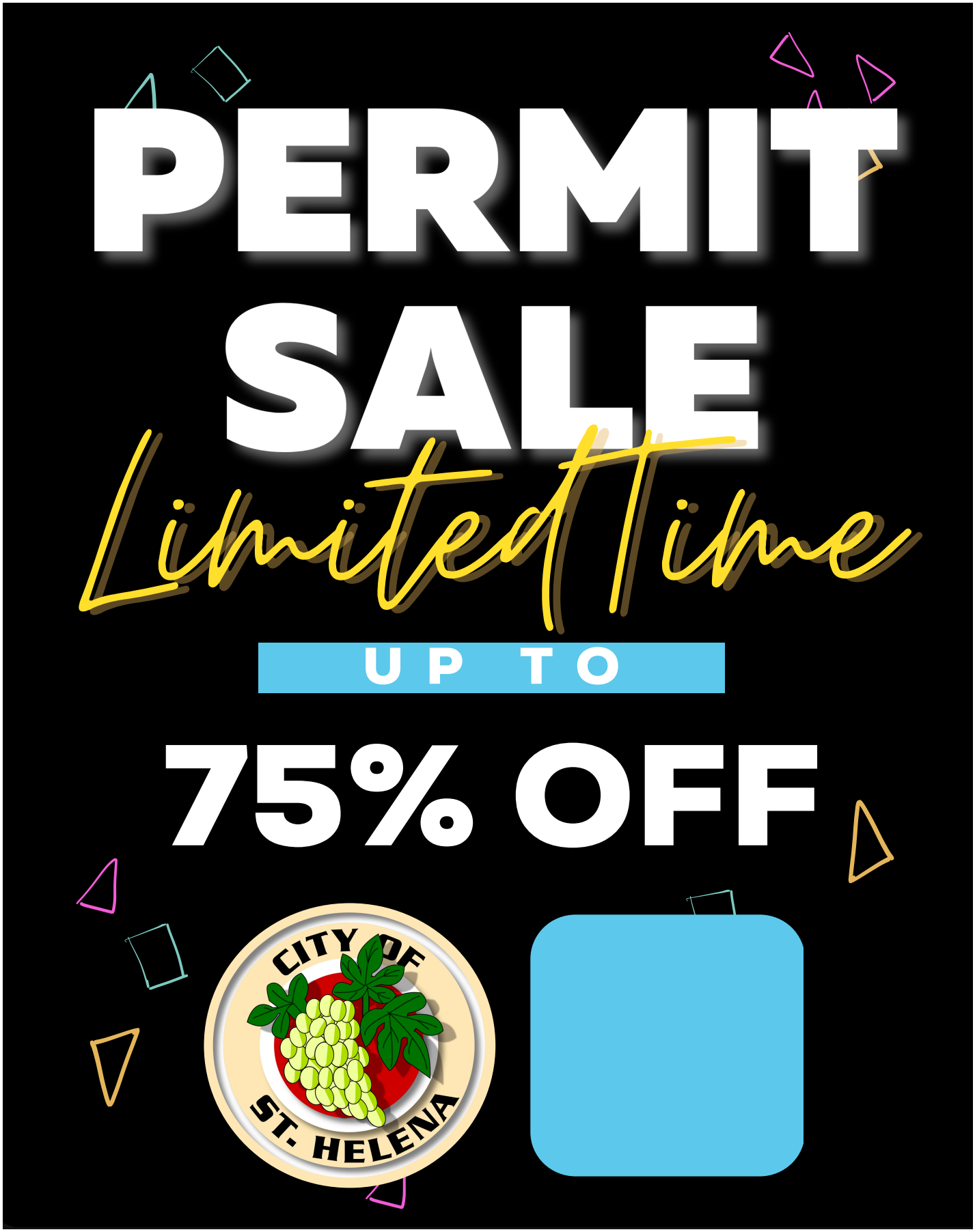
CITY OF ST. HELENA

BUILDING DEPARTMENT

BUILDING@CITYOFSTHELENA.ORG

707-967-2779

WWW.CITYOFSTHELENA.ORG


PERMIT
SALE
Limited Time
UP TO
75% OFF
CITY OF
ST. HELENA

ENERGY FRIENDLY PERMIT SALE

- GRAY WATER SYSTEM: Reg. $965.00 SALE $241.00

- SOLAR/PV AND BATTERY STORAGE SYSTEMS ROOF MOUNTED:
  RESIDENTIAL: Under 15KW Reg. $436.00 SALE $109.00
  Over 15KW Reg. $500.00 SALE $125.00

  COMMERCIAL UP TO 50 KW: $1000.00 SALE $250.00

- SOLAR WATER HEATING SYSTEMS:
  ROOF MOUNTED/EACH SYSTEM: Reg. $654.00 SALE $163.00
  GROUND MOUNTED/EACH SYSTEM: Reg. $794.00 SALE $198.00

- WINDOW & DOOR REPLACEMENT: Reg. $444.00 SALE $111.00

- HEAT PUMP HVAC SYSTEMS:
  RESIDENTIAL: $125.00 SALE $31.00
  COMMERCIAL: $225.00 SALE $56.00

- HEAT PUMP WATER HEATER
  RESIDENTIAL: $75.00 SALE $18.00
  COMMERCIAL: $175.00 SALE $43.00

- EV CHARGING STATIONS: Reg.$208.00 SALE $52.00

CITY OF ST. HELENA

RESOLUTION NO. 2023-

Resolution of the City Council of the City of St. Helena Making Findings and Determinations of Permit Reduction Fee Schedule for Certain Permits During a Specified and Limited Time Period

WHEREAS, The City of St. Helena has established certain goals to reduce Greenhouse Gases (GHG) and lessen the impact of climate change; and

WHEREAS, the City of St. Helena has adopted the 2022 Building Energy Efficiency Standards (Energy Code) for newly constructed and renovated buildings that will produce benefits to support the city's public health, climate and clean energy goals; and

WHEREAS, the California Energy Commission estimates that homes and businesses use nearly 70 percent of California's electricity and are responsible for a quarter of the state's Greenhouse Gas (GHG) emissions; and

WHEREAS, the City of St. Helena desires to increase the energy efficiency and lower the carbon footprint of buildings through water conservation and heat-pump technology as a means of achieving its GHG reduction goals and consistent with the city's goal to lessen the impact of climate change; and

WHEREAS, the City would like to encourage property owners of existing buildings who are not undergoing a renovation and would not otherwise be required to upgrade to more efficient and climate friendly technology; and

WHEREAS, the City Council of the City of St. Helena desires to reduce certain permitting fees for a limited and specified time period to encourage energy efficient and water saving systems upgrades to the city's existing building stock;

NOW, THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ST. HELENA AS FOLLOWS:

SECTION 1. The Permit Reduction Fee will be for newly installed heat-pump water heaters and heat-pump HVAC systems that replace existing natural gas, propane gas or electric resistance heating systems, installation of PV-solar and/or Energy Storage Systems, Electric Vehicle chargers, replacement of windows and/or doors, and installation of a Gray-Water System.

SECTION 2. The Permit reduction fee schedule will be effective April 1, 2023 and expire September 30, 2023

SECTION 3. As stated in the recitals, this is an effort to promote energy efficiency and water conservation and encourage property owners to consider upgrading to more energy efficient technology.

SECTION 4. The City Council supports and approves the permit fee reduction schedule for the specified time period.

Approved at a Regular Meeting of the St. Helena City Council on February 14, 2023, by the following vote:

Mayor Paul Dohring: _____

Vice Mayor Eric Hall: _____

Council Member Anna Chouteau: _____

Council Member Lester Hardy: _____

Council Member Billy Summers: _____

APPROVED: ATTEST:

_____ _____

Paul Jamison Dohring, Mayor Cindy Tzafopoulos, City Clerk

Cindy Tzafopoulos

From: Erika Opp
Sent: Tuesday, February 14, 2023 4:59 PM
To: Cindy Tzafopoulos
Subject: Fwd: [External] Permit Fee Reduction

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From: diane ryerson <adryerson7@gmail.com>
Sent: Monday, February 13, 2023 10:03:20 PM
To: Public Comment <publiccomment@cityofsthelena.org>
Cc: diane ryerson <adryerson7@gmail.com>
Subject: [External] Permit Fee Reduction

February 13, 2023

RE: New Business Item 12.2 Review and Discussion of Permit Fee Reduction

Mayor Paul Dohring and City Council Members,

As the property owner of a residence located at 1775 Fir Hill Drive, St. Helena, I support approval of the proposed Permit Fee Reduction to incentivize the installation of electric appliances, solar and EV charging to help reduce GHG emissions.

For rooftop solar, the beginning of the specified time period for permit fee reduction, April 1, 2023, may be problematic. Recently the CPUC approved PG&E to shift rooftop solar from NEM2 to NEM3 in 2023. The deadline for solar contractors to submit a completed application to PG&E is the day before April 14, 2023 for a customer to benefit from NEM2; contractors have 3 years to install the solar system. Unfortunately, NEM3 significantly reduces customer benefits: 75% reduction in payback for feeding electricity into the grid compared to NEM2; duration reduced from 20 years for NEM2 to 9 years. Potential rooftop solar customers and their contractors will have a time crunch if the customer wants the benefits of NEM2 and the City of St. Helena permit fee reduction. Currently, I am working with a local solar contractor to install solar panels on my roof at 1775 Fir Hill Dr.

Thank you for considering my comments.

Alice Diane Ryerson
707-826-7750 [landline Arcata]; 707-963-7716 [landline St. Helena] no cell phone